

# CRAFTON HILLS COLLEGE

CRAFTON HILLS COLLEGE CATALOG 2010-2011



**CraftonHills**  
COLLEGE  
*Your Future is on the Rise*

**2010-11 Catalog**

## ACADEMIC PROGRAMS

ACADEMIC PROGRAM	DEGREE	CERT	PG	ACADEMIC PROGRAM	DEGREE	CERT	PG
Accounting		X	69	Fire Technology	AS		108
Anthropology	AA		71	California Fire Officer Training		X	108
Anatomy and Physiology	AS		76	Fire Inspection Academy		X	109
Art	AA		73	Firefighter I Basic Training Academy		X	108
3D Computer Animation		X	73	Geography	AS		117
Computer Assisted Graphic Design		X	74	Geology	AS		119
Astronomy	AS		75	History	AA		122
Biology	AS		76	Marketing Management		X	127
Business Administration	AA,AS		77	Mathematics	AS		128
Business Management		X	78	Microbiology	AS		76
Retail Management		X	78	Multidisciplinary Degrees:			54
Chemistry	AS		80	Environmental Science	AS		58
Child Development	AA		81	Fine Arts	AA		54
Associate Teacher		X	82	Health Sciences	AS		59
Early Learning		X	82	Humanities	AA		54/55
Master Teacher		X	83	Liberal Studies - Teacher Preparation	AA		55/56
Site Supervisor		X	84	Multiple Sciences	AS		58/59
Teacher Certificate		X	82	Social Science	AA		57
Communication	AA		161	Music	AA		133
Computer Information Systems	AS	X	88	Office Computer Applications:			137
3D Computer Animation		X	89	Office Assistant I		X	137
Computer Assisted Graphic Design		X	89	Office Assistant II		X	137
Cisco Certified Network Associate		X	90	Philosophy	AA		138
Computer Hardware Technician		X	90	Physics	AS		142
Programming		X	91	Political Science	AA		143
Webmaster I		X	91	Psychology	AA		144
Web Design		X	91	Public Safety and Services			146
Economics	AA		96	Emergency Management		X	146
Emergency Medical Services	AS		97	Radiologic Technology	AS	X	148
Emergency Medical Technician I/EMT Basic		X	97	Religious Studies	AA		153
Emergency Medical Technician Paramedic		X	97	Respiratory Care	AS		154/155
Mobile Intensive Care Nurse		X	98	Sociology	AA		159
English	AA		103	Spanish	AA		160
				Theatre Arts	AA		164

## DIRECTORY OF OFFICES

(909) 794-2161

Department	Building	Telephone	Department	Building	Telephone
Admissions & Records	SSA-213	389-3372	Health & Wellness	SSB-101	389-3272
Assessment Center	SSB-202	389-3361	International Students	SSA-213	389-3366
Bookstore	BK-101	389-3250	Job Placement	SSB-201	389-3361
Cafeteria	College Ctr	389-3376	Learning Center	LRC	389-3312
Campus Business Office	LADM-151	389-3221	Library	LRC	389-3321
Career Center	SSB-201	389-3361	Police (Campus)	LADM-150	389-3275
Counseling Center	SSB-201	389-3366	Student Senate Office	SCC-107	389-3410
Disabled Students Programs & Services	SSB-110	389-3325	Student Services	SSA-306	389-3354
		TTY (909) 794-4105	Transfer Center	SSA-201	389-3361
EOP&S/CARE	SSA-307	389-3239	Veterans' Services	SSA-212	389-3256
Financial Aid	CL-214	389-3223			

# Catalog 2010 - 2011

A College of the San Bernardino Community College District  
Accredited by the Western Association of Schools and Colleges



**Your Future is on the Rise**

## Dear Student:



Welcome to Crafton Hills College where we are dedicated to providing a quality learning environment. With more than 35 degree programs and 30 certificate options, Crafton Hills College offers a variety of educational paths for both transfer and career preparation. Our outstanding faculty and staff are committed to student success throughout the college, regardless of the program or service area.

Two new facilities are coming on board in fall 2010 to better serve students. The Learning Resource Center (LRC) is a 60,000 square foot building where the library and the tutoring center are located along with student study rooms, a 100 seat auditorium, and an art gallery. The LRC is surrounded by the Living Wall and new walkways through the center of campus. The Aquatics Center on the northeast side of the campus houses a former Olympic training pool, a large classroom, and training areas for athletes. Future projects include a new student center, a science building, a parking structure, alternative energy sources, and the renovation of a variety of classrooms and buildings. Students will be able to enjoy top-quality learning spaces to compliment outstanding instruction.

In addition to coursework, Crafton Hills College also offers a range of support services and extra-curricular activities. Students can receive assistance in the areas of Financial Aid, Admissions and Records, Counseling, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSP&S), and Health Services. The Student Life Office oversees student government and numerous clubs and organizations. The newly instituted College Hour will provide opportunities for students to be involved in a full college experience.

Crafton Hills College is dedicated to meeting community needs by preparing students to become leaders and productive citizens. We are proud of the 6,000 current students who have chosen the College as the place to pursue their dreams.

Sincerely,

*Gloria M. Harrison*

Gloria Macías Harrison  
President

This publication is available in alternate formats for qualified persons with disabilities. Call (909) 382-3325 for more information.

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# SECTION I

## General Information - About the College

Crafton Hills College (CHC) is one of 112 colleges in the California Community College system, the largest college system of higher education in the world. Since its opening in 1972, learners of all ages, interests and backgrounds have passed through the doors of CHC, taking advantage of this first step to higher learning. As new businesses and industries settle in this region, CHC continues to increase in importance as a source for a college education and career training. Crafton Hills currently serves approximately 6,500 students and offers both day and evening classes. CHC is accredited by The Western Association of Schools and Colleges, the accrediting body for California and the Western Pacific.

Located in southern California, on rolling hills above the Yucaipa Valley, and surrounded by an undisturbed natural environment, Crafton Hills College offers majors in the liberal arts and sciences, career and technical studies. With its imaginative architecture, manicured grounds and spectacular surroundings, the atmosphere of the college is one of serenity — right for reflection, growth and learning.

What sets the campus apart from many others is that, in addition to quality instruction, many of the professors are experts in their field outside the classroom. Also, the small size of the college allows for much more one-on-one communication between instructors and students. CHC instructors are noted for being accessible and caring about the students as individuals. Whether you're a new student just getting started at college, you're returning to college after having been out of school for a while, no matter what your age, it is never too late to go to college. At CHC, there is still that personal touch.

There are many student services available to help you achieve your higher education goals. You can find information and a listing of student services in this catalog and the class schedule.

The Child Development Center and the Child Development Program function collaboratively to provide the best education possible for preschool-aged children and our child development students.

In addition to student-centered classes and an able counseling and career guidance staff, CHC provides a variety of cultural, social and recreational opportunities. The Art, Music, and Theatre Arts Departments are student intensive, offering two years of experience-based education that allows our students to participate in art exhibits, concerts, and theatre productions throughout the year. Also, students have extracurricular opportunities to explore their interests through clubs, student government and educational field trips to various locations. For recreational activities, the college's Health and Physical Education Department oversees outstanding facilities including a gymnasium, weight room and tennis courts.

When they arrive for Fall 2010 semester students will enjoy the use of a new 60,000 square foot, Learning Resource Center (LRC). The LRC will house the Library, Tutoring Center, Technology Services, an art gallery, computer mall, and a 100 seat auditorium. The adjacent "Living Wall" will provide a path for students, with planters, benches, and alcoves for taking a break between classes.

Fall 2010 will also see the unveiling of the college's new Aquatic Center. This complex features a 50 meter competition pool, which was acquired from the Long Beach 2004 Olympic Trials; locker rooms; weight room facilities and a 50 seat multi-purpose room.

Above all, CHC is a place for learning and personal growth. It has established a reputation for quality and a willingness to respond quickly and reasonably to community needs. CHC operates on the semester system. Fall semester begins in August, spring term starts in January, and summer session starts in June.

## BACKGROUND

Crafton Hills College is one of two public community colleges serving the San Bernardino Community College District. The other is San Bernardino Valley College. Both are tax-supported, coeducational institutions governed by a locally elected board of trustees acting through a district chancellor and the president of each college.

In the fall of 1972, classes were held for the first time at Crafton Hills College. The campus buildings and grounds provide an environment essential to support a comprehensive community college. The areas from which the college generally attracts students include Yucaipa, Redlands, Highland, Loma Linda, San Bernardino, Rim of the World, Colton, Bloomington, Rialto, and Bear Valley. However, students also come from all over California, out-of-state, and foreign countries.

Some students come to the college directly from high school and pursue full-time study in transfer-preparation or career-technical programs. Others study part time to prepare for return to work or to improve their chances for advancement. Some arrive with superior academic backgrounds, some in need of considerable remedial aid. The average age of CHC students is twenty-five. More than half the students are females. Some students stay to complete a program; others prepare for eventual transfer to four-year colleges and universities or directly enter the workplace. Students choose Crafton Hills College because of its setting, its dedicated faculty, its challenging and engaging curriculum, and its variety of educational opportunities.

## EDUCATIONAL PHILOSOPHY STATEMENT

In a free society all individuals should have access to educational opportunities in order to develop their unique potential. The programs and services at Crafton Hills College help to promote an informed and engaged citizenry by providing an environment where intellectual dialogue becomes the foundation for lifelong learning. At Crafton Hills College, students prepare to meet the challenges of an increasingly complex society.

## EDUCATIONAL MASTER PLAN

The Educational Master Plan provides the college with an integrated framework for achieving long-term goals in support of student learning.

The Crafton Hills College foundational statements-Mission, Vision, and Values-underlie the Strategic Directions and Goals in the Educational Master Plan.

## MISSION

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

## VISION

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.

## VALUES

The institution's values are creativity, inclusiveness, excellence, and learning centeredness.

## STRATEGIC DIRECTIONS AND GOALS

### Student Access and Success

Student success in courses and programs is the top institutional priority. The quality and quantity of programs and services are sufficient to assure students the opportunity for success at CHC.

#### Goals:

- Support, guide and empower every student to achieve his or her goals.
- Deliver and ensure access to programs, services, and support that meet students' needs.

### Inclusiveness

The College and its structures and processes are characterized by inclusiveness, openness to input, and respect for diverse opinions among individual students and employees, groups and organizations.

#### Goal:

- Seek, welcome, and respect diversity, and promote inclusiveness.

### Best Practices for Teaching and Learning

Innovative and effective practices are used throughout the College to facilitate authentic learning.

#### Goal:

- Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement.

### Enrollment Management

Enrollment management is an ongoing process of balancing student and community needs with available funding and facilities.

#### Goals:

- Effectively manage enrollment through a dynamic balance of identified needs and available resources.
- Identify and initiate the development of new courses and programs that align strategically with the needs of the College and its students.

### Community Value

The College identifies and serves key community needs and promotes itself as a community asset.

#### Goal:

- Enhance the College's value to the community.



**Effective, Efficient, and Transparent Processes**

College processes interact effectively with each other and with those of the District and SBVC.

**Goals:**

- Implement and integrate planning processes and decision-making that are:
- Collaborative
- Transparent
- Evidence-based
- Effective and
- Efficient

**Organizational Development**

The College continuously improves as an organization.

**Goals**

- Optimize the organization's human resource capacity.
- Manage change proactively.

**Effective Resource Use and Development**

The College actively seeks, advocates for, and acquires additional resources.

**Goals:**

- Maintain and use resources effectively.
- Seek, advocate for, and acquire additional resources.
- Maximize resource capacity related to facilities, technology, and other infrastructure.

**CAMPUS PURPOSE**

The purpose of Crafton Hills College is to facilitate students' learning so they can attain realistic goals commensurate with their needs and abilities. The primary means for achieving this goal is the educational program of the college; all other functions of the college are justified insofar as they support learning. While the result of some learning is intangible, most learning is indicated by a change in the attitude and behavior of the learner. Some changes represent new departures for the student; others are simply further refinements and developments of skills, viewpoints and knowledge. The college provides a variety of courses and programs designed to reach the institution's basic goal. As students pursue their programs of study, they should strive toward an understanding of their scientific and cultural heritage; the ability to define and solve problems on the basis of relevant facts and reasonable alternatives; the identification of a preferred pattern of living and a means of achieving it; occupational and professional proficiency; mental and physical health; the ability to

interact effectively with other people intellectually, socially, and physically; the acceptance of responsibility; and an awareness of the usefulness and desirability of further learning. In pursuit of the goals stated above, the college offers course work and assistance to students in the following broad areas:

1. Lower division courses for transfer to senior colleges and universities, applicable to the baccalaureate degree;
2. Occupational programs for entry into specific vocations and further training for increased occupational effectiveness while pursuing a vocation;
3. General education that provides a fundamental learning foundation and stimulates intellectual curiosity;
4. Continuing education for citizens in the community who may desire further preparation in general education or in a vocational field;
5. Programs in basic skills for increased effectiveness in pursuing the basic objectives of the college;
6. Advising and counseling for educational, occupational, and personal planning.

**DEGREES**

Students who successfully complete the requirements for graduation are awarded Associate of Arts and Associate of Science degrees. Students who complete the requirements of selected programs receive Certificates of Achievement.

**CRAFTON HILLS COLLEGE FOUNDATION**

In an effort to extend educational opportunities to CHC students, Crafton Hills College established the CHC Foundation during the same year the college opened in 1972. The CHC Foundation is a nonprofit corporation devoted exclusively to raising funds for student scholarships, grants and special projects. Philanthropy has been important to CHC from the very creation of the institution. The college began as a gift of property from brothers Ruben and Lester Finkelstein. For more information about the CHC Foundation, please call (909) 389-3260.

**ALUMNI ASSOCIATION**

Crafton Hills College invites you to continue your affiliation with the college by joining the Alumni and Friends. Working with the Crafton Hills College Foundation, the Alumni and Friends is committed to helping Crafton Hills College students obtain their educational objectives. For more information about the CHC Alumni and Friends, the CHC Foundation, and fund raising events, please call the CHC Resource Development Office at (909) 389-3260.

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# SECTION II

# GETTING STARTED

## 5 STEPS TO SUCCESSFUL ENROLLMENT

**Step 1:           Applying for Admission**

General Information

Transfer Students

California Residency Information

International Students

High School Students

Advanced Placement (AP) and College-Level Examination Program (CLEP) Policies

**Special Programs**

Financial Aid

Disabled Student Programs & Services (DSP&S)

Extended Opportunity Programs & Services (EOP&S)

Cooperative Agencies Resources for Education (CARE)

California Work Opportunities & Responsibilities to Kids (CalWorks)

Veterans Ed Benefits

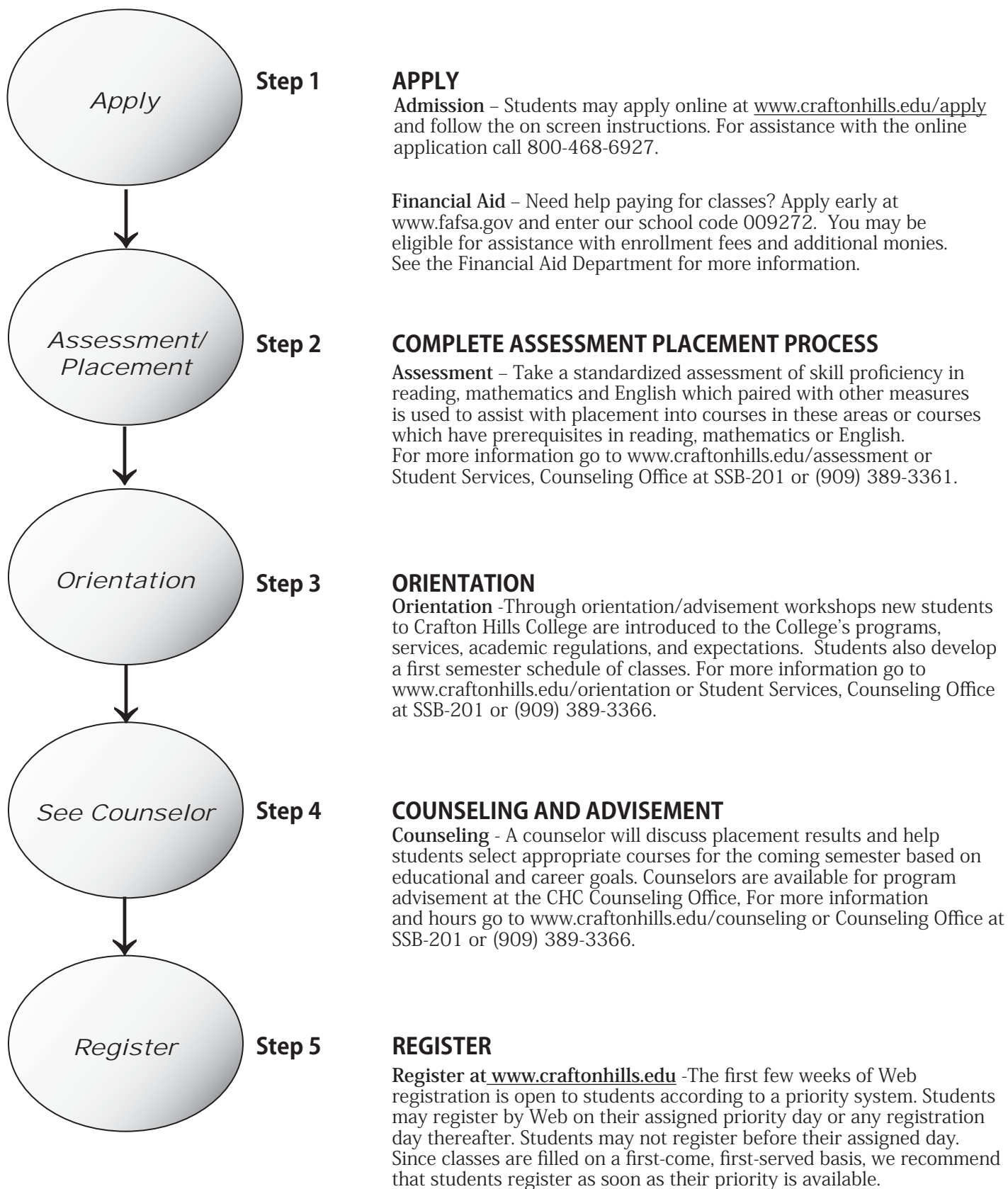
**Step 2:           Assessment**

**Step 3:           Orientation**

**Step 4:           Counseling**

**Step 5:           Registration**

# Five Steps to Successful Enrollment



## Step 1: Applying for Admission General Information

### WHO MAY APPLY

Admission to Crafton Hills College is open to those who meet any one of the following requirements:

1. Eighteen years of age or older and can benefit from instruction offered by the college, (Education Code: 48800-48802) or
2. A high school graduate, (Education Code: 48800-48802) or
3. Have a G.E.D. (General Education Development) Certificate, (Education Code: 48800-48802) or
4. Have a California High School Proficiency Certificate, (Education Code: 48800-48802) or
5. Out-of-state residents and citizens of other countries here on student visas may also attend Crafton Hills College, subject to regulations that can be obtained from the Admissions & Records Office. These students will be required to pay non-resident tuition fees. (Education Code: 68050)

Current high school students may be admitted under special circumstances. See page for eligibility requirements.

### STUDENT ADMISSIONS PROCEDURES

New and returning students must complete an application for admission, which will provide the college with demographic information about students. Federal or state law or college policy requires this information. Other information will assist the college in determining whether the student needs to be referred to orientation or assessment programs. It is highly recommended that students provide the college with **one** official transcript from high school and previous college work at the time of admission (delivered in a sealed envelope).

### STUDENT CLASSIFICATIONS

**New Students** - Are students who have *never attended* Crafton Hills College.

**Returning Students** - Are students who have attended Crafton Hills College but *did not take classes the previous term (excluding summer term)*.

**Continuing Students** - Are students who have attended Crafton Hills College *during the previous term*.

**Transfer Students** - Are students who have completed coursework at another accredited college and are requesting credit for those courses. See page for more information

**California Residents** - Are students who meet the requirements for state residency. See page for more information

**International Students** - Are students with F-1 visas. See page for more information.

**Note:** If you are unsure of your status, please contact the Admissions & Records Office at (909) 794-2161, Ext. 3372.

### TRANSFER STUDENTS

Students who request credit for courses taken at another accredited college must submit **one** official transcript delivered in a sealed envelope to the Admissions and Records Office. Transcripts will be evaluated according to the scholastic standards policy of the San Bernardino Community College District and Crafton Hills College. For more information regarding evaluation of transcripts, see *Transfer of Credit from other Institutions for Associates Degree Credit* in section IX.

### CRAFTON HILLS COLLEGE TRANSFER OF CREDIT FROM OTHER INSTITUTIONS FOR ASSOCIATES DEGREE CREDIT

This policy covers the evaluation of transcripts from other institutions for the purposes of application of credits earned at those institutions for application to the Associates of Arts and Associates of Science Requirements at **CRAFTON HILLS COLLEGE**. The policy also covers the application of credits from other institutions to **some** university transfer requirements.

1. CRAFTON HILLS COLLEGE only accepts credits from the following accrediting bodies:

**MSA:** Middle States Association of Colleges and Schools, Commission on Higher Education

**NWCCU:** Northwest Commission on Colleges and Universities (Predecessors NASC and NWASC are acceptable.)

**NCA:** North Central Association of Colleges and Schools, Higher Learning Commission

**NEASC-CIHE:** New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education

**SACS:** Southern Association of Colleges and Schools, Commission on Colleges

**WASC-ACCJC:** Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

**WASC-ACSCU:** Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-JR, WASC-ACCJC and WASC-ACSCU acceptable.)

Other Accreditation types:

**U.S. Veterans/Dependents**

**A.C.E.:** American Council on Education IS NOT an accrediting body under which designated accredited colleges are recognized, (ex. University of Maryland, Central Texas College, etc.)

2. CRAFTON HILLS COLLEGE will accept credit for pre-baccalaureate courses completed at a regionally accredited four-year institution to apply to the Associates Degree Requirements as long as such courses are deemed equivalent to courses identified as associate degree applicable in Title 5 §55805.5.
3. CRAFTON HILLS COLLEGE will accept credit for upper division courses completed at a regionally accredited four-year institution to apply to the Associates Degree Requirements for

elective credit. Granting of this credit is made at the discretion of the Evaluation Advisory Committee. Credit may also be granted toward meeting major requirements at the discretion of the relevant discipline.

4. CRAFTON HILLS COLLEGE will accept credit for courses completed in religion and/or theology taken at a regionally accredited institution to apply towards the Associates Degree Requirements as elective credit.
5. CRAFTON HILLS COLLEGE does not accept in-coming transfer college units from technical & career colleges, non-accredited (dropped from accredited status) or colleges pending (candidates for) accreditation.
6. CRAFTON HILLS COLLEGE will accept all University of California and California State University extension units (100 through 900 levels) to apply to the Associates Degree Requirements as elective credit. Continuing Education Credits are calculated at a one-quarter unit per every ten hours of participation.
7. CRAFTON HILLS COLLEGE does not accept credit for graduate-level coursework.

#### GENERAL PROCEDURES FOR EVALUATION OF TRANSCRIPTS FROM OTHER INSTITUTIONS

1. Official transcripts from all colleges attended must be on file with the CRAFTON HILLS COLLEGE Admissions and Records Office prior to evaluation.
2. Students must complete a *Request for Transcript Evaluation* at the Admissions and Records Office requesting a formal evaluation. You must have completed 12 units at Crafton Hills College before transfer work will be evaluated.
3. Upon request of the student and receipt of official transcript(s), the evaluator will check the accreditation of the college or university (refer to A.C.E. Guide of Accredited Institutions of Postsecondary Education).
4. Counselors may review unofficial transcripts on an appointment basis for purposes of determining pre-requisites and developing a Student Educational Plan (SEP). Any counselor evaluation will be considered **unofficial** and for general advisement purposes only. Students should request an **official** evaluation as soon as possible after 12 units @CHC in order to accurately determine what coursework is necessary to complete their educational goal.
5. The evaluation will be available in imaged form to all counselors for use in advisement and development of a Student Education Plan (SEP).

#### CALIFORNIA RESIDENCY INFORMATION

This section of the catalog provides a general summary of the principal rules about residency. For the detailed rules used by admission officers for residency determination, reference should be made to regulations of the Board of Governors of the California Community Colleges in Sub-Chapter 1 commencing with Section 54000 of Division 6 of Chapter V, of Title 5 of the California Administrative Code, and the regulations and guidelines available at the Admissions & Records Office. These regulations are subject to change without notice by the state Legislature.

##### Determination of Residence

- A. Adults — every person who is married or who is 18 years of age or older on the residence determination date may determine his or her own residence.
- B. Minors — those persons under 18 years of age may establish residence in accordance with the following:
  1. Married minors may establish their own residence.
  2. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom he/she lives.
  3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
  4. A student who remains in the state after his/her parents, who had legal residence in California, have established residence elsewhere, shall be entitled to retain resident classification until he/she has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at the institution.
  5. A student may combine his/her time as a resident minor with his/her time as a resident adult to establish the one year necessary for California resident classification.

##### Becoming A Resident

Intent to become a resident may be determined by complying with at least three of the conditions listed in the following section. Physical presence within the state solely for educational purposes does not constitute establishing California residence, regardless of the length of that presence. The one-year residence period which a person must meet to be classified as a resident does not begin until the person is both present in California and has manifested clear intent to become a California resident. (Education Code: 54024)

##### Required Documents For Residence Determination

The following factors are considered in determining California residency (a minimum of 3 must be provided):

1. Ownership of residential property or continuous occupancy of rented or leased property in California
2. Registering to vote and voting in California
3. Licensing from California for professional practice
4. Active membership in service or social clubs
5. Presence of spouse, children or other close relatives in the state
6. Showing California as home address on federal income tax form
7. Payment of California state income tax as a resident
8. Possessing California motor vehicle license plates
9. Possessing a California driver's license
10. Maintaining a permanent military address or home of record in California while in the armed forces
11. Establishing and maintaining an active California bank account
12. Being the petitioner for a divorce in California (Education Code: (e))

##### Exceptions To Residence Determination

- A. A student who is a member of the Armed Forces on active duty in this state shall be entitled to residency status.
- B. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident status until the student has resided in the

state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. Should the member of the armed forces of the United States be there-

after transferred on military orders directly to a place outside this State, where the member continues to serve in the armed forces of the United States, the student shall not lose the resident status until he/she has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution.

(Education Code: 68074.(a)(1)(2)(b))

- C. A student who is an adult alien will be entitled to resident status if lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has had residence in the state for more than one year after such admission, prior to the residence determination date for the term for which he/she proposed to attend an institution.
- D. A student who is a minor alien will be entitled to resident status if both he/she and his/her parents have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided the parent has had residence in the state for more than one year after such admission, prior to the residence determination date for the term for which he/she proposes to attend an institution.
- E. A student who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident status for school attendance.
- F. A student holding a valid credential authorizing service in a public school and employed in a certificated full-time position by a community college district will be given resident status. (Education Code: 68078)
- G. A student who is a full-time employee of an institution or of any state agency, or a student who is a child or spouse of a full-time employee of an institution or of any state agency, may be entitled to resident classification, as determined by the governing boards, until he or she has resided in the state the minimum time necessary to become a resident. (T5 68079)

For the purposes of this section, "employee of any state agency" means a person employed by the state on or after the effective date of this section, who is assigned to work outside of the state.

For the purposes of this section, "institution" means any university or college of the California State University and Colleges, the University of California, or any California Community College. (ECS 68011)

- H. A student who (1) has not been an adult resident of California for more than one year and (2) is the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date shall be entitled to resident status. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution.  
(Education Code: 68076)[A. Ed code]

## Reclassification of Residency

Students who have been classified as non-residents may be reclassified as residents by formally requesting such reclassification. The written request must be submitted to the Admissions & Records Office no later than the first day of registration for the term in which the student is seeking reclassification. The request must be accompanied by documentation verifying the student's intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the student applicant.

## Resident Status Appeal

Any student, following a decision on residence status by the college, may make written appeal to the Admissions & Records Office within fourteen (14) calendar days of that decision.  
(Education Code: 54060)

## INTERNATIONAL STUDENTS

Crafton Hills College is approved by the Immigration and Naturalization Service to admit non-immigrant F-1 Visa international students. The number of such students permitted to enroll may be limited at the discretion of the president of the college. In order to be considered for admission, all applicable materials must be submitted by the following deadlines:

May 1	for Fall Semester
November 1	for Spring Semester
March 15	for Summer Session

## Required Materials:

1. A completed application form.  
**Note:** An application form may be obtained by writing to:  
  
Admissions and Records Office  
Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399 U.S.A.
2. Test score from "Test of English as a Foreign Language" (TOEFL). A minimum score of 500 is required. (Not required of students from a country where the native language is English).  
**Note:** Copies of the *TOEFL Bulletin of Information for Candidates* are available at most American embassies. The application to take the TOEFL test must be received by the Educational Testing Service at least four weeks before the testing date.
3. Official transcripts of all previous secondary school and college work, including an English translation. A letter of reference from a prominent person in your community, verifying character, background, and ability.
4. A non-refundable application processing fee of \$25.00 in the form of a money order made payable to Crafton Hills College.
5. Official documentation of birth date. No international students under eighteen years of age will be admitted.
6. A recent photograph. Photocopies are not acceptable.
7. Verification of a recent chest X-ray or skin test that indicates a negative tuberculosis test. **Note:** X-ray or skin test must be done in the United States. The results must be on file with the college within the first month of attendance.

8. An affidavit of financial support.
9. When all requirements have been met, a letter of acceptance will be mailed. An I-20 will be mailed upon receipt of the first semester's fees in American dollars in the form of a money order.

The following rules apply to International Students at Crafton Hills College:

1. You must be in the local area no later than August 1 for Fall Semester and January 4 for Spring Semester.
2. You are responsible for finding your own housing in nearby communities. The college does not have living facilities on campus.
3. First semester fees must be paid before an I-20 is issued.
4. You must report to the Student Services (Counseling Department) office at the college when you arrive in the area and present your Visa, I-94, I-20. These documents will be copied and filed. The counseling and registration procedure will be explained at that time. Subsequently, you must pay all required fees at time of application.
5. You may attend Crafton Hills College for a maximum of five semesters. You must take twelve or more units each semester.
6. You are requested to enroll in an international health insurance plan.

#### Evaluation of Transcripts from International Institutions:

Foreign institutions are usually chartered and authorized by their national governments through a ministry of education. Although this provides for standardization within a country, it does not produce useful information about comparability from one country to another. As a result, all students who have attended a foreign institution must:

1. Have their transcripts evaluated by a member company of the Association of International Credentials Evaluators (AICE).
2. The student must have an official copy of the evaluation sent to the Crafton Hills College Admissions and Records Office.

The following organizations can assist institutions by distributing general or specific guidelines on admission and placement of foreign students. Equivalency or placement recommendations are to be evaluated in the terms of the programs and policies of the individual receiving institution.

#### **Academic Credentials Evaluation Institute**

P.O. Box 6908  
Beverly Hills, CA 90202  
(800) 419-4601 Fax: (888) 754-8438  
Email: [service@universitylanguage.com](mailto:service@universitylanguage.com)  
Website: [www.universitylanguage.com](http://www.universitylanguage.com)

#### **Academic & Professional International Evaluations, Inc.**

P.O. Box 5787  
Los Alamitos, CA 90721-5787  
(562) 594-6498 Fax: (562) 594-8498  
Email: [APIE@email.msn.com](mailto:APIE@email.msn.com)  
Website: [www.apie.org](http://www.apie.org)

#### **American Education Research Corporation**

P.O. Box 996  
West Covina, CA 91793-0996  
(626) 339-4404 Fax: (626) 339-9081  
Email: [aerc@verizon.net](mailto:aerc@verizon.net)  
Website: [www.aerc-eval.com](http://www.aerc-eval.com)

#### **Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3412 Fax: (414) 289-3411  
Email: [EVAL@ece.org](mailto:EVAL@ece.org)  
Website: [www.ece.org](http://www.ece.org)

#### **Educational Records Evaluation Service, Inc.**

601 University Avenue, Suite 127  
Sacramento, CA 95825-6738  
(916) 921-0790 Fax: (916) 921-0793  
Email: [edu@eres.com](mailto:edu@eres.com)  
Website: [www.eres.com](http://www.eres.com)

Note: Please follow the instructions on the application and fee schedule, which are available from ERES.

#### **International Education Research Foundation, Inc.**

Credentials Evaluation Service  
P.O. Box 3665  
Culver City, CA 90231-3665  
(310) 258-9451 Fax: (310) 342-7086  
Email: [info@ierf.org](mailto:info@ierf.org)  
Website: [www.ierf.org](http://www.ierf.org)  
Note: Request a detailed report

#### **World Education Services Application for Evaluation of Foreign Educational Credentials**

P.O. Box 5087  
New York, NY 10274-5087  
(212) 966-6311 Fax: (212) 739-6100  
Email: [INFO@wes.org](mailto:INFO@wes.org)  
Website: [www.wes.org](http://www.wes.org)

Note: You must indicate on their application that the evaluation is for a California teaching credential or permit. Please print all information.

## ADMISSION OF HIGH SCHOOL STUDENTS

Crafton Hills College may admit high school students who have completed the tenth grade who are capable of benefiting from advanced scholastic courses (i.e., college level), and are seeking educational opportunities not otherwise available to them.

To be eligible, students must have:

- the recommendation of the high school principal
- the consent of a parent or guardian
- demonstrated adequate preparation in the discipline to be studied
- a GPA of 2.5 or higher

Students who meet the eligibility requirements, must submit (prior to the deadline) the following:

- Completed and signed CHC application
- Completed and signed High School Concurrent Enrollment Request form
- Completed Consent for Medical Treatment form
- Official high school transcripts in a sealed envelope

All applications will be reviewed by the Dean of Student Services and Student Development. Upon approval, students may register for the approved classes beginning at open registration. Course changes or enrollment in a course without prior approval will result in an administrative withdrawal without refund.

Crafton Hills College may restrict the admission and enrollment of high school students during any session based on age, completion of a specific grade level, regulation or demonstrated eligibility for instruction based on the college's assessment methods and procedures. All high school students enrolling in college courses must have a release of liability and the maturity to function effectively on a college campus.

### Admission of Students below Grade 11

In extraordinary cases, where a student who has not completed the tenth grade demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of that student. Such consideration will be on a course-by-course basis and will be allowed only through the add/drop process, after open registration has been completed. Students below grade 11 wishing to enroll in courses must meet all of the requirements identified in the section above as well as any pre-requisites or departmental recommendations established for the course(s) in which they wish to enroll, as demonstrated by completion of the college assessment process.

Students in this category will be bound, as are all other students, by the syllabus of the course. Course content is non-negotiable. Moreover, parents are not permitted to attend classes with their children unless they are registered for the course. These students and their parents must complete an orientation process for each course conducted by the Counseling Department. The instructor of the course will have the final determination of whether any student below grade 11 will be allowed to enroll in his or her class.

## ADVANCED PLACEMENT POLICY

Crafton Hills College is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement credit will be granted by Crafton Hills College according to the following policy:

1. Students must be enrolled at Crafton Hills College in order to apply for AP credit.
2. Students are required to have completed twelve (12) units at Crafton Hills College prior to applying for AP credit. AP may be used to meet the pre-requisite for a more advanced course prior to the completion of 12 units. See a counselor for details.
3. Students will be granted credit for AP scores of three (3), four (4), or five (5) in specific subject areas. Students must bring a copy of the AP score report to the Admissions Office for evaluation. Students will receive units of credit and grades of Pass (P) on their Crafton Hills College transcripts.
4. Units earned by AP examinations may be used to meet Certificate and Associate Degree requirements.
5. Units earned by AP examinations may be used towards CSU General Education Breadth certification according to the CSU approved list.
6. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC), with the exception of critical thinking-English composition and oral communication requirements (Areas 1B and 1C). Credits earned with a score of 3 or higher on a designated AP examination may be applied when recognized by the college as equivalent to approved IGETC courses. Each individual AP examination can clear one course only. AP examinations taken for Biology, Chemistry or Physics will **not** be granted laboratory credit.
7. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
8. Units of AP credit may not be used to satisfy the college's twelve (12) unit residency requirement or be added to a student's earned unit total for priority registration purposes.

### NOTE:

Some four-year institutions may not accept AP credit. The applicability and quantity of AP credits granted toward major/or baccalaureate degree requirements continues to be determined by the individual CSU, UC or private college campus. Students planning to transfer should check the catalog of the transfer institution to determine how AP credit is awarded at that school.



# Advanced Placement (AP) Examination Credits

Advanced Placement Exam with Score of 3, 4, or 5	CHC Units Awarded	CHC Course Equivalent	CHC General Education Graduation Credit	CSU General Education Credit	IGETC Credit
Art History	3	ART 100 or ART 102	Area C2	Area C1	Area 3/Arts
Biology	4	BIOL 100	Area A	Area B2	Area 5 (no lab credit)
Chemistry	4	CHEM 101	Area A	Area B1	Area 5 (no lab credit)
Economics: Macro	3	ECON 200	Area B	Area D2	Area 4
Economics: Micro	3	ECON 201	Area B	Area D2	Area 4
English: Language and Composition	4	ENGL 101	Area D1	Area A2	Area 1, Group A
English: Literature and Composition	4	ENGL 101	Area D1	Area A2	Area 1, Group A
French Language	5	FRENCH 102	Area C1/F1	Area C2	UC Language requirement
Government and Politics: US	3	POLIT 100	Area B/F2	Area D8	Area 4
History: European	3	HIST 160 or HIST 161	Area B or C1	Area C2 or Area D6	Area 3/ Humanities or Area 4
History: United States	3	HIST 100 or HIST 101	Area B or C1/F2	Area C2 or Area D6	Area 3/ Humanities or Area 4
Mathematics: Calculus AB	4	MATH 250	Area D3	Area B4	Area 2
Mathematics: Calculus BC	4	MATH 251	Area D3	Area B4	Area 2
Physics B	4	PHYSIC 110	Area A	Area B1	Area 5 (no lab credit)
Physics C (Mechanics)	6	PHYSIC 200	Area A	Area B1	Area 5 (no lab credit)
Physics C (Electricity and Magnetism)	(no credit allowed)				
Psychology	3	PSYCH 100	Area B	Area D9	Area 4
Spanish Language	5	SPAN 102	Area C1/F1	Area C2	UC Language requirement
Statistics	4	MATH 108 or PSYCH 108	Area D3	Area B4 only	Area 2 only

## COLLEGE-LEVEL EXAMINATION PROGRAM POLICY

Crafton Hills College is a participant in the College-Level Examination Program of the College Entrance Examination Board. CLEP credit will be granted by Crafton Hills College according to the following policy:

1. Students must be enrolled at Crafton Hills College in order to apply for CLEP credit.
2. Students are required to have completed twelve (12) units at Crafton Hills College prior to applying for CLEP credit.
3. Students will be granted credit for CLEP with a minimum scaled score of 50 on approved specific subject area examinations. Students must bring a copy of the CLEP report to the Admissions and Records Office for evaluation. Students will receive units of credit and grades of Pass (P) on their Crafton Hills College transcript.
4. CLEP credit will not be granted in circumstances where the student has completed equivalent or more advanced coursework.
5. Units earned by CLEP examinations may be used to meet certificate and associate degree requirements only. See the table for details.
6. Units earned by CLEP examinations may not be used to satisfy transfer requirements including Intersegmental General Education Transfer Curriculum (IGETC). Some four-year institutions, including all University of California campus, do not accept CLEP credit. The applicability and quantity of CLEP credits granted continues to be determined by each institution. Students planning to transfer should check the catalog of their transfer institution to determine if and how CLEP credit is awarded at that school.
7. CLEP examinations taken for Biology or Chemistry will not be granted laboratory credit.
8. The College does not offer CLEP credit in mathematics. However, students are encouraged to use CLEP scores as evidence in the prerequisite challenge and/or departmentally approved credit by examination processes.
9. Units of CLEP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
10. Units of CLEP credit may not be used to satisfy the college's twelve (12) unit residency requirement or be added to a student's earned unit total for priority registration purposes.

(See CLEP Examination Credits table below)

## CLEP EXAMINATION CREDITS

CLEP Exam with a Score of 50 or higher	CHC Units Awarded	CHC Course Equivalent	CHC General Education Credit
Biology	4	BIOL 100	N/A (no lab credit)
Principles of Management	3	BUSAD 200	N/A
Chemistry	4	CHEM 101	N/A (no lab credit)
Principles of Macroeconomics	3	ECON 200	Area B
Principles of Microeconomics	3	ECON 201	Area B
Humanities	3	INTDIS 101/102	Area C1/F1
Principles of Marketing	3	MARKET 100	N/A
American Government	3	POLIT 100	Area B/F2
Sociology	3	SOC 100	Area B

## Special Programs To Support Student Success

### FINANCIAL AID GRANTS AND WORK STUDY

The Financial Aid Office helps students seeking financial aid to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees, books, transportation and partial living expenses. Students may be working and still qualify for financial assistance. The basic type of financial aid: grants and self help (such as work study). Grants are awarded on the basis of financial need and do not require repayment. Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1, but no later than the last day of the previous spring semester, in order to ensure funds will be available for the beginning of the fall semester in August. Our school code is 009272. After submitting you FAFSA on-line, you must come into the financial aid office approximately 4 days later to open your file in the financial aid office regardless if you are a new student or a returning student, everyone must open a new file each year. It is important, however, that all requested documentation be returned as soon as possible. Financial aid awards are made only *after* a student's file is complete. On-time applicants (those who have complete applications by June 17, 2010 and who have returned all requested materials) can expect to receive a financial aid award letter by July. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes for which aid is received. The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office. For information call (909) 389-3240.

### TYPES OF FINANCIAL AID

#### 1. BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

This waiver is available to California residents to cover resident enrollment fees. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) or the Board of Governors Enrollment Fee Waiver Application. The maximum waiver is equal to the community college enrollment fees.

All students who receive BOG will still have a small balance to be paid with Admissions and Records.

#### 2. CAL GRANTS

The California Student Aid Commission offers three grants for which Crafton Hills College students are eligible to apply. The deadline to apply for these programs for the following year is March 2 and September 2. Students interested in this program must meet the published deadline; no exceptions are made. To apply students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and a GPA Verification form online at [www.CSAC.ca.gov](http://www.CSAC.ca.gov).

#### 3. FEDERAL PELL GRANT PROGRAM

Crafton Hills College participates in the Federal Pell Grant Program, which provides federal grants of approximately \$5,550 per year for students, depending upon the financial ability of the family and/or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available online. Students may apply for a Federal Pell Grant any time after January 1, 2010 until May 14, 2011.

#### 4. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Crafton Hills College participates in the Federal Supplemental Educational Opportunity Grant program, which provides federal grants to a maximum of \$2,000 per year for students who qualify. The average grant at Crafton Hills College is \$600. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

#### 5. FEDERAL WORK STUDY

Students who are interested in the Federal Work Study (FWS) program are required to complete a Free Application for Federal Student Aid (FAFSA) and other supplemental materials. All application materials are available online.

#### 6. ACADEMIC COMPETITIVENESS GRANT (ACG)

Students who are eligible for the Academic Competitiveness Grant must be in an eligible program that leads to an associate's or bachelor's degree. First year students receive \$750 per academic year. Second year students receive \$1300 per academic year. You must be a U.S. citizen or eligible non-citizen; recipient of a PELL Grant for the same period; First or second year student in a two or four year degree program; Full time enrollment.

##### 1st year students:

- May not have been previously enrolled in a program of undergraduate education
- Have graduated from a rigorous secondary school program of study after 01/01/06

**2nd year students:**

- Have graduated from a rigorous secondary school program of study after 01/01/05
- Have at least 3.0 G.P.A. in an eligible program

Other eligibility requirements need to be met.

**Location:** Classroom Building (CL-214)

**Telephone:** (909) 389-3223

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require all colleges to establish a policy to determine whether a student is making satisfactory academic progress toward his or her educational goal (A.A./A.S, Certificate or Transfer). This policy must apply to all students whether or not they were recipients of financial aid previously at Crafton Hills College or at any other college.

### All students receiving Title IV aid required to meet the following standards.

- Be enrolled in an eligible program for the purpose of completing an AA/AS Degree, transfer requirements, or certificate program. It is the student's responsibility to enroll in courses that lead toward his or her educational goal.
- Maintain a minimum cumulative 2.0 Grade Point Average (GPA). Grades for a maximum of 30 units of remedial coursework will not be used in the calculation of the cum GPA.
- Complete at least 2/3 or 67% of all units attempted.
- Complete their educational goal within 150% of the published unit requirement.

### Frequency of Evaluation

Students will be evaluated at least once per year, to determine if they are meeting the standards listed above. Students in non-term programs will be evaluated at the completion of half of their coursework each academic year.

### Grades

Grades of W, NC, I, IP and F (if unearned) will not count as units completed, but will count as units attempted. Federal financial aid is not available for credit-by-examination courses. The Financial Aid Office will assume that students who receive F's in all of their classes actually withdrew from those classes and therefore the units for those classes will not be considered as units "completed". Students will not be paid retroactively for those units. If the student did, in fact, complete these classes and "earned" F's, the student is required to have their instructors certify this. Once certified, these classes will then be included in the total number of units completed.

### Course Repetition

Course repetition within college policy as stated in the Crafton Hills College General Catalog will be allowed; however the credits from all attempted units, including repeated classes must be included when calculating the maximum time frame, (See *Maximum Time Frame for Completing Educational Goal* Section below)

### Financial Aid Probation

Students who do not meet the units completed standard or the GPA standard will be placed automatically on *Financial Aid Probation* for the subsequent semester. When placed on *Financial Aid Probation*, student coursework is monitored for one semester. During the probationary semester, the student is **eligible** to receive financial aid. At the end of the semester, progress will be reviewed to determine if the student now meets the standards (2.00 cum GPA and 67% completion of all units attempted). If the student satisfies both conditions outlined above, they will be removed from *Financial Aid Probation*.

### Unsatisfactory Progress Dismissal

Students who fail to satisfactorily complete a period of probation will be placed on *Unsatisfactory Progress Dismissal*. Students are **not** eligible to receive financial aid (except the BOG Fee Waiver) while on *Unsatisfactory Progress Dismissal*. In order to be considered for reinstatement, students are required to bring their cum GPA and percentage of units completed up to meet the standards **without** the assistance of federal financial aid.

### Maximum Time Frame for Completing Education Goal

All students receiving financial aid will be expected to complete a degree or certificate program within 150% of the published unit requirements for the chosen program of study. For example, students are allowed a maximum of 72 *attempted* degree -applicable units within which to complete an Associates Degree or requirements to transfer (12 units required x 6 semesters = 72). Students enrolled in programs with less than or more than the standard 60 unit requirement will be reviewed on a case-by-case basis. Thirty (30) units of remedial coursework will not be counted in the 72 unit maximum time frame. The maximum time frame is based upon units attempted. The use of a unit standard to measure maximum time frame permits variations in a student's enrollment status to be taken into consideration within the academic year increment.

### Maximum Time Frame Dismissal

Students will be placed on *Maximum Time Frame Dismissal* once they reach or exceed 72 attempted units (A.A./A.S and transfer students). Students in certificate or non-term programs will be placed on *Maximum Time Frame Dismissal* once their attempted unit total reaches 150% of the published time frame. If a student wishes to continue to receive federal financial aid, he or she must submit an appeal to the Financial Aid Office. The Director of Financial Aid and/or the Financial Aid Appeals Committee will review these appeals. The student will be notified by mail of the outcome.

**Appeal Process**

Students placed on *Maximum Time Frame Dismissal* or *Unsatisfactory Progress Dismissal* may appeal for reinstatement of their eligibility by completing an SAP Appeal Form. **Appeals must include dates, details and documentation** of any extenuating circumstances, such as proof of serious illness or injury. Note, students placed on *Maximum Time Frame Dismissal*, must meet with an academic counselor and submit an updated Education Plan.

The appeal will be reviewed by the Financial Aid Director and/or an Appeals Committee to determine if the student's circumstances warrant full reinstatement, probationary reinstatement, or continued dismissal. For additional information regarding these standards, please contact the Financial Aid Office located in the CL- Building or call 909-389-3223.

**DISABLED STUDENT PROGRAMS & SERVICES (DSP&S)**

Crafton Hills College offers a comprehensive program of support services to students with disabilities. Students who have physical or learning disabilities are eligible for services, which are provided according to individual need. Services include priority registration, tram services and tutors. In addition, specialized counseling, career and program guidance and community liaison activities are available.

**Who Qualifies****In order to be served by Disabled Student Programs and Services, a person must:**

- Be enrolled at Crafton Hills College
- Have a disability\*
- Have an educational limitation that inhibits the student's ability to participate in the general offerings of the college without additional specialized services.

\* *Verified by review of documents provided by appropriate agencies, certified or licensed professionals, or assessment by an appropriated DSP&S professional staff member.*

**Location:** Student Services Building (SSB-108)  
**Telephone:** (909) 389-3325 or TTY (909) 794-4105  
**Email:** disabledstudentservices@craftonhills.edu  
**Web:** www.craftonhills.edu/disabledstudentservices

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)/COOPERATIVE ASSISTANCE RESOURCES FOR EDUCATION (CARE)**

Crafton Hills College recognizes that, as a result of financial need, language differences, and academic challenges, some students will need special help for college success. EOPS (Extended Opportunity Programs and Services) is a state funded effort which provides services that are "over and above" what is traditionally provided to community college students. Special services are provided to full-time community college students that are designed to meet, direct or supplement educational costs for families who are educationally and financially disadvantaged and to provide access to higher education.

**Some of the services offered are:**

- Academic/Career/Personal Counseling
- Priority registration
- Transfer assistance to the four-year universities
- Assistance in completing an educational plan
- Tutoring
- Book Service Program
- Financial assistance
- Instructional development and services
- CARE Program

**To be eligible for the EOPS Program, a student must meet all of the following requirements:**

- Be a California resident
- Be enrolled as a full-time student (12 units or more), exception DSP&S students
- Have fewer than 70 degree applicable units
- Qualify to receive the Board of Governor's Waiver (BOGW) A or B
- Be educationally disadvantaged per Title V guidelines

Contact the EOPS Office, Room SSA-307 or call (909) 389-3239 for more information. Email: eops@craftonhills.edu. For current hours of operation, please check <http://craftonhills.edu/EOPS>

**Cooperative Agencies Resources for Education (CARE Program)**

The CARE Program is a support program that provides supplemental assistance for EOPS students who meet the following requirements:

- At least 18 years old
- Single, head of household
- Current recipient of CalWORKS/TANF (Temporary Assistance for Needy Families)
- Have a child under the age of fourteen years
- Have applied for financial aid and have a need for childcare, transportation, books and supplies, and/or counseling to attend college

CARE provides support services and grant funds to promote academic success and to assist students in attaining their career and vocational goals.

**Location:** Student Services Administration (SSA-307)  
**Telephone:** (909) 389-3239  
**Email:** eops@craftonhills.edu  
**Web:** www.craftonhills.edu/EOPS

For current hours of operation, please check <http://craftonhills.edu/CARE>

## CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY FOR KIDS (CaIWORKs PROGRAM)

The CaIWORKs program is a statewide employment initiative designed to provide intensive instruction, counseling, and support services such as childcare assistance, as well as work experience/work study opportunities for students currently receiving TANF benefits. This program assists students preparing for immediate and successful employment.

**Location:** Student Services A (SSA-307)

**Telephone:** (909) 389-3239

**Email:** rchavira@craftonhills.edu

## VETERANS EDUCATIONAL BENEFITS

Crafton Hills College is approved for the training of veterans and eligible dependents of deceased or disabled veterans. After completing an application for admission, a veteran should complete all necessary forms in the Admissions and Records Office.

Veterans are required to choose a major and enroll in classes required for that major. Failure to take proper classes may lead to reduction or termination of benefits. Official transcripts from all previous schools and colleges must be submitted to Admissions and Records Office for evaluation before the end of the student's first term of attendance.

The unit requirements (FALL and SPRING) for Chapter 30 (Montgomery GI Bill), for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), or Chapter 35 (Dependents' Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve; Educational Assistance), for Chapter 33 (Post 9/11 GI Bill) and Chapter 1607 (REAP) are:

Full-time .....	12 units or more
3/4 time .....	9-11 1/2 units
1/2 time .....	6-8 1/2 units
1/4 time .....	3-5 1/2 units

**Summer Session:** Full-time is considered five units in a seven-week course or six units in an eight-week course.

Veterans taking short-term courses will be paid only for the actual enrollment period. If the veteran receives an "F" or "W" grade for non-attendance, he or she must repay the VA from the date he or she stopped attending the class. In order to receive benefits, veterans and dependents must submit a Request for VA Benefits Form to the Admissions and Records Office at the beginning of each semester. It is the veteran's responsibility to promptly notify the Admissions and Records Office of any change of program.

Veterans will be awarded seven units of credit for health and physical education (only for honorable discharge) by submitting a copy of their DD214 member 4 to the Admissions and Records Office.

Veterans on academic and/or progress probation for two consecutive semesters may not be certified for the following semester. Please see the VA counselor for details.

**Certifying Official:** Steve Rush

**Location:** Student Services Annex (SSA-213)

**Telephone:** (909) 389-3256

**Email:** srush@craftonhills.edu

For Further information visit [www.gibill.va.gov](http://www.gibill.va.gov)

## Step 2: Assessment

### Assessment Process

Every new student is required to participate in the assessment process. This process is designed to assist students in choosing the correct classes. The assessment process is required to determine placement in English and mathematics classes at Crafton Hills College. The assessment instrument is a multiple-choice instrument covering reading comprehension, sentence skills, arithmetic and elementary algebra.

No appointments are necessary to participate in assessment. Assessment is provided on a walk-in basis.

Students are strongly encouraged to access the review materials that are available in our Assessment Center or on our campus website at [www.craftonhills.edu](http://www.craftonhills.edu). Click on "Students, New", then "Assessment".

Plan on two hours to complete the assessment process. For questions you may contact the assessment center at (909) 389-3361 or email at [assessment@craftonhills.edu](mailto:assessment@craftonhills.edu).

### Assessment Waiver

New students may obtain an assessment waiver if they fall into one of the following categories:

1. Completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. Completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. Completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. Scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide documentation)
5. You have participated in the CSU EAP Process at your high school and have been determined "ready for college" level coursework or determined provisionally prepared and completed the appropriate course during your senior year. This exemption expires on year after your senior year. (Provide EAP exam results and if provisionally approved a copy of your high school transcript.)
6. Enrolling in courses at Crafton Hills College only to maintain certificate or license requirements.
7. Enrolling in only 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).

8. Taken a placement exam at one of the other San Bernardino or Riverside County community colleges or taken the Accuplacer Assessment Test at another college in the last two years and provide scores and placement recommendations from the other college.

If any of the waiver criteria apply to you, visit the Counseling Center, SSB-201, to obtain an assessment waiver. You are responsible for supplying the documentation for the waiver and for completing the waiver process at the Counseling Center before you will be eligible to register.

For more information, visit the Counseling Center SSB-201 or call (909) 389-3361 or visit [www.craftonhills.edu/assessment](http://www.craftonhills.edu/assessment)

## Appeals

The college provides an appeals process. Consult a counselor for review of the following concerns:

1. Review of placement decisions.
2. Waiver and challenge of prerequisites.
3. Complaint of unlawful discrimination. If a student feels that assessment, orientation counseling, prerequisites, or any other matriculation procedures is being applied in an unfair manner, he or she should consult with the Vice-President of Student Services or designee.

## Step 3: Orientation

### Crafton Hills College New Student Orientation

To make new students more familiar with the college campus, policies, and procedures, Crafton Hills College offers a three-hour Orientation to all new students. During the first part of the Orientation, CHC faculty and staff provide a 60-minute interactive introduction to college, including understanding the different requirements for transfer, Associate degrees, and certificate programs; reading the Schedule of Classes; and accessing available support services and programs.

Students are then taken on a 45-minute tour of campus, wherein the major campus buildings are identified and services located. Students hear from representatives of certain student services, such as the Admissions and Records office, the Office of Student Life, Financial Aid, the Health and Wellness Center, and the Learning Resource Center.

The tour ends in the college Library for the third part of Orientation, consisting of an introduction to logging onto the CHC website, changing passwords, accessing campus email, and registering for classes. Students then meet individually with a counselor to develop a first-semester student education plan based upon assessment results and their goals at Crafton.

For more information, visit the Counseling Center SSB-201 or call (909) 389-3366 or visit [www.craftonhills.edu/orientation](http://www.craftonhills.edu/orientation)

## Step 4: See A Counselor

Every new student is strongly encouraged to develop a Student Educational Plan (SEP) with a counseling faculty member before enrolling in classes. The SEP provides a plan to reach your educational or career goals. Meet with a counseling faculty member during the orientation session who will assist in developing a first semester SEP. Financial Aid and EOP&S students are required to have a current SEP on file. After the semester has started students are encouraged to return to meet with a Counselor to develop a multi-semester SEP.

The Counseling Office is located in SSB-201. Park in Lot B or C. A decal is required and can be purchased in Lot D for \$1.

For more information, visit the Counseling Center SSB-201 or call (909) 389-3366 or visit [www.craftonhills.edu/counseling](http://www.craftonhills.edu/counseling)

## Step 5: Register

### Select your Classes

Take the time to look through the list of course offerings in the schedule, online at [www.craftonhills.edu](http://www.craftonhills.edu). Use your Student Education Plan (SEP) and assessment results as a guide to help you choose courses as you make your selections. Think about the hours in the day you have available to take classes, and make sure that the classes you have chosen are not held at conflicting times. Stop by the Counseling Center, SSB-201, to see a student success advisor if you would like to help selecting your classes. Remember to select some alternate courses as backups, in case your first-choice classes are already full by the time you register.

### PREREQUISITES, COREQUISITES AND DEPARTMENTAL RECOMMENDATIONS

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

1. A **prerequisite** means a condition of enrollment students are required to meet in order to demonstrate readiness for enrollment in a course or educational program. Students registered in a class without having completed the prerequisite(s) may be dropped from the class. Prerequisite courses completed with a grade of D or F indicate unsatisfactory performance in those courses and do not satisfy the prerequisite.
2. A **corequisite** means a condition of enrollment consisting of a course a student is required to take simultaneously in order to enroll in another course.
3. A **departmental recommendation** means a condition of enrollment a student is advised, but not required, to meet before or in conjunction with enrollment in a course or education program.

Students will not be allowed to enroll in a prerequisite course taken after the higher level course, except by Petition for Academic Exceptions.

## Prerequisite/Corequisite Challenge Process

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course in question. Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5 of the Education Code;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or enrollment in one or more of the courses has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan;
7. The student seeks to enroll in a course which has a prerequisite established to protect students' health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

For more information, visit the Counseling Center SSB-201 or call (909) 389-3366.

Register at [www.craftonhills.edu](http://www.craftonhills.edu)

The first few weeks of Web registration is open to students according to a priority system. You may register by Web on your assigned priority day or any registration day thereafter. You cannot register before your assigned day. Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as your priority is available.

## Pay your Fees

As a publicly supported community college, Crafton Hills College provides quality education at a low cost. All fees are subject to change. Consult the schedule of classes and the website for the current listing of fees and other costs.

Below lists a sample of various types of fees:

- Enrollment Fee
- Non-Resident Tuition Fee
- Non-Resident Capital Outlay Fee
- Health Fee
- Accident Insurance Fee
- Student Center Fee
- Student Representation Fee

Students who are not legal residents of California must pay the current non-resident tuition fees.

**After registering for classes, the entire registration balance must be paid by the end of the following business day. Payment may be made online with Visa/Mastercard. Payment by cash, check or money order must be made in person at the Admissions & Records Office. After the term begins payment is due at time of registration. Outstanding fees will result in classes being administratively dropped. Courses added as the result of an approved petition must be paid in full at the time of registration.**

Any fees covered by Financial Aid will be paid automatically at the time of registration. The AS Card and parking permit are optional and at your expense. Please check your registration statement (printout). You may have a balance due.



## SECTION III

# WHAT YOU NEED TO KNOW

Registration and Enrollment

Grades

How to calculate your GPA

Earning Credit

Honors Program

Laws and Policies to Protect Students

Family Educational Rights and Privacy Act (FERPA)

Student Conduct, Responsibilities, and Rights

Services for Students

## *Registration & Enrollment* **REGISTERING EACH TERM**

### OPEN CLASSES

Students who have been officially admitted to Crafton Hills College are eligible to enroll in any class for which they meet either the prerequisites or corequisites or both. Of course, only so many persons can fit into classrooms and laboratories, so class sizes are limited and enrollment is on a priority basis.

### Adding Courses

Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course. After the add period concludes, students may add a course only with the instructor's permission and through a petition approved by the Dean of Student Services and Student Development or designee. (SBCCD Administrative Procedure 5080)

### Dropping Courses

Students may drop courses during the first four weeks or 30% of a term, whichever is less, and there shall be no notation on their permanent academic record. Students may withdraw from courses between the end of the fourth week and the last day of the fourteenth week or 75% of a term, whichever is less, and a "W" shall be a recorded on their permanent academic record. Failure of the student to officially withdraw from a registered course may result in responsibility for enrollment fee payments for the class and/or receipt of an "F" grade. (SBCCD Administrative Procedure 4233, 5080)

Withdrawal from a course(s) may be approved in extenuating circumstances after the last day of the 14th week (or 75%) upon petition of the student and after consultation with the instructor. Extenuating circumstances are defined as verified cases of illness, accident, unforeseen job shift change, job assignment outside the attendance area, extreme weather conditions, or other circumstances beyond the control of the student. (SBCCD Administrative Procedure 4233)

### Instructor Initiated Drops

Instructors shall drop students due to inactive enrollment no later than the end of the last business day before the census day for all students who have been identified as no shows, or students who are no longer attending the course.

An instructor may drop a student from a class for excessive absences. Reinstatement is the prerogative of the instructor but must occur prior to the last day to add. Students who are dropped by instructors during the first four weeks or 30% of a term, whichever is less, shall have no notation made to the permanent academic record. Students who are withdrawn by instructors between the end of the fourth week and the last day of the fourteenth week or 75% of a term, whichever is less, shall have a "W" posted to the permanent academic record. (SBCCD Administrative Procedure 4233, 5080)

### MULTIPLE AND OVERLAPPING ENROLLMENTS

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that student is not enrolled in more than once section at any given time. Students needing additional instruction may be referred for tutoring.

A student may not enroll in two or more courses where the meeting time for the courses overlap unless:

- The student provides a valid justification other than scheduling convenience of the need for an overlapping schedule;
- The Vice President of Instruction and the instructor of record approve the schedule;
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course
- The college maintains a record of the make-up time completed by the student. (SBCCD Administrative Procedure 4226)

### ATTENDANCE

It is the student's responsibility to attend classes regularly and on time. **Students who do not attend the first class session may be dropped from the class at the discretion of the instructor.** However, it is each student's responsibility to officially drop any class he/she does not attend or stops attending. Students should not rely on instructors to drop or withdraw them. Failure to officially withdraw from a class by the withdrawal deadline may result in the assignment of an "F" (Failing) grade.

### CANCELLED CLASSES

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the District. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

### REFUND POLICY

#### **Class Cancelled by the College**

If a class is cancelled by the college, enrollment and/or nonresident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, the mandatory fees will also be refunded.

#### **Withdrawal from the College**

If a student withdraws from the college during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and/or non resident fees will be refunded.

In order to be eligible for a refund of parking, health, accident insurance, associated student (AS) card, student center and the student representation fees, a student must withdraw from the college prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

**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.

Students who are dropped by instructors shall be eligible for a refund or credit pursuant to the District’s refund policy.

**Refund Processing Fee**

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester. No charge applies for cancelled classes or over payments. (SBCCD Administrative Procedure 5033)

**GRADING SYSTEM**

The evaluative and non-evaluative grading symbols and their meanings are as follows:

<b>A</b>	Excellent	4
<b>B</b>	Good	3
<b>C</b>	Satisfactory	2
<b>D</b>	Less than satisfactory	1
<b>F</b>	Failing	0
<b>P</b>	Pass (at least Satisfactory)	Units awarded as P are not counted in GPA. See Pass/No Pass.
<b>NP</b>	No Pass (less than satisfactory)	Units awarded as NP are not counted in GPA. See Pass/No Pass.

<b>I</b>	Incomplete	Instructor Initiated. See “Incompletes”
<b>W</b>	Withdrawal	Student or instructor,initiated See “Withdrawals”
<b>MW</b>	Military Withdrawal	See “Military Withdrawal”
<b>IP</b>	In Progress	Assigned for classes in progress or those which continue across semester and/or intersessions dates.
<b>RD</b>	Report Delayed	Assigned by the Admissions & Records Office only when grades are not recorded but the term is completed. (T5-55023)

**Incompletes (I)**

An incomplete or “I” may be assigned at the discretion of the instructor when a substantial portion of the class work has been completed by the student but some part of the student’s work remains to be completed at the end of the term. An “I” may be assigned to a student who, in the judgement of the instructor, is unable to complete a course due to a verified unforeseeable emergency.

The instructor shall complete an Incomplete Grade Report which will indicate what the student must do to complete the course and what grade the student will receive if the work is not completed in the time prescribed by this policy. This written record must be given to the student, with a copy on file in the Admissions and Records Office. The Incomplete Grade Report form may be obtained from the Admissions and Records Office (SSA-213).

The time limit for an “I” grade to be resolved is no later than one (1) year following the end of the term in which it was assigned. A final grade shall be assigned when the work stipulated has been completed and evaluated or after one (1) year following the end of the term in which the “I” was assigned. (SBCCD Administrative Procedure 4232)

The “I” symbol shall not be used in calculating units attempted nor for grade points. Students intending to earn an associate degree from Crafton Hills College must resolve all incomplete grades, whether at Crafton Hills College or any other regionally-accredited institution attended, prior to the end of the term in which the degree will be granted. Students must submit official transcripts to the Admission and Records Office showing the removal of all incomplete grades, replaced with an appropriate letter grade or other evaluative symbol.

**Withdrawal (W)**

Students who withdraw or are withdrawn from class(es) after the end of the fourth week, or 30% of the term and before the end of the fourteenth week, or 75% of the term, whichever is less, shall have a “W” posted to their permanent academic record. The “W” symbol shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal.

A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made that the student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discrimination treatment or that the student withdrew because he/she reasonably believed that remaining in the course would subject him/her to discriminatory treatment/retaliation for alleging discriminatory treatment.

A “W” will not be assigned to any student who withdrew from one or more courses, where such withdrawal was necessary because of the student was engaged in fighting wildfires, was forced to evacuate his/her home due to such fires, or suffered loss or injury as a result of such fires. (T5-55024)

When a student withdraws from a course three times, the student will be referred to counseling to help determine what is causing the need for repeated withdrawals. A fourth withdrawal may be permitted consistent with certain requirements. (SBCCD Administrative Procedure 4233)

### Military Withdrawal (MW)

A Military Withdrawal or "MW" shall be assigned to a student who is a member of an active or reserve U.S. military service and who receives orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" symbol shall not be counted in progress probation or dismissal calculations. (SBCCD Administrative Procedure 4233)

### Pass/No Pass (P/NP)

Formerly Credit/No Credit CR/NC

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which student elects to be graded a "pass/no pass" basis upon registering or by the end of the fifth week of instruction for regular term classes or no later than 30% of the term length for short term classes.

Students electing to be graded on a "pass/no pass" basis are responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. A Pass or "P" will be assigned for performance that is equivalent to a letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a No Pass or "NP".

Students who are assigned a "P" will receive both course credit and unit credit. However, units earned as "P" shall not apply toward fulfilling the requirements of a student's major except (1) if the student earned a "P" in a course and subsequently declares a major in which those units are required or (2) if the student earns a "P" in a course required for a major that is offered only on a "pass/no pass" basis at another college. Students may take up to fifteen (15) units "pass/no pass" courses to apply toward meeting graduation requirements.

Units earned as "P" or "NP" shall not be included in the determination of the students' grade point average.

After the deadline, the only justification for a change from "pass/no pass" to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process. (SBCCD Administrative Procedure 4231)

More information, instructions and forms may be obtained in the Admissions and Records Office (SSA-213).

### Grade Changes

The Instructor of the course shall determine the grade to be awarded. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to inaccurate recording or change of grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternate method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor, if the student has filed a discrimination complaint, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

Grades may not be changed for any reason or any circumstances after 36 months from the end of the term in which the grade was assigned.

In case of fraud, bad faith, or incompetency, the final determination concerning removal/change of grade will be made by the College President after consultation with the President of the Academic Senate or his/her designee. (SBCCD Administrative Procedure 4234)

### UNITS OF CREDIT

Academic work at Crafton Hills College is measured in units of credit. In general, to earn one unit of credit, a student attends a lecture class that meets one hour a week; a laboratory class that meets two or three hours a week; or clinic, field, or work experience for five hours a week. An exception to this rule is Credit by Examination.

