



CRAFTON
hills
college



1983 - 85 Catalog

Crafton Hills College

1983-1985 Catalog

CollegeSource

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CRAFTON HILLS COLLEGE

A Public Community College in California

Catalog 1983-1985

Accredited by the Western Association of Schools and Colleges

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Dean of Instruction
Dean, Student Personnel Services
Assistant Dean, Continuing Education
Assistant Dean, Occupational Education
Campus Business Assistant

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CRAFTON HILLS COLLEGE

1983-84 ACADEMIC YEAR

FALL SEMESTER 1983

Registration and Program Advisement	August 30, 31; Sept. 1, 6, 7, 8, 1983
Late Registration	Sept. 12, 13, 14, 1983
Instruction Begins - Day Classes	September 12
Instruction Begins - Continuing Education Classes	September 12
Veterans Day - Holiday	November 11
Thanksgiving Recess - Holidays	November 24, 25
Christmas Recess - Holidays	December 19-January 2
First Semester Ends	January 28, 1984

SPRING SEMESTER 1984

Registration and Program Advisement	January 24, 25, 26, 30, 31; Feb. 1, 1984
Late Registration	February 2, 3, 1984
Instruction Begins	February 2
Lincoln's Birthday - Holiday (No classes February 13).	February 13
Washington's Birthday - Holiday	February 20
Spring Recess - Holidays	April 16-20
Memorial Day - Holiday	May 28
Second Semester Ends	June 15

SUMMER SESSION 1984

Registration and Program Advisement	June 18, 19, 20, 21, 1984
Late Registration	June 25, 26, 1984
Instruction Begins	June 25
Independence Day - Holiday	July 4
Make-up for Independence Day Holiday	July 6
End of Six-week Session	August 2
End of Eight-week Session	August 16

Dates for 1984-85 not available at time of printing

CRAFTON HILLS COLLEGE FOUNDATION

The Crafton Hills College Foundation is a tax-exempt organization 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.

BOARD OF DIRECTORS

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SECTION I

GENERAL INFORMATION

ABOUT THE COLLEGE

Located on 523 acres in the Crafton Hills, the College is set in contrast against the noise and pace of the metropolitan sprawl reaching from Los Angeles through San Bernardino. The campus is situated on a hilltop and is a quiet blend of functional buildings and attractive landscape. The atmosphere of the College is one of serenity - right for reflection, for growth, for learning.

In addition to student-centered classes and an able counseling and career guidance staff, Crafton Hills College provides a variety of cultural, social, and recreational opportunities. Band, orchestra, choir, jazz and pop groups, theater, and a varied lecture series add diversity to the student's experience at Crafton Hills College. Student activities, including intramural sports, are available to those who are interested. Tennis, basketball, and volleyball are popular, as well as golf on the campus' six-hole course. Two exercise rooms and jogging trails attract fitness buffs. Students may participate in intercollegiate athletics through San Bernardino Valley College while enrolled at Crafton Hills College.

Crafton Hills College is above all a place for learning and personal growth. People of all ages, interests and backgrounds take advantage of course offerings from early morning through late evening. Although the College is still young, it has already established a reputation for quality and a willingness to respond quickly and reasonably to community needs.

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, two year, 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. Growth since then has been steady. Today, the campus buildings and grounds are complete and provide an environment essential to support a comprehensive community college.

The area from which the College generally attracts students includes Bear Valley, Colton, Needles, Redlands, Rialto, Rim of the World, San Bernardino, and Yucaipa. However, students also come from all over California, out-of-state, and from foreign countries. And the students are as diverse as the areas they represent.

Some students come to the College directly from high school and pursue full-time transfer or occupational 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 is twenty-seven. More than half the students are females. Some students stay to complete a program; others leave to transfer to four-year colleges and universities or to return to work.

Students choose Crafton Hills College not simply because it's free. People of all backgrounds prefer it because of its setting, its dedicated faculty, its interesting courses, and its variety of educational training opportunities.

EDUCATIONAL PHILOSOPHY

Crafton Hills College is dedicated to the worth and dignity of each individual and attempts to provide an environment for personal interaction and achievement, a campus of learning, a community in which all are students. Crafton Hills College accepts the responsibilities of a community college as an equal partner in the system of higher education in California.

The College strives to provide equal opportunities for an education commensurate with individual abilities, interests, goals, and needs. Our conviction reflects, encourages, and promotes the ideals of American life, free and critical thinking, qualitative accomplishment through the maintenance of high but fair standards, mutual exchange between community and college, cultivation of ethical values and attitudes toward our society. Responsible leadership seeks responsive expression through a strong faculty, integrating learning experiences and skills with insight and understanding of knowledge as a whole.

OBJECTIVES AND FUNCTIONS

The principal objective of Crafton Hills College is to facilitate students' learning *so* that 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 has provided 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 for themselves, 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 preprofessional curricula for transfer to senior universities, applicable toward the baccalaureate degree;
2. General education which provides a fundamental learning foundation and stimulates intellectual curiosity;
3. Occupational programs for entry into specific vocations and further training for increased occupational effectiveness while pursuing a vocation;
4. Continuing education for citizens in the community who may desire further preparation in general education, in a vocational field, or in an avocational venture;
5. Advising and counseling for educational, occupational, and personal planning; and
6. Community services which encourage the residents of the community to use college resources for cultural and recreational activities.
7. Remedial programs in fundamental skills for increased effectiveness in pursuing the basic objectives of the College.

ADMISSIONS PROCEDURES

ELIGIBILITY

Admission to Crafton Hills College is open to you if you meet any one of the following requirements:

1. Are eighteen years of age or older and can benefit from instruction offered by the College.
2. Are a high school graduate.
3. Have a G.E.D. (General Education Development) Certificate.
4. Have a California High School Proficiency Certificate.

See special sections for admission requirements if you are a high school student or an international student.

HOW TO APPLY

First-time applicants to Crafton Hills College should follow these steps:

1. Obtain, fill out, and turn in an official application form.
2. Make a registration/advisement appointment at the Admissions and Records Office.
3. Submit official transcripts if you want credit for courses taken at another college or if you are applying for veterans' benefits.
4. Take placement examinations if appropriate. Placement examinations are required for entrance into the Paramedic Program and the Respiratory Therapy Program. An English placement examination is required if you want to take English 100. Contact a counselor for details.

TRANSFER STUDENTS

Students who transfer from other accredited colleges and want credit for courses taken there must submit official transcripts to the Admissions and Records Office at Crafton Hills College. Transcripts will be evaluated by the College Registrar according to the scholastic standards policy of the San Bernardino Community College District.

CALIFORNIA RESIDENCY

A District residence, non-District residence, or non-residence classification shall be made for each student at the time an application for admission is accepted and whenever a student has not been in attendance for more than one semester. The residence determination date is that day immediately preceding the opening day of instruction of the semester, or other session as set by the Board of Trustees. A student previously classified as a nonresident may be classified as of any residence determination date.

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. Minor - those persons under 18 years of age may establish residence in accordance with the following:
 1. Married minors may establish their own residence.
 2. The residence of the father during his life, and after his death, the residence of the mother, while she remains unmarried, is the residence of the unmarried minor child.
 3. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom he/she lives.
 4. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
 5. A student who remains in the state after his parents, who had legal residence in California, have established 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.
 6. A student may combine his or her time as a resident minor with his or her time as a resident adult to establish the one year necessary for California resident classification.

EXCEPTIONS TO RESIDENCE DETERMINATION

- A. A student who is a member of the armed forces of the United States, on active duty stationed in this state, except a member of the armed forces assigned for educational purposes, shall be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- 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 classification until the student had 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 thereafter transferred on military orders directly to a place outside the United States, where the member continues to serve in the armed forces of the United States, the student shall not lose the resident

classification until he has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

- C. A student who is an adult alien will be entitled to resident classification 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 or she proposed to attend an institution.
- D. A student who is a minor alien will be entitled to resident classification if both he/she and his parents have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided that 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 or 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 classification 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 residence classification.
- G. A student who is a full-time employee of an educational institution of higher learning, or whose parent or spouse is a full-time employee, will be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

FINANCIAL INDEPENDENCE

The California Legislature has passed an amendment to California Education Code Section 68044, effective July 1, 1981, which requires consideration of the factor of financial independence for students classified as nonresidents seeking reclassification as residents. This is in addition to the other existing requirements necessary for a residence classification.

In order to establish financial independence, a student seeking reclassification must meet the following criteria for the current and immediately preceding three calendar years:

1. That the student has not been claimed as an exemption for state and federal tax purposes by his or her nonresident parents;
2. That the student has not received more than \$750 from his or her nonresident parents; and
3. That the student has not lived in the home of his or her nonresident parents for more than six weeks in any given year.

Failure to satisfy all of the financial independence criteria for the entire period will not necessarily result in a denial of residency status if the durational requirement is met and a showing of intent is sufficiently strong. Financial independence is of greater significance for the current and immediately preceding calendar year. Failure to satisfy all three of the financial independence criteria for the current and immediately preceding calendar year will normally result in a determination of nonresidence. Only if such a student can demonstrate that there exists (1) no indication of continuing residence in another state, or (2) if the student is dependent on a California resident, could such a student be reclassified as a resident. Financial independence, or want of it,

for the second and third calendar years immediately preceding the year in which reclassification is requested will be considered together with all other relevant factors in determining intent, with no special weight attached to the financial independence factor.

Students must petition in person at the Admissions Office for a change of classification from nonresident to resident status. Students should be prepared to provide appropriate written documentation in support of their request for reclassification status.

RESIDENCE CLASSIFICATION APPEAL

Any student, following a final decision on residence classification by the college, may make written appeal to the Admissions Office within fourteen calendar days.

TUITION

A student classified as a nonresident will be required to pay, in addition to other fees required by the college, nonresident tuition fees.

RESIDENCE DETERMINATION

Students shall be required to present evidence of physical presence in California, intent to make California their home for other than a temporary purpose, and, if the student was classified as a nonresident in the preceding term, financial independence. To accomplish this, the following individual information will be used to establish personal identification and intent to be a California resident at the time applications are accepted:

1. California Driver's license, current and valid.
2. Voter registration receipt.
3. Evidence of submitting California income tax forms.
4. California bank statements (checking and/or savings).
5. Rent or lease receipts for the past six months.
6. Immigration and Naturalization Service "green card" or Immigration and Naturalization I-94 in passport; check date of issuance.
7. High school or other college transcripts/grade forms.
8. Military service orders for active military personnel.
9. Military dependents - complete the California Residence Classification for Active Military Personnel form; attach to the application.
10. Federal income tax forms with California as the home address.
11. Licensing from California for professional practice.
12. Active membership in service or social clubs.

NO ONE FACTOR IS DECISIVE

Intent to become a resident may be determined by complying with at least two of the conditions listed above. 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 both is present in California and has manifested clear intent to become a California resident.

HIGH SCHOOL STUDENTS

High school juniors and seniors may enroll as special part-time students with the written permission of their principal and the approval of the Dean of Student Personnel Services. Only those who have completed their junior year may enroll in Summer Session. Units earned may be used for either high school or college credit, but not both.

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:

July 1	for Fall Semester
December 1	for Spring Semester
April 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, California 92399
U.S.A.
2. TOEFL Test Score (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 each past school, verifying character, background, and ability, must accompany the transcripts.
4. Official documentation of birthdate. No international students under eighteen years of age will be admitted.
5. A recent photograph. Photocopies are not acceptable.
6. Verification of a recent chest x-ray or skin test which indicates a negative tuberculosis test.
Note: X-ray or skin test must be done in the United States. The result must be on file with the college before the student may attend classes.

After evaluation of items 1-5 above, applicants who are accepted will be mailed the current U.S. Immigration student visa for attendance at Crafton Hills College only. The following rules apply to international students at Crafton Hills College:

1. You must be in the local area no later than August 15 for Fall Semester and January 15 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. You must report to the office of the Dean of Student Personnel Services at the College when you arrive in the area. The counseling and registration procedure will be explained at that time.
4. You must pay all required tuition fees at the time of registration.
5. You may attend Crafton Hills College for a maximum of five semesters. You must take twelve or more units each semester.
6. You may not be employed during your first semester at Crafton Hills College. With a grade point average of 2.0 or better in all units attempted, you may obtain employment after the first semester.

TRANSFER STUDENTS

Students who transfer from other accredited colleges and want credit for courses taken there must submit official transcripts to the Admissions and Records Office at Crafton Hills College. Transcripts will be evaluated by the College Registrar according to the scholastic standards policy of the San Bernardino Community College District.

HOW TO APPLY

First-time applicants to Crafton Hills College should follow these steps:

1. Obtain, fill out, and turn in an official application form.
2. Make a registration/advisement appointment at the Admissions and Records Office.
3. Submit official transcripts if you want credit for courses taken at another college or if you are applying for veteran's benefits.
4. Take placement examinations if appropriate. Placement examinations are required for entrance into the Paramedic Program and the Respiratory Therapy Program. An English placement examination is required if you want to take English 100. Contact a counselor for details.

COSTS

See the class schedule for fees and other costs.

If you are not a legal resident of California, you must pay the current nonresident tuition fees.

STUDENT SERVICES

Under the direction of the Dean of Student Personnel Services, a team of committed professionals will assist you to achieve your educational and training goals. Listed below are descriptions of services now available.

COUNSELING

The College offers you a complete counseling service. If you are having problems deciding on a career or planning your program of study, check with the counselors. In addition to being highly trained, they have access to a wide assortment of resources such as achievement, aptitude, and interest tests and professionally prepared career guidance materials. Any information you share with a counselor will be confidential.

Each semester, the counselors offer a required orientation course for new day students. In it you will learn about all aspects of the college community and you will be guided

and encouraged to accept responsibility for your academic and career decisions. Most important, you should leave the course with positive feelings about college life.

CAREER PLANNING AND JOB PLACEMENT

The Counseling and Career Center provides a career planning and job placement service. Through this service you can participate in career exploration and learn how to conduct a job search, including application preparation, resume writing, and interviewing techniques, assisted by trained personnel who are knowledgeable about current labor market information.

FINANCIAL AID

If you need financial aid, check with the Financial Aids Office. Many students receive help through direct grants, loans, and on-campus jobs.

To find out about your eligibility for financial aid, you must fill out a California Student Aid Application and submit it to the College Scholarship Service for evaluation. Financial aid personnel will help you with the form. Make an appointment to do this as soon as you have decided to attend Crafton Hills College.

Listed below are some sources of financial aid.

Pell Grant

Bureau of Indian Affairs Grant (BIA)

College Opportunity Grant (COG)

College Work Study (CWS)

Extended Opportunity Program (EOP)

California Government Student Loan (CGSL)

National Direct Student Loans (NDSL)

Supplemental Educational Opportunity Grant (SEOG)

Since financial aid opportunities and regulations change periodically, you should check with the Financial Aids Office each semester, regardless of how successful you were in obtaining aid in the past.

VETERANS SERVICES

The College is fully approved to educate and train veterans under federal and state laws and enactments. To receive veterans' benefits, however, you must be certified by the College to the Veterans Administration. Compliance with regulations demands that certain materials be submitted to the Office of Admissions before you can be certified. They are:

1. Official transcripts from all high schools and colleges you have attended;
2. A completed application for admission;
3. A copy of your latest DD-214 for initial enrollment;
4. A Veterans Enrollment Card signed by a Crafton Hills College counselor indicating that you have received help in developing your career plans and program of study.

Please attend to these matters as soon as possible, as it often takes six to eight weeks for the Veterans Administration to process your request.

At the time of printing, this catalog is a true and accurate compilation of the College curriculum, degree requirements, and policies.

HOUSING

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

HEALTH SERVICES

College nurses are on duty to provide you with emergency health care. In addition, they provide physical and emotional assessment, screening and referral to appropriate local agencies, health education and counseling, nursing intervention, limited treatment, and student insurance.

Further, a Health Information Resource Center is available in the library. Videotapes on various health issues are shown continuously in the lobby on the third floor. Filmstrips for private viewing regarding personal subjects are in LR-314. Information on the operation of equipment and selection of films can be obtained in the Learning Center or Health Services Center.

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, the College has established certain procedures which are detailed in the Student Handbook. Copies of the Handbook are available during registration, in the College Library, or in the Office of the Dean of Student Personnel Services.

DISABLED STUDENT SERVICES

If you are disabled and want help, get in touch with the people at the Disabled Student Services Center. They are committed to providing aid to those with physical, communication, or learning problems so that the disabled may be integrated into the mainstream of the College.

Support services are provided as appropriate. Examples are priority registration, special parking, tram service, notetakers, interpreters for the deaf, and tutors. In addition, specialized counseling, career and program guidance, and community liaison activities are available.

EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Program and Services is a state funded program designed to assist in the admissions process of historically disadvantaged, low-income students. The aim of the program is to provide the necessary encouragement, support, and assistance to develop or redirect the abilities of these students to the fullest, so they may be able to undertake and complete the challenges of a higher education.

Supportive services include tutoring, personal and academic counseling, and financial aid assistance to cover the cost of books and other college related expenditures. Crafton

Hills College admits, without examination, the graduate of any high school and also any student who has not graduated from high school, but who is at least eighteen years of age. Students whose annual family income is less than \$8,250 for a family of four are eligible for E.O.P.S.

To apply for the program, just write or call the E.O.P.S. office, Crafton Hills College, 11711 Sand Canyon Road, Yucaipa, California 92399, or telephone 794-2161, extension 215.

STUDENT ACTIVITIES

ASSOCIATED STUDENT BODY

The Associated Student Body is recognized by the San Bernardino Community College District Board of Trustees and the administration of Crafton Hills College as the official student organization; membership is open to all students. Many of the student activities and special programs on campus are services provided through the sale of Associated Student Body cards. A few of the special-interest clubs in operation at the College are the Ski Club, the Agriculture Club, the Philosophy Club, and Campus Christians. Students with other special interests can petition the Student Central Council to form clubs.

GOVERNMENT

The governing body of the Associated Student Body is the Student Central Council. The Council supervises all student activities and budgets student funds. Officers are elected for one-year terms.

ATHLETICS

Crafton Hills College does not offer a program of intercollegiate athletics. However, Crafton Hills College students may participate in the athletic program of San Bernarclino Valley College just as if they were enrolled at San Bernardino Valley.

INSTRUCTIONAL PROGRAMS AND SERVICES

Crafton Hills College offers a wide variety of instructional programs and services to the community.

TRANSFER PROGRAMS

You can take a program of lower division studies at Crafton Hills College which will qualify you for junior standing at most four-year college and universities in the United States. Since the specific requirements of different institutions vary so widely, however, you should become familiar with the requirements of the particular program at the four-year college of your choice and plan your Crafton Hills program to meet those requirements. See Section III, Transfer and Associate Degree Programs, and Section V, Transfer Institutions - General Requirements, for more specific information.

OCCUPATIONAL PROGRAMS

Crafton Hills College offers you a large variety of occupational programs. Some of these programs lead to associate degrees; others lead to certificates of achievement, and some offer a choice of degree or certificate, depending on the level of expertise attained. For

listings and descriptions of specific programs, see Section III, Transfer and Associate Degree Programs, and Section IV, Occupational Certificate Programs.

GENERAL EDUCATION

Crafton Hills College faculty and administration believe that one important service the College can provide to citizens of the community is the opportunity to gain a general education. The rich variety of courses offered at Crafton Hills College provides this opportunity for you to obtain a broad educational background regardless of your special interests.

CONTINUING EDUCATION

The Continuing Education Program at Crafton Hills College offers classes during the evening hours, both on and off campus, and off campus during the day. Evening hours and off campus locations make it possible for people who cannot come to the campus and/or cannot attend classes during the day to pursue their educational goals, whether to prepare for transfer to a four-year institution, prepare for a specific occupation, work towards an associate degree, or engage in studies which offer personal development and enrichment.

The Continuing Education Program is an integral part of the total College offering. Therefore, many College courses are offered day, evening, and off campus. However, the curriculum of the Continuing Education Program does not in each case duplicate that of the Day College. A different philosophy and different procedures are employed when appropriate to meet the special needs of the students.

DEVELOPMENTAL EDUCATION

Crafton Hills College offers students the opportunity to upgrade their skills through programs in the Learning Resource Center and through special classes in English and mathematics. If you need to improve your skills in reading, writing, and/or arithmetic, you should, with the help of a counselor, plan a program of skills improvement.

COMMUNITY SERVICES

The Community Services Office provides special interest short courses, lecture series and seminars to members of the community. This office also oversees the operation of the six-hole Golf Course, which is open to the public on weekends, and the Tennis Courts, which are free.

INSTRUCTIONAL BROADCASTING SERVICES/ TELEVISION

Crafton Hills College regularly participates in the San Bernardino Community College District Instructional Broadcasting Services (IBS) Project. Each semester and summer session selected courses are offered for credit via Instructional Television. Students enroll in these IBS courses at normal registration times or through special available mail-in procedures, attend on-campus orientation meetings, discussion sessions, and special lectures. They also participate in on-campus examinations, but the majority of the course activity is engaged in at home, in the office, or wherever students find it convenient to view the television lectures which are the key component of each of these

courses. Students base their study in these courses on textbooks and specially prepared study guides to complement the TV lectures.

The District's public television station, KVCR-TV, Channel 24, is the primary broadcast outlet for these courses. However, many are also seen at special times on commercial and public broadcasting channels from Los Angeles. Anyone wanting additional information about upcoming courses or specific details about current offerings is invited to telephone the Office of Instructional Broadcasting Services at (714) 888-6511 or (714) 825-3104, Extension 131.

CULTURAL ACTIVITIES

The music and theatre departments at Crafton Hills College produce various cultural events throughout the year in addition to those provided by Community Services. There are programs of choral music, programs of instrumental music, and a series of plays, all presented in the Performing Arts Center of Crafton Hills College and all open to the public. In the summer, the Crafton Hills College theatre and music departments collaborate with the Friends of Prospect Park to produce a series of plays in the spectacular Prospect Park open air theatre in Redlands.

In addition to these programs, the Crafton Hills College Academic Senate's Special Programs Committee periodically brings cultural and intellectual programs to the campus. These are open to the community free of charge.

WORK EXPERIENCE EDUCATION

Through its work experience program, the College makes it possible for you to earn college credit for employment in a business or industry related to your occupational goals. Over four semesters, you may earn up to sixteen units that can be applied toward graduation, certificate requirements, and Veterans' Education Benefits.

To be eligible for the program, you must be employed fifteen hours per week during the regular semester and thirty hours per week during Summer Session. In addition, during each semester in which you seek work experience credit, you must enroll in a minimum of seven units, including the four units of work experience.

To participate, during the first week of the semester you must do two things. First, you must meet with the appropriate work experience coordinator to design your program. Second, you must find a job related to your occupational goals. (While the coordinator will assist you, locating a job is primarily your responsibility.)

Work experience education is now offered in most occupational areas. Where available, course descriptions may be found after 098 and 099 course numbers.

SUPPORT SERVICES

In order to help you achieve a satisfying educational experience, Crafton Hills College provides a number of support services.

The Library: Crafton Hills has one of the finest community college libraries in the state for a college of its size. Located at the center of the campus, the Library supports the teaching program of the college with more than 64,000 volumes plus 5,800 bound periodicals.

Library cards are free to Crafton Hills College students and to residents of the community. Inland Empire Academic Libraries Cooperative Library Cards are also available free to Crafton Hills College students who may need to use the resources of other academic libraries in the area; these cards allow students easy access to twenty other libraries throughout the Southland.

The Learning Resource Center: Various types of services are provided for students and faculty members through the Learning Resource Center, located on the second floor of the Library building. Classes in reading and study skills are held in this facility; tutorial services are provided here; and the language laboratory is housed in the Center. In addition, the Learning Resource Center houses, maintains, and distributes audiovisual equipment.

Besides these basic services, the Learning Resource Center offers the following specialized types of help:

Provides tapes of all TV courses for students to watch.

Copies audio tapes for both students and faculty members, as requested

Students with special needs are encouraged to meet with the Director of the Learning Resource Center to discuss the desirability of setting up a short-term program.

