Crafton Hills College offers career-focused courses that will help you achieve your career goals—from accounting to computer information science to Spanish for medical personnel.

- Improve your work skills
- Increase your marketability
- Expand your job opportunities
- Move up the salary schedule

Classes start January 19, 2016!

Apply and register at www.craftonhills.edu
REGISTRATION INFORMATION

STEP 1. Apply at www.craftonhills.edu/apply

STEP 2. Register via WebAdvisor (You will receive a WebAdvisor account after you apply.)

STEP 3. Pay your fees. Courses are $46 per unit, plus student fees*.

STEP 4. Attend class.

Questions? Call 909-389-3366

Accounting

ACCT 032  Federal and State Taxation  4.00 Units
Principles and procedures of federal and state income taxation. Preparation of tax returns, emphasizing the individual taxpayer. Volunteer tax assistance is required.

ACCT 105  Accounting Concepts with Quickbooks  4.00 Units
Basics of Quickbooks bookkeeping software. Practice in opening, adjusting, and closing various professional sets of books. Use of Quickbooks bookkeeping software.

ACCT 208  Introduction to Financial Accounting  4.00 Units
Introduction to financial accounting including the use of management accounting information in decision making.

ACCT 209  Introduction to Managerial Accounting  4.00 Units
Introduction to managerial accounting including the use of management accounting information in decision making.

REGISTRATION INFORMATION

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Introduction to managerial accounting including the use of management accounting information in decision making.

BUSAD 100  Introduction to Business  3.00 Units
Introduction to the fundamental concepts of business in today’s economy. Survey of business entities and business activities including accounting, finance, management, and marketing.

BUSAD 200  Business Management  3.00 Units
Concepts and applications of successful management functions including planning, organizing, staffing, directing, decision making and controlling business activity.

BUSAD 210  Business Law  3.00 Units
An introduction to the American legal system and principles of law as applied to businesses. Topics include sources of law, legal reasoning, ethics, criminal law, contracts, torts, agency, liability, the Uniform Commercial Code, sales, business organizations, and judicial and administrative processes.

*Please provide the student fees information.
COMMST 100  
Elements of Public Speaking  
3.00 Units

Introductory study and training in public communication.  
Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: Concurrent enrollment in ENGL 101 or eligibility for ENGL 101

0302 10 MN 08:30a-09:45a LEC 3.00 EAST-106 O'Shaughnessy,V
0304 20 MN 10:00a-11:15a LEC 3.00 EAST-106 O'Shaughnessy,V
0306 30 MN 01:00p-02:15p LEC 3.00 EAST-106 Drake-Green,P
0308 40 MN 03:30p-04:45p LEC 3.00 MODS-MOD2 Edris,E
0312 15 TTH 09:00a-10:15a LEC 3.00 MODS-MOD1 Staff
0314 35 TTH 02:00p-04:15p LEC 3.00 EAST-106 Urbanovich,J

Note: Ref. No. 0314 - 9 week class: 01/19 - 03/24
0316 36 TTH 02:00p-03:15p LEC 3.00 MODS-MOD1 Wassing,A

0318 70 T 10:00a-12:50p LEC 3.00 EAST-106 Urbanovich,J
01/19/16
T 10:00a-12:50p LEC EAST-106 Urbanovich,J
01/26/16
T 10:00a-12:50p LEC EAST-106 Urbanovich,J
02/02/16
T 10:00a-12:50p LEC EAST-106 Urbanovich,J
02/09/16
T 10:00a-12:50p LEC EAST-106 Urbanovich,J
02/16/16
T 10:00a-12:50p LEC EAST-106 Urbanovich,J
02/23/16
T 10:00a-12:50p LEC EAST-106 Urbanovich,J
03/01/16
ARR 3.5 HRS/WK LEC - Urbanovich,J
Note: Ref. No. 0318 - 9 week class: 01/19 - 03/22

This hybrid class includes (?) seven on-campus meetings and online components. Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (Bb) capability. On the first day of class students must log into Bb to access this course and receive initial information from the instructor (typically located in the digital world. Historical development of communication technology, 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.

This course is also offered as COMMST-125H.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

PREREQUISITE: ENGL 101 or ENGL 101H

DEPARTMENTAL RECOMMENDATION: Successful completion of COMMST 100 or COMMST 100H

COMMST 125  
Critical Thinking Through Argumentation and Debate  
3.00 Units

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.