### UNIT LIMITATIONS

To be considered a full-time student, students must carry a minimum of twelve (12) units. Regular full-time students are restricted to a maximum of eighteen (18) units each semester. During the summer session, students are restricted to one (1) unit for each week of instruction. For example, in the six-week session, a student may carry up to six (6) units. If a student wishes an overload, that is, units in excess of the maximum, he/she must receive approval from a college counselor prior to registering for classes. Contact the Counseling Center for exceptions to this policy.

### CLASS LEVEL OF STUDENTS

Students are classified according to the number of units they have successfully completed. Students who have completed fewer than thirty (30) units are considered freshmen. Students who have completed thirty (30) to sixty (60) are considered sophomores. Students who have completed more than sixty (60) units are classified as special students.

### NON-DEGREE APPLICABLE COURSES

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

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic skills coursework earned in another community college district will not be counted toward the 30-unit limit.

## How to Calculate Your GPA

Your GPA or Grade Point Average is the average of your grades. You can calculate your GPA for one semester or for your 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
PE/I 108x4	(1)	x	W (0)	=	0
PE/I 105x4	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:

$$\begin{array}{rccccccc} & \text{Units Attempted} & & \text{Grade} & & \text{Grade Points} & \\ \text{Example:} & 4 & \times & \text{B (3)} & = & 12 & \end{array}$$

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

$$\begin{array}{rccccccc} & \text{Grade Points} & & \text{Units Attempted} & & \text{Grade Point Average} & \\ \text{Example:} & 46 & \div & 18 & = & 2.56 & \end{array}$$

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:

$$\text{Example: } 4 \text{ (quarter units)} \times 0.667 = 2.67 \text{ (semester units)}$$

### Converting Semester Units to Quarter Units

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

$$\text{Example: } 4 \text{ (semester units)} \times 1.5 = 6 \text{ (quarter units)}$$

## OPEN ENTRY/OPEN EXIT COURSES

Students completing less than 75% of the work or time required in an open entry/open exit course will be given a grade of "W". Students completing 75% or more of the work or time required will be assigned the grade earned, i.e., "A", "B", "C", "D", "F", "P" or "NP."

## REPEATING COURSES

Generally students may take a course only once. Students may repeat a course:

1. If the course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times, respectively.
2. If the course has been designed as an activity course and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. These courses may not be repeated more than three (3) semesters. Such courses include, but are not limited to the following:
  - Physical Education courses,
  - Visual and Performing Arts courses in music, fine arts, theater or dance,
  - Career/Technical courses.
3. If the course is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
4. If the student earned a substandard grade ("D", "F" or "NP"), he/she may repeat the course two times in an effort to alleviate the substandard academic work. The most recent grade earned will be computed in the cumulative GPA and the student's academic record so annotated (previous grade will not count). Students may repeat the course more than two times only upon approval through the college's petition process.
5. If the student earned a standard grade ("A", "B", "C" or "P"), he/she may repeat the course one time only upon approval through the college's petition process. Grades issued under this petition will not be counted in the computation of the GPA.
6. If there has been a significant lapse of time since the student earned credit for the course and another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course, the student may repeat the course upon approval through the college's petition process.

Courses in which an incomplete ("I") has been recorded may not be repeated until a letter grade has been recorded.

Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record. (SBCCD Administrative Procedure 4225, 4227)

## CREDIT BY EXAMINATION

Currently enrolled students who feel that their knowledge is equivalent to the course content of a currently approved course may apply for Credit by Examination. To do so, the following conditions must be met:

- The student must submit evidence of extensive background and/or experience in the subject area to the instructor of the course.
- The student must have completed twelve (12) or more units at Crafton Hills 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 the examination is taken.
- The student must have the approval of a full-time instructor in the discipline.

Foreign Language courses can only be challenged in sequence from lowest to highest level in order to receive proper credit. See a counselor for details.

To apply, the student must submit a fully completed and signed application for Credit by Examination for each course requested to the Office of Instruction (LADM-300). Applications may be obtained in the Admissions and Records Office (SSA-213). In addition to paying the enrollment fee based on the number of units in the course that is being challenged, there is an additional processing fee of \$20 that is applied to all Credit by Examination applications. No financial aid of any kind is available for credit by examination (SBCCD Administrative Procedure 4235)

## CREDIT FOR MILITARY EXPERIENCE

Students who have served on active duty with the Armed Forces for at least one year are eligible to receive up to seven (7) units of credit "P" grades. Additional credit for military schools and college-level examinations may be earned in accordance with the recommendations of the American Council on Education. See a counselor for details.

## ACADEMIC RENEWAL WITHOUT COURSE REPETITION

A student may alleviate certain previous substandard academic performance which is not reflective of his/her present demonstrated abilities through Academic Renewal Without Course Repetition. A student may petition to have any substandard grades for courses taken during two consecutive semesters of attendance eliminated from the computation of the total grade point average, not to exceed a total of thirty (30) units. Students submitting such petitions must have been enrolled and must have completed 24 units of college work at any accredited college with a grade point average of 2.5 or better subsequent to the semester(s) being petitioned. The semester(s) under consideration must have been completed at least two semesters prior to the time of submitting the petition. Neither grades nor courses will be "taken off" the student's record. Instead, courses under consideration will be indicated and annotated accordingly on the student's permanent record. The student's permanent records from other institutions will not be altered. The student may not request for Academic Renewal more than once. (SBCCD Administrative Procedure 4240)

## PETITION FOR ACADEMIC EXCEPTIONS

The Academic Exceptions Committee has been established for students who encounter circumstances outside the realm of normal college policy and procedures that affect their educational progress. Petitions or appeals may be addressed to the Academic Exceptions Committee. Instructions and forms for petition may be obtained in the Admissions and Records Office (SSA-213).

## PROBATION AND DISMISSAL

### Standards For Probation

A student shall be placed on either Academic Probation or Progress Probation according to the following rules:

- A student who has attempted at least 12 units and has earned a GPA below 2.0 for all work attempted will be placed on *Academic Probation*.
- A student who has enrolled in at least 12 units and has received a “W”, “I”, or “NP” in 50% or more of all units enrolled will be placed on *Progress Probation*.

### Removal From Probationary Status

A student shall be removed from probationary status according to the following rules:

- A student who has been placed on Academic Probation shall revert to good standing upon attaining a cumulative GPA of 2.0 or higher for all units attempted.
- A student who has been placed on Progress Probation shall revert to good standing when the percentage of units in which “W”, “I”, or “NP” was earned falls below 50%

When a student earns a grade point average of less than 2.0 while on either academic or progress probation, he/she will not be allowed to register until after having completed the requirements established by the Counseling Department. (SBCCD Administrative Procedure 4250)

### Standards For Dismissal

For the purposes of this section, semesters shall be considered consecutive on the basis of the student’s enrollment in the fall semester followed by the spring semester (e.g., the fall semester of 2008-2009 followed by the fall semester 2009-2010 shall be considered consecutive if the student was not enrolled in the spring semester of 2008-2009).

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

- The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
- The student has received non-evaluative symbols of “W”, “I”, or “NP” in 50% or more of the units for which he/she was enrolled in each of three consecutive semesters. (SBCCD Administrative Procedure 4250)

## Re-Admission

A disqualified student may appeal his/her dismissal by filing a Petition for Special Privilege with the Academic Exceptions Committee. Petitions may be obtained from the Admissions and Records Office (SSA-213).

A student may be reinstated after one semester from the date of disqualification. A student enrolled following dismissal shall be on probationary status and subject to dismissal. If the scholastic achievement of a student readmitted after disqualification continues at a probationary level, the student may be disqualified for one year. (SBCCD Administrative Procedure 4250)

## STUDENT RECOGNITION AND HONORS

### ACADEMIC RECOGNITION PROGRAMS

Scholastic achievement, leadership, service, and character are recognized by Crafton Hills College through a variety of honors and awards.

### Honor Lists

Two scholastic honor lists are prepared twice each year, once in the fall semester and once in the spring semester. Recognition is based on GPA earned during the individual semester as opposed to cumulative GPA. Only units earned at Crafton Hills College will be used in calculating a student’s GPA for the Dean’s List and Honors List.

**Dean’s List:** Students who complete a semester completing 12 or more units who achieve a GPA of 3.5 or above.

**Honors List:** Students who complete a semester completing 6 – 11.9 units who achieve a GPA of 3.5 or above.

### Graduating with Honors

Students who complete 60 units and graduate with a cumulative GPA of 3.5 or higher are eligible to graduate with honors. Credits earned from other institutions will be included with the credits earned at CHC when calculating the student’s cumulative GPA for honors designations. Students with a cumulative GPA of 3.5 or higher at the end of the preceding fall term will be eligible to participate in the Commencement Ceremony as honor students. However, students must maintain a cumulative GPA of 3.5 or higher to be eligible to graduate with one of the following honor designations and have a notation added to their transcript.

**Graduating with Honors:** Students graduating with a cumulative GPA of 3.50 – 3.99 at the end of the term in which they have applied for graduation will graduate with *honors* and have a notation added to their transcripts indicating such.

**Graduating with Highest Honors:** Students graduating with a cumulative GPA of 4.0 at the end of term in which they have applied for graduation will graduate with *highest honors* and have a notation added to their transcripts indicating such.

## Honors Convocation and Regalia

Crafton Hills College hosts an Honors Convocation at the end of each spring term to recognize scholarship recipients and other outstanding students. Students who are eligible to participate in Commencement as honor students will be invited to participate in Honors Convocation. During the ceremony, students graduating with honors are presented with gold sashes to be worn at Commencement.

## Alpha Gamma Sigma Honor Society

Students who are first semester college students with a GPA of 3.5 or higher; a lifetime member of the California Scholarship Federation; or who has completed 12 units with a cumulative GPA of 3.0 or higher may join Alpha Gamma Sigma (AGS). Students who meet the membership requirement may apply for local and state AGS scholarships. Students may apply for permanent membership in AGS. Graduating members of AGS are presented with green and gold cords to be worn at Commencement. For additional information, please contact the Office of Student Life (SSC-107).

## COLLEGE HONORS INSTITUTE

The College Honors Institute (CHI) at CHC strives to provide highly motivated students who have demonstrated outstanding academic achievements the opportunity to:

- Pursue their individual scholarly interests
- Participate in an intellectual community of students with a shared purpose of advancing scholarship
- Interact with a dynamic cadre of professors interested in enriching students' academic experience

As a result of the college's membership in the Honors Transfer Council of California (HTCC), students participating in the College Honors Institute have opportunities for priority admission and scholarship consideration at four-year institutions including UC Irvine, UC Riverside, Cal Poly Pomona, La Sierra University, UC Berkeley and Chapman University.

Admission to the College Honors Institute is open to new students who have a high school GPA of 3.0 or higher or a SAT score of 1100 or higher or an ACT score of 25 or higher and current students who have completed 12 transfer-applicable units with a 3.0 or higher GPA. Eligibility for ENGL 101 and transfer-level mathematics is also required.

Students who complete the College Honors Institute will receive a certificate of completion and acknowledgement at convocation and commencement exercises. To complete the program, an honors student must complete a minimum of 15 semester units of honors courses with a grade of "A" or "B"; have a cumulative GPA of 3.25 or higher; complete an approved form of community service; and complete associate degree requirements and/or fulfill the admission/transfer requirements for a four-year institution.

Students enrolling in honors courses will complete the standard course requirements for the course class as well as honors requirements. Students who would like to take a single honors course

without participating fully in the College Honors Institute may do so. Completion of honors courses will be designated on the student's transcript with an "H". Most courses have been accepted by the University of California and California State University system and can be used to satisfy general education requirements. Honors courses currently offered include:

- ENGL 101H, 102H, 155H
- GEOG 110H
- GEOL 100H, 101H
- HIST 100H, 101H, 170H, 171H
- OCEAN 101H
- PHIL 105H
- PSYCH 100H
- RELIG 101H
- SPEECH 100H, 111H

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

For more information about the College Honors Institute, contact Gwen Diponio, CHI Director at (909) 389-3332 or email [honors@craftonhills.edu](mailto:honors@craftonhills.edu).

## LAWS & POLICIES TO PROTECT STUDENTS

### DISCRIMINATION AND HARASSMENT

Crafton Hills College is committed to the achievement of equal educational opportunity. All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as by the San Bernardino Community College District, and will not be tolerated. The college is committed to providing an academic and work environment that respects the dignity of individuals and groups.

Sexual harassment violates state and federal laws as well as District policy and will not be tolerated. Sexual harassment is defined as unwelcome conduct of a sexual nature or based on sex; gender harassment; and harassment based on pregnancy, childbirth or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser.

The college shall be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

Crafton Hills College and the District seek to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation is strictly prohibited. All allegations of retaliation will be swiftly and thoroughly investigated.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of district policy should immediately report such incidents by following the procedures described in SBCCD Administrative Procedure 3430.



## ACADEMIC FREEDOM

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District further subscribes to the principle that the free expression of ideas 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 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 professional responsibility. Students shall have the opportunity to study controversial issues and divergent views, and to arrive at their own conclusions. Academic employees have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the academic employees. 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. (SBCCD Board Policy/Administrative Regulation 4030)

## AMERICANS WITH DISABILITIES ACT OF 1990 STATEMENT OF POLICY

It is the policy of Crafton Hills College to make its services, facilities, programs, and accommodations accessible to all people, including people with disabilities, and comply fully with the provisions of the Americans with Disabilities Act of 1990.

If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your input and ideas on how we can serve you better.

Any concerns, comments, or suggestions should be directed to the Campus ADA-Coordinator, at the Administrative Services Office, LADM-300E, (909) 389-3210.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the students' education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading,

or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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 provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the San Bernardino Community College District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted as its agent to provide a service instead of using District employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Note: FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

To view the entire FERPA text, please visit [www.ed.gov](http://www.ed.gov)

## Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the San Bernardino Community College District, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from his/her education records. Crafton Hills College does not maintain a public directory. However, Crafton Hills College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Crafton Hills College to include this type of information from the student's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing the student's role in a drama or music production;
- Club membership lists;
- Deans/Honor roll or other recognition lists; and
- Graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks or graduation photographers. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless the student has advised the LEA that they do not want their information disclosed without their prior written consent.

Students that do not want Crafton Hills college to disclose directory information from education records without their prior written consent, must notify the Admissions & Records Office in writing by completing the appropriate form (available online or in the Admissions & Records Office.) Crafton Hills College has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic**

**systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

## Title II

Title II of the Education Amendments of 1976 is Federal Legislation regarding Vocational Education. One of the purposes is to help all students receive the job training needed to become financially secure. Part of the law is: *"To develop and carry out programs of Vocational Education within each state so as to overcome sex discrimination and sex stereotyping in Vocational Education programs and thereby furnish equal educational opportunities in Vocational Education to persons of both sexes."*

## Title IX

Congress passed Title IX of the Educational Amendment in 1972. Sex discrimination is prohibited in federally assisted education programs. Title IX states: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity receiving federal financial assistance."*

## STUDENT CONDUCT, RESPONSIBILITIES, AND RIGHTS

### STANDARDS OF STUDENT CONDUCT (SBCCD Board Policy/Administrative Regulation 5500)

#### In the Classroom

A proper teaching and learning environment is imperative for getting a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, and not being loud, boisterous or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, being respectful and not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e. plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college are grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class and/or possible expulsion from the college.
4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.

5. **Student's Rights.** All students have a right to due process. If a classroom conflict occurs, the student must first discuss the problem with the instructor. If there is no resolution of the conflict, the student should follow the procedures detailed in SBCCD Administrative Regulation 5530.
12. Driving of motorcycles and other off-road vehicles on SBCCD/college property, other than regular roads and parking lots.
13. Persistent, serious misconduct when other means of correction have failed to bring about proper conduct.
14. Obstruction of pedestrian and/or vehicular traffic while on SBCCD/college property or at college-sponsored events.

## On the Campus

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees 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 regularly frequented areas.

Students enrolled in the San Bernardino Community College District and campus visitors shall refrain from disruptive conduct which significantly interferes with the instructional program or 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 any student or campus visitor shall be cause for disciplinary action in accordance with policies adopted by the San Bernardino Community College Board of Trustees and pursuant to appropriate sections of the Education Code, Section 76034, the Business and Professional Code, the Health and Safety Code and the Penal Code of the State of California. Infractions include but are not limited to:

1. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of authority or persistent abuse of college personnel.
2. Assault, battery or any threat of force or violence upon a student, campus visitor or college personnel.
3. Willful misconduct which results in injury or death to a student, campus visitor, or college personnel; destruction, defacing, or otherwise harming any personal or real property owned by the SBCCD.
4. The use, sale, possession or the presence of anyone under the influence of an illegal substance; possession of any poison classified as such by Schedule D, Section 4160, of the Business and Professional Code.
5. The use or possession of alcoholic beverages on SBCCD property or at any college-sponsored event, or the presence of anyone under the influence of alcohol.
6. Willful or persistent smoking in any areas where smoking has been prohibited by law or by regulation of the SBCCD Board of Trustees.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college or college officials.
8. Forgery, alteration, or misuse of college documents, records or identification.
9. Violation of SBCCD or college regulations governing student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
10. Unauthorized entry to facilities or use of college supplies, equipment, and telephones.
11. Possession or use of any firearm, explosive device, dangerous chemical, or other deadly weapon while on SBCCD/college property or SBCCD/college sponsored event.

## Types of Disciplinary Action

**Reprimand:** Written or verbal notice to the student or campus visitor that continued or repetitive behavior or misconduct will be cause for further disciplinary action.

**Probation:** Suspension of the privilege to participate in extra-curricular activities and certain other student privileges.

**Suspension:** Exclusion from the college and college-sponsored activities for a specified period of time.

**Expulsion:** Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

## Faculty-Initiated Suspension

A faculty member may remove, for good cause, any student from his/her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without permission of the instructor. Nothing herein will prevent the college president or designee from recommending further discipline in accordance with these procedures based on facts that led to the removal. As used in this rule, "good cause" includes those offenses listed in the Student Code of Conduct. The faculty member is not obliged to provide makeup opportunities for class work missed during the two (2) class sessions of suspension.

## STUDENT INTEGRITY POLICY (adopted by the CHC academic Senate April 12, 2008)

### General Principal

At Crafton Hills College individuals access educational opportunities in order to develop their unique potential. The College helps students prepare to meet the challenges of an increasingly complex society and to become part of an informed and engaged citizenry. An essential feature of this process is that the individual student complete assigned work and that there be valid assessment of the student's accomplishments.

Instructors in every class have a right to assume that all examinations, quizzes, assignments, and other gradable work done by the student is that particular student's own individual production, and has not benefited from unauthorized assistance from other sources.

### Special Applications

The presumption would be that, in **written** assignments, students are not permitted to use another person's words without attribution. Specifically, plagiarizing the words of another writer (whether from a book, article, broadcast, internet, or another student) is not permitted.

The presumption would be that, in **quantitative** assignments (such as accounting exercises, math homework or science lab reports),

each student has independently derived his/her own data, made his/her own calculations, checked those figures, and come up with his/her own interpretations of those results.

The presumption would be that, in **quizzes** and **examinations**, each student has not received unauthorized help from another person, and in the case of closed-book test, no notes, books or electronic devices or electronic communication from other sources has been used.

Students must take all **examinations** given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have prior permission from the instructor.

**Final examination** hours and dates are published in the schedule of classes. Final examinations for short-term classes are given during the last class meeting.

The established final examination schedule cannot be changed without approval from the Vice President of Instruction.

When an infraction involves unauthorized copying from or collaborating with another student in the class, all students participating are to be held guilty of the infraction. "I was just helping him/her by giving him/her the right answers" is not a defense.

Incidences where student behavior does not adhere to these presumptions constitutes academic dishonesty.

### Announcement of Policy

The College shall announce its general academic honesty policy in the widest possible fashion: website, catalog, schedule of classes, student handbook, etc.

It is the duty of every instructor to announce special modifications and interpretations of that policy. For example, instructors may wish to permit group activities in class, open note exams, team projects, or out-of-class consultation on homework to check calculations or writing. The expectations of the proper use of tutors and study partners must also be clarified by individual instructors and/or programs.

The faculty based modifications and interpretations of acceptable academic honesty must be communicated to students by some written format, such as the course syllabus, FAQ file, instructions on assignments, or other course documents or program documents. These documents should strive for specificity as to what constitutes an infraction and which sanctions shall be applied.

### Reporting

Faculty members are obligated to report incidences of infraction to the Vice President of Student Services. These reports should include the name of the student, course, instructor, assignment, nature and date of the infraction, and the sanction applied.

## Infractions and Sanctions

When a faculty member has a reasonable suspicion of a student's lapse of academic integrity (based upon direct observation, witness(es), or documentary evidence) that faculty member must

1. determine if the evidence is sufficient to warrant a finding of infraction;
2. determine if further investigation is required;
3. apply an appropriate sanction: This is to be at the discretion of the faculty member and can range from a warning (to be used only if there is some doubt about the clarity of the guidelines), to a reduced grade for the assignment, with attendant consequences.

The disciplinary actions are consistent with Board Policy 5500, which lists cheating and plagiarism as behavior that subjects a student to such discipline. Administrative Regulation 5500 details a range of possible disciplinary actions: reprimand, probation, suspension, expulsion and specific steps to follow in cases of suspension or expulsion.

In particular career-technical programs, the definitions and disciplinary procedures for academically dishonest or professionally unethical behavior are also governed by an external authority. The standards and processes established for students in these programs are different than those described in this document. Students in these programs will receive notification of these requirements upon admission to the program. Instructors in these programs are still obliged to report incidences of infraction to the Vice President of Student Services.

The criterion for an appropriate sanction is that the sanction match the guidelines published (by the instructor, program, department, College, District, etc.) prior to the infraction.

In general, the sanction applied at the discretion of the instructor will be the maximum penalty imposed upon the student (s) violating the standards. However, in consultation with the instructor, the additional sanctions of suspension or expulsion may be applied by the Vice-President of Student Services in cases where

1. there are repeated infractions by the same student;
2. the help from the other student was gained through coercion or duress;
3. another student's work was accessed without the permission of that student;
4. the violator has threatened a witness or faculty member not to bring forth evidence in this case.

### Appeal

Students accused of academic dishonesty have a right to appeal the findings of the instructor, but the burden of proof will be on the student. The appeal will be made to the office of the Vice President of Student Services, who will arrange for the case to be heard by a panel. The appeals panel will be composed of three faculty members, one college administrator, and one student (selected by the Student Senate). If a simple majority of the panel vindicates the student, then the complaining faculty member's sanction will not apply. A simple majority of this panel can sustain the finding that the student was guilty of violating the academic honesty

policy of this course, and therefore, the sanction applied by the complaining faculty member will apply. Additionally, a simple majority of the panel may determine that institutional sanctions do apply against the student.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Preamble

Crafton Hills College exists for the transmission of knowledge, the pursuit of knowledge and creative expression, the development of students, and the general well being of our community and society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this learning community, students are encouraged to develop the capacity for critical judgement and to engage in an independent and sustained search for knowledge and creativity.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students shall exercise their rights with responsibility, while not threatening or endangering the rights of other members of the Crafton Hills College community.

### 1. Course Entry Expectations

Prior to enrolling in courses, students shall have information available regarding the academic and/or performance standards recommended or required for the successful completion of the course. Such information is explained in the Course Outlines for each course, available to the students from the respective departments and on the Crafton Hills College web page.

### 2. Course Expectations

At the beginning of each course, students shall receive, in writing, information outlining the method of evaluating student progress, including the method by which the final grade is to be determined. Students are responsible for maintaining the academic and/or vocational standards, established and stated in advance, for each class in which they are enrolled.

### 3. Independent, Critical Thought and Expression

Instructors shall permit free discussion, inquiry, and expression of thought by students within the parameters detailed in SBCCD Board Policy 5500, Standards of Conduct and Disciplinary Procedures.

### 4. Learning

Students are free to examine, discuss, and pursue all questions and avenues of interest to them, and express their opinions, privately and publicly within the class setting, as appropriate to the course.

### 5. Associations

Students shall be free to organize and join associations to promote their common interests in accord with the processes established in the Associated Students of Crafton Hills College By-laws.

### 6. Invited Speakers

Pursuant to SBCCD Board Policy 4320, Off-Campus Speakers, student organizations shall have the right to recommend, invite, and hear any person(s) of their choosing, as long as such speakers and/or performers comply with federal, state and local laws, and assume responsibility for the safety of the members of the college community and the protection of public property. It is the students' responsibility, through disclaimers on all published materials, to make clear to the college community and the larger community that the public expressions of students, student organizations, and guest speakers and/or performers speak only for themselves.

### 7. Publications

Student publications serve to inform, instruct, influence, and entertain the campus community and are governed by SBCCD board policy. The Associated Students and the Director of Student Life have the responsibility to define the role of student publications, and set the standards. In doing so, they shall seek to strike a reasonable balance between academic and editorial freedom and the highest ethics of responsible journalism, avoiding libel, undocumented allegations, attacks on personal integrity, harassment, and innuendo. All publications must state that the opinions expressed are not necessarily those of the college or the student body.

### 8. Confidentiality

Students have the right to have their academic records treated in a confidential and responsible manner with due regard given to the personal nature of the information contained therein. Students' records will be released only with their written authorization or as provided by the Family Educational Rights to Privacy Act and other applicable laws.

### 9. Governance

As constituents of the college community, students shall be free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. Pursuant to SBCCD Board Policy 5400, Associated Students Organization, the Associated Students of Crafton Hills College shall be recognized as an official voice of the students in the formulation and application of college and district policy affecting academic, career and technical education, and student services.

## STUDENT GRIEVANCE PROCEDURE

If you feel you have been treated unfairly, you have a right to complain. To ensure that your grievance receives a reasonable hearing, refer to SBCCD Board Policy/Administrative Regulation 5530. Refer to Administrative Regulation 5540 regarding grade appeals. Consult with the Student Services Office (SSA-306) to start the grievance procedures.

## A. Student Grievances (SBCCD Board Policy/ Administrative Regulation 5530)

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

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

### **NOTICE:**

- a. Grades are not grievable but can be appealed. (see Administrative Regulation 5540).
- b. Sexual harassment complaints are filed in accordance with Administrative Regulation 3430 and are not covered under Student Grievances.
- c. Discrimination complaints are filed in accordance with Administrative Regulation 3430 and are not covered under Student Grievances.

## B. Student Grade Appeals (SBCCD Administrative Regulation 5540AP)

According to California Education Code, Section 76224(a), when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. This means that no individual at the college has the authority to change a grade unless persuasive evidence is presented indicating mistake, fraud, bad faith or incompetence on the instructor's part.

### **INFORMAL PROCESS**

All attempts should be made to resolve the grade dispute at the lowest level possible; however, a student may proceed directly to the formal process.

Step 1: If possible, the student first meets with the faculty member who issued the grade; or, if the faculty member is no longer employed or working at the College, the student then meets with the Department Chair or designee to resolve the grade dispute. If resolved and a grade change is indicated, the instructor or designee completes a Grade Change Form.

Step 2: If unresolved in Step 1, the student then meets with the Department Chair or designee. If resolved and a grade change is indicated, a Grade Change Form is completed. If the dispute is not resolved then a formal appeal process can be initiated.

**According to code, if mistake, fraud, bad faith, or incompetence is the reason for the grade dispute, the burden of proof lies with the student to produce facts that support this allegation, proceeding then to the formal process. If such evidence exists, the student must complete the Grade Appeal Form and make an appointment to see the Dean.**

### **FORMAL PROCESS**

Step 1: The student meets with the Division Dean who will confer with the faculty member and/or Department Chair or designee, to attempt to resolve the grade dispute. If resolved and a grade change is indicated, the faculty member completes a Grade Change Form.

Step 2: Investigation: If the matter is not resolved, the student may submit the issue to the Director of Admissions and Records, in consultation with the Vice President of Instruction and appropriate instructional dean, where a full investigation will be conducted within 30 work days of the Step 2 filing date, and a determination made as to status of the grade dispute. During the investigation the student will be able to present evidence of mistake, fraud, bad faith, or incompetence of the instructor. The instructor will be able to provide evidence to support the grade. If the investigation shows fraud, bad faith, or incompetence, the investigative report will be provided to the Vice Chancellor of Human Resources for appropriate action. If a mistake has been made and a grade change is indicated, a Grade Change Form is submitted to Admissions and Records.

Step 3: Hearing: If the matter is not satisfactorily resolved and a grade change may be warranted because evidence shows fraud, bad faith, or incompetence, the student may request a formal hearing by the Grade Appeal Committee through the Office of Admissions and Records. The committee shall be comprised of the Vice President of Instruction, 2 faculty members, 2 students and one educational administrator (not of the division where the accused faculty member works). A meeting will be convened within five (5) working days (unless mutually agreed upon to delay). The student and instructor, if still employed, will be expected to attend the hearing. All attempts will be made to contact an instructor who is no longer employed by the college regarding the grade dispute. The Grade Appeal Committee will provide a written decision to the student within five (5) working days of the date of the hearing. The decision of the Grade Appeal Committee is final. If resolved, the Change of Grade Form, the Grade Appeal Form, the written summary of the investigation findings, and the written decision of the Grade Appeal Committee are submitted to Admissions and Records.

## C. 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.

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

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.

A copy of all relevant Board Policies and Administrative Regulations can be obtained in the Student Services Office (SSA-306).

## COMPUTER USE

### General Principle for Computer Use

The computer resources of the San Bernardino Community College District are for the use of persons legitimately affiliated with SBCCD (as faculty, staff, students, or administrators) to facilitate the exchange of information consistent with the academic, educational and research purposes. Specifically, the district computer users have access to:

- Electronic mail communication with people all over the world.
- The World-Wide Web and the information contained therein.
- Discussion groups on a plethora of topics.
- Many College Library Catalogs, the Library of Congress and ERIC.

Every SBCCD computer user is responsible for being aware of these guidelines and is expected to follow these guidelines, both in letter and in spirit. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines below will result in appropriate disciplinary action.

### Acceptable Computer Uses

- Conducting the business of the District.
- Developing and preparing classroom material.
- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or sub field of knowledge.
- Use for disciplinary-society, college-association, government-advisory, or standards activities related to the user's research and instructional activities.
- Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities.
- Any other administrative communications or activities in direct support of research and instruction.
- Announcements of new products or services for use in research or instruction, but not advertising of any kind.
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

### Unacceptable Computer Uses

- Accessing computers, accounts or folders, other than those specifically authorized by your supervisor, or District Computing Services.
- Intruding into any system in such a way as to diminish the effectiveness of system performance.
- Use for for-profit activities.
- Extensive use for private or personal business.
- Advertising is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged.

### E-mail

The E-mail at SBCCD is here to provide a convenient (not confidential) way of communicating between students, faculty, staff, administrators and professional colleagues. It is expected that SBCCD computer users will use common courtesy in the use of E-mail. Specifically, the following activities are not acceptable:

- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
- "Chain letters," "broadcasting" messages to lists or individuals, and other types of use that would cause congestion of the networks or otherwise interfere with the work of others are not allowed.

### Software Licensing

All commercial software used on college computers must be licensed to the college or to the individual who is using the software. Individuals should be prepared to show their department manager a license for the software on any college computer.

**NOTE:** All software should be assumed to be commercial unless otherwise noted. The District reserves the right to and has the capability to electronically monitor the software installed on all District Computers.

### Individual Software Licenses

No students shall install software on any district/college computers, except as authorized by the instructor in the course of learning.

### Usernames, Passwords, Personal Identification Numbers (PINS)

Students may be issued usernames, passwords and/or PINs.

1. These electronic IDs are unique to the individual and should be guarded carefully.
2. These IDs and their associated rights will give the user of the IDs access to certain data, files, information and resources within the district's electronic resources.
3. These IDs will be treated as electronic signatures and carry the same authority as a written signature when used in conjunction with district or college documents, screens, telephone systems or web forms. **THEREFORE**, guard your electronic IDs carefully.
4. If you believe someone else is using your ID, contact the systems administrator immediately.

### Data Security

- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users shall not misrepresent other users on the network.
- Users shall not attempt to gain unauthorized access to data, system programs or computer equipment.
- Users must not give their password to another user.

## DISTRIBUTION OF LITERATURE

Permission for distribution of literature on campus is obtained from the Student Senate Office. The following kinds of literature may not be distributed or displayed without prior consent: literature advertising off-campus activities sponsored by an individual or group not connected with the college; literature for which there is a charge or donation required or requested, either explicitly or implicitly; and literature whose legality is in question. No literature may be displayed or distributed which solicits funds except with the approval of the Student Senate Office. Soliciting is not encouraged.

Literature which is not in conflict with the above stipulations may be posted and otherwise displayed in areas approved by the Student Senate Office. No literature may be taped or otherwise affixed to a painted surface. All posted material must have an "Approved for Posting" stamp from the Student Senate Office.

Contact the Student Senate Office, located in the Student Center, SCC-107, for more information.

## ANIMALS/PETS ON CAMPUS

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

## USE OF CAMPUS FACILITIES

In order to provide maximum use, the college facilities may be rented by students, employees, citizens, and citizen groups. The use of district facilities may not interfere with the normal educational activities of the college nor may the use of district facilities be inconsistent with the purposes of the college program.

Procedures and fees for the use of district facilities may be obtained from the Campus Facilities Office, (909) 389-3217.

## COLLECTION AND RAISING OF FUNDS

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Crafton Hills College without the express permission of the college administration.

Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them on campus without prior approval of the college administration.

## STUDENT RIGHT-TO-KNOW

In accordance with the Code of Federal Regulations, Title 34, Part 668, Sections 668.41 through 668.46 (the "Student Right to Know" Act), institutions participating in any Title IV, HEA program shall make available to current and prospective students, and high school counselors, the completion and transfer-out rates of first-time, full-time, degree-seeking students who entered the institution on or after July 1, 1996. This information is currently available at <http://srtk.cccco.edu/index.asp>.

## CELL PHONE USE

Use of cell phones, camera phones, cameras and video equipment of any kind is strictly prohibited within the Financial Aid and the Admissions and Records Office. Faculty and other offices reserve the right to enforce this policy. Thank you for your cooperation.

## PARKING CONTROLS AND TRAFFIC REGULATIONS

(All regulations apply to Crafton Hills College and San Bernardino Valley College)

The Board of Trustees of San Bernardino Community College District, in accordance with the laws of the State of California, has established the following regulations regarding traffic and parking controls for the San Bernardino Community College District Campuses.

### 1. General

- A. College motor vehicle regulations apply to all faculty, staff, students, and visitors operating or parking a vehicle on either campus.
- B. Persons violating these regulations or the California Vehicle Code may receive a San Bernardino Community College District citation and/or be subject to college district disciplinary action.
- C. Parking of motor vehicles and bicycles on Crafton Hills College or San Bernardino Valley College property is done at the owner's risk. The San Bernardino Community College District assumes no liability for damage or theft of a vehicle or its contents.
- D. Crafton Hills College is situated on a hillside. Please take appropriate precautions when parking your vehicle on an incline. When headed downhill, turn your front wheels into the curb. When headed uphill turn your front wheels away from the curb. *Always set your parking brake.*

### 2. Traffic Regulations

- A. Persons operating vehicles and parking on San Bernardino Community College District property are required to comply with these regulations and the California Vehicle Code.
- B. The speed limit on all campus roads is 15 miles per hour at San Bernardino Valley College and 25 miles per hour at Crafton Hills College or less when road or safety conditions require lower speeds.
- C. The speed limit on all campus parking lots is 5 miles per hour.
- D. No vehicles are permitted on inner campus walks except for vehicles delivering supplies and vehicles belonging to the college while in performance of maintenance, deliveries, etc.
- E. Roadblocks, barriers, or stanchions may be placed at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
- F. Pedestrians have the right of way at all times.
- G. The use of skateboards or roller skates is prohibited on the campus.
- H. Mopeds, when on campus walkways, shall be pedaled only. Use of power is strictly forbidden beyond parking lots and campus roadways.



### 3. Parking Regulations

- A. Staff and faculty lots are reserved for the sole use of personnel employed by the San Bernardino Community College District. **DEPENDENTS OF EMPLOYEES ARE PROHIBITED** from using staff and faculty parking lots.
- B. Parking stalls marked “VISITORS” ARE SOLELY FOR VISITORS. Students, staff, and faculty are prohibited from parking in these areas.
- C. Parking is prohibited in loading zones, posted areas along curbing, and/or red lined areas.
- D. Vehicles are to be parked in properly marked stalls only. Backing into or taking up more than one parking stall is prohibited.
- E. Physically handicapped students may be given special parking privileges, which will be evidenced by a San Bernardino Community College District handicapped permit affixed to a valid parking decal.
- F. Motorbikes, motorcycles, and other two-wheeled motorized vehicles must be parked in areas designated for this type of vehicle.
- G. Vehicles parking in prohibited areas that block the flow of traffic, fire-fighting/emergency equipment, driveways, roadways or in posted “No Parking” zones will be towed away at the owner’s expense and at no responsibility to the college district. (CVC 22702)
- H. Vehicles abandoned on college property for over 72 hours without prior college authorization may be removed at owner’s expense. (CVC 22702)

### 4. Parking Permits

- A. Faculty and staff are required to have a current permanent parking permit (decal) or current parking ticket to park in staff lots. All persons using non-staff parking lots are required to have a current permit or a current parking ticket. Staff may purchase additional decals for their use.
- B. Permits must be properly displayed while on campus.
- C. The following charges will be made for all permits:

Annual permits	\$75.00
Semester	\$30.00
Summer	\$15.00
Daily parking	\$ 1.00

Daily parking will be verified by a current San Bernardino Community College District parking ticket placed on the dashboard of the car. Additional non-staff and non-faculty permits will be charged at the same rate as the first permit.

- D. Permits for faculty, staff and students **can only be purchased online.**

To purchase a parking permit online, you will need the following:

- The ability to use a computer off or on campus
- The ability to log into Campus Central
- A valid credit or debit card (cash can be used on campus at the business office)
- Make, Model, Year, Color, License Plate Number and State of Issue
- Valid mailing and email addresses

Student and staff parking permits **can only be purchased online** at [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking).

When purchasing a permit with a valid debit or credit card, you must:

- Go online to [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking)
- Pay for your permit using a valid debit or credit card
- The parking permit will be mailed to the address you provide

When purchasing a permit and you want to pay by cash or a check, you must:

- Go online to [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking) **using a campus computer** (Library, Computer Lab, your office computer, etc.)
- Click the “pay-in-person” option when purchasing
- Bring your cash or check to the Campus Business Office, LADM 151 for payment
- The parking permit will be mailed to the address you provide; **permits are not available over-the-counter**

Please visit [www.craftonhills.edu/parking](http://www.craftonhills.edu/parking) for other important parking information.

- E. If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.
- F. Refunds will be made only to students and only when the following conditions are met:

1. That all classes in which the student is enrolled are cancelled by the college and the student is thus disenrolled from the college.
2. That a portion of the decal bearing the number is returned to the College Police Office and
3. That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).



## SECTION IV

# HELP ALONG THE WAY

### Services for Students

Financial Aid

College Police

Cafeteria

Bookstore

Child Development Center

Athletics

Housing

Student Success Program

Health and Wellness Center

Student Life Office

### Academic Support Services

Library

Tutoring Center

Counseling

Matriculation Services

Transfer Center

Career Center/Job Referral Service

## SERVICES FOR STUDENTS

FINANCIAL AID, GRANTS AND  
WORK STUDY

The Financial Aid Office helps students seeking financial aid to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees, books, transportation and partial living expenses. Students may be working and still qualify for financial assistance. The basic two type of financial aid: grants and self help (such as work study). Grants are awarded on the basis of financial need and do not require repayment. Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1, but no later than the last day of the previous spring semester, in order to ensure funds will be available for the beginning of the fall semester in August. Our school code is 009272. After submitting you FAFSA on-line, you must come into the financial aid office approximately 4 days later to open your file in the financial aid office regardless if you are a new student or a returning student, everyone must open a new file each year. It is important, however, that all requested documentation be returned as soon as possible. Financial aid awards are made only *after* a student's file is complete. On-time applicants (those who have complete applications by June 17, 2010 and who have returned all requested materials) can expect to receive a financial aid award letter by July. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes for which aid is received. The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office. See pages for more information.

## COLLEGE POLICE

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 Crafton Hills College. 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) 389-3276. Our business office is located in the Lab Administration Building Communication Center Room 153 on the Crafton Hills Campus. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations.

- **TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY:**

Contact the San Bernardino Community College District Police Department at (909) 389-3275. Be aware that when the office is closed on nights and weekends the San Bernardino County Sheriff will dispatch for the District Police Department.

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the Communications Center room 153 and on the District Police website: <http://www.sbccd.org>

## CAFETERIA

Crafton Hills College's Cafeteria features homemade Killer Chili, fresh baked cookies, and cornbread. Fresh salads and fruit are available. We offer a variety of hot and cold sandwiches and, of course, all types of burgers and fries. Breakfast and lunch specials are also available.

**Location:** College Center

**Telephone:** (909) 389-3376

## BOOKSTORE

Textbooks and supplies are sold at the College Bookstore. For most of the academic year the Bookstore is open 7:45 a.m. - 6:00 p.m. Monday - Thursday and 7:45 a.m. - 3:00 p.m. Friday. However, at the beginning of each academic term the Bookstore also maintains additional hours for a short period of time. The Bookstore has a website where students may retrieve textbook information, reserve books at the beginning of the semester or purchase textbooks online.

**Location:** Bookstore (BK-101)

**Telephone:** (909) 389-3250

**Web Address:** <http://bookstore.craftonhills.edu>

## CHILD DEVELOPMENT CENTER

The Child Development Center is owned and operated by Crafton Hills College, serving the college and the community and committed to quality child care. Enjoy the comfort of knowing that your child is in a safe, nurturing and educational environment.

- Child care for children ages 2 years 10 months through 5 years 11 months
- State of the art developmental & educational program
- AM & PM State Preschool program (FREE to qualifying families)
- Educated and highly trained staff
- Beautiful indoor and outdoor environments
- Full and part-time space available
- Open 7:00 a.m. to 5:00 p.m. Monday through Friday

**Location:** Child Development Center (CDC)

**Telephone:** (909) 389-3400

**Email:** [cpurper@sbccd.cc.ca.us](mailto:cpurper@sbccd.cc.ca.us)

### ATHLETICS

Crafton Hills College does not offer a program of intercollegiate athletics. However, Crafton Hills College students may participate in the athletic program at San Bernardino Valley College when they are enrolled at Crafton Hills College.

### HOUSING

Crafton Hills College has no dormitories and, therefore, cannot assume responsibility for student residence. However, students may get information regarding housing accommodations from the Counseling and Career Center.

### STUDENT SUCCESS PROGRAM

The Student Success Program is designed to assist new and continuing students with negotiating the sometimes confusing and frustrating processes of the college learning environment. Student Success Advisors are available to answer questions and to connect students to the resources available at the college. New and continuing students who do not know where to begin to get their questions answered or problems solved are welcome to call the Student Success Advisors, who will lend a friendly ear and assist students with successfully resolving their problems. Students are encouraged to give the Student Success Program a call or stop by the office if they have any questions, or if they encounter any problems with attending class or successfully completing coursework.

**Location:** Student Services Building (SSB 201)

**Telephone:** (909) 389-3366

**Email:** studentsuccess@craftonhills.edu

### HEALTH AND WELLNESS CENTER

Student Health Services contributes to the well-being and educational aims of the students through health services and education. Students who are at a high level of health and wellness are better able to pursue their academic goals.

**Clinical Services:** First aid and some urgent care; primary care services including laboratory work and prescriptions; physical exams; contraception; over-the-counter medications and supplies; immunizations; screening tests for TB, vision, hearing, blood pressure, pregnancy, sexually transmitted diseases, infections, and more.

**Mental Health Services:** Crisis intervention, short-term psychotherapy, support groups, online mental disorder and assessments referrals.

**Health Education and Promotion:** Alcohol and/or drug abuse; sexually transmitted diseases and HIV/AIDS; depression/suicide; stress and anxiety; assault/rape; domestic/child abuse; eating disorders; smoking cessation; weight management; computerized nutrition, stress and health-age assessment and counseling; blood drives; health fairs; literature and referral information.

**Support Services:** Student accident insurance; health insurance information for those underinsured and uninsured; privacy, confidentiality and the right to be treated with dignity and respect as required by law.

*The health fee paid at registration and a nominal fee for some services support the Health and Wellness Center program. For more information, go to SSB-101, call (909) 389-3272, or visit [www.craftonhills.edu](http://www.craftonhills.edu).*

**Location:** Student Services Building (SSB-101)

**Telephone:** (909) 389-3272

**Email:** studentservicescouncil@sbccd.cc.ca.us  
healthwellness@craftonhills.edu

### STUDENT LIFE OFFICE

Information regarding college I.D. cards, student government, clubs, student leadership, activities, Omnitrans bus passes, and discount amusement park or movie theater tickets can be provided through the Department of Student Life. A variety of activities and other membership benefits, including discounts at local businesses and the college bookstore, are provided through the sale of AS cards.

#### Student Government Opportunities

There are several ways to get involved in your student government body, the Associated Students (A.S.).

#### Executive Board (elected Positions)

A.S. President

A.S. Vice Presidents (3)

A.S. Treasurer

A.S. Secretary

A.S. Student Trustee

**Becoming an A.S. Elected Officer** To run for an Associated Student Executive Board Position, you must pick up an application packet from the Department of Student Life, available during February for the Spring General Elections. Complete the application materials and submit them to the Department of Student Life, by the filing deadline. Attend a mandatory candidates meeting. You are required to have a cumulative GPA 2.5 and you must have a minimum of 10 CHC units at the time of verification and during your time in office. For the Student Trustee position, candidates are required to have a cumulative GPA of 2.0 and must have a minimum of 6 CHC units at the time of verification and during their time in office. Associated Students meetings take place Monday's from 3-5pm. The Student Trustee must also attend all Board of Trustees meetings normally held on the second Thursday of each month at 4pm in the District Office. If you are interested in running for President you must have a minimum of 20 CHC units and have 1 year of prior experience in the Associated Students.

#### Senatorial Positions (appointed Positions)

Diversity Chair

Historian

Inter-Club Council Chair

Publicity Chair

Scribe

Photo Editor\*

News Editor\*

Entertainment Editor\*

Senator at Large

Social Chair (2)

\* are positions on the Newspaper committee. See the committees section for more information.

**Becoming a Senator** -To be eligible for appointment as a senator for the Associated Students, you must pick up an application packet from the Department of Student Life during the first week of the semester. Complete the application materials and submit them to the Department of Student Life by the application deadline. Attend informational workshops, usually held during the first three weeks of the semester. You are required to have a cumulative GPA of 2.0 and you must have 10 CHC units. Senate meetings take place every Monday 3-5pm.

**College-Wide Committees** Students have the opportunity to serve on College-Wide committees with faculty, staff and administrators where they can influence decisions affecting the entire College. This is a great opportunity to learn more about the College, how decisions are made and to ensure that students are involved with these decisions. Student Committee members are appointed by the A.S. President.

**Clubs**- Clubs provide opportunities for students to make good friends and enhance learning, not to mention having fun through a club experience. There are a variety of student clubs: Cultural, religious, vocational, general interest, and scholastic. If you don't see a club you might be interested in joining, perhaps you would like to start a new one. New clubs are always welcomed.

For a comprehensive list of active clubs and organizations, and how to join them, contact the Department of Student Life.

## ACADEMIC SUPPORT SERVICES

### Library

Located in the new 60,000 square foot Learning Resource Center, the College Library supports the teaching program of the college with more than 60,000 book titles, a collection of online programs, 1,200 videos, and nearly 100 student use computers. The online programs include: Opposing Viewpoints; the online card catalog; Wilson's Index to Humanities, Reader Guide, Science, and Social Science; Info Trac; and ProQuest (a subscription to 1,100 full-text periodicals). Many of these on-line programs are available from your home. Your Student ID Card is your Library Card. In addition to the Crafton Hills College Library Card, you may pick up the IEALC (Inland Empire Academic Library Cooperative Card) that will allow you access to several local colleges and universities. The IEALC card will allow our students to check out materials in 20 other college libraries throughout the Southland. Local community members are also welcomed, and may request a Library Card for the College Library. We also allow community members the right to use and check out library resources.

Hours may vary. For information call (909) 389-3321 for general information or for reference help call (909) 389-3322 or (909) 389-3323

### Tutoring Center

The Tutoring Center, also located in the Learning Resources Center, provides free tutoring for a variety of courses including math, writing, foreign languages, and the sciences. The Center also offers reading and language activities, an open-use computer lab, and a series of video telecourse programs on many topics. During

the semester, students will have the opportunity to develop their academic skills through the center's workshop series. Come and investigate your resources. For more information on the center's programs, visit the Tutoring Center webpage at [http://craftonhills.edu/student\\_resources/learning\\_center](http://craftonhills.edu/student_resources/learning_center).

### Counseling

Counseling and advising services assist current and prospective students in establishing their educational goals and identifying support services to help students meet those goals. Whether the goal is to take one course, earn a certificate or degree, or transfer to a four-year college or university, counselors are available to assist in the following areas:

#### Educational Counseling

- Individual educational planning
- Selection of a major
- Transfer information using current articulation agreements with a number of colleges and universities
- Transfer certification
- Degree and certificate evaluation
- Time management strategies
- Referral to academic support services

#### Career Counseling

- Assessment of interests, values and skills
- Exploration of career goals based on personal assessment
- Development of career plans
- Career/Life Planning courses

#### Personal Counseling

- Self-awareness
- Interpersonal communication
- Counseling for educational related personal issues
- Referral to on-campus and off-campus resources
- Decision-making strategies

Counseling is a confidential relationship between a student and a counselor. Counselors act as catalysts to help students define their own questions, explore their own alternatives and ultimately find their own answers.

Hours of operation are subject to change, especially during peak times and academic breaks. Please call to verify hours the Counseling Office is open. Appointments may be made up to two weeks in advance during non-peak times in person or by phone. Counseling is available on a walk-in basis only during peak registration times.

**Location:** Student Services Building (SSB-201)

**Telephone:** (909) 389-3366

**Email:** [counseling@craftonhills.edu](mailto:counseling@craftonhills.edu)

## MATRICULATION SERVICES

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instruction and support services. The college provides an admission process, assessment of basic skills, orientation to college, counseling, advisement and follow-up services to assist students with establishing and meeting their individual educational objectives. All new students to Crafton Hills College are required to participate in the following components to help insure their success. (To receive an exemption from any of these components, see the “Exemption Criteria” below and see a counselor).

- 1. Admission** – A uniform process of application and registration assures equitable student access to the educational offerings of the college.
- 2. Assessment** – Multiple measures including a standardized assessment of skill proficiency in reading, mathematics and English are used to assist with placement into courses in these areas or courses which have prerequisites in reading, mathematics or English.
- 3. Orientation** – Through orientation/advisement workshops new students to Crafton Hills College are introduced to the College’s programs, services, academic regulations, and expectations. Students also develop a first semester Student Educational Plan (SEP).
- 4. Counseling and Advisement** – The student is encouraged to meet with a counselor on an ongoing basis to revise/update the SEP and receive additional educational, career and/or personal counseling.
- 5. Follow-up** - The faculty at Crafton Hills College use an “Early Alert” process to monitor students’ progress in courses. Students who are identified as needing additional support are contacted in order to provide advice and assistance. Students are also encouraged to utilize the services of the Learning Center.

### Exemption Criteria

Some students may be exempt from one or more of these components if they have met one of the following criteria and can show documentation:

- Completion of an associate degree or higher at another accredited college or university,
- Completion of coursework in English and mathematics at another accredited college or university upon which determination of prerequisites can be made.
- Concurrently matriculated status at another accredited college or university with documentation of that status (e.g. assessment results including placement recommendations)
- Enrollment in a single course for the purpose of personal enrichment or vocational advancement that does not require English or mathematics as a prerequisite, corequisite or recommendation (e.g. Physical Education, Applied Arts, courses for re-licensing or vocational advancement)

**Note: Students must see a counselor to receive an exemption.**

## Transfer Center

The Transfer Center assists students with the process of transferring to four-year colleges and universities by providing information to ensure a smooth transition. In the transfer center students have access to current catalogs from California public universities (both in print and on the web), current articulation agreements between Crafton Hills College and many public and private institutions, and CSU and UC admissions information and applications. The Center also provides access to web-based transfer research sites. Representatives from local four-year public and private institutions are available by appointment on a regular basis to provide more in-depth information on programs and transfer requirements to their specific institutions. Workshops on preparing applications and other topics are sponsored by the Transfer Center on an ongoing basis.

**Location:** Student Services Building (SSB-201)

**Telephone:** (909) 389-3366

**Email:** transfercenter@craftonhills.edu

**Web:** www.craftonhills.edu/transferservices

## Career Center/Job Referral Service

The Career Center provides specialized services and information to assist students with career planning. The Career Center assists students in the areas of career assessment, career exploration, labor market statistics and information about the training and education required for many career choices. Information regarding careers is available through web-based career search applications, workshops and the career fair. Assessment in career interests and work values are provided as an aid to the career decision-making process. Web-based occupational information containing information on local, state and national trends, salaries and skills. Some of this information can be accessed by students from their home computers. A job referral service is provided to students on campus and in the community. Students seeking employment are encouraged to visit the Career Center frequently to have access to new job listings through the Center.

**Location:** Students Services Building (SSB-201)

**Telephone:** (909) 389-3366

**Email:** careercenter@craftonhills.edu

**Web:** www.craftonhills.edu/careerservices





# SECTION V

## WHAT ARE YOUR OPTIONS

Table of Degrees and Certificates

Getting a Certificate at CHC

Graduating from Crafton Hills College

Associate Degree Requirements

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## ACADEMIC PROGRAMS

ACADEMIC PROGRAM	DEGREE	CERT	PG	ACADEMIC PROGRAM	DEGREE	CERT	PG
Accounting		X	69	Fire Technology	AS		108
Anthropology	AA		71	California Fire Officer Training		X	108
Anatomy and Physiology	AS		76	Fire Inspection Academy		X	109
Art	AA		73	Firefighter I Basic Training Academy		X	108
3D Computer Animation		X	73	Geography	AS		117
Computer Assisted Graphic Design		X	74	Geology	AS		119
Astronomy	AS		75	History	AA		122
Biology	AS		76	Marketing Management		X	127
Business Administration	AA,AS		77	Mathematics	AS		128
Business Management		X	78	Microbiology	AS		76
Retail Management		X	78	Multidisciplinary Degrees:			54
Chemistry	AS		80	Environmental Science	AS		58
Child Development	AA		81	Fine Arts	AA		54
Associate Teacher		X	82	Health Sciences	AS		59
Early Learning		X	82	Humanities	AA		54/55
Master Teacher		X	83	Liberal Studies - Teacher Preparation	AA		55/56
Site Supervisor		X	84	Multiple Sciences	AS		58/59
Teacher Certificate		X	82	Social Science	AA		57
Communication	AA		161	Music	AA		133
Computer Information Systems	AS	X	88	Office Computer Applications:			137
3D Computer Animation		X	89	Office Assistant I		X	137
Computer Assisted Graphic Design		X	89	Office Assistant II		X	137
Cisco Certified Network Associate		X	90	Philosophy	AA		138
Computer Hardware Technician		X	90	Physics	AS		142
Programming		X	91	Political Science	AA		143
Webmaster I		X	91	Psychology	AA		144
Web Design		X	91	Public Safety and Services			146
Economics	AA		96	Emergency Management		X	146
Emergency Medical Services	AS		97	Radiologic Technology	AS	X	148
Emergency Medical Technician I/EMT Basic		X	97	Religious Studies	AA		153
Emergency Medical Technician Paramedic		X	97	Respiratory Care	AS		154/155
Mobile Intensive Care Nurse		X	98	Sociology	AA		159
English	AA		103	Spanish	AA		160
				Theatre Arts	AA		164

## GETTING A CERTIFICATE AT CHC

## Certificate Requirements

## Residency

Students intending to earn a certificate from Crafton Hills College must complete no less than 50 percent of the courses required for the certificate in residence at Crafton Hills College and must earn a "C" or better in all coursework required as a part of the certificate.

## Issuing Certificates

After certificate requirements are reviewed by the Admissions and Records Office, certificates are issued by the individual departments through the Office of the Dean of Career and Technical Education. Certificates will be mailed to the address on file in the Admissions and Records Office unless students request otherwise. For more information, please contact the Office of the Dean of Career and Technical Education Office at (909) 389-3344.

## Certificates of Achievement

Any sequence of courses consisting of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. The college-awarded document confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education. For purposes of this subdivision, the term "general education" includes a coursework taken to satisfy transfer patterns established by the University of California, the California State University, or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree. (Title 5, Section 55070)

Crafton Hills College offers the following Certificates of Achievement. Refer to the particular discipline for course descriptions and requirements for each certificate.

- a. Accounting
- b. American Sign Language (pending State Chancellor's Office approval)
- c. Business Administration
  1. Business Management
  2. Retail Management
- d. Child Development
  1. Early Learning
  2. Master Teacher
  3. Site Supervisor
  4. Teacher
- e. Computer Information Systems
  1. 3D Computer Animation (offered cooperatively with Art)
  2. Computer Information Systems
  3. Computer Assisted Graphic Design (offered cooperatively with Art)
  4. Webmaster I

- f. Emergency Medical Services-EMT Paramedic
- g. Fire Technology- California Fire Officer Training
- h. Marketing Management
- i. Radiologic Technology
- j. Respiratory Care
- k. Transfer Studies- CSU General Education Breadth
- l. Transfer Studies-IGETC

## Locally Approved, Non-transcripted Certificates

Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor. Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor. (Title 5, Section 55070)

Crafton Hills College offers the following non-transcripted certificates. Refer to the particular discipline for course descriptions and requirements for each certificate.

- a. Child Development- Associate Teacher
- b. Computer Information Systems
  1. Cisco Certified Network Associate
  2. Computer Hardware Technician
  3. Programming
  4. Web Design
- c. Emergency Medical Services
  1. EMT-Basic
  2. Mobile Intensive Care Nurse
- d. Fire Technology
  1. Inspection Academy
  2. Firefighter I Basic Training Academy
- e. Office Computer Applications
  1. Office Assistant I
  2. Office Assistant II
- f. Public Safety and Services - Emergency Management

## CATALOG RIGHTS FOR GRADUATION (Education Code 40401)

### GRADUATION REQUIREMENTS

#### Degrees

The Board of Trustees, upon recommendation of the President and faculty of the college, is authorized to confer the Associate of Arts degree and the Associate of Science degree. The requirements for graduation with either degree represent both minimum state requirements and the firm commitment of Crafton Hills College to the principles of general education. Requirements are designed to develop the full potential of each student, broaden his or her outlook and provide the basis for exemplary citizenship.

#### CONTINUOUS ATTENDANCE AND GRADUATION

Graduation requirements contained in this catalog apply to students initially enrolled during the 2010-2011 college year.

Continuous attendance is defined as attendance in at least one or more semesters at Crafton Hills College with a break of less than one year.

Students in continuous attendance at Crafton Hills College may choose to meet either the graduation requirements in effect at the time they first attended the college or those in effect at the time they graduate.

#### READMISSION AND GRADUATION

Students who have had a break in attendance at Crafton Hills College of one year or more may choose to meet either the graduation requirements in effect at the time of their readmission or those in effect at the time they graduate.

#### TRANSFER STUDENTS AND GRADUATION

Students who transfer to Crafton Hills College from other colleges and universities may choose to meet either the graduation requirements in effect at the time of their transfer or those in effect at the time they graduate.

#### NEW PROGRAMS

In the event that a degree or certificate program is introduced after a student's first term, students may choose to meet the requirements listed in the catalog where the program is first listed or the requirements in effect at the time of graduation.

#### Application for Graduation

Students must file a formal application for graduation with the Admission & Records Office. Students may graduate at the end of any semester. Applications must be filed during the semester in which students will complete their graduation requirements and will not be accepted prior to the first day of the term for which applying.

Students intending to earn an associate degree or certificate from Crafton Hills College must submit official transcripts to the Admissions & Records Office from all other regionally accredited institutions attended regardless of whether or not coursework will be used toward the degree or certificate. All transfer work will be posted to the student's transcript and included in the calculation of the overall cumulative grade point average.

#### Application Deadlines:

- **Fall**                    **October 1<sup>st</sup>**
- **Spring**                **March 1<sup>st</sup>**
- **Summer**              **July 1<sup>st</sup>**

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

#### Course Waivers and Substitutions

Students applying for graduation must attach verification and/or documentation of any waivers or course substitutions granted. Waivers and/or substitutions are approved at the department level and must be signed by the department chair.

#### Incompletes

Students intending to earn an associate degree from Crafton Hills College must resolve all incomplete grades, whether at Crafton Hills College or any other regionally-accredited institution attended, prior to the end of the term in which the degree will be granted. Students must submit official transcripts to the Admissions and Records Office showing the removal of all incomplete grades, replaced with an appropriate letter grade or other evaluative symbol.

#### Commencement Ceremony

Crafton Hills College hosts an annual commencement ceremony each year at the end of the spring semester. Recipients of an Associate of Arts, Associate of Science or Certificate of Achievement who have graduated during the preceding summer or fall term or have applied to graduate during the spring term and have been cleared by the Admissions and Records Office will be eligible to participate in the commencement ceremony. Participation is encouraged although not required.

#### Diplomas

After the Admissions and Records Office reviews and clears the final records of graduating students, the office mails diplomas to qualified students. The current address on file will be used, unless a student requests otherwise. Please allow two (2) months after the end of the term to receive your diploma in the mail. Reprints of diplomas are available in the Admissions and Records Office for a fee.

## ASSOCIATE DEGREE PROGRAMS

### (AA and AS)

#### DEGREE REQUIREMENTS

The following are required for all degrees:

1. Completion of a minimum of 60 units of acceptable college work with at least a "C" (2.0) or better cumulative and institutional grade point average.

**NOTE:** Courses numbered 900-999 are designated as non-degree applicable; however, units earned in these courses **DO COUNT** as student workload units. Courses numbered 001-299 and 500 level are degree applicable.

2. Successful completion of a **minimum of 18 semester units** with a "C" or better in all courses required as a part of a major as identified by the college catalog. (See a counselor or the college catalog for details). **Work experience units may NOT be applied to the major. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring.**
3. Completion of twelve (12) semester units in residence at Crafton Hills College
4. Reading competency as demonstrated by a grade of "C" or better in ENGL 101 (Freshman Composition) OR ENGL 101H (Freshman Composition-Honors) OR ENGL 146 (Writing for Business and the Professions) OR an equivalent course from another accredited institution. (Effective Fall 2007)
5. Mathematics proficiency as demonstrated by completion of MATH 095 (Intermediate Algebra) or MATH 095C (Intermediate Algebra Part C) or any higher level math course with a grade of "C" or better or an equivalent course from another accredited institution. (Effective Fall, 2006)
6. Writing competency as demonstrated by a grade of "C" or better in ENGL 101 (Freshman Composition) OR ENGL 101H (Freshman Composition-Honors) OR ENGL 146 (Writing for Business and the Professions) OR an equivalent course from another accredited institution. (Effective Fall 2006)
7. The following restrictions apply to the 60 units required for graduation:
  - a. A maximum of **4 units** of physical education activities may be applied.
  - b. A maximum of **15 units** of credit (CR) or (P) grades may be applied. No courses required for the student's major may be taken for (CR) or (P).
  - c. A maximum of **6 units** of reading and study skills courses numbered 001-099 (READ 078X2, READ 091 and CHC 090) may be applied.
  - d. A maximum of **16 units** of Career and Technical Education Worksite Experience or **6 units** of General Worksite Experience may be applied for elective credit ONLY.

8. Completion of a minimum of twenty-eight (28) semester units of general education must be distributed as indicated. No single course may be used to meet more than one general education requirement, except in the areas F1 and F2. However, courses taken to complete a major may also apply to general education.

**NOTE: With careful planning, the courses required for general education at Crafton Hills College (see requirement number 8) may also be used to complete either the IGETC or CSU GE requirements.**

### GENERAL EDUCATION

General Education courses provide a fundamental learning foundation for all instructional programs offered by the college. These courses are designed to stimulate the student's intellectual curiosity, to introduce the student to the major broad domains of higher education, and to develop the student's awareness of societal concerns and the responsibilities of citizenship. All programs leading to the associate degree include a general education component.

General Education at Crafton Hills College is designed to prepare students to:

- analyze, synthesize, and evaluate various forms of information;
- demonstrate effective oral and written communication;
- analyze and use quantitative and qualitative data;
- apply problem-solving and decision-making skills utilizing multiple methods of inquiry;
- recognize the contributions of the arts, humanities, and sciences;
- make informed decisions regarding physical, mental, and emotional health issues;
- develop social awareness and a global perspective;
- understand the power and complexity of diversity.

General Education provides a broad cultural and intellectual background to complement mastery of specific fields of knowledge and contributes to an individual's self-awareness.

#### A. Natural Sciences (4 units)

Students successfully completing a course in this area will be able to apply a problem solving strategy such as the scientific method or other systematic process of inquiry and to recognize the contributions of science and technology in our world.

ANAT 101, 150, 151

ASTRON 150 and 160

BIOL 100, 130, 131

CHEM 101, 102, 150, 151, 212, 213

GEOG 110 or 110H and 111

GEOL 100, 100H, 101 or 101H and 160, 112

MICRO 102, 150

OCEAN 100

PHYSIC 100, 110, 111, 200, 201

**B. Social and Behavioral Sciences** (3 units)

Students successfully completing a course in this area will be able to recognize, describe and analyze individual behaviors and various social institutions that influence our world.

ANTHRO 100, 102, 106, 107  
 BUSAD 100  
 CD 105  
 ECON 100, 200, 201  
 GEOG 120  
 HIST 100, 100H, 101, 101H, 107, 145, 160, 161, 164, 170, 170H, 171, 171H  
 JOUR 135  
 POLIT 100, 102, 104, 106, 110  
 PSYCH 100, 100H, 101, 102, 103, 110, 111, 112, 113, 116, 118, 150  
 SOC 100, 105, 130, 141, 150  
 SPEECH 135, 174

**C. Humanities and Fine Arts** (6 units)1. **Humanities** – 3 units from the following:

Students successfully completing a course in this area will be able to identify and evaluate the historical and cultural context of the human experience as it relates to his/her perspective of that experience.

ANTHRO 107, 110  
 ARABIC 101, 102, 103, 104  
 ASL 101, 102, 103, 104  
 ENGL 108, 109, 150, 152, 155, 155H, 160, 163, 175, 250, 260, 261, 270, 271, 275, 280, 281  
 FRENCH 101, 102  
 HIST 100, 100H, 101, 101H, 107, 135, 145, 160, 161, 164, 170, 170H, 171, 171H  
 JAPN 101, 102, 103, 104  
 INTDIS 101, 102, 103, 140  
 MCS 110  
 PHIL 101, 105, 105H  
 RELIG 100, 101, 101H, 110, 135, 175, 176  
 RUS 101, 102  
 SPAN 101, 102, 103, 104  
 THART 108, 109

2. **Fine Arts** – 3 units from the following:

Students successfully completing a course in this area will be able to appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture.

ART 100, 102, 105  
 ENGL 170, 232  
 INTDIS 103, 140  
 MUSIC 100, 103, 120, 134  
 SPEECH 120, 120H  
 THART 100

**D. Language and Rationality** (13-14 units)1. **Written Traditions** – 4 units from the following:

Students successfully completing a course in this area will be able to write competently for a variety of purposes and audiences.

ENGL 101, 101H, 146

2. **Oral Traditions** – 3 units from the following:

Students successfully completing a course in this area will be able to demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds.

BUSAD 145, 155

SPEECH 100, 100H, 111, 111H, 140, 145, 155

3. **Quantitative Reasoning** – 3-4 units from the following:

Students successfully completing a course in this area will be able to interpret quantitative reasoning and perform mathematical operations in an effort to demonstrate quantitative reasoning skills.

MATH 095, 095C, 102, 103, 108, 115, 141,

160, 250, 251, 252, 265, 266

PSYCH 108

4. **Critical Thinking and Information Literacy** – 3 units from the following:

Students successfully completing a course in this area will be able to access, analyze, synthesize, evaluate and use various forms of information.

ENGL 102, 102H

LIBR 100

PBSF 127X2

PHIL 103

PSYCH 127X2

SPEECH 125

**E. Health and Wellness (2-3 units)**

Students successfully completing a course in this area will be able to appreciate one's own physical, mental and emotional health and demonstrate the knowledge and/or skills associated with actions necessary for optimum health and physical efficiency.