The Bookstore: Textbooks and supplies are sold at the College Bookstore. For most of the academic year the Bookstore is open 7:45 a.m. - 3:00 p.m. However, at the beginning of each academic term the Bookstore also maintains evening hours for a short period of time. Check with the Switchboard for specific hours.

The College Center: A snack bar is located in the College Center, providing hot breakfasts in the morning, sandwiches and snacks at noon and in the evening.

POLICIES AND REGULATIONS

Any community that runs smoothly establishes and enforces policies and regulations to guide the behavior of its members. The College has decided that the rules detailed below will enhance the opportunity of pursuing an educational program satisfactory to all or most faculty and students

OPEN CLASSES

If you have been officially admitted to Crafton Hills College, you are eligible to enroll in any class for which you 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 generally on a first come, first served basis.

NONDISCRIMINATION

Crafton Hills College is committed to the achievement of equal educational opportunity. Decisions relating to your admission to the College, to student financing and student employment, or to participation in any college function will not be influenced by your race, religion, sex, age, disability, or national origin. If you believe that you have been the object of illegal discrimination, you may file a complaint for the purpose of

correcting the improper treatment which you allege. Procedures for filing complaints are spelled out in the Student Handbook.

AUDITING COURSES

State regulations prohibit you from attending on a regular basis classes in which you are not officially enrolled.

CREDIT FOR MILITARY EXPERIENCE

If you have served on active duty with the Armed Forces for at least one year, you are eligible to receive up to six units of CR grades. Additional credit for military schools and college-level examinations may be earned in accordance with the recommendations of the American Council on Education. Inquire at the Counseling Center for full details.

UNIT OF CREDIT

Work at Crafton Hills College is measured in units of credit. In general, to earn one unit of credit you attend 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. You earn credit by examination by demonstrating in a test situation a mastery of a particular area.

UNIT LIMITATIONS

To be considered a full-time student, you must carry a minimum of twelve (12) units.

If you are a regular full-time student, you are restricted to a maximum of eighteen (18) units each semester.

If you attend evenings only, you are restricted to nine (9) units each semester.

During the summer session, you are restricted to one (1) unit for each week of instruction. For example, in the six-week session, you may carry up to six units.

If you wish an overload, that is, units in excess of the maximum, you must receive approval from a college counselor.

STUDENT LEVEL

You are classified according to the number of units successfully completed. If you have completed fewer than thirty units, you are considered a freshman; thirty or more, a sophomore. If you have completed more than sixty units, you are classified as a special student.

CREDIT/NO CREDIT

If you wish to be graded in any class on a Credit/No Credit basis, you must so indicate by the end of the 5th week, or in the case of Summer Session or short-term course(s), no later than the end of the first 30% of the term. If you have received a "CR" grade for a course, you may, upon showing adequate justification and need for a change and upon the completion of an appropriate examination, have the "CR" grade changed to a letter

grade by the instructor of record. If the instructor of record is no longer available, the change of grade may be made by the appropriate division/department chairperson or his/her designee.

You may take up to fifteen (15) units of Credit ("CR") courses to apply toward graduation requirements.

No course in your major or required by your major may be taken for Credit ("CR"); that is, subjects in your major must be taken for a letter grade basis. However, if you have completed courses for Credit ("CR") and subsequently declared a major in that course of study, the rule may be waived.

Units from Credit/No Credit courses will apply toward graduation, but are not included in the grade point average.

INCOMPLETES

You must make up an "I" (Incomplete) no later than one year following the end of the academic term in which it was assigned. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in a written record. The procedure for handling the notification of an Incomplete is as follows:

The Records Office will provide the instructor a form in triplicate. On this form the instructor will state what the student must do to complete the course and what grade the student will receive if left incomplete. The Records Office will notify the student of the Incomplete and keep a copy of the form on file. The instructor will keep a copy of the form on file.

WITHDRAWAL FROM CLASSES OR FROM THE COLLEGE

If you withdraw prior to the end of the 4th week (or 30% of a term, whichever is sooner), no entry will be made on your record.

If you withdraw between the first and second census periods, no record need be made if there are extenuating circumstances. If there are no extenuating circumstances, the non-evaluative "W" is recorded on your transcript to indicate "Withdrawal."

If you withdraw or are dropped from a course before the end of the 14th week of a semester or before 75% of a Summer Session or short-term class has been completed, you will receive no evaluative grade. The letter "W" will be recorded on your transcript, indicating "Withdrawal."

This symbol carries no evaluation of your work, but is a clerical notation that you were enrolled in the course and withdrew or dropped without grade or unit credit. However, "W's" are used in the probation and dismissal procedures.

After the 14th week: If you continue any course for which you are enrolled after the 14th week of the semester or after 75% of a Summer Session or short-term class has been completed, you will receive a grade in the class from your instructor, other than a "W," according to the grading system of the college.

CREDIT BY EXAMINATION

Currently enrolled students submitting evidence of extensive background and/or experience in a subject area and feeling that their knowledge of the area is equivalent to the course content of a currently approved course may make application for course credit by examination. To apply, you must have completed twelve (12) or more units at the College where the application is made or be a permanent employee of the San Bernardino Community College District and must submit to the Instruction Office a fully completed and signed application for Credit by Examination for each course requested. Approval of a full-time instructor is required. Applications may be secured in the Admissions and Records Office.

Credit by examination for foreign language courses will be granted only to students who take the next higher language course while in residence, and only with the approval of the foreign language department head.

Students over 18 years of age will be charged a fee in accordance with Board Policy 6050.

Upon approval of the application by the Dean of Instruction and payment of any necessary fees, approval will be forwarded to appropriate instructors to administer examinations and submit grades. Grades will be consistent with the grading system established by the College and will be submitted to the Admissions and Records Office by the end of the semester or summer session in which the examination is completed.

The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

CONCURRENT ENROLLMENT

If you are a Crafton Hills College student, you may take courses at San Bernardino Valley College during the same semester.

CLASS ATTENDANCE

You are expected to attend classes regularly and on time. If you are ill or must miss a particular class, you should notify the instructor as soon as possible, but in no case later than the first day you return to school. An instructor may drop you from a course for unexcused absences. Reinstatement is up to that instructor.

EXAMINATIONS

You are expected to take all examinations given in the courses in which you are enrolled, and you may not be excused from the required examinations of any course, including final examinations. If you are deliberately absent from an examination, you forfeit the right to make up the examination unless you have prior permission from the instructor.

GRADING SYSTEM

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

Evaluative		Definition	Grade Points
Symbols			
A	Excellent		4
B	Good		3
C	Satisfactory		2

D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory)	0
NC	No Credit (less than satisfactory)	0
Non-Evaluative		
Symbols	Definition	Comments
I	Incomplete	Instructor documentation required
W	Withdrawal	Student or instructor drop
IP	In Progress	Issued for classes which continue across semester and/or inter-sessions dates.
RD	Report Delayed	Can only be assigned by the Registrar's Office

GRADE CHANGES

Instructors are the only ones who can assign grades, and the grades given are final except in cases where mistakes, fraud, bad faith, or incompetency can be proved.

STANDARDS FOR PROBATION

A student shall be placed on either Academic Probation or Progress Probation when

1. Academic Probation
The student's cumulative grade point average in twelve or more units falls below 2.0 in all units attempted which were graded on the basis of the college grading scale.
2. Progress Probation
The student has enrolled in at least twelve units and has received non-evaluative symbols of "W," "I" and "NC" in 50% or more of the units for which he/she was enrolled.
3. The student has been disqualified from another collegiate institution.

REMOVAL FROM PROBATIONARY STATUS

1. A student on probation may appeal this status by filing a request for special consideration with the appropriate schlastic standards committee.
2. A student shall remain on Academic Probation until he/she earns a cumulative grade point average of 2.0 or higher.
3. A student shall remain on Progress Probation until he/she receives less than 50% of "NC's," "I's" and "W's" in all units in which he/she has been enrolled.

COUNSELING REQUIREMENT

When a student earns a grade point average of less than 1.75 while on either academic or progress probation, he/she will not be allowed to register until after having met with a counselor.

STANDARDS FOR DISMISSAL

For the purposes of this section semesters shall be considered consecutive on the basis of the student's enrollment (i.e., the fall semester of 1981-82 followed by the fall semester of 1982-83 shall be considered consecutive if the student was not enrolled in the spring semester of 1981-82.)

A student on Academic and/or Progress Probation shall be dismissed for one semester when one or more of the following conditions exists:

1. The student has earned a cumulative grade point average of less than 1.75 in all units attempted, based on the grading scale, in each of three consecutive semesters;
2. The student has received non-evaluative symbols of "W," "I," or "NC" in 50% or more of the units for which he/she was enrolled in each of three consecutive semesters; or
3. The student receives a combination of the evaluative and/or non-evaluative patterns listed in 1 and 2 in each of three consecutive semesters.

RE-ADMISSION

1. A disqualified student may appeal his/her dismissal by filing a petition for special consideration with the appropriate scholastic standards committee.
2. A student may be reinstated after one semester from the date of disqualification.
3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.
4. If the scholastic achievement of a student readmitted after disqualification continues at a probationary level, the student may be disqualified for one year.

REPEATING COURSES

You may repeat only those courses in which you received a grade of D, F, or NC. A course will count only one time in computing the total units toward a degree or a certificate. A course may be repeated just once.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

If you have a record of poor academic performance during one or two semesters, you may petition to eliminate certain units from the computation of your total grade point average. Up to thirty units may be removed from the computation. The units involved must have been completed at least two semesters prior to the semester in which you submit the petition. In addition, if you submit such a petition, you must have since completed twenty-four units of college work with a grade point average of 2.5 or better.

A petition for academic renewal will be granted once only. When the petition is granted, the units involved may not be reinstated.

CODE OF CONDUCT

Students enrolling in Crafton Hills College have a right to expect that the faculty, administrators, and other students will maintain an environment in which there is freedom to learn. This requires that appropriate conditions be maintained in the classroom and on the campus. All Crafton Hills College students are expected to respect and obey civil and criminal law and to conduct themselves in accordance with the rules

of Crafton Hills College, the policies of the San Bernardino Community College District, and the California Education Code. Copies of the Education Code and District Policy are available in the Library. Crafton Hills College regulations are in the Student Handbook, available at registration, in the Library, and in the Student Services Office.

Violations of regulations, policies, or laws are punishable by probation, suspension, or expulsion from the College.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Federal and state law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or written consent of the student.

Crafton Hills College maintains a student record for everyone admitted which relates to request for admission, transcripts of college work attempted, semester class enrollment data, placement test data, requests for financial aid while attending college, student health information, and VA authorization benefit forms. The College does not maintain a public directory. Crafton Hills College students have the right to review their educational records.

Students may challenge the content of records by filing the proper petition. The college administrator in charge of record maintenance at Crafton Hills College is the Dean of Student Personnel Services.

On occasion, the college will publicize the names of students participating in programs, intramurals, commencement, and other activities. If you do not wish your name to appear in materials related to the above events, please complete the Privacy Act card during registration.

GRADUATION REQUIREMENTS

ASSOCIATE IN ARTS DEGREE

1. Completion of a minimum of sixty semester units of accredited college work with at least a "C" (2.0) or better grade point average.
2. Completion of eighteen semester units (a major) in a specific transfer or occupational discipline, or related disciplines, as identified by the college catalog. Students who have not yet selected a major field can graduate as a Liberal Studies major. (See "Liberal Studies" in Section III of this catalog.)
3. Completion of at least twelve semester units at Crafton Hills College.
4. Demonstrated reading competency at the thirtieth percentile or higher on the Nelson-Denny reading test, or completion of a reading course with a grade of C or higher.

Note: Students may contact the Learning Resource Center for an appointment to take the Nelson-Denny at any time during the semester. The test takes forty minutes. Students are encouraged to obtain the scores from this test as early as possible in their college careers.

5. Mathematics proficiency demonstrated on a basic mathematics test, or completion of Math 051 or any higher-level mathematics course with a grade of C or better.
6. Writing competency as demonstrated by a grade of "C" or better in English 015 or English 100.

7. The following restrictions apply to the sixty units required for graduation:
- a. A maximum of four units of physical education activities may be applied.
 - b. A maximum of fifteen units of credit (CR) grades may be applied. No course in the student's major or required for that major may be taken for CR.
Note: Those students who complete a course for credit (CR) and later declare a major in that field may petition to have this rule waived.
 - c. A maximum of six units of any combination of courses in Psychology 023, 024, 025, 026, and 027 may be applied.
 - d. The following courses in any discipline may not satisfy the general education requirements for the Associate Degree: selected topics, selected studies, special problems, special projects, special studies, work experience.
8. Completion of twenty-four semester units of general education units must be distributed as indicated: three units in category 8a and three to six units in each of 8b, 8c, 8d, and 8e. When only the name of the discipline is listed with no course numbers, all courses in that discipline may be used to meet the general education requirements except those listed in 7d above.
- a. English (3 units): 015, 100, 144
 - b. Natural Sciences (3-6 units)
 - Anatomy /Physiology
 - Astronomy
 - Biology (except 155)
 - Chemistry
 - Geography 110,114
 - Geology
 - Microbiology
 - Oceanography
 - Physics
 - c. Humanities (3-6 units) Students must take at least one course from section i.
 - i. Art 100, 102, 105 and 108
 - English - except 001, 002, 011, 012, 013, 014, 015, 100, 144, 234, 235
 - Foreign Languages
 - History 153, 160, 161, 163, 166, 167**
 - Interdisciplinary Studies
 - Music 100, 120, 121, 124, 125
 - Philosophy
 - Religious Studies
 - Speech 120, 122
 - Theatre Arts 100, 108, 109

**History courses may also be used for Social Science
 - ii. Applied Arts
 - Art, Music or Theatre Arts majors may not use applied courses to fulfill the Humanities requirement.
 - Art: All courses may apply except 100, 102, 105, 108
 - Music: All courses may apply except 100, 120, 121, 124, 125
 - Photography, except 154
 - Theatre Arts: All courses may apply except 100, 108, 109
 - d. Social Science (3-6 units)
 - Anthropology
 - Economics
 - Geography (except 114)
 - History ***
 - Political Science
 - Psychology (except 023,024,025,026,027,050,055, and 058)
 - Sociology

- ***Some courses may also be used for Humanities
- e. Communication and Analytical Thinking (3-6 units)
 - Business Administration 052
 - Computer and Information Sciences (except 100, 101, 106)
 - Mathematics (except 001)
 - Philosophy 103
 - Speech 103, 105, 111, 141, 142

Note: No single course may be used to meet more than one general education requirement.

ASSOCIATE IN SCIENCE DEGREE

1. Completion of all requirements for the Associate in Arts degree.
2. A major of at least eighteen semester units in the field of Natural Science*, or in an occupational curriculum.

*A minimum of one life science with lab and one physical science with lab are required.

CONTINUOUS ATTENDANCE AND GRADUATION

Students in continuous attendance at Crafton Hills College or students who have a break in attendance of less than five years 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 more than five years 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.

SECTION II

COURSE DESCRIPTIONS

Accounting
Administration of Justice
Agriculture
Allied Health Sciences
Anatomy/Physiology
Anthropology
Art
Astronomy
Biology
Business Administration
Chemistry
Computer and Information Sciences
Economics
Emergency Medical Services
English
Fire Technology
French
Geography
Geology
German
Health Education
History
Interdisciplinary Studies
Marketing
Mathematics
Microbiology
Music
Office Administration
Oceanography
Philosophy
Photography
Physical Education
Physics
Political Science
Psychology
Real Estate
Religious Studies
Respiratory Therapy
Sociology
Spanish
Speech
Supervision
Theatre Arts

NUMBERING OF COURSES

- 000-009 Basic skills courses applicable only to the Associate degree or designated certificate.
- 010-099 Multipurpose courses, not generally applicable to the baccalaureate degree; some may be transferable for specific majors.
- 100-299 Basic lower division courses applicable to the baccalaureate degree.

Course Transferability:

All courses numbered 100 through 299 are acceptable for at least elective credit at the California State University (CSU). Courses acceptable at the University of California have UC printed directly beneath the title of the course. If UC is followed by an asterisk, (*) there is a limitation on the credit allowed. For specific details, check with a counselor.

ACCOUNTING

098 ABCD Accounting Work Experience

4 Units

Prerequisite: None. Courses must be taken in sequence.

Corequisite: Concurrent enrollment in at least 7 units, including this course.

Lecture: 1 hour per week and

Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

102 Finance Accounting and Analysis

3 Units

Prerequisite: None.

Lecture: 3 hours per week

Analysis of financial statements; examination of financial documents such as credit reports, Dun and Bradstreet reports, and stock market reports; nonaccounting majors only.

205 Bookkeeping

3 Units

Prerequisite: None.

Lecture: 3 hours per week

Fundamentals of bookkeeping, such as recording of transactions in journals, posting to ledgers, preparation of the trial balance, and use of the controlling accounts and related schedules with practice in opening, adjusting, and closing various professional sets of books. (Recommended for occupational students, and for those who wish preparatory training before entering Accounting 210.)

210 Principles of Accounting

3 Units

UC*

Prerequisite: None.

Corequisite: Accounting 211

Lecture: 3 hours per week

Development of the basic principles and practices applicable to the general accounting process. Application of these principles to the accounting cycle, statement preparation, and the problems of merchandise, depreciation, accounts receivable and payable as well as accruals and deferrals.

211 Principles of Accounting Laboratory

1 Unit

UC*

Prerequisite: None.

Corequisite: Accounting 210

Laboratory: 3 hours per week

Laboratory accompaniment to Accounting 210.

220 Principles of Accounting

3 Units

UC*

Prerequisite: Accounting 210, 211

Corequisite: Accounting 221

Lecture: 3 hours per week

Development of the basic principles and practices applicable to the general accounting process. Application of these concepts in the fields of cost, income tax, stockholder's equity, funds statements and financial statement analysis.

221 Principles of Accounting Laboratory

1 Unit

UC*

Prerequisite: Accounting 210, 211

Corequisite: Accounting 220

Laboratory: 3 hours per week

Laboratory accompaniment to Accounting 220.

225 Intermediate Accounting 3 Units

Prerequisite: Accounting 210, 220

Lecture: 3 hours per week

Study of adjustments, working papers, financial statements, cash and receivables, inventories, investments, plant assets, intangibles, liabilities, capital stock and retaining earnings, statement analysis and application of funds.

226 Cost Accounting 4 Units

Prerequisite: Accounting 220, 221

Lecture: 4 hours per week

Objectives and procedures of accounting for manufacturing enterprises. Job order and process costing, accounting for manufacturing overhead, joint-product and by-product costing, cost budgeting, standard costs and cost reports.

227 Advanced Accounting 4 Units

Prerequisite: Accounting 220, 221

Lecture: 4 hours per week

Study of problems encountered in accounting for partnerships, joint ventures, consignments, installment sales, home office and branch operations, presentation of consolidated balance sheets, consolidated operating statements and statements of affairs and operation of estate and trusts.

230 State and Federal Income Tax 4 Units

Accounting Prerequisite: None. Accounting 205 and/or Accounting 210 recommended.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to state and federal income tax returns, tax principles and procedures, application, special tax problems, tax planning including implications of investments, tax shelters, tax preferences, small business endeavor, and retirement programs. The course objective is to provide a breadth and depth of tax knowledge suitable for entry level accounting jobs and transfer accounting majors.

246 ABC Special Problems in Accounting 1 Unit

247 ABC 2Units

248 ABC 3Units

Prerequisite: Completion of 4 Units in accounting.

Laboratory: 3 hours per week per unit.

Independent projects for selected students

with a special interest in accounting, involving library research, laboratory experiments, and/or field studies.

ADMINISTRATION OF JUSTICE

051 Vice Control 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Study of code and case law relating to vice detection, investigation and suspension; apprehension and prosecution of violators; emphasis on laws dealing with gambling, prostitution, narcotics and sex offenders.

060 Fingerprints 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Examination of the science of fingerprints in the field of law enforcement, including techniques and procedures involved in classification, latent impressions and court presentation.

098 ABCD Administration of Justice Work Experience 4 Units

Prerequisite: None. Courses must be taken in sequence.

Corequisite: Concurrent enrollment in at least 7 units, including this course.

Lecture: 1 hour per week and

Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

101 Introduction to Administration of Justice 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Consideration of the history, philosophy, and operation of administration of justice in the United States; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

102 Principles and Procedures of the Justice System 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the roles, responsibilities, and procedures of law enforcement agencies, courts of

law, and correctional institutions; examination of their interaction from an historical and contemporary perspective.

103 Concepts of Criminal Law 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

104 Legal Aspects of Evidence 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Examination of the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

105 Community Relations 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Exploration of the roles of the administration of justice practitioners and their agencies; development of an awareness of the interrelationships and role expectations among the various agencies and the public. Emphasis placed upon the development of positive relationships between members of the system and the public.

106 Principles of Investigation 3 Units
Prerequisite: None.

Lecture: 3 hours per week

Study of basic principles of various types of investigations utilized in the justice system; problems in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, technical resources, and case preparations.

107 Concepts of Enforcement Services 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Exploration of theories, philosophies, and concepts related to the role expectations of the law enforcement officer. Emphasis placed upon patrol, traffic and public service responsibilities and their relationship to the administration

of the justice system

108 Juvenile Procedures 3 Units
Prerequisite: None.

Lecture: 3 hours per week

Study of the organization, functions and jurisdiction of juvenile agencies, processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures.

109 Police Records and Report Writing 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Development of report writing skills; study of basic English grammar, usage, and functional sentence structure correlated with the applied needs of law, enforcement and the court systems; stress on neatness, factual detail, brevity, and clarity.

110 Physical Evidence and Crime Scene Investigation 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Practical application of established techniques of physical evidence handling; development of experience in recognition of evidence types with respect to crime scene investigations; development of an appreciation for physical evidence in the realm of the criminal justice system.

AGRICULTURE

050 ABCD Horticulture Workshop 1-3 Units

Prerequisite: None. Courses must be taken in sequence.

Laboratory: 3-9 hours per week

Development of general horticulture skills; study of techniques of maintenance, transplanting, canning, potting, and vegetative production found in the average home or nursery. Course hours arranged with the instructor; student project required.

051 AB Indoor Plants and Gardens 2 Units
Prerequisite: None.

Lecture: 1 hour per week and

Laboratory: 3 hours per week

Exploration of indoor culturing techniques for healthy container-grown house plants; methods of identification and design for containers; practical application of propagation for house plants.

- 052 ABCD Horticulture for the Home 2 Units
Prerequisite: None. Courses must be taken in sequence.
Lecture: 1 hour per week
Laboratory: 3 hours per week
Planning and installation of the home garden; maintenance and management of lawns, ground covers, shrubs, trees and planters. Emphasis on plant propagation, selection and culture; small space gardens, accent plantings.
- 090 ABCD Selected Topics in Agriculture ½-4 Units
Prerequisite: None.
Lecture: ½-4 hours per week and
Laboratory: 1 ½-3 hours per week
Study of topics of current interest in the field of agriculture.
- 098 ABCD Agriculture Work Experience 2-4 Units
Prerequisite: None. Courses must be taken in sequence.
Corequisite: Concurrent enrollment in at least 7 units including this course.
Lecture: 1 hour per week and
Work Experience: 7%-15 hours per week
Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.
- 100 Fundamentals of Ornamental Horticulture 3 Units
Prerequisite: None.
Lecture: 3 hours per week
Introduction to horticulture gardening and a preview of the nursery industry; general study of the fundamental skills necessary for planting and maintaining a home garden.
- 101 Plant Identification: Indoor Plants 2 Units
Prerequisite: None.
Lecture: 2 hours per week
Identification of indoor plants with emphasis on their proper culture and care.
- 102 Plant Identification: Shrubs 2-3 Units
Prerequisite: None.
Lecture: 2 hours per week
Laboratory: 3 hours per week (optional for non-majors)
Identification. landscape uses, ecology and culture of shrubs, vines and ground covers commonly grown in California.
- 103 Plant Identification: Trees 2-3 Units
Prerequisite: None.
Lecture: 2 hours per week
Laboratory: 3 hours per week (optional for non-majors)
Identification, landscape uses, ecology and culture of trees commonly grown in California.
- 104 Plant Identification: Herbaceous Plants 2-3 Units
Prerequisite: None.
Lecture: 2 hours per week
Laboratory: 3 hours per week (optional for non-majors)
Identification, landscape uses, ecology and culture of annuals, herbaceous perennials, houseplants and bulbs commonly grown in California.
- 105 Plant Identification: California Native Plant Materials 2-3 Units
Prerequisite: None.
Lecture: 2 hours per week
Laboratory: 3 hours per week (optional for non-majors)
Study of California native plants suitable for landscape purposes: their identification, habits of growth and cultural requirements.
- 111 Nursery Practices 3 Units
Prerequisite: None.
Lecture: 2 hours per week and
Laboratory: 3 hours per week
Practices in plant production, including seedage and vegetative propagation of trees, shrubs, ground covers, and bedding plants. Transplanting, canning, potting and soil mixes and fertilizers.
- 112 Plant Propagation 2-3 Units
Prerequisite: Agri 111.
Lecture: 1-2 hours per week and
Laboratory: 3 hours per week
Examination of nursery and plant preparation practices; principles of sexual and asexual propagation; budding, cuttings, layering, division, and separation; propagation of bedding plants, greenhouse plants, trees and shrubs.
- 114AB Retail Nursery Management 3 Units
Prerequisite: None.
Lecture: 2 hours per week and
Laboratory: 3 hours per week
Study of the retail nursery and florist industry; review of the legal aspects and economics of operating a business; consideration of site selection, layout of a shop and sales yard, purchase of

supplies inventory control, quality control, sales and services, advertising, labor costs and public relations.