This course is also offered as COMMST-125H.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

COMMST 174  
Communication in a Diverse World  
3.00 Units

Study of the multicultural nature of communication in our diverse world. Examines how interactions are influenced by culture. Exploration of personal cultural identity, theories of intercultural communication, sources of cultural conflict, and development of skills for effective intercultural communication.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

COMMST 178  
Communication in a Technological World  
3.00 Units

Study of the evolving nature of communication in an increasingly technological world. Examination of the influence of technology on perception, personal relationships, self-identity and development of skills to effectively communicate in the digital world. Historical development of communication technology, critical analysis of mediated messages and the influence of technology on society and culture as well as individual physical, psychological and social development.

Associate Degree Applicable

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

COMMST 111  
Interpersonal Communication  
3.00 Units

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.

Associate Degree Applicable

Course credit transfers to both CSU and UC.
**Computer Information Systems**

**CIS 101**  
Introduction to Computer and Information Technology  
3.00 Units

This class includes instruction on the use of the Microsoft Office 2013 Suite. All Crafton Hills College students are eligible to install Microsoft Office 2013 on up to five computers or tablets at no charge. Mac users enrolling in CIS 101 must download and install Oracle VM VirtualBox in order to run the Windows-compatible version of Microsoft Office 2013 required for the course. VirtualBox is available for download at www.virtualbox.org. For more information and instructions for downloading Microsoft Office 365, visit www.craftonhills.edu/current_students/software_discounts.  

Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (BB) capability. On the first day of class students must log into BB to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.

Note: This course includes instruction on the use of the Microsoft Office 2013 Suite. All Crafton Hills College students are eligible to install Microsoft Office 2013 on up to five computers or tablets at no charge. Mac users enrolling in CIS 101 must download and install Oracle VM VirtualBox in order to run the Windows-compatible version of Microsoft Office 2013 required for the course. VirtualBox is available for download at www.virtualbox.org. For more information and instructions for downloading Microsoft Office 365, visit www.craftonhills.edu/current_students/software_discounts.

### Course Information

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<thead>
<tr>
<th>Ref</th>
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<th>Type/Units</th>
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Note: Ref. No. 0360 - 9 week class: 01/21 - 03/24

Note: This hybrid class includes (9) nine on-campus meetings and online components. Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (BB) capability. On the first day of class students must log into BB to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.
CIS 104  Object Oriented Programming with Visual Basic  3.00 Units
Introduction to object oriented programming using Visual Basic.
Associate Degree Applicable
Course credit transfers to CSU.

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0380  60  MW  07:00p-08:15p LEC  3.00  CNTL-136  Nimri,A

CIS 105  Database Concepts and Design  3.00 Units
Fundamentals of database concepts and design. Includes coverage of entity relationship diagrams, normalizing, and SQL.
Associate Degree Applicable
Course credit transfers to CSU.

PREREQUISITE: CIS 101 or BUSAD 230

DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 101

CIS 111  Web Page Programming and Design  3.00 Units
Introduction to web page design, programming and administration using HTML, XHTML, CSS and scripting languages.
Associate Degree Applicable
Course credit transfers to CSU.

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0384  45  TTH  04:30p-05:45p LEC  3.00  CNTL-134  Mills,B

CIS 113  Java Programming  3.00 Units
Introduction to Java Programming. Includes program design and development, program logic structures, classes and objects, object-oriented design, inheritance, arrays, graphical user interfaces, and applets.
Associate Degree Applicable
Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 101

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0386  30  MW  01:00p-02:15p LEC  3.00  CNTL-135  Walter,M
Note: Ref. No. 0386 - 13 week class: 02/22 - 05/23

CIS 130  Hardware and Information Technology  3.00 Units
Hands-on course covering basic computer hardware, operating system software and utility programs, management and maintenance. Includes hardware components, troubleshooting as well as preparation for industry standard certification exams.
Associate Degree Applicable

DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 101

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0388  60  W  07:00p-09:50p LEC  3.00  CNTL-135  Romano,N

CIS 140  Introduction to Networks (Cisco CCNA 1) Businesses (Cisco CCNA 1)  4.00 Units
First of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Hands-on introduction to the architecture, structure, functions, components, and models of the Internet and other computer networks. Development of skills needed to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
Associate Degree Applicable

DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 101

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0390  70  TTH  08:30a-10:45a LEC  4.00  CNTL-135  Staff
ARR  3 HRS/NK LEC  -  Staff
Note: Ref. No. 0390 - 9 week class: 01/19 - 03/24
This hybrid class includes on-campus meetings and online components. Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (Bb) capability. On the first day of class students must log into Bb to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.