HEALTH 102, 263

PE 263

PE/I 105X4, 106X4, 108X4, 120X4, 127X4, 130X4, 143X4, 148X4, 155X4, 159X4, 163X4, 168X4, 190X4, 200G-ZX3

PE/T 130X4

THART 130X4, 163X4

F. As part of the 28 units of general education coursework, students must satisfy the following two requirements by taking one course in each of the following two categories:

1. **Diversity and Multiculturalism** - A minimum of one course chosen from this group may be taken as part of areas A-E above.

Students successfully completing a course in this area will be able to comprehend and appreciate cultural diversity, explore the multicultural nature of our world, and interact with other cultures in relation to one's own.

ANTHRO 107, 110  
 ARABIC 101, 102, 103, 104  
 ASL 101, 102, 103, 104  
 ENGL 160, 163, 280, 281  
 FRENCH 101, 102  
 HIST 107, 170, 170H, 171, 171H  
 INTDIS 101, 102, 140  
 JAPN 101, 102, 103, 104  
 MCS 110  
 PSYCH 116, 150  
 RELIG 101, 101H, 110  
 RUS 101, 102  
 SPAN 101, 102, 103, 104  
 SOC 105, 141, 150  
 SPEECH 174

2. **American Heritage** – A minimum of one course chosen from this group may be taken as a part of areas A-E above.  
 Students successfully completing a course in this area will be able to recognize and appreciate the unique contributions, history and collective heritage of the United States.

ENGL 260, 261  
 HIST 100, 100H, 101, 101H, 135, 145  
 MUSIC 103, 134  
 POLIT 100  
 RELIG 100

## DISCIPLINE - SPECIFIC DEGREES

### ASSOCIATE OF ARTS DEGREES

1. Completion of the requirements for an associate degree (see requirements **1 through 8** on page 51).
2. Completion of a minimum of eighteen (18) units with at least a "C" (2.0) or better in each course in one of the following discipline-specific programs. (Refer to the particular discipline for course descriptions and requirements for each major.)
  - a. American Sign Language (pending State Chancellor's office approval)
  - b. Anthropology
  - c. Arabic (pending State Chancellor's office approval)
  - d. Art
  - e. Business Administration
  - f. Child Development
  - g. Communication
  - h. Economics
  - i. English
  - j. History

- k. Japanese (pending State Chancellor's office approval)
- l. Music
- m. Philosophy
- n. Political Science
- o. Psychology
- p. Religious Studies
- q. Sociology
- r. Spanish
- s. Theatre Arts

### ASSOCIATE OF SCIENCE DEGREES

1. Completion of the requirements for an associate degree (see requirements **1 through 8** on pages 51).
2. Completion of a minimum of eighteen (18) semester units with at least a "C" (2.0) or better in each course in one of the following discipline-specific programs. (Refer to the particular discipline for course descriptions and requirements for each major.)
  - a. Astronomy
  - b. Biology
  - c. Biology (Anatomy and Physiology emphasis)
  - d. Biology (Microbiology emphasis)
  - e. Business Administration
  - f. Chemistry
  - g. Computer Information Systems (3D Computer Animation emphasis)
  - h. Computer Information Systems (Computer Assisted Graphic Design emphasis)
  - i. Computer Information Systems (Programming emphasis)
  - j. Computer Information Systems (Webmaster emphasis)
  - k. Emergency Medical Services
  - l. Fire Technology
  - m. Geography
  - n. Geology
  - o. Mathematics
  - p. Physics
  - q. Radiologic Technology
  - r. Respiratory Care

**MULTIDISCIPLINARY DEGREES**

**ASSOCIATE OF ARTS FINE ARTS DEGREE**

The Associate of Arts Fine Arts degree focuses on the development of creative expression and critical inquiry in music and the arts. Students will appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture and human creativity. This degree is multidisciplinary giving students the knowledge and experience in Theatre Arts, Art, and Music.

To complete the requirements for the Associate of Arts for this degree, a student must:

1. Complete of the requirements for an associate degree (see requirements 1 through 8 on page 51).
2. Complete a minimum of eighteen (18) units with a “C” or better in each course in the following multidisciplinary program.
3. Complete enough elective units units totaling the required balance of 60 total units.

**REQUIRED CORE COURSES:**

**A minimum of six (6) units from the following with courses in at least two disciplines:**

		<b>UNITS</b>
MUSIC 103	Appreciation of American Popular Music	3.00
MUSIC 120	Appreciation of Musical Literature	3.00
THART 100	Introduction to Theatre	3.00

**Students must complete at least twelve (12) additional units from the following courses in at least two disciplines:**

<b>ART</b>		<b>UNITS</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 105	History of Modern Art	3.00
ART 119	Digital Video Production	3.00
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	3.00
ART 126X4	Painting	3.00
ART 132X4	Life Drawing	3.00
ART 175X4	Sculpture	3.00
ART 200X4	Printmaking	2.00
ART 202X4	Intermediate Topics in Painting	2.00
ART 204X4	Contemporary Topics in American Art	1.00

<b>MUSIC</b>		<b>UNITS</b>
MUSIC 100	Fundamental Skills in Music	3.00
MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 103	Appreciation of American Popular Music	3.00
MUSIC 120	Appreciation of Musical Literature	3.00
MUSIC 130X4	Elementary Voice	2.00

MUSIC 132X4	Guitar	2.00
MUSIC 134	Jazz History	3.00
MUSIC 135X4	Piano	2.00
MUSIC 140X4	Theatre Workshop	3.00
MUSIC 143X4	Woodwind, Brass and Percussion Instruction	2.00
MUSIC 150X4	Concert Choir I	2.00
MUSIC 152X4	Concert Choir II	2.00
MUSIC 154X4	College Singers I	2.00
MUSIC 156X4	College Singers II	2.00
MUSIC 164X4	Concert Band	2.00
MUSIC 174X4	Jazz Band I	2.00
MUSIC 175X4	Jazz Band II	2.00
MUSIC 176X4	Jazz Combo I	2.00
MUSIC 177X4	Jazz Combo II	2.00
MUSIC 179X4	Contemporary Ensemble	2.00
MUSIC 180X4	Rehearsal and Performance	2.00
MUSIC 190X4	Songwriting and Composition	3.00
MUSIC 195X4	Music Technology and Recording	4.00
MUSIC 201	Music Theory III	4.00
MUSIC 202	Music Theory IV	4.00

**THEATRE ARTS**

		<b>UNITS</b>
THART 100	Introduction to Theatre	(3.00)
THART 108	World Drama I	3.00
THART 109	World Drama II	3.00
THART 110	Voice and Diction	3.00
THART 120	Acting Fundamentals	3.00
THART 130X4	Jazz Dance	0.5-1.00
THART 133	Audition Techniques	1.00
THART 140X 4	Theatre Workshop	3.00
THART 163X4	Ballroom/Swing/Salsa	0.5-1.00
THART 174X4	Dance Production Workshop	2.00
THART 176X4	Fundamentals of Stagecraft I	3.00
THART 179X4	Fundamentals of Stagecraft II	3.00
THART 205	Play Directing	3.00
THART 220	Advanced Acting I	3.00
THART 221	Advanced Acting II	3.00
THART 226	Play and Screenplay Analysis	<u>3.00</u>
	<b>Total Units</b>	<b>18.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

**ASSOCIATE OF ARTS HUMANITIES DEGREE**

The Associate of Arts Humanities degree emphasizes the study of cultural, literary, humanistic activities, and artistic expression within the context of human experience. Students will evaluate and interpret the ways in which people through the ages and in different cultures have responded to themselves and the world around them in artistic and cultural expression. This degree is multidisciplinary preparing students to transfer into majors such as history, English philosophy, and other areas of humanities.



To complete the requirements for the Associate of Arts for this degree, a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page 51).
2. Complete a minimum of eighteen (18) units with a "C" or better in each course in the following multidisciplinary program.
3. Complete enough elective units totaling the required balance of 60 total units.

### REQUIRED CORE COURSES:

A minimum of three (3) units must be taken from each of the following groups:

#### HISTORY AND CIVILIZATION UNITS

HIST 160	History of Western Civilization: From the Neolithic Revolution to the Renaissance	3.00
HIST 161	History of Western Civilization: From the Renaissance to the Cold War	3.00
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE)- Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present)- Honors	(3.00)
INTDIS 101	The Humanities I: Prehistoric to Medieval	3.00
INTDIS 102	The Humanities II: Renaissance to Post Modern	3.00

#### PHILOSOPHY AND RELIGION UNITS

PHIL 101	Introduction to Philosophy	3.00
RELIG 100	Introduction to Religious Studies	3.00
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions-Honors	(3.00)
RELIG 110/	Early Religions	3.00
ANTHRO 110		
RELIG 175/	Literature and Religion of the Bible	3.00
ENGL 175		
RELIG 176	Jesus and His Interpreters	3.00
ENGL 150	Classical Mythology	3.00

#### FINE ARTS UNITS

ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 105	History of Modern Art	3.00
ENGL 170	The Film Experience	3.00
INTDIS 140	Humanities Through the Arts	3.00
MUSIC 103	Appreciation of America Popular Music	3.00
MUSIC 120	Appreciation of Musical Literature	3.00
MUSIC 134	Jazz History	3.00
THART 100	Introduction to Theatre	(3.00)

<b>LITERATURE</b>		<b>UNITS</b>
ENGL 108/	World Drama I	3.00
THART 108		
ENGL 109/	World Drama II	3.00
THART 109		
ENGL 155	Children's Literature	3.00
<b>OR</b>		
ENGL 155H	Children's Literature-Honors	3.00
ENGL 160	Literature by Women	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
<b>Total Units</b>		<b>18.00</b>

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

### ASSOCIATE OF ARTS LIBERAL STUDIES - TEACHER PREPARATION DEGREE

The Associate of Arts Liberal Studies-Teacher Preparation degree is designed for students intending to transfer to a four-year university/college with the goal of a career in teaching.

The courses in the degree satisfy CHC general education requirements for the associate's degree, prepare students for the majority of their lower division courses in education, and fulfill the IGETC, or CSU General Education requirements and many of the classes needed for a degree in Liberal Studies at transfer institutions. Students should consult with a counselor for specific information regarding transfer coursework required at the university of their choice.

<b>REQUIRED CORE COURSES:</b>		<b>UNITS</b>
CD 105	Child Growth and Development	3.00
CD 211	Observation and Methods in School-Age Development	(3.00)
<b>OR</b>		
CD 212	Observation and Methods in Early Child Development	(3.00)
CD 295	Elementary Laboratory	3.00
EDU 290	Introduction to Education	3.00

#### Choose two additional courses from the following list:

CD 244	Children with Special Needs	3.00
CD 182	Teaching in a Diverse Society	3.00
CIS 101	Introduction to Computer and Information Technology	(3.00)
<b>OR</b>		
BUSAD 230	Using Computers for Business	(3.00)

**REQUIRED GENERAL EDUCATION COURSES:**

Students should take the following courses as they complete the general education requirements for the associate degree

BIOL 100	General Biology	4.00
CHEM 101	Introduction to Chemistry	(4.00)
<b>OR</b>		
PHYSIC 100	Introduction to Physics	(4.00)
HIST 100	History of the United States to 1877	(3.00)
<b>OR</b>		
HIST 100H	History of the United States to 1877	(3.00)
<b>OR</b>		
HIST 101	History of the United States 1865 to Present	(3.00)
<b>OR</b>		
HIST 101H	History of the United States 1865 to Present-Honors	(3.00)
POLIT 100	American Politics	3.00
ENGL 152	Intermediate Composition and Literature	(4.00)
<b>OR</b>		
ENGL 155	Children's Literature	(3.00)
<b>OR</b>		
ENGL 155H	Children's Literature-Honors	(3.00)
<b>OR</b>		
ENGL 280	World Literature to the 17th Century	(3.00)
<b>OR</b>		
ENGL 281	World Literature from the 17th Century to the Present	(3.00)
<b>OR</b>		
THART 108	World Drama I	(3.00)
<b>OR</b>		
THART 109	World Drama II	(3.00)
ARABIC 102	College Arabic II	(5.00)
<b>OR</b>		
ARABIC 103	College Arabic III	(4.00)
<b>OR</b>		
ARABIC 104	College Arabic IV	(4.00)
<b>OR</b>		
ASL 102	American Sign Language II	(4.00)
<b>OR</b>		
ASL 103	American Sign Language III	(4.00)
<b>OR</b>		
ASL 104	American Sign Language IV	(4.00)
<b>OR</b>		
SPAN 102	College Spanish II	(5.00)
<b>OR</b>		
SPAN 103	College Spanish III	(4.00)
<b>OR</b>		
SPAN 104	College Spanish IV	(4.00)
<b>OR</b>		
FRENCH 102	College French II	(5.00)
<b>OR</b>		
JAPN 102	College Japanese II	(5.00)
<b>OR</b>		
JAPN 103	College Japanese III	(4.00)
<b>OR</b>		
JAPN 104	College Japanese IV	(4.00)
INTDIS 100	The Humanities I: Prehistoric to Medieval	(3.00)
<b>OR</b>		
INTDIS 101	The Humanities II: Renaissance to Post-Modern	(3.00)
<b>OR</b>		

PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.00)
<b>OR</b>		
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	(3.00)
<b>OR</b>		
RELIG 100	Introduction to Religious Studies	(3.00)
<b>OR</b>		
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions-Honors	(3.00)
ART 100	Art History I: Prehistoric Art to Medieval Art	(3.00)
<b>OR</b>		
ART 102	Art History II: Renaissance Art to Modern Art	(3.00)
<b>OR</b>		
MUSIC 120	Appreciation of Music Literature	(3.00)
<b>OR</b>		
THART 100	Introduction to Theatre	(3.00)
ENGL 101	Freshman Composition	(4.00)
<b>OR</b>		
ENGL 101H	Freshman Composition-Honors	(4.00)
SPEECH 100	Elements of Public Speaking	(3.00)
<b>OR</b>		
SPEECH 100H	Elements of Public Speaking-Honors	(3.00)
<b>OR</b>		
SPEECH 111	Interpersonal Communication	(3.00)
<b>OR</b>		
SPEECH 111H	Interpersonal Communication-Honors	(3.00)
<b>OR</b>		
SPEECH 140	Small Group Communication	(3.00)
MATH 115	The Ideas of Mathematics	3.00
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
<b>OR</b>		
ENGL 102H	Intermediate Composition and Critical Thinking-Honors	(4.00)
<b>OR</b>		
PHIL 103	Introduction to Logic: Argument and Evidence	(3.00)
<b>OR</b>		
SPEECH 125	Critical Thinking Through Argumentation and Debate	(3.00)
HEALTH 102	Biological Principles of Health	<u>3.00</u>
<b>Total Units</b>		<b>61.00-64.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they are transferring.*

**ASSOCIATE OF ARTS SOCIAL SCIENCE DEGREE**

The Associate of Arts Social Science degree emphasizes the study of social and behavioral sciences. Students will recognize, describe and analyze individual behaviors and social institutions that influence our world. This degree is multidisciplinary preparing students to transfer into majors such as psychology, sociology, economics, political science, history, anthropology, philosophy and religious studies.

To complete the requirements for the Associate of Arts for this degree, a student must:

1. Complete of the requirements for an associate degree (see requirements 1 through 8 on page 51).
2. Complete of a minimum of eighteen (18) units with at least a "C" (2.0) or better in each course in the following multidisciplinary program.
3. Complete enough elective units totaling the required balance of 60 total units.

**REQUIRED CORE COURSES:**

A minimum of three (3) units must be taken from each of the following groups:

<b>HISTORY AND CULTURE</b>		<b>UNITS</b>
ANTHRO 102	Cultural Anthropology	3.00
GEOG 120	World Region Geography	3.00
HIST 100	History of the U.S. to 1877	(3.00)
<b>OR</b>		
HIST 100H	History of the U.S. to 1877-Honors	(3.00)
HIST 101	History of the U.S. 1865 to Present	(3.00)
<b>OR</b>		
HIST 101H	History of the U.S. 1865 to Present-Honors	(3.00)
HIST 160	History of Western Civilization: From the Neolithic Revolution to the Renaissance	3.00
HIST 161	History of Western Civilization: From the Renaissance to the Cold War	3.00
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present) Honors	(3.00)

<b>POLITICAL AND SOCIAL INSTITUTIONS</b>		<b>UNITS</b>
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	3.00
ECON 201	Principles of Microeconomics	3.00
POLIT 100	American Politics	3.00

POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00

<b>PHILOSOPHY AND RELIGION</b>		<b>UNITS</b>
PHIL 101	Introduction to Philosophy	3.00
RELIG 100	Introduction to Religious Studies	3.00
RELIG 101	Introduction to World Religions	(3.00)
<b>OR</b>		
RELIG 101H	Introduction to World Religions-Honors	(3.00)

<b>BEHAVIORAL SCIENCE</b>		<b>UNITS</b>
CD 100	Introduction to Child Development	3.00
CD 105	Child Growth and Development	3.00
PSYCH 100	General Psychology	(3.00)
<b>OR</b>		
PSYCH 100H	General Psychology-Honors	(3.00)
PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00
PSYCH 110	Abnormal Psychology	3.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
PSYCH 112	Child and Adolescent Psychology	3.00
PSYCH 116	Adult and Old Age	3.00
PSYCH 118	Human Sexual Behavior	3.00
SOC 100	Introduction to Sociology	3.00
SOC 105	Social Problems	3.00
SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC/PSYCH 150	Gerontology	3.00
<b>Total Units</b>		<b>18.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

## ASSOCIATE OF SCIENCE ENVIRONMENTAL SCIENCE DEGREE

The Associate of Science Environmental Science at Crafton Hills College provides a student with the basic content required for students majoring in Environmental Sciences, with emphasis in the subfields of biology and the geosciences. The study of the environment provides the general knowledge necessary to understand our role on our planet.

### REQUIRED CORE COURSES UNITS

BIOL 100	General Biology	(4.00)
<b>OR</b>		
BIOL 130	Cell and Molecular Biology	(4.00)
CHEM 101	Introduction to Chemistry	(4.00)
<b>OR</b>		
CHEM 150	General Chemistry I	(5.00)
GEOL 100	Physical Geology	(4.00)
<b>OR</b>		
GEOL 100H	Physical Geology-Honors	(4.00)
<b>OR</b>		
GEOL 101	Introduction to Geology	(3.00)
<b>AND</b>		
GEOL 160	Geology Laboratory	(1.00)
<b>OR</b>		
GEOL 101H	Introduction to Geology-Honors	(3.00)
<b>AND</b>		
GEOL 160	Geology Laboratory	(1.00)

**In addition to the required coursework, each student must choose an emphasis and take at least an additional twelve (12) units from one of the following emphasis areas:**

### EMPHASIS IN BIOLOGICAL SCIENCES UNITS

BIOL 123	Ecology and Environment	3.00
BIOL 131	Populations and Organisms	4.00
CHEM 151	General Chemistry II	5.00
CHEM 102	Introduction to Organic Chemistry	(4.00)
<b>OR</b>		
CHEM 212	Organic Chemistry I	(4.00)
CHEM 213	Organic Chemistry II	4.00
BIOL 246AB	Special Problems in Biology	1.00

### EMPHASIS IN GEOSCIENCE STUDIES UNITS

GEOG 110	Physical Geography	(3.00)
<b>OR</b>		
GEOG 110H	Physical Geography-Honors	(3.00)
GEOG 111	Physical Geography Laboratory	1.00
GEOL 150	Geology and the Environment	3.00
GEOL 250	Geology of California	3.00
PHYSIC 100	Introduction to Physics	(4.00)
<b>OR</b>		
PHYSIC 110	General Physics I	(4.00)
<b>OR</b>		
PHYSIC 200	Physics I	(6.00)
CHEM 151	General Chemistry II	5.00

ANTHRO 106	Physical Anthropology	3.00
GEOL 170x4	Geologic History of the Great Basin	1.00
GEOL 175X4	Geology of the Eastern Mojave Desert	1.00
GEOL 180x4	The Geology of Joshua Tree National Park	1.00
GEOL 181x4	Geology of the Anza Borrego Region	1.00
GEOL 190x4	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270x4	Geology of the Eastern Sierra Nevada	1.00
<b>Total Units</b>		<b>24.00-25.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

## ASSOCIATE OF SCIENCE MULTIPLE SCIENCES DEGREE

The Associate of Science Multiples Sciences degree emphasizes the role of science, scientific inquiry and technology in our world. Students will apply a problem solving strategy such as the scientific method or other systematic process of inquiry and recognize the contributions of science and technology in our world. This degree is multidisciplinary, giving students the knowledge and experience in both the physical and biological sciences.

To complete the requirements for the Associate of Science for this degree a student must:

1. Complete the requirements for an associate degree (see requirements 1 through 8 on page 51).
2. Complete of a minimum of eighteen (18) semester units with a "C" (2.0) or better in each course in the following multidisciplinary program.
3. Complete enough elective units totaling the required balance of 60 total units.

### REQUIRED CORE COURSES

**A minimum of six (6) units must be taken from two of the following three groups:**

PHYSICAL SCIENCES		UNITS
ASTRON 150	Introduction to Astronomy	3.00
ASTRON 160	Astronomy Laboratory	1.00
CHEM 101	Introduction to Chemistry	4.00
CHEM 102	Introduction to Organic Chemistry	4.00
CHEM 123	Chemistry for Everyone	3.00
CHEM 150	General Chemistry I	5.00

CHEM 151	General Chemistry II	5.00
CHEM 212	Organic Chemistry I	4.00
CHEM 213	Organic Chemistry II	4.00
ENGR 101	Introduction to Engineering	2.00
PHYSIC 100	Introduction to Physics	4.00
PHYSIC 110	General Physics I	4.00
PHYSIC 111	General Physics II	4.00
PHYSIC 200	Physics I	6.00
PHYSIC 201	Physics II	6.00

**EARTH SCIENCES**

GEOL 100	Physical Geology	(4.00)
<b>OR</b>		
GEOL 100H	Physical Geology-Honors	(4.00)
GEOL 101	Introduction to Geology	3.00
<b>OR</b>		
GEOL 101H	Introduction to Geology-Honors	3.00
GEOL 112	Historical Geology	4.00
GEOL 113	Earth and Life History	3.00
GEOL 150	Geology and the Environment	3.00
GEOL 160	Geology Laboratory	1.00
GEOL 170x4	Geologic History of the Great Basin	1.00
GEOL 175X4	Geology of the Eastern Mojave Desert	1.00
GEOL 180x4	The Geology of Joshua Tree National Park	1.00
GEOL 181x4	Geology of the Anza Borrego Region	1.00
GEOL 190x4	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 251	Geology of National Parks and Monuments	3.00
GEOL 270x4	Geology of the Eastern Sierra Nevada	1.00
GEOG 110	Physical Geography	(3.00)
<b>OR</b>		
GEOG 110H	Physical Geography-Honors	(3.00)
GEOG 111	Physical Geography Laboratory	1.00
OCEAN 100	Investigations in Oceanography	4.00
OCEAN 101	Elements of Oceanography	3.00

**BIOLOGICAL SCIENCES**

ANAT 101	Essentials of Human Anatomy and Physiology	4.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00
BIOL 100	General Biology	4.00
BIOL 119	Exploring Biology	3.00
BIOL 123	Ecology and Environment	3.00
BIOL 130	Cell and Molecular Biology	4.00
BIOL 131	Populations and Organisms	4.00
HEALTH/PE 263	Nutrition and Health	3.00
MICRO 102	Introductory Microbiology	4.00
MICRO 150	Medical Microbiology	<u>5.00</u>
<b>Total Units</b>		<b>18.00</b>

*Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.*

**ASSOCIATE OF SCIENCE HEALTH SCIENCES DEGREE**

The Associate of Science Health Sciences degree allows students to explore many aspects of science and health related studies. This degree prepares students for health care professional programs including nursing, dental hygiene and other health professional programs.

To complete the requirements for the Associate of Science for this degree, a student must:

1. Complete of the requirements for an associate degree (see requirements 1 through 8 on page 51).
2. Complete thirty (30) units with a "C" (2.0) or better in each of the following required courses.
3. Complete enough elective units totaling the required balance of 60 total units.

**REQUIRED CORE COURSES**

		<b>UNITS</b>
CHEM 101	Introduction to Chemistry	4.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00
MICRO 150	Medical Microbiology	5.00
ENGL 101	Freshman Composition	(4.00)
<b>OR</b>		
ENGL 101H	Freshman Composition-Honors	(4.00)
SPEECH 100	Elements of Public Speaking	(3.00)
<b>OR</b>		
SPEECH 100H	Elements of Public Speaking-Honors	(3.00)
<b>OR</b>		
SPEECH 111	Interpersonal Communication	(3.00)
<b>OR</b>		
SPEECH 111H	Interpersonal Communication-Honors	(3.00)
PSYCH 100	General Psychology	(3.00)
<b>OR</b>		
PSYCH 100H	General Psychology-Honors	(3.00)
<b>OR</b>		
PSYCH 111	Developmental Psychology: Lifespan	(3.00)
SOC 100	Introduction to Sociology	(3.00)
<b>OR</b>		
ANTHRO 102	Cultural Anthropology	(3.00)
<b>Total Units</b>		<b>30.00</b>

*This major sequence includes prerequisite courses common to many nursing, dental hygiene and other health professional programs. However, admissions requirements do vary from program to program. Prospective students should consult a counselor or the program to which they are applying for specific admissions requirements.*

# Transfer Programs - General Information

Each four year college or university has its own admissions standards. In addition, each determines which courses will be accepted to satisfy General Education, Major or elective requirements. Further, these requirements are subject to periodic change.

Students who plan to transfer to a four-year college or university should obtain a copy of the current catalog of that institution. Read it **carefully** and see a counselor to discuss appropriate courses to complete at Crafton Hills College prior to transfer.

Fortunately, the similarities between transfer programs are far greater than the differences. Read the information on the following pages to ensure a smooth, successful transfer.

## COMPLETING A TRANSFER PROGRAM

The freshman and sophomore years of a college or university program may be completed at Crafton Hills College. Transfer students may choose one of three systems:

- California State University System (23 campuses)
- University of California System (9 campuses)
- Private or Out-of-State Colleges and Universities

In order to transfer to the college or university of your choice, it is necessary to complete the following:

### 1. General Education or Breadth Requirements

These are the courses required of every transfer student regardless of major. General Education requirements are determined by the college or university the transfer student has chosen. Listed below are plans for transfer to the California State University System and the University of California System, and some information about transferring to a private or out-of-state institution.

#### A. *California State University (CSU) General Education Requirements. See pages 63 and 64 of this catalog.*

This plan applies to all 23 CSU campuses. In order to receive full certification and not be held to additional courses at the transfer university, students must complete at least 39 units of General Education in specific areas. When you have completed your General Education classes and all your grades have been reported, see a counselor for certification. Areas A1, A2, A3 and B4 must be completed with a "C" or better grade prior to transfer.

#### B. *Intersegmental General Education Transfer Curriculum (IGETC). See pages 66 and 67 of this catalog.*

This plan applies to both the CSU and UC systems. However, some schools and majors within the UC system **DO NOT** accept the IGETC plan.

Also, students in Engineering, Science, Math or other high-unit majors are advised **not** to use IGETC. See a counselor for information. A **minimum** of 37 units of General Education with **at least** a "C" in each course is required to complete the IGETC. When

you have completed your General Education classes and all your grades have been reported, see a counselor for certification.

### C. *Private or Out-of-State Colleges General Education Requirements*

Students should obtain a current college catalog for the Private or out-of-state school of interest. It is important to read the catalog carefully and then see a counselor to plan a transfer program.

The counseling office has specific transfer requirements for programs at Loma Linda University and approved General Education requirement lists for several private colleges, including Biola University, California Lutheran College, University of Redlands and the University of Southern California (USC). Some Private schools allow the use of the Intersegmental General Education Transfer Curriculum (IGETC) and/or the California State University General Education Requirements (CSUGE) to meet lower division General Education requirements. Check with the transfer school for details.

### 2. Lower Division Courses for a Major

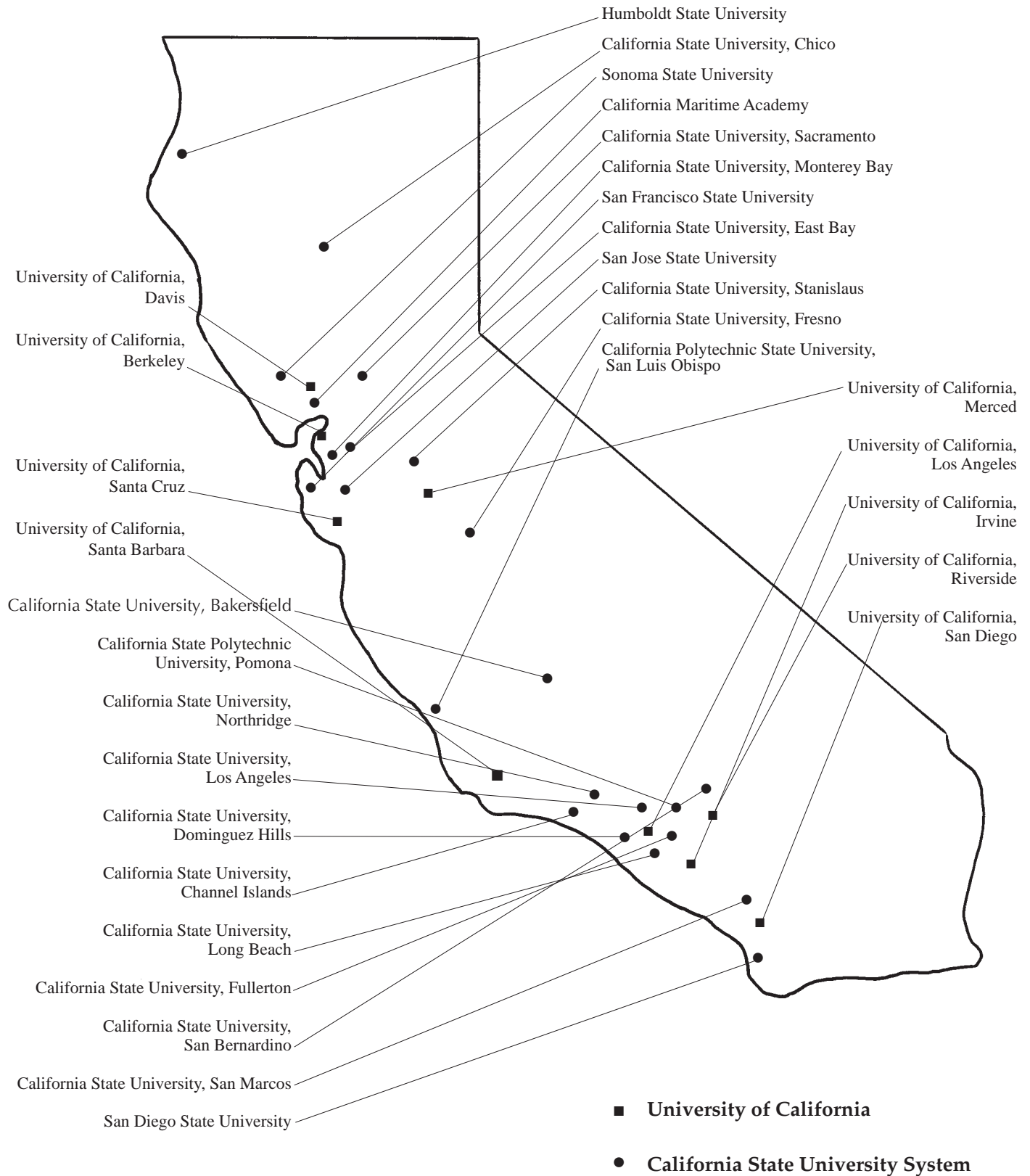
These courses provide the background and preparation needed to enter a college or university at the junior level. Crafton Hills College has articulated lower division major requirements with CSU San Bernardino, UC Riverside and many other CSU and UC schools. Information for a college's lower division major requirements is available at [www.assist.org](http://www.assist.org) via the Internet. See a counselor for assistance.

### 3. Electives

These are courses of choice that are taken to fill in the areas not covered by General Education or major requirements. Students must take enough "elective" courses to meet the minimum number of units required for transfer. All CSU and UC campuses require a minimum of sixty (60) transferable units in order to be eligible to transfer. Private schools vary widely regarding the number of units required for transfer.

### 4. Acceptable Grade Point Average

The CSU system requires **at least** a 2.0 GPA, while the UC system requires **at least** a 2.4 GPA. However, these figures are minimum GPA requirements! Many colleges and universities and impacted majors within some colleges expect higher grade point averages for admission. Non-residents of California must have **at least** a 2.4 GPA to apply to a CSU. A GPA of **at least** 2.8 is required to apply to a UC.



## The California State University

The State University system is one of the three branches of public higher education in California. There are twenty three campuses in the system:

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD • Q**

9001 Stockdale Highway, Bakersfield, CA 93311-1099  
(661) 654-2011 • www.csub.edu

**CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS • S**

One University Drive, Camarillo, CA 93012  
(805) 437-8520 • www.csuci.edu

**CALIFORNIA STATE UNIVERSITY, CHICO • S**

400 W. First Street, Chico, CA 95929  
(530) 898-4636 • www.csuchico.edu

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS • S**

1000 E. Victoria Street, Carson, CA 90747  
(310) 243-3696 • www.csudh.edu

**CALIFORNIA STATE UNIVERSITY, EAST BAY • Q**

25800 Carlos Bee Blvd., Hayward, CA 94542  
(510) 885-3000 • www.csueastbay.edu

**CALIFORNIA STATE UNIVERSITY, FRESNO • S**

5150 N. Maple Avenue, Fresno, CA 93740  
(559) 278-4240 • www.csufresno.edu

**CALIFORNIA STATE UNIVERSITY, FULLERTON • S**

800 N. State College Boulevard, Fullerton, CA 92831  
(714) 278-2021 • www.fullerton.edu

**HUMBOLDT STATE UNIVERSITY • S**

One Harpst Street, Arcata, CA 95521  
(707) 826-4402 • www.humboldt.edu

**CALIFORNIA STATE UNIVERSITY, LONG BEACH • S**

1250 Bellflower Blvd., Long Beach, CA 90840  
(562) 985-5471 • www.csulb.edu

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES • Q**

5151 State University Drive, Los Angeles, CA 90032  
(323)343-3000 • www.calstatela.edu

**CALIFORNIA MARITIME ACADEMY • S**

200 Maritime Academy Dr., Vallejo, CA 94590  
(707) 654-1000 • www.csum.edu

**CALIFORNIA STATE UNIVERSITY, MONTEREY BAY • S**

100 Campus Center Drive, Seaside, CA 93955  
(831) 582-5100 • www.csumb.edu

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE • S**

18111 Nordhoff Street, Northridge, CA 91330  
(818) 677-1200 • www.csun.edu

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA • Q**

3801 W. Temple Ave., Pomona, CA 91768  
(909) 869-7659 • www.csupomona.edu

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO • S**

6000 J Street, Sacramento, CA 95819  
(916) 278-6011 • www.csus.edu

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO • Q**

5500 University Parkway, San Bernardino, CA 92407  
(909) 537-5000 • www.csusb.edu

**SAN DIEGO STATE UNIVERSITY • S**

5500 Campanile Drive, San Diego, CA 92182  
(619) 594-5200 • www.sdsu.edu

**SAN FRANCISCO STATE UNIVERSITY • S**

1600 Holloway Avenue, San Francisco, CA 94132  
(415) 338-1111 • www.sfsu.edu

**SAN JOSE STATE UNIVERSITY • S**

One Washington Square, San Jose, CA 95192  
(408) 924-1000 • www.sjsu.edu

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO • Q**

San Luis Obispo, CA 93407  
(805) 756-1111 • www.calpoly.edu

**CALIFORNIA STATE UNIVERSITY, SAN MARCOS • S**

333 S. Twin Oaks Valley Road  
San Marcos, CA 92096  
(760) 750-4848 • www.csusm.edu

**SONOMA STATE UNIVERSITY • S**

1801 E. Cotati Ave., Rohnert Park, CA 94928  
(707) 664-2880 • www.sonoma.edu

**CALIFORNIA STATE UNIVERSITY, STANISLAUS • 4-1-4**

One University Circle, Turlock, CA 95382  
(209) 667-3122 • www.csustan.edu

**S = Semester System**

**Q = Quarter System**

**4-1-4 = two 13 week terms with a 4 week  
week winter term**



## CRAFTON HILLS COLLEGE CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2010-11

**General Provisions:**

1. Students are required to complete a minimum of 39 units in areas A-E for full certification of lower division general education requirements. **Upon request to the Counseling Office, CHC will certify** completion of the following pattern to be applied toward the total general education requirement at any CSU.
2. This pattern of general education **IS NOT** applicable to any campus of the University of California (UC). Please refer to the specific UC catalog of your choice, and/or the Intersegmental General Education Transfer Curriculum (IGETC) for transfer to CSU and UC.
3. Completed courses **MAY NOT** be applied in more than one area.
4. **COURSES IN BOLD PRINT ARE RETROACTIVELY APPROVED FOR FALL 2009 AND THEREAFTER.**

**A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**

9 units required. Students **MUST** complete one course in each of the three areas listed with a "C" or better **prior to transfer**.

1. SPEECH 100, 100H, 111, 111H or 140
2. ENGL 101
3. ENGL 102, PHIL 103 or SPEECH 125

Courses from other colleges: \_\_\_\_\_ AP exams: \_\_\_\_\_

Met	IP	Need

**B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**

9 - 12 units required. **Choose** at least one course from each area. At least one of the science courses must have a laboratory. Laboratory courses are underlined.

**1. Physical Science**

- ASTRON 150 + 160  
 CHEM 101, 102, 123, 150, 151, 212, 213  
 GEOG 110, 110H, 111, 114, 126  
 GEOL 100, 100H, 101, 112, 113, 150, 160, 250  
 OCEAN 100, 101  
 PHYSIC 100, 110, 111, 200, 201

**2. Life Science**

- ANAT 101, 150, 151  
 ANTHRO 106  
 BIOL 100, 119, 123, 130, 131  
 MICRO 102, 150  
 OCEAN 101

**3. Laboratory Activity**

This requirement is satisfied by completion of any laboratory course in B1 or B2.  
**Laboratory courses are underlined.**

**4. Mathematics**

One course required with a "C" or better **prior to transfer**.  
 MATH 102, 103, 108, 115, 141, **160**, 250, 251, 252, 265, 266;  
 PSYCH 108

Courses from other colleges: \_\_\_\_\_ AP exams: \_\_\_\_\_

Met	IP	Need

**C. ARTS AND HUMANITIES**

9 - 12 units required. **MUST** include at least one course from area 1 AND area 2. **Six (6)** units maximum per discipline may be applied.

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. ART 100, 102, 105<br/>                     ENGL 108, 109<br/>                     INTDIS 140<br/>                     MUSIC 100, 103, 120, 134<br/>                     THART 100, 108, 109</li> </ol> | <ol style="list-style-type: none"> <li>2. ANTHRO 107, 110, ASL 101, 102, <b>103</b>, 104<br/>                     ENGL 150, 152, 155, 155H, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275, 280, 281<br/>                     FRENCH 101, 102, HIST 100, <b>100H</b>, 101, <b>101H</b>, 107, 135, <b>145</b>, 160, 161, 164, 170, <b>170H</b>, 171, <b>171H</b><br/>                     INTDIS 101, 102, 140, JAPN 101, 102, <b>103</b>, <b>104</b>, PHIL 101, 105, 105H, RELIG 100, 101, 101H, 110, 135, 175, 176, RUS <b>101</b>, <b>102</b>, SPAN 101, 102, 103, 104</li> </ol> |
|--|--|

Courses from other colleges: \_\_\_\_\_ AP exams: \_\_\_\_\_

Met	IP	Need

**D. SOCIAL SCIENCES**

9 - 12 units required. **Six (6)** units maximum per discipline may be applied.

**NOTE:** POLIT 100 and HIST 100, **100H**, 101, or **101H** fulfills the U S History, Constitution & American Ideals requirements for CSU graduation.

0. PSYCH 150, SOC 100, 105, 130, 141, 150
1. ANTHRO 100, 102, 106, 107, 110, HIST 107, RELIG 110
2. ECON 100, 200, 201
3. SOC 141
4. PSYCH 112, 116
5. GEOG 120
6. ANTHRO 107, HIST 100, **100H**, 101, **101H**, 107, 135, **145**, 160, 161, 164, 170, **170H**, 171, **171H**, RELIG 135
7. CD 105, JOUR 135, PSYCH 113, SOC 130, SPEECH 135, 174
8. ADJUS 101, POLIT 100, 102, 104, 106, 110
9. PSYCH 100, 100H, 102, 103, 110, 111, 112, 116, 118, 150, SOC 150

Courses from other colleges: \_\_\_\_\_ AP exams: \_\_\_\_\_

Met	IP	Need

**E. LIFELONG LEARNING AND SELF-DEVELOPMENT**

3 units required

- BUSAD 155  
 CD 101, 105  
 CHC 100  
 HEALTH 102, 263  
 PE/I, PE/T (any - one unit maximum)  
 PE 263  
 PHIL 105  
 PSYCH 103, 111, 113, 116, 118, 150  
 SOC 150  
 SPEECH 155

Courses from other colleges: \_\_\_\_\_ AP exams: \_\_\_\_\_

Met	IP	Need

Student \_\_\_\_\_ ID Number \_\_\_\_\_

Date \_\_\_\_\_ Counselor \_\_\_\_\_ **Total Units Certified** \_\_\_\_\_

**I. TRANSFER ADMISSION REQUIREMENTS**

A student is eligible for upper division transfer if the following requirements have been met:

1. At least sixty (60) semester units of transferable college courses have been completed with a grade point average of 2.00 or better. Non-residents of California must have a 2.40 or better grade point average.
2. At least thirty (30) units of the 60 units required for transfer **must** be selected from the general education courses in areas A through E. Each of the courses within these 30 units must be completed with a grade of 'C' or better. Additionally, at least one course from EACH of the following areas must be completed with a grade of 'C' or better **prior to transfer**:

Area A1	Oral Communication
Area A2	Written Communication
Area A3	Critical Thinking
Area B4	Mathematics/Quantitative Reasoning

3. The student is in good standing (i.e., eligible to re-enroll) at the last college or university attended.

**II. IMPACTED PROGRAMS:**

The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. **Applicants to impacted majors must file the application for admission during the first month of the filing period and will be subject to supplementary admission criteria.** If you apply by mail, the postmark will be used to determine if you filed in the first month. Priority for admission to impacted programs is given to California residents.

**III. LOWER DIVISION MAJOR REQUIREMENTS**

Most majors require that you complete certain preparatory courses in your first two years of college. This can normally be accomplished at Crafton Hills College. Consult the catalog for the college of your choice to determine regulations governing the completion of lower division major requirements and related restrictions. Refer to ASSIST ([www.assist.org](http://www.assist.org)) for information about lower division major requirements, and consult with a counselor regarding transfer plans!

**IV. APPLICATION FILING PERIODS**

You are urged to file early! Applications to impacted majors must be filed during the initial filing period, which is the **first month** of the filing period. If applying after the initial filing period, check [www.csumentor.edu](http://www.csumentor.edu) for current information. Except for impacted majors, campuses accept applications until enrollment categories are filled. Most campuses will acknowledge receiving your application within two to four weeks. **You may apply online at [www.csumentor.edu](http://www.csumentor.edu).**

Terms	Applications First Accepted
Summer Semester or Quarter 2011	February 1, 2011
Fall Semester or Quarter 2011	October 1, 2010
Winter Quarter 2012	June 1, 2011
Spring Semester or Quarter 2012	August 1, 2011

**APPLICATION FEE**

An application fee of \$55 in U. S. funds, payable to The California State University, is required for each new application filed. The fee is nonrefundable and may not be transferred to another term at any campus. The fee is required for **each** campus to which you apply.

## The University of California

The University of California has nine campus; Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. All except Berkeley and Merced are on a quarter system. While all campuses have similar general lower division requirements and will accept a maximum of seventy semester units of transfer work, there are some significant differences among them.

### UC Berkeley

Berkeley, CA 94720  
(510) 642-6000 [www.berkeley.edu](http://www.berkeley.edu)

### UC Davis

One Shields Avenue, Davis, CA 95616  
(530) 752-5011 [www.ucdavis.edu](http://www.ucdavis.edu)

### UC Irvine

Irvine, CA 92697  
(949) 824-5011 [www.uci.edu](http://www.uci.edu)

### UC Los Angeles

Los Angeles, CA 90095  
(310) 825-4321 [www.ucla.edu](http://www.ucla.edu)

### UC Merced

5200 N. Lake Road  
Merced, CA 95343  
(209) 228-4400 [www.ucmerced.edu](http://www.ucmerced.edu)

### UC Riverside

Riverside, CA 92521  
(951) 827-1012 [www.ucr.edu](http://www.ucr.edu)

### UC San Diego

9500 Gilman Drive, La Jolla, CA 92093  
(858) 534-2230 [www.ucsd.edu](http://www.ucsd.edu)

### UC Santa Barbara

Santa Barbara, CA 93106  
(805) 893-8000 [www.ucsb.edu](http://www.ucsb.edu)

### UC Santa Cruz

1156 High Street, Santa Cruz, CA 95064  
(831) 459-0111 [www.ucsc.edu](http://www.ucsc.edu)

## MINIMUM ADMISSION REQUIREMENTS FOR TRANSFER APPLICANTS

A transfer applicant, according to the University, is a student who has enrolled in a regular session at another college or university after high school. A student who meets this definition cannot disregard his or her college record and apply as a freshman.

## CALIFORNIA RESIDENTS

To qualify for admission to the University as a transfer student, a student **must meet one of the three sets of requirements** described below. The pathway the student follows depends upon whether he/she was eligible for admission to the University when he/she graduated from high school.

California residents must have at least a "C" (2.0) average in all transferable college coursework. The Subject, Scholarship and Examination Requirements referred to below can be explained by a counselor.

1. Students who were eligible for admission to the University when they graduated from high school -- meaning they satisfied the Subject, Scholarship and Examination Requirements -- are eligible to transfer if they have a "C" (2.0) average in transferable coursework.
2. Students who met the Scholarship Requirement but not the Subject Requirement must take transferable college courses in the missing subjects, earn a "C" or better in each required course and have an overall 2.00 GPA in all transferable coursework to be eligible to transfer.
3. Students who wish to transfer to the university at the junior level must fulfill both of the following criteria:
  - a. Complete 60 semester units of transferable college credit with a grade point average of **at least 2.4** (no more than 14 semester units may be taken Credit/No Credit) and,
  - b. Complete the following seven course pattern, 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 sciences and the physical and biological sciences.
    - (Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 3b above of the transfer admission requirements.) Visit [www.assist.org](http://www.assist.org) for a list of UC-transferable courses at Crafton Hills College.

## NONRESIDENTS

The minimum admission requirements for nonresident transfer applicants are the same as those for residents, except that non-residents must have a **grade point average of 2.8 or higher** in all transferable college coursework.

**CRAFTON HILLS COLLEGE**

**Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 2010-11**

Student's Name \_\_\_\_\_  
 (print) Last First Middle Student I.D. # Major

Completion and certification of IGETC will permit community college students to transfer to a campus in the CSU or UC system with lower division requirements completed. **COURSES IN BOLD PRINT ARE RETROACTIVELY APPROVED FOR FALL 2009 AND THEREAFTER.**

**IGETC is not advisable for all transfer students.** Students with majors that require extensive lower division preparation may be best served by taking courses that fulfill the General Education Breadth of the UC campus. These majors include, but are not limited to, Engineering, Pre-professional programs, and Science.

**CERTIFICATION:** Request **CERTIFICATION** from the Counseling Office. Current IGETC standards allow for full or partial certification. **Partial certification** is defined as completing all but two courses from any area **except those listed in Areas 1 and 2.** Minimum UC and/or CSU transfer requirements must be met prior to transfer. All courses must be completed with a "C" or better. IGETC may be certified by any Community College the student has attended.

**INSTRUCTION TO COUNSELORS:** Circle courses and enter units in appropriate column. **Requirements satisfied by exam should be noted.**

<b>AREA 1 - ENGLISH COMMUNICATION</b>  CSU - 3 courses required, one from each group below. UC - 2 courses required, one from group A and one from group B	OTHER COLLEGES APEXAMS	COMPLETED	IN PROGRESS	REMAINING
A. English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 101				
B. Critical Thinking - English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 102				
C. Oral Communication (CSU only), 1 course, 3 semester/ 4 - 5 quarter units, SPEECH 100, 100H, 111, 111H, 140				
<b>AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> (1 course, 3 - 4 semester/ 4 - 5 quarter units) A. MATH 102**, 108, 115, 141**, <b>160**</b> , 250, 251, 252, 265, 266; PSYCH 108				
<b>AREA 3 - ARTS AND HUMANITIES</b> (At least 3 courses with at least one from the Arts and one from the Humanities, 9 semester/12 - 15 quarter units.) A. ARTS: ART 100, 102, 105; ENGL 108, 109; MUSIC 100, 103, 120, 134; THART 100, 108, 109				
B. HUMANITIES: ANTHRO 107*, 110* ASL <b>103</b> , 104 ENGL 150, 152, 155, 155H, 160, 163, 170, 175, 250, 260, 261, 270, 271, 275, 280, 281 HIST 100*, <b>100H*</b> , 101*, <b>101H*</b> , 107*, 135*, <b>145*</b> , 160*, 161*, 164*, 170*, <b>170H*</b> , 171*, <b>171H*</b> INTDIS 101, 102, 140; JAPN <b>103</b> , <b>104</b> ; PHIL 101, 105, 105H RELIG 100, 101, 101H, 110*, 135*, 175, 176 SPAN 103, 104				

	OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
<p><b>AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES</b>                      (At least 3 courses from at least two disciplines, 9 semester/ 12 - 15 quarter units)                      A. ANTHRO 100, 102, 106*, 107*, 110*, HIST 107*, RELIG 110*                      B. ECON 100**, 200, 201                      C. SOC 141*                      D. PSYCH 116*                      E. GEOG 120                      F. ANTHRO 107*, HIST 100*, <b>100H*</b>, 101*, <b>101H*</b>, 107*, 135*, <b>145*</b>, 160*, 161*, 164*, 170*, <b>170H*</b>, 171*, <b>171H*</b>; RELIG 135*                      G. CD 105, JOUR 135, PSYCH 113, SOC 130, SPEECH 135, 174                      H. ADJUS 101; POLIT 100, 102, 104, 106, 110                      I. PSYCH 100, 100H, 102, 103, 110, 111, 112, 116*, 118, 150*, SOC 150*                      J. PSYCH 150*, SOC 100, 105, 141*, 150*</p>				
<p><b>AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES</b>                      (2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory.                      7 - 9 semester/ 9 - 12 quarter units.)</p> <p>A. PHYSICAL: ASTRON 150, <u>160</u>; CHEM <u>101**</u>, <u>102**</u>, 123, <u>150</u>, <u>151</u>, <u>212</u>, <u>213</u>; GEOG 110, 110H, <u>111</u>, <u>114</u>, 126; GEOL <u>100</u>, <u>100H</u>, 101, <u>112**</u>, 113**, 150, <u>160</u>, <u>250</u>; OCEAN <u>100**</u>, 101**; PHYSIC <u>100,**</u> <u>110**</u>, <u>111**</u>, <u>200**</u>, <u>201**</u></p>				
<p>B. BIOLOGICAL: ANAT <u>150</u>, <u>151</u>; ANTHRO 106*; BIOL <u>100</u>, 119, 123, <u>130</u>, <u>131</u>; MICRO <u>102**</u>, <u>150</u>;                      NOTE: Lab courses and Labs are underlined.</p>				
<p><b>UC REQUIREMENT ONLY</b> - Language Other Than English                      Proficiency equivalent to two years of high school with grades of "C" or better, or one year of college study in the same language.                      The following courses at this institution fulfill the requirement.                      ASL 102, <b>103</b>, <b>104</b>, FRENCH 102, JAPN 102, <b>103</b>, <b>104</b>, RUS <b>102</b>, SPAN 102, <b>103</b>, <b>104</b></p>				
<p><b>CSU GRADUATION REQUIREMENT ONLY</b> - U.S. History, Constitution and American Ideals                      (This area is not part of IGETC. Courses <b>MAY</b> be used to partially satisfy areas 3B or 4 per current IGETC Standards.)                      (6 semester units, one course from group 1 and one course from group 2)                      Group 1 - POLIT 100                      Group 2 - HIST 100, <b>100H</b>, 101, <b>101H</b></p>				

\* Course may be listed in more than one area, but may not be applied in more than one area.  
 \*\* Indicates that transfer credit may be limited by UC or CSU or both. Please see the catalog or consult a counselor.  
**NOTE: Approved courses are added to the IGETC each year. When a course is approved for IGETC, it will apply ONLY for the year of approval and thereafter.**

# SECTION VI

## PROGRAMS & COURSES

### Course Abbreviations

Accounting .....	ACCT	Library Science.....	LIBR
Allied Health .....	AH	Marketing .....	MARKET
American Sign Language .....	ASL	Mathematics .....	MATH
Anatomy .....	ANAT	Microbiology .....	MICRO
Anthropology .....	ANTHRO	Multimedia .....	MULTI
Arabic .....	ARABIC	Multicultural Studies .....	MCS
Art .....	ART	Music .....	MUSIC
Astronomy .....	ASTRON	Oceanography .....	OCEAN
Biology .....	BIOL	Office Computer Applications .....	OCA
Business Administration .....	BUSAD	Personal Career Development .....	PCD
Chemistry .....	CHEM	Philosophy .....	PHIL
Child Development .....	CD	Physical Education - Personal Activities.....	PE
College Life.....	CHC	Physical Education/Individual & Group Activities.....	PE/I
Computer Information Systems .....	CIS	Physical Education/Team .....	PE/T
Economics .....	ECON	Physics .....	PHYSIC
Education.....	EDU	Political Science .....	POLIT
Emergency Medical Services .....	EMS	Psychology .....	PSYCH
Engineering .....	ENGR	Public Safety.....	PBSF
English.....	ENGL	Radiologic Technology .....	RADIOL
Fire Technology .....	FIRET	Reading and Study Skills .....	READ
French .....	FRENCH	Religious Studies .....	RELIG
Geography.....	GEOG	Respiratory Care .....	RESP
Geology .....	GEOL	Russian.....	RUS
Health Education .....	HEALTH	Sociology .....	SOC
History .....	HIST	Spanish .....	SPAN
Interdisciplinary Studies.....	INTDIS	Speech Communication .....	SPEECH
Japanese.....	JAPN	Surveying and Mapping Sciences .....	SMS
Journalism .....	JOUR	Theatre Arts.....	THART
Learning Resources .....	LRC	Work Experience .....	WKEXP

### Numbering of Courses

<b>010 - 099</b>	Multipurpose courses, but not generally applicable to the Baccalaureate degree.
<b>100 - 299</b>	Basic lower division courses applicable to the Associate degree; may also apply to the Baccalaureate degree.
<b>500 - 599</b>	Continuing education courses offered by an outside agency at an off-campus location. Courses are applicable to the Associates degree.
<b>900 - 999</b>	Courses not applicable to the Associate degree.

#### COURSE TRANSFERABILITY

Many courses numbered 100 through 299 are acceptable for transfer to the California State University and the University of California. Courses that are transferable to these universities will have CSU and/or UC printed directly beneath the title of the course. If CSU or UC is followed by an asterisk (\*), there may be a limitation on the credit allowed. Please check with a counselor for specific details. Courses that apply to the Associate degree are indicated under the course title.

# ACCOUNTING (ACCT)

Department: Business & Information Technology  
 Faculty Chair: Denise Hoyt, M.A.  
 Faculty: Robert O'Toole, M.B.A.

## ACCOUNTING CERTIFICATE

The objective of this certificate is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/ procedures used in the accounting field, and to acquaint the student with the various sub-functions within the overall career field of accounting. Completion of the certificate will prepare the student for entry-level employment in a variety of related occupations including payroll clerk, accounts receivable or payable clerk, and beginning general bookkeeper clerk.

**Completion of the following 22.00 units qualifies the student for the Accounting Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

REQUIRED COURSES:		UNITS
ACCT 105	Accounting Concepts with Quickbooks	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
ACCT 226	Cost Accounting	(4.00)
<b>OR</b>		
ACCT 230	State and Federal Income Tax Accounting	(4.00)
BUSAD 100	Introduction to Business	3.00
BUSAD 145/ SPEECH 145	Business Communication	4.00
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
<b>TOTAL UNITS</b>		<b>22.00</b>

**A student receiving a certificate in this field will be able to:**

- Explain and apply basic accounting principles including generally accepted accounting principles (GAAP)
- Adequately discuss accounting compliance issues as defined by the Sarbanes-Oxley Act
- Effectively describe the elements of the accounting process and preparation of basic financial statements
- Explain the derivation and use of profitability ratios, financial ratios, and activity ratios

## 105 ACCOUNTING CONCEPTS WITH QUICKBOOKS **4 NITS U** (Fa,Sp)

*CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 64 hours per semester*

Fundamentals of bookkeeping and accounting procedures, including recording transactions in journals and use of controlling accounts and related schedules. Practice in opening, adjusting and closing various professional sets of books. Use of Quickbooks bookkeeping software.

Replaces ACCT 021.

## 198 ACCOUNTING WORKSITE LEARNING **2 - 4 UNITS**

*CSU\*, Associate Degree Applicable*

*Prerequisite: None*

*Corequisite: Must be working either paid or unpaid at a job directly related to the student's accounting educational or occupational goal*

*Work Experience: 150-300 hours Paid Employment  
120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

## 208 INTRODUCTION TO FINANCIAL ACCOUNTING **4 UNITS** (Fa,Sp)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendation: ACCT 105*

*Lecture: Minimum 64 hours per semester*

Fundamental concepts and procedures of financial accounting. Use, interpretation and preparation of general-purpose financial statements. Introduction to the accounting cycle and accounting policy choices. Technology tools used in financial accounting and business. Replaces ACCT 210/211 as of Fall 2005.

## 209 INTRODUCTION TO MANAGERIAL ACCOUNTING **4 UNITS** (Fa,Sp)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: ACCT 105 or ACCT 208*

*Lecture: Minimum 64 hours per semester*

Fundamental concepts and procedures of managerial accounting including costing systems, cost behavior and analysis, budgeting and performance evaluation. Uses of management accounting information in decision making. Technology tools used in managerial accounting and business. Replaces ACCT 220/221 as of Fall 2005.

**226 COST ACCOUNTING****4 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 015, MATH 942;**Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level**Lecture: Minimum 64 hours per semester*

Instruction in the objectives and procedures of accounting for manufacturing enterprises; job and process costing, accounting for manufacturing overhead, joint-product and by-product costing, cost budgeting, standard costs, and cost reports.

Emphasis will be on case learning reflecting a user perspective and on developing team learning and decision-making skills.

**230 STATE AND FEDERAL INCOME TAX ACCOUNTING****4 UNITS***CSU, Associate Degree Applicable**Prerequisite: ACCT 208**Departmental Recommendations: ENGL 015;**Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level**Lecture: Minimum 64 hours per semester*

Introduction to state and federal income tax principles, procedures, tax forms, special tax problems, tax planning including implications of investments, tax shelters, tax preferences, small business endeavors, and retirement programs.

**ALLIED HEALTH (AH)**

Department: Allied Health Services  
Faculty Chair: Bradley Franklin, M.Ed.

**090 SURVEY OF RADIOLOGIC TECHNOLOGY 1.5 UNITS***Associate Degree Applicable (Fa,Sp)**Prerequisite: None**Lecture: Minimum 24 hours per semester*

Introduction to the field of radiologic technology. Exploration of the historical development of radiology, current practice, as well as educational and employment opportunities in the field. Clinical observation opportunities are included.

**101 MEDICAL TERMINOLOGY****3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Instruction in the usage, spelling, pronunciation, and meaning of terminology used to describe the human body.

**198 ALLIED HEALTH WORKSITE LEARNING****2 - 4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: None**Corequisite: Must be working either paid or unpaid at a job directly related to the student's allied health educational or occupational goal**Work Experience: 150-300 hours Paid Employment  
120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

**AMERICAN SIGN LANGUAGE (ASL)**

Department: Communication and Language  
Faculty Chair: Jeff Schmidt, M.A.

**101 AMERICAN SIGNLANGUAGE I****4 UNITS***UC\*, CSU\*, Associate Degree Applicable (Fa,Sp,Sm)**Prerequisite: None**Departmental Recommendation: ENGL 015**Lecture: Minimum 64 hours per semester*

Introduction to American Sign Language as used by the deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community up to the end of the nineteenth century. **Note:** This course corresponds to the first year of high school American Sign Language.

\* No credit granted if taken after ASL 102, 103 or 104.

**102 AMERICAN SIGN LANGUAGE II****4 UNITS***UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)**Prerequisite: ASL 101**Departmental Recommendation: ENGL 015**Lecture: Minimum 64 hours per semester*

Continuing introduction to American Sign Language as used by the deaf community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community through the twentieth century as well as effect of technological developments upon the deaf community and deaf individuals. **Note:** This course corresponds to the second year of high school American Sign Language.

\* No credit granted if taken after ASL 103 or 104.



**103 AMERICAN SIGN LANGUAGE III** **4 UNITS**  
 UC\*, CSU\*, Associate Degree Applicable (Fa)  
*Prerequisite: ASL 102*  
*Departmental Recommendation: ENGL 015*  
*Lecture: Minimum 64 hours per semester*  
 Intermediate study of American Sign Language as used by the deaf community in the United States. Study of increasingly more advanced vocabulary of approximately 400 additional signs, complex sentence structures and conversational skills.  
 \* No credit granted if taken after ASL 104.

**104 AMERICAN SIGN LANGUAGE IV** **4 UNITS**  
 UC, CSU, Associate Degree Applicable (Sp)  
*Prerequisite: ASL 103*  
*Departmental Recommendation: ENGL 015*  
*Lecture: Minimum 64 hours per semester*  
 Continued intermediate study of American Sign Language as used by the deaf community in the United States. Study of increasingly more advanced vocabulary of approximately 400 additional signs and application of skills in both formal and informal contexts.

## ANATOMY (ANAT)

Department: Physical & Biological Sciences  
 Faculty Chair: Kelly Boebinger, M.S.  
 Faculty: Sam Truong, .D. M

### ASSOCIATE OF SCIENCE DEGREE ANATOMY see BIOLOGY

**101 ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY** **4 UNITS**  
 CSU, Associate Degree Applicable (Fa,Sp,Sm)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Lecture and laboratory course emphasizing the basic structural, functional, and developmental stages of the human body. Introductory survey of the human body in one semester. Essentials of structure and function in each of the eleven body systems covered.

**150 HUMAN ANATOMY AND PHYSIOLOGY I** **4 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Advanced understanding of the structural and functional aspects of the human body. First in a two semester series; covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

**151 HUMAN ANATOMY AND PHYSIOLOGY II** **4 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: ANAT 150*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Advanced understanding of the structural and functional aspects of the human body. Second in a two semester series; covers hematology, somatic and special senses, the bodies nutritional needs, pregnancy and maturation, electrolyte and acid/base balance, and the endocrine, lymphatic, immune, respiratory, cardiovascular, digestive, urinary, and reproductive systems.

**159X4 HUMAN CADAVER DISSECTION** **1 UNIT**  
 CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisites: ANAT 101 or ANAT 151*  
*Laboratory: Minimum 48 hours per semester*  
 Human cadaver dissection for students with a special interest in further anatomical studies. This course may be taken four times.

## ANTHROPOLOGY (ANTHRO)

Department: Social Science  
 Faculty Chair: Julie Davis-McKee, M.A.

### ASSOCIATE OF ARTS DEGREE ANTHROPOLOGY

REQUIRED COURSES:		UNITS
ANTHRO 100	Introduction to Archaeology	3.00
ANTHRO 102	Cultural Anthropology	3.00
ANTHRO 106	Physical Anthropology	3.00
ANTHRO 107	The United States and the North American Indians	3.00
ANTHRO 110	Early Religions	3.00
GEOG 110	Physical Geography	3.00
SOC 100	Introduction to Sociology	3.00
<b>TOTAL UNITS</b>		<b>21.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

#### A student receiving a degree in this field will be able to:

- Utilize anthropological theories and research methods to "make the unfamiliar familiar, and make the familiar unfamiliar"
- Apply archeological and anthropological research methods, and explain which would be appropriate in the investigation
- Identify the components of "culture" and explain the application to the interpersonal and organizational experience of a given case study, covering topics such as the roles of legends, symbolism, rites of passage, linguistics and drug use

- Define ethnocentrism and appraise its role in maintaining societal solidarity and its impact on tolerance, pluralism and diversity

**100 INTRODUCTION TO ARCHAEOLOGY 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

A general introduction to the history, objectives, methods and theory of modern archaeology, the prehistory and culture development of human groups, the process of archaeological research and data acquisition, important archaeological discoveries throughout the world, the contributions of archaeology to the understanding of the development of human culture from Man's emergence as a culture-bearing animal millions of years ago to the beginning of written history, and the social relevance of archaeology to today's world.

**102 CULTURAL ANTHROPOLOGY 3 UNITS***UC, CSU, Associate Degree Applicable**(Fa,Sp)**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Introduction to the nature of human culture through a survey of the range of cultural phenomena of tribal and peasant peoples, linguistics, and other related topics. The explanation of similarities and differences among human societies is explored through processes of cultural change, social organization, religion, art, economics, and political organization, together with the impact of Western culture on non-Western societies.

**106 PHYSICAL ANTHROPOLOGY 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Introduction to human evolution and biology, a survey of past and contemporary human variation, the study of primates (our closest relatives), the origin and antiquity of humans, fossil humans, geochronological dating, anthropometry, race classification and racial problems, and contemporary issues in Physical Anthropology such as cloning and genetic engineering.

**107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

History of the North American Indian from first contact through conquest and reservation life to the present; examination of modern Indian communities, including red power, urban life and current problems, including material on traditional Indian culture. This course is also offered as HIST 107.

**110 EARLY RELIGIONS****3 UNITS***UC, CSU, Associate Degree Applicable**(Odd Fa)**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, the religious context of drug usage, and the social and symbolic functions of beliefs and rituals. Examination of prehistoric religion as well as the belief systems of selected tribal peoples. This course is also offered as RELIG 110.

**ARABIC (ARABIC)**

Department: Communication and Language

Faculty Chair: Jeff Schmidt, M.A.

**101 COLLEGE ARABIC I****5 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: one N**Lecture: Minimum 80 hours per semester*

Introduction to the Arabic language, including fundamentals of its alphabet, script and pronunciation. Development of the student's abilities to write, speak and comprehend Modern Standard Arabic. Study of the culture of the Arab World. NOTE: This course corresponds with the first year of high school Arabic.

\* No credit granted if taken after ARABIC 102, 103 or 104.

**102 COLLEGE ARABIC II****5 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: ARABIC 101**Lecture: Minimum 80 hours per semester*

A continuation of ARABIC 101. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world. NOTE: This course corresponds with the second year of high school Arabic.

\* No credit granted if taken after ARABIC 103 or 104.

**103 COLLEGE ARABIC III****4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: ARABIC 102**Lecture: Minimum 64 hours per semester*

A continuation of ARABIC 102. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world.

\* No credit granted if taken after ARABIC 104.

**104 COLLEGE ARABIC IV****4 UNITS***CSU, Associate Degree Applicable**Prerequisite: ARABIC 103**Lecture: Minimum 64 hours per semester*

A continuation of ARABIC 103. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world.

# ART (ART)

Department: Fine Arts  
 Faculty Chair: Tom Bryant, M.F.A.  
 Faculty: Jessica McCambly, M.F.A.  
 Snezana etrovicP .F.A. M

## ASSOCIATE OF ARTS DEGREE ART

Provides training in art fundamentals to prepare students for transfer or to pursue a career in the arts. The core program provides an introduction to various aspects of studio art and art history, from traditional to the contemporary. Students can create their own emphasis in graphic design, 3D design, sculpture, printmaking, digital video production or studies in a contemporary media such as installation art and/or performance art.

REQUIRED COURSES:		UNITS
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 105	History of Modern Art	3.00
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	3.00
ART 126X4	Painting	3.00
ART 132X4	Life Drawing	3.00

### Choose 6 units from the following:

ART 175X4	Sculpture	3.00
ART 200X4	Printmaking	2.00
ART 202X4	Intermediate Topics in Painting	2.00
ART 204X4	Contemporary Topics in American Art	1.00
ART 247X4	Special Projects in Art	1.00 - 3.00
ART 119	Digital Video Production	3.00
THART 176X4	Fundamentals of Stagecraft I	3.00
<b>TOTAL UNITS</b>		<b>27.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

### A student receiving a degree in this field will be able to:

- Develop a habit of critical inquiry and research relevant to creative processes
- Foster intellectual curiosity and experimentation in different art medias
- Express an understanding of contemporary issues in arts through visual, written and spoken communication
- Demonstrate a basic knowledge in contemporary art and its historical relevance
- Recognize and interpret the art from different periods from prehistoric to the contemporary time with the focus on the Western Culture

- Demonstrate critical thinking in the analysis of both familiar and unfamiliar works of art
- Demonstrate knowledge in basic design vocabulary related to both 2D and 3D design
- Integrate the knowledge of a pictorial composition and express it in a variety of art projects from figuration to abstraction
- Demonstrate knowledge in a perspective drawing
- Display drawing skills in a variety of media and techniques
- Exhibit the understanding of the human figure and proportions in a relationship to a space and light source
- Demonstrate an understanding of color theory and develop adequate skills in color mixing
- Incorporate the variety of painting styles as well as painting media/techniques
- Practice safe working procedures

## 3D COMPUTER ANIMATION CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of 3D Computer Animation. Through an introduction to software, theory, and principles of 3D animation, students acquire knowledge of modeling, lighting, rendering, and animation of 3D subjects.