122 Introduction to Forestry and Natural Resources 2 Units

Prerequisite: None.

Lecture: 1 hour per week

Laboratory: 3 hours per week

Survey of the use and management of natural resources including forestry (tree farming), water, wildlife, minerals, parks and alternate energy resources.

130 Landscape Maintenance 3 Units

Prerequisite: None.

Lecture: 2 hours per week

Laboratory: 3 hours per week

General care and maintenance of establishing plants and installation of new planting; watering, pruning, fertilizing and pest control; usage and maintenance of related equipment.

131 Landscape Construction 3 Units

Prerequisite: None.

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Construction of walks, planters, flowerbeds, terraces, fences, patio structures, walls and garden ponds. Installation of benderhoard and irrigation equipment in the landscape.

132 Irrigation and Sprinklers 3 Units

Prerequisite: None.

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Principles of irrigation, methods of application, types of materials and automatic systems, including valves, sprinklers and their installation.

133 Turf Management 3 Units

Prerequisite: None.

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Practices in management and maintenance of turf areas, including installation, scalping, mowing, watering, fertilizing and disease control; orientation to turf maintenance equipment.

134 Greens Keeping 3 Units

Prerequisite: Agri 133

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Study of the management and culture of golf greens; responses of the turf grasses to environ-

mental factors such as air pollution, soil conditions, water temperature, and fertility; control of diseases and pests.

135 Plant Pest Control 3 Units

Prerequisite: None.

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Identification and recognition of common diseases, weeds, insect pests, control methods, spray materials and application of pesticides.

136 Greenhouse Management 3 units

Prerequisite: Agri 101

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Design and management of different types of greenhouses. Maintenance heating, cooling, humidification systems and their controls, automatic watering systems and fertilizer systems and methods.

137 Residential Landscape Design 3 Units

Prerequisite: Agri 102 and 103

Lecture: 2 hours per week and

Laboratory 3 hours per week

Landscape design of residential properties; layout and cost estimating; uses of trees, shrubs, lawns, ground covers, fencing, walk, and walkways.

139 Soils and Fertilizers 3 Units

Prerequisite: None.

Lecture: 2 hours per week and

Laboratory: 3 hours per week

Examination of the general properties of soils, soil management, conservation, and fertility; maintenance of soils under crop conditions, values, and use of fertilizers.

150 AB Floral Design I 2 Units

Prerequisite: None.

Lecture: 1 hour per week and

Laboratory 3 hours per week

Basic principles and uses of floral arrangements and floral design for the individual going into the floral industry.

151 ABCD Floral Design II 1-3 Units

Prerequisite: Agri 150

Lecture: ½-1 hour per week and/or

Laboratory: 1 ½-6 hours per week

Principles of professional floral design and floral shop procedures.

152 ABCD Floral Design III 2 Units
 Prerequisite: Agri 151
 Lecture: 1 hour per week and
 Laboratory: 3 hours per week

Advanced floral design, study of display plantings; methods of floral shop management.

246 AB Special Problems in Horticulture 1 Unit

247 AB 2 Units

248 AB 3 Units

Prerequisite: Completion of one course in Agriculture.

Laboratory: 3-9 hours per week

Independent projects for selected students with a special interest in ornamental horticulture.

sure, supervision of personnel, and topics in microbiology, chemistry and laboratory management as applied to the allied health sciences.

206 Medico Legal Aspects 2 Units
 Prerequisite: None.

Lecture: 2 hours per week

Examination of the law as it relates to the practice of medicine; study of specific local, state, and federal laws and regulations governing health care in California.

210 Introduction to Pathophysiology 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the processes and mechanism of human diseases; study of common diagnoses and treatments.

ALLIED HEALTH SCIENCE

098 ABCD Allied Health Work Experience 4 Units

Prerequisite: None. Courses must be taken in sequence.

Corequisite: Concurrent enrollment in at least 7 units, including this course.

Lecture: 1 hour per week and

Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

101 Medical Terminology 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Instruction in terminology used to describe the human body, its functions, its normal state, its abnormal state, the diseases and injuries that affect it, and the various means, agents and procedures employed to prevent, minimize or cure the effects of disease or injury; mastery of fundamental terminology and correct pronunciation and usage of the medical vocabulary.

119 ABCD Selected Topics in Allied Health Sciences ½-3 Units

Prerequisite: None.

Lecture: ½-3 hours per week and/or

Laboratory: 1 ½-9 hours per week

Examination of current information on selected topics in allied health sciences; topics selected will include legal provisions for licen-

ANATOMY / PHYSIOLOGY

101 General Anatomy and Physiology 4 Units

Prerequisite: None. High school chemistry or Chemistry 101 recommended.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to the basic structures and functions of the human body: the skeletal, circulatory, respiratory, excretory, muscular, digestive, nervous, endocrine, and reproductive systems. This course meets the anatomy and physiology requirement for those seeking a certificate or degree in the emergency medical care, paramedic, respiratory therapy, physical education, and LVN fields.

150 Human Anatomy and Physiology 4 Units

UC

Prerequisite: None. High school chemistry or Chemistry 101 recommended.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Intensive study of the structures and functions of the human body, with emphasis on the skeletal, circulatory, respiratory, and excretory systems.

151 Human Anatomy and Physiology 4 Units

UC

Prerequisite: Anatomy 150

Lecture: 3 hours per week and

Laboratory 3 hours per week

Intensive study of the structures and functions of the human body, with emphasis on the muscular, digestive, nervous, endocrine, and reproductive systems.

247 Special Problems in Anatomy and Physiology 2 Units

Prerequisite: Anat 101 or Anat 150

Laboratory: 6 hours per week

Independent projects for students with a special interest in a particular aspect of anatomy and/or physiology, involving assigned readings and a combination of library and practical research.

ANTHROPOLOGY

100 Introduction to Archeology 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to prehistory and culture growth, objectives and methods of modern archeology, important archeological discoveries throughout the world, and the contributions of archeology to the understanding of the development of human culture from man's emergence as a culture-bearing animal to the beginning of written history.

102 Cultural Anthropology 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the nature of culture through a survey of the range of cultural phenomena, linguistics, and other related topics.

106 Physical Anthropology 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to human biology and evolution, the relationship of men to other primates, the origin and antiquity of man, fossil man, geochronological dating, anthropometry, race classification and racial problems.

246 ABCD Special Problems in Anthropology 1 Unit
UC*

Prerequisite: Completion of or concurrent enrollment in another Anthropology class.

Laboratory: 3 hours per week

Practical archeology for selected students, including archeological digging and museum work as these activities are available.

ART

100•102 Art History 3 Units
UC

Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week and field trips

Survey of outstanding periods in the history of Western Art, tracing the relationship between the arts and the society which produced them. Required of all art majors and open to non-art majors.

105 History of 20th Century Art 3 Units
UC

Prerequisite: None. Art 100-102 recommended.

Lecture: 3 hours per week

Survey of twentieth century art, touching on its historical roots and examining contemporary art as a manifestation of our social and environmental milieu.

108 Survey of Mexican Art 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the painting, architecture and sculpture of Mexico from pre-Columbian times to the present.

115 Basic Design - Beginning 3 Units
UC

Prerequisite: None.

Lecture: 1 hour per week and

Laboratory: 5 hours per week

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.

116 Basic Design - Advanced 3 Units
UC

Prerequisite: Art 115

Lecture: 1 hour per week and

Laboratory: 5 hours per week

Further exploration of the creative process, involving access to a wide variety of resources, tools, and materials employed in visual communication.

117 Drawing - Beginning 1½-3 Units

UC*

Prerequisite: None.

Lecture: ½-1 hour per week

Laboratory: 2½-5 hours per week

Analysis and representation of form and space, using a variety of media and including perspective projects.

118 Drawing - Advanced 1½-3 Units

UC*

Prerequisite: Art 117

Lecture: ½-1 hour per week and

Laboratory: 2½-5 hours per week

Further investigation and interpretation of form and space, using a variety of media and continuing the theory and application of perspective.

130 Lettering 4 Units

Prerequisite: None. Concurrent enrollment in Art 115 recommended.

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Introduction to commercial art with an emphasis on hand lettering and including historical relationships, tool and material familiarization, skill development, studio procedures, and presentation techniques.

131 Advanced Lettering 4 Units

Prerequisite: Art 130

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Advanced commercial art with an emphasis on machine lettering and including equipment familiarization, appropriate technique manipulations, format experimentation, and portfolio presentation,

156 ABCD Elementary Painting 1½-3 Units

UC*

Prerequisite; None. Courses must be taken in sequence.

Lecture: ½-1 hour per week and

Laboratory: 2½-5 hours per week

Painting in watercolor and oils: still life, landscape, and figure painting.

166 ABCD LifeDrawing 1½-3 Units

UC*

Prerequisite: None. Courses must be taken in sequence.

Lecture: 55-1 hour per week and

Laboratory: 2½-5 hours per week

Study of the functional qualities of the human figure, including an overview of anatomy in relation to figure drawing; graphic inter-

pretations of the human figure, including contour, gesture, and volume drawings. Portrait painting and commercial illustration are introduced in the second semester.

175 ABCD Sculpture 3 Units

UC*

Prerequisite: None. Courses must be taken in sequence.

Lecture: 1 hour per week and

Laboratory: 5 hours per week

Exploration in form and space, using stone, wood, clay, and plaster; development of skills in using the tools required for carving and life modeling methods typically employed in these media.

198 ABCD Metal Sculpture 4 Units

UC*

Prerequisite: None. Courses must be taken in sequence.

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Integration of the aesthetic and technical aspects of creating three-dimensional works of art in metal: skills in three-dimensional design are combined with the fundamentals of welding technology.

210 Beginning Ceramics 3 Units

UC*

Prerequisite: None.

Lecture: 1 hour per week and

Laboratory: 5 hours per week

Introduction to the art of pottery, with emphasis on use of the potter's wheel and various methods of decoration and glazing.

246 Special Projects in Art 1 Unit

247 2 Units

248 3 Units

249 4 Units

UC*

Prerequisite; Completion of or concurrent enrollment in an art course.

Laboratory: 3 hours per week per unit.

Independent study for selected students in any area of art, with projects determined jointly by student and instructor.

280 Experimental Imagery in Art 4 Units

UC

Prerequisite: Art 115 and 116

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Focus on and refinement of the skills necessary for visual awareness. This course is designed to serve as a stimulating creative outlet for new, experimental technical processes.

ASTRONOMY

050•051
052•053 Astrophotography 1 Unit

Prerequisite: None. Courses must be taken in sequence.

Laboratory: 3 hours per week

Operation and use of the telescope in photographing the moon, planets, the sun, nebulae, star groups, etc.

060•061
062•063 Field Study of Observatories 1 Unit

Prerequisite: A previous Astronomy course.

Lecture: 10 hours per semester and

Field Study: 30 hours per semester

Field study of professional observatories; lecture and library research on current professional instruments and techniques will precede a one-week field trip to several major astronomical observatories. Field trip destinations will vary, but will include facilities such as Kitt Peak National Observatory, Lick Observatory, McDonald Observatory and Palomar Observatory.

150 Introductory Astronomy 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the broad principles underlying the behavior of cosmic forces, man's place in the universe, the historical role of astronomy, and the processes which shape the universe.

160 Astronomy Laboratory 1 Unit
UC

Prerequisite or Corequisite: Astronomy 150

Laboratory: 3 hours per week

Laboratory work to supplement Astronomy 150: identification of constellations and stars, discussion of astronomical methods of observation, and additional work with the telescope and accessories.

175 ABCD Selected Topics in Astronomy 1-3 Units

Prerequisite: To be determined by course topic.

Lecture: 1-3 hours per week and

Laboratory: 3-9 hours per week

Current information on selected topics in astronomy.

246 AB Special Problems in Astronomy 1 Unit

247 AB 2 Units

Prerequisite: Astronomy 160

Laboratory: 3-6 hours per week

Laboratory projects designed for students with a special interest in astronomy.

BIOLOGY

120 Introduction to Biology 4 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Study of the biological principles involved in cellular biology, human physiology, animal and plant diversity, genetics, evolution, and ecology, including field trips to areas of biological interest. Designed for students not majoring in biology.

122 Marine Biology 4 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Survey of the major areas of marine biology, including plant and animal groups, coastal and deep water ecology, food webs, aquaculture, marine pollution, and conservation.

123 Ecology and Environment 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the basic concepts of ecology, including energy flow in ecosystems, predation, symbiosis, population biology, local biological communities, the human population explosion, and environmental topics, including air and water pollution, nuclear reactors, pesticides, and solid waste.

124 • 125 Field Biology of the Southern California Foothills 1 Unit
UC

Prerequisite: Completion of or concurrent enrollment in a course in college science. Courses need not be taken in sequence.

Laboratory or Field Work: 3 hours per week

Study of the plants, animals, and ecological relationships in the Southern California foothills.

127 • 128 Subtidal Marine Biology 1 Unit
UC

Prerequisite: None. Courses need not be taken in sequence.

Laboratory and Field Work: 3 hours per week

Survey of the major groups of plants and animals in the water of the nearshore areas and offshore islands of California, with a study of collecting techniques, use of taxonomic keys, and ecological methods.

130 Principles of Biological Science - Zoology 5 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and

Laboratory: 6 hours per week

Introduction to the principles of zoology, including concepts of cell structure and function, gene action and protein synthesis, enzyme functions, genetics at the molecular level, a survey of animal phyla, and vertebrate organ system physiology. Field trips to locations of biological interest. Designed for pre-professional and biological science majors, but open to all interested students. Majors should also take Biology 131.

131 Principles of Biological Science - Botany 5 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and

Laboratory: 6 hours per week

Introduction to the principles of botany, including concepts of energy exchange in organisms as illustrated by cellular respiration and photosynthesis in green plants, Mendelian and population genetics, natural selection, evolution, ecology, a survey of the plant kingdom, and a study of the physiology of land plants. Field trips to local chaparral, mountain, and desert regions. Designed for pre-professional and biological science majors, but open to all interested students. Majors should also take Biology 130.

150 • 151 Introduction to Field Biology 1½ Units
UC

Prerequisite: A college course in the biological science with a grade of "C" or better. Courses need not be taken in sequence.

Lecture: 1 hour per week and
Laboratory/Field Trips: 24 hours arranged

Demonstration and practice of field techniques in biology, including transects, quadrants, collecting methods, taking field notes, and the use of plant and animal identification keys. Study of succession, ecosystems, and population dynamics. Field trips to areas of biological importance.

155 Nutrition 3 Units
UC

Prerequisite: None. High school or college chemistry or biology recommended.

Lecture: 3 hours per week

Study of chemical and biological concepts which provide a basis for understanding how nutrients work within the human body; topics include biochemistry of nutrients, applied nutrition, diet therapy, nutrition and disease, and research studies. Satisfies a lower division transfer requirement in nutrition.

201 Biology of the Cell 4 Units
UC

Prerequisite: Chemistry 160

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to the physical and biochemical aspects of the living cell, including cytology, molecular structure, metabolism, bioenergetics, and cytogenetics. Designed for pre-professional Life Science students.

214 • 215 Biology (Laboratory Preparation) 216 • 217 1 Unit

Prerequisite: Biology 120. Courses need not be taken in sequence.

Laboratory: 3 hours per week

Study of practical laboratory techniques, designed to acquaint the student with methods of collection and preparation of common biological materials as used in the biology laboratory.

246 AB Special Problems in Biology 1 Unit
247 AB 2 Units

UC

Prerequisite: Biology 120

Laboratory: 3-6 hours per week

Independent projects for selected students

with a special interest in biology; assigned problems will involve both library and laboratory work.

BUSINESS ADMINISTRATION

052 Applied Business Mathematics 3 Units
Prerequisite: None.

Lecture: 3 hours per week

Basic review of addition, subtraction, multiplication, division, fractions and percentages; emphasis on practical business application of mathematics in the areas of accounting, marketing, finance, including payroll, invoicing, insurance, taxes, depreciation, stocks, bonds, annuities, and management analysis.

098 ABCD Business Administration Work Experience 4 Units
Prerequisite: None. Courses must be taken in sequence.

Corequisite: Concurrent enrollment in at least 7 units, including this course.

Lecture: 1 hour per week and
Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

101 Introduction to Business 3 Units
Prerequisite: None.

Lecture: 3 hours per week

Survey of the business field; provides a background in business and serves as the basic beginning college course in business subjects. Recommended for all business majors.

105 Small Business Management 3 Units
Prerequisite: None.

Lecture: 3 hours per week

Study of the aspects of small business operations, from start-up through distribution of goods and services, from producer through middlemen to consumers.

115 Office Management 3 Units
Prerequisite: None.

Lecture: 3 hours per week

Study of office organization, management, and functions; methods used in selecting and training office personnel; office layout and work flow; selection and care of equipment and

supplies; simplification of systems and procedures, including automation and data processing; form design and control; case studies.

135 Women in Management 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Study of the problems, challenges, and resources women encounter in management positions; examination of management methods as they apply to women.

206 Principles of Management (Organizational Behavior) 3 Units

Prerequisite: Business Admin. 101 or Business Experience

Lecture: 3 hours per week

Concepts and application of management and business; analysis of the basic management functions of planning, organizing, staffing, directing and controlling, with an emphasis on the interrelationship of these functions in an organization; importance of the organization as a social system and the significance of current social and economic problems of a pluralistic society are stressed. Case studies.

217 Business Law 3 Units
UC*

Prerequisite: None.

Lecture: 3 hours per week

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.

218 Business Law 3 Units
UC*

Prerequisite: Business Admin. 217

Lecture: 3 hours per week

Understanding of the practical and theoretical concepts of Civil Law: the future rights, duties and liabilities in the normal conduct of business transactions.

246AB Special Problems in Business Law 1 Unit

247AB 2 Units

248AB 3 Units

Prerequisite: Completion of or concurrent enrollment in a business course.

Laboratory: 3 hours per week per unit

Directed research, culminating in a mini-

thesis upon a subject within the field of law, or within the combined fields of (1) Law and Politics; (2) Law and Sociology; (3) Law and Economics; (4) Law and Psychology; (5) Law and Social History; or (6) English Legal History.

CHEMISTRY

101 Introductory Chemistry 4 Units
UC*

Prerequisite: One year of high school algebra or Math 090.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to the principles of chemistry, with emphasis on discoveries, methods of refining, physical and chemical properties, and use of the more common elements and compounds.

102 Introductory Organic Chemistry 4 Units
UC*

Prerequisite: Chemistry 101

Lecture: 3 hours per week and

Laboratory 3 hours per week

Introduction to organic chemistry, with emphasis on understanding how and why the basic functional groups in the organic compounds function as they do, and on their application in biological systems. Designed for students who need two semesters of chemistry, including some biochemistry in organic chemistry.

160 General Chemistry 5 Units
UC

Prerequisite: High school chemistry or Chemistry 101

Lecture: 3 hours per week and

Laboratory: 6 hours per week

Introduction to college chemistry, emphasizing the general principles of chemistry and the analysis and solution of chemical problems.

161 General Chemistry 5 Units
UC

Prerequisite: Chemistry 160 with a grade of "C" or better.

Lecture: 3 hours per week and

Laboratory: 6 hours per week

Continuation of Chemistry 160, with special emphasis on the theory and techniques of inorganic qualitative analysis.

214 • 215 Organic Chemistry 4 Units
UC

Prerequisite: Chemistry 160-161 with a grade of "C" or better. Courses must be taken in sequence.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Study of carbon compounds, the aliphatic, aromatic, and heterocyclic series, including modern theoretical concepts. Laboratory includes the preparation, identification, and study of the properties of organic compounds.

246 Special Problems in Chemistry 1 Unit

247 2 Units

248 3 Units
UC*

Prerequisite: Chemistry 160

Laboratory: 4 hours per week per unit

Laboratory projects for selected students with a special interest in chemistry. The problem is normally selected by the instructor.

COMPUTER AND INFORMATION SCIENCES

098ABCD Computer and Information
Sciences Work Experience 4 Units

Prerequisite: None. Courses must be taken in sequence.

Corequisite: Concurrent enrollment at least 7 units, including this course.

Lecture: 1 hour per week and

Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

100 Computer Literacy 3 Units
Prerequisite: None

Lecture: 3 hours per week and

Laboratory: 1 hour per week

Study of basic computer technology; basic keyboarding; problem solving using microcomputers; practice in the operations and functions of a computer and writing simple programs; examination of social issues; discussion of the present and future role of the computer in the home, in business, and in industry.

- 101 Survey of Data Processing 3 Units
UC*
Prerequisite: None.
Lecture: 3 hours per week
Introduction to the methods, techniques and systems for manually, mechanically and electronically processing business data. History and development of data processing, punch card processing and programming computers for integrated and automatic processing of business data.
- 102 Basic Language 3 Units
UC*
Prerequisite: C&IS 101 and 1 year of high school algebra or Math 090.
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Fundamentals of computer programming and problem solving using the BASIC language; writing, running, and debugging programs in the interactive computer system to solve both numerical and nonnumerical problems in various areas of applications.
- 104 Fortran IV (Computer Programming) 3 Units
UC*
Prerequisite: C&IS 101 and 1 year of high school algebra or Math 090.
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Study of Fortran IV as a language supporting any discipline using computer-mathematical methods; emphasis on business applications.
- 106 Microcomputers 4 Units
Prerequisite: C&IS 102
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Study of the organization and programming of small computers, design conventions, micro-processor organization and hardware programs, control units (CPU), interrupt and input/output.
- 110 PASCAL 3 Units
Prerequisite: C&IS 101
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Examination of programming concepts, data expressions, and assignments; decisions, syntax and implementation; program design; and program standards.
- 202 Programming Business Applications: COBOL I 3 Units
UC*
Prerequisite: C&IS 101
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Fundamentals of computer logic, flow charting, and documentation techniques; advanced techniques for large scale computing systems. Introduction to COBOL.
- 203 Programming Business Applications: COBOL II 3 Units
UC*
Prerequisite: C&IS 201
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Continuation of C&IS 202, development of specialized programming techniques.
- 230 Assembly Language 4 Units
Prerequisite: C&IS 104
Lecture: 3 hours per week and
Laboratory: 2 hours per week
Study of organization and data structures typical of 6500 Apple assembly language and operating systems, and the knowledge of the inner workings of a computer, the effects of the instruction set on computer design, and the function of the computer professional.
- 240 Advanced Programming Techniques 3 Units
Prerequisite: C&IS 102
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Study of techniques for establishing the correctness of algorithms, estimating time and storage requirements, including file processing, list processing, data structured programming, and documentation.
- 250 Numerical Computing 3 Units
Prerequisite: C&IS 104
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Survey of computer methods and techniques for solving practical numerical problems and pragmatics, including floating point arithmetic, error analysis, integration, solutions of linear equations, least square and curve fitting, interpolation, infinite sums, iteration, and probability.