CIS 141  Basic Routing and Switching (Cisco CCNA2)  4.00 Units
Second of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduction to the architecture, components, and operations of routers and switches in a small network. Development of skills needed to configure a router and switch for basic functionality.
Associate Degree Applicable

PREREQUISITE: CIS 140

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0392  71  TTH  08:30a-10:45a LEC  4.00  CNTL-135  Staff
ARR  3 HRS/NK LEC  -  Staff
Note: Ref. No. 0392 - 9 week class: 03/29 - 05/26
This hybrid class includes on-campus meetings and online components. Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (Bb) capability. On the first day of class students must log into Bb to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.

CIS 162  Introduction to Flash  3.00 Units
Introduction to Adobe Flash. Development of skills needed to design, create, and publish Flash animations, navigation buttons, movies, and interactive applications.

Associate Degree Applicable
Course credit transfers to CSU.

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0396  65  T  07:00p-09:50p LEC  3.00  CNTL-135  Mills,B

CIS 163  Introduction to PhotoShop  3.00 Units
Design, creation, and manipulation of original and existing images and photographs using PhotoShop.

Associate Degree Applicable
Course credit transfers to CSU.

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0398  60  M  07:00p-09:50p LEC  3.00  CNTL-135  Walter,M

CIS 165  Introduction to 3D Modeling and Animation  3.00 Units
Introduction to 3D modeling and animation using Autodesk Maya. Focus includes modeling, texturing, and animating computer generated environments and objects as well as overviews of the animation production pipeline for both film and videogame design.

Associate Degree Applicable
Course credit transfers to CSU.

DEPARTMENTAL RECOMMENDATION: CIS 101

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0400  60  W  07:00p-09:50p LEC  3.00  CNTL-135  Walter,M

CIS 174  Introduction to Adobe Premiere  3.00 Units
Foundational course in digital video editing using Adobe Premiere. Development of skills necessary to import video from a variety of sources and apply professional edits such as cuts, transitions, lower-third overlays, and soundtrack integration.

Associate Degree Applicable
Course credit transfers to CSU.

Ref  Sec  Days  Time  Type/Units  Room  Instructor
0402  65  TH  06:00p-09:50p LEC  3.00  CNTL-135  Aranda,M
Note: Ref. No. 0402 - 13 week class: 02/19 - 05/19

CIS 211  Cascading Style Sheet (CSS) Web Design  3.00 Units

In-depth study of Cascading Style Sheets (CSS) and their application to the design and development of Websites.

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

**PREREQUISITE:** CIS 111

**CSCI 110** Introduction to Computer Science I  
*3.00 Units*
Introduction to computer science, including programming, theory and applications. Introduction to computer software design, implementation, methods, environment and problem solving using structured programming in a high-level language.

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

**PREREQUISITE:** MATH 102: College Algebra or MATH 160: Precalculus or eligibility for MATH 250 as determined through the Crafton Hills College assessment process

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

**GIS 175** Introduction to Information Mapping  
*3.00 Units*

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

**Note:** Enrollment in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (BB) capability. On the first day of the course, students must log into BB to access the course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.

**Ref** | **Sec** | **Days** | **Time** | **Type/Units** | **Room** | **Instructor**
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**GIS 175** | 0752 | 65 | TH | 06:30p-09:50p LEC | CNTL-247 | Staff
**GIS 175** | 0754 | 60 | W | 07:00p-09:50p LEC | CNTL-247 | Staff

**ECON 200** Principles of Macroeconomics  
*3.00 Units*
Introduction to the basic mechanisms of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and Keynesian theories, the Federal Reserve System and commercial banking.
PUBLIC SAFETY AND SERVICES

PBSF 127 Emergency Services: Decision Making And Problem Solving 3.00 Units
This course provides individuals involved in emergency services 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.

ASSOCIATE DEGREE APPLICABLE
Course credit transfers to CSU.

SPAN 019 Spanish for Medical Personnel I 3.00 Units
Introduction to Spanish for medical and hospital personnel working with Spanish speaking patients. Emphasis on developing comprehension and communication skills in Spanish and acquiring a basic medical terminology through intensive oral use and drilling exercises.

ASSOCIATE DEGREE APPLICABLE

SPAN 020 Spanish for Medical Personnel II 3.00 Units
A continuation of SPAN 019. Introduction to Spanish for medical and hospital personnel working with Spanish-speaking patients. Emphasis on developing comprehension and communication skills in Spanish and acquiring a basic medical terminology through intensive oral use and drilling exercises.

ASSOCIATE DEGREE APPLICABLE
PREREQUISITE: SPAN 019