**Completion of the following 18.00 units qualifies the student for the 3D Computer Animation Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

REQUIRED COURSES:		UNITS
ART 120X4	Basic Design	3.00
ART 124X 4	Drawing	(3.00)
<b>OR</b>		
ART 132X4	Life Drawing	(3.00)
CIS 163	Introduction to PhotoShop	3.00
CIS 165X3	Introduction to Computer Animation	3.00
CIS 166	3D Animation with Maya	3.00
CIS 180	Introduction to Illustrator	3.00
<b>TOTAL UNITS</b>		<b>18.00</b>

### A student receiving a certificate in this field will be able to:

- Define and use the basic terminology of 3D animation
- The tools and skills needed to create 3D digitally animated objects and characters
- Define and use terminology of drawing
- Use the tools and skills needed to create drawings and graphics for a wide range of applications
- Work collaboratively on a team project
- Develop a creative and cohesive story that supports the media theme and style

### COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory, and abilities required to pursue a career in Computer Assisted Graphic Design.

Completion of the following 18.00 units qualifies the student for the Computer Assisted Graphic Design Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
ART 120X4 Basic Design	3.00
ART 124X4 Drawing	(3.00)
<b>OR</b>	
ART 132X4 Life Drawing	(3.00)
CIS 162 Introduction to Flash	3.00
CIS 163 Introduction to PhotoShop	3.00
CIS 180 Introduction to Illustrator	3.00
MARKET 100 Marketing Principles	(3.00)
<b>OR</b>	
MARKET 110 Advertising	(3.00)
<b>TOTAL UNITS</b>	<b>18.00</b>

A student receiving a certificate in this field will be able to:

- Define and use the tools and skills needed to create drawings and graphics for a wide range of applications
- Work collaboratively on a team project
- Demonstrate the ability to define and use the terminology of drawing and graphic design
- Define and use the terminology of drawing and graphic design
- An understanding of the legal, ethical, and moral issues of media communication
- Work within the media copyright and legal regulatory environment
- Select and evaluate appropriate visual communication strategies and styles for a specific purpose

### 100 ART HISTORY I: PREHISTORIC ART TO MEDIEVAL ART 3 UNITS

(Fa,Sp,Sm)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Survey of outstanding periods in history of Western Art, tracing the relationship between the arts and society which produced them. Required of all art majors and open to non-art majors.

### 102 ART HISTORY II: RENAISSANCE ART TO MODERN ART 3 UNITS

(Fa,Sp,Sm)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: one N*

*Lecture: Minimum 48 hours per semester*

Survey of outstanding periods in history of Western Art, tracing the relationship between the arts and society which produced them, with a focus on the period comprised of the Renaissance to the Twentieth Century. Required of all art majors and open to non-art majors.

### 105 HISTORY OF MODERN ART 3 UNITS

(Sp)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendation: None*

*Lecture: Minimum 48 hours per semester*

Survey of twentieth century art, touching on its historical roots and examining contemporary art as a manifestation of our social and environmental milieu.

### 119 DIGITAL VIDEO PRODUCTION 3 UNITS

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendations: ART 105, ART 120X4, CIS 162, and CIS 163*

*Lecture: Minimum 16 hours per semester*

*Laboratory: Minimum 96 hours per semester*

An introduction course that focuses on the world of digital video with the emphasis on visual impact through editing and composition. This course explores the visual language in documentary and video art. This course is also offered as MULTI 119.

### 120X4 BASIC DESIGN 3 UNITS

(Fa,Sp)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 32 hours per semester*

*Laboratory: Minimum 64 hours per semester*

Progressive exploration of both the spontaneous and the developmental creative process; discovery and development of resources necessary to visual communication access to tools and experiences necessary for visual literacy. This course may be taken four times.

### 124X4 DRAWING 3 UNITS

(Fa,Sp)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 32 hours per semester*

*Laboratory: Minimum 64 hours per semester*

Progressive investigation and interpretation of form and space on a two dimensional surface, using a variety of media and techniques. Components will include employing perspective, light and shade, and linearity. This course may be taken four times.

### 126X4 PAINTING 3 UNITS

(Fa,Sp)

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 32 hours per semester*

*Laboratory: Minimum 64 hours per semester*

Exploration of concepts, techniques, and materials of painting. This course may be taken four times.

**132X4 LIFE DRAWING**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive study of the qualities of the human figure, including an overview of anatomy in relation to figure drawing, graphic interpretation of the human figure, including contour, gesture, and volume drawings. This course may be taken four times.

**3 UNITS**

(Fa,Sp)

**175X4 SCULPTURE**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive exploration in form and space, using stone, wood, clay, and plaster. Developing of skills in using the tools required for carving and life modeling methods typically employed in these media. This course may be taken four times.

**3 UNITS**

(Fa)

**200X4 PRINTMAKING**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

Focus on concepts, techniques, and skills of printmaking. Areas to be covered: linoleum, wood cuts, silk screening, etching, and stenciling. This course may be taken four times.

**2 UNITS**

(Fa)

**202X4 INTERMEDIATE TOPICS IN PAINTING 2 UNITS**

CSU, Associate Degree Applicable

Prerequisite: ART 126X4, and ART 132X4

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

Intensive study of different genres in paintings such as portrait, landscape, figuration or abstraction. This course may be taken four times.

**204X4 CONTEMPORARY TOPICS IN AMERICAN ART****1 UNIT**

CSU, Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 48 hours per semester

A sequence of studio courses exploring trends, underlying issues, and the alternative techniques, forms and media of contemporary art in America. This course may be taken four times.

**247X4 SPECIAL PROJECTS IN ART****1 - 3 UNITS**

UC\*, CSU, Associate Degree Applicable

(Fa,Sp)

Prerequisite: Completion of any Art course

Corequisite: None

**Departmental Recommendation:** Student must have the approval of a faculty member and cooperatively produce a contract outlining goals and content of the project(s) to be undertaken

Independent Study: Minimum 48-144 hours per semester  
Independent study for advanced and self-motivated art students with a project determined jointly by student and instructor.

\* UC will determine units granted AFTER transfer.

**275X4 CONTEMPORARY SCULPTURE TECHNIQUES****3 UNITS**

(Sp)

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Theory and practice in the progressive exploration of form and space with necessary skill development in the use of non-traditional materials and unorthodox sculptural techniques. In a series of 3D projects, students will explore the application of concepts relevant to contemporary art practices such as site-specific art, Minimalism, installation, recycling, earth-works, sound-scape and/or sustainability while exploring memory, gravity, cultural diversity and the complexities of a contemporary global community within a historical context. This course may be taken four times.

**ASTRONOMY (ASTRON)**

Department:

Physical &amp; Biological Sciences

Faculty Chair:

Kelly Boebinger, M.S.

Faculty:

Matthew Adams, h.D. P

**ASSOCIATE OF SCIENCE DEGREE ASTRONOMY****REQUIRED COURSES:****UNITS**

ASTRON 150	Introduction to Astronomy	3.00
ASTRON 160	Astronomy Laboratory	1.00
PHYSIC 200	Physics I	6.00
PHYSIC 201	Physics II	6.00
CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	<u>5.00</u>
	<b>TOTAL UNITS</b>	<b>39.00</b>

**RECOMMENDED COURSE:****UNITS**

MATH 266	Introduction to Ordinary Differential Equations	3.00
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Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**A student receiving a degree in this field will be able to:**

- Demonstrate general knowledge of scientific concepts as appropriate for courses in astronomy
- Display critical thinking skills by applying their general knowledge of scientific concepts in courses in astronomy
- Students will demonstrate critical thinking skills by solving mathematical problems as appropriate for

courses in astronomy

- Apply basic laboratory skills and writing a well-organized and information lab report as appropriate for courses in astronomy

**150 INTRODUCTION TO ASTRONOMY** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp)

*Prerequisite: None*

*Departmental Recommendation: PHYSIC 100*

*Lecture: Minimum 48 hours per semester*

Introduction to the ideas, concepts, and theories of astronomy including celestial motion, properties and evolutions of the solar system, stars, galaxies, and cosmology.

**160 ASTRONOMY LABORATORY** **1 UNIT**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp)

*Prerequisite: None*

*Corequisite: ASTRON 150*

*Laboratory: Minimum 48 hours per semester*

Laboratory work to supplement ASTRON 150: identification of stars and star types, discussion of astronomical methods of observation, and additional work with the telescope and accessories. A one-evening lunar photography lab will be required.

# BIOLOGY (BIOL)

Department: Physical & Biological Sciences  
 Faculty Chair: Kelly Boebinger, M.S.  
 Faculty: Ruth Greyraven, M.S.  
 Lisa Shimeld, M.S.  
 Sam Truong, M.D.

**ASSOCIATE OF SCIENCE DEGREE  
 BIOLOGY**

REQUIRED COURSES:	UNITS
BIOL 130 Cell and Molecular Biology	4.00
BIOL 131 Populations and Organisms	4.00
CHEM 150 General Chemistry I	5.00
CHEM 151 General Chemistry II	5.00
PHYSIC 110 General Physics I	4.00
PHYSIC 111 General Physics II	4.00
<b>TOTAL UNITS</b>	<b>26.00</b>

Students wishing to earn an A.S. with an emphasis in either Anatomy and Physiology or Microbiology must also complete:

**EMPHASIS IN ANATOMY AND PHYSIOLOGY:**

ANAT 150 Human Anatomy and Physiology I	4.00
ANAT 151 Human Anatomy and Physiology II	4.00
<b>TOTAL UNITS</b>	<b>34.00</b>

**EMPHASIS IN MICROBIOLOGY:**

MICRO 150 Medical Microbiology	5.00
MICRO 247X4Special Problems in Microbiology	(2.00)

**OR**

MICRO 102 Introductory Microbiology	(4.00)
<b>TOTAL UNITS</b>	<b>33.00 - 35.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**A student receiving a degree in this field will be able to:**

- Communicate biological ideas and processes clearly and precisely, both orally and in writing
- Demonstrate the processes and skills associated with biological science research, including an integrated working knowledge of instrumentation and biological processes
- Demonstrate critical thinking skills through analysis of experimental data then drawing conclusions, and making predictions based on evidence

**100 GENERAL BIOLOGY** **4 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp,Sm)

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Study of the biological principles involved in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology. The use of the scientific method to gather and evaluate information and form conclusions regarding living organisms is also covered.

**119 EXPLORING BIOLOGY** **3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Introduction to the nature of life from the simplest single-celled organisms to complex plants and animals and human beings, describes the subject matter in biology, examines the scientific method and considers both its promises and limitations. Students will gain understanding of and appreciation for the natural world.

**123 ECOLOGY AND ENVIRONMENT** **3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems. Environmental considerations include renewable and non-renewable energy, food resources, pest control, waste management, maintenance of air and water quality, sustaining the biodiversity of ecosystems, global climate, and political and economic considerations.

**130 CELL AND MOLECULAR BIOLOGY 4 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisites: CHEM 101 or CHEM 150 and MATH 095 or MATH 095C*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Study of the principles of molecular and cell biology, with emphasis on cell structure, genetics, cellular respiration, photosynthesis, synthetic processes, and the role of physiology in maintaining homeostasis.

**131 POPULATIONS AND ORGANISMS 4 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa, Sp)*  
*Prerequisite: MATH 095 or MATH 095C or eligibility for MATH 102*

*as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Study of classification, development, physiology and regulation at the level of the organism. Topics include population dynamics, community ecology, evolution and population genetics.

**SPECIAL PROBLEMS IN BIOLOGY**

<b>246AB</b>	<b>1 UNIT</b>
<b>247AB</b>	<b>2 UNITS</b>
<b>248AB</b>	<b>3 UNITS</b>

*UC\*, CSU, Associate Degree Applicable*

*Prerequisite: BIOL 100*

*Independent Study: Minimum 48-144 hours per semester*

Independent projects for selected students with a special interest in biology; assigned problems will involve both library and laboratory work.

\* UC will determine units granted AFTER transfer.

## BUSINESS ADMINISTRATION (BUSAD)

Department: Business & Information Technology  
 Faculty Chair: Denise Hoyt, M.A.  
 Faculty: Robert O'Toole, M.B.A.

### ASSOCIATE OF ARTS DEGREE BUSINESS ADMINISTRATION

Candidates must successfully complete the prescribed course work with a "C" or better. AA degree for those students who are planning to transfer to a four-year institution and pursue a degree in Business Administration.

#### REQUIRED COURSES: UNITS

ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
BUSAD 145/ SPEECH 145	Business Communication	4.00
BUSAD 210	Business Law	3.00

BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
ECON 200	Principles of Macroeconomics	3.00
ECON 201	Principles of Microeconomics	3.00
MATH 108/ PSYCH 108	Statistics	4.00
<b>TOTAL UNITS</b>		<b>28.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

### ASSOCIATE OF SCIENCE DEGREE BUSINESS ADMINISTRATION

Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED	COURSES	UNITS
ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 145/ SPEECH 145	Business Communication	4.00
BUSAD 200	Business Management	3.00
BUSAD 210	Business Law	3.00
BUSAD 213	Applied Business Concepts	3.00
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
MARKET 100	Marketing Principles	3.00
ECON 100	Introduction to Economics	3.00
<b>TOTAL UNITS</b>		<b>29.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

A student receiving a degree/certificate in this field will be able to:

- Present and discuss contemporary business principles, practices and organizations
- Discuss economic, political and ethical issues and their impact upon business policies and practices
- Explain and apply basic accounting principles
- Effectively explain and apply marketing principles pertaining to promotion, advertising, public relations, and personal selling
- Describe and apply the economic concepts of supply and demand, competition, and product differentiation and their role in the free market
- Explain and apply the basic concepts of management and leadership

- Effectively explain the various concepts of human resource management including employee training, motivations, compensations, and labor relations

**BUSINESS MANAGEMENT CERTIFICATE**

The objective of this certificate is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in business, and to acquaint the student with various sub-functions within the overall career field of business. Completion of the certificate will prepare the student for entry-level employment in a variety of related occupations including supervision, small business ownership, and management trainee.

**Completion of the following 37.00 units qualifies the student for the Business Management Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 145/ SPEECH 145	Business Communication	4.00
BUSAD 155/ SPEECH 155	Human Relations in the Workplace	(3.00)
<b>OR</b>		
SPEECH 111	Interpersonal Communication	(3.00)
<b>OR</b>		
SPEECH 140	Small Group Communication	(3.00)
BUSAD 200	Business Management	3.00
BUSAD 210	Business Law	3.00
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
MARKET 100	Marketing Principles	3.00
MATH 108/ PSYCH 108	Statistics	4.00
ECON 100	Introduction to Economics	(3.00)
<b>OR</b>		
ECON 200	Principles of Macroeconomics	(3.00)
<b>OR</b>		
ECON 201	Principles of Microeconomics	(3.00)
<b>TOTAL UNITS</b>		<b>37.00</b>

**RETAIL MANAGEMENT CERTIFICATE**

Western Association of Food Chains (WAFC)

The objective of this certificate program is to give students a foundation for a career in the retail management field. Some of the activities involved in retailing are selection and buying of merchandise, marketing, and product displays, selling, inventory control, customer relations and pricing. The student usually enters the retailing field as a clerk or cashier and advances in the following manner: Assistant Manager, Manager, and Upper Management. Fullfills requirements for the Western Association of Food Chains (WAFC).

**Completion of the following 32.00 units qualifies the student for the Retail Management Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

Admission: Open to all students. Registration is limited to class size restrictions.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 053	Business Computations	3.00
BUSAD 103	Human Resources Management	3.00
BUSAD145/ SPEECH 145	Business Communication	4.00
BUSAD155/ SPEECH 155	Human Relations in the Workplace	3.00
BUSAD 200	Business Management	3.00
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
MARKET 100	Marketing Principles	3.00
MARKET 106	Retail Management	3.00
SPEECH 111	Interpersonal Communication	(3.00)
<b>OR</b>		
SPEECH 111H	Interpersonal Communication-Honors	(3.00)
<b>TOTAL UNITS</b>		<b>32.00</b>

**039 FOUNDATIONS FOR SUCCESSFUL EMPLOYMENT**

*Associate Degree Applicable* **3 UNITS**

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Skills and attitude development necessary to obtain and retain successful employment. Includes job search skills, career pathway development, application process skills, personal professional presentation skills and mock employment interviews.

**053 BUSINESS COMPUTATIONS** **3 UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

This course provides an approach to prealgebra with a focus on business. The course includes a review of arithmetic and covers operations with signed numbers, single variable equations, ratios, proportions, percents, markups, payroll discounts, simple and compound interest as they relate to business needs.



**100 INTRODUCTION TO BUSINESS** **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*(Fa,Sp)*  
*Prerequisite: None*  
*Departmental Recommendations: ENGL 015;*  
*Reading: Pass a standardized test of reading*  
*comprehension at or above the 12<sup>th</sup> grade level*  
*Lecture: Minimum 48 hours per semester*  
 Provides a survey of the field of business; provides a background in business and serves as the basic beginning college course in business subjects. Recommended for all business majors.

**103 HUMAN RESOURCES MANAGEMENT** **3 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Departmental Recommendations: ENGL 015;*  
*Reading: Pass a standardized test of reading*  
*comprehension at or above the 12<sup>th</sup> grade level*  
*Lecture: Minimum 48 hours per semester*  
 Introduction to the management of human resources including understanding the impact and accountability of human resource activities in organizations. Global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

**105 SMALL BUSINESS MANAGEMENT** **3 UNITS**  
*CSU, Associate Degree Applicable*  
*Prerequisite: None*  
*Departmental Recommendations: ENGL 015;*  
*Reading: Pass a standardized test of reading*  
*comprehension at or above the 12<sup>th</sup> grade level*  
*Lecture: Minimum 48 hours per semester*  
 Small Business Management provides a background and hands-on experience in the field of entrepreneurship and a foundation for all business majors.

**145 BUSINESS COMMUNICATION** **4 UNITS**  
*CSU, Associate Degree Applicable*  
*(Sp)*  
*Prerequisite: ENGL 914 or eligibility for ENGL 015 as*  
*determined through the Crafton Hills College assessment*  
*process*  
*Lecture: Minimum 64 hours per semester*  
 Principles and techniques of effective oral and written communication in business environments. Organization, composition, presentation and analysis of letters, memorandums, oral and written reports, proposals and resumes. Development of interviewing and collaborative problem solving skills. Emphasis on diversity and the use of technology in the global marketplace. This course is also offered as SPEECH 145.

**155 HUMAN RELATIONS IN THE WORKPLACE** **3 UNITS**  
*CSU, Associate Degree Applicable*  
*(Fa)*  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, stress management, physical and emotional health, wellness, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as SPEECH 155.

**198 BUSINESS ADMINISTRATION** **2 - 4 UNITS**  
**WORKSITE LEARNING**  
*CSU\*, Associate Degree Applicable*  
*Prerequisite: None*  
*Corequisite: Must be working either paid or unpaid at a job*  
*directly related to the student's business administration*  
*educational or occupational goal*  
*Work Experience: 150-300 hours Paid Employment*  
*120-240 hours Unpaid Employment*  
 Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.  
 \* Transfer credit limits apply. See a counselor for details.

**200 BUSINESS MANAGEMENT** **3 UNITS**  
*CSU, Associate Degree Applicable*  
*Prerequisite: None*  
*Departmental Recommendations: Pass BUSAD 100*  
*or the equivalent*  
*Lecture: Minimum 48 hours per semester*  
 Concepts and applications of successful functions including planning, organizing, controlling, and staffing. Current applications are examined and evaluated through media support and computer simulation. Recommended for all business majors.

**210 BUSINESS LAW** **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*(Fa,Sp)*  
*Prerequisite: None*  
*Departmental Recommendations: ENGL 015;*  
*Reading: Pass a standardized test of reading*  
*comprehension at or above the 12<sup>th</sup> grade level*  
*Lecture: Minimum 48 hours per semester*  
 Principles of law and use of cases as applied to business, and specifically to contracts, principal and agent, employment, negotiable instruments, principal and surety, insurance, bailments, sales partnerships, corporations, security devices, trusts and estates and governmental regulations.

**230 USING COMPUTERS FOR BUSINESS** **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*(Fa,Sp,Sm)*  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Introduction to computer and information technology including the history, terminology, components and operation of computer systems. Includes an overview and use of selected software including spreadsheets, presentation applications, operating systems, word processors and databases. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as CIS 101.

# CHEMISTRY (CHEM)

Department: Physical & Biological Sciences  
 Faculty Chair: Kelly Boebinger, M.S.  
 Faculty: Kelly Boebinger, M.S.  
 Kim Salt, h.D. P

## ASSOCIATE OF SCIENCE DEGREE CHEMISTRY

The chemistry program prepares students with an understanding of the fundamental principles of chemistry in a variety of applications. Students learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life.

### REQUIRED COURSES: UNITS

CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
CHEM 212	Organic Chemistry I	4.00
* PHYSIC 110	General Physics I	4.00
* PHYSIC 111	General Physics II	4.00
	<b>TOTAL UNITS</b>	<b>22.00</b>

**\*Students may substitute PHYSIC 200 and 201. Transfer students should check four-year institution requirements.**

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**A student receiving a degree a degree in this field will be able to:**

- Identify the basic areas of Chemistry that are appropriate to each Chemistry course. This content will allow students to continue in successive Chemistry courses, as well as relate the knowledge for matriculation and life-long learning.
- Comprehend and use laboratory skills in synthetic, quantitative and instrumental methods as scientific approaches to gathering and verifying knowledge.
- Demonstrate critical thinking in Chemistry including interpretation, evaluation, explanation and critical inquiry; how to ask appropriate questions, gather relevant information efficiently and creatively, sort through this information, reason logically from this information and come to reliable and trustworthy conclusions.
- Collect, analyze and articulate results clearly and effectively in speech and in writing in an acceptable style of presentation.

## 087 PROBLEM-SOLVING AND STUDY SKILLS 1 UNIT FOR CHEMISTRY

*Associate Degree Applicable*

*Prerequisite: MATH 090 or MATH 090C or eligibility for MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process*

*Corequisite: CHEM 101*

*Lecture: Minimum 16 hours per semester*

Discussion and problem-solving sessions to be taken in conjunction with CHEM 101. Presents study skills and techniques for mastery of chemistry principles and test-taking strategies. Algebra review with an emphasis on how to use mathematics and algebra to solve problems related to CHEM 101. Graded on a Pass or No Pass basis only.

## 101 INTRODUCTION TO CHEMISTRY 4 UNITS

*UC\*, CSU, Associate Degree Applicable (Fa,Sp,Sm)*  
*Prerequisite: MATH 090 or MATH 090C or eligibility for MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Introduction to college chemistry with an emphasis on general principles of chemistry, including critical thinking, analysis and problem solving. Topics include the study of matter, atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, nomenclature and organic chemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized.

\* No UC credit granted if taken after CHEM 150.

## 102 INTRODUCTION TO ORGANIC CHEMISTRY 4 UNITS

*UC\*, CSU, Associate Degree Applicable (Fa,Sp,Sm)*  
*Prerequisite: CHEM 101 or CHEM 150*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Introduction to college organic chemistry with an emphasis on the fundamental principles of organic compounds. Topics include structure, nomenclature, properties, reactions, synthesis and biochemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized.

\* No UC credit granted if taken after CHEM 212.

## 123 CHEMISTRY FOR EVERYONE 3 UNITS

*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

A presentation of the world of chemistry from the viewpoint of the consumer and citizen. This course is designed for non-science majors seeking general education credit in a physical science course without a laboratory. Students will investigate the fundamental principles of chemistry along with health and societal applications. Supplementary topics will be selected from areas of current social interest, such as air and water pollution, nuclear and alternative energy sources, and forensic science. This course will foster an interest in science by preparing students to make effective decisions, and by developing critical thinking skills that can be applied to challenges in a changing world.

**150 GENERAL CHEMISTRY I****5 UNITS***UC, CSU, Associate Degree Applicable**(Fa,Sp)**Prerequisite: MATH 095 or MATH 095C or eligibility for**MATH 102 as determined through the Crafton Hills**College assessment process**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 96 hours per semester*

First semester in a year-long general chemistry sequence. Study of the fundamental principles of chemistry. Topics include atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, enthalpy and nomenclature. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification, and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary and pre-engineering majors.

**151 GENERAL CHEMISTRY II****5 UNITS***UC, CSU, Associate Degree Applicable**(Fa,Sp)**Prerequisite: CHEM 150**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 96 hours per semester*

Continuation of CHEM 150. Topics include kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, nuclear reactions and chemistry of coordination compounds. Laboratory portion will include a variety of experiments to supplement and reinforce class work. Critical thinking, writing, measurement, identification and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary and pre-engineering majors.

**212 ORGANIC CHEMISTRY I****4 UNITS***UC, CSU, Associate Degree Applicable**(Fa)**Prerequisite: CHEM 151**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

First semester of a two semester organic chemistry sequence. Study of modern organic chemistry including structure, nomenclature, reactivity, synthesis, and reaction mechanisms. Spectroscopy and modern theoretical concepts studied. Lab techniques of purification, isolation, synthesis reactions, and spectroscopic analysis.

**213 ORGANIC CHEMISTRY II****4 UNITS***UC, CSU, Associate Degree Applicable**(Sp)**Prerequisite: CHEM 212**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Second semester of a two semester organic chemistry sequence. Study of modern organic chemistry including structure, nomenclature, reactivity, synthesis, and reaction mechanisms. Lab techniques of purification, isolation, synthesis reactions, and spectroscopic analysis.

# CHILD DEVELOPMENT (CD)

Department:  
Faculty Chair:  
Faculty:

Human Development  
JoAnn Jones, M.Ed.  
JoAnn Jones, M.Ed.  
Meridyth cLareM .S. M

**ASSOCIATE OF ARTS DEGREE  
CHILD DEVELOPMENT**

This Associate of Arts Degree is a preparatory program to teach in an Early Learning Environment such as Preschool. This degree can also assist elementary school teachers preparing for work in primary and intermediate grades.

**Candidates must successfully complete the prescribed course work with a "C" or better.**

**REQUIRED COURSES:****UNITS**

CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 205X2	Child Growth and Development Laboratory	4.00
CD 212	Observation and Methods in Early Child Development	3.00

**TOTAL UNITS:****25.00****RECOMMENDED COURSES:****UNITS**

CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 116X20	Pediatric CPR, First Aid, and Safety for Children	2.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 211	Observation and Methods in School-Age Development	3.00
CD 244	Children with Special Needs	3.00
CD 250	Child Guidance and Early Learning	3.00
CD 270	Mentor Teacher/Adult Supervision	3.00
CD 271	Administration: Management and Organization of Child Development Programs	3.00
CD 272	Administration: Human Relations in Child Development Programs	3.00

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**A student receiving a degree in this field will be able to:**

- Integrate understanding of the needs, the characteristics and multiple influences on development of children birth to age eight as related to high-quality care and education of young children
- Design, implement and evaluate environments and activities that support positive, development all play and learning outcomes for all young children
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence
- Develop strategies that promote partnerships between programs, teachers, families and their communities
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the EC/CD profession

**EARLY LEARNING CERTIFICATE**

Completion of the following 21 units qualifies the student for the Early Learning Certificate. Additionally, this certificate provides many of the lower division major requirements for students interested in transferring into the Human Development/Child Development Track II program at California State University, San Bernardino. See a counselor for guidance and additional course work requirements. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 185 Infant/Toddler Growth and Development	3.00
CD 205X2 Child Growth and Development Laboratory	4.00
CD 211 Observation and Methods in School-Age Development	(3.00)
<b>OR</b>	
CD 212 Observation and Methods in Early Child Development	(3.00)
CD 250 Child Guidance and Early Learning	3.00
<b>TOTAL UNITS</b>	<b>22.00</b>

**A student receiving a certificate in this field will be able to:**

- To design, implement and evaluate environments that support positive developmental play and learning
- To design, implement and evaluate activities that support positive developmental plan and learning outcomes for young children
- Apply observations methods in either school age or early learning environments
- Apply and demonstrate appropriate guidance techniques used in early learning environments for children

**ASSOCIATE TEACHER CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to work in programs serving young children. Students will meet the entry-level requirements of a preschool associate teacher for the Title 5 Child Development Permit Matrix. These courses also include those identified in Title 22 – 191216.1 as required for teacher qualifications.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 16.00 units plus the Laboratory course as well as mandated experience qualify the student for the Associate Teacher Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
<i>Laboratory with Young Children</i>	
CD 205X2 Child Growth and Development Laboratory	4.00
<b>TOTAL UNITS</b>	<b>16.00</b>

**A student receiving a degree/certificate in this field will be able to:**

- Meet Title 22 Requirements for employment
- Qualify for Title 5 associate teacher level
- Design, implement and evaluate environments that support positive developmental play and learning
- Design, implement and evaluate activities that support positive developmental plan and learning outcomes for young children

**TEACHER CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to work/teach in early childhood education/early learning programs serving young children.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 28.00 units as well as the 16 general education units (plus the Laboratory course) and experience required to apply for the Title 5 Child Development Permit Matrix qualify the student for the Teacher Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 205X2 Child Growth and Development Laboratory	4.00

*Students must complete at least twelve additional units from the following courses:*

CD 100 Introduction to Child Development	(3.00)
CD 101 Family Interactions	(3.00)
CD 115 Health, Welfare, and Nutrition for Children	(3.00)
CD 130 Music and Movement for Children	(3.00)
CD 131 Developmental Art for Children	(3.00)
CD 133 Creative Science and Math Activities for Children	(3.00)
CD 134 Language and Listening, Literacy and Literature for Children	(3.00)
CD 136 Creative Art Activities for Children	(3.00)
CD 137 Play and Materials in Early Learning	(3.00)
CD 182 Teaching in a Diverse Society	(3.00)
CD 185 Infant/Toddler Growth and Development	(3.00)
CD 186 Infant/Toddler Activities	(3.00)
CD 212 Observation and Methods in Early Child Development	(3.00)
CD 244 Children with Special Needs	(3.00)
<b>TOTAL UNITS</b>	<b>28.00</b>

**A student receiving a certificate in this field will be able to:**

- Exceed the Title 22 requirements for Teacher level employment in private sector programs
- Meet Title 5 requirements for teacher level employment in funded programs when adding 16 specified units of General Education
- Design, implement and evaluate environments that support positive developmental play and learning
- Design, implement and evaluate activities that support positive developmental plan and learning outcomes for young children

**MASTER TEACHER CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to work/teach with a specialization in an early childhood education/early learning program.

**See Department of Child Development and Education for State Licensing requirements.**

**Completion of the following 36.00-38.00 units as well as the 16 general education units and experience required to apply for the Title 5 Child Development Permit Matrix qualify the student for the Master Teacher Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 205X2 Child Growth and Development Laboratory	4.00
CD 270 Mentor Teacher/Adult Supervision	3.00

*Select six or seven units from the following list to complete at least one specialization.*

*Note: A specialization consists of completing a pair of courses (six or seven units) from the topics below.*

**MUSIC SPECIALIZATION**

CD 130 Music and Movement for Children	(3.00)
<b>AND</b>	
MUSIC 100 Fundamental Skills in Music	(3.00)

**ART SPECIALIZATION**

CD 131 Developmental Art for Children	(3.00)
<b>AND</b>	
CD 136 Creative Art Activities for Children	(3.00)

**LANGUAGE AND LITERACY SPECIALIZATION**

CD 134 Language and Listening, Literacy and Literature for Children	(3.00)
<b>AND</b>	
ENGL 155 Children's Literature	(3.00)

**INFANT/TODDLER SPECIALIZATION**

CD 185 Infant/Toddler Growth and Development	(3.00)
<b>AND</b>	
CD 186 Infant/Toddler Activities	(3.00)

**SPECIAL NEEDS SPECIALIZATION**

CD 244 Children with Special Needs	(3.00)
<b>AND</b>	
ASL 101 American Sign Language I	(4.00)

*Select four courses from the following list (Selected courses cannot be included in your specialization).*

CD 100 Introduction to Child Development	(3.00)
CD 101 Family Interactions	(3.00)
CD 115 Health, Welfare and Nutrition for Children	(3.00)
CD 130 Music and Movement for Children	(3.00)
CD 131 Developmental Art for Children	(3.00)
CD 133 Creative Science and Math Activities for Children	(3.00)
CD 134 Language and Listening, Literacy and Literature for Children	(3.00)
CD 136 Creative Art Activities for Children	(3.00)
CD 137 Play and Materials in Early Learning	(3.00)
CD 185 Infant/Toddler Growth and Development	(3.00)
CD 186 Infant/Toddler Activities	(3.00)
CD 212 Observation and Methods in Early Child Development	(3.00)
<b>TOTAL UNITS</b>	<b>37.00 - 38.00</b>

**A student receiving a certificate in this field will be able to:**

- Exceed the Title 22 requirements for Teacher level employment in private sector programs
- Meet Title 5 requirements for Teacher level employment in funded programs when adding 16 specified units of General Education
- Design, implement and evaluate environments that support positive developmental play and learning
- Design, implement and evaluate activities that support positive developmental plan and learning outcomes for young children

**SITE SUPERVISOR CERTIFICATE**

The objective of this certificate is to provide students with the knowledge and skills necessary to work as a site supervisor in an early childhood education/early learning program.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 37.00 units as well as the 16 general education units and experience required to apply for the Title 5 Child Development Permit Matrix qualify the student for the Site Supervisor Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 205X2 Child Growth and Development Laboratory	4.00
CD 270 Mentor Teacher/Adult Supervision	3.00
CD 271 Administration: Management and Organization of Child Development Programs	3.00
CD 272 Administration: Human Relations in Child Development Programs	3.00

Students must complete at least twelve additional units from the following courses:

CD 100 Introduction to Child Development	(3.00)
CD 101 Family Interactions	(3.00)
CD 115 Health, Welfare, and Nutrition for Children	(3.00)
CD 130 Music and Movement for Children	(3.00)
CD 131 Developmental Art for Children	(3.00)
CD 133 Creative Science and Math Activities for Children	(3.00)
CD 134 Language and Listening, Literacy and Literature for Children	(3.00)
CD 136 Creative Art Activities for Children	(3.00)
CD 137 Play and Materials in Early Learning	(3.00)
CD 182 Teaching in a Diverse Society	(3.00)
CD 185 Infant/Toddler Growth and Development	(3.00)

CD 186 Infant/Toddler Activities	(3.00)
CD 212 Observation and Methods in Early Child Development	(3.00)
CD 244 Children with Special Needs	(3.00)
<b>TOTAL UNITS</b>	<b>37.00</b>

**A student receiving a certificate in this field will be able to:**

- Qualify to work as a site supervisor in private preschool programs
- Qualify to work as a director in private programs
- Qualify to work in a funded programs as a site supervisor when adding General Education
- Design, implement and evaluate environments that support positive, developmental play and learning
- Design, implement and evaluate activities that support positive developmental plan and learning outcomes for young children
- Develop strategies that promote partnerships between programs, families and community
- Apply ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the Child Development profession

**100 INTRODUCTION TO CHILD DEVELOPMENT 3 UNITS**  
*CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Overview of early childhood programs, their histories, philosophies and developmentally appropriate practices, methods of guidance and discipline. Students will become familiar with licensing and regulations for state, federal and private programs. Reviews philosophies of educating young children and learning, while examining developmentally appropriate practices, including the influence of culture and inclusive environments on the developing child. Explores career paths and professional growth.

**101 FAMILY INTERACTIONS 3 UNITS**  
*CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

This course reviews the concept of human development and the interactions within the biological, psychological, social and cultural phenomena and their relationship to children's and parents' attitudes and behavior. Family dynamics, communication and discipline are explored.

**105 CHILD GROWTH AND DEVELOPMENT 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa, Sp, Sm)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Study of human development from conception through adolescence within cultural and family contexts. Examines cognitive, physical, social, and emotional development, both typical and atypical. Introduction to the theories, research, and applications that constitute the field of child development by examining both traditional areas of the field and more recent innovations. Observational study of children.

**112 PROGRAMS AND PRACTICES IN CHILD DEVELOPMENT 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

General overview of curriculum design for early childhood programs. Includes planning, implementation and evaluation of curriculum and programs. Students will observe the interaction of play and development of the whole child. Organization of materials and resources are explored.

**115 HEALTH, WELFARE, AND NUTRITION FOR CHILDREN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Training in health, nutrition, disaster preparedness, for children or children with special needs, child abuse identification and prevention, caring for the mildly ill child.

**116X20 PEDIATRIC CPR, FIRST AID AND SAFETY FOR CHILDREN 2 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 24 hours per semester*

Certification for pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety, and injury prevention. CPR training is consistent with the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare provider level. This course may be taken twenty times. This course is also offered as EMS 116X20.

**126 CHILD, FAMILY AND COMMUNITY 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Examination of the effects of family and community on a child's development. Interaction between child, family, school, peers, media and community are explored. Emphasis on ethnic diversity, social class, gender roles and their impact on family, behavior, values, morals and attitudes. Explores the value of communication, the development of child advocacy and the ability to use community resources to empower families and children.

**130 MUSIC AND MOVEMENT FOR CHILDREN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of music and movement growth and development of children. Philosophy, theory, technique and application of musical concepts used with children are explored. The basic elements of music are investigated with an emphasis on planning and facilitating developmentally appropriate music and movement experiences with children.

**131 DEVELOPMENTAL ART FOR CHILDREN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of the artistic and aesthetic growth and development of children. Exploration of philosophy, theory and application of art concepts. Investigation of the basic elements of art with an emphasis on how to plan, prepare and implement a developmentally appropriate art experience for children.

**132 CREATIVE EXPERIENCES FOR CHILDREN ACROSS THE CURRICULUM 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

In-depth study of creativity in children, including the rationale for creative development. Philosophy and theories of the general humanities are investigated, including art, music, movement and drama as facilitators for developing basic skills, human interaction and aesthetic appreciation in children. Emphasis on preparing developmentally appropriate creative experiences for children.

**133 CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of basic scientific theories and practices for teaching young children simple methods and processes of science and math. Classifying, simple reasoning, observing, making hypothesis, testing, generalizing cause and effect, using energy, matter and living things are explored. Fundamental mathematical concepts such as one to one correspondence, number sense and counting, sets and classifying, parts and wholes, basic measurements, ordering and patterning.

**134 LANGUAGE AND LISTENING, LITERACY AND LITERATURE FOR CHILDREN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study and application of whole language, listening, literacy and literature experiences for children. Use of conversations, literature, storytelling, flannel boards, finger plays, dramatic play and other varied media. Developmentally appropriate whole language reading and writing activities for children.

**136 CREATIVE ART ACTIVITIES FOR CHILDREN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of artistic expression in children. Overview of artistic abilities in children. Emphasis on planning, preparing and implementing developmentally appropriate art experiences for children ages two through ten.

**137 PLAY AND MATERIALS IN EARLY LEARNING 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

In-depth studies of the dynamics of play and play materials for children including the rationale for play as a facilitator of learning. History and philosophy of play, current theories and their relationship to materials as they are utilized in creating and implementing play environments for children.

**182 TEACHING IN A DIVERSE SOCIETY 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

This course is designed to help students become teachers who can explore and address diversity in ways that enhance the development of children in early childhood environments. The course addresses attitudes and behaviors toward children and adults in the areas of culture, race, gender, age and abilities. The course will also address the development of anti-biased curriculum as well as the analysis of the classroom environment for culturally relevant and diverse materials and resources, as well as highlighting developmental issues and advocacy.

**185 INFANT/TODDLER GROWTH AND DEVELOPMENT 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of physical, cognitive, social, emotional and creative development of children ages birth to 36 months. Includes observing and keeping records, parent issues, accessing needs and services, and developing appropriate practices with infants and toddlers. Satisfies licensing training requirements for infant/toddler child development workers.

**186 INFANT/TODDLER ACTIVITIES 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Preparation and facilitation of developmentally appropriate activities and curriculum for infants and toddlers ages birth to 36 months. Satisfies licensing training requirements for infant/toddler child development workers.

**198 CHILD DEVELOPMENT WORKSITE LEARNING 2 - 4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: None*

*Corequisite: Must be working either paid or unpaid at a job directly related to the student's child development educational or occupational goal*

*Work Experience: 150-300 hours Paid Employment*

*120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

**205X2 CHILD GROWTH AND DEVELOPMENT LABORATORY 4 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 105**Departmental Recommendations: CD 132, CD 250, and ENGL 101**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 120 hours per semester*

Supervised participation in a group program for preschool children in an early childhood setting. Emphasis on curriculum planning and evaluation, discipline and guidance techniques, classroom management, instructional methods, cooperative relationships with staff, parents and children, and professional ethics. This course may be taken two times.

**211 OBSERVATION AND METHODS IN SCHOOL-AGE DEVELOPMENT 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 105**Departmental Recommendation: ENGL 101**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to observational methodologies and techniques used in the study of school age children and their behavior including observation, recording, analysis, and interpretation as they relate to developmental principles, theories and current research.

**212 OBSERVATION AND METHODS IN EARLY CHILD DEVELOPMENT 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 105**Departmental Recommendation: ENGL 101**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to observational methodologies and techniques used in the study of early childhood behavior including observation, recording, analysis, and interpretation as they relate to developmental principles, theories and current research.

**244 CHILDREN WITH SPECIAL NEEDS 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the special-needs child to include the entire spectrum from gifted to handicapped during the formative years. To aid the parent or professional worker in teaching social, emotional, physical and cognitive curricula to special-needs children in an inclusive setting. A typical development is explored. Special emphasis is the adjustment of the child to home, school and community.

**250 CHILD GUIDANCE AND EARLY LEARNING 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of theory, research, and application of child guidance and discipline. Exploration of the basic elements of positive guidance and discipline with an emphasis on attachment, human regard and communication. Aggressive and antisocial behaviors, disruptive behaviors, destructive behaviors, emotional and dependent behaviors, school behaviors, eating behaviors and multiple problem behaviors are all examined.



**270 MENTOR TEACHER/ADULT SUPERVISION 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 105**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Methods and principles of supervising and mentoring student teachers in early childhood educational settings. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. This course is required for the Master Teacher level of the Child Development Permit.

**271 ADMINISTRATION: MANAGEMENT AND 3 UNITS****ORGANIZATION OF CHILD DEVELOPMENT PROGRAMS***CSU, Associate Degree Applicable**Prerequisite: CD 105**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Study and practice of budgeting, funding, licensing, planning, organizing and managing a variety of programs for young children. The administrator's role, leadership style, program development, and ongoing organization. Meets permit and licensing training requirements for a Director or Site Supervisor.

**272 ADMINISTRATION: HUMAN RELATIONS IN CHILD DEVELOPMENT PROGRAMS 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 105**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Exploration of the overall operations and human relations aspects of administering children's programs. Business management practices, community relations, professional responsibilities and growth, labor relations and staff management will be addressed. Designed to meet the California State Child Development Permit Matrix requirements for Site Supervisor.

**295 ELEMENTARY LABORATORY 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 96 hours per semester*

Supervised experience and participation in an elementary school setting including both K-3 and 4-6 classroom environments. Emphasis on understanding the role of the elementary school teacher, instructional methods, understanding curriculum as it relates to grade level state standards, aiding literacy development, cooperative relationships with staff, parents, children and professional ethics of teaching. This class is required for all students transferring to CSUSB seeking a teaching credential.

# COLLEGE LIFE (CHC)

Department: Learning and Instructional Resources

Faculty Coordinator: Robert Brown, M.A.

**090X4 COLLEGE STUDY SKILLS AND STRATEGIES 1-3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16-48 hours per semester*

Comprehensive learning and academic strategies to assist students in developing an understanding of learning theories and academic principles, concepts, and strategies. Practical application with the goal of achieving or maximizing academic success. Topics include goal setting, commitment and motivation, time management, learning styles, memory and concentration, study-reading techniques, critical thinking, listening skills, note-taking and test-taking.

**099X4 LEARNING COMMUNITY SEMINAR 1 UNIT***Associate Degree Applicable**Prerequisite: None**Corequisite: Concurrent enrollment in a Crafton Hills**College Learning Community**Lecture: Minimum 16 hours per semester*

Learning community seminar addressing the learning community goals, connections between courses, and students' reflection on their cognitive development within the learning community. This course may be taken four times.

**100 STUDENT SUCCESS AND THE COLLEGE EXPERIENCE 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to the college experience, including academic and career self-assessment and strategies for success. Exploration and application of theories of physical, social and psychological development toward the goal of success in college. Survey of the tools necessary to excel academically, socially, physically and emotionally including goal setting, decision making, and life planning; time management; critical thinking; lifelong learning; financial planning; and wellness.

**180 COMMUNITY SERVICE AND LEADERSHIP I 1-3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16-18 hours per semester**Lab: Minimum 36-108 hours per semester*

Exploration of civic responsibility and the role of leaders in the community. Principles and practice of effective and ethical leadership through community service. Topics include interpersonal skills, team building, goal setting, ethics and valuing diversity. Designed to provide students with the opportunity to engage in experimental leadership activities outside the classroom. 36 hours of volunteer service work required for each unit of credit.

**181 COMMUNITY SERVICE AND LEADERSHIP II**  
**1-3 UNITS**

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CHC 180

Lecture: Minimum 16-18 hours per semester

Lab: Minimum 36-108 hours per semester

Continued exploration of civic responsibility and the role of leaders in community. Principles and practice of effective and ethical leadership through community service. Topics include networking, event planning, conflict management, negotiation and consensus building. This course is designed to provide students with the opportunity to engage in experimental leadership activities outside the classroom. 36 hours of volunteer service work required for each unit of credit.

# COMPUTER INFORMATION SYSTEMS (CIS)

Department: Business & Information Technology  
Faculty Chair: Denise Hoyt, M.A.  
Faculty: Denise Hoyt, M.A.

**ASSOCIATE OF SCIENCE DEGREE  
COMPUTER INFORMATION SYSTEMS**

A student receiving a degree/certificate in this field will be able to:

- Apply analytical and logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans
- Discuss the impact of information technology on society and the workplace
- Work collaboratively in a team setting
- Select and evaluate appropriate written communication strategies and styles for a specific purpose
- Demonstrate knowledge of individual parts that make up a stand-alone PC computer system, and the relationships between components
- Create and maintain Web pages
- Demonstrate an understanding of the overall design and components of a LAN and WAN system

Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
BUSAD 145/ Business Communication	4.00
SPEECH 145	
CIS 101 Introduction to Computer and Information Technology	3.00
CIS 103 Visual Basic	(3.00)
<b>OR</b>	
CIS 114 C++ Programming I	(3.00)
CIS 130 Hardware and Information Technology	3.00
CIS 140X2 Networking for Home and Small Businesses (Cisco CCNA 1)	(3.75)

**OR**

CIS 153	Networking for Home & Small Business	(3.00)
CIS 111	Web Page Programming and Design	3.00

**AND**

**EMPHASIS IN 3D COMPUTER ANIMATION:**

ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)

**OR**

ART 132X4	Life Drawing	(3.00)
CIS 163	Introduction to PhotoShop	3.00
CIS 165X3	Introduction to Computer Animation	3.00
CIS 166	3D Animation with Maya	3.00
THART 176X4	Fundamentals of Stagecraft I	(3.00)

**OR**

THART 179X4	Fundamentals of Stagecraft II	(3.00)
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**OR**

**EMPHASIS IN COMPUTER ASSISTED GRAPHIC DESIGN:**

ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)

**OR**

ART 132X4	Life Drawing	(3.00)
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 164	Introduction to Fireworks	3.00
MARKET 100	Marketing Principles	(3.00)

**OR**

MARKET 110	Advertising	(3.00)
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Students must complete at least twelve additional units from the following courses:

**OR**

**EMPHASIS IN PROGRAMMING:**

Students must complete at least twelve additional units from the following list:

CIS 103	Visual Basic	(3.00)
CIS 113	Java and J++ Programming	(3.00)
CIS 114	C++ Programming I	(3.00)
CIS 116	C++ Programming II	(3.00)
CIS 117	Scripting	(3.00)
CIS 125	Introduction to C#.NET Programming	(3.00)
CIS 203	Advanced Visual Basic	(3.00)
MATH 160	Precalculus	(4.00)
MATH 250	Single Variable Calculus I	(4.00)
MATH 251	Single Variable Calculus II	(4.00)
MATH 252	Multivariable Calculus	(5.00)
MATH 266	Introduction to Ordinary Differential Equations	(3.00)

**OR**

Students must complete at least twelve additional units from the following courses:

### EMPHASIS IN WEBMASTER:

CIS 117	Scripting	(3.00)
CIS 118	Web Site Management	(3.00)
CIS 160	Authoring Usable and Accessible Web Pages	(3.00)
CIS 161	Web Site Design and Programming Using Dreamweaver	(3.00)
CIS 162	Introduction to Flash	(3.00)
CIS 211	Cascading Style Sheet (CSS) Web Design	(3.00)
	<b>TOTAL UNITS</b>	<b>31-37 .75</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**A student receiving a degree in this field will be able to:**

- Apply analytical and logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans
- Discuss the impact of information technology on society and the workplace
- Work collaboratively in a team setting
- Select and evaluate appropriate written communication strategies and styles for a specific purpose
- Demonstrate knowledge of individual parts that make up a stand-alone PC computer system, and the relationships between components
- Create and maintain Web pages
- Demonstrate an understanding of the overall design and components of a LAN and WAN system

### 3D COMPUTER ANIMATION CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of 3D Computer Animation. Through an introduction to software, theory, and principles of 3D animation, students acquire knowledge of modeling, lighting, rendering, and animation of 3D subjects.

**Completion of the following 18.00 units qualifies the student for the 3D Computer Animation Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

REQUIRED COURSES:	UNITS	
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)
	<b>OR</b>	
ART 132X4	Life Drawing	(3.00)
CIS 163	Introduction to PhotoShop	3.00
CIS 165X3	Introduction to Computer Animation	3.00
CIS 166	3D Animation with Maya	3.00
CIS 180	Introduction to Illustrator	3.00
	<b>TOTAL UNITS</b>	<b>18.00</b>

**A student receiving a degree/certificate in this field will be able to:**

- To define and use the basic terminology of 3D animation
- Use the tools and skills needed to create 3D digitally animated objects and characters
- Demonstrate the ability to define and use terminology of drawing
- Utilize the tools and skills needed to create drawings and graphics for a wide range of applications
- Work collaboratively on a team project
- Develop a creative and cohesive story that supports the media theme and style

### COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory, and abilities required to pursue a career in Computer Assisted Graphic Design.

**Completion of the following 18.00 units qualifies the student for the Computer Assisted Graphic Design Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

REQUIRED COURSES:	UNITS	
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)
	<b>OR</b>	
ART 132X4	Life Drawing	(3.00)
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 180	Introduction to Illustrator	3.00
MARKET 100	Marketing Principles	(3.00)
	<b>OR</b>	
MARKET 110	Advertising	(3.00)
	<b>TOTAL UNITS</b>	<b>18.00</b>

**A student receiving a certificate in this field will be able to:**

- Define and use the tools and skills needed to create drawings and graphics for a wide range of applications
- Work collaboratively on a team project
- Define and use the terminology of drawing and graphic design
- Demonstrate an understanding of legal, ethical, and moral issues of media communication
- Work within the media copyright and legal regulatory environment
- Appropriately select and evaluate visual communication strategies and styles for a specific purpose

## CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for the Cisco Certified Network Associate (CCNA) Certification Examination. Satisfactory passing of the examination will lead to employment in entry-level positions in the small office and/or home office (SOHO) market. The CCNA Certificate indicates the ability to work in small businesses or organizations using networks that have fewer than 100 nodes. The certificate holder is able to install and configure Cisco switches and routers in multi-protocol internetworking using LAN and WAN interfaces, can provide Level 1 troubleshooting service, can improve network performance and security and can perform entry-level tasks in the planning, design, installation, operations, and troubleshooting of Ethernet and TCP/IP networks.

Completion of the following 15.00 units qualifies the student for the Cisco Certified Network Associate Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CIS 140X2 Networking for Home and Small Businesses (Cisco CCNA 1)	3.75
CIS 141X2 Working At a Small-To-Medium Business or ISP (Cisco CCNA 2)	3.75
CIS 142X2 Introducing Routing and Switching in the Enterprise (Cisco CCNA 3)	3.75
CIS 143X2 Designing and Supporting Computer Networks (CCNA 4)	3.75
<b>TOTAL UNITS</b>	<b>15.00</b>

A student receiving a degree/certificate in this field will be able to:

- Work collaboratively on a team project
- Effectively listen and ask critical questions to identify customer requests, issues and concerns
- Apply analytical and logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans
- Install, configure, operate and troubleshoot simple-switched Local Area, simple-routed Wide Area Networks
- Install, configure a router, manage router IOS software, configure routing protocols, and create access lists controlling router access
- Complete a comprehensive case study incorporating single-area OSPF, RIPv2, static routes, VLANs and 802.q trunking, Frame Relay, VLSM, DHCP, NAT and access control lists on the appropriate routers and interfaces

## COMPUTER HARDWARE TECHNICIAN CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions as Computer Hardware Technicians.

Completion of the following 13.75 units qualifies the student for the Computer Hardware Technician Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
BUSAD 105 Small Business Management	(3.00)
<b>OR</b>	
BUSAD 200 Business Management	(3.00)
BUSAD 145/ SPEECH 145 Business Communication	4.00
CIS 130 Hardware and Information Technology	3.00
CIS 140X2 Networking for Home and Small Businesses (Cisco CCNA 1)	3.75
<b>TOTAL UNITS</b>	<b>13.75</b>

## COMPUTER INFORMATION SYSTEMS CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, databases and web design.

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following 27.75 units qualifies the student for the Computer Information Systems Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CIS 101 Introduction to Computer and Information Technology	3.00
CIS 104 Object Oriented Programming with Visual Basic	(3.00)
<b>OR</b>	
CIS 114 C++ Programming I	(3.00)
CIS 111 Web Page Programming and Design	3.00
CIS 105 Database Concepts and Design	3.00
CIS 130 Hardware and Information Technology	3.00
CIS 140X2 Networking for Home and Small Businesses (Cisco CCNA 1)	3.75

*Students must complete at least nine additional units from the following courses:*

CIS 113 Java and J++ Programming	(3.00)
CIS 114 C++ Programming I	(3.00)
CIS 116 C++ Programming II	(3.00)
CIS 117 Scripting	(3.00)
CIS 118 Web Site Management	(3.00)
CIS 171 Introduction to Robotics	(3.00)
CIS 203 Advanced Visual Basic	(3.00)
CIS 104 Object Oriented Programming with Visual Basic	(3.00)
<b>TOTAL UNITS</b>	<b>27.75</b>

**PROGRAMMING CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. The Programming Certificate indicates the student has acquired knowledge of various programming languages including basic language structures, syntax, debugging, and application development.

**Completion of the following 15.00 units qualifies the student for the Programming Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

CIS 103	Visual Basic	(3.00)
CIS 113	Java and J++ Programming	(3.00)
CIS 114	C++ Programming I	(3.00)
CIS 116	C++ Programming II	(3.00)
CIS 117	Scripting	(3.00)
CIS 125	Introduction to C#.NET Programming	(3.00)
CIS 203	Advanced Visual Basic	(3.00)
	<b>TOTAL UNITS</b>	<b>15.00</b>

**A student receiving a certificate in this field will be able to:**

- Demonstrate the ability to write, compile, debug and execute well engineered and maintainable computer programs using a variety of programming languages that effectively meet the application requirements
- Demonstrate the ability to develop and apply systematic debugging and testing processes
- Demonstrate the ability to work collaboratively in a team environment
- Demonstrate the ability to explain and apply the necessary processes, tools and skills used in application development
- Demonstrate the ability to communicate effectively in technical and business environments

**WEB DESIGN CERTIFICATE**

This certificate program provides a background in Web page design and development with an emphasis on graphic and visual elements. Individuals seeking entry-level positions or those who have been given the additional responsibility of Web site design will find these courses to be helpful.

Admission: Open to all students. Registration is limited to class size restrictions.

**REQUIRED COURSES:  
UNITS**

CIS 111	Web Page Programming and Design	3.00
CIS 160	Authoring Usable and Accessible Web Pages	3.00
CIS 161	Web Site Design and Programming Using Dreamweaver	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00
	<b>TOTAL UNITS</b>	<b>15.00</b>

**A student receiving a certificate in this field will be able to:**

- Demonstrate the ability to work collaboratively on a team project
- Effectively listen and ask critical questions to identify customer requests, issues and concerns
- Apply analytical and logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans
- Design and create a web site to meet the needs of a client

**WEBMASTER I CERTIFICATE**

Webmasters are practitioners of communication via the World Wide Web, who are proficient in the technical aspects of Web site design and development. This certificate prepares a student for employment as a member of a Web development team. This certificate was developed following the standards recommended by the World Wide Web Consortium.

**Completion of the following 27.00 units qualifies the student for the Programming Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIS 111	Web Page Programming and Design	3.00
CIS 117	Scripting	3.00
CIS 118	Web Site Management	3.00
CIS 160	Authoring Usable and Accessible Web Pages	3.00
CIS 161	Web Site Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 168	E-Commerce Programming and Design	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00
	<b>TOTAL UNITS</b>	<b>27.00</b>

**A student receiving a certificate in this field will be able to:**

- Work collaboratively on a team project
- Effectively listen and ask critical questions to identify customer requests, issues and concerns
- Apply analytical and logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans
- Ability to design and create a web site to meet the needs of a client
- Maintain a web site including posting, modifying, and server-side scripting
- Effectively create graphics and animations and to include them on a web site
- Adequately select and use documentation formats, meeting the intended purpose and the guidelines of the organization

**062 INTRODUCTION TO ONLINE LEARNING 1 UNIT***Associate Degree Applicable**Prerequisite: None**Corequisite: None**Departmental Recommendation: None**Lecture: Minimum 16 hours per semester*

Includes basics of E-mail, discussion boards, Internet access, equipment needs, software skills, learning styles and strategies for becoming a successful online learner. NOTE: This course should be taken before enrolling in an online course. Graded on a Pass or No Pass basis only.

**091 COLLEGE KEYBOARDING AND FILE MANAGEMENT 2 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to computer keyboarding, file management and using the Internet as a research tool. Training in location of alphabetic, numeric and symbol keys by touch. Application of fundamental word processing techniques and use of Internet browsers. Mastery of MLA and APA formatting, tables, resumes and letters.

**101 INTRODUCTION TO COMPUTER AND INFORMATION TECHNOLOGY 3 UNITS***(Fa,Sp,Sm)**UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to computer and information technology including the history, terminology, components and operation of computer systems. Includes an overview and use of selected software including spreadsheets, presentation applications, operating systems, word processors and databases. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as BUSAD 230.

**104 OBJECT ORIENTED PROGRAMMING WITH VISUAL BASIC 3 UNITS***(Sp)**CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: None**Lecture: Minimum 48 hours per semester*

Introduction to object oriented programming using Visual Basic. Includes defining the problem, planning the solution, coding, testing, debugging and documenting programs using Visual Basic.

**105 DATABASE CONCEPTS AND DESIGN 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: CIS 101**Lecture: Minimum 48 hours per semester*

Fundamentals of database concepts with an emphasis on the design and implementation of relational databases. Includes data querying, sorting, inserting, deleting, and report design and generation. Entity relationship diagrams, normalizing of database tables, implementing integrity rules, developing data-dictionaries and SQL (structured query language) will be emphasized.

**111 WEB PAGE PROGRAMMING AND DESIGN 3 UNITS***(Fa,Sp)**CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to web page design for personal users, business users and computer professionals. Introduces web page design, programming and administration using HTML, DHTML, XHTML, CSS and scripting languages. Students will design, create, publish and maintain web pages.

**113 JAVA AND J++ PROGRAMMING 3 UNITS***(Fa)**UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to Internet-based, object-oriented programming using current programming languages such as Java and J++. Includes writing, debugging and running programs and applets in an interactive computer system to solve both general-purpose, business and interactive Web-based problems.

**114 C++ PROGRAMMING I 3 UNITS***(Fa, Sp)**UC\*, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 101**Lecture: Minimum 48 hours per semester*

Introduction to object-oriented programming using the C++ programming language. Includes program development, compiling, debugging, and implementation of programs that effectively meet application requirements. Course topics include: the C++ programming environment, control structures, functions, classes, stream input/output, and array processing.

\*CIS 114 and CIS 115, maximum UC credit one course.

**116 C++ PROGRAMMING II 3 UNITS***(Sp)**UC, CSU, Associate Degree Applicable**Prerequisite: CIS 114**Lecture: Minimum 48 hours per semester*

An advanced study of the syntax and semantics of the C++ programming language and the methodology of Object-Oriented program development. Includes program development, compiling, debugging, and implementation of programs that effectively meet application requirements. Course topics include: functions, classes, overloading, inheritances, polymorphism, stream input/output, templates, data structures and algorithms, and file processing.

**117 SCRIPTING 3 UNITS***(Sp)**CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Web page scripting and programming using current scripting languages. Includes program development, debugging, and implementation of programs to enhance web pages. Course topics will include: Client-side and Server-side scripts, ASP and database integration.

**118 WEB SITE MANAGEMENT 3 UNITS**  
*CSU, Associate Degree Applicable (Sp)*  
*Prerequisite: CIS 111*  
*Lecture: Minimum 48 hours per semester*  
 Introduction to Web site management and security. Includes management of server-side software, development of maintenance and security plans, server-side programming and existing web site updates and maintenance.

**125 INTRODUCTION TO C#.NET PROGRAMMING 3 UNITS**  
*Associate Degree Applicable (Fa)*  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Introduction to object oriented programming using the C# programming language and the .NET platform environment. Includes program development, debugging, and implementation of software components including Windows desktop, console-based and web-based applications. Topics include the C# programming environment, program control structures, functions, classes, stream input/output, array processing, event-driven, and web-based applications.

**130 HARDWARE AND INFORMATION TECHNOLOGY 3 UNITS U**  
*Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Departmental Recommendation: CIS 101*  
*Lecture: Minimum 48 hours per semester*  
 A hands-on course covering basic computer hardware, software, maintenance and training technologies. Certification type material will be presented in this course enabling students to understand the material as well as help them prepare to complete industry certification exams. Topics include hardware components, operating system functions, information systems maintenance, strategies for the organization, and end-user training options. Provides hands-on experience with different computer hardware, operating systems, and software utilities as well as the fundamental foundation in preparation for industry certification.

**140X2 NETWORKING FOR HOME AND SMALL BUSINESSES (CISCO CCNA 1) 3.75 UNITS**  
*Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Departmental Recommendation: CIS 101*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 36 hours per semester*  
 First of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, and file print sharing. This course may be taken two times.

**141X2 WORKING AT A SMALL - TO - MEDIUM BUSINESS OR ISP (CISCO CCNA 2) 3.75 UNITS**  
*Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: CIS 140X2*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 36 hours per semester*  
 Second of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. Prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. Provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, Web space, and authenticated access. Students also learn soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught in context. This course may be taken two times.

**142X2 INTRODUCING ROUTING AND SWITCHING IN THE ENTERPRISE (CISCO CCNA 3) 3.75 UNITS**  
*Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: CIS 141X2*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 36 hours per semester*  
 Third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. This course may be taken two times.

**143X2 DESIGNING AND SUPPORTING COMPUTER NETWORKS (CISCO CCNA 4) 3.75 UNITS**  
*Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: CIS 142X2*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 36 hours per semester*  
 Last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. Learners progress through a variety of case studies and design focused exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. In addition, lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. Will include CCNA exam preparation. This course may be taken two times.

**152 NETWORK SERVER ADMINISTRATION 3 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendation: None*

*Lecture: Minimum 48 hours per semester*

A hands-on course covering basic computer network Server administration technology. Certification type material will be presented in this course enabling students to understand the material as well as helping prepare them to complete the certification exams. Topics include using, administrating, deploying, and troubleshooting network Server software, and TCP/IP. Includes hands-on experience with a computer network, network Server software, and TCP/IP configurations as well as providing the fundamental foundation in preparation for industry certification.

**160 AUTHORIZING USABLE AND ACCESSIBLE WEB PAGES 3U NITS**

*CSU, Associate Degree Applicable*

*Prerequisite: CIS 111*

*Lecture: Minimum 48 hours per semester*

This course provides additional expertise to students interested in furthering their skills in web page design and web site management by improving their skill set to include the design of web pages and web sites that are accessible to individuals with disabilities. Students will develop a thorough understanding of the Americans with Disabilities Act (ADA) and how the law pertains to web page/site development. Familiarization and use of tools, techniques and strategies that are used to comply with Section 508 of the ADA will be examined. Student will learn the principles behind web site usability and how to design and conduct both usability and accessibility testing. This course maps to the World Organization of Webmasters certification exams and is required for the Webmaster Certificate.

**161 WEB SITE DESIGN AND PROGRAMMING USING DREAMWEAVER 3 UNITS**

*Associate Degree Applicable*

*(Sp)*

*Prerequisite: CIS 111*

*Lecture: Minimum 48 hours per semester*

In-depth study of web site design and programming using Dreamweaver. Students will design, create, publish and maintain web sites using Dreamweaver.

**162 INTRODUCTION TO FLASH 3 UNITS**

*CSU, Associate Degree Applicable*

*(Fa,Sp)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Introduction to Flash. Hands on course where students will design, create and publish Flash animations, navigation buttons, icons and Web sites.

**163 INTRODUCTION TO PHOTOSHOP 3 UNITS**

*CSU, Associate Degree Applicable*

*(Fa,Sp)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Design, creation, and manipulation of original and existing images and photographs using Photoshop.

**165X3 INTRODUCTION TO COMPUTER ANIMATION 3 UNITS**

*CSU, Associate Degree Applicable*

*(Fa,Sp)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Introduction to 3D animation using Maya. Focuses on computer animation, rendering and modeling. Principles and skills for building objects in a landscape and changing environmental conditions. Overviews on model sheets, storyboarding, keyframing, in-betweening and 3D conversion techniques. This course may be taken three times.

**166 3D ANIMATION WITH MAYA 3 UNITS**

*CSU, Associate Degree Applicable*

*(Sp)*

*Prerequisite: CIS 165*

*Lecture: Minimum 48 hours per semester*

3D animation using Maya, character development, modeling, storyboarding and animation. Includes the development of Maya Expression Language (MEL) scripting.

**168 E-COMMERCE PROGRAMMING AND DESIGN 3 UNITS**

*CSU, Associate Degree Applicable*

*(Sp)*

*Prerequisite: CIS 111*

*Lecture: Minimum 48 hours per semester*

Introduction to E-Commerce site design and programming. Includes site development, debugging, and implementation of programs to enhance E-Commerce sites. Course topics will include: Client-side and Server-side scripts, ASP and database integration.

**171 INTRODUCTION TO ROBOTICS 3 UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Introduction to robotic technology including the history, terminology, components and operation of robotic systems. Includes an overview and creation of robotics using selected software. Includes program development using a high-level language. Discusses the impact of robotics in society and the workplace. No previous computer background required.

**175 INTRODUCTION TO INFORMATION MAPPING 3 UNITS**

*CSU, Associate Degree Applicable*

*(Sp)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Introduction to GIS using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization. This course is also offered as GEOG 175.

**180 INTRODUCTION TO ILLUSTRATOR 3 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Focus instruction in vector graphics and illustration using Adobe Illustrator. Students will learn to effectively use vector art in a variety of applications including print and Web design.

**184 PHOTOSHOP AND DIGITAL PHOTOGRAPHY 3 UNITS**

*CSU, Associate Degree Applicable*

*(Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendation: CIS 163*

*Lecture: Minimum 48 hours per semester*

Introduction to digital photography and the use of Photoshop to edit, repair, publish and manipulate digital photographs.



**190A WEB MASTER INTERNSHIP 3 UNITS***Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in Web page design and web site management. This course will provide additional expertise to students interested in furthering their skills in web page design and web site management by exposing them to authentic product development, and coaching by a professional mentor in the field.

**190B NETWORK ADMINISTRATION INTERNSHIP 3 UNITS***Associate Degree Applicable**Prerequisite: CIS 130 and CIS 150**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in network implementation, design, setup, and administration. This course will provide additional expertise to students interested in furthering their skills in network administration by exposing them to network planning, development, wiring, implementation, maintenance and coaching by a professional mentor in the field.