ECONOMICS

100 Introduction to Economics 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the American economy, with emphasis on the development, functioning, and significance of economic institutions; special attention to economic growth, the national debt, inflation, and international economic problems.

200 Principles of Economics (Macro) 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to macroeconomic theory and the role of fiscal and monetary policies in economics, with special emphasis on national economic problems.

201 Principles of Economics (Micro) 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to microeconomic theory, including international economics, economic development, and comparative economic systems, with special emphasis on microeconomic problems.

246 Special Problems in Economics 1 Unit

247 UC* 2 Units

Prerequisite: Economics 204 or 205

Laboratory: 3-6 hours per week

Independent projects for selected students with a special interest in economics, involving library research, laboratory projects, and/or field studies.

EMERGENCY MEDICAL SERVICES

001A Basic Cardiac Life Support - Provider ¼ Unit

Prerequisite: None.

Lecture: 4 hours per semester

Laboratory: 4 hours per semester

Instruction in Basic Life Support, Cardiopulmonary Resuscitation, for groups with specific needs, such as policemen, firemen, lifeguards.

rescue workers, high-risk industry workers, families of heart patients and others interested in rendering emergency cardiac care.

001B Basic Cardiac Life Support - Instructor ¼-¾ Unit

Prerequisite: EMS 001A

Lecture: 3-9 hours per course and

Laboratory: 3-9 hours per course

Review and update of skills and knowledge necessary to perform cardiopulmonary resuscitation; techniques of teaching with a lab opportunity for practice teaching.

002A Advanced Cardiac Life Support - Provider 1 Unit

Prerequisite: EMS 001A and must be a M.D., R.N., EMT-P, R.T., or D.D.S.

(Must hold a current certificate in Basic Life Support from American Red Cross or American Heart Association)

Lecture: 12 hours per semester and

Laboratory: 12 hours per semester

Improvement of the emergency Advanced Life Support skills of professional medical and paramedical personnel.

002B Advanced Cardiac Life Support - Instructor 1 Unit

Prerequisite: EMS 002A. Must be 18 years of age.

Lecture: 14 hours per semester and

Laboratory: 6 hours per semester

Instruction in the knowledge and skills essential to train qualified instructors to teach Advanced Life Support skills to the medical, nursing and paramedical community.

003ABCD Basic Cardiac Life Support - Provider (Recertification) ⅛ Unit

Prerequisite: EMS 001A

Lecture: 1 hour per semester and

Laboratory: 3 hours per semester

Instruction and practice in CPR and obstructed airway skills; should be taken as frequently as every three months by those persons who work with the public but have not needed to use the skill. American Heart Association recertification is required.

004ABCD Basic Cardiac Life Support - Instructor (Recertification) ¼ Unit

Prerequisite: EMS 001A

Lecture: 3 hours per semester and

Laboratory: 3 hours per semester

Provision of updated material for the Basic

Life Support instructor; leads to recertification as designated by the American Heart Association.

005ABCD Advanced Cardiac Life Support
- Provider (Recertification) ¼ Unit
Prerequisite: EMS 002A

Lecture: 3 hours per semester and
Laboratory: 3 hours per semester

Provision of updated material for the Advanced Life Support provider; leads to recertification as designated by the American Heart Association.

006ABCD Advanced Cardiac Life Support
- Instructor (Recertification) ¼ Unit
Prerequisite: EMS 001B

Lecture: 3 hours per semester and
Laboratory: 3 hours per semester

Provision of updated material to the Advanced Cardiac Life Support instructor. Assessment of skills, new methods of presenting material, and a written test.

008 Integrated Science and Basic Medical
Language for Paramedics 3 Units
Prerequisite: Must be pre-selected into the Paramedic or EMT-II Program.

Lecture: 3 hours per week

Overviews of basic anatomy/physiology and medical terminology, presented in an integrated manner to inform the pre-paramedic student how the language of medicine and the study of the structures and functions of the body are used in the practice of emergency medicine.

011A Standard First Aid/Multimedia -
Provider ¼ Unit
Prerequisite: None.

Lecture: 4 hours per semester and
Laboratory: 4 hours per semester

Instruction in standard First Aid Course; designed to teach the knowledge and skills that are needed for the emergency care of the injured until a physician arrives, and to create an active interest in the prevention of accidents through the elimination of their causes.

011B Standard First Aid/Multimedia -
Instructor ½ Unit
Prerequisite: EMS 011A

Lecture: 6 hours per semester and
Laboratory: 6 hours per semester

Provision of information necessary for development of American Red Cross Standard First Aid and Personal Safety Instructor; includes

practice teaching and skills sessions to enhance the student's overall knowledge of first aid and emergency care.

012A Advanced First Aid and Emergency
Care - Provider 2¼ Units
Prerequisite: None.

Lecture: 32 hours per semester and
Laboratory: 16 hours per semester

Instruction to provide advanced first aid and emergency care knowledge and skills.

012B Advanced First Aid and Emergency
Care - Instructor 1 Unit
Prerequisite: EMS 012A

Lecture: 16 hours per semester

Provision of information necessary for development of American Red Cross Advanced First Aid and Emergency Care instructors; includes practice training and skills sessions to enhance the student's overall knowledge of first aid and basic techniques of teaching those skills to the general public.

013ABCD Standard First Aid/
Multimedia - Provider ¼ Unit
(Recertification)

Prerequisite: EMS 011A

Lecture: 4 hours per semester and
Laboratory: 4 hours per semester

Information to update skill and knowledge level on a regular basis as dictated by the American Red Cross.

015ABCD Advanced First Aid and
Emergency Care - Provider 1/2 Unit
(Recertification)

Prerequisite: EMS 012A

Lecture: 6 hours per semester and
Laboratory: 6 hours per semester

Information to update the Advanced First Aid provider with a knowledge of first aid; opportunity to reinforce skill levels.

020B Introduction to Emergency
Medical Services - Emergency Medical
Technician II ½ Unit
Prerequisite EMS021B

Lecture 4 hours per semester

Introduction to the pre-hospital care system in rural areas

020C Introduction to Emergency
Medical Services - Paramedic 1 Unit
Prerequisite: EMS 021B

Lecture: 16 hours per semester

Orientation to paramedic training; discus-

sion of the relationship between the field paramedic and other professionals in the Emergency Medical system; examination of patient-family response to an emergency situation; introduction to the legal concepts of Emergency Medical Care; study of verbal and nonverbal behavior as it relates to the Emergency Medical Care delivery system.

020D Introduction to Emergency Medical Services - MICN ¼ Unit
 Prerequisite: RN with one year emergency department nurse experience.
 Corequisite: EMS 001A, EMS 100A
 Lecture: 4 hours per semester
 Introduction to the local Emergency Medical Services system.

021A Cardiology for the Technician 1 ½ Units
 Prerequisite: None.
 Lecture: 16 hours per semester and
 Laboratory: 24 hours per semester
 Introduction to basic cardiology; provides the background necessary to function at a technician level.

0218 Emergency Medical Technician 1-A 5 Units
 Prerequisite: None
 Lecture: 56 hours per semester and
 Laboratory: 40 hours per semester and
 Clinic: 8 hours per semester and
 Field: 8 hours per semester
 Instruction in all facets of 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 System in the field.

021C Emergency Medical Technician 1-NA 5 Units
 Prerequisite: None
 Lecture: 56 hours per semester and
 Laboratory: 40 hours per semester and
 Clinic: 10 hours per semester and
 Field: 8 hours per semester
 Instruction in all facets of 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 System in the field.

022ABCD Emergency Medical Technician IA (Recertification) 1¼ Units
 Prerequisite: EMS 071B or EMS 021C
 Lecture: 12 hours per semester and
 Laboratory: 20 hours per semester

Review of all facets of basic life-support measures; cardiopulmonary resuscitation in accord with the standards of the American Heart Association; use of emergency medical equipment and supplies, plus new techniques and materials. Leads to recertification.

023A Cardiology for the Emergency Medical Technician II 3 Units
 Prerequisite: EMS 021B
 Lecture: 48 hours per semester
 Study of recognition and treatment of death-dealing arrhythmias, while in voice contact with the hospital.

0238 Pharmacology for the Emergency Medical Technician II 2 Units
 Prerequisite: EMS 021B
 Lecture: 32 hours per semester
 Preparation for the safe administration of specific drug groups, while in voice contact with the hospital.

023C Skills Development for the Emergency Medical Technician II 3½ Units
 Prerequisite: EMS 071B
 Lecture: 48 hours per semester and
 Laboratory: 24 hours per semester
 Instruction in and practice of those skills necessary to assess the patient, report the findings, and perform the essential treatment skills involved in limited advanced life support.

023D Clinical Externship for the Emergency Medical Technician II ½ Unit
 Prerequisite: EMS 023C
 Clinic: 48 hours per semester
 Practice of limited advanced life support in a clinical setting.

024A Field Externship for the Emergency Medical Technician II ½ Unit
 Prerequisite: EMS 023D
 Field: 48 hours per semester
 Practice of limited advanced life support in a field mobile intensive care unit.

0248 Preceptorship for the Emergency Medical Technician II ¼ Unit
 Prerequisite: EMS 021B
 Clinic: 24 hours per semester
 Practice at the student's home medical con-

trol base station hospital; provides an opportunity to develop team relationships with the physician and nurse.

025ABCD Emergency Medical Technician II (Recertification) $\frac{3}{4}$ Unit

Prerequisite: Must be an EMT-II
Lecture: 8 hours per semester and
Laboratory: 8 hours per semester

Information on changes in emergency medical services; evaluation of knowledge and skills.

026A Orientation to Emergency Medical Care: EMT-II to Paramedic $\frac{1}{2}$ Unit

Prerequisite: EMT-II qualified for Paramedic Program.

Lecture: 8 hours per semester

Review of the emergency medical care system; study of federal, state, and local paramedic regulations; instruction in paramedic protocols.

0268 Cardiology Articulation: EMT-II to Paramedic 1 Unit

Prerequisite: EMT-II qualified for Paramedic Program.

Lecture: 4 hours per semester

Laboratory: 24 hours per semester

Additional knowledge of cardiology; emphasis on telemetry.

026C Pharmacology Articulation: EMT-II to Paramedic 1 Unit

Prerequisite: EMT-II qualified for Paramedic Program.

Lecture: 16 hours per semester

Review of pharmacology and drug therapy. presentation of information on drugs administered by paramedics.

026D Skills Development Articulation: EMT-II to Paramedic 2 Units

Prerequisite: EMT-II qualified for Paramedic Program.

Lecture: 24 hours per semester and

Laboratory: 24 hours per semester

Instruction and practice in administering advanced life support to victims of sudden illness or serious injury.

027A Clinical Articulation: EMT-II to Paramedic 2 Units

Prerequisite: EMS 026ABCD

Clinic: 160 hours per semester

Experience in the clinical setting for application and practice of upgraded knowledge and skills.

027B Field Articulation: EMT-II to Paramedic 4 Units

Prerequisite: EMS 017A

Field: 320 hours per semester

Experience in the field setting for application and practice of upgraded knowledge and skills.

028A Cardiology for Paramedics 4 Units

Prerequisite: None.

Lecture: 60 hours per semester and

Laboratory: 12 hours per semester

Introduction to the basic pre-hospital coronary care systems; information on implementing such a system; theoretical and practical management of patients with acute myocardial infarction.

028B Pharmacology for Paramedics 3 Units

Prerequisite: None.

Lecture: 48 hours per semester

Information to enhance the student's knowledge in regard to the administration of medications, to develop an understanding of drug therapy and to develop a background of general information about drugs and their actions and interactions; development of an understanding of basic drug mathematics and posology.

028C Skills Development for the Paramedic 4 Units

Prerequisite: Anat 101, AH 101, EMS 020C, 021A, 021B, 0258

Lecture: 54 hours per semester and

Laboratory: 54 hours per semester

Information and practice to enhance the student's knowledge in regard to the ability to diagnose and treat signs of traumatic emergencies and/or medical emergencies and the ability to respond to specific emergency situations arising from traumatic or medical emergencies; opportunity to approach clinical problems in emergency medicine with emphasis on the pathophysiology of disease processes as the basis for efficient and rational initial emergency management.

028D Clinical Externship for the Paramedic 3 Units

Prerequisite: EMS028C

Clinic: 240 hours per semester

Practice to enhance the student's knowledge in regard to administration of emergency medicine in a clinical setting; opportunity to assist and observe in emergency rooms under the direct supervision of staff members of the treating facility, as well as in other clinical areas of the treating facility.

029 Field Externship for the
Paramedic 6 Units
Prerequisite: EMS 028D
Field: 480 hours per semester

Coordination of advanced paramedical training with a field mobile intensive care unit; opportunity to assist and observe emergency medical intervention in traumatic medical and surgical emergencies and diseases. This phase of the training program will be in conjunction with a registered paramedical unit.

030ABCD Paramedic
Recertification $\frac{3}{4}$ Unit
Prerequisite: Must be a paramedic currently certified in the ICEMA region. Courses must be taken in sequence.
Lecture: 6 hours per semester and
Laboratory: 6 hours per semester and
Clinic: 16 hours per semester

Preparation for the practicing paramedic to take the written recertification exam and the skilltests.

031 Continuing Education for the Health
Professional $\frac{1}{4}$ -2 Units
Prerequisite: Current EMT-P or MICN Certificate.
Lecture: 4-32 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. Satisfies the partial requirement for recertification.

032 Cardiology Practicum $\frac{1}{2}$ Unit
Prerequisite: None.
Corequisite: EMS 100A
Clinic: 40 hours per semester

Provision of clinical experience necessary to prepare students for entrance level employment in a Coronary Care Unit; observation of a variety of equipment and techniques used in the care of acutely ill cardiac patients; provides the clinical experience necessary to qualify for a Coronary Care Certificate.

090 Selected Topics in Emergency
Medical Services $\frac{1}{4}$ -4 Units
Prerequisite: None.
Lecture: $\frac{1}{4}$ -4 hours per week and/or
Laboratory: $\frac{3}{4}$ -12 hours per week and/or
Clinic/Field/Preceptorship: $1\frac{1}{4}$ -20 hours per week

Current information on selected topics for

the continuing education of Mobile Intensive Care Nurses and/or Paramedics. Topics selected from the field of emergency medical care will include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems. Satisfies the partial requirement for recertification.

100A Cardiology for the Health
Professional 3 Units
Prerequisite: None.
Lecture: 48 hours per semester

Introduction to pre-hospital coronary care systems; identification of coronary emergencies; operation of defibrillation and ECG equipment; review of cardiopulmonary resuscitation; practical management in a field situation of patients with acute myocardial infarction.

100B Emergency Department
Nursing 1-3 Units
Prerequisite: Currently licensed as an R.N.
Lecture: 16-48 hours per semester

Information on clinical assessment and priority setting, psychological intervention, fluid and electrolytes, shock syndrome, legal constraints, respiratory emergency, cardiovascular emergencies, neurological injuries, thermal injuries, surface trauma, orthopedic injuries, multiple trauma, pharmacology, and various other emergencies; instruction in patient and family teaching, community relations, and team management.

100C Mobile Intensive Care Nurse $1\frac{1}{4}$ Unit
Prerequisite: EMS 100B or R.N. with one year current emergency department nursing.
Lecture: 8 hours per semester and
Laboratory: 27 hours per semester and
Clinic: 6 hours per semester and
Field: 16 hours per semester

Information and practice on the radio communications system; introduction to pre-hospital care protocols and standing orders.

101ABCD MICN Recertification $\frac{3}{4}$ Unit
Prerequisite: Must be a MICN currently certified in the ICEMA region. Courses must be taken in sequence.
Lecture: 8 hours per semester and
Laboratory: 8 hours per semester and
Clinic: 16 hours per semester

Information and practice to prepare the practicing MICN to take the written recertification exam and the skill tests.

102 Physical Assessment 2 Units 237ABCD 2 Units
 Prerequisite: RN or VN
 Lecture: 24 hours per semester and
 Laboratory: 24 hours per semester
 Introduction of the nurse to the extended skill of physical assessment. This course will give a student 3.2 units or 32 hours of Continuing Education.

102A Neonatal Nursing 2 Units 238ABCD 3 Units
 Prerequisite: Must be a R.N., L.V.N., or Respiratory Therapist.
 Lecture: 30 hours per semester plus
 Laboratory: 4 hours per semester plus
 Clinic: 8 hours per semester

Study of neonatal care with special attention to pathophysiology of the newborn; focus on the nurse's role in the neonatal intensive care unit and on the special equipment used; participation in appropriate clinical laboratory experience.

103 Basic IV Therapy Certification Course 2 Units 239ABCD 4 Units
 Prerequisite: Must be a R.N. or L.V.N. and possess a valid California nursing license.
 Lecture: 30 hours per semester plus
 Laboratory: 6 hours per semester

Study of intravenous therapy, with emphasis on starting and superimposing IV fluids; use of the various types of catheters, tubing, secondary sets, and other appropriate devices; examination of reactions to IV therapy and the treatment protocols.

104 Wilderness Survival and Rescue Techniques 3 Units 012 2 Units
 Prerequisite: None
 Lecture: 21-48 hours per semester
 Field: 0-120 hours per semester

Instruction in meeting stress situations and medical emergencies in remote areas; development of outdoor survival skills and use of related equipment; emphasis on rescue procedures, protocols, and techniques.

105 Emergency Mountain Medicine 3 Units 013 3 Units
 Prerequisite: None
 Lecture: 24-48 hours per semester
 Field: 0-120 hours per semester
 Studies in emergency mountain medicine: recognition, prevention, treatment, and physiology of high altitude illnesses; management of injuries in the mountain environment.

236ABCD Selected Topics in Emergency Medical Services 1 Unit

237ABCD 2 Units
 238ABCD 3 Units
 239ABCD 4 Units
 Prerequisite: None
 Lecture: 1-4 hours per week and/or
 Laboratory: 3-12 hours per week
 Clinic: 5-20 hours per week

Croup investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention.

ENGLISH

001 • 002 Vocabulary Improvement 3 Units
 Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week
 Overview of the growth and structure of the English language, emphasizing development of skill in self-expression through vocabulary improvement.

Reading Skills

011ABCD 1 Unit
 Prerequisite: Courses must be taken in sequence
 Laboratory: 3 hours per week

012 2 Units
 Laboratory: 6 hours per week

013 3 Units
 Laboratory: 9 hours per week

014ABCD 3 Units
 Lecture: 1½-3 hours per week and/or
 Laboratory: 1½-3 hours per week
 Prerequisite: 012 and 013 - None; 011ABCD and 014ABCD - Courses must be taken in sequence.

Development of college reading skills - retention, comprehension, and vocabulary development - utilizing individualized and/or small-group instruction, based on the student's score on the Nelson-Denny Reading Test. (A student may receive a maximum of twelve units of credit for any combination of English 011, 011, 013, 014, and Psychology 024, 025, 026, 207.)

- 015 Basic Writing 3 Units
Prerequisite: None.
Lecture: 3 hours per week
Study of grammar and usage in the English language; emphasis on clarity, correctness, and appropriate style.
- 100 Freshman Composition 3 Units
UC
Prerequisite: Pass Placement Test.
Lecture: 3 hours per week
Training in effective written composition, utilizing both instruction in writing and regular composition assignments.
- 144 Business English 3 Units
Prerequisite: Pass Placement Test for English 100.
Lecture: 3 hours per week
Review of basic grammar, punctuation, capitalization, and spelling, with emphasis on grammar and vocabulary development for effective business communication.
- 152 Freshman Composition and Literature 3 Units
UC
Prerequisite: English 100
Lecture: 3 hours per week
Study of fiction, poetry, and drama, with emphasis on the fundamental principles of literary criticism and interpretation including student writing based on critical reading.
- 160 Literature by Women 3 Units
UC
Prerequisite: English 100
Lecture: 3 hours per week
Overview of contemporary literature by and about women, with emphasis on autobiographical works.
- 170 The Film Experience 3 Units
UC
Prerequisite: None.
Lecture: 3 hours per week
Study of what makes a good film for the filmviewer, utilizing the methods of literary criticism to examine the use of image, symbol, theme, character, and plot in selected films.
- 234 • 235 Creative Writing 3 Units
UC
Prerequisite: Eligibility for English 100.
Courses need not be taken in sequence.
Lecture: 3 hours per week
Study of the techniques of creative writing, with an emphasis on the improvement of the student's ability to write effectively within the framework of a literary genre - fiction, drama, or poetry. Students may concentrate 011 special interests.
- 250•251 Fiction 3 Units
UC
Prerequisite: English 100. Courses need not be taken in sequence.
Lecture: 3 hours per week
Intensive study of fiction as a literary form, using outside reading and in-class discussions of representative short stories and novels accompanied by occasional short written analyses. Emphasis will usually be on a particular type of fiction; see the current schedule of classes for the specific emphasis.
- 262•263 American Literature 3 Units
UC
Prerequisite: English 100. Courses need not be taken in sequence.
Lecture: 3 hours per week
Analysis of representative literary works of significant American writers to illustrate the origin and development of American thought and culture.
- 272•273 Survey of English Literature 3 Units
UC
Prerequisite: English 100. Courses need not be taken in sequence.
Lecture: 3 hours per week
Analysis of representative literary works of significant English writers from the beginning to the present, with a study of the historical and social background of the literature and lives of important writers.
- 276 Shakespeare 3 Units
UC
Prerequisite: English 100
Lecture: 3 hours per week
Study of the plays and poetry of Shakespeare, with additional study of Shakespeare's life and times.

FIRE TECHNOLOGY

- 075 Fire Technology Training Academy 9 Units
Prerequisite: EMS 021B, and Fire 100, and Fire 101, or equivalent.
Lecture: 130 hours per semester and
Laboratory: 150 hours per semester
Introduction to basic firefighting theory and

skills; study of the characteristics and behavior of fire; practice in fundamental fire suppression activities, with special attention on safety, first aid, and rescue procedures.

080 Fire Instructor 1A 2-3 Units

Prerequisite: None

Lecture: 2-3 hours per week

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 2-3 Units

Prerequisite: None

Lecture: 2-3 hours per week

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 2-3 Units

Prerequisite: None

Lecture: 2-3 hours per week

One of the two basic fire prevention courses covering the professional approach and specialized knowledge needed to perform the functions of fire prevention. The course related to code use, improvement, enforcement and fire cause. It also covers flammable liquids gases, and solids, combustible dust and metals, explosive materials, properties of plastics, portable and fixed fire protection equipment. Successful completion of Fire 082 and 083 fulfills the fire prevention requirements for State Officer certification.

083 Fire Prevention 1B 2-3 Units

Prerequisite: None

Lecture: 2-3 hours per week

The second of two basic fire prevention courses covering the specialized knowledge needed to perform the functions of fire prevention. The course involves building construction, flame spread classifications, fire doors, exiting standards, calculation of occupant loads, smoke proof enclosures, sprinklers system design, basic electric and its hazards, fixed extinguishing systems, fire alarm systems, and detection systems and devices. Successful completion of Fire 082 and 083 fulfills the fire prevention requirements of State Officer certification.

084 Fire Management 1 2-3 Units

Prerequisite: None

Lecture: 2-3 hours per week

Study of fireground 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 2-3 Units

Prerequisite: None

Lecture: 2-3 hours per week

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, fireground performance standards, command and control components.

086 Fire Command 1B 2-3 Units

Prerequisite: None

Lecture: 1-3 hours per week

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 1 2-3 Units

Prerequisite: None

Lecture: 1-3 hours per week

Study of the principles of fire behavior; building construction; point of fire origin determination; motives of the firesetter; acci-

dental 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.

090ABCD Selected Studies in Fire Technology 1-4 Units

095ABCD

Prerequisite: Previous course work or experience in areas of fire protection.

Lecture: 16 hours per unit per semester.

Special studies related to fire technology. Each semester the specific subject matter of the course will be announced in the schedule of classes.

100 Introduction to Fire Technology 3 Units

Prerequisite: None

Lecture: 3 hour per week

Study of the philosophy and history of fire protection; review of municipal fire defenses; examination of the organization and function of Federal, State, County and private protection agencies and survey of professional fire protection career opportunities.

101 Fundamentals of Fire Prevention 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the structure and function of the fire prevention organization; inspection; surveying and mapping procedures; recognition, solution and response to fire hazards, and public relations as affected by fire prevention.

103 Fundamentals of Personal Fire Safety and Emergency Care 3 Units

Prerequisite: None

Lecture: 3 hours per week

Development of the basic skills essential to the assessment of fire dangers; handling common fire situations in the home and/or industry; basic cardiac life support and standard first aid.

104 Fire Apparatus and Equipment 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of fire apparatus design, specifications,

and performance capabilities, and effective utilization of apparatus in fire service emergencies.

105 Related Codes and Ordinances 3 Units

Prerequisite: Firet 101

Lecture: 3 hours per week

Familiarization with national, state and local laws and ordinances which influence the field of fire prevention.

106 Fire Hydraulics 3 Units

Prerequisite: Completion of Firet 100 or appropriate work experience.

Lecture: 3 hours per week

Review of basic mathematics, hydraulic laws, and formulas as applied to the fire service; application of formulas and mental calculation of hydraulic problems, water supply problems and underwriters' requirement for pumps.

107 Rescue Practices 3 Units

Prerequisite: Completion of Firet 100 or appropriate work experience.

Lecture: 3 hours per week

Study of rescue practices, the human body, emergency care of victims, childbirth, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards; consideration of rescue problems and techniques.

108 Fundamentals of Fire Behavior and Control 3 Units

Prerequisite: Chem 100 or equivalent

Lecture: 3 hours per week

Review of basic chemistry, storage, handling, laws, standards and fire fighting practices pertaining to hazardous materials; study of problems involved in storage, handling, manufacture, transportation and use of hazardous material likely to be encountered in fire fighting practices.

109 Rescue Skills and Techniques 1 Unit

Prerequisite: Completion of Firet 100 or appropriate work experience.

Lecture: 17 hours per semester and

Laboratory: 3 hours per week

Study and practice of basic rescue problems, general theory, philosophy and improvisation problems.

110 Fire Investigation 3 Units

Prerequisite: Firet 101 and Adjus 106

Lecture: 3 hours per week

Introduction to arson and incendiarism, arson laws and types of incendiary fires; meth-

ods of determining fire causes, recognizing and determining evidence, interviewing and determining witnesses and procedures in handling juveniles, court procedure and court testimony in arson cases.

116 Fundamentals of Fire Protection 3 Units

Prerequisite: Fire 101

Lecture: 3 hours per week

Fundamentals of building construction and design; fire protection features and special considerations.

117 Public Service Communication 3 Units

Prerequisite: Fire 101

Lecture: 3 hours per week

Study of the history, theory, mechanics, and operations of public safety communications system, including fire law enforcement and emergency medical communications systems and practices; basic equipment and procedures for computer based operations.

118 Wildland Fire Control 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the factors affecting wildland fire prevention, behavior, and control techniques.

149 Basic Incident Command System 3 Units

Prerequisite: None

Lecture: 3 hours per week

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.

150 Crew Supervisor 3 Units

Prerequisite: None. Intended primarily for emergency service personnel.

Lecture: 3 hours per week

Study of the skills used in assessing and making decisions in fire situations and the knowledge and leadership needed to effectively supervise a hand crew.

151 Situation Unit Leader 3 Units

Prerequisite: None. Intended primarily for emergency service personnel.

Lecture: 3 hours per week

Instruction in the duties and responsibilities associated with the Incident Command System (I.C.S.) Situation Status (SITSTAT) Unit.

152 Prescribed Fire Training 3 Units
Prerequisite: None. Intended primarily for emergency service personnel.

Lecture: 3 hours per week

Examination of the skills and knowledge in assessing and in making decisions in prescribed fire situations.

153 Logistics Chief 3 Units

Prerequisite: None

Lecture: 3 hours per week

Introduction to the role of the Planning Section Chief within the Incident Command System (ICs); study of the collection, evaluation, and dissemination of ICs information.

160 Incident Commander 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the responsibilities related to incident activities including the development and implementation of strategic decisions and the ordering and releasing of appropriate resources.

161 Operations Section Chief 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the management tactics and strategies of all operations directly applicable to the primary mission.

162 Logistics Section Chief 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the provision of facilities, services, and material necessary to support the management of a major incident.

163 Planning Section Chief 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the collection, evaluation, and dissemination of tactical information; examination of the maintenance of information on the current and forecast situation and on the status of resources; consideration of the preparation and documentation of action plans.

164 Finance Section Chief 3 Units

Prerequisite: None

Lecture: 3 hours per week

Study of the financial and cost analysis aspects of the incident; development of a financial operations plan tied to work objectives and performance evaluation.

- 200 Fire Fighting Tactics and Strategy 3 Units
 Prerequisite: Completion of Fire 100 or appropriate work experience.
 Lecture: 3 hours per week
 Review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning fire problems.
- 201 Fire Protection Equipment and Systems 3 Units
 Prerequisite: Fire 101
 Lecture: 3 hours per week
 Study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.
- 202 Fire Company Organization and Management 3 Units
 Prerequisite: Completion of Fire 100 and Fire 100 or appropriate work experience.
 Lecture: 3 hours per week
 Review of fire department organization, fire company organization, the company officer's duties and responsibilities; study of leadership and supervision control, company personnel administration, company communications, company training, company fire prevention, company fire fighting, company records and reports, and problem solving.
- 210 Fire Behavior 3 Units
 Prerequisite: None
 Lecture: 3 hours per week
 Recognition of the factors relating to fuels, topography, and weather that affect wildland fire behavior; application to the theories and principles to the fire control process.
- 211 Aviation and Management 3 Units
 Prerequisite: None
 Lecture: 3 hours per week
 Study of aviation management responsibilities, with attention given to the duties of the aviation officer, the development of unit aviation plans and project plans, the problems of fuel quality management and an overview of the transportation of hazardous materials.
- 236ABCD Special Topics in Fire Technology 1 Unit
- 237ABCD 2Units
- 238ABCD 3Units
- 239ABCD 4Units
 Prerequisite: None.
 Lecture: 1-4 hours per week and/or
 Laboratory: 3-12 hours per week and/or
 Clinic: 5-20 hours per week
 Special topics related to fire technology. Each semester the specific subject matter of the course will be announced in the schedule of classes.
- 246ABCD Selected Studies in Fire Technology 1 Unit
- 247ABCD 2Units
- 248ABCD 3Units
- 249ABCD 4Units
 Prerequisite: None.
 Laboratory: 16 hours per unit per semester.
 Independent study for selected students in any area of fire technology, with projects determined jointly by student and instructor.
- ## FRENCH
- 150 Spoken French I 2½ Units
 UC*
 Prerequisite: None.
 Lecture: 2½ hours per week and
 Laboratory: ½ hour per week
 Comprehension, conversation, reading, and composition. including drill in essential grammar at the elementary level.
- 151 Spoken French I (Continued) 2½ Units
 UC*
 Prerequisite: French 150
 Lecture: 2½ hours per week and
 Laboratory: ½ hour per week
 Continuation of French 150. (French 150-151 is equivalent to French 155.)
- 155 College French I 5 Units
 UC
 Prerequisite: None.
 Lecture: 5 hours per week and
 Laboratory: 1 hour per week
 Comprehension, conversation, reading and composition, including drill in essential grammar, at the elementary level.

160 Spoken French II 2½ Units
UC*

Prerequisite: French 151 or French 155, or one year of high school French.

Lecture: 2½ hours per week and

Laboratory: ½ hour per week

Continuation of French 151.

161 Spoken French II (Continued) 2½ Units
UC*

Prerequisite: French 160

Lecture: 2½ hours per week

Laboratory: ½ hour per week

Continuation of French 160. (French 160-161 is equivalent to French 165.)

165 College French II 5 Units
UC

Prerequisite: French 155 or French 150 and 151, or one year of high school French.

Lecture: 5 hours per week and

Laboratory: 1 hour per week

Continuation of French 155.

166 Selected Studies in French 1-3 Units
UC*

Prerequisite: French 165 or French 160 and 161, or two years of high school French, or equivalent proficiency.

Lecture: 1-3 hours per week and

Laboratory: 2 hours per week per unit of independent study

Special studies in French which allow students to concentrate on increasing their proficiency in the language and/or broadening their knowledge of French civilization and culture, through a combination of independent study and meetings with the instructor.

175 College French III 4 Units
UC

Prerequisite: French 165 or French 160 and 161, or two years of high school French.

Lecture: 4 hours per week and

Laboratory: 1 hour per week

Composition and conversation, including a review of grammar, plus extensive and intensive reading of practical as well as literary French.

185 College French IV 4 Units
UC

Prerequisite: French 175 or three years of high school French.

Lecture: 4 hours per week and

Laboratory: 1 hour per week

Continuation of French 175.

242 French Culture and
Civilization 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the culture and civilization of France. (Class is conducted in English.)

GEOGRAPHY

103 Cultural Geography 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and field trips

Introduction to cultural geography, emphasizing the interrelationship of man and the land, including study of populations, regional analysis, and livelihood patterns.

110 Physical Geography 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and field trips

Introduction to the basic elements of physical geography, emphasizing climate, landforms, hydrography, soils, native animal life, and national vegetation, their interrelationships and patterns of distribution throughout the world.

111 Physical Geography Laboratory 1 Unit
UC

Prerequisite or Corequisite: Geography 110

Laboratory: 3 hours per week

Laboratory to accompany Geography 110.

114 Weather and Climate 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and field trips

Study of the earth's atmospheric phenomena, emphasizing the causes and regional distribution of weather and climate.

119ABCD Selected Studies in
Geography ¼-1 Unit
UC

Prerequisite: None.

Lecture: ¼-1 hours per week and/or

Laboratory: ¾-3 hours per week

Short courses in regional, physical, and cultural geography, offered on an occasional basis.

126 Geography of California 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week 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.

GEOLOGY

050 A Survey of Earth Science 3 Units
Prerequisite: None.

Lecture: 3 hours per week and field trips

Overview of the physical and historical aspects of geology and related earth science fields, including field trips of general interest.

052 Common Rocks and Minerals 2 Units
Prerequisite: None.

Lecture: 1 hour per week and

Laboratory: 2 hours per week and field trips

Introduction to the common minerals and rocks found in the earth's crust, with emphasis on California localities, including simple methods of identification and description and the economic importance of these minerals. Selected field trips to local rock and mineral sites.

100 Physical Geology 4 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and

Laboratory: 3 hours per week and field trips

Introduction to earth materials and structures and the processes shaping the surface of the earth, including laboratory studies which are closely coordinated with lecture topics.

101 Introduction to Geology 3 Units
UC*

Prerequisite: None.

Lecture: 3 hours per week

Introduction to earth materials and structures, the processes shaping the surface of the earth, the origin of the planet, and the evolution of plant and animal life, with no laboratory studies.

112 Historical Geology 4 Units
UC

Prerequisite: Completion of a Geology course.

Lecture: 3 hours per week and

Laboratory: 3 hours per week and field trips

Study of the geologic history of the earth, including the chronological development of major continental features, the interpretation

of earth history from rock records, and the evolutionary development of plant and animal life.

150 Man and His Geologic Environment 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and field trips

Introduction to the interrelationships among geologic processes, earth materials, and man, emphasizing population, geologic hazards (landslides, mudflows, earthquakes, volcanism, etc.), mineral fuels and resources and the geologic impact of their extraction, and other problems of a geologic nature related to massive urbanization. Emphasis will be placed on case studies within California.

246ABCD Special Problems in Geology 1 Unit
UC*

Prerequisite: Completion of or concurrent enrollment in a Geology course.

Laboratory: 3 hours per week

Independent projects for selected students with a special interest in geology, involving library research, laboratory projects, and/or field studies.

250 Geology of California 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and field trips

Survey of the physical and historical geology of California, with emphasis on the characteristic geologic record of the twelve geomorphic provinces into which the state is divided.

251 Geology of National Parks and Monuments 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week and field trips

Study of the geology of selected national parks and monuments of the United States, with particular emphasis on the geologic processes which formed them.

252 Geology for the Space Age 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the problems raised by geologic studies related to the space age, including meteorites and meteorite impact craters, terrestrial

geology done with the aid of satellites, geologic investigations on the moon, and the geologic nature of other planets in the solar system.

GERMAN

150 Spoken German 1 2½ Units
UC

Prerequisite: None.

Lecture: 2½ hours per week and

Laboratory: ½ hour per week

Comprehension, conversation, reading, and composition, including drill in essential grammar at the elementary level.

151 Spoken German 1 (continued) 2½ Units
UC

Prerequisite: German 150

Lecture: 1½ hours per week and

Laboratory: ½ hour per week

Continuation of German 150.

155 College German I 5 Units
UC

Prerequisite: None.

Lecture: 5 hours per week and

Laboratory: 1 hour per week

Comprehension, conversation, reading, and composition, including drill in essential grammar, at the elementary level.

165 College German II 5 Units
UC

Prerequisite: German 155, or German 150 and 151, or one year of high school German.

Lecture: 5 hours per week and

Laboratory: 1 hour per week

Continuation of German 155.

166 Selected Studies in German 1-3 Units
UC

Prerequisite: German 165 or two years of high school German, or equivalent proficiency.

Lecture: 1-3 hours per week and

Laboratory: 2 hours per week per unit of independent study

Special studies in German which allow students to concentrate on increasing their proficiency in the language and/or broadening their knowledge of German civilization and culture, through a combination of independent study and meetings with the instructor.

175 College German III 4 Units
UC

Prerequisite: German 165 or two years of high school German.

Lecture: 4 hours per week and

Laboratory: 1 hour per week

composition and conversation, including a review of grammar, plus extensive and intensive reading of practical as well as literary German.

185 College German IV 4 Units
UC

Prerequisite: German 175 or three years of high school German.

Lecture: 4 hours per week and

Laboratory: 1 hour per week

Continuation of German 175.

242 German Culture and Civilization 3 Units
UC

UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the culture and civilization of Germany. (Class is conducted in English.)

HEALTH EDUCATION

101 Health Education 2 Units
UC

Prerequisite: None.

Lecture: 2 hours per week

Introduction to health as an important component of the quality of human life, emphasizing participation in a positive health program as an individual and as a member of the community.

102 Biologic Principles of Health 3 Units
Prerequisite: None

Lecture: 3 hours per week

Principles of personal, physical and emotional health in a complex community, designed for physical education, recreation and health education majors.

HISTORY

100•101 History of the United States 3 Units
UC

Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week

Survey of the history of the United States

from the Age of Discovery to the present, with emphasis on political, social, and cultural developments. First semester deals with the period from discovery until 1900; second semester deals with the twentieth century.

120 Problems and Issues in American Reform 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Intensive study of historical, political, and philosophical ideas and issues of American reform in the twentieth century.

135 Religion in America 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the principal figures, issues, and trends in religious liberty in America; religion and social protest; the Black religious experience; Catholic, Protestant, Jewish, and contemporary religious phenomena. (Also listed as ReligiousStudies135.)

137 History of American Minorities 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the history of American minorities from the Colonial Period to the present, with emphasis on the California minorities: Mexican-American, Black, and Oriental.

142 Mexican-American Studies 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the culture and achievements in politics, agriculture, and the arts of the Mexican-American in the Southwest.

145 History of California 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of California history from Colonial times to the present, emphasizing its diverse social, political, economic, and cultural development.

153 History of Mexico 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the development of Mexico from its

Indian agrarian, colonial beginning to its present industrial growth, emphasizing the themes of Mexico's cultural, social, and political changes.

160•161 History of Western Civilization 3 Units
UC

Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week

Survey of the political, economic, social, and intellectual developments that form the basis for Western Civilization.

163 History of England 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the history of England, emphasizing the rise of England and the extension of British cultural, economic, and political influence over the world in the British Empire and the Commonwealth of Nations

166•167 Cultural and Humanistic History of Civilization 3 Units
UC

Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week

Study of how the artistic, rational, and spiritual dimensions of man determine philosophical, religious, scientific, and aesthetic attitudes, and how those attitudes contribute to the creative achievements of man. Both Eastern and Western cultures are studied from antiquity to modern time.

166 deals with the culture, problems, and achievements of the Classical and Judeo-Christian worlds, from about 750 BC to 1450 AD.

167 deals with the culture, problems, and achievements of the medieval, renaissance, and modern worlds, from about 1450 to the present.

246 Special Problems in History 1 Unit

247 2 Units
UC*

Prerequisite: Completion of/or concurrent enrollment in a History course.

Laboratory: 3 hours per unit per week

Independent projects for selected students with a special interest in history, involving assigned readings, research, and conferences.

INTERDISCIPLINARY STUDIES

100ABCD Individual and Group Studies ½-3 Units

Prerequisite: None.

Lecture: 8-48 hours per semester and/or

Laboratory: 24-144 hours per semester

Topics of interest from humanities, social sciences, sciences, behavioral sciences, and other appropriate areas, presented in either independent or group activity modes.

106 Introduction to Sign Language 2 Units

Prerequisite: None.

Lecture: 1 hour per week and

Laboratory: 3 hours per week

Introduction to the American Manual Alphabet (fingerspelling) and American Sign Language as used among most deaf people in North America, with emphasis on learning a basic survival vocabulary of 420 signs, learning to use these signs in proper sentence construction, and learning to interpret simple sentences into sign language. Lectures will focus on the problems a deaf person faces in a hearing society; laboratory will focus on sign language acquisition.

122ABCD Selected Studies in Sign Language 1-2 Units

Prerequisite: Intdis 106

Lecture: ½-1 hour per week and

Laboratory: 1½-3 hours per week

Intensive study of sign language for special purposes, with emphasis on learning a basic vocabulary of 500 signs which will aid in communicating with deaf people in particular job settings. The specific area of study will vary each semester. Lectures will focus on the psychological and sociological problems the deaf must face in the particular area of study. Areas of study: law/court/probation; law enforcement/fire control; medical/health services; business/office; social work and related areas.

130 Contemporary Issues: Ethical Issues in Modern Medicine 1-3 Units

Prerequisite: None.

Lecture: 1-3 hours per week

Survey and analysis of the value conflicts and ethical dilemmas brought on by advances in the biomedical sciences. Topics to be discussed include genetic management, abortion, euthanasia, informed consent, behavior control, rights to health care, allocation of medical

resources, and the goals of medicine. Alternative ethical theories will be explained and applied to the various issues.

132 Literature and Culture of the Bible 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the English Bible as literature and as religion, including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed, and an extensive reading of the two testaments.

140 Humanities Through the Arts 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the humanities through a study of seven major arts: film, drama, music, literature, painting, sculpture, and architecture. Each of these arts is considered from the perspectives of historical development; the elements used in creating works of art; meaning and form expressed; and critical evaluation.

160 The Creative Process in the Visual Arts 3 Units

Prerequisite: Art 100 or Art 115 or Art 156 or Art 166 or Photo 150

Lecture: 1 hour per week plus

Laboratory: 5 hours per week

Practical application of the creative process in art and photography. Various artists' work are studied in drawing, painting, sculpture, and photography; using the knowledge gained from these studies, students will produce personal artwork in a wide range of media.

MARKETING

098ABCD Marketing Work Experience 4 Units

Prerequisite: Concurrent enrollment in at least 7 units, including this course. Courses must be taken in sequence.

Lecture: 1 hour per week and

Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

101 Marketing 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 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
 Prerequisite: None.
 Lecture: 3 hours per week
 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 objections and excuses, closing the sale, and others.

110 Advertising 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 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.

115 Retailing Principles 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 Principles and methods of modern retailing; covers such topics as the research of customer demands, store location and layout, how to buy and price merchandise, inventory control, promotion, and management of sales people.

212 Sales Management 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 Study of the important aspects and activities of the sales manager; includes analysis of the sales force, recruitment, training, compensation, motivation, and control.

MATHEMATICS

001 Review Arithmetic 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 Review of the fundamental operations involving whole numbers, fractions, decimals, and percents, with a simple introduction to the set of integers and basic algebra.

051 Review Arithmetic and Introduction to Algebra 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 Review of arithmetic, including fractions, decimals, percentages, ratios, signed numbers, radicals, and exponents. Introduction to simple algebra. Calculation of areas and volumes and other normal dimensions needed by members of our society.

090 Elementary Algebra 4 Units
 Prerequisite: None.
 Lecture: 4 hours per week
 Study of basic topics in algebra, including operations with signed numbers and algebraic expressions; first and second degree equations; special products and factoring; algebraic fractions; ratio and proportions; systems of equations; introduction to radicals and exponents.

095 Plane Geometry 4 Units
 Prerequisite: Elementary Algebra
 Lecture: 4 hours per week
 Fundamentals of plane geometry developed by inductive and deductive processes, with emphasis on deductive reasoning and the beauty of mathematical rigor. Topics addressed are construction, parallel and perpendicular lines, congruences, similar polygons, Pythagorean theorem, ratio, proportion, area, and circles.

104 Intermediate Algebra 4 Units
 Prerequisite: Math 090
 Lecture: 4 hours per week
 Further study of topics in algebra, including properties of real numbers; multiplication, division, and factorization of polynomials; fractions, exponents, and radicals; equations and inequalities of first and second degree; systems of equations; functions and their graphs; exponential and logarithmic functions; and complex numbers.

105 Plane Trigonometry 4 Units
 Prerequisite: Math 104
 Lecture: 4 hours per week
 Study of trigonometric functions, identities and equations, solutions of triangles, inverse trigonometric functions, vectors, and complex numbers.

108 Introduction to Probability and Statistics 4 Units
 UC
 Prerequisite: Math 104 recommended.
 Lecture: 4 hours per week
 Introduction to probability, descriptive and

inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences.

128 Mathematics and Modern Culture 3 Units

Prerequisite: None

Lecture: 3 hours per week

Historical background of mathematics, inductive and deductive reasoning, mathematical patterns found in nature, society and the fine arts, basic concepts of counting, probability and statistics.

138 Modern Elementary Mathematics I 4 Units

UC

Prerequisite: One year each of high school algebra and geometry or Math 090.

Lecture: 4 hours per week

Introduction to logic, elementary set theory, finite systems, elementary number theory, structure and properties of the systems of natural numbers, whole numbers, integers, rational numbers and real numbers.

140 Finite Mathematics 4 Units

Prerequisite: Math 104 or equivalent

Lecture: 4 hours per week

Introduction to probability including "tree" diagram, stochastic processes, Markov chains. Matrices, linear systems, introduction to linear programming and theory of games.

141 Calculus for Business 4 Units

Prerequisite: Math 104 or equivalent

Lecture: 4 hours per week

Differential and integral calculus with emphasis on applications in business, social sciences, and life sciences. Not open to students with credits in Mathematics 153, 154.

150 College Algebra and Introduction to Calculus 4 Units

Prerequisite: Intermediate algebra. Plane trigonometry recommended.

Lecture: 4 hours per week

Study of inequalities; absolute value; functions and functional notation; quadratic equations (in two variables); methods of graphic representation of conic sections and rational functions; theory of equations; general forms of conic sections; induction, including the binomial theorem. An introduction to analytic geometry proofs and to the calculus concepts of limit, continuity, and derivative.

153 Analytic Geometry and Calculus 4 Units

UC

Prerequisite: Math 105 or high school trigonometry.

Lecture: 4 hours per week

Study of analytic geometry of the straight line and the circle, functions, limits, derivatives of algebraic functions, applications of derivatives including maxima and minima, graphing, rate of change, and antiderivatives.

154 Analytic Geometry and Calculus 4 Units

UC

Prerequisite: Math 153

Lecture: 4 hours per week

Study of limits, definite integral and applications, fundamental theorem of integral calculus, derivatives and integrals of trigonometric functions, inverse trigonometric functions, exponents, logarithms, and hyperbolic functions; methods of integration.