**190C HARDWARE TECHNICIAN INTERNSHIP 3 UNITS***Associate Degree Applicable**Prerequisite: CIS 130**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in computer hardware maintenance and user support. This course will offer further expertise to students interested in furthering their skills in hardware and end-user support by exposing them to authentic support scenarios, and coaching by a professional mentor in the field.

**195A-Z SELECTED TOPICS IN COMPUTER INFORMATION SYSTEMS 1 - 3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16-48 hours per semester*

Examination of current topics related to computer information systems. Specific topics to be announced in the schedule of classes for the semester in which the course is offered.

**198 COMPUTER INFORMATION SYSTEMS WORKSITE LEARNING 2 - 4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: None*

*Corequisite: Must be working either paid or unpaid at a job directly related to the student's computer information systems educational or occupational goal*

*Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

**203 ADVANCED VISUAL BASIC 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: CIS 103**Lecture: Minimum 48 hours per semester*

Advanced Visual Basic concepts and methods as applied to the creation and maintenance of both single-user and client-server databases. Includes writing, debugging and executing student-created applications to solve both general purpose and business database problems. Course also includes instruction in using SQL (Structured Query Language), ADO (Active X Data Objects), UDA (Universal Data Access) and Windows API (Application Programming Interface).

**211 CASCADING STYLE SHEET (CSS) WEB DESIGN 3 UNITS***(Fa,Sp)**CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Cascading Style Sheets (CSS) and their application to the design and creation of Web sites. Topics include CSS syntax, selectors, positioning, and internal and external style sheets.

**900X4 BEGINNING COMPUTING 2 UNITS***Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 32 hours per semester*

A basic, non-technical entry-level course providing the student with an overview of the components of a personal computer, the use of these components, and use of software. This course is for the student who is not familiar with the use of the personal computer and its applications. Topics will include basic introduction to personal computer hardware, software, digital pictures and the Internet. Hands-on use of the personal computer. This course may be taken four times.

# ECONOMICS (ECON)

Department: Business & Information Technology  
 Faculty Chair: Denise Hoyt, M.A.  
 Faculty: Farhad Mansourian, M.A.

## ASSOCIATE OF ARTS DEGREE ECONOMICS

REQUIRED COURSES:	UNITS
ECON 100 Introduction to Economics	3.00
ECON 200 Principles of Macroeconomics	3.00
ECON 201 Principles of Microeconomics	3.00
ENGL 101 Freshman Composition	4.00
MATH 090 Elementary Algebra	4.00
MATH 108/ Statistics	4.00
PSYCH 108	
<b>TOTAL UNITS</b>	<b>21.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

### A student receiving a degree in this field will be able to:

- Describe different economic concepts
- Compute different economic measures such as GDP, CPI, Costs, Profits, etc.
- Compare and Contrast different economic theories
- Apply different economic theories to analyze economic issues and problems
- Chart and apply graphs to analyze economic issues
- Describe and apply different economic models to analyze economic issues
- Analyze and evaluate economic events
- Analyze and evaluate economic policies and their effect on the society

### 100 INTRODUCTION TO ECONOMICS 3 UNITS

UC\*, CSU, Associate Degree Applicable (Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C or eligibility for MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Economic analysis applied to issues and problems facing the U.S. economy. Problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action. Topics include supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy, and international trade.

\*No UC credit granted if taken after ECON 200 OR ECON 201.

### 200 PRINCIPLES OF MACROECONOMICS 3 UNITS

UC, CSU, Associate Degree Applicable (Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through the Crafton Hills

College assessment process

Lecture: Minimum 48 hours per semester

Introduction to the basic mechanisms of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and the Keynesian theories, the Federal Reserve System and commercial banking. An examination of various contemporary economic problems such as economic fluctuations, economic growth, unemployment, inflation, and budget deficit are also presented. Other topics covered include supply and demand, fiscal policy, and monetary policy.

### 201 PRINCIPLES OF MICROECONOMICS 3 UNITS

UC, CSU, Associate Degree Applicable (Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy. Topics covered include supply and demand, consumer theory, production theory, and price formation in competitive and noncompetitive markets, theory of comparative advantage and international trade. Issues such as monopoly, public goods, unequal income distribution, and environmental problems are also studied in this course.

# EDUCATION (EDU)

Department: Human Development  
 Faculty Chair: JoAnn Jones, M.Ed.  
 Faculty: JoAnn Jones, M.Ed.  
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### 290 INTRODUCTION TO EDUCATION 3 UNITS

UC, CSU, Associate Degree Applicable (Fa)

Prerequisite: None

Departmental Recommendation: CD 105

Lecture: Minimum 48 hours per semester

This course is an introduction to the field of education. It is designed to familiarize students with the broad aspects of the profession, philosophy, and principles of teaching school age children. This class is required for all students transferring to CSUSB seeking a multiple subject credential.

# EMERGENCY MEDICAL SERVICES (EMS)

Department:	Public Safety and Services
Faculty Chair:	Terry Koeper, B.A.
Faculty:	Robin Bishop, B.A. Kathy row, B.V.E. James olbrook, d.D. E Gary Reese, .S.M. B Daniel Word, .V.E. B

## ASSOCIATE OF SCIENCE DEGREE EMERGENCY MEDICAL SERVICES

Candidates must successfully complete a minimum of 33.00 units of prescribed course work. A minimum grade of "C" must be maintained in all course work related to Emergency Medical Services. NOTE: A "C" in these courses is considered to be 80% or higher.

### REQUIRED COURSES: UNITS

*Consult with a counselor to develop an appropriate course of study.*

EMS 150	Patient Assessment for Paramedics	3.00
EMS 151	Introduction to EMS for Paramedics	2.00
EMS 152	Cardiology for the EMT-Paramedic	4.50
EMS 153	Pharmacology for the EMT-Paramedic	3.00
EMS 154	Emergency Medical Services Theory for the Paramedic	8.00
EMS 155	Skills Development for Paramedics	3.00
EMS 156	Clinical Externship for the Paramedic	2.00
EMS 157	Field Externship for the Paramedic	7.50
	<b>TOTAL UNITS</b>	<b>33.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

## EMERGENCY MEDICAL TECHNICIAN-I/EMT -BASIC CERTIFICATE

The objective of this certificate is to train students to perform basic life support in the pre-hospital setting. Successful completion of the certificate identifies the student has met the educational requirements as an Emergency Medical Technician-Basic. The certificate prepares students to take the National Registry examinations necessary for state certification.

**Admission:** Open to all students who are 18 years old at the time of registration and able to meet the physical requirements.

Completion of the following 7.50 units and passing the EMT-Basic National Registry written and skills examinations qualify the student for the Emergency Medical Technician-I/ EMT-Basic Certificate. A minimum grade of "C" or better must be maintained in all course work

NOTE: A "C" in these courses is considered to be 80% or higher.

REQUIRED COURSES:	UNITS
EMS 020 Emergency Medical Technician-I/ EMT-Basic	6.00
EMS 021X20 Preventing Disease Transmission for Emergency Medical Technician-I/ EMT Basic	.50
EMS 022 Basic Life Support for Emergency Medical Technician-I/EMT-Basic	.50
EMS 023 Hazardous Materials First Responder Awareness for Emergency Medical Technician-I/EMT-Basic	.50
<b>TOTAL UNITS</b>	<b>7.50</b>

A student receiving a certificate in this field will be able to:

- Evaluate, treat and transport the ill and injured
- Effectively use adjunctive airway breathing aids
- Administer and monitor medications
- Demonstrate competency in assessing and treating patients with medical or trauma emergencies at a basic level
- Participate in a culturally diverse environment

## EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC CERTIFICATE

The objective of this certificate is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the pre-hospital setting and to provide the necessary coursework to be licensed in the state of California. Completion of the certificate will prepare students for entry-level employment as Emergency Medical Technician-Paramedic and other occupations requiring Paramedic-level license.

**Contact the Emergency Medical Services Office for application materials.**

Candidates must successfully complete a minimum of 33.00 units of prescribed course work. A minimum grade of "C" must be maintained in all course work related to Emergency Medical Services. NOTE: A "C" in these courses is considered to be 80% or higher.

### ENTRANCE REQUIREMENTS:

1. Current, CA EMT-Basic Certification
2. Must meet the age, physical and licensure requirements
3. Minimum of six months full-time experience or 1000 hours of part-time EMS experience
4. ANAT 101 or ANAT 150 and ANAT 151 or CSU transferable equivalent
5. High school diploma or GED
6. Current negative TB test within six months or chest x-ray within two years

7. Tetanus-diphtheria (T-D) booster within the last ten years
8. Completion of Hepatitis B immunization series or titer showing immunity
9. Completion of varicella (chickenpox) vaccination or titer showing immunity
10. MMR titer showing immunity or proof of MMR immunization
11. Physical examination within the last year; must be performed by a physician or nurse practitioner and must include a statement that you “are free to participate in the Paramedic Program without restriction.”

**ENTRANCE COMPETENCIES:**

1. Reading level of 12<sup>th</sup> grade or higher
2. Math proficiency level of 10<sup>th</sup> grade or higher
3. Written EMT-Basic competency of 80 percent or higher
4. Written anatomy and physiology competency of 80 percent or higher
5. Oral judgment of simulated field situations of 80 percent or higher
6. Eligible to be licensed/accredited by state and local EMS agency

**In order to be eligible for licensure as a paramedic in the state of California, students must complete the following 33.00 units, pass National Registry written and skills examinations, and meet all other licensure requirements established by the state.**

**REQUIRED COURSES:**

**UNITS**

EMS 150	Patient Assessment for Paramedics	3.00
EMS 151	Introduction to EMS for Paramedics	2.00
EMS 152	Cardiology for the EMT- Paramedic	4.50
EMS 153	Pharmacology for the EMT- Paramedic	3.00
EMS 154	Emergency Medical Services Theory for the Paramedic	8.00
EMS 155	Skills Development for Paramedics	3.00
EMS 156	Clinical Externship for the Paramedic	2.00
EMS 157	Field Externship for the Paramedic	7.50
	<b>TOTAL UNITS</b>	<b>33.00</b>

**A student receiving a degree/certificate in this field will be able to:**

- Draw inferences and conclusions that are logical and supported by evidence
- Recognize how environments influence opinion, reaction to stress and judgement
- Communicate effectively verbally and in writing
- Apply knowledge to analysis of specific problems
- Solve problems and makes decisions

**MOBILE INTENSIVE CARE NURSE CERTIFICATE**

The objective of this certificate is to prepare experienced emergency room nurses in San Bernardino and Riverside Counties to interact via two-way radio communication with paramedics to assist in directing the care of patients in the pre-hospital setting.

**Admission:** Open to students possessing a current California Registered Nurse License who have completed the following entrance requirements

**Contact the Emergency Medical Services Office for application materials.**

**Completion of the following 2.25 units and satisfactory completion of County requirements qualify the student for the Mobile Intensive Care Nurse Certificate. Candidates must successfully complete a minimum of 2.25 units of prescribed course work. A minimum grade of "C" or better must be maintained in all required courses. NOTE: A "C" in these courses is considered to be 80% or higher.**

**ENTRANCE REQUIREMENTS:**

1. EMS 110, Advanced Cardiac Life Support – Provider (ACLS) or have a current ACLS card
2. One year experience as a registered nurse
3. Have 800 hours experience as a registered nurse in the Emergency Department
4. Proof of a cardiac dysrhythmia course
5. Current employment in a base station hospital in San Bernardino or Riverside County
6. Ability to complete a written screening examination with 80 percent accuracy

**REQUIRED COURSE:**

**UNITS**

EMS 103	Mobile Intensive Care Nurse	2.25
	<b>TOTAL UNITS</b>	<b>2.25</b>

**020 EMERGENCY MEDICAL TECHNICIAN-I/ EMT-BASIC 6U NITS**

*Associate Degree Applicable*

*Prerequisite: Must be 18 years of age prior to registration for this course*

*Corequisites: EMS 021X20, EMS 022, EMS 023, and meet U.S. DOT Requirements*

*Departmental Recommendations: Good dexterity and coordination abilities, the ability to work in small areas in different positions and at times on the ground or floor, and good physical condition with the ability to lift up to 150 pounds*

*Lecture: Minimum 64 hours per semester*

*Laboratory: Minimum 64 hours per semester*

*Clinic: Minimum 16 hours per semester*

*Field: Minimum 24 hours per semester*

Instruction in all facets of U.S. Department of Transportation T22CCR required basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies. Stresses hands-on emergency medical skills proficiency needed to enhance the EMS Delivery Systems in the field. Includes state mandated Sudden Infant Death Syndrome (SIDS) Education and introduction to pharmacology for the EMT-I.

**021X20 PREVENTING DISEASE TRANSMISSION  
FOR EMERGENCY MEDICAL TECHNICIAN-I/  
EMT-BASIC .50 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Corequisites: EMS 020, EMS 022, and EMS 023*

*Lecture: Minimum 8 hours per semester*

Instruction in disease transmission, infection control practices, including occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**022 BASIC LIFE SUPPORT FOR EMERGENCY  
MEDICAL TECHNICIAN-I/EMT-BASIC .50 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Corequisites: EMS 020, EMS 021X20, and EMS 023*

*Lecture: Minimum 8 hours per semester*

*Laboratory: Minimum 8 hours per semester*

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the most current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level. Graded on a Pass or No Pass basis only.

**023 HAZARDOUS MATERIALS FIRST  
RESPONDER AWARENESS FOR EMERGENCY  
MEDICAL TECHNICIAN-I/EMT-BASIC .50 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Corequisites: EMS 020, EMS 021X20, and EMS 022*

*Lecture: Minimum 8 hours per semester*

Instruction in the recognition of hazardous materials events, action responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers at the hazardous materials awareness level. Graded on a Pass or No Pass basis only.

**024 AMBULANCE STRIKE TEAM LEADER 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: FIRET 506*

*Lecture: Minimum 16 hours per semester*

Preparation of leaders in the ambulance industry for the role of Ambulance Strike Team (AST) Leader. Meets the requirements of the State of California Office of Emergency Services (OES) and the Emergency Medical Services Authority (EMSA). Graded on a Pass or No Pass basis only.

**030 EMERGENCY DEPARTMENT TECHNICIAN 4.25 UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Corequisite: FIRET 903*

*Lecture: Minimum 44 hours per semester*

*Laboratory: Minimum 44 hours per semester*

*Clinic: Minimum 40 hours per semester*

Instructions in all facets of basic life support measures, CPR, and the use of appropriate clinical emergency equipment and supplies. Stresses hands-on skills proficiency in assisting the physician with suturing, sterile set-up of trays, application of plaster and other types of splints. Includes confidentiality, professionalism, including a good work ethic. Introduces emergency equipment used in pre-hospital care and how it impacts care in the emergency department.

**039 OUTDOOR EMERGENCY CARE  
5.75 UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 80 hours per semester*

*Laboratory: Minimum 40 hours per semester*

Comprehensive emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Graded on a Pass or No Pass basis only.

**043X20 SKI PATROL – BASIC PATROL TRAINING  
.50 - 2.50 UNITS**

*Associate Degree Applicable*

*Prerequisite: Must pass a safety skiing and ski proficiency test the first day of class*

*Departmental Recommendation: EMS 039*

*Laboratory: Minimum 30-120 hours per semester*

Classroom and ski slope training necessary to provide emergency medical care to victims of accidents or sudden illness at a ski resort or cross country facility. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**060 EMT-B FIELD PRACTICUM 7.25 UNITS**

*Associate Degree Applicable*

*Prerequisite: EMS 020; Must be pre-selected into the EMT-EMT-P, A.S. Degree Program*

*Corequisite: EMS 105*

*Lecture: Minimum 16 hours per semester*

*Field: Minimum 500 hours per semester*

Coordination of basic emergency medical technician training on a field unit with a mentor; opportunity to observe and assist in emergency medical intervention in traumatic and medical out of hospital emergencies. Provides the Emergency Medical Technician-B the field experience necessary to apply to the paramedic program.

**090A-ZX3 SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

Current information on selected topics for the continuing education of Mobile Intensive Care Nurses and/or Paramedics; topics include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems. This course may be taken three times.

**091X3 CONTINUING EDUCATION FOR THE HEALTH PROFESSIONAL .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: Current EMT-P or MICN Certificate**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

Current information on selected topics for the continuing education of Paramedics and Mobile Intensive Care Nurses (MICN); topics include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems. This course may be taken three times.

**103 MOBILE INTENSIVE CARE NURSE 2.25 UNITS***CSU, Associate Degree Applicable**Prerequisites: As required by San Bernardino and*

*Riverside County Emergency Medical Services: A current California R.N. license, one year experience as a registered nurse, 800 hours experience as a nurse in the emergency department, current ACLS certification, proof of cardiac dysrhythmia course, current employment in a base station hospital in San Bernardino, Riverside, Inyo, or Mono county and the ability to complete a written screening examination with 80 percent accuracy*

*Lecture: Minimum 20 hours per semester**Laboratory: Minimum 20 hours per semester**Clinic: Minimum 16 hours per semester**Field: Minimum 16 hours per semester*

Orientation to prehospital advanced care protocols for San Bernardino, Inyo, Mono and Riverside counties and practice giving direction to pre-hospital care providers via one way or two way radio communication. Information on the roles and responsibilities of the mobile intensive care nurse. Graded on a Pass or No Pass basis only.

**105 ASSESSMENT OF THE MEDICAL AND TRAUMA PATIENT 2.25 UNITS***Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: None**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 40 hours per semester*

Instruction in medical and trauma patient assessment geared toward the EMT-Basic, including the fundamentals of proper documentation.

**110X20 ADVANCED CARDIAC LIFE SUPPORT- PROVIDER .50 UNIT***Associate Degree Applicable*

*Prerequisite: EMS 910X20; Provide a copy of a current American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider card*

*Lecture: Minimum 8 hours per semester*

Improves the quality of care provided to the adult victim of cardiac arrest or other cardiopulmonary emergency. This course may be taken twenty times.

**112X20 ADVANCED CARDIAC LIFE SUPPORT- INSTRUCTOR .75 UNIT***Associate Degree Applicable*

*Prerequisite: EMS 110X20; Provide a copy of a current American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) Healthcare Provider card*

*Lecture: Minimum 12 hours per semester*

To prepare individuals to become instructors of the American Heart Association (AHA) in Advanced Cardiac Life Support (ACLS) course. This course may be taken twenty times.

**116X20 PEDIATRIC CPR, FIRST AID AND SAFETY FOR CHILDREN 2 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 24 hours per semester*

Certification for pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety, and injury prevention. CPR training is consistent with the 2000 Guidelines from Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare provider level. This course may be taken twenty times. This course is also offered as CD 116X20.

**150 PATIENT ASSESSMENT FOR PARAMEDICS 3 UNITS***CSU, Associate Degree Applicable*

*Prerequisite: Admission into the EMT-Paramedic Program*  
*Corequisites: EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155*

*Lecture: Minimum 48 hours per semester*

Overview of pre-hospital patient assessment and pathophysiology for the paramedic. This course provides the foundational knowledge and skills to effectively assess and treat patients in the pre-hospital setting. The skills will be used to make effective clinical care decisions.

**151 INTRODUCTION TO EMS FOR PARAMEDICS 2 UNITS***CSU, Associate Degree Applicable*

*Prerequisite: Admission into the EMT-Paramedic Program*  
*Corequisites: EMS 150, EMS 152, EMS 153, EMS 154, and EMS 155*

*Lecture: Minimum 32 hours per semester*

Overview of paramedicine, the ethics of patient care management, and the laws and policies of emergency services, including the relationship between the field providers and other health care professionals, the patient-family response to emergency care, and verbal and nonverbal behaviors and communications related to the delivery of emergency medical services.

**152 CARDIOLOGY FOR THE EMT-PARAMEDIC**  
**4.50 UNITS***CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 153, EMS 154, and EMS 155**Lecture: Minimum 72 hours per semester*

Basic cardiology and cardiac electrophysiology for the paramedic. This course will review basic pertinent anatomy and physiology, recognition and treatment of cardiovascular disorders.

**153 PHARMACOLOGY FOR THE EMT-PARAMEDIC**  
**3 UNITS***CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 152, EMS 154, and EMS 155**Lecture: Minimum 48 hours per semester*

Basic pharmacology for the paramedic, including the administration of medications, drug therapy, drug actions and interactions, and basic physiology.

**154 EMERGENCY MEDICAL SERVICES THEORY FOR THE PARAMEDIC**  
**8 UNITS***CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 155**Lecture: Minimum 128 hours per semester*

Studies in the theory and practice of the diagnosis and treatment of trauma and medical emergencies; emphasis on the pathophysiology of disease processes as the basis for effective initial emergency management.

**155 SKILLS DEVELOPMENT FOR PARAMEDICS**  
**3 UNITS***CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 154**Laboratory: Minimum 144 hours per semester*

Paramedic skills and the equipment used in the treatment of pre-hospital advanced life support. This course will enhance the student's knowledge of and ability to treat the various traumatic and/or medical emergencies in the pre-hospital setting.

**156 CLINICAL EXTERNSHIP FOR THE PARAMEDIC**  
**2 UNITS***CSU, Associate Degree Applicable**Prerequisites: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155**Clinic: Minimum 164 hours per semester*

Coordination of advanced paramedic training within the hospital setting. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be in a clinical setting in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical externship.

**157 FIELD EXTERNSHIP FOR THE PARAMEDIC**  
**7.50 UNITS***CSU, Associate Degree Applicable**Prerequisite: EMS 156**Field: Minimum 600 hours per semester*

Coordination of advanced paramedic training with a field advanced life support unit. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be on a paramedic unit in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic field externship.

**160 DIDACTIC REFRESHER FOR THE PARAMEDIC**  
**2 - 4 UNITS***Prerequisite: Provide proof of receiving a failing grade in one or more of the following courses: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154, or EMS 155 within the previous 12 months**Lecture: Minimum 32-64 hours per semester and/or**Lab: Minimum 96-192 hours per semester*

Provides students who were unsuccessful in one or more of the following courses: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154 or EMS 155, an opportunity to refresh, strengthen and maintain their academic knowledge base.

**161 FIELD REFRESHER FOR THE PARAMEDIC**  
**2-4 UNITS***Prerequisite: Provide proof of receiving a failing grade in EMS 157, within the 12 months immediately preceding registration in EMS 161**Lecture: Minimum 32-64 hours per semester and/or**Lab: Minimum 96-192 hours per semester and/or**Clinic: Minimum 120-240 hours per semester*

Provides students who were unsuccessful in EMS 157, Field Externship for the Paramedic, an opportunity to refresh, strengthen and maintain their academic knowledge base and clinical skills prior to retaking EMS 157.

**198 EMERGENCY MEDICAL SERVICES WORKSITE LEARNING**  
**2 - 4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: None**Corequisite: Must be working either paid or unpaid at a job directly related to the student's emergency medical services educational or occupational goal**Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

**200A-ZX3 SELECTED TOPICS IN EMERGENCY  
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 4-64 hours per semester and/or**Laboratory: Minimum 12-192 hours per semester and/or**Clinic/Field: Minimum 15-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**246X4 SPECIAL STUDIES IN EMERGENCY  
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 4-64 hours per semester and/or**Lab: Minimum 12-192 hours per semester and/or**Clinic/Field: Minimum 15-240 hours per semester*

Independent study for selected students in any area of emergency medical services, with projects determined jointly by student and instructor. This course may be taken four times.

**290 EMERGENCY SERVICES EDUCATOR  
3.75 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Emergency Services or a related profession**Lecture: Minimum 60 hours per semester*

Exploration of the theories and practices of education and teaching in the emergency services classroom as required by state regulations. Use of a variety of strategies including case studies, analysis, and critical thinking scenarios to explore educational issues. Presentation and class dialogue will define the challenges facing an educator in today's diverse and dynamic emergency medical services organizations. This class meets the 2002 National Guidelines for Educating EMS Instructors (National Association of EMS Educators, U.S. Department of Transportation, U.S. Department of Health and Human Services).

**901X20 PREVENTING DISEASE TRANSMISSION FOR  
EMERGENCY RESPONSE EMPLOYEES .50U NIT***Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be emergency service personnel or employed in a related healthcare profession**Lecture: Minimum 8 hours per semester*

Instruction in disease transmission, infection control practices, including occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**910X20 BASIC LIFE SUPPORT - HEALTH CARE  
PROVIDER .50 UNIT***Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be emergency service personnel or employed in a related healthcare profession**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 8 hours per semester*

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages, including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**912X20 BASIC CARDIAC LIFE SUPPORT-  
INSTRUCTOR .75 UNIT***Not Applicable to the Associate Degree**Prerequisite: EMS 910X20; Provide a copy of a current American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider card**Lecture: Minimum 12 hours per semester*

To allow qualified individuals to maintain their certification as an instructor for the American Heart Association (AHA) BLS for Healthcare Providers course. This course may be taken twenty times.

**913X20 BASIC CARDIAC LIFE SUPPORT -  
INSTRUCTOR (RECERTIFICATION) .25 UNIT***Not Applicable to the Associate Degree**Prerequisite: EMS 912X20; Provide a copy of a current American Heart Association (AHA) Basic Life Support (BLS) Healthcare Instructor card**Lecture: Minimum 4 hours per semester*

To allow qualified individuals to maintain their certification as an instructor for the American Heart Association (AHA) BLS for Healthcare Providers course. This course may be taken twenty times.

**921X20 EMERGENCY MEDICAL TECHNICIAN  
RECERTIFICATION 1 UNIT***Not Applicable to the Associate Degree**Prerequisite: An EMT-B certification from any county or state in the United States current within the last 4 years or an EMT-B National Registry certification current within the last 4 years**Lecture: Minimum 12 hours per semester**Laboratory: Minimum 20 hours per semester*

Review of all facets of basic life-support measures, CPR, automated external defibrillation, use of medical equipment and supplies, as well as instruction in new techniques and materials. Graded on a Pass or No Pass basis only. This course may be taken twenty times.



**923X20 ADVANCED CARDIAC LIFE SUPPORT - .25 UNIT  
INSTRUCTOR (RECERTIFICATION)**

*Not Applicable to the Associate Degree*

*Prerequisite: EMS 112X20; Provide a copy of a current*

*American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) Instructor card*

*Lecture: Minimum 4 hours per semester*

The Advanced Cardiac Life Support (ACLS) Instructor Recertification course is designed to allow individuals who possess a current AHA ACLS Instructor card to update their knowledge and skills. This course may be taken twenty times.

**931X20 ADVANCED CARDIAC LIFE SUPPORT .25 UNIT  
PROVIDER( RECERTIFICATION)**

*Not Applicable to the Associate Degree*

*Prerequisite: EMS 110X20; Provide a copy of a*

*current American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) Provider card*

*Lecture: Minimum 4 hours per semester*

The advanced Cardiac Life Support (ACLS) Provider Recertification course is designed for individuals who possess a current American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) provider card to update their knowledge and skills. This course may be taken twenty times.

**932X20 SELECTED TOPICS IN EMERGENCY .50 UNIT  
MEDICAL SERVICES–OUTDOOR  
EMERGENCY CARE REFRESHER “A”**

*Not Applicable to the Associate Degree*

*Prerequisite: EMS 039*

*Lecture: Minimum 4 hours per semester*

*Laboratory: Minimum 16 hours per semester*

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**933X20 SELECTED TOPICS IN EMERGENCY .50 UNIT  
MEDICAL SERVICES–OUTDOOR  
EMERGENCY CARE REFRESHER “B”**

*Not Applicable to the Associate Degree*

*Prerequisite: EMS 039*

*Lecture: Minimum 4 hours per semester*

*Laboratory: Minimum 16 hours per semester*

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**934X20 SELECTED TOPICS IN EMERGENCY .50 UNIT  
MEDICAL SERVICES–OUTDOOR EMERGENCY  
CARE REFRESHER “C”** *Not Applicable to the Associate Degree*

*Prerequisite: EMS 039*

*Lecture: Minimum 4 hours per semester*

*Laboratory: Minimum 16 hours per semester*

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

## ENGINEERING (ENGR)

Department: Physical & Biological Sciences

Faculty Chair: Kelly Boebinger (M.S.)

**101 INTRODUCTION TO ENGINEERING 2 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 24 hours per semester*

*Laboratory: Minimum 12 hours per semester*

*Field: Minimum 15 hours per semester*

Introduction to engineering philosophical thought, professions, career opportunities, professional ethics and safety.

## ENGLISH (ENGL)

Department: English and Reading

Faculty Chair: Liz Langenfeld, M.A.

Faculty: Kris Acquistapace, M.Ed., M.A.

Ryan Artlett, B.F.A. M

Gwendolyn iPonioD .A. M

Liz angenfeld, .A. M

Ted hillips, P d.D E

Aaron ace, F.A. M

Bret caliter, S .A. M

**ASSOCIATE OF ARTS DEGREE  
ENGLISH****REQUIRED COURSES: UNITS**

ENGL 101	Freshman Composition	4.00
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)

**OR**

ENGL 152	Intermediate Composition and Literature	(4.00)
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*Select six units from the following list:*

ENGL 260	Survey of American Literature I	(3.00)
ENGL 261	Survey of American Literature II	(3.00)
ENGL 270	Survey of British Literature I	(3.00)
ENGL 271	Survey of British Literature II	(3.00)

Select six additional units from the following list:

ENGL 150	Classical Mythology	(3.00)
ENGL 155	Children's Literature	(3.00)
ENGL 160	Literature by Women	(3.00)
ENGL 163	Chicano Literature	(3.00)
ENGL 170	The Film Experience	(3.00)
ENGL 175	Literature and Religion of the Bible	(3.00)
ENGL 232	Creative Writing	(3.00)
ENGL 250	Fiction	(3.00)
ENGL 260	Survey of American Literature I	(3.00)
ENGL 261	Survey of American Literature II	(3.00)
ENGL 270	Survey of British Literature I	(3.00)
ENGL 271	Survey of British Literature II	(3.00)
ENGL 275	Shakespeare	(3.00)
	<b>TOTAL UNITS</b>	<b>20.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

#### **015 PREPARATION FOR COLLEGE WRITING 4 UNITS**

*Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 64 hours per semester*

Study of the essential skills necessary for effective expository writing.

#### **062 ENGLISH GRAMMAR, USAGE, AND MECHANICS**

*Prerequisite: None 3 UNITS*

*Departmental Recommendation: Understand Standard English as demonstrated through reading, writing, and speech and write a paragraph in Standard English*

*Lecture: Minimum 48 hours per semester*

An in-depth, non-compositional, refresher course for students with intact writing skills which includes a comprehensive review of the basic components and rules of Standard English grammar, syntax, punctuation, usage, and general mechanics. ENGL 062 includes the logical study of the parts of speech, sentence patterns, sentence construction, and sentence errors.

#### **101 FRESHMAN COMPOSITION 4 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Departmental Recommendation: READ 078X2*

*Lecture: Minimum 64 hours per semester*

Instruction in writing compositions from personal, reflective, and argumentative perspectives.

#### **101H FRESHMAN COMPOSITION-HONORS 4 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Departmental Recommendation: READ 078X2*

*Lecture: Minimum 64 hours per semester*

Instruction in writing compositions from personal, reflective, and argumentative perspectives. This course includes content and experiences appropriate for students wishing to earn honors credit.

#### **102 INTERMEDIATE COMPOSITION AND CRITICAL THINKING 4 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 101 or ENGL 101H*

*Lecture: Minimum 64 hours per semester*

Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing.

#### **102H INTERMEDIATE COMPOSITION AND CRITICAL THINKING-HONORS 4 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: ENGL 101 or ENGL 101H*

*Lecture: Minimum 64 hours per semester*

Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing. This course includes content and experiences appropriate for students wishing to earn honors credit.

#### **108 WORLD DRAMA I 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Survey of the history of theater from its earliest origins to theater in 6th century B.C.E. to the Elizabethan period in the 1500-1600's. The course focuses on important plays, playwrights and the development of theater practices and techniques. This course is also offered as THART 108.

#### **109 WORLD DRAMA II 3 UNITS**

*UC, CSU, Associate Degree Applicable (Sp)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

The course surveys the history of theater from 1600's to the present and focuses on important plays, playwrights and techniques of theater presentation. This course is also offered as THART 109.

**120 FUNDAMENTALS OF NEWS WRITING 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Sp)*  
*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Study of the basic principles of journalism. Development of skills associated with evaluating, gathering and writing news in accepted journalistic style. Introduction to the role of the reporter in news organizations, news reporting techniques and legal and ethical issues related to journalism. This course is also offered as JOUR 120.

**127X4 LITERARY MAGAZINE PRODUCTION: 3 UNITS**  
**THE SAND CANYON REVIEW (Sp)**

*CSU, Associate Degree Applicable*

*Prerequisite: ENGL 101*

*Laboratory: Minimum 144 hours per semester*

Production of the college literary magazine, including the study of the principles of short fiction, poetry, and drama, as well as the process of publishing, including selecting material, planning and executing format, defining and maintaining theme, developing design and layout, editing, and desktop publishing. This course may be taken four times.

**146 WRITING FOR BUSINESS AND THE PROFESSIONS 4 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: READ 078X2 and ENGL 015 or BUSAD 145/SPEECH 145 or eligibility for ENGL 101 or ENGL 146 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 64 hours per semester*

Instruction, study, and application in writing business compositions, from personal, reflective, and argumentative perspectives for producing clear, correct, and logically organized written communication. Stress on developing writing fluency and professional tone in handling business communications including proposals, letters, memorandums, research documents and directives as well as developing a personal resume.

**150 CLASSICAL MYTHOLOGY 3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Study of ancient Greek and Roman stories of gods, goddesses, heroes, and heroines as translated into English from the original sources. Special emphasis on the epics of the Trojan War by Homer.

**152 INTERMEDIATE COMPOSITION AND LITERATURE 4 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 101 (Fa,Sp)*

*Lecture: Minimum 64 hours per semester*

Study of fiction, poetry, and drama with emphasis on the fundamental principles of literary criticism and interpretation. Instruction in writing compositions about literature.

**155 CHILDREN'S LITERATURE 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Sp)*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Study of literature written for children. Books discussed in the course are essentially books for children, but values common to all significant literature are emphasized.

**155H CHILDREN'S LITERATURE-HONORS 3 UNITS**  
*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Study of literature written for children. Books discussed in the course are essentially books for children, but values common to all significant literature are emphasized. This course includes content and experiences appropriate for students wishing to earn honors credit.

**160 LITERATURE BY WOMEN 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa)*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Survey and analysis of past and contemporary literature by women. Focuses on biographical and historical experiences of women as expressed in essays, poetry, fiction, and drama. Explores the depiction of women in historical and literary contexts as well as in art and film.

**163 CHICANO LITERATURE 3 UNITS**  
*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

Study of the literature, plays, poetry, films, and lyrics representative of Chicano literature. This course includes written analyses.

**170 THE FILM EXPERIENCE 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa, Sp)*

*Prerequisite: None*

*Departmental Recommendation: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Study of the basic elements of film art, including directing, acting, editing, screen writing, cinematography, set design, lighting, sound effects, and the musical score. Includes instruction in the critical analysis of feature films.

**175 LITERATURE AND RELIGION OF THE BIBLE 3 UNITS**  
*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101*

*Lecture: Minimum 48 hours per semester*

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

**226 PLAY AND SCREENPLAY ANALYSIS** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa)  
*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Techniques of analysis necessary to understand the structure, construction and formats of plays and screenplays. This includes a study of the elements of plot, character, dialogue and theme in plays in a diverse selection of periods and styles and the structure and form of screenplays in diverse genres. This course is also offered as THART 226.

**232 CREATIVE WRITING** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

An introductory course in creative writing focusing on selected literary genres such as fiction, poetry, drama, screenwriting, and non-fiction. Emphasizes the craft of writing and the development of critical standards for judging literature.

**250 FICTION** **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

Study of fiction as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of fiction (See the current class schedule for the specific sub-genre.)

**260 SURVEY OF AMERICAN LITERATURE I** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Odd Fa)  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

An analysis of representative literary works of significant American writers from the sixteenth century through the Civil War that includes the study of the historical and social context of the literature as well as the lives of important writers.

**261 SURVEY OF AMERICAN LITERATURE II** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Even Sp)  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

An analysis of representative literary works of significant American writers since the Civil War through the present that includes the study of the historical and social context of the literature, and lives of important writers.

**270 SURVEY OF BRITISH LITERATURE I** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Even Fa)  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

Analysis of representative literary works of significant British writers from before the Norman Conquest through the eighteenth century that includes the study of the historical and social contexts of the literature as well as the lives of important writers.

**271 SURVEY OF BRITISH LITERATURE II** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Odd Sp)  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

Analysis of representative literary works of significant British writers from the Romantic Period to the present that includes the study of the historical and social contexts of the literature as well as the lives of important writers.

**275 SHAKESPEARE** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Sp)  
*Prerequisite: ENGL 101*

*Lecture: Minimum 48 hours per semester*

Study of the plays and poems of Shakespeare, as well as the cultural context in which the works were created. Analysis of the literature from both historical and contemporary perspectives.

**280 WORLD LITERATURE TO THE 17TH CENTURY** **3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

A comparative study of masterworks of world literature in modern English translation from antiquity to the seventeenth century.

**281 WORLD LITERATURE FROM THE 17TH CENTURY TO THE PRESENT** **3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills assessment process*

*Lecture: Minimum 48 hours per semester*

A comparative study of selected masterworks of world literature in English translation from the seventeenth century to the present.

**908 PATTERNS OF CONTEMPORARY ENGLISH** **3 UNITS**  
*Not Applicable to the Associate Degree*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Instruction in basic patterns of English sentences, writing narratives from personal experiences with some emphasis on oral engagement. Replaces ENGL 908A and ENGL 908B.

**914 BASIC ENGLISH SKILLS** **4 UNITS**  
*Not Applicable to the Associate Degree* (Fa,Sp)

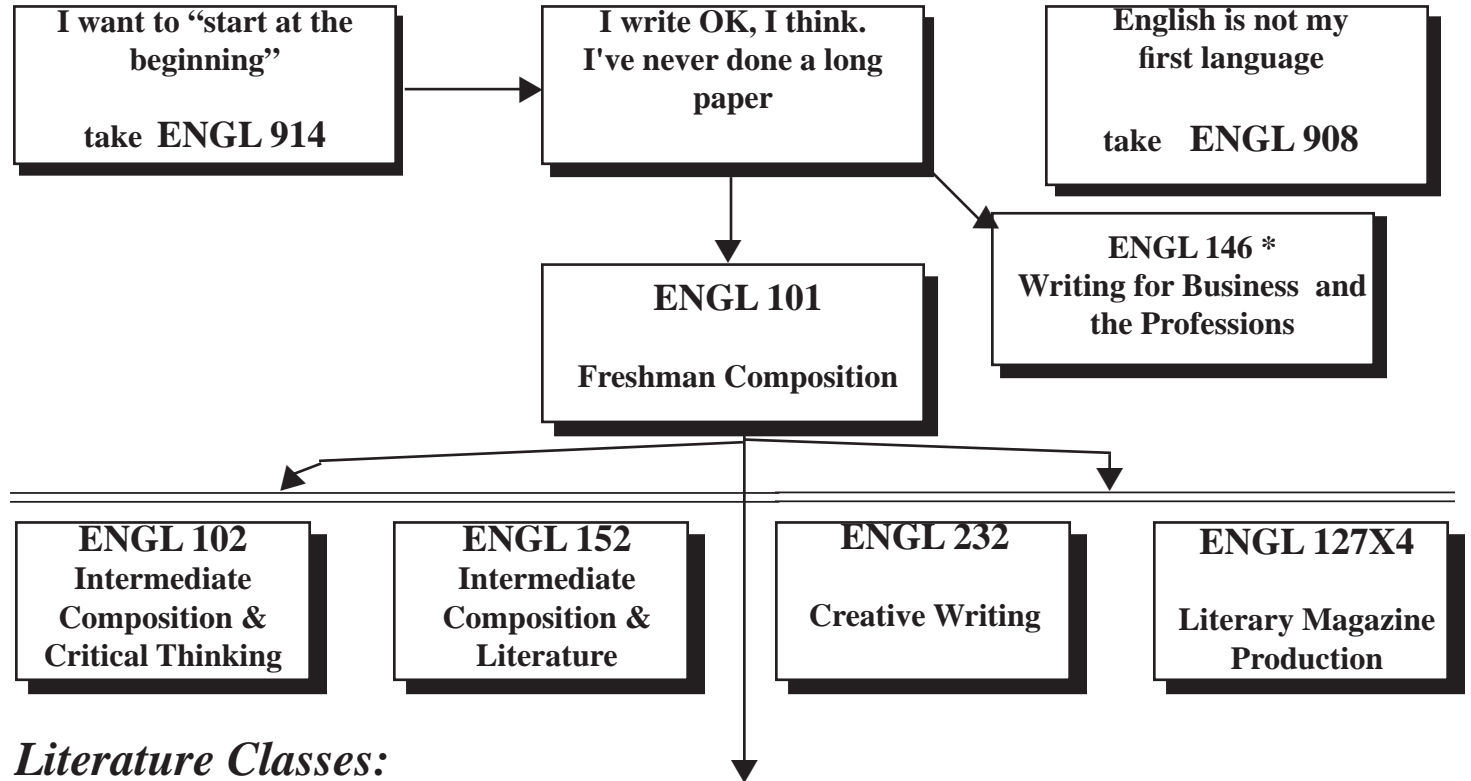
*Prerequisite: READ 925X2 or eligibility for ENGL 914 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 64 hours per semester*

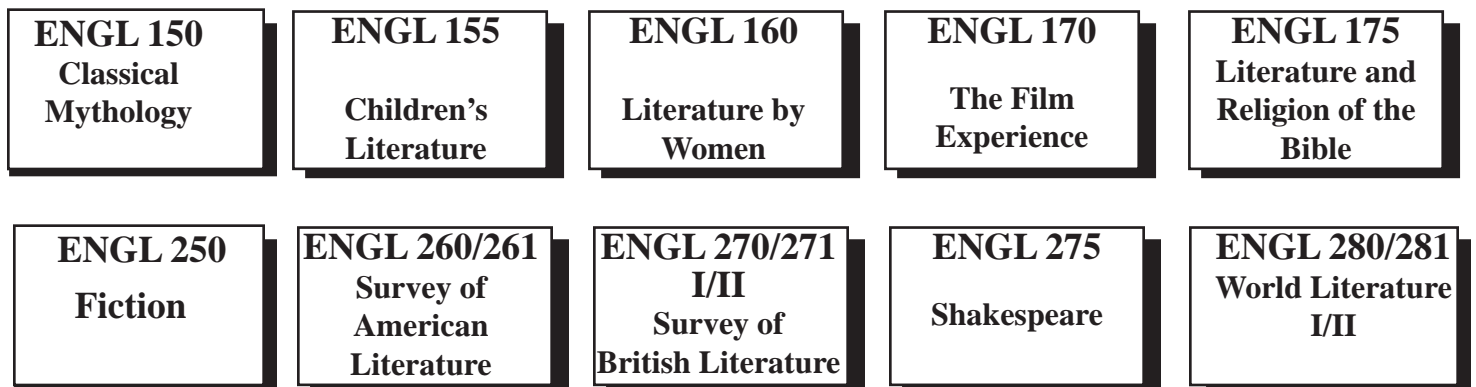
Instruction in basic English grammar as a foundation for writing grammatically correct sentences. Also, includes instruction in the principles of writing effective paragraphs and short compositions, including framing topic sentences, developing appropriate support, and using transitions.

## Levels and Order of English Classes

The ability to think and reason and communicate using written language is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **A Counselor can show you the skills needed for each class and help you decide.**



### *Literature Classes:*



\*Meets associate degree graduation requirement in English but does not fulfill the transfer requirement to CSU or UC.

# FIRE TECHNOLOGY (FIRET)

Department: Public Safety and Services  
 Faculty Chair: Terry Koeper, B.A.  
 Faculty: Terry Koeper, B.A.  
 Daniel Sullivan, S.S. B

## ASSOCIATE OF SCIENCE DEGREE FIRE TECHNOLOGY

Candidates must successfully complete a minimum of 23.50 units of prescribed coursework. A minimum grade of "C" must be maintained in all prescribed coursework related to Fire Technology. NOTE: A "C" in these courses is considered to be 80% or higher.

REQUIRED COURSES:	UNITS
FIRET 100 Fire Protection Organization	3.00
FIRET 101 Fire Prevention Technology	3.00
FIRET 102 Fire Behavior and Combustion	3.00
FIRET 103 Fire Protection Systems	3.00
FIRET 114 Principles of Fire and Emergency Services Safety and Survival	3.00
FIRET 116 Building Construction for Fire Protection	3.00

A minimum of 5.50 units are to be selected from the following courses:

FIRET 082 Fire Prevention 1A	(2.50)
FIRET 083 Fire Prevention 1B	(2.50)
FIRET 084 Fire Management 1	(2.50)
FIRET 085 Fire Command 1A	(2.50)
FIRET 086 Fire Command 1B	(2.50)
FIRET 087 Fire Investigation 1A	(2.50)
FIRET 088 Fire Investigation 1B	(2.50)
FIRET 104 Fire Apparatus and Equipment	(3.00)
FIRET 106 Fire Protection Hydraulics and Water Supply	(3.00)
FIRET 111 Public Education Officer I	(2.50)
FIRET 112 Fire Control Fire Aircraft Rescue and Firefighting	(2.50)
FIRET 113 Fire Service Career Preparation	(3.00)
FIRET 118 Wildland Fire Control	(3.00)
FIRET 183 Aircraft Accidents	(2.50)
<b>TOTAL UNITS</b>	<b>23.50</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

## CALIFORNIA FIRE OFFICER TRAINING CERTIFICATE

The objective of this certificate is to provide students with a wide range of cognitive, affective, and psychomotor skills necessary to become an effective Fire Officer.

Completion of the following 20.00 units may qualify the student to test for the position of First Line Fire Officer by applying to the California Fire Service Training and Education System through the California State Fire Marshal's Office in Sacramento, California. Candidates must successfully complete the prescribed course work with a grade of "C" or better.

REQUIRED COURSES:	UNITS
FIRET 080 Fire Instructor 1A	2.50
FIRET 081 Fire Instructor 1B	2.50
FIRET 082 Fire Prevention 1A	2.50
FIRET 083 Fire Prevention 1B	2.50
FIRET 084 Fire Management 1	2.50
FIRET 085 Fire Command 1A	2.50
FIRET 086 Fire Command 1B	2.50
FIRET 087 Fire Investigation 1A	2.50
<b>TOTAL UNITS</b>	<b>20.00</b>

## FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop the teamwork skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an accredited Regional Training Center.

**Admission: Open to all students who have completed the prerequisite courses. Registration is limited to class size restrictions. Contact the Fire Technology Office for application materials.**

PREREQUISITES:	UNITS
FIRET 100 Fire Protection Organization	3.00
FIRET 101 Fire Prevention Technology	3.00
EMT-I Emergency Medical Technician I Certification	

(Successfully pass the National Registry Exam)

Either a "CPAT" (Candidate Physical Ability Test) or the Biddle Physical Agility Test. Completion of "CPAT" or Biddle Exam must be taken within four months prior to the first day of the academy.

Completion of the CHC English and Math placement test. A degree is accepted in place of the placement test.

Successful interview with the Academy Chief prior to acceptance into the Fire Academy.

Admission to the Fire Academy will be based on a "Point System." One point is given to Applicants for each of the following:

- 1 point - Completed application delivered to the Academy Secretary two months prior to the start date for the Fire Academy
- 1 point - Successful completion of Building Construction for Fire Protection
- 1 point - Successful completion of Fire Protection Systems
- 1 point - Successful completion of Fire Behavior and Combustion
- 1 point - Successful completion of Principles of Fire and Emergency Services Safety and Survival
- 5 points - Successful completion of AS Degree in Fire Technology
- 10 points - Successful interview with the Academy Chief

<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
ENGL 101	Freshman Composition	4.00
FIRET 902X4	Firefighter Physical Agility Preparation	3.00
MATH 090	Elementary Algebra	4.00

Candidates must successfully complete a minimum of 14.50 units of prescribed coursework. A minimum grade of "C" must be maintained in all required coursework to remain in the Fire Academy and to receive the Firefighter I Basic Training Academy Certificate. NOTE: A "C" or better in these courses is considered to be 80% or higher.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
FIRET 049	Basic Firefighter Physical Fitness	2.00
FIRET 115	Firefighter I Basic Training Academy	12.50
<b>TOTAL UNITS</b>		<b>14.50</b>

A student receiving a certificate in this field will be able to:

- Participate successfully in a culturally diverse environment
- Develop effective interpersonal communication skills
- Solve problems and makes decisions inherent to the profession

**FIRE INSPECTION ACADEMY CERTIFICATE**

The objective of this certificate is to provide students with an introduction to fire prevention practices, human relations skills, inspection skills, knowledge of applicable codes and regulations, and a working knowledge of public education. Completion of this certificate program may lead to employment as an entry-level fire inspector or fire safety specialist in the public or private sectors.

<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
FIRET 100	Fire Protection Organization	3.00
FIRET 101	Fire Prevention Technology	3.00

Completion of the following 11.00 units qualifies the student to apply to the State Fire Marshal's Office for the Fire Inspection Academy Certificate. Candidates must successfully complete the prescribed course work in the certificate with a grade of "C" or better.

<b>REQUIRED COURSE:</b>		<b>UNITS</b>
FIRET 078	Fire Inspection Academy	11.00
<b>TOTAL UNITS</b>		<b>11.00</b>

**030 TRAINING INSTRUCTOR 1A 2.5 UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 40 hours per semester*

Methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning; and an opportunity to apply major principles of learning through teaching demonstrations. Student instructor teaching demonstrations are required.

**031 TRAINING INSTRUCTOR 1B 2.5 UNITS**

*Associate Degree Applicable*

*Prerequisite: FIRET 030*

*Departmental Recommendations: ENGL 015 with a minimum grade of C or better*

*Lecture: Minimum 40 hours per semester*

Methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstration. Student instructor teaching demonstrations required.

**049 BASIC FIREFIGHTER PHYSICAL FITNESS 2.00 UNITS**

*Associate Degree Applicable*

*Prerequisite: one N*

*Corequisite: FIRET 115*

*Lecture: Minimum 8 hours per semester*

*Laboratory: Minimum 72 hours per semester*

Physical fitness exercise, teamwork, disciplined precision cadence drilling and preparation for the fire agility physical fitness testing requirement for fire academy cadets. Graded on a Pass or No Pass basis only.

**060A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 4-64 hours per semester and/or*

*Laboratory: Minimum 12-192 hours per semester and/or*

*Clinic/Field: Minimum 15-240*

Examination of current topics related to the fire service. Specific topics to be announced in the schedule of classes for the semester in which this course is offered. Graded on a Pass or No Pass basis only. This course may be taken three times.

- 078 FIRE INSPECTION ACADEMY** **11 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Departmental Recommendations: FIRET 100 and FIRET 101*  
*Lecture: Minimum 176 hours per semester*  
 Preparation of an entry-level fire inspector for conducting fire inspections in new and existing buildings, in the use of effective written and oral communications, and in effective public relations methods.
- 079 DRIVER/OPERATOR 1 ACADEMY** **3 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: Firefighting 1 Certification*  
*Departmental Recommendation: FIRET 106*  
*Lecture: Minimum 32 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. This is a State Certified course.
- 080 FIRE INSTRUCTOR 1A** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 40 hours per semester*  
 Preparation for teaching fire service skills; development of course outlines, job breakdowns, behavioral objectives and lesson plans; study of occupational analysis, terms of instruction, teaching methods and the psychology of learning.
- 081 FIRE INSTRUCTOR 1B** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 40 hours per semester*  
 Preparation for teaching technical fire service skills; technical lesson plans, supplementary instruction sheets, test planning sheets, and written and oral examinations; fundamentals of evaluation, lesson plan formats and the principles of effective instruction.
- 082 FIRE PREVENTION 1A** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: FIRET 100 and FIRET 101*  
*Lecture: Minimum 40 hours per semester*  
 Study of fire prevention; focus on code use, improvement, enforcement and fire cause; consideration of flammable liquid, gases and solids, combustible dust and metals, explosive materials, properties of plastics, portable and fixed fire protection equipment. Successful completion of FIRET 082 and FIRET 083 fulfills the fire prevention requirements for California Fire Prevention Officer certification.
- 083 FIRE PREVENTION 1B** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: FIRET 082*  
*Lecture: Minimum 40 hours per semester*  
 Continuation of the study of fire prevention; focus on building construction, flame spread classifications, fire doors, exiting standards, calculation of occupant loads, smoke proof enclosures, sprinkler system design, basic electric and its hazards, fixed extinguishing systems, fire alarm systems, and detection systems and devices. Successful completion of Firet 082 and FIRET 083 fulfills the requirements of California Fire Prevention Officer certification.
- 084 FIRE MANAGEMENT 1** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 40 hours per semester*  
 Study of fire ground and fire department management; issues in management; external influences; decision making; stress; characteristics and source of goals; management by objectives; task analysis; motivation inventories; demotivators; productivity; management control; setting policy; organizational structures; delegation; principles of leadership; counseling; Equal Employment Opportunity guidelines; communication; handling disputes and grievances.
- 085 FIRE COMMAND 1A** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 40 hours per semester*  
 Examination of fire command through the simulation of first-alarm structural fires, including the role of a command officer, the fire protection tree, building typology, experience/knowledge/synergistic effects, fire behavior, heat transfer, flashover assessment, command pressures, stress and distress, concepts of decision making, emergency levels, decision models, management styles, tactical operation modes, operational planning, principles of command, issuing orders, command placement, directing fire scene forces, operational control, fire ground performance standards, command and control components.
- 086 FIRE COMMAND 1B** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: FIRET 085*  
*Lecture: Minimum 40 hours per semester*  
 Examination of fire command through the simulation of emergencies involving hazardous materials; identification of hazardous materials; safety priorities; chemical hazard planning; hazardous materials legislation; responsibility for pollution; coordinating resources and agencies; use of the DOT Emergency Response Guide Book; protective clothing and equipment; using Chemtrec; shipping documents; decision making models for hazardous materials incidents; concept of alternatives; environmental conditions; decontamination; command posts and staging areas; containers; diking, sealing, and containment; evacuation procedures.
- 087 FIRE INVESTIGATION 1A** **2.50 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 40 hours per semester*  
 Study of the principles of fire behavior; building construction; point of fire origin determination; motives of the fire setter; accidental ignition sources; incendiary fire indicators; structure of fire investigation; vehicle fire investigation; fire fatalities; investigation tools and documentation techniques; report writing; evidence recognition, documentation, and preservation; legal aspects of fire investigation; explosives and incendiary devices; juvenile fire setters; wildland fire investigation.



**088 FIRE INVESTIGATION 1B 2.50 UNITS***Associate Degree Applicable**Prerequisite: FIRET 087 and FIRET 100**Departmental Recommendation: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through the Crafton Hills College assessment process. Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 40 hours per semester*

Study of the principles of evidence collection and preservation, report writing, the juvenile fire setter, Penal Code, and other statutory provisions. Further develops principles learned in Fire Investigation 1A.

**089 FIRE PREVENTION 1C 2.50 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Principles of the basic hazards associated with flammable and combustible liquids and gases. Bulk storage, handling and transportation of gases and liquids.

**090-097A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

Selected studies related to fire technology. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

**100 FIRE PROTECTION ORGANIZATION 3 UNITS***CSU, Associate Degree Applicable**(Fa,Sp,Sm)**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through**the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and introduction to fire strategy and tactics. This course is one of three courses required before entrance into the Fire Academy.

**101 FIRE PREVENTION TECHNOLOGY 3 UNITS***CSU, Associate Degree Applicable**(Fa,Sp,Sm)**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through the Crafton Hills College assessment process.**Concurrent FIRET 100 or prior attendance with a minimum grade of C**Lecture: Minimum 48 hours per semester*

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

**102 FIRE BEHAVIOR AND COMBUSTION 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process. Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

**103 FIRE PROTECTION SYSTEMS 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: FIRET 100 and FIRET 101 with a minimum grade of C or better**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C or higher**Lecture: Minimum 48 hours per semester*

Information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

**104 FIRE APPARATUS AND EQUIPMENT 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Study of fire apparatus design including mobile and fixed apparatus; a review of construction specifications and performance capabilities; the effective deployment, utilization and performance of equipment under emergency conditions.

**106 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Lecture: Minimum 48 hours per semester*

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

**109 INTRODUCTION TO HAZARDOUS MATERIALS 3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Basic information about the properties of hazardous materials and the methods that are most appropriate for handling various kinds of accidents that can occur during fixed facility or transportation emergencies.

**111 PUBLIC EDUCATION OFFICER I 2.50 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Basic components of public fire education and fire prevention, and human behavior in fire as required by the California State Fire Marshal's Office. Partially completes the requirements for Public Education Officer I State certification.

**112 FIRE CONTROL FIRE AIRCRAFT RESCUE AND FIREFIGHTING 2.50 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Basic aircraft rescue including airport geography, airport firefighting communications, firefighting methods, aircraft types, firefighting apparatus and equipment and aircraft firefighting procedure.

**113 FIRE SERVICE CAREER PREPARATION 3 UNITS***Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: FIRET 100**Lecture: Minimum 48 hours per semester*

Preparation of students to successfully compete for a position in the Fire Fighting Profession. Includes academic skills testing, taking written, oral and physical agility tests and how to market skills.

**114 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: FIRET 100 and FIRET 101**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

This course provides the basic principles and history of firefighter life safety initiatives by focusing on the need for cultural and behavior change throughout the emergency services.

**115 FIREFIGHTER I BASIC TRAINING ACADEMY 12.50 UNITS***CSU, Associate Degree Applicable**Prerequisite: Admission to the Academy (Fa,Sp)**Corequisite: FIRET 049**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C or higher**Lecture: Minimum 100 hours per semester**Laboratory: Minimum 308 hours per semester*

The Crafton Hills College Fire Academy includes introduction to basic fire-fighting theory and skills, study of the characteristics and behavior of fire, hazardous materials response techniques, incident command principles and rescue techniques.

**116 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 UNITS***CSU, Associate Degree Applicable**Prerequisites: FIRET 100 and FIRET 101**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or MATH 090C as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

**118 WILDLAND FIRE CONTROL 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 or MATH 095C**Lecture: Minimum 48 hours per semester*

Study of the factors affecting wildland fire prevention, behavior, and control techniques.

**149 BASIC INCIDENT COMMAND SYSTEM 1 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

Study of interagency response to emergency situations at local, state, and federal levels; examination of systematic interagency activities, including such organizational concerns as operations, planning, logistics, and finance under a single or unified command system.

**170 BASIC WILDLAND FIRE ACADEMY 3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires, equipment use, basic wildland tactics, and incident command principles.

**180 OIL AND GAS FIRES 2.50 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the proper tactics and methods for response to oil and gas fires.

**183 AIRCRAFT ACCIDENTS 2.50 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the methods and tactics used in response to potential or active aircraft fire. Utilizing past aircraft accidents, case studies and post accident reports to evaluate and learn from tactics and strategies used during fire and rescue operations.

**186 AIRCRAFT RESCUE FIREFIGHTING BASIC ACADEMY 7.25 UNITS***Associate Degree Applicable*

*Prerequisite: FIRET 115 or proof of graduation from a state accredited basic firefighter academy or possession of a CA State Firefighter certificate. Proof of successful completion of the Crafton Hills College, Biddle, or C-Pat physical ability course within the last six months, or a statement of fitness from the current employer*

*Lecture: Minimum 98 hours per semester*

*Laboratory: Minimum 62 hours per semester*

Introduction to the basic firefighting theory and skills as required by the National Firefighting Protection Association for Aircraft Rescue firefighters.

**198 FIRE TECHNOLOGY WORKSITE LEARNING 2 - 4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: None*

*Corequisite: Must be working either paid or unpaid at a job directly related to the student's fire technology educational or occupational goal*

*Work Experience: 150-300 hours Paid Employment  
120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

**204 DEVELOPING A PERSONAL PHILOSOPHY OF LEADERSHIP 2.50 UNITS***CSU, Associate Degree Applicable**Prerequisite: None*

*Departmental Recommendation: Employment in Public Safety or Related Profession*

*Lecture: Minimum 40 hours per semester*

Introduces the California Public Safety Leadership Certificate Program, provides a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Personal exploration of self-core values and the development of a personal philosophy of leadership.

**205 ORGANIZATIONAL LEADERSHIP 2.50 UNITS***CSU, Associate Degree Applicable**Prerequisite: None*

*Departmental Recommendation: Employment in Public Safety or Related Profession*

*Lecture: Minimum 40 hours per semester*

Exploration of the leadership process within organizational settings. Leader-follower relationship and influence of organizational culture on leadership effectiveness, concept of defensive reasoning within organizations and theories and principles of organizational leadership.

**206 LEADING OTHERS 2 UNITS***CSU, Associate Degree Applicable**Prerequisite: None*

*Departmental Recommendation: Employment in Public Safety or Related Profession*

*Lecture: Minimum 32 hours per semester*

Provide the participant with the knowledge, skills, and abilities to effectively lead others. Explores the various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship between leaders and followers.

**207 ETHICS AND THE CHALLENGE OF LEADERSHIP 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None*

*Departmental Recommendation: Employment in Public Safety or Related Profession*

*Lecture: Minimum 48 hours per semester*

Exploration of the theories and practices of ethical leadership including the use of ethical decision-making models. Use of a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define the challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Development of strategies for leading in the challenging environment of public safety.

**220-245A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None*

*Lecture: Minimum 1-64 hours per semester and/or*

*Laboratory: Minimum 2-96 hours per semester and/or*

*Clinic/Field: Minimum 5-240 hours per semester*

Selected topics related to emergency services. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

**250-263A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None*

*Lecture: Minimum 1-64 hours per semester and/or*

*Laboratory: Minimum 2-96 hours per semester and/or*

*Clinic/Field: Minimum 5-240 hours per semester*

Special topics related to fire technology. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

**275 DRIVER OPERATOR 1A 2.50 UNITS***Associate Degree Applicable*

*Prerequisite: Contract, paid-call, or documented volunteer fire fighting experience*

*Lecture: Minimum 40 hours per semester*

Study of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures; maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions.

**276 DRIVER OPERATOR 1B 2.50 UNITS***Associate Degree Applicable**Prerequisite: FIRET 275**Lecture: Minimum 40 hours per semester*

Study of the types and design of fire pumps; principles of pumping; review of applied mathematics, hydraulic laws; application of mental hydraulic calculations and operation of pumps under fire ground conditions.

**277 HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL 1 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

Instruction in safe and competent response techniques for probable first responders on hazardous materials incidents at an operational level. Includes proper safe containment and protective action options, effective safety, isolation and notifications, identifying and assessing the hazard, and demonstrating proper information flow.

**THE FIRE TECHNOLOGY 500-LEVEL CLASSES  
DESCRIBED BELOW ARE OFFERED BY VARIOUS  
LOCAL FIRE AGENCIES THROUGH ADMISSIONS AND  
REGISTRATION PROCESSES  
AT CRAFTON HILLS COLLEGE**

**500X4 SWIFTWATER RESCUE 2.50 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Characteristics and variables of swiftwater; related terminology and equipment, hazards of and techniques for performing a swiftwater rescue. This course may be taken four times. Graded on a Pass or No Pass basis only.

**501X4 TRENCH RESCUE .25 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 4 hours per semester**Field: Minimum 12 hours per semester*

Instruction in the methods of evaluation and preparation to complete a trench rescue operation. Graded on a Pass or No Pass basis only. This course may be taken four times.

**502X20 FIRST RESPONDER OPERATIONS: DECONTAMINATION .50 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 6 hours per semester**Laboratory: Minimum 2 hours per semester*

Firefighter preparation to perform "Full/Primary" Decontamination in "Level B" personal protective equipment. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**503X4 CONFINED SPACE RESCUE OPERATIONS 1.25 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 12 hours per semester**Laboratory: Minimum 28 hours per semester*

Firefighter preparation to perform rescue operations in confined spaces, including regulations, safety, team evaluation, preplanning, assessment and pre-entry operations, atmospheric monitoring and monitoring devices, self-contained breathing apparatus, flash protection, personal protective equipment, confined space communications equipment. Graded on a Pass or No Pass basis only. This course may be taken four times.

**505 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS (S-390) 1-3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire Fire**Behavior Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Concepts required in calculating wildland fire behavior for safe and effective fire management operations. Includes local and regional fire behavior issues critical to wildland firefighting, comparison of the effects of daytime solar radiation and nighttime heat losses from various sources, descriptions of the effects of terrain, vegetation, clouds, and wind on relative humidity, three types of inversions, and their effects on wildland fire behavior.

Graded on a Pass or No Pass basis only.

**506 INTRODUCTION TO INCIDENT COMMAND SYSTEM (I-100) 0.50 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester*

Principles of the Incident Command System (ICS) and basic ICS structure and terminology. Graded on a Pass or No Pass basis only.

**507 CREW BOSS (S-230) 1-3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire**Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Identifies the hazards and risks on wildland fires and teaches the tactics appropriate for the crew boss during various wildland fire situations, crew boss responsibilities. Graded on a Pass or No Pass basis only.

**509 INTERMEDIATE FIRE BEHAVIOR (S-290) 1-3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire**Coordinating Group.**Lecture: Minimum 16-48 hours per semester*

Study of wildland fire behavior and effective and safe fire management operations. Graded on a Pass or No Pass basis only.

**510 SAFETY OFFICER (S-404) 1-3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire**Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Instruction and training in the requirements necessary to perform the duties of a safety officer. Graded on a Pass or No Pass basis only.

**511 BASIC INCIDENT COMMAND SYSTEM (200)**

*Associate Degree Applicable* **.05-2 UNITS**  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 8-32 hours per semester*

Basic introduction to the Incident Command System. Provides the foundation for taking an active part as a member of a fire incident. Graded on a Pass or No Pass basis only.

**512 INTERMEDIATE INCIDENT COMMAND SYSTEM (I-300) 1-3 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 16-48 hours per semester*

Instruction for providers who will be assigned to the Incident Command System supervisory positions. Includes management of resources, description of duties of all positions, and the essential principles necessary for incident and event planning. Graded on a Pass or No Pass basis only.

**513 ADVANCED INCIDENT COMMAND SYSTEM (I-400)**

*Associate Degree Applicable* **1-3 UNITS**  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 16-48 hours per semester*

Instruction in the principle responsibilities, guidelines, and the purpose of the command and general staff in the Incident Command System. Graded on a Pass or No Pass basis only.

**514 ENGINE BOSS (S-231) 0.5-2 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 8-32 hours per semester*

Prepares advanced firefighters/squad bosses to function as an engine boss in the control of wildland fires. Graded on a Pass or No Pass basis only.

**515 DISPLAY PROCESSOR (S-245) .50-2 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 8-32 hours per semester*

Prepares participants to assume the function of Display Processor on a wildland fire incident. Includes determination of logistical needs, work material and work area, identification of sources of information, data collection, creation of maps, overlays and displays. Graded on a Pass or No Pass basis only.

**516 FIRE BUSINESS MANAGEMENT PRINCIPLES (S-260) 1.5-3 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 24-48 hours per semester*

Introduction to the fiscal issues of wildland firefighting. Includes employee responsibilities and conduct, recruitment of personnel and equipment, provision of fiscally sound equipment and personnel time recording. Graded on a Pass or No Pass basis only.

**517 FIRE OPERATIONS IN THE URBAN INTERFACE (S-205) 2-3 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 32-48 hours per semester*

Prepares initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property, and improvements. Graded on a Pass or No Pass basis only.

**518 ADVANCED FIREFIGHTER TRAINING (S-131) .50 - 2 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 8-32 hours per semester*

Provides advanced wildland firefighting training and education for firefighters to become qualified in the first level supervision position of Advanced Firefighter/Squad Boss. Graded on a Pass or No Pass basis only.

**519 CHECK-IN RECORDER/STATUS RECORDER (S-248)**

*Associate Degree Applicable* **0.50 - 2 UNITS**  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 8-32 hours per semester*

Instruction in Resource Unit organization, resource coding, check-in, resource status, operational planning worksheet, and keeping current status. Graded on a Pass or No Pass basis only.

**520 FIREFIGHTER TRAINING (S-130) 2 - 3 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 32-48 hours per semester*

Training for new firefighters in basic firefighting skills, and the knowledge necessary to effectively handle wildland fire situations. Graded on a Pass or No Pass basis only.

**521 BASE/CAMP MANAGER (S-254) 2 - 3 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 32-48 hours per semester*

Instruction in the skills necessary to perform the functions as a Base/Camp Manager on a wildland fire incident. Graded on a Pass or No Pass basis only.

**522 FIRING METHODS AND PROCEDURES (S-234) 1.50 - 3 UNITS**

*Associate Degree Applicable*  
*Prerequisite: As required by the National Wildfire Coordinating Group*

*Lecture: Minimum 24-48 hours per semester*

Application of safety considerations involved in a firing operation, maintenance and use of firing devices, the use of backfire, and the application of fire suppressions firing methods and practices. Graded on a Pass or No Pass basis only.

**523 DEMOBILIZATION UNIT LEADER (S-347) 1 - 3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Introduction to objectives, priorities, and constraints on demobilization from the planning chief, agency representative, and contractors. Obtaining identification and description of surplus resources and probable release times, developing release procedure and coordination and supervision of the immobilization process.

Graded on a Pass or No Pass basis only.

**524 SUPPLY UNIT LEADER (S-356) 1.5 - 3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 24-48 hours per semester*

Introduction to activities of the Supply Unit, setup and staff. Supply Unit organization and staffing and demobilization. Graded on a Pass or No Pass basis only.

**525 FOOD UNIT LEADER (S-357) 1.5 - 3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 24-48 hours per semester*

Introduction to the methodology for determining the method of feeding, obtaining the equipment and supplies to operate food service facilities at base and camps. Appropriate health and safety measures. Graded on a Pass or No Pass basis only.

**526 RESOURCES UNIT LEADER (S-348) 1.5 - 3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum of 24-48 hours per semester*

Instruction in gathering, posting, and maintaining incident resource status. Gathering, posting and maintaining transportation of support vehicles and personnel and the maintenance of a master list of all resources checked in at an incident. Graded on a Pass or No Pass basis only.

**527X20 MEDICAL FIRST RESPONDER UPDATE/RE-CERTIFICATION .05 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum of 8 hours per semester*

Meets the California Code of Regulations Title 22 requirements for the recertification of medical first responders. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**528 MEDICAL UNIT LEADER (S-359) 1.50 - 3 UNITS***Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 24-48 hours per semester*

Instruction in the determination of the level of emergency medical activities, activating the medical unit, preparation of the medical emergency plan and response to the requests for medical aid. Graded on a Pass or No Pass basis only.

**529 IQCS INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM .75 - 1 UNIT***Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 15-22 hours per semester*

Instruction in the use of the Incident Qualification and Certification System computer application. Graded on a Pass or No Pass basis only.

**530X2 RESOURCE ORDERING AND STATUS SYSTEM (ROSS DISPATCHER) 1.5 UNITS***Prerequisite: None**Lecture: Minimum 22 hours per semester**Laboratory: Minimum 10 hours per semester*

Instruction in the use of the Dispatch portion of the ROSS computer application. Mandatory for all Federal Wildland Agencies. Offered for Pass or No Pass only. This course may be taken two times.

**531X20 ANNUAL FIRE SAFETY REFRESHER TRAINING .25 - 2.5 UNITS***Prerequisite: None**Lecture: Minimum 4-43 hours per semester*

Mandated annual refresher training for all USFS personnel assigned to fires that are routinely within the fire perimeter. Includes Incident support personnel, Line going personnel and Fire suppression modules. Graded on a Pass or No Pass basis only. This course may be taken twenty times.

**532 LOW ANGLE ROPE RESCUE OPERATIONAL .50 UNIT***Prerequisite: None**Laboratory: Minimum 24 hours per semester*

Provides low angle rope rescue operations for responders. Includes over-the-side operations for vehicle accidents, hiking mishaps, swift water rescue, or search and rescue activities in an urban or remote environment. Prerequisite for Rescue Systems 1. Graded on a Pass or No Pass basis only.

**902X4 FIREFIGHTER PHYSICAL AGILITY PREPARATION 3.00 UNITS***Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: PE/I 070X4**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 72 hours per semester*

Preparation of pre-entry level fire technology students to develop a program of fitness, wellness and to successfully pass a Firefighter physical agility examination. Particular instruction in nutrition, fitness, physical development and the necessary agility skills needed to continue a healthy and safe career in the fire service.

## FRENCH (FRENCH)

Department: Communication and Language  
Faculty Chair: Jeffrey Schmidt, M.A

### A student completing courses in this field will be able to:

- Demonstrate language proficiency by writing and speaking French at a beginning level
- Interpret written and spoken messages in French at a beginning level
- Demonstrate appropriate knowledge of the French-speaking world regarding social interactions, beliefs, values, arts, literature, music and geography
- Define the concept of culture, appreciate other cultures and interact with members of those cultures in relation to their own
- Apply their knowledge of French language and culture beyond the classroom in interactions within multicultural communities and the world

**101 COLLEGE FRENCH I** **5 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*

*Lecture: Minimum 80 hours per semester*

Study of introductory French to develop linguistic and cultural proficiency and comprehension through conversation, reading, writing short compositions, and grammar exercises.

NOTE: This course corresponds to the first year of high school French.\* No credit granted if taken after FRENCH 102.

**102 COLLEGE FRENCH II** **5 UNITS**  
*UC, CSU, Associate Degree Applicable* (Sp)  
*Prerequisite: FRENCH 101*

*Lecture: Minimum 80 hours per semester*

Study of advanced introductory French, focused also on speech arts in both oral and written expression promoting linguistic and cultural proficiency. Includes instruction in comprehension, conversation, reading, composition writing and grammar.

NOTE: This course corresponds to the second year of high school French.

## GEOGRAPHY (GEOG)

Department: Physical & Biological Sciences  
Faculty Chair: Kelly Boebinger, M.S.  
Faculty: Richard Hughes, M.S.

The Geography Program of Crafton Hills College exposes the student to the primary processes, concepts, and theories that pertain to the geosciences and related fields relevant to geography. Students will learn that a knowledge of geographical principles is invaluable in the world of today.

### ASSOCIATE OF SCIENCE DEGREE GEOGRAPHY

REQUIRED COURSES:		UNITS
GEOG 110	Physical Geography	(3.00)
	<b>OR</b>	
GEOG 110H	Physical Geography-Honors	(3.00)
GEOG 111	Physical Geography Laboratory	1.00
GEOL 100	Physical Geology	(4.00)
	<b>OR</b>	
GEOL 100H	Physical Geology-Honors	(4.00)
	<b>OR</b>	
GEOL 101	Introduction to Geology	(3.00)
	<b>AND</b>	
GEOL 160	Geology Laboratory	(1.00)
	<b>OR</b>	
GEOL 101H	Introduction to Geology-Honors	(3.00)
	<b>AND</b>	
GEOL 160	Geology Laboratory	(1.00)
GEOG 175	Introduction to Information Mapping	3.00
<i>Select at least eight (8) units from the following list:</i>		
CHEM 101	Introduction to Chemistry	(4.00)
	<b>OR</b>	
CHEM 150	General Chemistry I	(5.00)
CHEM 151	General Chemistry II	5.00
GEOG 120	World Regional Geography	3.00
GEOL 112	Historical Geology	4.00
GEOL 175X4	Geology of the Eastern Mojave Desert	1.00
GEOL 180X4	Geology of the Joshua Tree National Park	1.00
GEOL 181X4	Geology of the Anza Borrego Region	1.00
GEOL 190X4	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270X4	Geology of the Eastern Sierra Nevada	1.00
POLIT 102	California Politics and Culture	3.00
OCEAN 101	Elements of Oceanography	(3.00)
	<b>OR</b>	
OCEAN 101H	Elements of Oceanography-Honors	(3.00)
MATH 103	Plane Trigonometry	4.00
	<b>TOTAL UNITS</b>	<b>19.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**A student receiving a degree in this field will be able to:**

- Demonstrate an understanding of the types of plate tectonic boundaries and the typical features associated with those boundaries, such as volcanoes and earthquakes
- Utilize critical thinking skills to interpret, apply and/or evaluate an Earth Science topic, such as the concept of scale
- Students will be able to collect, analyze and interpret information and clearly articulate the results through their writing, speech or other acceptable style of presentation
- Display knowledge in the basic areas of Earth Science that are appropriate to each Earth Science course

**110 PHYSICAL GEOGRAPHY 3 UNITS***UC, CSU, Associate Degree Applicable (Fa,Sp)**Prerequisite: None**Departmental Recommendation: Concurrent enrollment in GEOG 111**Lecture: Minimum 48 hours per semester and field trips*

A spatial study of Earth's dynamic physical systems and processes. Topics include Earth-sun relationships, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and fieldtrips.

**110H PHYSICAL GEOGRAPHY-HONORS 3 UNITS***UC, CSU, Associate Degree Applicable (Fa,Sp)**Prerequisite: None**Departmental Recommendation: Concurrent enrollment in GEOG 111**Lecture: Minimum 48 hours per semester and field trips*

A spatial study of Earth's dynamic physical systems and processes. Topics include Earth-sun relationships, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and fieldtrips. This course includes content and experiences appropriate for students wishing to earn honors credit.

**111 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT***UC, CSU, Associate Degree Applicable (Fa,Sp)**Prerequisite/Corequisite: GEOG 110 or GEOG 110H**Laboratory: Minimum 48 hours per semester*

Laboratory exercises designed to utilize the tools of geologic inquiry, including physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips. The laboratory studies are closely coordinated with the lecture topics.

**114 WEATHER AND CLIMATE 3 - 4 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester and field trips**Laboratory: Minimum up to 48 hours per semester*

Study of the earth's atmospheric phenomena, emphasizing the causes and regional distribution of weather and climate. (4 unit course includes a lab.)

**119X4 SELECTED STUDIES IN GEOGRAPHY 1 UNIT***UC\*, CSU, Associate Degree Applicable**Prerequisite: GEOG 110**Independent Study: Minimum of 48 hours per semester*

This course allows students with an interest in geography to pursue further knowledge in a specific topic of their choice with the help of the instructor. Assigned topics will involve both library/Internet research and field work. This course may be taken four times.

\* UC will determine units granted AFTER transfer.

**120 WORLD REGIONAL GEOGRAPHY 3 UNITS***UC, CSU, Associate Degree Applicable (Sp)**Prerequisite: None**Lecture: Minimum 48 hours per semester*

An introduction to world geography emphasizing the nature of major world culture regions, their social structure, religions, governments and economics.

**126 GEOGRAPHY OF CALIFORNIA 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester and field trips*

Historical study of each general region in California (seashore, mountain, valley, desert) in terms of five ingredients: land, vegetative cover, fauna, water, and air.

**175 INTRODUCTION TO INFORMATION 3 UNITS****MAPPING (Sp)***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to GIS using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization. This course is also offered as CIS 175.



# GEOLOGY (GEOL)

Department: Physical & Biological Sciences  
 Faculty Chair: Kelly Boebinger, M.S.  
 Faculty: Richard Hughes, M.S.

The Geology Program of Crafton Hills College exposes the student to the primary processes, concepts, and theories that pertain to the geological sciences and related fields relevant to geology. Students will learn how geology is part of everything on Earth at both the small as well as large scale.

## ASSOCIATE OF SCIENCE DEGREE GEOLOGY

REQUIRED COURSES:		UNITS
GEOL 100	Physical Geology	(4.00)
	<b>OR</b>	
GEOL 100H	Physical Geology-Honors	(4.00)
	<b>OR</b>	
GEOL 101	Introduction to Geology	(3.00)
	<b>AND</b>	
GEOL 160	Geology Laboratory	(1.00)
	<b>AND</b>	
GEOL 112	Historical Geology	4.00
CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
PHYSIC 200	Physics I	6.00

## TWO UNITS FROM THE FOLOWING FIELD COURSES:

		UNITS
GEOL 170X4	Geologic History of the Great Basin	1.00
GEOL 175X4	Geology of the Eastern Mojave Desert	1.00
GEOL 180X4	The Geology of Joshua Tree National Park	1.00
GEOL 181X4	Geology of the Anza Borrego Region	1.00
GEOL 190X4	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270X4	Geology of the Eastern Sierra Nevada	1.00
<b>TOTAL UNITS</b>		<b>34.00</b>

RECOMMENDED COURSES:		UNITS
GEOL 175	Introduction to Information Mapping	3.00
GEOL 170X4	Geologic History of the Great Basin	1.00
GEOL 175X4	Geology of the Eastern Mojave Desert	1.00
GEOL 180X4	The Geology of Joshua Tree National Park	1.00
GEOL 181X4	Geology of the Anza Borrego Region	1.00
GEOL 190X4	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270X4	Geology of the Eastern Sierra Nevada	1.00
GEOL 250	Geology of California	3.00
GEOL 251	Geology of National Parks and Monuments	3.00
OCEAN 101	Elements of Oceanography	3.00
PHYSIC 201	Physics II	6.00

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associ-

ate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

### A student receiving a degree in this field will be able to:

- Demonstrate an understanding of the types of plate tectonic boundaries and the typical features associated with those boundaries, such as volcanoes and earthquakes.
- Utilize critical thinking skills to interpret, apply and/or evaluate an Earth Science topic, such as the concept of scale
- Students will be able to collect, analyze and interpret information and clearly articulate the results through their writing, speech or other acceptable style of presentation
- Display knowledge in the basic areas of Earth Science that are appropriate to each Earth Science course

### 100 PHYSICAL GEOLOGY

UC, CSU, Associate Degree Applicable

**4 UNITS**

(Fa,Sp,Sm)

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester and field trips

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that create the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips. The laboratory studies are closely coordinated with the lecture topics.

### 100H PHYSICAL GEOLOGY-HONORS

UC, CSU, Associate Degree Applicable

**4 UNITS**

(Fa,Sp,Sm)

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that create the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips. The laboratory studies are closely coordinated with the lecture topics. This course includes content and experience appropriate for students wishing to earn honors credit.

### 101 INTRODUCTION TO GEOLOGY

UC, CSU, Associate Degree Applicable

**3 UNITS**

(Fa,Sp,Sm)

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that form the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips.

**101H INTRODUCTION TO GEOLOGY-HONORS 3 UNITS**

CSU, Associate Degree Applicable (Fa,Sp,Sm)

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that form the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips. This course includes content and experiences appropriate for students wishing to earn honors credit.

**112 HISTORICAL GEOLOGY 4 UNITS**

UC\*, CSU, Associate Degree Applicable (Odd Sp)

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

The course will provide the student with the opportunity to recognize basic scientific principles and to apply those principles to historical geology. Each student will be able to understand geologic time and how the Earth has evolved throughout its geologic history.

\*GEOL 112 and GEOL 113, maximum UC credit one course.

**113 EARTH AND LIFE HISTORY 3 UNITS**

UC\*, CSU, Associate Degree Applicable (Odd Sp)

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester

Introduction to the study of geologic history. Evolution of the Earth both geologically and biologically from its inception through the present day and the geologic processes responsible for its constant reshaping and continued morphological change of the planet and its life forms. Emphasis will be on the historical and geological development of North America. Field studies are required.

\* GEOL 112 and GEOL 113, maximum UC credit one course.

**150 GEOLOGY AND THE ENVIRONMENT 3 UNITS**

UC, CSU, Associate Degree Applicable (Even Sp)

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester and field trips

Introduction to the interrelationships among geologic processes, earth materials and humans, emphasizing geologic hazards (mass movements such as landslides, earthquakes, volcanoes, etc.), the problems of urbanization (waste management, energy and the environment, and desertification), and natural resources, including the issues involved with their extraction. Emphasis will be on case studies within California. Field studies are required.

**160 GEOLOGY LABORATORY 1 UNIT**

UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)

Prerequisite: GEOL 101 or GEOL 101H

Laboratory: Minimum 48 hours per semester

Laboratory exercises designed to utilize the tools of geologic inquiry, including physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and fieldtrips. The laboratory studies are closely coordinated with the lecture topics.

**170X4 GEOLOGIC HISTORY OF THE GREAT BASIN 1 UNIT**

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 24 hours per semester

Discussion and observation of the physical and historical geology and natural history of the Great Basin province of the United States, with specific emphasis on the geology of Death Valley National Park. Lectures preparatory to the field study and geologic tools will be utilized to explore, understand, and observe the geology in the Great Basin and around Death Valley. Tools of geologic inquiry include field notes, hand lens, Brunton compass, topographic maps, aerial photographs, remote sensing, Geographic Information System (GIS), and Global Positional Systems (GPS). Students must attend the field study for successful course completion. This course may be taken four times. (Formerly GEOL 170ABC)

**175X4 GEOLOGY OF THE EASTERN MOJAVE DESERT 1 UNIT**

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 32 hours per semester

Discussion and observation of the physical and historical geology and natural history of the Great Basin of the United States, with specific emphasis on the geology of the Eastern Mojave Desert. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geology of the Eastern Mojave Desert. Students must attend a field trip to successfully complete the course. This course may be taken four times.

**180X4 THE GEOLOGY OF JOSHUA TREE NATIONAL PARK 1 UNIT**

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Any Earth Science course, such as GEOL 100, GEOL 101, GEOG 110 or OCEAN 101

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 32 hours per semester

Discussion and field observation of the physical and historical geology and natural history of the Joshua Tree National Park area. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geologic history of Joshua Tree National Park. Students must attend a field trip to successfully complete the course. This course may be taken four times.

**181X4 GEOLOGY OF THE ANZA BORREGO REGION 1 UNIT***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Any Earth Science course, such as GEOL 100, GEOL 101, GEOG 110 or OCEAN 101**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 32 hours per semester*

Discussion and field observation of the physical and historical geology of the Anza Borrego Region in San Diego County, CA. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geology of the region. Students must attend a field trip to successfully complete the course. This course may be taken four times.

**190X4 GEOLOGY OF THE EASTERN SIERRA NEVADA, NORTHERN SECTION 1 UNIT***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Any Earth Science course, such as GEOL 100, GEOL 101, GEOG 110 or OCEAN 101**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 32 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the northern part of the Sierra Nevada, including Mammoth Mountain and the Long Valley Caldera. Lectures prior to the field study and geologic tools will be utilized to observe, explore, and understand the geology of the area. Students must attend a field trip to successfully complete the course. This course may be taken four times.

**246X4 SPECIAL PROBLEMS IN GEOLOGY 1 UNIT***UC\*, CSU, Associate Degree Applicable**Prerequisite: GEOL 100 or GEOL 101**Independent Study: Minimum 48 hours per semester*

This course allows students with an interest in geography to pursue further knowledge in a specific topic of their choice with the help of the instructor. Assigned topics will involve both library/Internet research and field work. This course may be taken four times.

\* UC will determine units granted AFTER transfer.

**250 GEOLOGY OF CALIFORNIA 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160**Lecture: Minimum 48 hours per semester and field trips*

Introduction to the interrelationship among the geologic processes that created the state of California. Each of the twelve geomorphic provinces will be examined with respect to their physical and historical geologic background. The geologic hazards of California will be discussed. Case studies will be focused on southern California.

**251 GEOLOGY OF NATIONAL PARKS AND MONUMENTS 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: GEOL 101**Lecture: Minimum 48 hours per semester and field trips*

This course consists of a study of the geology of selected national parks and monuments of the United States. Emphasis will be on the geologic process that formed each park or monument. This course will include a field study.

**260 INTRODUCTION TO FIELD GEOLOGY 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Any course in Geology, Geography or Oceanography**Lecture: Minimum 32 hours per semester**Field: Minimum 60 hours per semester*

Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Students must attend the field studies for successful completion of the course.

**270X4 GEOLOGY OF THE EASTERN SIERRA NEVADA 1 UNIT***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 32 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with specific emphasis on the geology of Eastern Sierra Nevada. Lectures preparatory to the field trip and geologic tools will be utilized to explore, understand, and observe the geology in the southern section of the Sierra Nevada (from Ridgecrest area to north of Big Pine, CA). Students must attend the field trip to successfully complete the course. This course may be taken four times. (Formerly GEOL 270ABC)

# HEALTH EDUCATION (HEALTH)

Department: Health & Physical Education  
 Faculty Chair: Janine Ledoux, Dr.P.H.  
 Ralph abago,R .S. M  
 Faculty: Janine Ledoux, Dr.P.H.

## A Student completing courses in this field will be able to:

- Demonstrate their understanding of sound nutritional practices by establishing a healthy eating plan
- Identify and choose behaviors that have a positive influence on specific health issues
- Demonstrate an understanding of the manifestations of the mind-body connections
- Articulate an understanding of the benefits associated with healthful living practices

### **102 BIOLOGICAL PRINCIPLES OF HEALTH** **3 UNITS** *UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and noninfectious diseases and risk factors (i.e. smoking, substance abuse, improper diet and inactivity).

### **263 NUTRITION AND HEALTH** **3 UNITS** *UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: None*

*Departmental Recommendation: MATH 952 or*

*MATH 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Review of the literature on the basic nutrients: Protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for healthy individuals. Study of the relationship between lifestyle factors and disease in America. In-depth analysis of emotional stress with practical application of principles for stress reduction. This course is also offered as PE 263.

# HISTORY (HIST)

Department: Social Science  
 Faculty Chair: Julie Davis-McKee, M.A.  
 Faculty: Jane Beitscher, Ph.D.

## **ASSOCIATE OF ARTS DEGREE HISTORY**

### **REQUIRED COURSES:**

### **UNITS**

HIST 100	History of the United States to 1877	3.00
HIST 101	History of the United States 1865 to Present	3.00
HIST 160	History of Western Civilization: From the Neolithic Revolution to the Renaissance	3.00
HIST 161	History of Western Civilization: From the Renaissance to the Cold War	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE)	3.00
HIST 171	World Civilizations (1500 CE to the Present)	3.00

### *Select six units from the following list:*

GEOG 110	Physical Geography	(3.00)
PHIL 103	Introduction to Logic: Argument and Evidence	(3.00)
POLIT 100	American Politics	(3.00)
<b>TOTAL UNITS</b>		<b>24.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

### **A student receiving a degree in this field will be able to:**

- Demonstrate an understanding that History shares with English a narrative tradition that relies on the written word to tell its story by evaluating documents
- Discuss and appraise the influence of multiple factors or "causes" in an historical event or development
- Recognize and evaluate the influence of contingency or chance in an historical event or development
- Compare, contrast and evaluate the influence or role of actions or inaction in determining an outcome in an historical event or development
- Considering History's multidiscipline nature, describe and appraise the role that "environment" (physical, social, cultural, technological and economic, etc.) may play in an historical event or development
- Critique and evaluate an historical event or development as a study of human activity and conclude how it informs us about human nature
- Analyze and evaluate an historical event or development that demonstrates the fact that at times we cannot have absolute certainty about what happened in the past

**100 HISTORY OF THE UNITED STATES TO 1877 3 UNITS**  
(Fa,Sp,Sm)*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level**Lecture: Minimum 48 hours per semester*

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation.

**100H HISTORY OF THE UNITED STATES TO 1877- HONORS 3 UNITS***UC, CSU, Associate Degree Applicable**Departmental Recommendation: English 101 or ENGL 101H**Lecture: Minimum 48 hours per semester*

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation. This course includes content and experiences appropriate for students wishing to earn honors credit.

**101 HISTORY OF THE UNITED STATES 1865 TO PRESENT 3 UNITS**  
(Fa,Sp,Sm)*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level**Lecture: Minimum 48 hours per semester*

Survey of American history 1865 to the present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society.

**101H HISTORY OF THE UNITED STATES 1865 TO PRESENT- HONORS 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 101 or ENGL 101H**Lecture: Minimum 48 hours per semester*

Survey of American history 1865 to present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society. This course includes content and experiences appropriate for students wishing to earn honors credit.

**107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

History of the North American Indian from first contact through conquest and reservation life to the present; examination of modern Indian communities, including red power, urban life and current problems, including material on traditional Indian cultures. This course is also offered as ANTHRO 107.

**135 RELIGION IN AMERICA 3 UNITS**  
(Fa,Sp)*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level**Lecture: Minimum 48 hours per semester*

Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as RELIG 135.

**145 CALIFORNIA HISTORY 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process and Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level**Lecture: Minimum 48 hours per semester*

Survey of California history from the pre-Columbian period to the present. Introduction to key issues and developments in social, political, economic, technological, geographic and cultural aspects vital to the growth of California from a colonial outpost to a highly diverse modern state.

**160 HISTORY OF WESTERN CIVILIZATION: FROM THE NEOLITHIC REVOLUTION TO THE RENAISSANCE 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

An introductory survey of the political, economic, social, and intellectual developments in the Near East and Western Europe from 3500 BCE to 1500 CE. Traces the development of these institutions from the "cradle of civilization" to the Renaissance.

**161 HISTORY OF WESTERN CIVILIZATION: FROM THE RENAISSANCE TO THE COLD WAR 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Survey of the political, economic, social and intellectual developments that form the basis for Western Civilization from the Renaissance to the Cold War.

**164 HISTORY OF GREAT BRITAIN FROM PREHISTORIC TIMES TO 1688 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 and Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Political, economic and cultural study of Great Britain (England, Scotland, Ireland, Wales) from Stonehenge to the Glorious Revolution.

**170 WORLD CIVILIZATIONS (3500 BCE-1500 CE) 3 UNITS***UC, CSU, Associate Degree Applicable**(Fa,Sp)**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from the earliest societies through the classical to 1500 CE. The course focuses on the ethno-cultural traditions of the Middle East, Asia, Greece, Rome and medieval Europe.

**170H WORLD CIVILIZATIONS (3500 BCE-1500 CE) - HONORS 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 101 or ENGL 101H**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from the earliest societies through the classical to 1500 CE. The course focuses on the ethno-cultural traditions of the Middle East, Asia, Greece, Rome and medieval Europe. This course includes content and experiences appropriate for students wishing to earn honors credit.

**171 WORLD CIVILIZATIONS (1500 CE TO THE PRESENT) 3 UNITS***(Fa,Sp)**UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. HIST 171 focuses on modern western and non-western history, culture and socio-political structures and the effect of modern technology, colonialism and revolution in the world.

**171H WORLD CIVILIZATIONS (1500 CE TO THE PRESENT) - HONORS 3 UNITS***UC, CSU, Associate Degree Applicable**Departmental Recommendation: ENGL 101 or ENGL 101H**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500 CE to the present. History 171 focuses on modern western and non-western history, culture and socio-political structures and the effect of modern technology, colonialism and revolution in the world. This course includes content and experiences appropriate for students wishing to earn honors credit.

## INTERDISCIPLINARY STUDIES (INTDIS)

Department:

Social Science

Faculty Chair:

Julie Davis-McKee, M.A.

**101 THE HUMANITIES I: PREHISTORIC TO MEDIEVAL 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

The study of humanities through the arts and idea of earliest civilization through the Medieval period. Development of the understanding of historical context, basic elements, meaning, form, and critical evaluation skills as they relate to the humanities.

**102 THE HUMANITIES II: RENAISSANCE TO POST MODERN 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of humanities through the arts and ideas of the Renaissance through the present. Development of the understanding of historical context basic elements, meaning, form, and critical evaluation skills as they relate to the humanities.

**103 HUMANITIES: THE ARTS AND CULTURE OF LOS ANGELES** **1 UNIT***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Study of humanities in Los Angeles through the major arts: architecture, film, music, sculpture, dance, drama, photography, literature, performance art, and painting. Development of the understanding of historical context, basic elements, meaning, form, and critical evaluation skills as they relate to the arts.

**140 HUMANITIES THROUGH THE ARTS** **3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process.*

*Lecture: Minimum 48 hours per semester*

Study of humanities through seven major arts: film, drama, music, literature, painting, sculpture, and architecture. Development of the understanding of historical context, basic elements, meaning, form, and critical evaluation skills as they relate to art.

**200A THE HONORS EXPERIENCE: WORLD WAR I** **3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

In-depth study of the political, economic, social and cultural aspects of World War I, from its origins to its aftermath through the 1920s and 1930s. Seminar experience for students participating in the college honors program. Advanced study of an interdisciplinary theme synthesizing knowledge from the natural sciences, humanities and/or social sciences. Exploration accomplished through substantial analytical reading and writing, in-class discussions, oral presentations, and other activities. Introduction to methods of original research.

**200B-Z THE HONORS EXPERIENCE** **3 UNITS***Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Seminar experience for students participating in the college's honors program. Advanced study of an interdisciplinary theme synthesizing knowledge from the natural sciences, humanities and/or social sciences. Exploration accomplished through substantial analytical reading and writing, in-class discussions, oral presentations, and other activities. Introduction to methods of original research. See the current schedule of classes for specific theme.

**JAPANESE (JAPN)**

Department:

Communication and Language

Faculty Chair:

Jeff Schmidt, M.A.

**101 COLLEGE JAPANESE I** **5 UNITS**  
*UC\*, CSU\*, Degree Applicable*  
*(Fa,Sp)**Prerequisite: None**Lecture: Minimum 80 hours per semester*

Introductory study of Japanese language and culture, with a special emphasis on communication in daily life. Introduction to Hiragana and Katakana (Japanese alphabets), fundamental grammatical structures and Kanji characters. Development of listening, speaking, reading and writing skills. Note: This course corresponds to the first year of high school Japanese.

\*No credit granted if taken after JAPN 102, 103, 104.

**102 COLLEGE JAPANESE II** **5 UNITS**  
*UC\*, CSU\*, Degree Applicable*  
*(Sp)**Prerequisite: JAPN 101**Lecture: Minimum 80 hours per semester*

A continuation of JAPN 101. Further development of students' listening, speaking, reading and writing skills. Study of increasingly more complex grammatical structures, Kanji characters and nonverbal behaviors. Note: This course corresponds to the second year of high school Japanese. \*No credit granted if taken after JAPN 103 or 104.

**103 COLLEGE JAPANESE III** **4 UNITS**  
*UC\*, CSU\*, Degree Applicable**Degree Applicable**Prerequisite: JAPN 102**Lecture: Minimum 64 hours per semester*

A continuation of JAPN 102. Further development of students' listening, speaking, reading and writing skills. Study of increasingly more complex grammatical structures, Kanji characters and speech styles. \* No credit granted if taken after JAPN 104.

**104 COLLEGE JAPANESE IV** **4 UNITS**  
*UC, CSU, Degree Applicable**Prerequisite: JAPN 103**Lecture: Minimum 64 hours per semester*

A continuation of JAPN 103. Further development of students' listening, speaking, reading and writing skills. Study of increasing more complex grammatical structures, Kanji characters, honorific and humble expressions and conversational skills.

## JOURNALISM (JOUR)

Department: Communication and Language  
 Faculty Chair: Jeff Schmidt, M.A  
 Faculty:

### A student completing courses in this field will be able to:

- Describe the role and influence of mass media on society, both in historical and contemporary contexts
- Analyze and evaluate mass communication messages toward the goal of becoming a more critical consumer of the media
- Demonstrate the ability to write in the journalistic style
- Gather, assess, synthesize and present information for diverse reading audiences
- Make informed, ethical choices regarding one's own communication behavior

### **120 FUNDAMENTALS OF NEWS WRITING 3 UNITS**

*UC, CSU, Associate Degree Applicable (Sp)*

*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Study of the basic principles of journalism. Development of skills associated with evaluating, gathering and writing news in accepted journalistic style. Introduction to the role of the reporter in news organizations, news reporting techniques and legal and ethical issues related to journalism. This course is also offered as ENGL 120.

### **135 MASS COMMUNICATION IN SOCIETY 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as SPEECH 135.

## LEARNING RESOURCES (LRC)

Department: Learning and Instructional  
 Resources  
 Faculty Coordinator: Robert Brown, M.A.

### **900X4 LEARNING RESOURCES LABORATORY 0 UNIT**

*Not applicable to the Associate Degree (Fa,Sp,Sm)*

*Prerequisite: None*

*Corequisite: Enrollment in at least one other course at*

*CHC Laboratory: Minimum 1-500 hours per semester*

Provides academic support services to students enabling them to succeed in various content area classes, such as English, Math, Science, Foreign Language, and vocational courses. Activities may include supervised individual or group tutorial services, computer assisted instruction, video viewing and testing to augment direct instruction and to facilitate student learning. Designed to meet the needs of students from various educational preparations, ethnic backgrounds, cultures, and socioeconomic levels. This course may be taken four times.

### **960X4 DEVELOPMENTAL .50 - 2 UNITS**

#### **STUDY TECHNIQUES**

*(Fa,Sp)*

*Not applicable to the Associate Degree*

*Prerequisite: None*

*Laboratory: Minimum 24-96 hours per semester*

This course provides participation in programs individually designed to assist students in their mastery of basic study techniques necessary for successful achievement in college courses. Some topics that may be addressed are note-taking, test preparation, textbook reading, and time management. This course may be taken four times. (Formerly READ 960ABCD, READ 961ABCD, READ 962ABCD and READ 963ABCD)



## LIBRARY SCIENCE (LIBR)

Department: Learning and Instructional Resources  
Faculty Coordinator: Laura Winningham, M.A., M.S.

### 100 INTRODUCTION TO LIBRARY RESEARCH AND INFORMATION COMPETENCY 3 UNITS

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

An introduction to information competency and development of skills necessary to perform academic and personal research using library resources, electronic databases and the Internet. Includes guidance through the process of selecting, analyzing and citing various information sources and application of the research process to a variety of information needs: term papers, coursework, careers, and lifelong learning. This course will prepare students for college-level research in all disciplines.

### 110 INFORMATION LITERACY 1 UNIT

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

An introduction to the dynamics of information literacy and research skills. Students will be introduced to the skills necessary to perform academic and personal inquiries by using a wide variety of information resources to find, analyze, organize and present information in a legal and ethical manner. Includes the procedures for locating, selecting, analyzing and citing various information needs, e.g., term papers, coursework, careers, and lifelong learning. This course will prepare students for college-level research in all disciplines.

## MARKETING (MARKET)

Department: Business & Information Technology  
Faculty Chair: Denise Hoyt, M.A.  
Faculty: Robert O'Toole, M.B.A.

### MARKETING MANAGEMENT CERTIFICATE

The objective of this certificate is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the marketing field, and to acquaint the student with the various sub-functions within the overall field of marketing. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including retail sales clerk, outside sales representative, advertising, merchandiser, distribution, or customer service representative.

Completion of the following 32.00 units qualifies the student for the Marketing Management Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 105	Small Business Management	3.00
BUSAD 145/ SPEECH 145	Business Communication	4.00
BUSAD 155/ SPEECH 155	Human Relations in the Workplace	(3.00)
<b>OR</b>		
SPEECH 111	Interpersonal Communication	(3.00)
<b>OR</b>		
SPEECH 140	Small Group Communication	(3.00)
<b>AND</b>		
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
CIS 111	Web Page Programming and Design	3.00
CIS 163	Introduction to PhotoShop	3.00
MARKET 100	Marketing Principles	3.00
MARKET 110	Advertising	3.00
<b>TOTAL UNITS</b>		<b>32.00</b>

A student receiving a certificate in this field will be able to:

- Demonstrate the ability to explain and apply marketing principles pertaining to promotion, advertising, public relations, and personal selling
- Demonstrated the ability to explain the major legislative acts and issues in ethics and social responsibility as they pertain to marketing and advertising
- Demonstrate the ability to explain the various trade alliance and market mechanisms affecting global marketing
- Demonstrate the ability to explain and apply the various types and sources of marketing research, product research, and media research information
- Demonstrate the ability to explain the functions of the operating and merchandising divisions within retailing operations

### 100 MARKETING PRINCIPLES 3 UNITS

*CSU, Associate Degree Applicable*

*(Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendations: ENGL 015; Reading:*

*Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent*

*Lecture: Minimum 48 hours per semester*

Principles and methods of marketing as practiced by all successfully managed business firms; covers such topics as demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising, and personal selling.

**105 SALESMANSHIP PRINCIPLES****3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 015; Reading:**Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent**Lecture: Minimum 48 hours per semester*

Study of the psychology involved in selling services, goods, ideas, and one's own personality; examination of the problems of analyzing the sales talk, making an adequate approach, meeting objectives and excuses, closing the sale, and others.

**106 RETAIL MANAGEMENT****3 UNITS***Associate Degree Applicable**(Fa, Sp)**Prerequisite: None**Departmental Recommendations: ENGL 015; Reading:**Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent**Lecture: Minimum 48 hours per semester*

Principles and practices used in the management of retail stores. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques and all aspects of the critical buying function.

**110 ADVERTISING****3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 015; Reading:**Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent**Lecture: Minimum 48 hours per semester*

Principles, purposes, and practices of advertising; analysis of the channels of trade, the importance of the correct appeal, style, trademarks, headlines, typography, color, layout, ethics, and other problems involved in effective advertising. No artistic ability required.

**198 MARKETING WORKSITE LEARNING 2 - 4 UNITS***CSU\*, Associate Degree Applicable**Prerequisite: None**Corequisite: Must be working either paid or unpaid at a job directly related to the student's marketing educational or occupational goal**Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

\* Transfer credit limits apply. See a counselor for details.

**MATHEMATICS (MATH)**

Department: Mathematics

Faculty Chairs:

Kathleen Gibson, M.A.

Sherri Wilson, .S. M

Faculty:

Robert Crise, M.A.

Merrill emingD .A. M

Kathleen Gibson, G.A. M

Jodi anley, M.A.

Stephen amirezR h.D. P

Sherri Wilson, .S. M

**ASSOCIATE OF SCIENCE DEGREE  
MATHEMATICS**

The mathematics department offers a major program which may be adapted to serve a variety of needs and interests. Students may develop elective patterns which will prepare them to transfer to an upper division mathematics program or for employment.

**REQUIRED COURSES:****UNITS**

MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

*Select five units from the following list:*

MATH 108/	Statistics	(4.00)
PSYCH 108		
MATH 115	The Ideas of Mathematics	(3.00)
MATH 265	Linear Algebra	(3.00)
MATH 266	Introduction to Ordinary Differential Equations	(3.00)
CIS 114	C++ Programming I	(3.00)
CIS 116	C++ Programming II	(3.00)
PHYSIC 110	General Physics I	(4.00)
PHYSIC 111	General Physics II	(4.00)
PHYSIC 200	Physics I	(6.00)
PHYSIC 201	Physics II	(6.00)
	<b>TOTAL UNITS</b>	<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**090 ELEMENTARY ALGEBRA****4 UNITS***Associate Degree Applicable**(Fa, Sp, Sm)**Prerequisite: MATH 952 or eligibility for MATH 090 as**determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Operations with algebraic expressions emphasizing polynomials. The algebra of integer exponents, the solution of first degree and literal equations, methods of factoring, an introduction to the solution of quadratic equations by factoring, graphing linear equations, systems of first degree equations in two variables, and introduction to rational expressions. Applications of these topics are included.

**090A ELEMENTARY ALGEBRA PART A 1.5 UNITS***Associate Degree Applicable**Prerequisite: MATH 952 or MATH 953X2 or equivalent as determined through the Crafton Hills College assessment process**Lecture: Minimum 16 hours per semester**Lab: Minimum 24 hours per semester*

Basic algebraic properties; manipulation of algebraic expressions, introduction to whole number exponents; solutions to linear equations and inequalities of one variable; literal equations. Applications for these topics are included. Credit cannot be earned for both MATH 090 and MATH 090A.

**090B ELEMENTARY ALGEBRA PART B 1.5 UNITS***Associate Degree Applicable**Prerequisite: MATH 090A**Lecture: Minimum 16 hours per semester**Lab: Minimum 24 hours per semester*

Manipulation of algebraic expressions emphasizing polynomials and operations on polynomials; graphing linear equations in two variables; algebra of integer exponents; solutions to systems of first degree equations in two variables. Applications of these topics are included. Credit cannot be earned for both MATH 090 and MATH 090B.

**090C ELEMENTARY ALGEBRA PART C 1 UNIT***Associate Degree Applicable**Prerequisite: MATH 090B**Lecture: Minimum 8 hours per semester**Lab: Minimum 24 hours per semester*

Operations with algebraic expressions emphasizing polynomials, methods of factoring, an introduction to the solution of quadratic equations by factoring, and an introduction to rational expressions. Applications are included. Credit cannot be earned for both MATH 090C and MATH 090. MATH 090ABC is the equivalent to MATH 090.

**095 INTERMEDIATE ALGEBRA 4 UNITS***Associate Degree Applicable (Fa,Sp,Sm)**Prerequisite: MATH 090 or MATH 090C or eligibility for MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

**095A INTERMEDIATE ALGEBRA PART A 1 UNIT***Associate Degree Applicable**Prerequisite: MATH 090 or MATH 090C or eligibility for MATH 095 or MATH 095C as determined through the Crafton Hills College assessment process**Lecture: Minimum 8 hours per semester**Lab: Minimum 24 hours per semester*

Study of absolute value and rational expressions; rational equations; set and interval notation. MATH 095ABC is equivalent to MATH 095. Credit cannot be granted for both MATH 095A and MATH 095. All three parts, MATH 095ABC are needed to meet the AA degree requirement.

**095B INTERMEDIATE ALGEBRA PART B 1.5 UNITS***Associate Degree Applicable**Prerequisite: MATH 095A**Lecture: Minimum 16 hours per semester**Lab: Minimum 24 hours per semester*

Study of rational exponents and radicals; quadratic and radical equations; complex numbers; absolute value and compound linear inequalities. MATH 095ABC is the equivalent to MATH 095. Credit cannot be granted for both MATH 095B and MATH 095. All three parts, MATH 095ABC are needed to meet the AA degree requirement.

**095C INTERMEDIATE ALGEBRA PART C 1.5 UNITS***Associate Degree Applicable**Prerequisite: MATH 095B**Lecture: Minimum 16 hours per semester**Lab: Minimum 24 hours per semester*

Study of operations with functions; distance and midpoint; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations. MATH 095ABC is the equivalent to MATH 095. Credit cannot be granted for both MATH 095C and MATH 095. All three parts, MATH 095ABC are needed to meet the AA degree requirement.

**102 COLLEGE ALGEBRA 4 UNITS***UC\*, CSU, Associate Degree Applicable (Fa,Sp,Sm)**Prerequisite: MATH 095 or MATH 095C or eligibility for MATH 102 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Study of logarithms, sequences, series, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants; introduction to graphing rational functions, and the theory of equations. \* MATH 102 and MATH 151 or 160, maximum UC credit one course.

**103 PLANE TRIGONOMETRY 4 UNITS***CSU, Associate Degree Applicable (Fa,Sp,Sm)**Prerequisite: MATH 095 or MATH 095C or eligibility for MATH 103 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

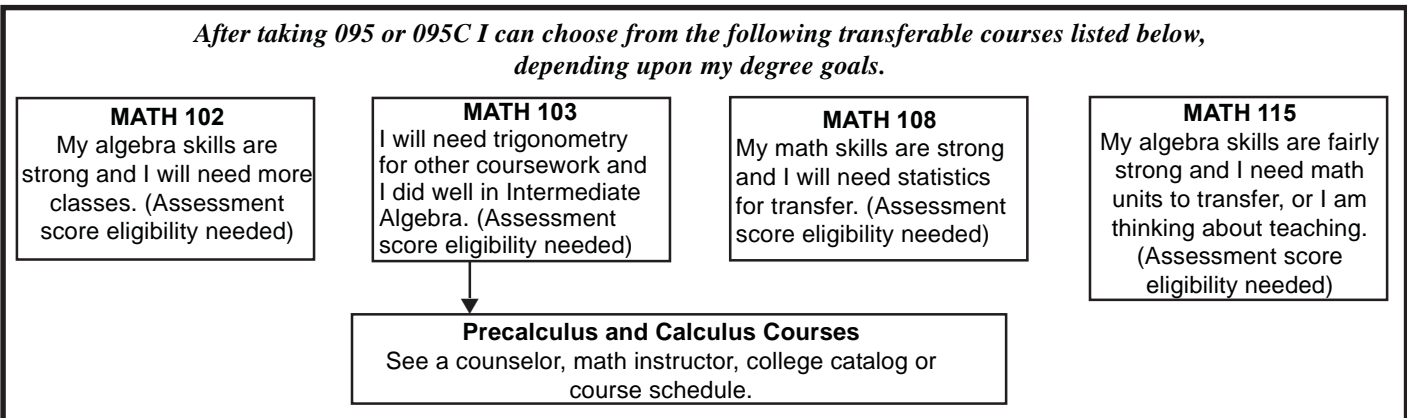
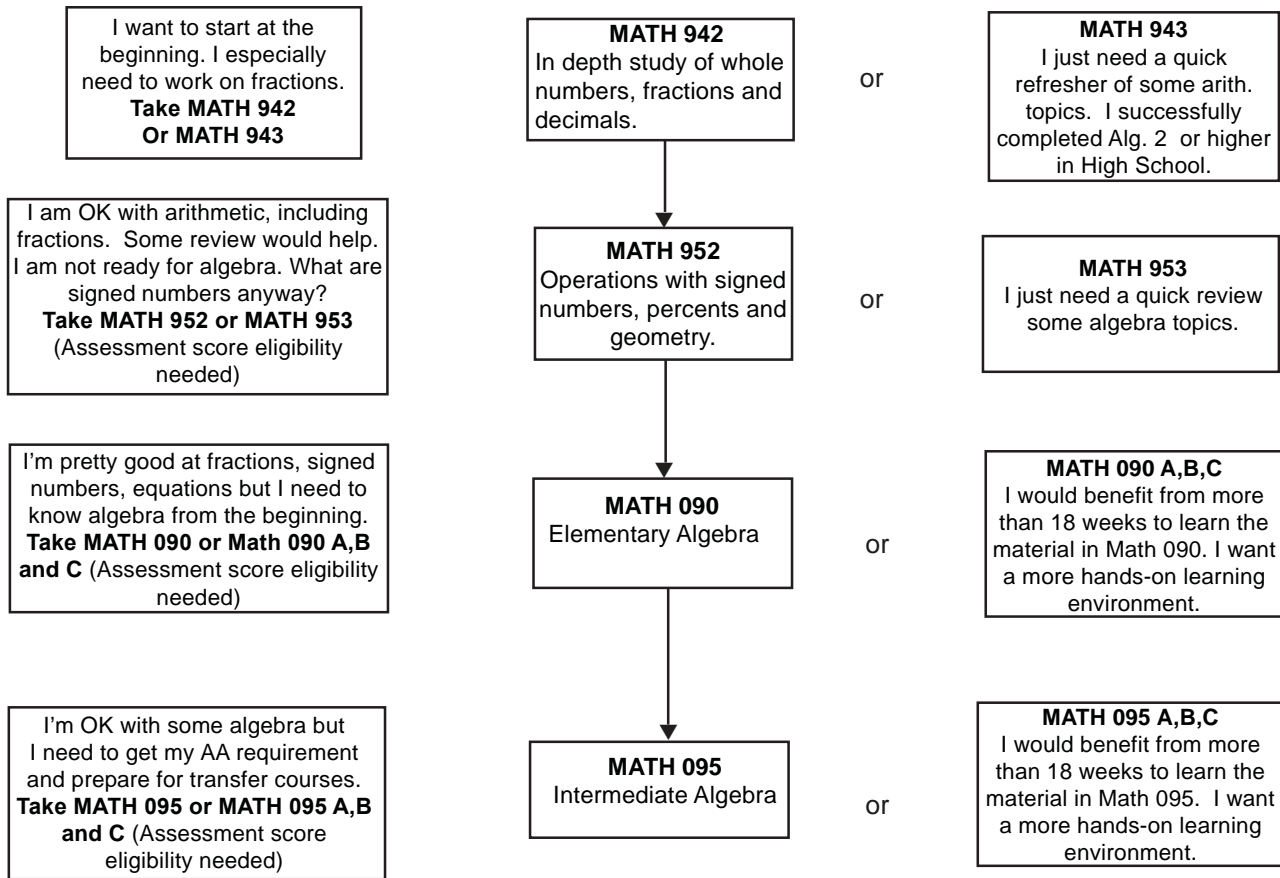
Study of the definitions of the circular functions, their inverses, properties, and graphs. Emphasis on mastering trigonometric identities and the solution of trigonometric equations. Applications of these topics to the solution of triangles and vector representations are presented. An introduction to polar coordinates and DeMoivre's Theorem are also included.

**108 STATISTICS 4 UNITS***UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)**Prerequisite: MATH 095 or MATH 095C or eligibility for MATH 108 as determined through the Crafton Hills College assessment process**Departmental Recommendation: MATH 117**Lecture: Minimum 64 hours per semester*

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences. This course is also offered as PSYCH 108.

# Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.



- 115 THE IDEAS OF MATHEMATICS** **3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: MATH 095*  
*Lecture: Minimum 48 hours per semester*  
 Sets, propositional logic, and the applications to topics from discrete mathematics including enumeration techniques and finite probability spaces, and basic statistics.
- 117 COMPUTER APPLICATIONS IN RESEARCH 1 UNIT**  
*CSU, Associate Degree Applicable*  
*Prerequisite: None*  
*Corequisite: MATH 108*  
*Lab: Minimum 48 hours per semester*  
 Introduction to computer use as a research tool using the Statistical Package for the Social Sciences (SPSS) and Excel. Training will include variable and data entry, test selection and running statistical analyses. Additional preparation will include generating tables, diagrams, graphs, charts and final report presentation. This course is also offered as PSYCH 117.
- 141 CALCULUS FOR BUSINESS** **4 UNITS**  
*UC\*, CSU, Associate Degree Applicable*  
*Prerequisite: MATH 102*  
*Lecture: Minimum 64 hours per semester*  
 Concepts of function and limit, differentiation and integration of polynomial rational, exponential, and logarithmic functions; an emphasis on applications of calculus in business and economics, partial derivatives. \*No UC Credit for MATH 141 if taken after MATH 250 or 251.
- 160 PRECALCULUS** **4 UNITS**  
*UC\*, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: MATH 103 or eligibility for MATH 160 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 64 hours per semester*  
 A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits. Formerly known as MATH 151.  
 \* MATH 102 and MATH 151, MATH 160 maximum UC credit one course.
- 250 SINGLE VARIABLE CALCULUS I** **4 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: MATH 160 or eligibility for MATH 250 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 64 hours per semester*  
 Introduction to differential and integral calculus; functions, limits, and continuity; techniques and applications of differentiation including derivatives of algebraic and transcendental functions, chain rule, implicit differentiation, The Mean Value Theorem, curve sketching, extremum problems, related rates; introduction to integration, The Fundamental Theorem of Calculus.
- 251 SINGLE VARIABLE CALCULUS II** **4 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: MATH 250 or eligibility for MATH 251 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 64 hours per semester*  
 Methods of integration, applications of the integrals, improper integrals, conic sections, parametric equations, infinite series, and polar coordinates.
- 252 MULTIVARIABLE CALCULUS** **5 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: MATH 251 or eligibility for MATH 252 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 80 hours per semester*  
 Study of vectors and solid analytic geometry, functions of several variables, partial derivatives, multiple integrals, and line and surface integrals. Green's Theorem, Divergence Theorem, Stokes' Theorem.
- 265 LINEAR ALGEBRA** **3 UNITS**  
*UC, CSU, Associate Degree Applicable (Sp)*  
*Prerequisite: MATH 250 or eligibility for MATH 265 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 48 hours per semester*  
 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.
- 266 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS** **3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa)*  
*Prerequisite: MATH 251 or eligibility for MATH 266 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 48 hours per semester*  
 An introduction to differential equations complimenting advanced courses in calculus. Topics include first order differential equations and applications, linear differential equations and some applications of second-order linear differential equations, linear systems, an introduction to series solutions and the Laplace Transforms. (Formerly MATH 254).
- 903X4 MATH SUPPORT LAB** **1 UNIT**  
*Not applicable to the Associate Degree (Fa,Sp)*  
*Corequisite: Current enrollment in MATH 942, MATH 952, Math 090, MATH 090A, MATH 090B, MATH 090C, MATH 095, MATH 095A, MATH 095B, or MATH 095C*  
*Laboratory: Minimum 48 hours per semester*  
 Support materials, workshops and individual tutoring related to the linked math course. Students will be taught math specific study skills, strategies to overcome math avoidance, and approaches to reduce math anxiety. These skills will be practiced in the linked math lecture course. Graded on a Pass or No Pass basis only.

**942 ARITHMETIC** **4 UNITS**  
*Not Applicable to the Associate Degree* (Fa,Sp)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 The Study of the fundamental operations involving whole numbers, fractions and decimals.

**943X2 REVIEW ARITHMETIC TOPICS** **.50 UNIT**  
*Not Applicable to the Associate Degree* (Fa,Sp,Sm)  
*Prerequisite: None*  
*Laboratory: Minimum 24 hours per semester*  
 The review of a few specific fundamental operations involving whole numbers, fractions, or decimals, as determined by diagnostic information. **Note:** Students requiring extensive review will be directed to MATH 942. Graded on a Pass or No Pass basis only. This course may be taken two times.

**952 PREALGEBRA** **4 UNITS**  
*Not Applicable to the Associate Degree* (Fa,Sp,Sm)  
*Prerequisite: MATH 942 or MATH 943X2 or equivalent as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 64 hours per semester*  
 This course prepares students for elementary algebra, MATH 090, providing a transition from arithmetic to algebra, covering operations with signed numbers, solving simple single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

**953X2 REVIEW OF SELECTED PREALGEBRA TOPICS** **.50 UNIT**  
*Not Applicable to the Associate Degree* (Fa,Sp,Sm)  
*Prerequisite: MATH 942 or MATH 943X2 or equivalent as determined through the Crafton Hills College assessment process*  
*Laboratory: Minimum 24 hours per semester*  
 A review of selected prealgebra topics including operations with signed rational numbers, solving one and two step single variable linear equations, combining like terms, percents. Students needing more than a brief review should take MATH 952. Graded on a Pass or No Pass basis only. This course may be taken two times.

# MICROBIOLOGY (MICRO)

Department: Physical & Biological Sciences  
 Faculty Chair: Kelly Boebinger, M.S.  
 Faculty: Lisa Shimeld, M.S.

## ASSOCIATE OF SCIENCE DEGREE MICROBIOLOGY see BIOLOGY

**102 INTRODUCTORY MICROBIOLOGY** **4 UNITS**  
*UC\*, CSU, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Introduction to microbiology, emphasizing the general characteristic of microorganisms, principles of microbial growth, identification, control and the relationships between human beings and microbes. Special attention is given to infectious diseases. Recommended for students in health occupations. Surveys of bacteria, fungi, viruses and parasitic protozoans are included.  
 \* MICRO 102 and MICRO 150 combined: Maximum UC credit 5 units.

**150 MEDICAL MICROBIOLOGY** **5 UNITS**  
*UC\*, CSU, Associate Degree Applicable* (Fa,Sp,Sm)  
*Prerequisite: CHEM 101*

*Lecture: Minimum 48 hours per semester*  
*Laboratory: Minimum 96 hours per semester*  
 Study of microbiology, emphasizing the biology of microorganisms including bacteria, fungi, protozoans, helminths, and viruses. Introduces fundamental principles of medical microbiology including microbial cultivation, metabolism, genetics, growth, and control. Principles of epidemiology, disease transmission and a survey of communicable diseases are also included. \*MICRO 102 and MICRO 150 combined: Maximum UC credit 5 units

**247X4 SPECIAL PROBLEMS IN MICROBIOLOGY** **2 UNITS**  
*UC\*, CSU, Associate Degree Applicable* (Fa,Sp,Sm)  
*Prerequisite: MICRO 102 or MICRO 150*

*Independent Study: Minimum 96 hours per semester*  
 Independent projects for selected students with a special interest in microbiology, involving library research and/or laboratory projects.  
 \*UC will determine units granted AFTER transfer.

**248X4 SPECIAL PROBLEMS IN MICROBIOLOGY** **3 UNITS**  
*UC\*, CSU, Associate Degree Applicable* (Fa,Sp,Sm)  
*Prerequisite: MICRO 102 or MICRO 150*

*Independent Study: Minimum 144 hours per semester*  
 Independent projects for selected students with a special interest in microbiology, involving library research and/or laboratory projects.  
 \*UC will determine units granted AFTER transfer.

## MULTIMEDIA (MULTI)

Department: Business & Information Technol-  
ogy  
Faculty Chair: Denise Hoyt, M.A.  
Faculty: Denise Hoyt, M.A.

### 119 DIGITAL VIDEO PRODUCTION 3 UNITS

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendations: ART 105, ART 120X4,  
CIS 162, CIS 163*

*Lecture: Minimum 16 hours per semester*

*Lab: Minimum 96 hours per semester*

An introduction course that focuses on the world of digital video with the emphasis on visual impact through editing and composition. This course explores the visual language in documentary and video art. This course is also offered as ART 119.

## MULTICULTURAL STUDIES (MCS)

Department: Communication and Language  
Faculty Chair: Jeff Schmidt, M.A.

### 110 THE AMERICAN DEAF EXPERIENCE: 3 UNITS INTRODUCTION TO DEAF STUDIES

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendation: ENGL 015 or eligibility for  
ENGL 101 as determined through the Crafton Hills*

*College assessment process*

*Lecture: Minimum 48 hours per semester*

Introduction to American Deaf Culture and the Deaf community as a linguistic and cultural minority in the United States. Multidisciplinary examination of aspects of Deaf Culture including history, traditions, values, language, art, education, family and social and political interactions.

## MUSIC (MUSIC)

Department: Fine Arts  
Faculty Chair: Tom Bryant, M.F.A.  
Faculty: Mark McConnell, M.M.

### ASSOCIATE OF ARTS DEGREE MUSIC

The Crafton Hills College Music Program provides basic training in Common Practice Era Theory, Western history, and practice/performance techniques. There are two ensembles (Jazz Ensemble and Choir) that perform 6-8 concerts each year and the Music Program hosts a Music Major recital each semester.

#### REQUIRED COURSES: UNITS

MUSIC 101	Music Theory I	3.00
MUSIC 102	Music Theory II	3.00
MUSIC 120	Appreciation of Musical Literature	3.00
*MUSIC 135X4	Piano	8.00
*MUSIC 141X4	Applied Music	8.00

#### Select eight units from the following list:

MUSIC 132X4	Guitar	(2.00)
MUSIC 150X4	Mixed Chorus	(2.00)
MUSIC 156X4	Concert Choir	(2.00)
MUSIC 174X4	Jazz Ensemble	(2.00)
MUSIC 175X4	Jazz Band Workshop	(2.00)
MUSIC 179X4	Contemporary Ensemble	(2.00)

#### Select three units from the following:

MUSIC 100	Fundamental Skills in Music	(3.00)
MUSIC 103	Appreciation of American Popular Music	(3.00)
MUSIC 134	Jazz History	(3.00)
MUSIC 140X4/ THART 140X4	Theatre Workshop	(3.00)
MUSIC 180X4	Rehearsal and Performance	(2.00)
MUSIC 247X4	Special Projects in Music	(1.00-3.00)
<b>TOTAL UNITS</b>		<b>36.00</b>

\*Must be taken four times. MUSIC 135x4 may be taken as Credit by Exam (CBE).

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

#### A student receiving a degree in this field will be able to:

- Demonstrate the ability to read and write standard notation: Given a piece of music in standard notation, demonstrate the ability to read and perform, ability to construct a Baroque style 4 voice harmonic progression.
- Perform at a College Level: Demonstrate through jury, ensemble performance, or recital the ability

to play a piece from the body of Western Classical Literature.

- Demonstrate the basic ability to analyze music: Given a Bach chorale (or similar), demonstrate the ability to analyze harmonic concepts.
- Identify historical and cultural events and persons within Western music: Demonstrate (through exam, portfolio or project) a general knowledge of composers, dates, time periods, and instrument histories from the Middle Ages through 21st Century.
- Sight sing and dictate melodic and harmonic progressions: Demonstrate through proficiency exam the ability to sight sing tonal melodies and intervals to the octave.
- Perform proficiently on the piano: Demonstrate the ability to play Major and minor scales, chords, arpeggios and Common Practice Era literature on the piano.

**100 FUNDAMENTAL SKILLS IN MUSIC 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa, Sp)*  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, chords, basic song writing techniques, and application of theory at the keyboard.

**101 MUSIC THEORY I 4 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa)*  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

First course in a progressive study of harmony that includes work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era. Open to both music majors and non-majors.

**102 MUSIC THEORY II 4 UNITS**  
*UC, CSU, Associate Degree Applicable (Sp)*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Second course in a progressive study of harmony that includes work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era. Open to music majors and non-majors.

**103 APPRECIATION OF AMERICAN POPULAR MUSIC 3 UNITS**  
*(Fa,Sp)*

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

History of American popular music with an emphasis on the music of the current and past century.

**112A JAZZ THEORY AND MUSICIANSHIP I 3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Departmental Recommendation: Ability to read music*

*Lecture: Minimum 40 hours per semester*

*Lab: Minimum 24 hours per semester*

Study of the elements of contemporary jazz theory, emphasizing techniques of jazz improvisation.

**112B JAZZ THEORY AND MUSICIANSHIP II 3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: MUSIC 112A*

*Departmental Recommendation: Ability to read music*

*Lecture: Minimum 40 hours per semester*

*Lab: Minimum 24 hours per semester*

Advanced study of the elements of contemporary jazz theory, emphasizing techniques of jazz improvisation.

**120 APPRECIATION OF MUSICAL LITERATURE 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context.

**130X4 ELEMENTARY VOICE 2 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

*Laboratory: Minimum 32 hours per semester*

Introduction to the proper use of the voice, including techniques of posture, breathing, breath control, tone color, diction, and performance of musical repertoire. This course may be taken four times.

**132X4 GUITAR 2 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*

*Departmental Recommendation: MUSIC 100*

*Lecture: Minimum 16 hours per semester*

*Laboratory: Minimum 32 hours per semester*

Progressive study of the basic techniques of playing the guitar, including instruction in chords, arpeggios, scales, improvisation, sight reading, and performance. The course will cover many styles, including popular, folk, and classical. Students must provide their own instruments. This course may be taken four times.

**134 JAZZ HISTORY 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

This course is a survey of Jazz music and musicians. Students will study the birth and evolution of jazz as an American musical art form, the key historical figures in Jazz, and the major components of Jazz music.



- 135X4 PIANO** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: None*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Progressive class instruction in piano, including scale techniques, sight-reading, ensemble playing, basic literature, keyboard techniques, and musicianship skills. This course may be taken four times.
- 140X4 THEATRE WORKSHOP** **3 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: None*  
*Departmental Recommendation: Audition*  
*Lecture: Minimum 24 hours per semester*  
*Lab: Minimum 72 hours per semester*  
 Preparation, rehearsal, production and performance of plays, musicals and dance pieces. Participation in a variety of activities including performing, executing technical production work in the areas of scenery, costumes, lights and sound, stage management, design, musical accompaniment or directing. This course may be taken four times. This course is also offered as THART 140X4.
- 141X4 APPLIED MUSIC** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: None*  
*Departmental Recommendation: MUSIC 100*  
*Independent Study: Minimum 96 hours per semester*  
 Applied private music lessons in piano/keyboards, percussion, strings/guitar, brass, woodwinds, and voice with an approved off-campus instructor. Students are required to have 14 one-hour lessons during the semester, and are responsible for the cost of private instruction. Students must perform in two assessment juries. Students must provide their own instruments. This course may be taken four times.
- 143X4 WOODWIND, BRASS AND PERCUSSION INSTRUCTION** **2 UNITS**  
 UC, CSU, Associate Degree Applicable  
*Prerequisite: Ability to perform on an instrument at a fundamental level*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 32 hours per semester*  
 Class instruction on wind, brass, and percussion instruments. A beginning level class open to all, but students must provide their own instruments. This course may be taken four times.
- 150X4 CONCERT CHOIR I** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: None*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Study and performance of choral literature. Foundational techniques in such aspects of choral music as breathing, tone production, enunciation, and musicianship. This course may be taken four times.
- 152X4 CONCERT CHOIR II** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: Successful completion of four semesters of MUSIC 150X4*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Advanced study and performance of choral literature. Foundational techniques in such aspects of choral music as breathing, tone production, enunciation, and musicianship. This course may be taken four times.
- 154X4 COLLEGE SINGERS I** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: Audition with instructor*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Study and performance of choral literature and advanced technique, including work in solo, chamber, and ensemble settings. Performance required. This course may be taken four times.
- 156X4 COLLEGE SINGERS II** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: Successful completion of four semesters of MUSIC 154X4*  
*Departmental Recommendation: MUSIC 150X4 or equivalent*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Advanced study and performance of choral literature and advanced technique, including work in solo, chamber, and ensemble settings. Performance required. This course may be taken four times.
- 164X4 CONCERT BAND** **2 UNITS**  
 UC, CSU, Associate Degree Applicable  
*Prerequisite: Intermediate or high performance level on traditional band instrument*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Study and performance of band literature. This course may be taken four times.
- 174X4 JAZZ BAND I** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: Demonstrate performance proficiency on instrument/voice through audition*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Study and performance of Jazz literature, style, and interpretation. Open to instrumentalists and vocalists. Performance required. This course may be taken four times.
- 175X4 JAZZ BAND II** **2 UNITS**  
 UC, CSU, Associate Degree Applicable (Fa,Sp)  
*Prerequisite: Successful completion of four semesters of MUSIC 174X4*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Continued study and performance of Jazz literature, style, and interpretation. Advanced performance level; performance required. This course may be taken four times.

**176X4 JAZZ COMBO I** **2 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: Demonstrate performance proficiency through audition*

*Lecture: Minimum 16 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Advanced study and performance of small combo Jazz literature, style, and interpretation. Open to instrumentalists and vocalists. Performance required. This course may be taken four times.

**177X4 JAZZ COMBO II** **2 UNITS**  
*CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: Successful completion of four semesters of MUSIC 176X4*

*Lecture: Minimum 16 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Advanced study and performance of combo Jazz literature, style, and interpretation. Open to instrumentalists and vocalists. Performance required. This course may be taken four times.

**179X4 CONTEMPORARY ENSEMBLE** **2 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Laboratory: Minimum 96 hours per semester*

Study and performance of Contemporary Classical literature, style, and interpretation. Open to instrumentalists and vocalists. Performance required. This course may be taken four times.

**180X4 REHEARSAL AND PERFORMANCE** **2 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*

*Departmental Recommendation: Advanced performance ability on instrument or voice*

*Lecture: Minimum 16 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Rehearsal and public performance of musicals, operettas, operas and/or oratorios for both vocalists and instrumentalists. This course may be taken four times.

**190X4 SONGWRITING AND COMPOSITION** **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Departmental Recommendation: MUSIC 100 or music reading ability (chord chart, notation, tab, etc.) or instrument or voice proficiency*

*Lecture: Minimum 32 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Techniques in songwriting and comprehension for different mediums in different styles utilizing practical tools required for writing and composing music. This course may be taken four times.

**195X4 MUSIC TECHNOLOGY AND RECORDING** **4 UNITS**  
*CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Practical study of electronic music and electronic recording methods. Topics will include electronic music, analog and digital recording, field and studio recording, audio editing, microphones, multi-track recording and processing, and open source software. Students must provide their own laptop.

**201 MUSIC THEORY III** **4 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: MUSIC 102*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Progressive study of music theory including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Music Theory III includes detailed study of form, modulation, modal harmony, and extended compositional techniques.

**202 MUSIC THEORY IV** **4 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: MUSIC 201*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Progressive study of music theory including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Music Theory IV includes detailed study of 20th Century theory and compositional techniques.

**247X4 SPECIAL PROJECTS IN MUSIC** **1 - 3 UNITS**  
*CSU, Associate Degree Applicable (Fa,Sp)*  
*Prerequisites/Corequisites: MUSIC 101, MUSIC 102, MUSIC 120, MUSIC 132X4, MUSIC 135X4, MUSIC 150X4, or MUSIC 175X4*

*Independent Study: Minimum 48-144 hours per semester*

Independent study for advanced students in any area of music with projects determined jointly by student and instructor. This course may be taken four times.

## OCEANOGRAPHY (OCEAN)

Department:	Physical & Biological Sciences
Faculty Chair:	Kelly Boebinger, M.S.
Faculty:	Richard Hughes, M.S.

**A student completing courses in this field will be able to:**

- Demonstrate an understanding of the types of plate tectonic boundaries and the typical features associated with those boundaries, such as volcanoes and earthquakes
- Utilize critical thinking skills to interpret, apply and/or evaluate an Earth Science topic, such as the concept of scale
- Students will be able to collect, analyze and interpret information and clearly articulate the results through their writing, speech or other acceptable style of presentation
- Display knowledge in the basic areas of Earth Science that are appropriate to each Earth Science course

**100 INVESTIGATIONS IN OCEANOGRAPHY 4 UNITS***UC\*, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Basic computer abilities including familiarity with windows operating systems**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Study of the oceans and seas, with an additional Geographic Information Systems (GIS) computer lab component. Includes geological and tectonic processes, bathymetry, chemistry, physics, and dynamic influences on oceans and seas. Covers in detail topics related to marine biology, and the relationships between marine communities and their physical environment, structures of the earth and sea floor, atmospheric wind and ocean circulation, waves, currents, tides, marine plants and animals, ecological concepts, and environmental concerns. Also covers tools of oceanographic inquiry including maps, remote sensing, Geographic Information Systems (GIS), Global Positioning Systems (GPS), and other data collection analysis and display methods. \*OCEAN 100 and OCEAN 101, maximum UC credit one course.

**101 ELEMENTS OF OCEANOGRAPHY 3 UNITS***UC\*, CSU, Associate Degree Applicable**(Fa,Sp,Sm)**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the basic principles of oceanography, including the structure of the Earth and sea floor, the physics and chemistry of the ocean, atmospheric and ocean circulation, waves, currents, tides, marine plants and animals, ecosystems, and environmental concerns. This class has a required field trip.