204 Quantitative Analysis 3 Units

UC

Prerequisite: 2 years of high school algebra.

Lecture: 3 hours per week

Study of contemporary quantitative methods for students in economics and business, emphasizing the application of these tools to the problems of economic theory and modern business. Includes fundamentals of algebra, matrix algebra, linear programming, functions, differential and integral calculus fundamentals.

253 Analytic Geometry and Calculus 4 Units

UC

Prerequisite: Math 154

Lecture: 4 hours per week

Study of parametric equations, polar coordinates, indeterminate forms, infinite series and Taylor's formula, approximations, solid analytic geometry. Functions of several variables, partial differentiation.

254 Analytic Geometry and Calculus 4 Units

UC

Prerequisite: Math 253

Lecture: 4 hours per week

Study of multiple integration, line and surface integrals, with an introduction to differential equations.

MICROBIOLOGY

102 Introductory Microbiology 4 Units
UC*

Prerequisite: None.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to microbiology, emphasizing the general characteristics of microorganisms; principles of microbial growth, identification, and control; and the relationships between human beings and microbes. Special attention is given to infectious disease. Recommended for students in health occupations.

150 Basic Microbiology 5 Units
UC

Prerequisite: Chemistry 101

Lecture: 3 hours per week and

Laboratory: 6 hours per week

Study of microbiology, emphasizing the biology of microorganisms, including bacteria, viruses, fungi, protozoa, and algae. Introduces the student to the fundamental principles of microbial cultivation, metabolism, genetics, growth and control. Principles of disease transmission and a survey of communicable diseases are also included.

246AB Special Problems in
Microbiology 1 Unit
UC*

247AB 2 Units

248AB 3 Units
Prerequisite: Micro 150

Laboratory: 3 hours per week per unit

Independent projects for selected students with a special interest in microbiology, involving library research and/or laboratory projects.

MUSIC

100 Fundamental Skills In Music 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Sight reading of materials found in music; development of sight reading techniques, rhythmic expression and notation; simple melodic dictation and harmonization. Particularly designed for pre-education majors.

101 Music Theory I 5 Units
UC

Prerequisite: None.

Lecture: 5 hours per week and

Laboratory: 1 hour per week

Beginning work in sightsinging, dictation, rhythms, scales, signatures, elementary harmony from the common practice period.

102 Music Theory II 5 Units
UC

Prerequisite: Music 101

Lecture: 5 hours per week and

Laboratory: 1 hour per week

Continuation of the development of musical skills, including sightsinging, dictation, and intermediate harmony through secondary dominants.

115 Music Copying 2 Units

Prerequisite: Ability to read music.

Lecture: 2 hours per week

Study of the preparation of written music for performance, including instruction in the areas of copying equipment, copying techniques, professional requirements, and special problems in copying.

116 Jazz Theory and Musicianship:
Improvisation 3 Units
UC

Prerequisite: Ability to read music.

Lecture: 3 hours per week

Study of the elements of contemporary jazz theory, emphasizing techniques of jazz improvisation.

117 Jazz Theory and Musicianship:
Arranging 3 Units
UC

Prerequisite: Ability to read music.

Lecture: 3 hours per week

Study of the elements of contemporary jazz theory, emphasizing techniques of jazz arranging.

120•121 Appreciation of Musical Literature 3 Units
UC

Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week

Introduction to the music of the great composers, designed to aid the musically untrained listener to develop an understanding and enjoyment of great music, both vocal and instrumental.

- 124 Survey of Musical Literature Through Beethoven 3 Units
UC
Prerequisite: Ability to read music.
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Study of selected musical literature from medieval music through Beethoven, with emphasis on formal developments and stylistic characteristics of each work. Designed for the music major, but open to all.
- 125 Survey of Musical Literature: Romantic and Contemporary 3 Units
UC
Prerequisite: Ability to read music.
Lecture: 3 hours per week and
Laboratory: 1 hour per week
Study of selected musical literature of the romantic and contemporary periods, with emphasis on formal developments and stylistic Characteristics of each work. Designed for the music major, but open to all.
- 128 Class Organ I 2 Units
UC*
Prerequisite: None.
Lecture: 1 hour per week and
Studio: 2 hours per week
Introduction to the organ as a unique musical instrument; two-part manual playing; beginning pedal studies; introduction to simple hymn playing, phrasing and articulation.
- 129 Class Organ II 2 Units
UC*
Prerequisite: Music 128
Lecture: 1 hour per week and
Studio: 2 hours per week
Continuation of Music 125, including instruction in manual and pedal work, three voice compositions. and registration techniques.
- 130•131 Elementary Voice 2 Units
UC*
Prerequisite: Ability to match pitches. Courses need not be taken in sequence.
Lecture: 1 hour per week and
Studio: 2 hours per week
Introduction to the proper use of the voice in both singing and speaking, including techniques of posture, breathing, breath control, tone color, diction, use of the simple musical repertoire, and beginning interpretation.
- 132 Elementary Guitar 2 Units
UC*
Prerequisite: Student must have his/her own guitar.
Lecture: 1 hour per week and
Studio: 2 hours per week
Introduction to the basic techniques of playing the guitar.
- 133 Intermediate Guitar 2 Units
UC*
Prerequisite: Music 132
Lecture: 1 hour per week and
Studio: 2 hours per week
Instruction in chords and arpeggios in all keys, improvisation, accompaniment, sight-reading, transposition, folk, classical, and jazz styles.
- 143ABCD Woodwind, Brass and Percussion Instruction 2 Units
UC*
Prerequisite: Ability to match pitches and perform basic manual skills. Courses must be taken in sequence.
Lecture: 1 hour per week and
Studio: 2 hours per week
Class instruction on wind and percussion instruments. A beginning level class open to all, but students must provide their own instruments. Music majors interested in learning a second instrument are encouraged to take advantage of this opportunity.
- 145 Elementary Piano I 2 Units
UC*
Prerequisite: None. Music 100 recommended.
Lecture: 1 hour per week and
Studio: 2 hours per week
Class instruction in beginning piano, including elementary scale techniques, sight-reading, and ensemble playing.
- 146 Elementary Piano II 2 Units
UC*
Prerequisite: Music 145
Lecture: 1 hour per week and
Studio: 2 hours per week
Continuation of Music 145. Class instruction in basic piano techniques, including scales, sight-reading, basic literature, and ensemble playing.
- 156ABCD Concert Choir 1-2 Units
UC*
Prerequisite: Ability to match pitches. Courses must be taken in sequence.
Studio: 2-4 hours per week

Study and performance of outstanding representative choral works from all periods of music history.

168ABCD Wind Instrument Ensemble 1 Unit

UC*

Prerequisite: Ability to match pitches and perform basic manual skills. Courses must be taken in sequence.

Studio: 2 hours per week

Study of the literature available for the particular ensemble under consideration; studies in appreciation and performance of standard works.

169ABCD College Concert Band 1-2 Units
UC*

Prerequisite: Intermediate or higher performance level on a traditional band instrument. Courses must be taken in sequence.

Studio: 2-4 hours per week

Study of band literature, including training and experience in traditional and contemporary repertoire. Previous band experience necessary.

171ABCD Stage Band 2 Units
UC*

Prerequisite: Intermediate or higher performance level on a traditional "big band" instrument. Courses must be taken in sequence.

Studio: 4 hours per week

Study of the techniques and repertoire of the current jazz and stage band.

174ABCD Jazz Ensemble 2 Units
UC*

Prerequisite: Advanced performance level on a traditional "big band" instrument. Courses must be taken in sequence.

Studio: 4 hours per week

Study of new jazz literature, style, and interpretation. Advanced level performance course; performance required.

180ABCD Rehearsal and Performance 1-2 Units
UC*

Prerequisite: Advanced performance ability on an instrument or voice.

Studio: 2 hours per week per unit

Preparation and public performance of musical lays, operettas, operas, and/or oratorios for both vocalists and instrumentalists.

201 Music Theory III 3 Units
UC

Prerequisite: Music 102

Lecture: 3 hours per week and

Laboratory: 1 hour per week

Continuation of the development of musical skills, including sightsinging, dictation, intermediate harmony through nondominant seventh chords.

202 Music Theory IV 3 Units
UC

Prerequisite: Music 201

Lecture: 3 hours per week and

Laboratory: 1 hour per week

Advanced study in sightsinging, dictation, advanced harmony to include common practice harmony through augmented sixths, extensions into scalar and chordal harmonies, extended chromaticism, elementary twelve tone relationships.

228 Class Organ III 2 Units
UC*

Prerequisite: Music 129

Lecture: 1 hour per week and

Studio: 2 hours per week

Continuation of Music 129, including instruction in manual and pedal work, trio exercises, registration techniques, and hymns.

229 Class Organ IV 2 Units
UC*

Prerequisite: Music 228

Lecture: 1 hour per week and

Studio: 2 hours per week

Continuation of Music 238, including instruction in advanced manual and pedal work and the playing of a variety of organ literature and hymns with emphasis on style, interpretation, and registration.

232 Advanced Guitar I 2 Units
UC*

Prerequisite: Music 133

Lecture: 1 hour per week and

Laboratory: 2 hours per week

Instruction in advanced chords of the jazz and pop styles and in major and minor scales; introduction to the literature and style of classical guitar.

233 Advanced Guitar II 2 Units
UC*

Prerequisite: Music 232

Lecture: 1 hour per week and

Laboratory: 2 hours per week

Instruction in the style and literature of both

solo and ensemble guitar of the different periods of musical history. Introduction of three octave scales in all keys. Development of skills in rare time meters and rhythms.

245 Intermediate Piano I 2 Units
UC*

Prerequisite: Music 146
Lecture: 1 hour per week and
Studio: 2 hours per week

Class instruction at the intermediate level, including keyboard techniques, ensemble playing, and musicianship skills.

216 Intermediate Piano II 2 Units
UC

Prerequisite: Music 745
Lecture: 1 hour per week and
Studio: 2 hours per week

Continued class instruction at the intermediate level, including keyboard techniques, ensemble playing, and musicianship skills.

OCEANOGRAPHY

101 Elements of Oceanography 3 Units
UC

Prerequisite: None
Lecture: 3 hours per week

Survey of the four major aspects of oceanography: physical, geological, chemical, and biological.

160•161•162 Introduction to Field Oceanography 2 Units
UC

Prerequisite: A college course in life or physical sciences with a grade of "C" or better. Courses need not be taken in sequence.

Lecture: 1 hour per week and
Laboratory: 3 hours per week

Demonstration and practice of field techniques in oceanography, including water sampling and testing for salinity, temperature, oxygen and pH. Collection and analysis of plankton and nekton samples, use of taxonomic keys, and a study of the geologic processes of the marine environment.

OFFICE ADMINISTRATION

009ABC Shorthand and Typewriting Lab 1-3 Units

Prerequisite: None. Courses must be taken in sequence.

Laboratory: 3-9 hours per week

Individualized instruction designed for the student who has some skill in typing or shorthand and would like to increase in speed and efficiency; assistance with equipment and materials.

053ABC Office Experience 3 Units

Prerequisite: None. Courses must be taken in sequence.

Lecture: 1 hour per week and

Laboratory: 6 hours per week

On-the-job training through stenographic, clerical, and receptionist work on campus.

090ABCD Selected Topics in Office Administration ½-3 Units

Prerequisite: None. Courses must be taken in sequence

Lecture: ½ to 3 hours per week

Study of topics selected to acquaint the office worker with the latest techniques, skills and procedures in the rapidly changing business world.

098ABCD Work Experience in Office Administration 4 Units

Prerequisite: Concurrent enrollment in at least 7 units, including this course. Courses must be taken in sequence.

Lecture: 1 hour per week and

Work Experience: 15 hours per week

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.

100 Beginning Typewriting 1-3 Units
Prerequisite: None

Lecture: 1-7 hours per week and/or

Laboratory: 1-3 hours per week

Fundamentals of typewriting, functions of machine, use of keyboard, speed and accuracy drills, rough copy, and simple tabulation. Designed to develop a minimum typing speed of 30 words a minute.

103 Intermediate Typewriting 1-3 Units

Prerequisite: OA 100 and/or ability to type at least 30 net words a minute.

Lecture: 1-2 hours per week and/or

Laboratory: 2-3 hours per week

Procedures for arranging and tabulating materials, the use of carbons, continued emphasis on accuracy and speed, preparation of receipts, letters, and a large volume of other diversified business forms. Designed to develop a minimum typing speed of 40 words a minute.

106 Advanced Typewriting 1-3 Units

Prerequisite: OA 103 and/or ability to type at least 40 net words a minute.

Lecture: 1-2 hours per week and/or

Laboratory: 2-3 hours per week

Development of speed and accuracy to meet the most exacting requirements of business; preparation of legal papers, financial reports, statistical material, and advanced letter production. Designed to develop a minimum typing speed of 50 words per minute.

110 Beginning Word Processing 2-4 Units

Prerequisite: OA 103 or ability to type at least 40 net words a minute for 5 minutes.

Lecture: 1½-3 hours per week and

Laboratory: 1½-3 hours per week

Study of changes in the modern office through the use of automated equipment; emphasis on the organization of word processing from input through distribution; examination of basic machine operations, transcription techniques for word processing, and basic language arts skills.

111 Intermediate Word Processing 2-4 Units

Prerequisite: OA 110

Lecture: 1½-3 hours per week

Laboratory: 1½-3 hours per week

Development of marketable skills in word processing; study and practice of advanced techniques and skills in word processing machine operations, machine transcription techniques for word processing, language arts, and word processing concepts; filing, logging, editing, layout and format designing, and organizing.

112 Advanced Word Processing 2-3 Units

Prerequisite: OA 111

Lecture: 1-2 hours per week

Laboratory: 2-3 hours per week

Development of advanced marketable skills in word processing concepts including work experience and internship to provide knowl-

edge and training under actual job conditions. Training in supervising, organizing, producing mailable copy, archive storage and floppy disk filing, performing mathematical computations, and gaining proficiency in select/sort procedures and forms design.

116 Keyboarding

1 Unit

Prerequisite: None

Lecture: 8 hours per semester

Laboratory: 24 hours per semester

Fundamentals of basic keyboarding; inputting of alphabetic, numeric, and symbol information on a keyboard quickly and accurately; understanding the basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information.

118 Elementary Shorthand (Gregg)

1-6 Units

Prerequisite: None.

Lecture: 1-5 hours per week and

Laboratory 2 hours per week

Theory and basic principles of Gregg shorthand; practice and vocabulary development to attain a dictation speed on new material of 60 words a minute for three minutes.

119 Intermediate Shorthand (Gregg)

1-6 Units

Prerequisite: OA 118 with a grade of "C" or better.

Lecture: 1-5 hours per week and

Laboratory: 2 hours per week

Principles of elementary shorthand applied to writing of sentences and letters from dictation. Intensive review of shorthand fundamentals, vocabulary building drills, reading material, transcription exercises, and phrase building to attain a dictation speed of 80 words a minute for three minutes.

132 Advanced Dictation and Transcription

1-6 Units

Prerequisite: OA 119 with a grade of "C" or better.

Lecture: 1-5 hours per week and

Laboratory: 2 hours per week

Instruction to develop speed and efficiency in sustained dictation and transcription; specialized vocabularies for business, industrial, and professional fields; review of punctuation and spelling as applied to secretarial usage.

135ABC Advanced Shorthand and Typewriting Laboratory 1-2 Units
 Prerequisite: OA 103 and 119 with a grade of "C" or better. Courses must be taken in sequence.
 Laboratory: 3-6 hours per week
 Instruction for the student who has good shorthand and typewriting skills but would like to increase speed and efficiency.

137 Bookkeeping and Medical Insurance 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 Fundamentals of bookkeeping; study of health insurance programs with emphasis upon benefits, patient cost-sharing coverages, terminology, and processing insurance claims.

138 Office Administration Procedures 1-6 Units
 Prerequisite: OA 132 with a grade of "C" or better.
 Lecture: 1-5 hours per week and
 Laboratory: 2 hours per week
 Instruction to give in-depth training for the career-minded student; exploration of secretarial techniques, the personal characteristics, and the knowledge required for advancement toward a professional goal.

140 Records Management 1-3 Units
 Prerequisite: None.
 Lecture: 1-3 hours per week
 Examination of the problems encountered in managing records; exploration of the principles governing what records to keep, how to store them, how to find them quickly when needed, and how to apply the criteria for determining their disposition or retention; study of the rules for indexing and finding materials by the following methods: alphabetic, geographic, numeric and subject; simulated office correspondence to reinforce understanding of these rules.

141 Office Training 2-6 Units
 Prerequisite: Ability to type at least 40 words a minute for five minutes.
 Lecture: 1-5 hours per week and
 Laboratory 2 hours per week
 Knowledge and experience in office procedures and secretarial skills necessary for success in modern office; emphasis on instruction and experience in the use of the dictaphone, electric typewriter, ditto and mimeograph machines, and word processing machines.

145 Human Relations in the Office Environment 1-3 Units
 Prerequisite: None.
 Lecture: 1-3 hours per week
 Examination of the human relations problems encountered in the business office, especially those concerning the new employee, in dealing with employers, with peers, and with the general public.

155 Legal Office Procedures 1-3 Units
 Prerequisite: OA 100
 Lecture: 1-3 hours per week
 Specialized training for the legal office assistant; legal terminology, legal correspondence, professional relations with employers and clients, California Codes and court rules, and preparation and handling of legal forms.

156 Legal Terminology and Transcription 1-3 Units
 Prerequisite: OA 100 and OA 118
 Lecture: 1-2½ hours per week
 Laboratory: ½-1 hour per week
 Intensive training in legal terminology, legal dictation and transcription, and the specialized duties of the secretary employed in a legal office.

165 Medical Office Procedures 1-3 Units
 Prerequisite: OA 100.
 Lecture: 1-3 hours per week
 Specialized training for the medical office assistant through the use of simulation techniques of medical office activities, including handling appointments and correspondence; interpreting, preparing, and maintaining medical office and hospital records; personal conduct, ethics, and public relations.

167 Medical Dictation and Transcription 1-3 Units
 Prerequisite: OA 100 and OA 118.
 Lecture: 1-2½ hours per week and
 Laboratory: ½-1 hour per week
 Intensive training in medical vocabulary, medical dictation and transcription, and the specialized duties of the secretary employed in a medical office.

168 Medical Terminology and Transcription I 1-6 Units
 Prerequisite: OA 100.
 Lecture: 1-6 hours per week and
 Laboratory: 1 hour per week
 Instruction in medical terminology as it relates to transcription of medical records in all phases, including history and physical exami-

nation reports, radiology reports, operation reports, pathology reports including autopsies, and discharge summary reports; transcription of reports, taking each type of report separately: e.g., history and physical examination first, radiology second, etc.

169 Medical Terminology and Transcription II 1-6 Units

Prerequisite: OA 168.

Lecture: 1-6 hours per week and

Laboratory: 1 hour per week

Instruction in medical terminology as it relates to transcription of medical records in all phases, including all the specialties in the medical field, with particular emphasis on laboratory data, surgery terminology, and pharmaceuticals; documentation of new terminology; simulation of "on-the-job" training.

PHILOSOPHY

062 In Search of Meaning in the Modern World 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Exploration of the predicament and potential of human life in the modern world.

101 Introduction to Philosophy UC 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the major problems of philosophy, utilizing classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics, and aesthetics.

103 Introduction to Logic UC 3 Units

Prerequisite: None.

Lecture: 3 hours per week

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

105 Moral Values in Today's Society UC 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Study of moral philosophy, with analysis of the basic ideas and principles involved in moral conduct, including the concepts of good, right,

obligation, and conscience. Problems of truthfulness, race, sex, marriage, and war or peace are examined in relationship to moral philosophy.

115•116•117 Selected Studies in Philosophy 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to philosophical thinking through study of a specific philosophical theme, period, or culture. The specific emphasis of the course is announced in the class schedule for semesters it is taught.

246ABC Special Problems in Philosophy 1 Unit

247ABC UC* 2 Units

Prerequisite: Completion of/or concurrent enrollment in a philosophy course.

Laboratory: 3 hours per week per unit

Independent projects for selected students with a special interest in philosophy, involving assigned readings, papers, and conferences.

PHOTOGRAPHY

150 B & W Photography UC* 4 Units

Prerequisite: None.

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Introduction to black and white photography, including familiarization with the camera, shooting techniques, negative and print darkroom procedures, finishing and presentation, and contemporary applications.

151 Intermediate B&W Photography 4 Units

Prerequisite: Photography 150

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Intermediate level study of black and white photography, including a continuation of negative and print darkroom work, individualization of shooting technique, experimentation, basic sensitometric practice, and portfolio preparation.

152 Advanced B & W Photography 4 Units

Prerequisite: Photography 150

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Advanced level study of black and white

photography, including a continuation of negative and print darkroom work, individualization of shooting technique, experimentation, sensitometric practice, and portfolio preparation.

154 History of Photography 3 Units
UC*

Prerequisite: None.

Lecture: 3 hours per week

Survey of the history of photography, tracing its development from early nineteenth century discoveries through its evolution to the present and stressing both technical innovations and aesthetic development in the field.

230 Photography for the Natural Sciences 2 Units

Prerequisite: Previous or concurrent enrollment in a college Natural Science course.

Lecture: 1 hour per week and

Laboratory: 2 hours per week

Introduction to scientific photography, meant to prepare students to use photography in their own fields of science, not to prepare professional scientific photographers. No previous photography experience is required. Topics will include macrophotography, photomicrography, astrophotography, telephotography, fluorescence and UV photography, infrared photography, and basic darkroom techniques.

246 Special Projects in Photography 1 Unit

247 2 Units

248 3 Units

249 4 Units

Prerequisite: Completion of/or concurrent enrollment in a photography course.
Laboratory: 3 hours per week per unit

Independent projects for selected students with a special interest in photography. Projects to be determined jointly by the student and the instructor prior to registration.

250 Color Photography 4 Units

Prerequisite: Photography 152

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Evaluation of various types of transparency and color negative print materials. Shooting, processing, printing, and quality control. Emphasis on both technical processes and aesthetic principles.

252 Advanced Color Photography 4 Units

Prerequisite: Photography 250

Lecture: 2 hours per week and

Laboratory: 5 hours per week

Additive and subtractive printing processes, filtration, and negative analyzing. Advanced shooting and experimental processes will be stressed, with portfolio preparation an end measurement.

253 Life Photography 4 Units

Prerequisite: Photo 151

Lecture: 2 hours per week plus

Laboratory: 5 hours per week

Introduction to photography of the human figure, with emphasis on anatomical knowledge and on lighting. The topography of the human body is studied and some historical printing processes employed.

PHYSICAL EDUCATION

INDIVIDUAL AND GROUP ACTIVITIES

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.

AEROBIC EXERCISE TO MUSIC

UC*

Courses must be taken in sequence.

Laboratory: 1½-3 hours per week

105A Introductory Aerobic Exercise ½-1 Unit

105B Beginning Aerobic Exercise ½-1 Unit

105C Intermediate Aerobic Exercise ½-1 Unit

105D Advanced Aerobic Exercise ½-1 Unit

BODY BUILDING

UC*

Courses must be taken in sequence

Laboratory: 1½-3 hours per week

108A	Introductory Body Building	½-1 Unit	120D	Advanced Golf	½-1 Unit
1088	Beginning Body Building	½-1 Unit	HANDBALL/ RACQUETBALL		
108C	Intermediate Body Building	½-1 Unit	Courses must be taken in sequence		
108D	Advanced Body Building	½-1 Unit	Laboratory: 3 hours per week		

BODY CONDITIONING

UC*

Courses must be taken in sequence.

Laboratory: 1½-3 hours per week

112A	Introductory Body Conditioning	½-1 Unit	145A	Introductory Handball/Racquetball	1 Unit
1128	Beginning Body Conditioning	½-1 Unit	145B	Beginning Handball/Racquetball	1 Unit
112C	Intermediate Body Conditioning	½-1 Unit	145C	Intermediate Handball/Racquetball	1 Unit
112D	Advanced Body Conditioning	½-1 Unit	145D	Advanced Handball/Racquetball	1 Unit

TENNIS

Courses must be taken in sequence.