\*OCEAN 100 and OCEAN 101, maximum UC credit one course.

**101H ELEMENTS OF OCEANOGRAPHY-HONORS 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the basic principles of oceanography, including the structure of the Earth and sea floor, the physics and chemistry of the ocean, atmospheric and ocean circulation, waves, currents, tides, marine plants and animals, ecosystems, and environmental concerns. This class has a required field trip. This course includes content and experiences appropriate for students wishing to earn honors credit.

**OFFICE COMPUTER APPLICATIONS (OCA)**

Department: Business &amp; Information Technology

Faculty Chair: Denise Hoyt, M.A.

**OFFICE ASSISTANT I CERTIFICATE**

The objective of this certificate is to provide the basic skills necessary for entry into the business field as a receptionist or office assistant.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
BUSAD 039 Foundations for Successful Employment	3.00
BUSAD 053 Business Computations	3.00
BUSAD 145/ Business Communication	4.00
SPEECH 145	
OCA 180 Word Processing	3.00
<b>TOTAL UNITS</b>	<b>13.00</b>

**OFFICE ASSISTANT II CERTIFICATE**

The objective of this certificate is to provide students who have completed the Office Assistant I Certificate with additional skills necessary to advance in their career.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
BUSAD 155/ Human Relations in the Workplace	3.00
SPEECH 155	
ACCT 105 Accounting Concepts with Quickbooks	4.00
OCA 182 Introduction to Spreadsheet Concepts and Application	3.00
OCA 184 Access and Database Management	3.00
<b>TOTAL UNITS</b>	<b>13.00</b>

**A student receiving a certificate in this field will be able to:**

- Develop the attitudes, maturity and professional skills necessary for positive and successful members of the workplace; demonstrate attributes necessary to obtain and retain fulfilling employment; and practice researching career and educational pathways
- Demonstrate application of a variety of computational and calculation methods used in workplace environments
- Develop the skills necessary for mature and grammatically correct business writing, e-mail distribution, and oral presentation
- Develop the skills necessary for efficient application of word processing software functions and techniques in order to create accurate and aesthetically effective documents used in the workplace, entrepreneurial endeavors and personal affairs

**180 WORD PROCESSING 3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to the production of professional documents using Microsoft Word. Includes memos, reports, letters, labels, tables, merging.

**182 INTRODUCTION TO SPREEDSHEET CONCEPTS AND APPLICATION 3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Comprehensive hands-on concepts and techniques for efficient spreadsheet design, processing and application. Includes designing, creating, maintaining, modifying and analyzing spreadsheets data. Entering labels, formulas, numbers, creating graphs, formatting worksheets, what-if-analysis, and functions are covered.

**184 ACCESS AND DATABASE MANAGEMENT 3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Development and maintenance of a relational database using Access. Includes setting field properties, storing, retrieving, printing, querying and modifying databases.

## PERSONAL CAREER DEVELOPMENT (PCD)

Department: Learning and Instructional Resources

Faculty Coordinator: Robert Brown, M.A.

**050 FRESHMAN ORIENTATION .25 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 4 hours per semester*

Provides necessary information on assessment of basic skills, career interest, personal awareness and how to use the college catalog, schedule and Internet resources. Provides students with registration and Internet instruction for all student-accessible information on the Crafton Hills College website and includes an orientation to the philosophy, regulations and services at Crafton Hills College.

**111 CAREER LIFE PLANNING 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Designed to cover theories and concepts of values, interests, skills and personality development as applied to the career/life planning process and its application to labor market trends for beginning or returning students. Short and long term career/life plans will be developed. Awareness of diversity is infused throughout the course as it relates to varied psychological and sociological forces within both college and work place.

## PHILOSOPHY (PHIL)

Department: Social Science  
 Faculty Chair: Julie Davis-McKee, M.A.  
 Faculty: J. Christopher Biffle, M.A.

### ASSOCIATE OF ARTS DEGREE PHILOSOPHY

REQUIRED COURSES:	UNITS
PHIL 101 Introduction to Philosophy	3.00
PHIL 103 Introduction to Logic: Argument and Evidence	3.00
PHIL 105 Introduction to Ethics: Moral Values in Today's Society	3.00
RELIG 101 Introduction to World Religions	3.00
RELIG 110 Early Religions	3.00
INTDIS 101 The Humanities I: Prehistoric to Medieval	(3.00)
<b>OR</b>	
INTDIS 102 The Humanities II: Renaissance to Post Modern	(3.00)
<b>TOTAL UNITS</b>	<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

#### A student receiving a degree in this field will be able to:

- Differentiate and outline the relationship between the major fields and subfields of philosophy
- Describe key terms within philosophy
- Discuss and contrast three major philosophical schools
- When given a transcript of a hypothetical debate on an ethical issue, identify, discuss, explain and analyze philosophical assumptions and inconsistencies

**101 INTRODUCTION TO PHILOSOPHY**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015;

Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

Lecture: Minimum 48 hours per semester

Introduction to the major problems of philosophy, utilizing classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics and aesthetics.

**3 UNITS**

(Fa,Sp,Sm)

**103 INTRODUCTION TO LOGIC: ARGUMENT AND EVIDENCE**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Departmental Recommendations: ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

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

**3 UNITS**

(Fa,Sp,Sm)

**105 INTRODUCTION TO ETHICS: MORAL VALUES IN TODAY'S SOCIETY**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College

assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

Lecture: Minimum 48 hours per semester

Study of the history and application of moral philosophy that analyzes prominent ethical traditions and applies them to contemporary moral issues. Discussion of philosophical topics, including goodness, virtue, duty, obligation, utility and conscience and contemporary moral issues, including the death penalty, drug legalization, truthfulness, race, sex, marriage and war.

**3 UNITS**

(Fa,Sp)

**105H INTRODUCTION TO ETHICS: MORAL VALUES IN TODAY'S SOCIETY-HONORS**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment

process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

Lecture: Minimum 48 hours per semester

Study of the history and application of moral philosophy that analyzes prominent ethical traditions and applies them to contemporary moral issues. Discussion of philosophical topics, including goodness, virtue, duty, obligation, utility and conscience and contemporary moral issues, including the death penalty, drug legalization, truthfulness, race, sex, marriage and war. This course includes content and experiences appropriate for students wishing to earn honors credit.

# PHYSICAL EDUCATION

Department:

Health &amp; Physical Education

Faculty Chair:

Janine Ledoux, P.h.D

Ralph abago, R .S. M

Faculty:

Janine Ledoux, P.h.D

Ralph abago, R .S. M

**A student completing skill courses in this field will be able to:**

- Warm-up properly to minimize the risk of injury and prepare for activity, wear attire appropriate for the activity, and use equipment appropriate for the activity
- Demonstrate knowledge of rules, approaches, and strategies specific to the sport/activity
- Conduct themselves with character, respect, good sportsmanship and etiquette appropriate to the customs and traditions of the activity

**A student completing dance courses in this field will be able to:**

- Design, evaluate, or critique a dance performance in terms of choreography and technical performance associated with a specific dance form
- Perform a dance piece in a style-specific dance or discipline
- Demonstrate adequate physical skill or technique in performance
- Recognize and describe the impact or influence of music on the specific dance form

**A student completing fitness courses in this field will be able to:**

- Warm-up properly to minimize the risk of injury and prepare for activity, wear attire appropriate for the activity
- Demonstrate knowledge of principles for safe participation and physiological improvement in keeping with the goals of the specific activity
- Improve performance through increased levels of physical development associated with the goals of the specific activity
- Demonstrate an understanding of the benefits associated with the participation in fitness activities

## PERSONAL ACTIVITIES (PE)

### **263 NUTRITION AND HEALTH** **3 UNITS** *UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: None*

*Departmental Recommendation: MATH 952 or MATH 953X2 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Review of the literature on the basic nutrients: Protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for healthy individuals. Study of the relationship between lifestyle factors and disease in America. In-depth analysis of emotional stress with practical application of principles for stress reduction. This course is also offered as HEALTH 263.

## INDIVIDUAL & GROUP ACTIVITIES (PE/I)

All courses in this section provide instruction in the basic skills and techniques of the sport or activity. Each course is designed to improve physical fitness; some provide recreational skills for life-long enjoyment of leisure time.

*NOTE: A maximum of 4 units of activity classes will transfer to the UC or CSU.*

### **070X4 FITNESS EVALUATION** **.25 UNIT** *Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 12 hours per semester*

Fitness testing regime that assesses cardiorespiratory fitness, strength, flexibility, muscle endurance, health history, hydration, body fat, body lean and dietary intake. Recommendations for an exercise and nutrition program based on stated personal needs. Graded on a Pass or No Pass basis only. This course may be taken four times.

### **105X4 AEROBICS** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

Aerobics training for beginning through advanced students. Activities to improve flexibility and strength with an emphasis on cardiorespiratory conditioning. The specific aerobic fitness classes offered (boot camp, step, kickboxing, Taebo, strength training, and combination) are described in the current class schedule. This course may be taken four times.

### **106X4 TOTAL BODY FITNESS** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

Designed for individuals interested in improving cardiovascular fitness, flexibility and strength. The class will incorporate various cardiovascular, stretching and strength training regimens to promote optimal conditioning. Individual programs will be developed for each student. This course may be taken four times.

### **108X4 WEIGHT TRAINING** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

Weight training for beginners with little or no weight training knowledge and skills and advanced students who desire more sophisticated routines including negative workouts, giant setting, pyramids, split routines, etc. Basic weight training principles, body mechanics and dietary prescription. A complete, individualized program will be developed for each student. This course may be taken four times.

### **120X4 GOLF** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

Instruction in the skills, techniques, strategies, rules, and etiquette of golf. Development of skills leading to lifetime benefits associated with participation in the sport of golf. This course may be taken four times.

### **127X4 WALKING FOR FITNESS** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

Walking for fitness suitable for individuals of all ages and fitness levels. Incorporation of various walking routes on the campus designed to promote weight loss through walking and improve cardiovascular health and general well being. This course may be taken four times.

### **130X4 JAZZ DANCE** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

Instruction in jazz dance for beginning students with little or no experience in jazz dance, and for advanced students who wish to identify technical problems and correct deficiencies. Jazz techniques using a variety of styles and approaches within the jazz idiom. This course may be taken four times. This course is also offered as THART 130X4.

### **143X4 FUNK/HIP HOP DANCE** **.50 - 1 UNIT** *UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Laboratory: Minimum 24-48 hours per semester*

This course is designed for beginning students, with little or no experience in funk/hip hop dance, and for advanced students who wish to clarify technical problems and deficiencies. Students will develop skills that will enable them to perform dance steps in video dancing using techniques such as brake, pop style and up-tempo. This course may be taken four times.

**148X4 TENNIS .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Instruction in the skills, techniques, strategies, rules, and etiquette of tennis. Development of skills leading to lifetime benefits associated with participation in the sport of tennis. This course may be taken four times.

**155X4 CONDITIONING WITH THE PILATES METHOD .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 The Pilates Method of exercise is a combination of yoga and strength training. The training regime focuses on improving strength and flexibility with minimal stress to the body. It is an excellent form of exercise for any student, including students with physical limitations. This course may be taken four times.

**159X4 KARATE .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Practice in the fundamental skills of unarmed self-defense. Basic skills including blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. This course may be taken four times.

**163X4 BALLROOM/SWING/SALSA .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Basic principles of Ballroom/Swing/Salsa dance. Development of physical skills including rhythm, syncopation, partnering and body expression. Dance forms include Waltz, Foxtrot, Salsa, East Coast Swing, West Coast Swing, Cha Cha Cha and Night Club Two Step. This course may be taken four times. This course is also offered as THART 163X4.

**168X4 YOGA .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Yoga training suitable for individuals of all ages and fitness levels. Basic principles of yoga with an emphasis on the practice and mastery of yoga postures. Development of relaxation interconnection between mind and body, and static strength. This course may be taken four times.

**174X4 DANCE PRODUCTION WORKSHOP 2 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Departmental Recommendation: Audition*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Preparation, rehearsal, production and performance of dance pieces. This course may be taken four times. This course is also offered as THART 174X4.

**190X4 TAI CHI .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Designed to study and practice the ancient art of Tai Chi (a moving meditation) from the introductory through advanced levels. Tai Chi will be used to increase strength, endurance and flexibility. The history, research, and benefits will be examined. This course may be taken four times.  
 \*Transfer credit limits apply. See a counselor for details.

**199AX3 MODERN DANCE I 2 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 A comprehensive survey of the beginning techniques in Modern Dance with a focus on vocabulary, placement and alignment, strengths and flexibility exercise, musicality and simple combinations of movement across the floor. This course may be taken three times.

**199B-ZX3 SELECTED TOPICS IN DANCE 1 - 3 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 0-48 hours per semester*  
*Laboratory: Minimum 0-144 hours per semester*  
 Instruction in the technique and history of various styles of dance. This course may be taken three times.

**200G-ZX3 SELECTED TOPICS IN PHYSICAL EDUCATION .50 - 1 UNIT**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Courses in sports, dance or conditioning that reflect current trends. This course may be taken three times.

\* A maximum of 4 units of activity classes will transfer to the UC or CSU.

## TEAM ACTIVITIES (PE/T)

**130X4 TEAM SPORTS (CO-ED) .50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable (Fa,Sp)*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Development of playing skills for the lifetime benefit of participation in a variety of team sports. Included in instruction will be rules, basic skills, techniques, and strategies. The specific sport for each class will be announced in the class schedule. This course may be taken four times.

\* A maximum of 4 units of activity courses will transfer to the UC or CSU.

# PHYSICS (PHYSIC)

Department: Physical & Behavioral Sciences  
 Faculty Chair: Kelly Boebinger, M.S.  
 Faculty: Matthew Adams, h.D. P

## ASSOCIATE OF SCIENCE DEGREE PHYSICS

REQUIRED COURSES:	UNITS
PHYSIC 200 Physics I	6.00
PHYSIC 201 Physics II	6.00
CHEM 150 General Chemistry I	5.00
CHEM 151 General Chemistry II	5.00
MATH 250 Single Variable Calculus I	4.00
MATH 251 Single Variable Calculus II	4.00
MATH 252 Multivariable Calculus	5.00
<b>TOTAL UNITS</b>	<b>35.00</b>

RECOMMENDED COURSE:	UNITS
MATH 266 Introduction to Ordinary Differential Equations	3.00

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

### A student receiving a degree in this field will be able to:

- Demonstrate general knowledge of the scientific concepts as appropriate for courses in physics
- Display critical thinking skills by applying their general knowledge of the scientific concepts in courses in physics
- Establish critical thinking skills by solving mathematical problems as appropriate for courses in physics
- Exhibit basic laboratory skills and write a well-organized and information lab report as appropriate for courses in physics

### 100 INTRODUCTION TO PHYSICS 4 UNITS

*UC\*, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism, and atomic and nuclear structure. This course does not require students to have extensive knowledge of mathematics.

\* No UC credit if taken after PHYSIC 110, 111, 200 or 201.

### 110 GENERAL PHYSICS I 4 UNITS

*UC\*, CSU, Associate Degree Applicable (Fa)*

*Prerequisites: MATH 103 or eligibility for MATH 151 as determined through the Crafton Hills College assessment process*

*Departmental Recommendation: PHYSIC 100*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Introduction to mechanics, heat and waves.

\* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

### 111 GENERAL PHYSICS II 4 UNITS

*UC\*, CSU, Associate Degree Applicable (Sp)*

*Prerequisite: PHYSIC 110*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

A continuation of PHYSIC 110. Introduction to optics, electricity, and atomic and nuclear physics.

\* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

### 200 PHYSICS I 6 UNITS

*UC\*, CSU, Associate Degree Applicable (Fa)*

*Prerequisite: MATH 250*

*Departmental Recommendation: PHYSIC 100*

*Lecture: Minimum 80 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Study of physics, including mechanics, conservation laws, fluids, thermodynamics, and wave motion.

\* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

### 201 PHYSICS II 6 UNITS

*UC\*, CSU, Associate Degree Applicable (Sp)*

*Prerequisites: PHYSIC 200 and MATH 251*

*Lecture: Minimum 80 hours per semester*

*Laboratory: Minimum 48 hours per semester*

A continuation of PHYSIC 200. Study of physics, including optics, electricity, magnetism, Maxwell's Equations, relativity, vector analysis, quantum theory, structure of atoms, nuclei, molecules and solids.

\* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.





**104 INTRODUCTION TO COMPARATIVE POLITICS****3 UNITS***UC, CSU, Associate Degree Applicable**(Even Sp)**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process. Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; POLIT 100*

Introductory course in comparative political systems, movements and ideologies, including politics in the industrialized democracies, post-communist countries, and the Third World. Analysis of the cross-cultural similarities and differences of various countries and their politics. Introduction to the comparative method.

**106 INTRODUCTION TO WORLD POLITICS****3 UNITS***UC, CSU, Associate Degree Applicable**(Odd Fa)**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process. Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; POLIT 100*

*Lecture: Minimum 48 hours per semester*

Introductory course in recent and contemporary world politics, including foreign policies of the major countries, international diplomacy, and trans-national institutions; problems of developing nations and the interdependence of globalization. Examination of important areas of international conflict, conflict resolution, and cooperation.

**110 INTRODUCTION TO POLITICAL THEORY****3 UNITS***UC, CSU, Associate Degree Applicable**(Odd Sp)**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process. Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; POLIT 100*

*Lecture: Minimum 48 hours per semester*

Introductory course on political theory, using primary texts to survey Western political thought, exploring issues such as the purpose of politics, the nature of justice and political authority, the social contract, natural rights, the responsibility of community and citizenship, the paradox of democracy, the morality of political ambition and power, the future of the bourgeois state, and the virtues, failings and challenges of political diversity. Exposes students to some classic pieces in the field with training in how to work with and critically considered theoretical and philosophical texts addressing politics.

# PSYCHOLOGY (PSYCH)

Department:

Human Development

Faculty Chair:

JoAnn Jones, M.Ed.

Faculty:

T.L. Brink, Ph.D.

Diane fahler, Ph.D. P

Psychology is one of the most popular majors because it is so useful in research, counseling, human services, marketing, management, emergency services, and law. At Crafton Hills College, this major is supported by a very active student club.

**ASSOCIATE OF ARTS DEGREE  
PSYCHOLOGY****REQUIRED COURSES****UNITS**

PSYCH 100 General Psychology (3.00)

**OR**

PSYCH 100H General Psychology-Honors (3.00)

*Select eighteen units from the following courses:*

PSYCH 101 Research Methods 3.00

PSYCH 102 Personal and Social Adjustment 3.00

PSYCH 103 Theories of Personality 3.00

PSYCH 108/ Statistics 4.00

MATH 108

PSYCH 110 Abnormal Psychology 3.00

PSYCH 111 Developmental Psychology: 3.00

Lifespan

PSYCH 112 Child and Adolescent Psychology 3.00

PSYCH 113 Adulthood and Old Age 3.00

PSYCH 116 Psychology of Gender Roles 3.00

PSYCH 118 Human Sexual Behavior 3.00

PSYCH 121 Forensic Psychology 3.00

PSYCH 127X2 Emergency Management: 3.00

Decision Making and Problem Solving

PSYCH 132 Counseling and Interviewing 3.00

Techniques

PSYCH 150/ Gerontology 3.00

SOC 150

**TOTAL UNITS****21.00**

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**100 GENERAL PSYCHOLOGY 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: None*

*Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process. MATH 090 or MATH 090C; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology.

**100H GENERAL PSYCHOLOGY- HONORS 3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process. MATH 090 or MATH 090C; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology. This course includes content and experiences appropriate for students wishing to earn honors credit.

**101 RESEARCH METHODS 3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: PSYCH 100*

*Lecture: Minimum 48 hours per semester*

Designed primarily for psychology and other behavioral science majors, this course focuses on quantitative research methods: surveys and experiments (Formerly Experimental Psychology).

**102 PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: Successful completion of or concurrent enrollment in ENGL 101*

*Lecture: Minimum 48 hours per semester*

Examination of human capacity to change, adapt, and cope with a variety of circumstances over the life span. Special attention is paid to the sociocultural contexts of adjustment, the role of self understanding in adjustment, stress, adult development, careers, and family issues. A variety of theoretical perspectives will be used to review healthy and unhealthy behavior patterns as well as coping techniques for day-to-day concerns or issues.

**103 THEORIES OF PERSONALITY 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: ENGL 101;*

*Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Survey of the theoretical attempts to describe and explain human nature, especially the models of the mind and behavior developed by psychoanalytic, behavioral, humanistic, and cognitive psychologists.

**108 STATISTICS 4 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp,Sm)*

*Prerequisite: MATH 095 or MATH 095C or eligibility for MATH 108 as determined through the Crafton Hills College assessment process*

*Departmental Recommendations: PSYCH 117*

*Lecture: Minimum 64 hours per semester*

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences. This course is also offered as MATH 108.

**110 ABNORMAL PSYCHOLOGY 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: ENGL 101, MATH 095 or MATH 095C; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Survey of the field of mental disturbances; their symptomatology, prevalence, etiology, classification, diagnosis, prevention, and treatment. Exploration of psychodynamic, humanistic, cognitive, behavioral, neuroscience, and cross-cultural models.

**111 DEVELOPMENTAL PSYCHOLOGY: LIFESPAN 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: PSYCH 100*

*Lecture: Minimum 48 hours per semester*

Introduction to the study of lifespan development psychology from conception through aging. The focus is on six issues: (1) the nature of change, (2) continuity and discontinuity in development, (3) the influence of genes and social context on growth, (4) the influence of culture, race, and ethnicity on development, (5) the effect of present experience on future outcomes, and (6) current theory and research which contribute to an understanding of human development over the lifespan.

**112 CHILD AND ADOLESCENT PSYCHOLOGY 3 UNITS**

*UC, CSU, Associate Degree Applicable (Sp)*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level; Successful completion of or concurrent enrollment in ENGL 101*

*Lecture: Minimum 48 hours per semester*

Survey of the psychological development of individuals from infancy through adolescence, emphasizing influential psychological theories, contemporary research methods and trends, and applications of theory and research to everyday life.

**113 ADULTHOOD AND OLD AGE 3 UNITS**

*UC, CSU, Associate Degree Applicable*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: ENGL 101, MATH 090 or MATH 090C, PSYCH 112; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Physical, emotional, cognitive, clinical, social, and cultural perspectives on early adulthood, midlife, and aging, including a review of how roles change with age. Recommended for students seeking careers in human services.

**116 PSYCHOLOGY OF GENDER ROLES 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa)*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: Successful completion of or concurrent enrollment in ENGL 101*

*Lecture: Minimum 48 hours per semester*

Survey of major psychological theories and modern research results regarding gender roles. Interdisciplinary approach considering major theoretical perspectives and research on gender from other areas such as sociology, anthropology, and biology as well as psychology.

**117 COMPUTER APPLICATIONS IN RESEARCH 1 UNIT**

*CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Corequisite: PSYCH 108*

*Lecture: Minimum 48 hours per semester*

Introduction to computer use as a research tool using the Statistical Package for the Social Sciences (SPSS) and Excel. Training will include variable and data entry, test selection and running statistical analyses. Additional preparation will include generating tables, diagrams, graphs, charts and final report presentation. This course is also offered as MATH 117.

**118 HUMAN SEXUAL BEHAVIOR 3 UNITS**

*UC, CSU, Associate Degree Applicable (Sp)*

*Prerequisite: PSYCH 100*

*Departmental Recommendation: Successful completion of or concurrent enrollment in ENGL 101*

*Lecture: Minimum 48 hours per semester*

Survey of selected factors in human sexual behavior. Emphasis on the psychology of sex and an analysis of assumptions and attitudes toward human sexuality. Theoretical perspectives and research from the areas of sociology, anthropology, and biology as well as psychology.

**121 FORENSIC PSYCHOLOGY 3 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: PSYCH 100*

*Lecture: Minimum 48 hours per semester*

Introduction to the study of forensic psychology from inception through future trends. The focus is on four issues: An overview of the practice of forensic psychology; to understand important issues in the field; to identify and analyze the complex interaction among the legal system, law enforcement, and psychology; and to develop a greater understanding of the application of psychological practices and theories in relationship to human development, psychopathology, psychological assessment and research methodology.

**127X2 EMERGENCY MANAGEMENT: DECISION MAKING AND PROBLEM SOLVING 3 UNITS**

*CSU, Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 48 hours per semester*

This course provides individuals involved in emergency management with improved decision making skills. Students learn how to identify a problem, as distinguished from its cause or symptoms: A model for problem solving and how to apply those skills. This course is also offered as PBSF 127X2.

**132 COUNSELING AND INTERVIEWING TECHNIQUES**

*CSU, Associate Degree Applicable 3 UNITS*

*Prerequisite: PSYCH 100*

*Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level; Successful completion of or concurrent enrollment in ENGL 101*

*Lecture: Minimum 48 hours per semester*

Survey of counseling and interviewing methods based on theory and research on applications of these methods. Introduction to techniques that are most commonly used and considered most effective in the helping professions. Limited experience in applying interviewing and counseling techniques.

**150 GERONTOLOGY 3 UNITS**

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendations: SOC 100, MATH 952;*

*Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Examination of aging and the life course. Exploration of how the aging process is influenced and shaped by societal forces, including physical, psychological, and economic as well as social aspects of aging. Effects of the aging process on individuals, families, cohorts and societies. This course is also offered as SOC 150.

## PUBLIC SAFETY AND SERVICES (PBSF)

Department: Public Safety and Services  
Faculty Chair: Terry Koeper, B.A.

**EMERGENCY MANAGEMENT CERTIFICATE**

The Emergency Management Certificate is designed for individuals in emergency management in various levels of government; business professionals; and others in public and private sectors concerned with disaster response and training employees to handle emergencies appropriately.

**Admission: Open to all students. Registration is limited to class size restrictions. Completion of the following units qualifies the student for the Emergency Management Certificate.**

REQUIRED COURSES:		UNITS
FIRET 506	Introduction to Incident Command System (I-100)	.50
FIRET 511	Basic Incident Command System 200	.50-2.00
FIRET 512	Intermediate Incident Command System 1-300	1.00-3.00
FIRET 513	Advanced Incident Command System 1-400	1.00-3.00

PBSF 140	National Incident Management System - An Introduction	.50
PBSF 141	Multi-Agency Coordination System	.50
PBSF 142	NIMS- Public Information Systems and Resource Management	.50
PBSF 100	Disaster Basics	1.00
PBSF 101	The Emergency Manager: An Orientation to the Position	1.00
PBSF 102	Principles of Emergency Management	1.00
PBSF 103	Emergency Planning	1.00
PBSF 110	Effective Communication in Emergency Situations	1.00
PBSF 120	Exercise Design	1.00
PBSF 121	Introduction to Exercises	.50
PBSF 122	Exercise Evaluation and Improvement Planning	.50
PBSF 127X2	Emergency Management: Decision Making and Problem Solving	3.00
PBSF 130	EOC Management and Operations	1.00
PBSF 105	Leadership and Influence	.50
PBSF 125	The Role of Voluntary Agencies in Emergency Management	1.00
	<b>TOTAL UNITS</b>	<b>17.00-22.50</b>

**100 DISASTER BASICS 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

Provides a basic knowledge of incident response and recovery operations, starting with the declaration process through the Joint Field Office (JFO) programs and management.

**101 THE EMERGENCY MANAGER: AN ORIENTATION TO THE POSITION 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

This course covers the basics of emergency management and introduces the principles and tasks involved in emergency management.

**102 PRINCIPLES OF EMERGENCY MANAGEMENT 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

This course provides the student with the fundamental emergency management principles and provides opportunities for application of those principles.

**103 EMERGENCY PLANNING 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system.

**105 LEADERSHIP AND INFLUENCE .50 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 10.08 hours per semester*

Using leadership and influence effectively to lead your organization and the community in planning for, preventing, and responding to emergency situations and disasters.

**110 EFFECTIVE COMMUNICATION IN EMERGENCY SITUATIONS 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

This course is designed to enhance the communication and interpersonal skills of local emergency managers, planners, and responders.

**115 INTRODUCTION TO HAZARD MITIGATION 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

Explores the various ways to reduce hazards to communities and their citizens.

**116 INTRODUCTION TO HAZARDOUS MATERIALS 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

This course is designed to provide interested members of the general public as well as individuals in emergency management systems with a basic introduction to hazardous materials.

**119 ADVANCED DISASTER MEDICAL RESPONSE PROVIDER 1.5 UNITS**

*Associate Degree Applicable*

*Prerequisite: Medical certification of EMT-Basic or higher*

*Lecture: Minimum 24 hours per semester*

Trains multidisciplinary medical response personnel in the basics of medical and public health disaster care, medical response to terrorism, weapons of mass destruction, specific injuries, environmental considerations, and special considerations such as mental health and care of survivors.

**120 EXERCISE DESIGN 1 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 16 hours per semester*

This course is designed to introduce the student to the fundamentals of exercise design and to prepare them to design and conduct a small functional exercise.

**121 INTRODUCTION TO EXERCISES .50 UNIT**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 8 hours per semester*

Exercises give communities, states, and regions a set of essential tools to prevent, prepare for, respond to, and recover from disasters. This course introduces the basics of first responder exercises. It also builds a foundation for future courses that will provide the specifics for a comprehensive program of exercises.

**122 EXERCISE EVALUATION AND IMPROVEMENT  
PLANNING .50 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester*

An introduction to the basics of emergency management exercise evaluation and improvement planning. It also builds a foundation for exercise evaluation concepts as identified in the Homeland Security Exercise and Evaluation Program (HSEEP).

**125 THE ROLE OF VOLUNTARY AGENCIES IN  
EMERGENCY MANAGEMENT 1 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

Increase your awareness of the roles and responsibilities of voluntary agencies in emergency management.

**126 DEVELOPING AND MANAGING VOLUNTEERS  
1 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

This course is designed to assist the student in learning how to work with volunteers before, during, and after an emergency.

**127X2 EMERGENCY MANAGEMENT: DECISION  
MAKING AND PROBLEM SOLVING 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

This course provides individuals involved in emergency management with improved decision making skills. Students learn how to identify a problem, as distinguished from its cause or symptoms: a model for problem solving and how to apply those skills. This course is also offered as PSYCH 127X2.

**130 EOC MANAGEMENT AND OPERATIONS 1 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

This course will prepare Emergency Management Coordinators, senior officials, key Emergency Operations Center (EOC) personnel, and others to function more effectively in an Emergency Operations Center (EOC).

**140 NATIONAL INCIDENT MANAGEMENT SYSTEM-  
AN INTRODUCTION .50 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester*

This course will discuss the key concepts and principles of NIMS, and the national Response Framework and the benefits of using these systems for domestic incident response.

**141 MULTI-AGENCY COORDINATION SYSTEM .50 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester*

To prepare students to function within a multi-agency coordination system.

**142 NIMS-PUBLIC INFORMATION SYSTEMS AND  
RESOURCE MANAGEMENT .50 UNIT***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester*

The public information systems described in NIMS are designed to effectively manage public information at an incident.

## RADIOLOGIC TECHNOLOGY

### (RADIOL)

Department: Allied Health Services  
Faculty Chair: Bradley Franklin, M.Ed.

**ASSOCIATE OF SCIENCE DEGREE  
RADIOLOGIC TECHNOLOGY**

*Radiologic Technology is a fully accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).*

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RADIOL 100 Introduction to Radiologic Technology	1.50
RADIOL 103 Radiographic Positioning I	1.00
RADIOL 104 Radiologic Physics I	1.50
RADIOL 105 Radiographic Anatomy/Physiology I	1.00
RADIOL 106 Radiographic Positioning Lab I	.50
RADIOL 107 Basic Radiologic Medical Techniques	1.50
RADIOL 108 Radiation Protection I	1.50
RADIOL 109 Radiologic Physics II	1.50
RADIOL 110 Radiographic Exposure I	1.00
RADIOL 111 Radiographic Film Critique I	1.00
RADIOL 112 Radiographic Positioning II	1.00
RADIOL 113 Radiographic Anatomy/Physiology II	1.00
RADIOL 114 Radiographic Positioning Lab II	.25
RADIOL 115 Radiographic Clinic I	11.50
RADIOL 116 Radiographic Exposure II	1.00
RADIOL 117 Radiographic Clinic II	15.00
RADIOL 200 Radiation Protection II	1.50
RADIOL 202 Radiographic Film Critique II	1.00
RADIOL 203 Radiographic Positioning III	1.00
RADIOL 204 Radiographic Anatomy/Physiology III	1.00
RADIOL 205 Radiographic Exposure Lab	.50
RADIOL 207 Radiographic Fluoroscopic Imaging	1.50
RADIOL 208 Radiography Registry Review and Testing	2.00
RADIOL 209 Radiographic Pathology	1.00
RADIOL 210 Radiographic Positioning IV	1.00
RADIOL 211 Radiographic Anatomy/Physiology IV	1.00
RADIOL 212 Special Procedures in Radiology	1.50
RADIOL 213 Radiographic Clinic III	14.25
RADIOL 214 Radiographic Clinic IV	13.75
<b>TOTAL UNITS</b>	<b>82.75</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

### RADIOLOGIC TECHNOLOGY CERTIFICATE

**NOTE: Prior to starting this program the student must show proof of a clear criminal background check.**

The objective of this certificate is to prepare students to be competent practitioners in the field of radiography. Completion of the certificate will prepare the student to be eligible for the state and national board examinations and for entry-level employment in radiography.

Radiologic Technology is an accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).

Program applications, transcripts, and site visit forms must be filed at ARMC School of Radiologic Technology by May 1st. Application packets are available from October through March of each year. Contact the Program Director at ARMC at (909) 580-3540 for information on the program and application materials.

In 2015 all students will require an Associate Degree in order to receive a certificate of completion from the Radiologic Technology program.

#### Admission

The Admissions Committee selects students on the basis of their college grades, satisfactory completion of prerequisite courses, and a personal interview. Interviews are granted to thirty applicants who have completed all prerequisite courses with a minimum 2.5 GPA and have submitted a complete application package with the non-refundable fee. The Admissions Committee selects ten students and three alternates.

#### MINIMUM QUALIFICATIONS:

To be considered for a personal interview the applicants must: Submit a completed application package and fee; provide a copy of their high school diploma or GED; successfully complete the college prerequisites listed below:

PREREQUISITES:	UNITS
*AH 090 Survey of Radiologic Technology	1.50
*AH 101 Medical Terminology	3.00
*ANAT 101 Essentials of Human Anatomy and Physiology	4.00
*ENGL 101 Freshman Composition	4.00
*CIS 101 Introduction to Computer and Information Technology	3.00
*MATH 090 Elementary Algebra	4.00

REQUIRED FIRST SEMESTER COURSES	UNITS
RADIOL 100 Introduction to Radiologic Technology	1.50
RADIOL 103 Radiographic Positioning I	1.00
RADIOL 104 Radiologic Physics I	1.50
RADIOL 105 Radiographic Anatomy/Physiology I	1.00
RADIOL 106 Radiographic Positioning Lab I	.50
RADIOL 107 Basic Radiologic Medical Techniques	1.50
RADIOL 110 Radiographic Exposure I	1.00
RADIOL 115 Radiographic Clinic I	11.50

REQUIRED SECOND SEMESTER COURSES	UNITS
RADIOL 108 Radiation Protection I	1.50
RADIOL 109 Radiologic Physics II	1.50
RADIOL 111 Radiographic Film Critique I	1.00
RADIOL 112 Radiographic Positioning II	1.00
RADIOL 113 Radiographic Anatomy/Physiology II	1.00
RADIOL 114 Radiographic Positioning Lab II	.25
RADIOL 116 Radiographic Exposure II	1.00
RADIOL 117 Radiographic Clinic II	15.00

REQUIRED THIRD SEMESTER COURSES	UNITS
RADIOL 200 Radiation Protection II	1.50
RADIOL 202 Radiographic Film Critique II	1.00
RADIOL 203 Radiographic Positioning III	1.00
RADIOL 204 Radiographic Anatomy/Physiology III	1.00
RADIOL 205 Radiographic Exposure Lab	.50
RADIOL 213 Radiographic Clinic III	14.25

REQUIRED FOURTH SEMESTER COURSES	UNITS
RADIOL 207 Radiographic Fluoroscopic Imaging	1.50
RADIOL 208 Radiography Registry Review & Testing	2.00
RADIOL 209 Radiographic Pathology	1.00
RADIOL 210 Radiographic Positioning IV	1.00
RADIOL 211 Radiographic Anatomy/Physiology IV	1.00
RADIOL 212 Special Procedures in Radiology	1.50
RADIOL 214 Radiographic Clinic IV	13.75
<b>TOTAL UNITS</b>	<b>102.25</b>

\*Students may substitute equivalent or advanced level courses.

**A student receiving a certificate in this field will be able to:**

- Successfully perform the entry level skills necessary for employment as a Radiologic Technologist
- Problem solve, critically think, and communicate at a level to meet the demands of employers
- Successfully complete requirements for certification and employment
- Display professional values and good ethical behaviors
- Continue personal and professional growth throughout their lifetime

**100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**

*Associate Degree Applicable* **1.5 UNITS**  
*Prerequisite: Acceptance into the Radiologic Technology program* (Fa)

*Corequisites: RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Lecture: Minimum 24 hours per semester*

Introduction to the general structure of medicine specifically applicable to radiologic technology. Departmental administration, office procedures, radiation protection, equipment care, and basic medical techniques. Study and practice of professional ethics relative to the radiologic technology, emphasizing personal appearance, attitudes, hygiene and the code of ethics for radiologic technologists.

**103 RADIOGRAPHIC POSITIONING I 1.00 UNIT**

*Associate Degree Applicable* (Fa)  
*Prerequisite: Acceptance into the Radiologic Technology program*

*Corequisites: RADIOL 100, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Lecture: Minimum 16 hours per semester*

Study of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation. Emphasis on chest, abdomen, upper and lower extremities and shoulder girdle.

**104 RADIOLOGIC PHYSICS I 1.50 UNITS**

*Associate Degree Applicable* (Fa)  
*Prerequisite: Acceptance into the Radiologic Technology program*

*Corequisites: RADIOL 100, RADIOL 103, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Lecture: Minimum 24 hours per semester*

Study of basic radiologic physics including units of measurement, energy, matter, atomic structure, magnetism and other concepts related to the production and control of high voltage.

**105 RADIOGRAPHIC ANATOMY/PHYSIOLOGY I 1.00 UNIT**

*Associate Degree Applicable* (Fa)  
*Prerequisite: Acceptance into the Radiologic Technology program*

*Corequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Lecture: Minimum 16 hours per semester*

Study of basic human anatomy and physiology pertinent to Radiology.

**106 RADIOGRAPHIC POSITIONING LAB I .50 UNIT**

*Associate Degree Applicable* (Fa)  
*Prerequisite: Acceptance into the Radiologic Technology program*

*Corequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 107, RADIOL 110, RADIOL 115*

*Laboratory: Minimum 24 hours per semester*

Practice positioning various anatomical parts for specific radiographic examinations.

**107 BASIC RADIOLOGIC MEDICAL TECHNIQUES**

*Associate Degree Applicable* **1.50 UNITS**  
*Prerequisites: Acceptance into the Radiologic Technology program* (Fa)

*Corequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 110, RADIOL 115*

*Lecture: Minimum 24 hours per semester*

Study of basic nursing techniques and methods of patient care for Radiologic Technologists.

**108 RADIATION PROTECTION I 1.50 UNITS**

*Associate Degree Applicable* (Sp)  
*Prerequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Corequisites: RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117*

*Lecture: Minimum 24 hours per semester*

Study of the basic principles and application of radiation protection, physics, and radiation monitoring devices.

**109 RADIOLOGIC PHYSICS II 1.50 UNITS**

*Associate Degree Applicable* (Sp)  
*Prerequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Corequisites: RADIOL 108, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117*

*Lecture: Minimum 24 hours per semester*

Study of the production of X-rays, multiple energy transformation required for radiation production, the mechanics of interaction with matter, X-ray tubes, rectifiers, X-ray circuits, and the history of X-ray tubes.

**110 RADIOGRAPHIC EXPOSURE I 1.00 UNIT**

*Associate Degree Applicable* (Fa)  
*Prerequisites: Acceptance into the Radiologic Technology program*

*Corequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 115*

*Lecture: Minimum 16 hours per semester*

Study of the fundamentals of radiographic exposure techniques, image formation, and technical conversions pertaining to radiography.

**111 RADIOGRAPHIC FILM CRITIQUE I 1.00 UNIT**

*Associate Degree Applicable* (Sp)  
*Prerequisites: RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115*

*Corequisites: RADIOL 108, RADIOL 109, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117*

*Lecture: Minimum 16 hours per semester*

Introduction to analyzing radiographic examinations with emphasis on improving film quality and using proper identification labels.



**112 RADIOGRAPHIC POSITIONING II 1.00 UNIT***Associate Degree Applicable (Sp)***Prerequisites:** RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115**Corequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117,**Lecture:** Minimum 16 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation. Emphasis on the thorax, pelvic structures and vertebral column.

**113 RADIOGRAPHIC ANATOMY/PHYSIOLOGY II 1.00 UNIT***Associate Degree Applicable (Sp)***Prerequisites:** RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115**Corequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 114, RADIOL 116, RADIOL 117**Lecture:** Minimum 16 hours per semester

Study of the basic human anatomy and physiology pertinent to radiology. A continuation of RADIOL 105.

**114 RADIOGRAPHIC POSITIONING LAB II .25 UNIT***Associate Degree Applicable (Sp)***Prerequisites:** RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115**Corequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 116, RADIOL 117**Laboratory:** Minimum 16 hours per semester

Practice of positioning anatomical parts for specific radiographic examinations. A continuation of RADIOL 106.

**115 RADIOGRAPHIC CLINIC I 11.50 UNITS***Associate Degree Applicable (Fa)***Prerequisite:** Acceptance into the Radiologic Technology program**Corequisites:** RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110**Clinic:** Minimum 696 hours per semester

Observation and supervised clinical experience. Emphasis on the development of primary skills in radiologic technology. (Formerly RADIOL 115A).

**116 RADIOGRAPHIC EXPOSURE II 1.00 UNIT***Associate Degree Applicable (Sp)***Prerequisites:** RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115**Corequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 117**Lecture:** Minimum 16 hours per semester

Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology. A continuation of RADIOL 110. (Formerly RADIOL 201).

**117 RADIOGRAPHIC CLINIC II 15.00 UNITS***Associate Degree Applicable (Sp)***Prerequisites:** RADIOL 100, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 107, RADIOL 110, RADIOL 115**Corequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116**Clinic:** Minimum 912 hours per semester

Practice and development of basic radiographic skills within a hospital environment. (Formerly RADIOL 115B).

**200 RADIATION PROTECTION II 1.50 UNITS***Associate Degree Applicable (Fa)***Prerequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117**Corequisites:** RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213**Lecture:** Minimum 24 hours per semester

Study of the biological effects of radiation, cell structure, ionizing radiation, and government regulations regarding its use.

**202 RADIOGRAPHIC FILM CRITIQUE II 1.00 UNIT***Associate Degree Applicable (Fa)***Prerequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117**Corequisites:** RADIOL 200, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213**Lecture:** Minimum 16 hours per semester

Analysis of radiographic examinations with emphasis on improving each student's ability to identify anatomical structures on radiographs.

**203 RADIOGRAPHIC POSITIONING III 1.00 UNIT***Associate Degree Applicable (Fa)***Prerequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117**Corequisites:** RADIOL 200, RADIOL 202, RADIOL 204, RADIOL 205, RADIOL 213**Lecture:** Minimum 16 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluation. Emphasis on the cranium and osseous structures of the face.

**204 RADIOGRAPHIC ANATOMY/PHYSIOLOGY III 1.00 UNIT***Associate Degree Applicable (Fa)***Prerequisites:** RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117**Corequisites:** RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 205, RADIOL 213**Lecture:** Minimum 16 hours per semester

Study of the human anatomy and physiology pertaining to radiology. A continuation of RADIOL 113.

**205 RADIOGRAPHIC EXPOSURE LAB .50 UNIT**

Associate Degree Applicable (Fa)

*Prerequisites:* RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117

*Corequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 213

*Laboratory:* Minimum 24 hours per semester

Demonstration of experiments pertaining to the fundamentals of exposure techniques, image formation, and technical conversions. Demonstration of photographic and geometric properties of radiographic quality.

**207 RADIOGRAPHIC FLUOROSCOPIC IMAGING 1.50 UNITS**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 214

*Lecture:* Minimum 24 hours per semester

Study of the history and principles of radiology including nuclear medicine, clinical ultra-sonography, tomography, radiation therapy, computer tomography, and other imaging modalities.

**208 RADIOGRAPHY REGISTRY REVIEW AND TESTING 2.00 UNITS**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 207, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 214

*Lecture:* Minimum 32 hours per semester

Review and testing of all radiologic technology coursework in preparation for board examination.

**209 RADIOGRAPHIC PATHOLOGY 1.00 UNIT**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 207, RADIOL 208, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 214

*Lecture:* Minimum 16 hours per semester

Study of disease, basic concepts of pathology, pathological conditions of the body and their impact on the radiographic process.

**210 RADIOGRAPHIC POSITIONING IV 1.00 UNIT**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 211, RADIOL 212, RADIOL 214

*Lecture:* Minimum 16 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluations. Emphasis on genitourinary and gastrointestinal systems.

**211 RADIOGRAPHIC ANATOMY/PHYSIOLOGY IV****1.00 UNIT**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 212, RADIOL 214

*Lecture:* Minimum 16 hours per semester

Advanced study and review of human anatomy and physiology pertinent to radiology.

**212 SPECIAL PROCEDURES IN RADIOLOGY 1.50 UNITS**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 214

*Lecture:* Minimum 24 hours per semester

Study of the fundamentals of angiography and the special procedures, equipment, positioning, and techniques involved in producing diagnostic radiographs.

**213 RADIOGRAPHIC CLINIC III 14.25 UNITS**

Associate Degree Applicable (Fa)

*Prerequisites:* RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 116, RADIOL 117

*Corequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205

*Clinic:* 864 hours per semester

Advanced clinical experience. Emphasis on further development of skills in radiologic technology. (Formerly RADIOL 213A).

**214 RADIOGRAPHIC CLINIC IV 13.75 UNITS**

Associate Degree Applicable (Sp)

*Prerequisites:* RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213

*Corequisites:* RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212

*Clinic:* 832 hours per semester

Advanced clinical experience. Emphasis on perfecting learned skills and techniques of radiography. (Formerly RADIOL 213B).

# READING AND STUDY SKILLS (READ)

Department: English and Reading  
 Faculty Chair: Liz Langenfeld, M.A.  
 Faculty: Lynn Lowe, M.A.  
 Kiran azzak, R .S. M

## 078X2 ADVANCED READING 3 UNITS

*Associate Degree Applicable (Fa,Sp)*

*Prerequisite: READ 956X2 or eligibility for READ 078X2 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Third in a sequence of courses that introduce students to skills of vocabulary development and reading comprehension. Intensive practice in reading passages at an advanced level.

## 100 COLLEGE ACADEMIC READING 3 UNITS

*CSU, Associate Degree Applicable*

*Prerequisite: READ 078X2 or eligibility for READ 100 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Improved analytical reading and critical thinking required for reading college textbooks as well as works of literature. Intensive practice in reading critical essays at a college level.

## 925X2 INTRODUCTION TO READING 3 UNITS

*Not Applicable to the Associate Degree (Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendation: Placement in READ 925X2 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 40 hours per semester*

*Laboratory: Minimum 24 hours per semester*

First in a sequence of courses that introduce students to skills of vocabulary development, reading comprehension, phonemic awareness and usage. Intensive practice in reading passages at a developmental level.

## 956X2 INTERMEDIATE READING 3 UNITS

*Not Applicable to the Associate Degree (Fa,Sp)*

*Prerequisite: READ 925X2 or eligibility for READ 956X2 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 40 hours per semester*

*Laboratory: Minimum 24 hours per semester*

Second in a sequence of courses that introduce students to skills of vocabulary development, reading comprehension, phonetic awareness and usage. Intensive practice in reading passages at an intermediate level. This course may be taken two times.

# RELIGIOUS STUDIES (RELIG)

Department: Social Science  
 Faculty Chair: Julie Davis-McKee, M.A.  
 Faculty: J. Christopher Biffle, M.A.  
 T.L. rink, B.D. P

## ASSOCIATE OF ARTS DEGREE RELIGIOUS STUDIES

REQUIRED COURSES:		UNITS
ENGL 150	Classical Mythology	3.00
RELIG 100	Introduction to Religious Studies	3.00
RELIG 101	Introduction to World Religions	3.00
RELIG135/	Religion in America	3.00
HIST 135		
HIST 160	History of Western Civilization: From the Neolithic Revolution to the Renaissance	(3.00)
<b>OR</b>		
HIST 161	History of Western Civilization: From the Renaissance to the Cold War	(3.00)
PHIL 101	Introduction to Philosophy	3.00
PHIL 103	Introduction to Logic: Argument and Evidence	3.00
<b>TOTAL UNITS</b>		<b>21.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

## 100 INTRODUCTION TO RELIGIOUS STUDIES 3 UNITS

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendations: ENGL 101;*

*Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Study of the major components all religions have in common, exploring such elements as the holy, sacred stories, ritual, iconography, religious leaders, scripture, morality and ethics, individual and community in religious tradition, the arts and media, and phenomenology. Use of diverse methodologies to integrate historical research and practical application.

## 101 INTRODUCTION TO WORLD RELIGIONS 3 UNITS

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendations: ENGL 101;*

*Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level*

*Lecture: Minimum 48 hours per semester*

Origins, myths, doctrines, practices, historical development and contemporary concerns of the major world religions, with particular attention to Hindu, Daoist, Confucian, Judaic, Christian, Buddhist, and Islamic traditions.

**101H INTRODUCTION TO WORLD RELIGIONS-HONORS**UC, CSU, Associate Degree Applicable **3 UNITS**

Prerequisite: None

Departmental Recommendations: ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

Lecture: Minimum 48 hours per semester

Origins, myths, doctrines, practices, historical development and contemporary concerns of the major world religions, with particular attention to Hindu, Daoist, Confucian, Judaic, Christian, Buddhist, and Islamic traditions. This course includes content and experiences appropriate for students wishing to earn honors credit.

**110 EARLY RELIGIONS**UC, CSU, Associate Degree Applicable **3 UNITS**

(Odd Fa)

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, the religious context of drug usage, and the social and symbolic functions of beliefs and rituals. Examination of prehistoric religion as well as the belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

**135 RELIGION IN AMERICA**UC, CSU, Associate Degree Applicable **3 UNITS**

(Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

Lecture: Minimum 48 hours per semester

Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as HIST 135.

**175 LITERATURE AND RELIGION OF THE BIBLE 3 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

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

**176 JESUS AND HIS INTERPRETERS****3 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 101; Reading:

Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level

Lecture: Minimum 48 hours per semester

Study of images and interpretations of Jesus: Exploration of Jesus through the perspectives of the gospels, history and theology, and the arts.

## RESPIRATORY CARE (RESP)

Department:	Allied Health Services
Faculty Chair:	Bradley Franklin, M.Ed.
Faculty:	Reynaldo Bell, B.S. Kenneth ryson, B .Ed. M Amber ontrera, .A. B Bradley ranklin, .Ed. M Michael heahan, .A. M

### ASSOCIATE OF SCIENCE DEGREE RESPIRATORY CARE

The Respiratory Care Program at Crafton Hills College is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)). The address is:

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
(817) 283-2835

Enrollment is limited to 35 students. Acceptance will be based on a point system. Students must complete RESP 050 (Introduction to Respiratory Care), AH 101 (Medical Terminology), and ANAT 101 (Essentials of Human Anatomy and Physiology) and will have three points. Additional points can be earned with the completion of MICRO 102 (Introductory Microbiology), CHEM 101 (Introduction to Chemistry), or general education units required for an Associate of Science Degree and/or completion of an Associate degree or higher. Students with six points will be accepted first, then students with five points, etc., until all 35 seats are filled. It is definitely to a student's advantage to have all six points

**NOTE: Prior to acceptance in this program, the student must show proof of a clear criminal background check. All prospective students must submit a high school diploma or equivalent before acceptance into the program. If courses are being transferred from other colleges, sealed transcripts must be submitted to the Respiratory Care Program Department and Admissions and Records Office.**

In completing these required courses, you will complete the major requirements for the Associate of Science Degree in Respiratory Care.

**NOTE: As of December 2009 the CRT and as of Fall 2010 RERT certificate is no longer offered.**

**PREADMISSION COURSES:**

**UNITS**

RESP 050	Introduction to Respiratory Care	2.00
<b>AND</b>		
AH 101	Medical Terminology	3.00
<b>AND</b>		
ANAT 101	Essentials of Human Anatomy and Physiology	4.00

**ADDITIONAL ENTRANCE POINTS AND REQUIRED COURSES FOR DEGREE:**

MICRO 102	Introductory Microbiology	4.00
CHEM 101	Introduction to Chemistry	4.00

General Education courses required for an Associate of Science Degree in Respiratory Care. Please see a counselor for additional information.

**REQUIRED COURSES:**

**UNITS**

RESP 051X4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
RESP 130	Fundamentals of Respiratory Care I	4.00
RESP 131	Fundamentals of Respiratory Care Skills I	11.00
RESP 132	Pulmonary Assessment	4.25
RESP 133	Respiratory Care Clinical Application I	1.25
RESP 134	Introduction to Pharmacology and Drug Therapy	4.25
RESP 135	Fundamentals of Respiratory Care II	4.00
RESP 136	Fundamentals of Respiratory Care Skills II	6.00
RESP 137	Respiratory Care Clinical Application II	7.50
RESP 138X4	Clinical Medicine I	1.50
RESP 139	Perinatal and Pediatric Respiratory Care	4.25
RESP 230	Advanced Theory of Respiratory Care I	2.25
RESP 231	Advanced Respiratory Care Skills Laboratory I	3.00
RESP 232	Physiologic Basis of Respiratory Disease I	2.50
RESP 233	Advanced Respiratory Care Clinical Application I	3.00
RESP 234	Advanced Theory of Respiratory Care II	4.00
RESP 235	Physiologic Basic of Respiratory Disease II	5.00
RESP 236	Advanced Respiratory Care Clinical Application II	7.50
RESP 237	Advanced Respiratory Care Skills Laboratory II	5.25
RESP 238X4	Entry Level and Advanced Practitioner Examinations: Review and Seminar	5.00
<b>TOTAL UNITS</b>		<b>103.50</b>

**(EXCLUDING PREADMISSION AND GENERAL EDUCATION COURSES)**

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**A student receiving a degree in this field will be able to:**

- Demonstrate professional behaviors consistent with employer expectations as an advanced-level respiratory therapist
- Comprehend, apply and evaluate clinical information relevant to their roles as an advanced-level therapist
- Display the technical proficiency in all the skills necessary to fulfill their roles as an advanced-level therapist

**NOTES:**

- Prior to starting this program the student must show proof of a clear criminal background check
- Programs begins Fall semester only
- All courses in Respiratory Care must be completed within a five-year period
- A successful passing score on the NBRC secured Entry Level, Registry Written and the Clinical Simulation Self-Assessment Examinations is required for completion of the A.S. Degree in Respiratory Care. Failure to pass one of the exams will require reenrollment in RESP 238X4, Entry Level and Advanced Practitioner Examinations: Review and Seminar in the Fall Semester
- CHEM 101 and MICRO 102 are also required for the degree
- All courses applied to the A.S. Degree in Respiratory Care must be completed with a grade of "C" or higher.

**050 INTRODUCTION TO RESPIRATORY CARE 2UNITS**

*Associate Degree Applicable*

*Prerequisite: None*

*Lecture: Minimum 32 hours per semester*

Introduction and orientation to the field of respiratory care, professional organizations, regulatory bodies, and policies that govern respiratory treatment. Provides pre-entry students program information critical to the decision to enter the Certified Respiratory Therapist Program.

**051X4 CARDIOPULMONARY RESUSCITATION:  
BASIC LIFE SUPPORT HEALTHCARE  
PROVIDER 1 UNIT***Associate Degree Applicable**Prerequisite: None**Corequisite: Acceptance into Respiratory Care Program**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Instruction in basic life support that either (a) prevents circulatory or respiratory arrest (or insufficiency) through prompt recognition and intervention, early entry into the Emergency Medical Services system, or both, or (b) externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation. A Basic Life Support Healthcare Provider is one who has successfully completed the written examination and all performance (skills) testing of an American Heart Association Basic Life Support Healthcare Provider Course according to American Heart Association requirements. The card that comes as a result of this course is good for two years. This course may be taken four times.

**109AX2 CLINICAL REFRESHER: CLINICAL APPLICATION I 1.75 UNITS***Associate Degree Applicable**Prerequisite: RESP 133**Lecture: Minimum 13 hours per semester**Clinic: Minimum 91 hours per semester*

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Graded on a Pass or No Pass basis only. This course may be taken two times.

**109BX2 CLINICAL REFRESHER: CLINICAL APPLICATION II 2.50 UNITS***Associate Degree Applicable**Prerequisite: RESP 137**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Graded on a Pass or No Pass basis only. This course may be taken two times.

**130 FUNDAMENTALS OF RESPIRATORY CARE I 4 UNITS***Associate Degree Applicable (Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 131, RESP 132, RESP 133**Lecture: Minimum 64 hours per semester*

Theoretical application of diagnostic techniques, equipment, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Provides basic preparation of the respiratory care student consisting of: An introduction to basic respiratory physiology, pharmacology, arterial blood gas interpretation, regulation of breathing, and basis for treatment modalities, including physical principles relating to medical gases and equipment and solutions for body electrolyses.

**131 FUNDAMENTALS OF RESPIRATORY CARE SKILLS I 11 UNITS***Associate Degree Applicable**(Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 130, RESP 132, RESP 133**Lecture: Minimum 128 hours per semester**Lab: Minimum 128 hours per semester*

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Provides an opportunity to learn and practice the required basic respiratory care clinical skills in a simulated, patient-care environment including: Medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation application; airway management techniques; infection control; diagnostic tests interpretation; and therapeutic assessment.

**132 PULMONARY ASSESSMENT 4.25 UNITS***Associate Degree Applicable**(Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 130, RESP 131, RESP 133**Lecture: Minimum 68 hours per semester*

Preparation for the patient encounter through the understanding of basic interviewing and assessing techniques essential to the safe and effective practice of respiratory care. This course also offers the student the introductory knowledge of drugs and medications pertinent to patient care today.

**133 RESPIRATORY CARE CLINICAL APPLICATION I 1.25 UNITS***Associate Degree Applicable**(Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 130, RESP 131, RESP 132**Lecture: Minimum 8 hours per semester**Clinic: Minimum 56 hours per semester*

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings.

**134 INTRODUCTION TO PHARMACOLOGY AND DRUG THERAPY 4.25 UNITS***Associate Degree Applicable**(Sp)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 135, RESP 136, RESP 137, RESP 138X4, RESP 139**Lecture: Minimum 68 hours per semester*

Study of the administration of medicine and drug therapy with an emphasis on cardio-respiratory drugs. Drugs and their actions and their interactions. Basic drug mathematics and calculations as well as Advanced Cardiac Life Support drugs.

**135 FUNDAMENTALS OF RESPIRATORY CARE II****4 UNITS***Associate Degree Applicable (Sp)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 134, RESP 136, RESP 137, RESP 138X4, RESP 139**Lecture: Minimum 64 hours per semester*

Theoretical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Provides basic preparation of the respiratory care student including an introduction to cardiopulmonary dysfunction, pulmonary function testing, respiratory failure, ventilatory support and management, home care, and assessment and therapeutic treatment of the patient.

**136 FUNDAMENTALS OF RESPIRATORY CARE SKILLS II****6 UNITS***Associate Degree Applicable (Sp)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 134, RESP 135, RESP 138X4, RESP 139**Lecture: Minimum 72 hours per semester**Lab: Minimum 68 hours per semester*

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice, provides an opportunity to learn and practice the required basic respiratory care clinical skills in a simulated patient-care environment, including: Recommending therapeutics, recommending therapeutic modification or discontinuance, arterial blood gas drawing and analysis, co-oximetry, mechanical ventilation and related adjuncts, positive end-expiratory pressure, continuous positive airway pressure, bi-level positive airway pressure, and weaning from mechanical ventilation.

**137 RESPIRATORY CARE CLINICAL APPLICATION II****7.5 UNITS***Associate Degree Applicable (Sp)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 134, RESP 135, RESP 136, RESP 138X4, RESP 139**Lecture: Minimum 36 hours per semester**Clinic: Minimum 324 hours per semester*

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings.

**138X4 CLINICAL MEDICINE I****1.5 UNITS***Associate Degree Applicable (Sp)**Prerequisite: None**Corequisites: RESP 134, RESP 135, RESP 136, RESP 137, RESP 139**Lecture: Minimum 24 hours per semester*

Selected topics related to the practice of cardiopulmonary medicine. Combination of lecture and case presentations provided by physicians who are board certified pulmonologists. This course may be taken four times.

**139 PERINATAL AND PEDIATRIC RESPIRATORY CARE****4.25 UNITS***Associate Degree Applicable (Sp)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 134, RESP 135, RESP 136, RESP 137, RESP 138X4**Lecture: Minimum 68 hours per semester*

Preparation of the student for clinical practice in Neonatal and Pediatric Intensive Care Units at our local hospitals.

**209AX2 CLINICAL REFRESHER: ADVANCED****CLINICAL APPLICATION I****2.50 UNITS***Associate Degree Applicable**Prerequisite: RESP 233**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the Clinical Practice Guidelines as well as the local standards of practice. Graded on a Pass or No Pass basis only. This course may be taken two times.

**209BX2 CLINICAL REFRESHER: ADVANCED****CLINICAL APPLICATION II****2.50 UNITS***Associate Degree Applicable**Prerequisite: RESP 236**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the Clinical Practice Guidelines as well as the local standards of practice. Graded on a Pass or No Pass basis only. This course may be taken two times.

**230 ADVANCED THEORY OF RESPIRATORY CARE I****2.25 UNITS***Associate Degree Applicable (Sm)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 231, RESP 232, RESP 233**Lecture: Minimum 36 hours per semester*

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care. Topics include cardiopulmonary anatomy, continuous mechanical ventilation, patient assessment, oxygen transport, oxygen monitoring equipment, hyperbaric oxygen therapy, and interpersonal relationships regarding Respiratory Care Practitioner diversity and ethics.

**231 ADVANCED RESPIRATORY CARE SKILLS 3 UNITS  
LABORATORY I***Associate Degree Applicable (Sm)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 230, RESP 232, RESP 233**Lecture: Minimum 36 hours per semester**Lab: Minimum 36 hours per semester*

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment. Topics include advanced medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation techniques; airway management techniques; pulmonary function techniques; arterial puncture and lines; neonatal cardiopulmonary resuscitation; mechanical ventilation (adult and infant); and the electrocardiogram.

**232 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE I  
2.5 UNITS***Associate Degree Applicable (Sm)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 230, RESP 231, RESP 233**Lecture: Minimum 40.5 hours per semester*

Applied cardiopulmonary, renal and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care examinations.

**233 ADVANCED RESPIRATORY CARE CLINICAL  
APPLICATION I 3 UNITS***Associate Degree Applicable**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 230, RESP 231, RESP 232**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the Clinical Practice Guidelines as well as the local standards of practice.

**234 ADVANCED THEORY OF RESPIRATORY CARE II  
4 UNITS***Associate Degree Applicable (Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 235, RESP 236, RESP 237, RESP 238X4**Lecture: Minimum 64 hours per semester*

Advanced theory, including oxygen transport, acid-base balance, renal function, electrolyte assessment, nutrition, pulmonary function testing, and pulmonary pathologies.

**235 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE II  
5 UNITS***Associate Degree Applicable (Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 234, RESP 236, RESP 237, RESP 238X4**Lecture: Minimum 80 hours per semester*

Further presentation of applied cardiopulmonary, renal, and neuro-pathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for the National Board for Respiratory Care examinations.

**236 ADVANCED RESPIRATORY CARE CLINICAL  
APPLICATION II 7.5 UNITS***Associate Degree Applicable (Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 234, RESP 235, RESP 237, RESP 238X4**Lecture: Minimum 36 hours per semester**Clinic: Minimum 324 hours per semester*

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the Clinical Practice Guidelines as well as the local standards of practice.

**237 ADVANCED RESPIRATORY CARE SKILLS  
LABORATORY II 5.25 UNITS***Associate Degree Applicable (Fa)**Prerequisite: Acceptance into Respiratory Care Program**Corequisites: RESP 234, RESP 235, RESP 236, RESP 238X4**Lecture: Minimum 64 hours per semester**Lab: Minimum 64 hours per semester*

Exposure to new procedures and the improvement of skills based on assessment of individual student performance. Specialized instruction to strengthen identified competencies as final preparation for professional practice, as well as Certification in Advanced Cardiac Life Support.

**238X4 ENTRY LEVEL AND ADVANCED PRACTITIONER  
EXAMINATIONS: REVIEW AND SEMINAR 5 UNITS***Not Applicable to the Associate Degree (Fa)**Prerequisite: Acceptance into the Respiratory Care Program**Corequisites: RESP 234, RESP 235, RESP 236, RESP 237**Lecture: Minimum 68 hours per semester**Lab: Minimum 36 hours per semester*

Preparation for the National Board for Respiratory Care's Entry Level, WRRT Examination, and CSE. Discussion of examination structure, content, examination site requirements, and review of sample test questions. This course may be taken four times.

## RUSSIAN (RUS)

Department:

Communication and Language

Faculty Chair:

Jeff Schmidt, M.A

**A student completing courses in this field will be able to:**

- Demonstrate language proficiency by writing and speaking Russian at a beginning to intermediate level.
- Interpret written and spoken messages in Russian at a beginning to intermediate level.
- Demonstrate appropriate knowledge of the Russian-speaking world regarding interactions, beliefs, values, arts, literature, music and geography.
- Define the concept of culture, appreciate other cultures and interact with members of those cultures in relation to their own.



**101 COLLEGE RUSSIAN I 5 UNITS**

UC\*, CSU\*, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 80 hours per semester

Introductory study of Russian language and culture. Development of the student's listening, speaking, reading and writing skills. Emphasis on acquisition of vocabulary and grammatical structures necessary for comprehension of written and spoken messages at a beginning level. NOTE: This course corresponds with the first year of high school Russian. \* No credit granted if taken after RUS 102.

**102 COLLEGE RUSSIAN II 5 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: RUS 101

Lecture: Minimum 80 hours per semester

A continuation of RUS 101. Continued development of the student's listening, speaking, reading, and writing skills. Emphasis on acquisition and grammatical structures necessary for comprehension of written and spoken messages at an intermediate level. NOTE: This course corresponds with the second year of high school Russian.

# SOCIOLOGY

Department: Social Science  
Faculty Chair: Julie Davis-McKee, M.A.  
Faculty: Julie Davis-McKee, M.A. M

**ASSOCIATE OF ARTS DEGREE  
SOCIOLOGY****REQUIRED COURSES:**

SOC 100	Introduction to Sociology	3.00
SOC 105	Social Problems	3.00
SOC 141	Minority Relations	3.00

*Select two courses from the following list:*

ANTHRO 102	Cultural Anthropology	(3.00)
MATH 108/	Statistics	(4.00)
PSYCH 108		
PHIL 103	Introduction to Logic: Argument and Evidence	(3.00)
PSYCH 100	General Psychology	(3.00)

*Select one additional course from the courses above or the following list:*

SOC 130	Marriage, Family and Intimate Relationships	(3.00)
SOC 150/	Gerontology	(3.00)
PSYCH 150		
PSYCH 116	Psychology of Gender Roles	(3.00)
<b>TOTAL UNITS</b>		<b>18.00 - 19.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**100 INTRODUCTION TO SOCIOLOGY 3 UNITS**

UC, CSU, Associate Degree Applicable

(Fa,Sp,Sm)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101;  
MATH 095 or MATH 095C

Lecture: Minimum 48 hours per semester

Examination of the social influences on human behavior focusing on American social patterns and processes; structure and function; conflict and change in society; multicultural conflicts; and comparison of these processes with international and global patterns.

**101 RESEARCH METHODS FOR SOCIOLOGY 3 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: SOC 100

Lecture: Minimum 48 hours per semester

Designed primarily for sociology and other behavioral science majors, this course includes both quantitative (e.g., surveys, experiments) and qualitative (e.g., focus groups) methods.

**105 SOCIAL PROBLEMS 3 UNITS**

UC, CSU, Associate Degree Applicable

(Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101;  
MATH 095 or MATH 095C and SOC 100

Lecture: Minimum 48 hours per semester

An analysis of contemporary social problems plaguing American society at individual and institutional levels, including: drug and alcohol use/abuse, violence, race and ethnic relations, poverty, ageism, sexual orientation, unemployment, education, population and urbanization, environment, technology, and war.

**130 MARRIAGE, FAMILY AND INTIMATE  
RELATIONSHIPS 3 UNITS**

UC, CSU, Associate Degree Applicable

(Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101;  
MATH 095 or MATH 095C and SOC 100

Lecture: Minimum 48 hours per semester

A descriptive and analytical survey of the structure, process, and development of contemporary families and marriages. Includes analysis of these relationships as intimate both at the individual and institutional level.

**141 MINORITY RELATIONS 3 UNITS**

UC, CSU, Associate Degree Applicable

(Fa,Sp)

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101;  
MATH 095 or MATH 095C and SOC 100

Lecture: Minimum 48 hours per semester

An analysis of the major sociological perspectives, race, and ethnic relations, domestic and global, with emphasis on the nature and trends in race/ethnic relations in American society and comparative cultures, focusing on inter-ethnic and inter-group conflicts.

**150 GERONTOLOGY** **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*  
*Departmental Recommendations: SOC 100, MATH 952;*  
*Eligibility for ENGL 101 as determined through the*  
*Crafton Hills College assessment process;*  
*Reading: Pass a standardized test of reading*  
*comprehension at or above the 12<sup>th</sup> grade level*  
*Lecture: Minimum 48 hours per semester*  
 Examination of aging and the life course. Exploration of how the aging process is influenced and shaped by societal forces, including physical, psychological, and economic as well as social aspects of aging. Effects of the aging process on individuals, families, cohorts and societies. This course is also offered as PSYCH 150.

**015 CONVERSATIONAL SPANISH I** **3 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Introductory conversation course, designed to meet the need of students who wish to communicate orally in the Spanish language for purposes of travel, business, employment and personal pleasure. Focuses on conversation skills with some formal study of grammar.

**101 COLLEGE SPANISH I** **5 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 80 hours per semester*  
 Introductory course beginning the development of the student's listening, speaking, reading and writing skills in Spanish. Study of Spanish pronunciation, vocabulary, idioms, grammar and the Hispanic culture. **NOTE:** This course corresponds to the first year of high school Spanish.\* No credit granted if taken after SPAN 102, 103 or 104.

**102 COLLEGE SPANISH II** **5 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable*  
*Prerequisite: SPAN 101*  
*Lecture: Minimum 80 hours per semester*  
 A continuation of SPAN 101. Further development of the student's listening, speaking, reading and writing skills in Spanish. Study of Spanish vocabulary, idioms, grammar and the Hispanic culture. **NOTE:** This course corresponds to the second year of high school Spanish.\* No credit granted if taken after SPAN 103 or SPAN 104.

**103 COLLEGE SPANISH III** **4 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable*  
*Prerequisite: SPAN 102*  
*Lecture: Minimum 64 hours per semester*  
 A continuation of SPAN 102. Further development of the student's listening, speaking, reading and writing skills in Spanish. Further study of Spanish vocabulary, idioms, more complex grammatical structures and the Hispanic culture, as it is reflected in cultural and literary readings.\* No credit granted if taken after SPAN 104.

**104 COLLEGE SPANISH IV** **4 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: SPAN 103*  
*Lecture: Minimum 64 hours per semester*  
 A continuation of SPAN 103. In-depth study of Spanish grammar and the continued development of the student's listening, speaking, reading and writing skills. Enhancement of the student's cultural awareness through reading, discussion and written analysis of Hispanic cultural and literary readings.

## SPANISH (SPAN)

Department: Communication and Language  
 Faculty Chair: Jeff Schmidt, M.A  
 Faculty: Marina Kozanova, M.A.  
 Jeff chmidt\$ .A. M

### ASSOCIATE OF ARTS DEGREE SPANISH

REQUIRED COURSES:		UNITS
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	4.00
SPAN 104	College Spanish IV	4.00
<b>TOTAL UNITS</b>		<b>18.00</b>

*Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

- A student receiving a degree in this field will be able to:**
- Demonstrate language proficiency by writing and speaking Spanish at a beginning to intermediate level
  - Interpret written and spoken messages in Spanish at a beginning to intermediate level
  - Demonstrate appropriate knowledge of the Spanish-speaking world regarding social interactions, beliefs, values, arts, literature, music and geography
  - Define the concept of culture, appreciate other cultures and interact with members of those cultures in relation to their own
  - Apply their knowledge of Spanish language and culture beyond the classroom in interactions within multicultural communities and the world

# SPEECH COMMUNICATION (SPEECH)

Department: Communication and Language  
 Faculty Chair: Jeff Schmidt, M.A.  
 Faculty: James Urbanovich, M.A., M.P.T.

## ASSOCIATE OF ARTS DEGREE COMMUNICATION

REQUIRED COURSES:	UNITS
SPEECH 100 Elements of Public Speaking	(3.00)
<b>OR</b>	
SPEECH 100H Elements of Public Speaking-Honors	(3.00)
SPEECH 111 Interpersonal Communication	(3.00)
<b>OR</b>	
SPEECH 111H Interpersonal Communication -Honors	(3.00)
SPEECH 125 Critical Thinking through Argumentation and Debate	(3.00)
<b>OR</b>	
SPEECH 140 Small Group Communication	(3.00)
<i>Select nine additional related units from the following list:</i>	
SPEECH 101 Advanced Public Speaking	3.00
SPEECH 110/ THART 110 Voice and Diction	3.00
SPEECH 120 Oral Interpretation of Literature	3.00
SPEECH 120H Oral Interpretation of Literature-Honors	3.00
SPEECH 121 Advanced Interpretation and Readers Theatre	3.00
SPEECH 125 Critical Thinking through Argumentation and Debate	3.00
SPEECH 135/ JOUR 135 Mass Communication in Society	3.00
SPEECH 140 Small Group Communication	3.00
SPEECH 145/ BUSAD 145 Business Communication	4.00
SPEECH 155/ BUSAD 155 Human Relations in the Workplace	3.00
SPEECH 174 Communication in a Diverse World	3.00
SPEECH 246ABCD Special Studies in Communication	1.00
SPEECH 247ABC Special Studies in Communication	2.00
SPEECH 248AB Special Studies in Communication	3.00
CHC 180 Community Service & Leadership I	1.00-3.00
CHC 181 Community Service & Leadership II	1.00-3.00
ENGL 120/ JOUR 120 Fundamentals of News Writing	3.00
ENGL 170 The Film Experience	3.00
MARKET 110 Advertising	3.00
PSYCH 132 Counseling and Interviewing Techniques	3.00
SOC 130 Marriage, Family and Intimate Relationships	3.00
<b>TOTAL UNITS</b>	<b>18.00</b>

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

### A student receiving a degree in this field will be able to:

- Make informed, ethical choices regarding communication behavior
- Demonstrate effective listening behavior
- Speak with the qualities of verbal confidence and competence
- Appreciate the role of and demonstrate effective nonverbal behaviors
- Communicate effectively with individuals of diverse backgrounds
- Apply basic communication concepts across all contexts and situations
- Utilize information and technology in order to communicate more effectively

### 050 FUNDAMENTALS OF ORAL COMMUNICATION 3 UNITS

*Associate Degree Applicable*

*Prerequisite: None*

*Departmental Recommendation: ENGL 908*

*Lecture: Minimum 48 hours per semester*

Study of the basic skills necessary for communicating in our world. Focuses on the most essential parts of the communication process including language, nonverbal communication, voice and articulation and listening in interpersonal, small group and public situations. This course addresses the specific needs of non-native speakers of English, non-transfer students and students needing additional preparation before taking Speech 100.

### 100 ELEMENTS OF PUBLIC SPEAKING UC, CSU, Associate Degree Applicable (Fa,Sp,Sm) 3 UNITS

*Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015*

*Lecture: Minimum 48 hours per semester*

Introductory study and training in public communication including the concepts, principles, and skills required to prepare relevant, audience-centered speeches. Development of skills including listening, organization, research, delivery, and critical evaluation of communication messages.

### 100H ELEMENTS OF PUBLIC SPEAKING- HONORS 3 UNITS

*UC, CSU, Associate Degree Applicable (Fa,Sp)*

*Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015*

*Lecture: Minimum 48 hours per semester*

Introductory study and training in public communication including the concepts, principles, and skills required to prepare relevant, audience-centered speeches. Development of skills including listening, organization, research, delivery, and critical evaluation of communication messages. This course includes content and experiences appropriate for students wishing to earn honors credit.

**101 ADVANCED PUBLIC SPEAKING 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: SPEECH 100 or SPEECH 100H**Lecture: Minimum 48 hours per semester*

Development of critical thinking and listening skills through advanced public speaking in specific communication environments. Understanding of rhetorical traditions and technological advances as a means of crafting communication messages, emphasizing audience analysis, language use and delivery.

**110 VOICE AND DICTION 3 UNITS***UC, CSU, Associate Degree Applicable**(Sp)**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Techniques in voice production. Theory and practice in developing vocal skills for performance including breathing, pitch, volume, rate, articulation, and quality. Application of concepts for students preparing for careers in communication, broadcasting and theatre as well as non-native speakers of English. This course is also offered as THART 110.

**111 INTERPERSONAL COMMUNICATION 3 UNITS***UC, CSU, Associate Degree Applicable**(Fa,Sp,Sm)**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others.

**111H INTERPERSONAL COMMUNICATION-HONORS****3 NITS U***UC, CSU, Associate Degree Applicable**(Fa,Sp)**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others. This course includes content and experiences appropriate for students wishing to earn honors credit.

**120 ORAL INTERPRETATION OF LITERATURE 3 UNITS***UC, CSU, Associate Degree Applicable**(Sp)**Prerequisite: None**Departmental Recommendation: SPEECH 100**Lecture: Minimum 48 hours per semester*

Basic principles of oral communication are explored through analysis and interpretative performance of prose, poetry and dramatic literature. Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of literature. Improvement of minor vocal problems.

**120H ORAL INTERPRETATION OF LITERATURE - HONORS 3 NITS U***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: SPEECH 100**Lecture: Minimum 48 hours per semester*

Basic principles of oral communication are explored through analysis and interpretative performance of prose, poetry and dramatic literature. Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of literature. Improvement of minor vocal problems. This course includes content and experiences appropriate for students wishing to earn honors credit.

**125 CRITICAL THINKING THROUGH ARGUMENTATION AND DEBATE 3 UNITS***(Fa,Sp)**UC, CSU, Associate Degree Applicable**Prerequisite: None*

*Departmental Recommendation: ENGL 101 or SPEECH 100 or SPEECH 100H*

*Lecture: Minimum 48 hours per semester*

Study of critical thinking through oral advocacy and debate. Principles of effective argumentation including logic, reasoning, evidence, motivation, persuasion and refutation. Preparation and presentation of written and oral arguments and participation in individual and group debates. Substantial analytical reading is required.

**135 MASS COMMUNICATION IN SOCIETY 3 UNITS***UC, CSU, Associate Degree Applicable**(Fa)**Prerequisite: None**Lecture: Minimum 48 hours per semester*

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as JOUR 135.

**140 SMALL GROUP COMMUNICATION 3 UNITS***UC, CSU, Associate Degree Applicable**(Fa,Sp)**Prerequisite: None*

*Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

*Lecture: Minimum 48 hours per semester*

Introductory principles and techniques of small group interaction including participation in panel discussions, symposiums and cooperative problem-solving. Development of skills in agenda setting, decision-making, group leadership, conflict management and professional presentations. Emphasis on critical thinking and meaningful communication as they apply to work in business, education and the community.

**145 BUSINESS COMMUNICATION 4 UNITS**  
*CSU, Associate Degree Applicable (Sp)*  
*Prerequisite: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 64 hours per semester*

Principles and techniques of effective oral and written communication in business environments. Organization, composition, presentation and analysis of letters, memorandums, oral and written reports, proposals and resumes. Development of interviewing and collaborative problem solving skills. Emphasis on diversity and the use of technology in the global marketplace. This course is also offered as BUSAD 145.

**155 HUMAN RELATIONS IN THE WORKPLACE 3 UNITS**  
*CSU, Associate Degree Applicable (Fa)*  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*

Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, stress management, physical and emotional health, wellness, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as BUSAD 155.

**174 COMMUNICATION IN A DIVERSE WORLD 3 UNITS**  
*UC, CSU, Associate Degree Applicable (Fa)*  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*

Study of the multicultural nature of communication in our diverse world. Examines how interactions are influenced by culture, including race and ethnicity, gender and sexual orientation, age, religious faith and disability. Exploration of personal cultural identity, theories of intercultural communication, sources of cultural conflict, and development of skills for effective intercultural communication.

**246ABCD SPECIAL STUDIES IN COMMUNICATION 1 NIT U**

*UC\*, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Independent Study: Minimum 48 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

\*UC will determine units granted AFTER transfer.

**247ABC SPECIAL STUDIES IN COMMUNICATION 2 NITS U**

*UC\*, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Independent Study: Minimum 96 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

\* UC will determine units granted AFTER transfer.

**248AB SPECIAL STUDIES IN COMMUNICATION 3 NITS U**

*UC\*, CSU, Associate Degree Applicable*

*Prerequisite: None*

*Independent Study: Minimum 144 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

\* UC will determine units granted AFTER transfer.

## SURVEYING AND MAPPING SCIENCES (SMS)

Department: Physical & Biological Sciences  
 Faculty Chair: Kelly Boebinger

**101 ELEMENTARY SURVEYING 3 UNITS**  
*CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Departmental Recommendation: Knowledge of basic geometric applications; basic right triangle trigonometry; introductory knowledge of CAD*

*Lecture: Minimum 24 hours per semester*

*Laboratory: Minimum 72 hours per semester*

Use and care of surveying instruments, fundamental surveying methods, traverse measurements, area computations, precise equipment, 3D visualization and topographic mapping.

**102 ADVANCED SURVEYING 4 UNITS**  
*CSU, Associate Degree Applicable*  
*Prerequisite: None*

*Departmental Recommendation: SMS 101*

*Lecture: Minimum 48 hours per semester*

*Laboratory: Minimum 48 hours per semester*

Theory of hydrographic, geodetic and control surveys; city and land surveys; route location and layout; simple transportation and vertical curves; earthwork computations; introduction to electronic and photogrammetric methods.

# THEATRE ARTS (THART)

Department: Fine Arts  
 Faculty Chair: Tom Bryant, M.F.A.  
 Faculty: Tom Bryant, M.F.A.

## ASSOCIATE OF ARTS DEGREE THEATRE ARTS

The Theatre Arts program is designed to provide:

1. Preparation for transfer to a four year college theatre program with a course of study that results in a BA or BFA degree
2. An AA degree representing equivalent of the first two years of a course of study in a four year college theatre program. The normal course of study in four year programs features a variety of classes in a track program format that develops the different aspects of theatre performance and technical skills such as acting, voice and diction, dance, production experience, stagecraft, introduction to theatre, theatre history, directing, audition technique and text analysis.
3. The program is also designed to provide courses such as Introduction to Theatre that fulfill general education requirements and courses of popular interest for non theatre major students such as dance and acting.

REQUIRED COURSES:	UNITS
THART 100 Introduction to Theatre	3.00
THART 120 Acting Fundamentals	3.00
*THART 140X4 Theatre Workshop	3.00 X 2 =6.00
(student must take two times)	
THART 176X4 Fundamentals of Stagecraft I	3.00
THART 179X4 Fundamentals of Stagecraft II	3.00

Select at least six units from the following list:

ENGL 170 The Film Experience	3.00
ENGL 275 Shakespeare	3.00
PE/I 143X4 Funk/Hip Hop Dance.	50 - 1.00
SPEECH 120 Oral Interpretation of Literature	3.00
SPEECH 121 Advanced Interpretation and Readers Theatre	3.00
THART 108/ World Drama I	3.00
ENGL 108	
THART109/ World Drama II	3.00
ENGL 109	
THART110/ Voice and Diction	3.00
SPEECH 110	
THART 130X4/ Jazz Dance	.50 - 1.00
PE/I 130X4	
THART 133 Audition Techniques	1.00
THART 145X4 Advanced Theatre Workshop	3.00
THART 150X4 Summer Theatre Workshop	3.00
THART163X4/ Ballroom/Swing/Salsa	.50 - 1.00
PE/I 163X4	
THART 205 Play Directing	3.00
THART 221 Advanced Acting II	3.00
THART 226/ Play and Screenplay Analysis	3.00
ENGL 226	
<b>TOTAL UNITS</b>	<b>24.00</b>

\* Must be taken two times

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

A student receiving a degree in this field will be able to:

- Demonstrate the ability to read an excerpt of a play news copy or other text using proper voice and diction
- Analyze a play text and then use the psychophysical techniques of the Stanislavski system to internalize an appropriate imagined reality in order to create believable characters, realities and interplay on stage
- Demonstrate the ability to co-operate in a group situation with other students to collectively prepare, organize and produce work either as an actor, musician, dancer, performer, director, technician or designer
- Demonstrate the ability to be successfully complete a design process in set, light, sound and costume design, and to prepare, construct and set up technical elements in collaboration with others in the technical production of a show
- Recognize and categorize different types of plays and theatrical styles according to historical period, genre and dramatic effect and how they are related to the social, political, or cultural issues in a given historical period, country, cultural context or era
- Analyze a play and describe how the basic elements of plot, character, theme and language are specifically handled to produce a particular dramatic style or dramatic effect and employ critical thinking skills to analyze dramatic literature and cultural context during class discussions and to prepare and produce written papers that demonstrate analytical skill

### 100 INTRODUCTION TO THEATRE 3 UNITS

UC, CSU, Associate Degree Applicable (Fa,Sp)

Prerequisite: None

Lecture: Minimum 48 hours per semester

Survey course designed to develop an appreciation of the theatre for majors and non-majors. Introduction to the basic elements of play production including playwriting, producing, acting, directing, set design, costume design and lighting design. Exploration of the origins of drama, significant milestones in theatre history, and trends in contemporary theatre.

### 108 WORLD DRAMA I 3 UNITS

UC, CSU, Associate Degree Applicable (Fa)

Prerequisite: None

Lecture: Minimum 48 hours per semester

Survey of the history of theater from its earliest origins to theater in 6th century B.C.E. to the Elizabethan period in the 1500-1600's. The course focuses on important plays, playwrights and the development of theater practices and techniques. This course is also offered as ENGL 108.

**109 WORLD DRAMA II** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Sp)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 The course surveys the history of theater from 1600's to the present and focuses on important plays, playwrights and techniques of theater presentation. This course is also offered as ENGL 109.

**110 VOICE AND DICTION** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Sp)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Techniques in voice production. Theory and practice in developing vocal skills for performance including breathing, pitch, volume, rate, articulation, and quality. Application of concepts for students preparing for careers in communication, broadcasting and theatre as well as non-native speakers of English. This course is also offered as SPEECH 110.

**120 ACTING FUNDAMENTALS** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Introductory instruction in acting techniques. Exercises in improvisation, theatre games and exercises to develop flexibility, imagination, agility, expressiveness and awareness of body movement. Exploration of the basics of text analysis of plays, characterization and scene work.

**130X4 JAZZ DANCE** **.50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable*  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Instruction in jazz dance for beginning students with little or no experience in jazz dance, and for advanced students who wish to identify technical problems and correct deficiencies. Jazz techniques using a variety of styles and approaches within the jazz idiom. This course may be taken four times. This course is also offered as PE/I 130X4.  
 \* UC/CSU limit is 4 units. See PE/I section.

**133 AUDITION TECHNIQUES** **1 UNIT**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*  
*Lecture: Minimum 12 hours per semester*  
*Laboratory: Minimum 24 hours per semester*  
 Introduction to the basics of auditioning as a means of getting roles in plays or musicals. This includes analyzing material for monologues, musical pieces or scenes, structure of their presentation, rehearsal techniques and development of acting or musical technique and skill by preparation and presentations in class.

**140X4 THEATRE WORKSHOP** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*  
*Departmental Recommendations: Audition*  
*Lecture: Minimum 24 hours per semester*  
*Laboratory: Minimum 72 hours per semester*  
 Preparation, rehearsal, production and performance of plays, musicals and dance pieces. Participation in a variety of activities including performing, executing technical production work in the areas of scenery, costumes, lights and sound, stage management, design, musical accompaniment or directing. This course may be taken four times. This course is also offered as MUSIC 140X4.

**145X4 ADVANCED THEATRE WORKSHOP** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*  
*Departmental Recommendation: THART 140X4*  
*Lecture: Minimum 24 hours per semester*  
*Laboratory: Minimum 72 hours per semester*  
 Advanced practice in the development of a professionally mounted production, the interpretation of varied roles in dramatic literature, designing of costumes and settings for plays. This course may be taken four times.

**150X4 SUMMER THEATRE WORKSHOP** **3 UNITS**  
*UC, CSU, Associate Degree Applicable* (Sm)  
*Prerequisite: None*  
*Departmental Recommendation: Previous experience in a theatrical production*  
*Laboratory: Minimum 144 hours per semester*  
 Opportunity for student actors, theatre technicians or theatre management personnel to further develop and refine their skills in a functioning professional theatre setting. Enhancement of theatre skills in the areas of acting, technical theatre, stage management and theatre management in the context of pre-production, rehearsal and public performance under the supervision of a professional staff. This course may be taken four times.

**163X4 BALLROOM/SWING/SALSA** **.50 - 1 UNIT**  
*UC\*, CSU\*, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*  
*Laboratory: Minimum 24-48 hours per semester*  
 Basic principles of Ballroom/Swing/Salsa dance. Development of physical skills including rhythm, syncopation, partnering and body expression. Dance forms include Waltz, Foxtrot, Salsa, East Coast Swing, West Coast Swing, Cha Cha Cha and Night Club Two Step. This course may be taken four times. This course is also offered as PE/I 163X4.  
 \* UC/CSU limit is 4 units. See PE/I section.

**174X4 DANCE PRODUCTION WORKSHOP** **2 UNITS**  
*UC\*, CSU\*, Associate Degree Applicable* (Fa,Sp)  
*Prerequisite: None*  
*Departmental Recommendations: Audition*  
*Lecture: Minimum 16 hours per semester*  
*Laboratory: Minimum 48 hours per semester*  
 Preparation, rehearsal, production and performance of dance pieces. This course may be taken four times. This course is also offered as PE/I 174X4.  
 \* UC/CSU limit is 4 units. See PE/I section.

**176X4 FUNDAMENTALS OF STAGECRAFT I**      **3 UNITS**  
*UC, CSU, Associate Degree Applicable*      (Fa)  
*Prerequisite: None*  
*Lecture: Minimum 32 hours per semester*  
*Laboratory: Minimum 64 hours per semester*  
 Introduction to technical theatre. Study of the history, theory, and practice of theatrical production in areas including stage management, properties, costume, and make-up design. This course may be taken four times.

**179X4 FUNDAMENTALS OF STAGECRAFT II**      **3 UNITS**  
*UC, CSU, Associate Degree Applicable*      (Sp)  
*Prerequisite: None*  
*Departmental Recommendation: THART 176X4*  
*Lecture: Minimum 32 hours per semester*  
*Laboratory: Minimum 64 hours per semester*  
 Continuation of THART 176X4. Study of the history, theory, and practice of theatrical production in areas including lighting, sound and scene design. This course may be taken four times.

**205 PLAY DIRECTING**      **3 UNITS**  
*UC, CSU, Associate Degree Applicable*      (Sp)  
*Prerequisite: None*  
*Lecture: Minimum 48 hours per semester*  
 Introduction to the basics of directing plays, including analyzing the script, casting the play, rehearsal techniques, coaching the actor and staging techniques. Also includes methods of organization for production and working with designers to decide design elements like lighting, sets and costumes.

**220 ADVANCED ACTING I**      **3 UNITS**  
*UC, CSU, Associate Degree Applicable*  
*Prerequisite: None*  
*Departmental Recommendation: Completion of a beginning acting class*  
*Lecture: Minimum 48 hours per semester*  
 Advanced class in acting techniques. The use of scene study to develop skills in text analysis, characterization, body movement, vocal expression and ensemble playing. The course also introduces students to the basics of poetic scansion and other techniques used in the performance of classical dramatic literature such as Shakespeare.

**221 ADVANCED ACTING II**      **3 UNITS**  
*UC, CSU, Associate Degree Applicable*      (Sp)  
*Prerequisite: THART 220*  
*Departmental Recommendation: None*  
*Lecture: Minimum 48 hours per semester*  
 Theory and practice of characterization in solo and ensemble scenes.

**226 PLAY AND SCREENPLAY ANALYSIS**      **3 UNITS**  
*UC, CSU, Associate Degree Applicable*      (Fa)  
*Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*  
*Lecture: Minimum 48 hours per semester*  
 Techniques of analysis necessary to understand the structure, construction and formats of plays and screenplays. This includes a study of the elements of plot, character, dialogue and theme in plays in a diverse selection of periods and styles and the structure and form of screenplays in diverse genres. This course is also offered as ENGL 226.

**246X4 SPECIAL PROJECTS IN THEATRE ARTS**      **1 UNIT**  
*UC\*, CSU, Associate Degree Applicable*      (Fa,Sp)  
*Prerequisite: Completion of or concurrent enrollment in a Theatre Arts course*  
*Independent study: Minimum 48 hours per semester*  
 Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student. This course may be taken four times.  
 \* UC will determine units granted AFTER transfer.

## WORK EXPERIENCE (WKEXP)

Division:              Career and Technical Education  
 Dean:                  June Yamamoto, M.A.

**099 GENERAL WORKSITE EXPERIENCE**      **2 - 4 UNITS**  
*Associate Degree Applicable*  
*Prerequisite: Must be employed or in volunteer service, but job need not be directly related to student's educational goals*

*Work Experience: 150-300 hours Paid Employment*  
*120-240 hours Unpaid Employment*

All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. This course may be repeated three times for a maximum of 6 units.

**CAREER AND TECHNICAL EDUCATION WORKSITE EXPERIENCE**      **2 - 4 UNITS**

*CSU\*, Associate Degree Applicable*  
*Work Experience: 150-300 hours Paid Employment*  
*120-240 hours Unpaid Employment*

Career and Technical Education Worksite Experience is the integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals. Every course stresses good work habits and meeting of competencies.

Work experience education credit can be earned through supervised activities in each of the following occupational disciplines.

ACCT 198	Accounting
AH 198	Allied Health
BUSAD 198	Business Administration
CD 198	Child Development
CIS 198	Computer Information Systems
EMS 198	Emergency Medical Services
FIRET 198	Fire Technology
MARKET 198	Marketing

\* Transfer credit limits apply. See a counselor for details.



# SECTION VII



Your Future is on the Rise

## Crafton Hills College Administration

Gloria Macias Harrison, M.A.	.....	President
Cheryl A. Marshall, Ed.D.	.....	Vice President, Instruction
Michael Strong, B.S.	.....	Interim Vice President, Administrative Services
Rebecca Warren-Marlatt	.....	Vice President, Student Services
Joe Cabrales, M.A.	.....	Dean, Student Services & Student Development
Kirsten Colvey, M.S.	.....	Dean, Student Services/Counseling & Matriculation
Richard K. Hogrefe, M.A.	.....	Dean, Arts & Sciences
June C. Yamamoto, M.A.	.....	Dean, Career Education & Human Development
Vacant	.....	Dean, Math, English, Reading and Instructional Support
Cheryl Bardowell, M.P.A.	.....	Director, Resource Development
Wayne Bogh, M.B.A.	.....	Director, Technology Services
Gloriann Chavez, A.A.	.....	Director, Bookstore
Rejoice Chavira, M.A.	.....	Director, EOPS, CARE
John Muskavitch, B.S.	.....	Director, Financial Aid
Ericka Paddock, M.A.	.....	Director, Student Life
Cammy Purper, M.A.	.....	Director, Child Development Center
Vacant	.....	Director, Facilities, Operations & Maintenance
Keith Wurtz, M.A.	.....	Director, Research and Planning

## District Administration

Bruce Baron, M.A.	.....	Interim Chancellor
Charlie Ng, Jr., M.S.	.....	Interim Vice Chancellor, Fiscal Services
Renee Brunelle, M.A.	.....	Vice Chancellor, Human Resources & Employee Relations
Steven Sutorus, M.B.A.	.....	Manager, Fiscal Services
Larry Cicalone, M.B.A.	.....	President and General Manager, KVCR-TV/FM
Everett Garnick, M.B.A.	.....	Director, Computing Services
Glen Kuck, Ed.D.	.....	Executive Director, Distributed Education and Technology Services
Matthew K. Issac, Ph.D.	.....	Executive Director, Economic Development & Corporate Training
Crispina Ongoco, B.S.	.....	Director, Fiscal Services
Patrick McCurry	.....	District Director, Public Safety (Chief of Police)

## Board of Trustee

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Charles S. Terrell, Jr., Ed.D.	.....	Trustee
Jess Vizcaino, Jr., M.P.A.	.....	Trustee
Daniel Shedd	.....	Student Trustee, CHC
Robert P. Alexander	.....	Student Trustee, SBVC

# Crafton Hills College Foundation



The Crafton Hills College Foundation is a tax-exempt organization established to receive gifts of both real and personal property as a basis for extending educational opportunities to students via scholarships, grants, loans, and other types of assistance.

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Director Emeritus.....	Stephen Miller
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Director Emeritus.....	Kirk H. Stitt

## *Faculty Senate Officers*

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Past President .....	Daniel Bahner
Treasurer .....	Jodi Hanley
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Historian.....	Jessica McCambly

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Past President .....	Candace Leonard
Vice President .....	Betty Jo Wood
Treasurer .....	Vacant
Secretary .....	David Williams
Historian.....	Vacant
Senators.....	Kelly Bingham, Candace Leonard, Ben Mudgett Ginger Sutphin, Jonathan Townsend

# College Personnel and Faculty

*The dates in parentheses indicate the year of appointment to the San Bernardino Community College District.*

**ACQUISTAPACE, Kris** (1997)..... English  
**Professor**

B.A., Washington University, St. Louis, Missouri  
M.Ed., University of Southern Mississippi, Biloxi  
M.A., California State University, Dominguez Hills

**ADAMS, Matthew C.** (2001)..... Physics/Astronomy  
**Professor**

A.A., Riverside City College, Riverside  
B.A., University of California, Berkeley  
M.S., Ph.D., University of California, Irvine

**BAHNER, Daniel** (1991) ..... Activity Director/Student  
**Professor** Intervention Specialist

B.A., Humboldt State University  
M.A., California State University, Long Beach

**BARTLETT, Ryan** (2006) ..... English  
**Associate Professor**

B.A., California State University, San Bernardino  
M.F.A., Mills College

**BEITSCHER, Jane** (1991) ..... History  
**Professor**

B.A., Pennsylvania State University  
Ph.D., University of Wisconsin

**BELL, Reynaldo V.** (2002) ..... Respiratory Care  
**Professor**

A.S., Victor Valley Community College  
B.S., California State University, San Bernardino

**BIFFLE, Christopher** (1971) ... Philosophy/Religious Studies  
**Professor**

B.A., University of California, Santa Cruz  
M.A., California State University, San Francisco

**BISHOP, Robin** (2010) ..... Emergency Medical Services  
**Assistant Professor**

A.S., Riverside Community College  
A.S., Crafton Hills College  
B.A., California State University, San Bernardino

**BOEBINGER, Kelly** (1999) ..... Chemistry  
**Professor**

A.A., Riverside Community College  
B.A., California State University, San Bernardino  
M.S., University of California, Riverside

**BOGH, Debra** (2004) ..... Counseling  
**Associate Professor**

A.A., Crafton Hills College  
B.A., California State University, San Bernardino  
M.A., University of Redlands

**BRINK, T.L.** (1989) ..... Psychology  
**Professor**

B.A., Claremont Men's College  
A.M., Ph.D., University of Chicago  
M.B.A., Santa Clara University

**BROWN, Robert** (2006) .....Developmental Studies Specialist  
**Associate Professor**

B.A., University of Redlands  
M.A., Pepperdine University

**BRYANT, Tom** (2004) ..... Theatre Arts  
**Associate Professor**

A.A., College of Marin  
B.A., San Francisco State University  
M.F.A., Carnegie Mellon University

**BRYSON, Kenneth R.** (1979) ..... Respiratory Care  
**Professor**

A.A., Loma Linda University  
B.V.E., California State University, San Bernardino  
M.A., University of Redlands

**CONTRERAS, Amber** (2009) ..... Respiratory Care  
**Assistant Professor**

AA., Crafton Hills College  
B.A., California State University, San Bernardino

**CRISE, Robert D.** (2001) ..... Mathematics  
**Professor**

B.S., University of California, Riverside  
M.A., California State University, Fullerton

**CROW, Kathy** (1998) .....Emergency Medical Services  
**Professor**

A.S., Riverside Community College  
B.V.E., California State University, San Bernardino

**DAVIS-McKee, Julie** (2004) ..... Sociology  
**Associate Professor**

A.A., Riverside Community College  
B.A., California State University, San Bernardino  
M.A., California State University, Fullerton

**DEMING, Merrill** (1978) ..... Mathematics  
**Professor**

B.A., The George Washington University  
M.A., California State University, San Bernardino

**DIAL, Troylynn** (2004) .....EOPS  
**Associate Professor**

B.A., University of California, Los Angeles  
M.S., California State University, Los Angeles

**DIPONIO, Gwendolyn** (2004) ..... English  
**Associate Professor**

B.A., M.A., California State University, San Bernardino

**DOUTHIT, Mildred M.** (2001) ..... Disabled Student  
**Professor** Programs & Services

A.A., Henderson State University  
B.A., California State University, San Bernardino  
M.A., Chapman University

- FRANKLIN, Bradley H.** (1979)..... Respiratory Care  
**Professor**  
 B.S., University of Missouri  
 M.Ed., University of Redlands
- GIACONA, Judith A.** (1981) ..... College Nurse  
**Professor**  
 B.S., Walla Walla College, Washington  
 M.A., University of Redlands
- GIBSON, Kathleen R.** (1994) ..... Mathematics  
**Professor**  
 A.S., Crafton Hills College  
 B.A., University of Redlands  
 M.A., California State University, San Bernardino
- GIST, John E.** (1998) ..... Counseling  
**Professor**  
 A.A., Santa Ana College  
 B.A., M.S., California State University, San Bernardino
- GREYRAVEN, Ruth** (1991)..... Biology  
**Professor**  
 B.A., M.S., California State University, San Bernardino
- HANLEY, Jodi** (2004) ..... Mathematics  
**Associate Professor**  
 A.S., San Bernardino Valley College  
 B.A., M.A., California State University, San Bernardino
- HARRINGTON, Judith** (1990) ..... Counseling  
**Professor**  
 B.A., California State University, Fullerton  
 M.A., Loyola Marymount University
- HELLERMAN, Steven** (2006) ..... Political Science  
**Associate Professor**  
 A.A., Cabrillo College  
 B.A., University of California, Santa Cruz  
 M.A., Claremont Graduate University
- HENDRICKSON, Catherine** (2005) ..... Library  
**Associate Professor**  
 Paralegal Certification, Montclair University, New Jersey  
 B.S., B.A., Ramapo State College, New Jersey  
 M.L.S., Rutgers University, New Jersey  
 J.D., Seton Hall University School of Law, New Jersey
- HOLBROOK, James** (1984) ..... Emergency Medical Services  
**Professor**  
 National Registry Emergency Medical Technician Paramedic,  
 Loma Linda University  
 B.V.E., M.A., California State University, San Bernardino  
 Ed.D., Nova Southeastern University
- HOYT-ALLEN, Denise R.** (1998) Computer Information  
**Professor** Systems  
 A.A., Cypress College  
 B.A., California State University, Chico  
 M.A., University of Redlands
- HUGHES, Richard** (2004) ..... Earth Science  
**Associate Professor**  
 B.S., University of Pittsburgh, Johnstown  
 M.S., Ohio University
- JOB, Samuel** (1984) ..... Library  
**Professor**  
 A.A., Merced College  
 B.A., M.L.S., Brigham Young University
- JONES, JoAnn** (2000)..... Child Development  
**Professor** and Education  
 A.A., College of the Desert  
 B.A., California State University, San Bernardino  
 M.Ed., Azusa Pacific University
- KOEPER, John** (1998)..... Fire Technology  
**Professor**  
 A.S., Chaffey College  
 B.A., National University
- KOZANOVA, Marina** (1999)..... Spanish  
**Professor**  
 B.A., M.A., Moscow State University
- LANGENFELD, Elizabeth** (2006)..... English  
**Associate Professor**  
 A.A., San Bernardino Valley College  
 B.A., M.A., California State University, San Bernardino
- LEDOUX, Janine** (1991) ..... Health and Physical Education  
**Professor**  
 B.S., M.Ed., Bridgewater State College  
 PH.D., Loma Linda University
- LOWE, Lynn** (1999) ..... Reading  
**Professor**  
 A.A., San Bernardino Valley College  
 B.A., M.A., California State University, San Bernardino
- MANSOURIAN, Farhad** (1990) ..... Economics  
**Professor**  
 B.S., M.A., University of California, Riverside
- MATTHEWS, Damaris** (1985).... Disabled Student Programs  
**Professor** and Services  
 B.A., Oakwood College  
 M.A., California State University, San Bernardino
- McATEE, Robert** (2000)..... Counseling  
**Professor**  
 B.S., M.A., California State University, San Bernardino
- McCAMBLY, Jessica** (2008)..... Art  
**Assistant Professor**  
 B.F.A., M.F.A., University of North Texas
- McCONNELL, Mark D.** (2001)..... Music  
**Professor**  
 B.A., University of Northern Colorado, Greeley  
 M.M., University of New Mexico, Albuquerque
- McCORMICK, Kim** (1999)..... Career Center  
**Professor**  
 A.A., Chaffey College  
 B.S., M.S., University of La Verne
- McLAREN, Meridyth** (2002) ..... Child Development  
**Professor** and Education  
 B.A., Denison University  
 M.S., Purdue University

- O'TOOLE, Robert** (2004)..... Business and  
**Associate Professor** Information  
Technology  
B.S., Arizona State University  
M.B.A., Azusa Pacific University
- PETROVIC, Snezana** (2002)..... Art  
**Professor**  
B.F.A., University of Belgrade, Yugoslavia  
M.F.A., University of California, Irvine
- PFAHLER, Diane** (1996)..... Psychology  
**Professor**  
R.N., B.A., Quinnipiac College  
M.A., California State University, San Bernardino  
Ph.D., California School of Professional Psychology,  
Los Angeles
- PHILLIPS, Theodore P.** (2001)..... English  
**Associate Professor**  
B.S., California Polytechnic University, Pomona  
M.A., California State University, San Bernardino  
Ed.D., Pepperdine University
- RABAGO, Ralph J.** (1989)..... Health and Physical Education  
**Professor**  
B.A., University of Redlands  
M.S., University of Idaho
- RACE, Aaron J.** (2002)..... English  
**Professor**  
A.A., Crafton Hills College  
B.A., California State University, San Bernardino  
M.F.A., Southern Illinois University, Carbondale
- RAMIREZ, Stephen J.** (2001)..... Mathematics  
**Professor**  
A.A., A.S., Mt. San Jacinto Community College  
B.A., M.A., California State University, San Bernardino  
Ph.D., Capella University
- RAZZAK, Kiran** (2008)..... Reading  
**Assistant Professor**  
A.A., Pine Manor College  
B.S., Texas Women's University  
M.A., M.S., California State University, Fullerton
- REESE, Gary** (2002)..... Emergency Medical Services  
**Professor**  
A.S., Crafton Hills College
- RIPPY, Scott** (1996) ..... Mathematics  
**Professor**  
B.A., Brigham, Young University  
M.A., California State University
- SALT, Kimberly** (1999)..... Chemistry  
**Professor**  
B.S., M.S., Ph.D., University of California, Riverside
- SCALITER, Bret** (2000) ..... English  
**Professor**  
A.A., Crafton Hills College  
B.A., M.A., California State University, San Bernardino
- SCHMIDT, Jeffrey** (2001) ..... Spanish  
**Professor**  
A.A., San Bernardino Valley College  
B.F.A., Julliard School  
M.A., University of California, Riverside
- SHEAHAN, Michael** (2009) ..... Respiratory Care  
**Assistant Professor**  
A.A., B.A., M.A., Bellevue University
- SHIMELD, Lisa A.** (1989) ..... Microbiology  
**Professor**  
B.A., M.S., California State University, San Bernardino
- SULLIVAN, Daniel** (2006)..... Fire Technology  
**Associate Professor**  
A.A., El Camino College  
B.S., California State University, Los Angeles
- TRUONG, Sam** (2010)..... Anatomy and Physiology  
**Assistant Professor**  
B.S., California State University, Los Angeles  
M.D., Spartan Health Sciences University
- URBANOVICH, Jimmy** (2006) ..... Speech  
**Associate Professor**  
A.A., Los Angeles Valley College  
B.A., M.A., California State University, Northridge  
M.P.T., The King's Seminary
- WILLIAMS, Gary** (2006)..... Instructional Assessment  
**Associate Professor** Specialist  
A.A., University of Maine, Farmington  
B.A., Bates College  
M.A., Marist College  
Ed.D., University of California, Los Angeles
- WILSON, Sherri** (1999)..... Mathematics  
**Professor**  
B.A., M.S., University of California, Riverside
- WINNINGHAM, Laura** (1983)..... Library  
**Professor**  
B.A., B.S., California State Polytechnic University  
M.A., University of Southern California  
M.S., California State University, Fullerton
- WORD, Daniel** (2001)..... Emergency Medical Services  
**Professor**  
A.S., Crafton Hills College  
B.V.E., California State University, San Bernardino

## Administrators

- BARDOWELL, Cheryl** (2006)..... Resource  
**Director** Development  
B.A., William Paterson University  
MPA, California State University, Dominguez Hills
- BOGH, Wayne** (1998) ..... Technology Services  
**Director**  
BS-EB, MBA, University of Phoenix

**CABRALES, Joe** (2002) ..... Student Services  
**Dean**

B.A., California State University, San Bernardino  
 M.A., University of Redlands

**CHAVEZ, Gloriann** (1994) ..... Bookstore  
**Director**

A.A., Fashion Institute of Design and Merchandising

**CHAVIRA, Rejoice** (1999) ..... EOPS/CARE/CalWORKs  
**Director**

B.A., Chapman University  
 M.A., California State University, Dominguez Hills

**COLVEY, Kirsten Sondergaard** (1981) ..... Student Services  
**Dean**

B.A., University of California, Santa Cruz  
 M.A., California State University, San Bernardino  
 M.S., Pepperdine University

**GARCIA, Donna** (2006) ..... Custodial  
**Supervisor**

A.A., San Bernardino Valley College

**HARRISON, Gloria M.** (1968) ..... President

A.A., San Bernardino Valley College  
 B.A., M.A., University of California, Riverside

**HOGREFE, Richard K.** (2001) ..... Dean  
**Instruction**

B.S., Texas Christian University  
 M.A., Eastern Michigan University

**MARSHALL, Cheryl A.** (2007) ..... Instruction  
**Vice President**

B.S., Memphis State University  
 M.A., California State University, San Bernardino  
 Ed.D., University of Southern California

**MUSKAVITCH, John** (1999) ..... Financial Aid  
**Director**

A.A., Northern Essex, Haverhill, MA  
 B.S., California State University, Long Beach

**PADDOCK, Ericka** (2006) ..... Student Life  
**Director**

B.A., California State University, San Bernardino  
 M.A., University of Redlands

**PURPER, Cammy** (2007) ..... Child Development  
**Director**

B.A., University of Redlands  
 M.A., Pacific Oaks College

**REA, Marty** (1992) ..... Cafeteria/Snack Bar  
**Manager**

**STRONG, Michael** (2008) ..... Administrative Services  
**Interim Vice President**

A.A.S, Utah Valley State College  
 B.S., Brigham Young University

**YAMAMOTO, June** (1988) ..... Emergency Training Center/  
**Dean** Career & Technical Education

A.A., Orange Coast College  
 B.A., California State University, Long Beach  
 M.A., California State University, San Bernardino

## President Emeritus

**Luis S. Gomez** (1976-2000) ..... President

## Vice Presidents Emeriti

**James G. Bisi** (1968-1997) ... Vice President, Student Services

**Gordon A. Clopine** (1961-1997) ..... Vice President  
 Administrative Services & Professor of Geology/Geography

**Alex Contreras** (1997-2009) Vice President, Student Services

## Dean Emeriti

**Ronald O. Kibby** (1977-2001) ..... Occupational Education

**Don A. Yowell** (1972-1987) ..... Dean, Student Personnel  
 Services

**Judith Ashton** (2007-2009) ..... Dean, Humanities & Social  
 Science

**Donna Ferracone** (1989-2009) ..... Dean, Career & Technical  
 Education

**Laurens Thurman** (1972-2009) ..Dean, Math, Science, Health  
 and Physical Education

## Professors Emeriti

**Joseph T. Allen** (1954-1984) ..... Geology

**H. D. Anderson** (1946-1978) ..... Foreign Language

**Sandra Andrews** (1985-2009) .... Emergency Medical Services

**Roger C. Anton** (1946-1976) ..... President  
 Named Professor Emeritus (posthumously) by the Board of  
 Trustees, June 3, 1977

**Letitia D. Antone** (1988-2003) ..... Counseling

**George Ashton** (1957-1978) ..... History

**Judith Ashton** (1985-2009) ..... English

**Olen Baggett** (1965-1986) ..... Physical Education

**James G. Bisi** (1968-1997) ..... Counseling

**Doris Boardman** (1961-1982) ..... Library

**Ron Boatman** (1994-2003) ..... Geology/Geography

**C.A. (Tony) Brainard** (1976-2009) ..... Respiratory Care

**Josephine E. Broholm** (1947-1975) ..... Speech



**CARRILLO, Antonio**  
Grounds Caretaker

**CARRILLO, Minerva**  
Custodian

**CHAURE, Miguel**  
Maintenance Technician

**CHAVEZ, Edward**  
Custodian I

**CHAVIRA, Sharen**  
Administrative Secretary, Instruction

**COLE, Judith**  
Learning Resources Assistant

**COLE, Michelle**  
Secretary I, Student Center

**COX, Cheryl**  
Administrative Assistant II, President's Office

**CROOKS, Jeremy**  
Lead Custodian

**DAVILA, Javier**  
Grounds Caretaker

**DAVILA, Maria**  
Bookstore Assistant I

**FORD-WINGLER, Jacquelyn**  
Clerical Assistant II, Facilities Use

**FRANCO, Vicky**  
Schedule/Catalog Data Specialist

**FULLWILER, Stacey**  
Library Technical Assistant II

**GIMPLE, Tina**  
Project Analyst

**GONZALEZ, Moises**  
Custodian

**GRAY, Tracy**  
Secretary I, Technology Services

**GREENLAND, Jeremy**  
Computer Technician

**HANSEN-BARNES, Rosemarie**  
Lab Technician, Anatomy & Physiology

**HOLTEGAARD, Alisa**  
Child Development Teacher

**HORTON, Annie**  
Child Development Assistant

**HUNTER, Lynnette**  
Account Clerk I, Campus Business Office

**IRGANG, Peggy**  
Food Service Specialist

**IRIZARRY, Raquel**  
Switchboard Operator

**JIMENEZ, Susan**  
Secretary II, Health & Wellness Center

**JOHLE, Christina**  
Child Development Teacher

**JOHNSON, Corey**  
Lab Technician, Computer Lab

**KIRKHART, Patrick**  
Lead Grounds Caretaker

**KIRKHART, Richard**  
Grounds Caretaker

**LEONARD, Candace**  
Secretary II, Child Development Center

**MARSHALL, Aimee**  
Secretary II, Public Safety and Services

**MAY, Anquanetta**  
Switchboard Operator

**MEALEY, Elizabeth**  
Library Technician & Assistant II

**MOLNAR, David**  
Laboratory Technician, Biology

**MORABITO, Elizabeth**  
Administrative Secretary, Career & Technical Education

**MORALES, Caritta**  
Clerical Assistant II, Financial Aid

**MORENO, Carol**  
Book Buyer

**MORENO, Joe**  
Maintenance Technician

**MOTTL, Karen**  
Computer Technician

**MUDGETT, Benjamin**  
Admissions & Records Evaluator

**NGUYEN, Ben**  
Custodian

**OLMOS, Jose**  
HVAC/R Technician



<b>ORTA, Rebecca</b> Student Services Technician II, Counseling	<b>SOUSA, Juanita</b> Financial Aid Coordinator
<b>OVERTURE, Kristin</b> Admissions & Records Technician	<b>SOUTHERLAND, Frances</b> Senior Student Services Technician
<b>PALKKI, Kevin</b> Theatre Technician	<b>SOWERS, Vickie</b> Library Technical Assistant II
<b>PETERSON, Karen</b> Learning Resource Assistant	<b>STECKFINGER, Shannon</b> Clerical Assistant, Financial Aid
<b>QUACH, An</b> Custodian I	<b>STENGEL, Julie</b> Assistant Bookstore Manager
<b>QUINTANA, Rita</b> Child Development Assistant	<b>SUMLIN, Angela</b> Child Development Assistant
<b>RAHN, Charlie</b> Multimedia Specialist	<b>SUTPHIN, Ginger</b> Administrative Secretary, Title V
<b>RAMIREZ, Fermin</b> Financial Aid Outreach Coordinator	<b>TOWNSEND, Jonathan</b> Instructional Assessment Technician, English
<b>RECORD, Laura</b> Administrative Assistant I, Student Services	<b>VELONI, Shane</b> Senior Multimedia Specialist
<b>REGALADO, Arnold</b> Storekeeper II	<b>WAGNER, June</b> Admissions & Records Technician
<b>RIGGS, Michelle</b> Administrative Secretary, Research & Planning	<b>WEISCHADLE, Betty</b> Instructional Assessment Technician, Reading/Study Skills
<b>RIVERA, Valerie</b> Child Development Assistant	<b>WHITE, Anthony</b> Computer Technician
<b>ROBERTS, Sandra</b> Financial Aid Specialist I	<b>WILLIAMS, Barbara</b> Senior Student Services Technician Disabled Student Programs & Services
<b>RODRIGUEZ, Natividad</b> Senior Student Services Technician, EOPS/CARE	<b>WILLIAMS, David</b> Instructional Assessment Technician, Math
<b>RODRIGUEZ, Nicole</b> Secretary I, Instruction	<b>WILLIAMS, Miriam</b> Clerical Assistant II, Counseling & Career Center
<b>ROQUE, Diane</b> Child Development Teacher	<b>WILSON, Kathryn</b> Administrative Secretary, Counseling & Career Center
<b>RUSH, Steven</b> Admissions & Records Technician	<b>WOOD, Betty Jo</b> Administrative Secretary, Resource Development
<b>SANFORD, Renee</b> Lab Technician, Microbiology	
<b>SIMONSON, Kristi</b> Web Developer	
<b>SIMPSON, Floyd</b> Admissions & Records Technician	
<b>SOSA, Paul E., Jr.</b> Custodian	

## SECTION VIII

# Glossary of Terms and Phrases

**Academic Renewal:** A procedure which will allow students to delete up to 30 units of coursework earned at Crafton Hills College. A minimum of 24 units must be completed with a 2.5 GPA and at least one year must have passed. For more information, see the college Catalog, page 28.

**Academic Year:** For a degree granting institution it is a period including a minimum of 30 weeks of instruction; typically it is the period between the first day of the fall semester and the last day of the following spring semester.

**Access:** A personal inspection and review of a record or an accurate copy of a record.

**Advanced Placement (AP):** The opportunity to receive college credit on the basis of performance on tests administered by the College Entrance Examination Board at the high school level.

**Appeal:** A request by a complaint made in writing to a community college district governing board to review the administrative determination of a complaint of discrimination.

**Answer Center:** A place that offers help to channel students to where they need to go or where they can get their questions answered most efficiently.

**Arranged (ARR):** A time designed in the class schedule which requires students to arrange appropriate class meeting times with the instructor on an individual basis.

**Assessment:** Most students who enroll in courses at Crafton Hills College must take the Accuplacer. Accuplacer scores are used to recommend placement in English, Mathematics and Reading.

**ASSIST ([www.assist.org](http://www.assist.org)):** The database that contains all of the current articulation agreements between the 108 California Community Colleges, the 23 California State Universities and the 8 Universities of California. ASSIST also contains lists of all of the courses that transfer from Crafton Hills College to both CSU and UC, as well as lists of CHC courses that apply to the major preparation requirements for both the CSU and UC.

**Associate Degree:** The degree granted upon completion of a program of study in a specific major or area of specialization. This program includes a minimum of 60 units of course work with a minimum of 18 units in a major area and 28 units of general education requirements.

**Bylaw:** A rule governing matters within a corporation

**Career-Technical:** Refers to programs and courses which prepare students for entry-level employment in a specific field of work. For example: Emergency Medical Services, Fire Technology, Respiratory Care.

**Certificate:** A certificate may be awarded after completing a specific number of units within a particular vocational/technical field of study.

**CLEP:** The opportunity to receive college credit on the basis of performance on examination which are part of the College Level Examination Program administered by the College Entrance Examination Board.

**Class Schedule:** A complete listing of courses offered, class times, instructor names, room numbers and important dates to remember. The class schedule is published each semester and in the summer.

**College Catalog:** Published every year, the catalog describes college programs, services, degrees, graduation requirements, academic policies and courses taught throughout the year.

**Complaint:** A written and signed statement that alleges unlawful discrimination.

**Corequisite:** Course or skill prerequisites which require that a student be enrolled in two supporting classes during the same semester as a condition of enrollment. For example, ACCT 210 requires that you be enrolled in ACCT 211 during the same semester.

**Confer:** to bestow; to consult

**Continuing Education:** Instruction in any of the following circumstances: (1) Only in subjects licensees are required to take as a condition of continued licensure and solely for that purpose; (2) Only in subjects necessary to continue to practice/work in a profession such as law/medicine and solely for that purpose; (3) To persons who are already in a particular profession, trade or job category for the sole purpose of enhancing their skills/knowledge within that particular profession, trade or job category.

**Continuous Attendance:** Attendance in at least one or more semesters at Crafton Hills College with a break of less than one year.

**Course:** An organized pattern of instruction on a specified subject, offered by a community college.

**Course and Skills Prerequisite:** An academic requirement which must be fulfilled and verified prior to registration in a specific course for which that prerequisite is prescribed.

**Course Number:** The number immediately following a course title. For example: ENGL 101, MATH 095.

**Course of Study:** Either a single course or a set of related courses in which a student enrolls.

**Credit by Examination:** College credit may be earned by successfully completing a departmental examination that allows students to demonstrate competence based on prior knowledge of the subject matter.

**CSU System:** The California State University System. For example: CSU San Bernardino, San Diego State, or Cal Poly Pomona.

**Degree:** An academic title such as but not limited to, associate, bachelor, master or doctorate.

**Directory:** Contains one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student and any other information authorized in writing by the student.

**Drop:** The process which allows students to withdraw from a class through the 14<sup>th</sup> week of the semester. Check the semester class schedule of deadline dates affecting the drop process.

**Educational Program:** An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

**Extended Day:** Classes which begin after 4:00 pm.

**Fee Waiver:** Process which allows qualified students to waive the registration fee. See the Financial Aid Office for more information.

**FERPA: Family Educational Rights and Privacy Act;** Federal and State Law does not permit access to or release of any information contained in student education records to any unauthorized party or agency without proper court orders or written consent of the student. All Students records are administered in accordance with the FERPA act. Subsequently, no information will be disseminated to anyone other than student.

**Financial Aid:** Payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the student) which is conditioned on the student's attendance at a community college.

**Freshman Status:** Students who have completed less than 30 semester units.

**Full Time Status:** Enrollment in 12 or more semester units.

**General Education Certification:** The process by which CSU general education and IGETC courses are certified as being completed so students are not held to the requirements of the individual campuses. Students must apply for certification through the Admissions and Records Office on their final transcripts.

**General Education Requirements:** Courses required of all students who plan to receive an AA or AS degree from Crafton Hills College. See your counselor for more information.

**Grade Review:** A procedure which allows students who feel they were not graded fairly to seek a course of action. See the Student Grievance Procedure in the CHC catalog on page 40.

**Graduate-level:** Of academic study beyond the baccalaureate level.

**Infraction:** A violation

**Innuendo:** An indirect, usually disparaging, remark

**Instruction:** Includes any specific, formal arrangement by an institution or its enrollees to participate in learning experiences in which the institution's faculty or contracted instructors present a planned curriculum appropriate to the enrollee's educational program.

**Major:** A course of study followed by students who express specific vocational and/or academic interest in a particular field. For example: Art, Psychology, or Business Administration.

**Matriculation:** A process which involves the assessment, orientation, counseling and follow up of CHC students in order to help them complete courses successfully and to reach their goals. See the CHC Catalog page 28 for more information.

**Non-Transferable:** Courses and/or majors which do not transfer for credit to a state college or university.

**Non-Tutorial:** Courses which are taught using a traditional classroom approach, not requiring additional student time in the Tutoring Center.

**Open Entry/Open Exit Courses:** Courses in which students may enroll at various times, may complete at various times or at varying paces, and for which student's may receive varying credit, and may be conducted with or without regularly scheduled hours.

**Orientation:** Process which acquaints students and potential students with college programs, services, facilities and grounds, academic expectations and institutional procedures.

**Pass/No Pass:** Students taking courses in which pass/no pass grading is allowed will earn "P" (pass), which is equal to no less than a "C" grade or "NP" (no pass) which is equal to a "D" or "F" grade. Grades of "P" or "NP" will not be calculated into the student's GPA. Formerly known as credit/no credit ("CR"/"NC").

**Plagiarize:** To copy (whether from a book, article, broadcast, internet, or another student) and claim as one's own work

**Preamble:** An introductory declaration

**Prerequisite:** A course which must be completed before enrollment in a more advanced course. For example, SPAN 101 is a prerequisite for SPAN 102.

**Probation (Academic):** Status indicating that at least 12 semester units have been attempted with an earned grade-point average below 2.0 in all units attempted at the college.

**Probation (Progress):** Status indicating that of at least 12 units attempted at the college, grades of "W", "I", or "NC" were earned in 50% or more of all units for which the student has enrolled at the college.

**Program:** Set of related courses for which a student enrolls.

**Putative:** Reputed; supposed

**Quad:** A quadrangle (courtyard or courtyard and its buildings). Crafton's quad is located between the Library (LR) and Lab/Administration (LADM) buildings.

**Report Delayed:** The "RD" may be assigned by the Admissions & Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**Sanction:** Permission or approval; action by one state against another to force compliance with an obligation

**Satellite:** An auxiliary classroom or a teaching site.

**Semester:** The term used to define the two periods of instructional activity that make up one academic year. Each semester is approximately 18 weeks in length. The Fall semester begins in August, and ends in December. The Spring semester begins in January and ends in May.

**Site:** Main location, branch or satellite campus.

**Sophomore status:** Students who have completed between 30 and 60 units.

**Student Record:** Any item of information directly related to an identifiable student, maintained by a community college.

**Transcripts:** The official college record of all courses attempted and completed while at Crafton Hills College. A student is entitled to two copies of his/her transcript at no cost. A charge of \$3.00 will be made for each additional transcript. A charge of \$5.00 will be made for each transcript picked up on the same day it is ordered. For information, or copies, contact the Admissions and Records Office.

**Transfer:** A term that applies to specific types of courses that can be taken at Crafton Hills College as well as identifying majors that are acceptable for continued studies at a state college or university. Courses transferable to the CSU System are numbered 100 or higher. Courses transferable to the UC system are identified in the college catalog course description.

**UC System:** The University of California System. For example: UC Irvine, UCLA, UC Riverside, UC San Diego.

**Unit:** College work is measured in terms of semester units. Generally, the number of units earned in a class equals the number of hours per week the class meets. For example, a one unit lecture class meets one hour per week, a three unit lecture class meets three hours per week. For each unit, there may be 2-3 hours of homework or work outside the class hours.

**Vindicate:** To clear as from suspicion; to uphold and justify

**Work Experience:** Program designed for students who are employed for a minimum of 10 or more hours per week, to provide instruction and advisement related to actual work experience.

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## 2010-2011 ACADEMIC CALENDAR

For up-to-date information, enrollment dates and other deadlines for short-term courses, dates for final exams, and specific deadline please see the information at [www.craftonhills.edu/admissions\\_&\\_records/index.php](http://www.craftonhills.edu/admissions_&_records/index.php) or consult the Schedule of Classes.

### Fall Semester 2010

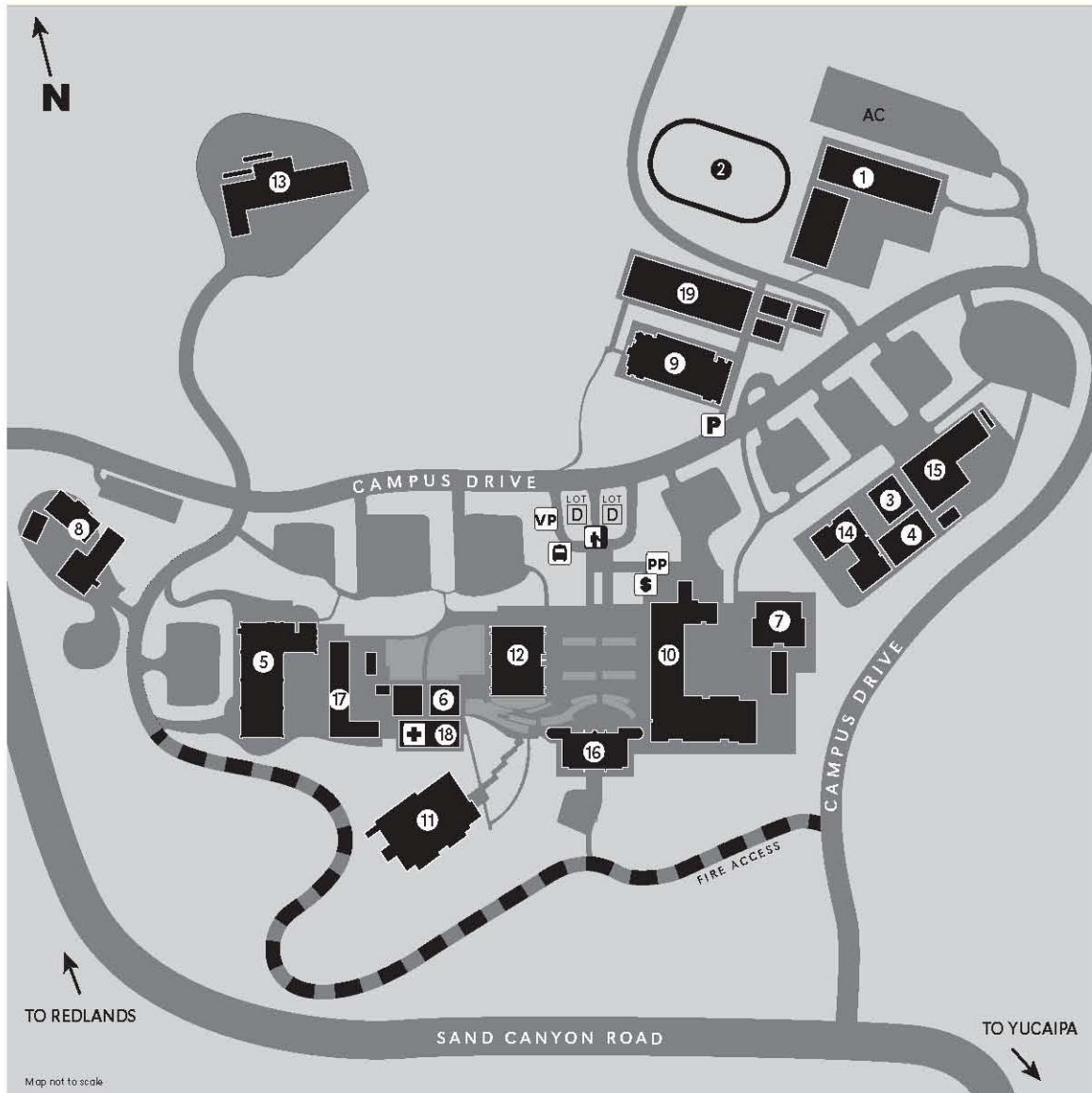
June 21-July 11, 2010 .....	Enrollment Begins (Continuing Students)
July 12, 2009 .....	Open Web Registration (New Students)
August 06, 2010 .....	Deadline for High School students to submit paperwork for admission
August 15, 2010 .....	Last date to register and last date to drop prior to the first day of instruction
August 16, 2010 .....	<b>Instruction begins</b>
August 27, 2010 .....	Last date to add a full term (18-week) course
August 27, 2010 .....	Last date to drop courses to receive a refund of enrollment fees for full-term (18week)
September 6, 2010 .....	Labor Day (NO CLASSES)
September 10 .....	Last date to drop without a "W" from full-term (18-week) courses (refer to your registration statement for short-term course deadlines)
September 17 .....	Last date to file pass/no pass grading petition for full-term (18-week) courses
October 01, 2010 .....	Last day to apply for Fall 2010 graduation
November 11 .....	Veteran's Day (NO CLASSES)
November 19 .....	Last date to withdraw with a "W" from full-term (18-week) courses (refer to your registration statement for short-term course deadlines)
November 25-27 .....	Thanksgiving Recess (NO CLASSES)
December 13-18 .....	Final Exams
<b>December 18 .....</b>	<b>End of Fall semester</b>
December 19, 2010-January 17 2011 .....	Winter Break (students)
December 22 .....	Fall 2010 grades available at <a href="http://www.craftonhills.edu">www.craftonhills.edu</a>
December 24-December 31, 2010 .....	Winter Break (staff; campus closed)

### Spring Semester 2011

November 22-December 12, 2010 .....	Enrollment Begins (Continuing Students)
December 13, 2010-January 16, 2011 .....	Open Web Registration (New Students)
January 07, 2011 .....	Deadline for High School students to submit paperwork for admission
January 17, 2011 .....	Last date to register and last date to drop prior to the first day of instruction
<b>January 18, 2011 .....</b>	<b>Instruction begins</b>
January 17, 2011 .....	Martin Luther King Day (NO CLASSES)
January 28, 2011 .....	Last date to add a full term (18-week) course
January 28, 2011 .....	Last date to drop courses to receive a refund of enrollment fees for full-term(18week)
February 10, 2011 .....	Last date to drop without a "W" from full-term (18-week) courses (refer to your registration statement for short-term course deadlines)
February 18, 2011 .....	Last date to file pass/no pass grading petition for full-term (18-week) courses
February 11, 2011 .....	Lincoln's Birthday (NO CLASSES)
February 21, 2011 .....	Washington's Birthday (NO CLASSES)
March 01, 2011 .....	Last date to apply for Spring 2011 graduation
April 29, 2011 .....	Last date to withdraw with a "W" from full-term (18-week) courses (refer to your registration statement for short-term course deadlines)
May 19-25, 2011 .....	Final Exams
<b>May 25, 2011 .....</b>	<b>End of Spring semester</b>
June 02, 2011 .....	Spring 2011 grades available at <a href="http://www.craftonhills.edu">www.craftonhills.edu</a>
May 30, 2011 .....	Memorial Day (CAMPUS CLOSED)



# CAMPUS DIRECTORY



Map not to scale

Updated: February 11, 2010

- |                 |                                   |                 |
|-----------------|-----------------------------------|-----------------|
| ATM             | Parking Permits (Daily)           | Police/Security |
| Bus Stop        | Parking Permits (Semester/Annual) | Visitor Parking |
| Nurse's Station | Fire Access                       |                 |

- 1 AQUATIC CENTER ..... AC
- 2 ATHLETIC FIELD ..... AF
- 3 BC CLASSROOM BUILDING ..... C
- 4 BOOKSTORE ..... BK
- 5 CAFETERIA/COLLEGE CENTER ..... CC  
Student Senate
- 6 CL CLASSROOM BUILDING ..... CL  
Financial Aid
- 7 CHEMISTRY/HEALTH SCIENCES ..... CHS
- 8 CHILD DEVELOPMENT CENTER ..... CDC
- 9 GYMNASIUM ..... G  
POLICE
- 10 LABORATORY/ADMINISTRATION ..... LADM  
Campus Business Office  
Parking Permits (Semester/Annual)

- 11 LEARNING RESOURCE CENTER ..... LRC  
Copy Center                      Multi-purpose Room  
Gallery                              Teaching Center  
Lecture Hall                        Tutoring Center  
Library
- 12 BUILDING 12 ..... B12
- 13 MAINTENANCE & OPERATIONS/  
SHIPPING & RECEIVING
- 14 OCCUPATION EDUCATION 1 ..... OE1
- 15 OCCUPATION EDUCATION 2 ..... OE2
- 16 PERFORMING ARTS CENTER ..... PAC
- 17 STUDENT SERVICES A ..... SSA  
Admissions & Records      EOPS
- 18 STUDENT SERVICES B ..... SSB  
Counseling                        Health & Wellness Center  
Disabled Student Services
- 19 TENNIS COURTS ..... TC-CRTS

**CRAFTON HILLS COLLEGE**  
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