Laboratory 1½-3 hours per week

BOWLING

UC*

Courses must be taken in sequence.

Laboratory: 1½-3 hours per week

116A	Introductory Bowling	½-1 Unit	148A	Introductory Tennis	½-1 Unit
116B	Beginning Bowling	½-1 Unit	148B	Beginning Tennis	½-1 Unit
116C	Intermediate Bowling	½-1 Unit	148C	Intermediate Tennis	½-1 Unit
116D	Advanced Bowling	½-1 Unit	148D	Advanced Tennis	½-1 Unit

SKIING

Courses must be taken in sequence

Lecture: ½-1 hour per week and

Laboratory: 1-2 hours per week

GOLF

UC*

Courses must be taken in sequence.

Laboratory: 1½-3 hours per week

120A	Introductory Golf	½-1 Unit	180A	Introductory Skiing	½-1 Unit
120B	Beginning Golf	½-1 Unit	180B	Beginning Skiing	½-1 Unit
120C	Intermediate Golf	½-1 Unit	180C	Intermediate Skiing	½-1 Unit
			180D	Advanced Skiing	½-1 Unit
			181	Introduction to Skiing (evening only)	½ Unit
				Laboratory: 1½ hours per week	

TEAM ACTIVITIES

UC*

Courses must be taken in sequence.

Laboratory: 3 hours per week

130ABCD Team Sports 1 Unit
(Co-Ed)
(specific sport announced in class schedule)

PERSONAL ACTIVITIES

262 Body Conditioning and Nutrition 1-3 Units

UC*

Prerequisite: None.

Lecture: 1 hour per week and/or

Laboratory: 2-6 hours per week

Conditioning for strength, flexibility, and endurance, as well as lectures on nutrition. Coedclass.

PHYSICS

101 Introduction To Physics 4 Units
UC*

Prerequisite: None.

Lecture: 3 hours per week

Laboratory: 3 hours per week

Introduction to the ideas, concepts, and theories of physics; a nonmathematical course.

103 Physics 4 Units
Prerequisite: High school algebra and Physics 101

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to optics, electricity, atomic and nuclear physics.

110•111 General Physics 4 Units
UC*

Prerequisite: High school Physics or Physics 101 and intermediate algebra and trigonometry. Courses must be taken in sequence.

Lecture: 3 hours per week and

Laboratory: 3 hours per week

Introduction to mechanics, heat waves, optics, electricity, and atomic and nuclear physics.

200•201 Physics 5 Units
UC

Prerequisite: High school Physics or Physics 101. Courses must be taken in sequence.

Corequisite: For 200, Math 153; for 201, Math

154

Lecture: 4 hours per week

Laboratory: 3 hours per week

Study of physics, including mechanics, conservation laws, fluids, thermodynamics, wave motion, optics, electricity, magnetism, Maxwell's Equations, relativity, vector analysis, quantum theory, structure of atoms, nuclei, molecules, and solids.

246AB Special Problems in Physics 1 Unit

247AB 2 Units
UC*

Prerequisite: One semester of college physics.

Laboratory: 3-6 hours per week

Laboratory projects designed for students with a special interest in physics.

POLITICAL SCIENCE

100 American Politics 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Examination and analysis of the basic structures of the government of the United States (national, state, and local) and the major issues, both foreign and domestic, that confront the American body politic.

203 European Political Systems 3 Units
UC

Prerequisite: Political Science 100

Lecture: 3 hours per week

Comparative survey of constitutions, political organizations, and related social and economic institutions and processes in four European countries: Great Britain, the Soviet Union, Germany, and France. Examines contrasting features between democratic and authoritarian systems. Recommended for government, social science, and pre-teaching majors.

206 Introduction To World Politics 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the basic principles and major elements of world politics, with a survey of their application in practice, emphasizing the concept of the modern sovereign state system and considering the problems of nationalism, polarity of power, development and competing economic systems, conflict, war, population pressures, and a world held in check by the threat of nuclear weaponry.

212 Introduction to Political Science 3 Units
UC

Prerequisite: Political Science 100

Lecture: 3 hours per week

Survey of the scope, methods, and interests of contemporary political science, with special emphasis on problems of political analysis. Required of political science majors who intend to transfer to a branch of the University of California or the State University and Colleges system.

215 Selected Topics in American Politics 1-3 Units
UC

Prerequisite: None.

Lecture: 1-3 hours per week

Examination of important selected events and issues in contemporary American political life, such as the primaries and the conventions, the election of the President, etc. Specific topics will be announced in the class schedule when this course is taught.

225 Politics In Ecology
UC

Prerequisite: None.

Lecture: 3 hours per week

Examination of the major ecological issues confronting the United States in the world today, in order to understand the relationship of government and politics to the crisis in human/environmental relations. Particular emphasis will be placed on population and technology as basic variables in the ecological crisis, and consideration will be given to the constraints placed on environmental action by a system of government with multiple centers of decision making.

PSYCHOLOGY

Personal Developmental Skills

023ABCD ¼ Unit
Prerequisite: Courses must be taken in sequence.
Laboratory: 12 hours per semester (4 weeks only)

024ABCD ½ Unit
Prerequisite: Courses must be taken in sequence.
Lecture: 4 hours per semester plus

Laboratory. 12 hours per semester or
Laboratory: 24 hours per semester (8 weeks only)

025ABCD 1 Unit

Prerequisite: Courses must be taken in sequence.

Lecture: 16-48 hours per semester.

Laboratory: 48 hours per semester

026ABCD 2 Units

Prerequisite: Courses must be taken in sequence.

Laboratory: 96 hours per semester

027ABCD 3 Units

Prerequisite: Course must be taken in sequence.

Laboratory: 144 hours per semester

Participation in individually planned programs designed to help students to master basic learning skills to the level necessary for successful achievement in college classes. Also designed for use by tutors to prepare them to be effective in peer tutoring. (A maximum of six units of any combination of Psychology 024, 025, 026, and 027 may be applied toward the Associate Degree. A student may receive a maximum of twelve units of credit for any combination of English 011, 012, 013, 014, and Psychology 024, 025, 026, 027.)

050 Orientation ¼ Unit

Prerequisite: None.

Lecture: 4 hours per semester plus two hours arranged.

Short-term course, usually offered during the first four to six weeks of the semester. Orientation to the philosophy, regulations, and services of Crafton Hills College, in order to assist students in understanding the scope and function of community college education so that they may properly assume the responsibility for their educational and vocational planning. Required of day students entering college for the first time.

055 Orientation and Career/Life Planning ½ Unit

Prerequisite: None.

Lecture: 8 hours per semester

Orientation to the philosophy, regulations, and services at Crafton Hills College, in order to assist students in understanding the scope and function of community college education. Also includes interest, aptitude, and work values and exercises, designed to prepare students to assume the responsibility for their educational and career/life planning. Short-term course,

usually offered during the first eight weeks of the semester. Required of students entering college for the first time.

058ABCD Career Development ¼-½Unit
Prerequisite: None.

Lecture: 4-8 hours per semester

Short-term course, offered at various times during the semester. Series of interest inventories and aptitude tests, with interpretation by counselors, to help the student with educational and vocational planning.

090ABCD Selected Topics in Applied Psychology 1-3 Units

Prerequisite: None.

Lecture: 1-3 hours per week

Examination of selected topics of special interest to students in the field of applied psychology. Specific topics will be announced in the class schedule when this course is taught.

103 Psychology of Personality 3 Units
UC

Prerequisite: Psychology 107.

Lecture: 3 hours per week

Study of the factors that contribute to the development of personality, in order to help the individual better understand his own behavior as well as the behavior of others.

107 General Psychology 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Survey of the nature and scope of psychology as a science, including the principles of perception, thinking, learning, personality, emotion, motivation, and psychological testing, and covering the essential features of the biological and neurological bases of behavior

108 General Psychology 3 Units
UC

Prerequisite: Psychology 107.

Lecture: 2 hours per week and

Laboratory: 2 hours per week

Advanced study of the principles of general psychology, emphasizing the experimental method and the psychological bases of behavior.

109 Interviewing and Counseling Techniques 3 Units

Prerequisite: Previous course in Psychology.

Lecture: 3 hours per week

Methods of interviewing and counseling for the student preparing for public service agency employment.

110 Abnormal Psychology 3 Units
Prerequisite: Psychology 107.

Lecture: 3 hours per week

Survey of the field of mental and emotional disturbances, emphasizing causes and types of disorders. Special attention is paid to the variety of suffering in our culture and the issues raised over classification of normal and abnormal behavior.

112 Child and Adolescent Psychology 3 Units
UC

Prerequisite: Psychology 107.

Lecture: 3 hours per week

Survey of the psychological development of the normal individual from infancy through adolescence, emphasizing critical areas of adolescent behavior.

116 Psychology of Women 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Study of both traditional theories regarding the feminine psyche and modern research results in the field of sex differences.

118 Human Sexual Behavior 3 Units
Prerequisite: Psychology 107.

Lecture: 3 hours per week

Study of selected factors in human sexual behavior. Emphasis on psychology of sex. Analysis of assumptions and attitudes toward human sexuality.

119AB Selected Topics in Psychology 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Examination of selected topics of special interest to students in the field of psychology, on an occasional basis. Specific topics will be announced in the class schedule when this course is taught.

133 Group Dynamics 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Examination of membership in and leadership of various kinds of groups, emphasizing factors involved in problems of communication, effective emotional responses, personal growth within groups, and the group process as a whole.

158 Career and Life Planning 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Series of career guidance activities, including personal assessment, interpretation, exploration, and planning, designed to assist students with their educational, vocational, and life planning.

246AB Special Problems in Psychology 1 Unit

247AB 2 Units
UC*

Prerequisite: Completion of or concurrent enrollment in a Psychology course.

Laboratory: 3 hours per week per unit

Independent projects for students with a special interest in psychology, involving assigned readings, research, and conferences.

REAL ESTATE

005 License Examination Preparation 3 Units

Prerequisite: Real Estate 100 recommended.

Lecture: 3 hours per week

Review of the fundamentals, basic laws, and principles of California real estate, with emphasis on successful examination techniques. The course will be of assistance to those preparing for the real estate salesman's license examination.

100 Real Estate Principles 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Study of the basic laws and principles of California real estate; gives understanding, background, and terminology necessary for advanced study in specialized courses. Will be of assistance to those preparing for the real estate salesman's license examination.

101 Basic Escrow Procedures 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Methods and techniques of escrow procedures for various types of business transactions, with emphasis on real estate, including the legal and ethical responsibilities of persons engaged in escrow and real estate work.

200 Real Estate Practice 3 Units

Prerequisite: Real Estate 100 or Real Estate License.

Lecture: 3 hours per week

Day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. Mandatory prerequisite to Real Estate Broker's examination.

205 Real Estate Appraisal: Residential 3 Units

Prerequisite: Real Estate 100 or Real Estate License.

Lecture: 3 hours per week

Purposes of appraisals, appraisal process and the different methods, approaches and techniques used to determine the value of various types of property. Mandatory prerequisite to Real Estate Broker's examination.

210 Real Estate Finance 3 Units

Prerequisite: Real Estate 100 or Real Estate License.

Lecture: 3 hours per week

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties, emphasizing methods of financing properties. Mandatory prerequisite to Real Estate Broker's examination.

215 Legal Aspects of Real Estate I 3 Units

Prerequisite: Real Estate 100 or Real Estate License

Lecture: 3 hours per week

Study of California real estate law, with emphasis on its application in the real estate brokerage and related fields. Mandatory prerequisite to the Real Estate Broker's examination.

RELIGIOUS STUDIES

100 Introduction to Religious Studies 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to religion, emphasizing religious experience, the origins and functions of religion, and man's religious mode of expression, drawing on Eastern and Western, ancient and modern religious phenomena to help in identifying and understanding matters of religious concern.

101 Introduction to World Religions 3 Units

Prerequisite: None

Lecture: 3 hours per week

Origins, beliefs, historical development, and contemporary concerns of the major world religions, with particular attention to the Hindu, Buddhist, Confucian, Judaic, Christian, and Islamic traditions.

135 Religion in America 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Study of the principal figures, issues, and trends in religious liberty in America; religion and social protest; the Black religious experience; Catholic, Protestant, Jewish, and contemporary religious phenomena. (Also listed as History 135)

246ABC Special Problems in Religious Studies 1 Unit

247ABC 2 Units

Prerequisite: Completion of or concurrent enrollment in a course in Religious Studies.

Laboratory: 3 hours per week per unit

Independent projects for students with a special interest in religious studies, involving assigned readings, research, and conferences.

RESPIRATORY THERAPY

050 Introduction to Respiratory Therapy 2 Units

Prerequisite: Acceptance into Respiratory Therapy program

Lecture: 32 hours per semester

Orientation to the field of Respiratory Therapy; introduction to the professional organizations, the regulatory bodies, and the policies that govern respiratory treatment.

101 Fundamentals of Respiratory Therapy I 4 Units

Prerequisite: Resp 050, Anat 101

Corequisite: Resp 102, 104

Lecture: 4 hours per week

Study of the regulations for medical gases; introduction to basic respiratory physiology and various treatment modalities.

102 Fundamentals of Respiratory Therapy Skills Lab I 9 Units

Prerequisite: Resp 050, Anat 101

Corequisite: Resp 101, 104

Lecture: 62 hours per semester and

Laboratory: 236 hours per semester

Laboratory skills for Respiratory Therapy at a basic level, including oxygen and other medical gas handling and delivery modalities, humidification, application, hyper-inflation therapy devices and airway management and other basic pre-clinical skills simulations.

103 Pulmonary Medical Terminology 3 Units

Prerequisite: Resp 050

Corequisite: Resp 101, 102 and 104

Lecture: 3 hours per week

Introduction to general medical terminology, followed by an intense study of terms specific to pulmonary medicine.

104 Respiratory Therapy Clinical Application I 4 Units

Prerequisite: Resp 050, Anat 101

Corequisite: Resp 101, 102

Lecture: 25 hours per semester and

Clinic: 175 hours per semester

Clinical application of skills learned in the lab and theory classes. The course will follow level 1 part A in the clinical syllabus.

105 Fundamentals of Respiratory Therapy II 4 Units

Prerequisite: Completion of Resp 101, 102, 104, with a grade of C or better.

Corequisite: Resp 106, 108, 110

Lecture: 4 hours per week

Theory of compressed gases, gas laws and other physical principles; regulators and flow meters, methods of administering oxygen and other medical gases, humidification and aerosol modalities and hyper-inflation equipment procedures; basics of controlled mechanical ventilation and airway care and other critical care modalities.

106 Fundamentals of Respiratory Therapy Skills Lab II 4 Units

Prerequisite: Completion of Resp 101, 102, 104, with a grade of C or better.

Corequisite: Resp 105, 108, 110

Lecture: 32 hours per semester and

Laboratory: 96 hours per semester

Practice of laboratory skills for completion of clinical stimulation demonstrations such as blood gas medicine maintenance and operation, advanced hyper-inflation therapy skills, continuous mechanical ventilation skills, and advanced critical care skills.

108 Respiratory Therapy Clinical Application II 6 Units

Prerequisite: Completion of Resp 101, 101, 104, with a grade of C or better.

Corequisite: Resp 105, 106, 110

Lecture: 40 hours per semester and

Clinic: 240 hours per semester

Clinical application of skills required in the second skills laboratory (106) and the second semester of Respiratory Therapy Theory (105). This course will follow level 1 part B in the clinical syllabus.

110 Clinical Medicine I 2 Units

Prerequisite: Completion of Resp 101, 102, 104, with a grade of C or better.

Corequisite: Resp 105, 106, 108

Lecture: 2 hours per week

Study of clinical medicine, using local physicians to present respiratory-related disease processes through a combination of lecture and case presentation.

115ABCD Respiratory Therapy: Supervision and In-Service Training 1 Unit

Prerequisite: None.

Lecture: 12 hours per semester and

Laboratory: 20 hours per semester

In-service training for Respiratory Therapists in the areas of supervision of students in the clinic facilities and current topics of interest in the field of Respiratory Therapy.

201 Advanced Theory of Respiratory Therapy I 4 Units

Prerequisite: Completion of Resp 101-110 with a grade of C or better.

Corequisite: Resp 202, 203, 204, 205

Lecture: 4 hours per week

Advanced theory and procedures in the areas of oxygen administration, humidity of aerosol therapies, airway management, department

organization and management, medical legal aspects of Respiratory Therapy, and respiratory rehabilitation/home care.

202 Advanced Respiratory Therapy Skills Lab I 4 Units

Prerequisite: Completion of Resp 101-110 with a grade of C or better.

Corequisite: Resp 201, 203, 204, 205

Lecture: 2 hours per week and

Laboratory: 6 hours per week

Advanced laboratory procedures that follow the clinical syllabus outlines for level II parts A and B, including pulmonary function, neonatal and pediatric care, advanced mechanical ventilation techniques and weaning procedures, Swan-Ganz and other arterial monitoring devices, cardiopulmonary stress and metabolic measurements.

203 Physiologic Basis of Respiratory Disease I 5 Units

Prerequisite: Completion of Resp 101, 102, 104, 105, 106, 108, 110 with a grade of C or better.

Corequisite: Resp 201, 202, 204, 205

Lecture: 5 hours per week

Presentation of applied cardiopulmonary, renal and neuro pathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting; use of the case history approach wherever possible in an effort to assist in preparation for National Board Examinations.

204 Advanced Respiratory Therapy Clinical Application I 6 Units

Prerequisite: Completion of Resp 101-110 with a grade of C or better.

Corequisite: Resp 201, 202, 203, 205

Lecture: 40 hours per semester and

Clinic: 240 hours per semester

Practice of advanced clinical skills; clinical syllabus, level II, part A.

205 Introduction to Pharmacology and Drug Therapy 3 Units

Prerequisite: Completion of Resp 101-110, with a grade of C or better.

Corequisite: Resp 201, 202, 203, 204

Lecture: 3 hours per week

Study of the administration of medication and drug therapy in respiratory treatment; discussion of drugs with their actions and interactions; introduction to basic drug mathematics and posology.

206 Advanced Theory Respiratory Therapy II 4 Units
 Prerequisite: Completion of Resp 101-110, 201-205 with a grade of C or better.
 Corequisite: Resp 207, 208, 211, 212
 Lecture: 4 hours per week
 Advanced theory and procedures in the areas of neonatal and pediatric care, pulmonary function application, advanced critical care management and PT assessment techniques.

207 Physiological Basis of Respiratory Disease II 5 Units
 Prerequisite: Completion of Resp 101-106, 108, 110, 201-205 with a grade of C or better.
 Corequisite: Resp 106, 208, 211 and 212
 Lecture: 5 hours per week
 Presentation of applied cardiopulmonary, renal and neuro pathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting; use of the case history approach wherever possible in an effort to assist in preparation for National Board Examinations.

208 Advanced Respiratory Therapy Clinical Application II 8 Units
 Prerequisite: Completion of Resp 101-110, 201-205 with a grade of C or better.
 Corequisite: Resp 206, 207, 211, 212
 Lecture: 60 hours per semester and Clinic: 360 hours per semester
 Practice of advanced clinical skills, including pulmonary function and stress lab procedures. clinical syllabus level II. part 6.

211 Clinical Medicine II 2 Units
 Prerequisite: Completion of Resp 101-110, 101-105 with a grade of C or better.
 Corequisite: Resp 206, 207, 208
 Lecture: 2 hours per week
 Case history approach to advanced clinical medicine in respiratory-related decision processes

212 Care of the High Risk Neonate 3 Units
 Prerequisite: None.
 Lecture: 3 hours per week
 Provision of specialized skill preparation for application of mechanical and electronic devices to maintain pulmonary patency of ventilation; procedure preparation and writing by the student; medical-legal-social and psychological aspects will be covered as well as home care plans for after discharge from the N.I.C. unit.

216 Review for Respiratory Therapy Certification: Written Registry Examination 1½ Unit
 Prerequisite: None.
 Lecture: 24 hours per semester
 Preparation of Respiratory Therapy Practitioners for the Written Registry Examination; discussion of the structure of the examination; practice sessions, including self-evaluation tests designed by the NBRT.

217 Review for Respiratory Therapy Certification: Clinical Simulation Examination 1 Unit
 Prerequisite: None.
 Lecture: 16 hours per semester
 Preparation of Respiratory Therapy Practitioners for the Clinical Simulation Examination; discussion of the structure of the examination; practice sessions, including self-evaluation tests designed by the NBRT.

SOCIOLOGY

100 Introduction to Sociology 3 Units
 UC
 Prerequisite: None.
 Lecture: 3 hours per week
 Principles, concepts, and theories of culture, social organization, social roles and stratification, social change. and social planning; the structure, function, pattern, and process of man's social life.

105 Social Problems 3 Units
 UC
 Prerequisite: None.
 Lecture: 3 hours per week and planned field trips
 Study of vital current problems in American society such as alcoholism, crime, divorce, ethnic and minority relations, population, and poverty - their probable causes, tangible effects on the social order, and possible treatment.

131 Marriage and the Family 3 Units
 UC
 Prerequisite: None.
 Lecture: 3 hours per week
 Study of personal, marital, and familial relationships, designed to help the student understand the meaning and dynamics of interpersonal relationships as they relate to dating, courtship, preparation for marriage and the adjustments of marriage and family living.

141 Minority Relations 3 Units
UC
Prerequisite: None.
Lecture: 3 hours per week
Study of racial, ethnic, and religious groups in American society, with an emphasis on the problems of acceptance and prejudice in a multi-group society.

SPANISH

130A Spanish for Public Employees 3 Units
Prerequisite: None.
Lecture: 3 hours per week
Study and practice in spoken Spanish, designed to meet the specific needs of public employees who need a speaking knowledge of Spanish in order to communicate with their Spanish speaking clientele. Recommended for nurses, social workers, policemen, firemen. and other public employees.

1308 Spanish for Public Employees 3 Units
Prerequisite: Spanish 130A.
Lecture: 3 hours per week
Continuation of Spanish 130A.

150 Spoken Spanish I 2½ Units
UC*
Prerequisite: None.
Lecture: 2½ hours per week and
Laboratory: ½ hour per week
Comprehension, conversation, reading, and composition, including drill in essential grammar at the elementary level.

151 Spoken Spanish I (continued) 2½ Units
UC*
Prerequisite: Spanish 150.
Lecture: 2½ hours per week and
Laboratory: ½ hour per week
Continuation of Spanish 150.

155 College Spanish I 5 Units
UC
Prerequisite: None.
Lecture: 5 hours per week and
Laboratory: 1 hour per week
Comprehension, conversation, reading, and composition, including drill in essential grammar at the elementary level.

160 Spoken Spanish II 2½ Units
UC*
Prerequisite: Spanish 151, or Spanish 155, or one year of high school Spanish.

Lecturer 2½ hours per week and

Laboratory: ½ hour per week
Continuation of Spanish 151

161 Spoken Spanish II (continued) 2½ Units
UC*
Prerequisite: Spanish 160.
Lecturer: 2½ hours per week and
Laboratory: ½ hour per week
Continuation of Spanish 160. (Spanish 160-161 is equivalent to Spanish 165.)

165 College Spanish II 5 Units
UC
Prerequisite: Spanish 155 or Spanish 150 and 151, or one year of high school Spanish.
Lecture: 5 hours per week and
Laboratory: 1 hour per week
Continuation of Spanish 155.

166 Selected Studies in Spanish 1-3 Units
UC*
Prerequisite: Spanish 165, or Spanish 160 and 161, or two years of high school Spanish, or equivalent proficiency.
Lecture: 1-3 hours per week and
Laboratory: 2 hours per week per unit of independent study
Special studies in Spanish which allow students to concentrate on increasing their proficiency in the language and/or broadening their knowledge of Spanish civilization and culture, through a combination of independent study and meetings with the instructor.

170 Spoken Spanish III 2 Units
UC*
Prerequisite: Spanish 165, or Spanish 160 and 161, or two years of high school Spanish.
Lecture: 2 hours per week and
Laboratory: ½ hour per week
Composition and conversation, including a review of grammar, plus extensive and intensive reading of practical as well as literary Spanish.

171 Spoken Spanish III (continued) 2 Units
UC*
Prerequisite: Spanish 170.
Lecture: 2 hours per week and
Laboratory: ½ hour per week
Continuation of Spanish 170. (Spanish 170-171 is equivalent to Spanish 175.)

175 College Spanish III 4 Units

UC

Prerequisite: Spanish 165, or Spanish 160 and 161, or two years of high school Spanish.

Lecture: 4 hours per week and

Laboratory: 1 hour per week

Composition and conversation, including a review of grammar, plus extensive and intensive reading of practical as well as literary Spanish.

185 College Spanish IV 4 Units

UC

Prerequisite: Spanish 175 or three years of high school Spanish.

Lecture: 4 hours per week and

Laboratory: 1 hour per week

Continuation of Spanish 175

210 Advanced Spanish Conversation 2 Units

UC

Prerequisite: Spanish 165, or Spanish 160 and 161, or three years of high school Spanish.

Lecture: 2 hours per week

Practical conversation and vocabulary building on everyday life and customs of the people who speak Spanish. Classroom work entirely in Spanish, supplemented by recordings and talks by native speakers.

235 Directed Reading in Spanish 2 Units

UC

Prerequisite: Spanish 185.

Lecture: 2 hours per week

Independent reading and research under the supervision of the instructor, with conferences and oral and written reports.

236 Directed Reading in Spanish 2 Units

UC

Prerequisite: Spanish 195.

Lecture: 2 hours per week

Independent reading and research under the supervision of the instructor, with conferences and oral and written reports.

242 Spanish Culture and Civilization 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the major trends and characteristics of Spanish culture and civilization as reflected through the centuries in literature, art, and history. (Class is conducted in English.)

SPEECH

103 Elements of Public Speaking 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Study of effective organization and communication of ideas, with training in methods of developing confidence in presenting material before an audience. Practice in speech delivery techniques through giving various types of speeches to small groups and to the class as a whole.

105 Advanced Public Speaking 3 Units

UC

Prerequisite: Speech 103.

Lecture: 3 hours per week

Practice in various forms of public speaking, with emphasis on audience analysis, and study-analysis of selected famous speeches.

111 ABCD Interpersonal Communication 1-3 Units

UC

Prerequisite: None. Courses must be taken in sequence.

Lecture: 1-3 hours per week

Examination of the dynamics of the communication process: accurate expression of ideas, self-concept as it relates to Communication, the place of self-disclosure in the Communication process, the influence of personal perception on communication, listening and feedback, non-verbal communication, interviewing, and assertive speech patterns. Speech activities will emphasize the development of skill in these areas through conversation in pairs and small groups, short talks, listening training, and analysis of recorded speaking exercises.

120 Oral Interpretation of Literature 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Analysis of literature for oral interpretative reading, with practice on the presentation of materials to an audience. Drill on minor voice problems as necessary.

122 Advanced Oral Interpretation of Literature 3 Units

UC

Prerequisite: Speech 120

Lecture: 3 hours per week

History, theory, and practice of the art of oral interpretative reading. Preparation and presentation of four lecture-recital programs.

141 Small Group Decision Making and Leadership Skills 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Training in basic principles and techniques of discussion, including participation in panel discussions, problem-solving committees, and symposiums and skill development in agenda preparation, group leadership, and individual speaking. Emphasis on efficiency of group process and meaningful communication, as they apply to business and community group action, are stressed.

142 Advanced Group Communication 3 Units

UC

Prerequisite: Speech 141.

Lecture: 3 hours per week

Continuation of Speech 141

246AB Special Studies in Communication 1 Unit

247AB 2 Units

248ABC 3 Units

Prerequisite: Completion of or concurrent enrollment in a speech course.

Laboratory: 3 hours per week per unit

Independent projects for students with a special interest in speech, involving assigned readings, research, conferences, and public speaking. Projects to be determined jointly by the student and instructor prior to registration.

SUPERVISION

010 Elements of Supervision 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.

012 Basic Psychology for Supervisors 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Instruction to assist the supervisor in understanding co-workers, with emphasis on human perceptions, learning processes, emotions, attitudes, and personalities.

013 Human Relations 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

014 Communications for Supervisors 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Survey of supervisory communications in the modern organizational environment; interpersonal communication theory and practice, including both oral and written communications in individual and group settings; assistance in report, letter, and résumé writing.

015 Organization and Management 3 Units

Prerequisite: None.

Lecture: 3 hours per week

Examination of the supervisor's role as planner, organizer, director, controller and coordinator; instruction in the basic functions of an organization.

THEATRE ARTS

100 Introduction to Theatre 3 Units

UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the fundamental theories of the theatre arts, providing a basic background and helping students develop an appreciation of theatre production, film, and television.

104 Creative Dramatics 2 Units

UC*

Prerequisite: None.

Lecture: 1 hour per week and

Laboratory: 2 hours per week

Theory and practice of improvisational drama, dramatization of children's stories, and techniques of storytelling, with emphasis on participation, leadership, and development of original materials for classroom and recreational use. Intended primarily for the elementary

school teacher, the nursery school teacher, parents or any individual having significant contact with children.

108-109 World Drama 3 Units
UC*

Prerequisite: None. Courses need not be taken in sequence.

Lecture: 3 hours per week

Survey of the masterworks of the theatre, covering great dramatic literature from the classical Greek period to the neoclassical period during the first semester and from the Restoration to the present during the second semester.

116ABCD Repertory Theatre 3 Units
UC*

Prerequisite: By audition or interview per summer. Offered for outstanding students in performing arts. Courses must be taken in sequence.

Lecture: 5 hours per week and

Laboratory: 2 hours per week

Honors program offering for the superior, career-oriented student performer. This eight week summer course differs from the regularly scheduled performance laboratory program in the degree of professionalism expected and the intensity of the work required.

120 Acting Fundamentals 3 Units
UC

Prerequisite: None.

Lecture: 3 hours per week

Introduction to the Stanislavski theory of acting, with practical application in solo and ensemble scenes in the major areas of dramatic literature.

130ABCD Jazz Dance I 1-2 Units
UC

Prerequisite: None. Courses must be taken in sequence.

Lecture: ½-1 hour per week and

Laboratory: 1-2 hours per week

Study of the principles of jazz and theatrical dance techniques, with emphasis on body placement, principles of kinesiology, and motor learning.

144ABCD Theatre Workshop 3 Units
UC

Prerequisite: None. Courses must be taken in sequence.

Lecture: 3 hours per week

Laboratory: 6 hours per week (8 weeks)

Practice in the interpretation of varied roles

in dramatic literature, plotting of action on stage, designing of costumes and settings for plays, and the use of make-up.

145ABCD Advanced Theatre Workshop 3 Units
UC

Prerequisite: Theatre Arts 114, Courses must be taken in sequence.

Lecture: 3 hours per week and

Laboratory: 6 hours per week (8 weeks)

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.

155ABCD Summer Theatre Workshop 2-4 Units
UC

Prerequisite: None. Courses must be taken in sequence.

Laboratory: 8-16 hours per week (5 weeks)

Instruction in the areas of stage production, acting, promotion, and publicity. Designed as theatrical experience for high school graduates and college freshmen.

175 Stage Make-up 1 Unit
UC*

Prerequisite: None.

Laboratory: 3 hours per week

Introduction to the theories and practice of make-up through changing the appearance of the actor to correspond to an interpretation of the character.

176ABCD Fundamentals of Stagecraft 2 Units
UC*

Prerequisite: None.

Laboratory: 4 hours per week

Basic theories and practice of construction, painting, assembly, shifting and lighting of stage scenery and properties.

179 Fundamentals of Stagecraft - 1 Unit
Advanced Practicum
UC*

Prerequisite: None.

Laboratory: 2 hours per week

Continuation of Theatre Arts 176, designed to extend the student's vocational opportunities in the theatrical profession. Emphasizes black and white photography which uses the actual theatre production as a subject exclusively. Includes camera familiarization and shooting techniques, negative and print darkroom procedures, finishing and presentation.

180ABCD Ballet I 1-2 Units

UC

Prerequisite: None. Courses must be taken in sequence.

Lecture: ½-1 hour per week and

Laboratory 1-2 hours per week

Study of the techniques of classical ballet, including basic barre and center work, basic body and arm positions, port de bras, allegro, adagio, and development of a working knowledge of ballet terminology.

222•223 Advanced Acting 3 Units

UC

Prerequisite: Theatre Arts 130. Courses need not be taken in sequence.

Lecture: 3 hours per week

Theory and practice of characterization in solo and ensemble scenes.

231ABCD Jazz Dance II 1-2 Units

UC

Prerequisite: Theatre 130. Courses must be taken in sequence.

Lecture: ½-1 hour per week and

Laboratory: 1-2 hours per week

Continuation of Theatre Arts 130, with student choreography and performance added.

WORK EXPERIENCE

099 General Work Experience 1-3 Units

Prerequisite: None.

Laboratory: 5-15 hours per week

Supervised general work experience education to assist students in acquiring desirable work habits, career awareness, and job attitudes consonant with contemporary community standards.

SECTION III

TRANSFER AND ASSOCIATE DEGREE PROGRAMS

The following majors and pre-majors are available at Crafton Hills College. An asterisk (*) in front of the major indicates that this discipline is usually not a major at four-year colleges and universities; the associate degree is generally the highest degree you can get in that field. All other majors listed may be used for either a transfer program or an associate degree program. The core courses listed under these majors are the ones recommended for transfer. Any other courses in the subject to make a total of eighteen units will meet the requirement of a major for an associate degree.

MAJORS

Accounting
Administration of Justice
Agriculture
Anthropology
Art
Astronomy
Biological Sciences
Business Administration
Chemistry
Computer and Information Sciences
Economics
Emergency Medical Services
English
Fire Technology
Floral Design

Foreign Language
Geography
Geology
History
Landscape Maintenance
Liberal Studies
Marketing
Mathematics
Microbiology
Music
Office Administration
Ornamental Horticulture
Philosophy
*Photography
Physical Education
Physics
Political Science
Pre-Dentistry
Pre-Education
Pre-Engineering
Pre-Forestry
Pre-Legal
Pre-Medicine
Pre-Nursing
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Medicine
Psychology
Religious Studies
Respiratory Therapy
Sociology
Speech
Theatre Arts
Turf Management
Wildland Fire Management

NOTES TO TRANSFER STUDENTS:

1. Consult with your advisor to decide on support courses for your chosen major.
2. Consult the catalog of the college or university to which you intend to transfer to determine whether or not you need to make adjustments in specific course patterns.
3. Pay careful attention to the specific requirements of the different types of four-year institutions, as outlined in Section V of this catalog, to make sure you understand the general education requirements of the institution you want to attend.

NOTES TO ASSOCIATE DEGREE STUDENTS:

1. Consult with your advisor to decide on support courses for your chosen major.
2. Consult the graduation requirements outlined in Section I of this catalog; they must be completed for you to graduate from Crafton Hills College.

ACCOUNTING

Recommended Core Courses for Transfer Students:

Accounting 310, 311, 220, 221
 Business Administration 217
 Computer and Information Sciences 101
 Economics 200, 201
 Mathematics 104, 108

Recommended Core Courses for Associate Degree Students:

Accounting 026, 205, 210, 220, 225, 130
 Business Administration 052, 101, 105, 117
 Computer and Information Sciences 101
 Economics 300, 201
 Office Administration 100

ADMINISTRATION OF JUSTICE

Recommended Core Courses:

Administration of Justice 101, 101, 103, 104, 105

AGRICULTURE

Recommended Core Courses:

Agriculture 101, 101, 103, 104, 110, 111, 112, 121, 135, 137, 139, 150, 151
 Business Administration 101, 105, 115
 Chemistry 101, 102

ANTHROPOLOGY

Recommended Core Courses:

Anthropology 100, 102, 106

ART

Recommended Core Courses:
Art 100, 102, 115, 116, 117

ASTRONOMY

Recommended Core Courses:
Astronomy 150
Chemistry 160, 161
Mathematics 153, 154, 253, 254
Physics 200, 201

BIOLOGICAL SCIENCES

Recommended Core Courses:
Biology 130, 131, 201
Chemistry 160, 161, 214, 215
Mathematics 105, 106, 153
Physics 110, 111

BUSINESS ADMINISTRATION

This major includes a variety of concentrations, including Accounting, Business Data Processing, Finance, Insurance and Real Estate, Hotel and Restaurant Management, and Marketing.

Recommended Core Courses:
Accounting 210, 211, 220, 221
Business Administration 217
Computer and Information Sciences 101
Economics 200, 201
Mathematics 104, 108

CHEMISTRY

Recommended Core Courses:
Chemistry 160, 161, 214, 215
Mathematics 153, 154, 253
Physics 200, 201

COMPUTER AND INFORMATION SCIENCES

Recommended Core Courses:
Computer and Information Sciences 101, 102, 104, 106, 110, 202, 203, 230, 240, 250

ECONOMICS

Recommended Core Courses:
Accounting 210, 211, 220, 221
Economics 200, 201

Mathematics 108, 201
 Philosophy 103

EMERGENCY MEDICAL SERVICES

Consult your advisor to develop an appropriate course of study

ENGLISH

Recommended Core Courses:
 English 100, 152, 262, 263, 272, 273
 Foreign Language*

*Varies from college to college; consult appropriate college catalog

FIRE TECHNOLOGY

Consult your advisor to develop an appropriate course of study.

FLORAL DESIGN

Recommended Core Courses:
 Agriculture 101, 102, 104, 113, 114, 135, 150, 151, 152
 Business Administration 101 and either Business Administration 105 or Accounting 205
 Marketing 105

FOREIGN LANGUAGE

Recommended Core Courses:
 English 100, 152
 Foreign Language 155, 165, 175, 185
 Second Foreign Language 155, 165

GEOGRAPHY

Recommended Core Courses:
 Geography 102, 110, 114
 Geology 100

GEOLOGY

Recommended Core Courses:
 Chemistry 160, 161
 Geology 110, 112, 226
 Mathematics 153, 154
 Physics 110, 111

HISTORY

Recommended Core Courses:
 Geography 110

History 101, 102, 160, 161
 Political Science 100

LANDSCAPE MAINTENANCE

Recommended Core Courses:

Agriculture 100, 102, 103, 112, 130, 133, 133, 135, 137, 139
 Business Administration 101, 105, 115
 Chemistry 101, 102

LIBERAL STUDIES

This general education curriculum is suggested for students who have not yet selected a particular major field. This major field is planned to complete general education requirements at many four-year colleges and also fulfills graduation requirements for the Associate degree. This program is also designed to fulfill requirements for the multiple subjects credential for elementary school teaching.

Recommended Core Courses:

Communication/Critical Thinking (9 units)
 Physical and Life Science/Mathematics (12 units)
 Arts/Literature/Philosophy/Foreign Language (12 units)
 Social, Political and Economic Institutions (12 units)
 Lifelong Understanding and Self-Development (3 units)

MARKETING

Recommended Core Courses for Transfer Students:

Accounting 110, 211, 220, 211
 Business Administration 217
 Computer and Information Sciences 101
 Economics 200, 201
 Mathematics 104, 108

Recommended Core Courses for Associate Degree Students:

Accounting 205, 210, 211, 220, 221
 Business Administration 053, 101, 117
 Computer and Information Sciences 101
 Marketing 101, 105, 110, 115, 212
 Speech 103, 105

MATHEMATICS

Recommended Core Courses:

Computer and Information Sciences 102, 104
 Foreign Language*
 Mathematics 153, 154, 253, 254
 Physics 200, 201

*Varies from college to college; consult appropriate college catalog.

MICROBIOLOGY

Recommended Core Courses:

Biology 130, 131, 201

Chemistry 160, 161, 214, 215

Mathematics 153

Microbiology 150, 221

Physics 110, 111

MUSIC

In addition to the courses below, proficiency in piano is essential to enter a four-year program at the junior level. Continuous enrollment in a performance group is recommended. Check the catalog of the school to which you intend to transfer for specific requirements.

Recommended Core Courses:

Music 101-102, 124-125, 201-202 (recommended for the second year of study), 130 and 145-116 (may be waived in part or whole by examination), and a performance group.

OFFICE ADMINISTRATION

Recommended Core Courses:

Computer and Information Sciences 101

English 144, 152

Office Administration 103, 106, 119, 132

ORNAMENTAL HORTICULTURE

Recommended Core Courses:

Agriculture 100, 101, 102, 103, 104, 110, 111, 112, 135, 137, 139

Business Administration 101 or 105 or 115

Chemistry 101, 102

PHILOSOPHY

Recommended Core Courses:

Philosophy 101, 103, 105

Religious Studies 101

PHOTOGRAPHY

Recommended Core Courses:

Art 115, 116, 280

Photography 150, 151, 152, 222, 250, 252

PHYSICAL EDUCATION

Recommended Core Courses:

Anatomy/Physiology 150 and 151

Biology 120

EMS 001A

Health Education 102
 Physical Education 267
 Psychology 107
 Sociology 100
 Minimum of one activities course per semester

PHYSICS

Recommended Core Courses:
 Chemistry 160, 161
 Mathematics 153, 154, 353, 254
 Physics 200, 201

POLITICAL SCIENCE

Recommended Core Courses:
 Economics 700, 201
 History 100, 101
 Political Science 100, 203, 204

PRE-DENTISTRY

Recommended Core Courses:
 Biology 130, 131
 Chemistry 160, 161, 214, 215
 Physics 110, 111

PRE-EDUCATION

This program is designed for those who are interested in teaching in the California public schools. Presently, there are four basic teaching credentials:

1. Single Subject instruction.
2. Multiple Subject instruction.
3. Specialist and Services Programs.
4. Designated Subjects instruction.

For additional information students should check with the Counseling Center

ELEMENTARY

Persons interested in teaching in the elementary schools typically pursue the Multiple Subjects credential which authorizes the holder to teach in any self-contained classroom - classrooms in which one teacher is responsible for teaching all subjects commonly taught in the elementary schools. The Ryan Act also mandates a series of examinations for a teaching credential, but the examination for this credential is waived if the student is a Liberal Studies or Diversified major.

In addition to the general education and lower division requirements for transfer, the following electives are recommended:
 Art 115-116 (6 units)

English 262-263 (6 units)
 Health Education 102 (3 units)
 History 137 (3 units)
 Mathematics 138 (4 units)
 Music 100 (3 units)
 Sociology 105 (3 units)

SECONDARY

Persons interested in teaching at the secondary level should pursue the Single Subject credential with a specific major. An examination is required for all candidates except those who have completed their work at an institution authorized to waive the examination. Additional coursework or examinations are required in order to add subjects to the basic credential.

In addition to the general education and lower division requirements for transfer, the following electives are recommended:

Anthropology 102 (3)
 Economics 201 (3)
 Health Education 102 (3)
 Psychology 112 (3)
 Sociology 100 (3)
 Sociology 105 (3)

PRE-ENGINEERING

Recommended Core Courses:

Chemistry 160, 161
 Computer and Information Sciences 102, 104
 Economics 201
 Mathematics 153, 154, 253, 254
 Physics 200, 201

PRE-FORESTRY

Recommended Core Courses:

Biology 130, 131
 Chemistry 160, 161
 Computer and Information Sciences 102
 Economics 200, 201
 Geology 100
 Mathematics 108, 153
 Physics 110, 111

PRE-LEGAL

Law schools do not prescribe a definite Pre-Legal curriculum, nor do they require a specific major as a prerequisite to being accepted. However, all law schools prefer applicants with a broad general education background, particularly in the social sciences, and applicants who can speak and write the English language with precision and fluency. In all cases the student is urged to pattern his program to meet the requirements of the Law school of his/her choice.

Recommended Core Courses:

Economics 200, 101
 English 100, 152
 History 100, 101, 160, 161
 Philosophy 103
 Political Science 100
 Psychology 107
 Sociology 100
 Speech 103, 105

PRE-MEDICINE

Recommended Core Courses:

Biology 130, 131, 201
 Chemistry 160, 161, 214, 215
 Mathematics 153
 Physics 110, 111

PRE-NURSING

Recommended Core Courses:

Anatomy/Physiology 150, 151
 Chemistry 102, 160
 Microbiology 150

PRE-OPTOMETRY

Recommended Core Courses:

Anatomy/Physiology 150, 151
 Biology 130, 131
 Chemistry 160, 161, 214, 215
 Mathematics 108, 153, 154
 Physics 110, 111

PRE-PHARMACY

Recommended Core Courses:

Biology 130, 131
 Chemistry 160, 161, 214, 215
 Mathematics 153, 154
 Physics 110, 111

PRE-PHYSICAL THERAPY

Recommended Core Courses:

Anatomy/Physiology 150, 151
 Chemistry 101, 102
 Microbiology 150
 Physics 101

PRE-VETERINARY MEDICINE

Recommended Core Courses:

Biology 130, 131

Chemistry 160, 161, 214, 215

Mathematics 108

Physics 110, 111

PSYCHOLOGY

Recommended Core Courses:

Chemistry 101

Mathematics 108

Psychology 107, 108, 112

RELIGIOUS STUDIES

Recommended Core Courses:

Foreign Language*

History 135, 160, 161

Philosophy 101, 103

Religious Studies 100, 101

*Varies from college to college; consult appropriate college catalog.

RESPIRATORY THERAPY

Required Core Courses:

Allied Health 101

Anatomy/Physiology 101

Chemistry 101

Emergency Medical Services 001A, 001B

English 015 or 100

Humanities - any one 3-unit course

Interdisciplinary Studies 130

Mathematics 051 (or a passing score on the Mathematics Proficiency Examination)

Microbiology 102

Physics 101

Respiratory Therapy 050, 101, 102, 104, 105, 106, 108, 110, 201, 202, 203, 204, 205, 206, 207, 208, 211, 212

Social Science - any two 3-unit courses

Notes:

1. Program begins summer semester only. Application Deadline: May 1.
2. Students must complete the Respiratory Therapy Technician Certificate (see Section IV) plus Chemistry 101 and Physics 101 prior to entering the second year.
3. Students must complete the Respiratory Therapy Associate in Science degree within a five-year period to receive Department certification.

SOCIOLOGY

Recommended Core Courses:

Anthropology 102

Mathematics 108

Sociology 100, 105, 141

SPEECH

Recommended Core Courses:

English 262, 263, 272, 273

Speech 103, 105, 111A, 111B, 120, 122, 141

Theatre Arts 120

THEATRE ARTS

Recommended Core Courses:

Speech 120

Theatre Arts 100, 108, 120, 176ABCD, 222

TURF MANAGEMENT

Recommended Core Courses:

Agriculture 102, 103, 130, 131, 132, 133, 134, 135, 137, 139

Business Administration 101

Chemistry 101, 102

WILDLAND FIRE MANAGEMENT

Consult your advisor to develop an appropriate course of study.

SECTION IV

OCCUPATIONAL

CERTIFICATE PROGRAMS

Accounting	Legal Secretary
*Administration of Justice	Marketing Management
Business Management	Medical Secretary
California Fire Officer Training	Mobile Intensive Care Nurse
Clerk-Typist	Ornamental Horticulture
Emergency Medical Technician I	Respiratory Therapy Technician
Emergency Medical Technician II	Stenographer
Emergency Medical Technician - Paramedic	Supervision
Fire Academy	Turf Management
Fire Technology	Wildland Fire Management
Floral Design	Word Processing
Landscape Maintenance	

* Offered under a conjoint arrangement with San Bernardino Valley College

Certificates are closely tied to the work-a-day world. A certificate in a particular field - for example, Medical Secretary - is an important credential for securing a job or a promotion. It tells an employer that you have been trained and have mastered competencies in a specific area.

In this section, you will find the precise course requirements for each certificate. You will note that few "academic" courses are included. Such courses are not required, but certain basic English, mathematics, and reading skills are related to success in both the training and practice of an occupation. Check with your advisor for individual guidance.

Should your career plans change, courses taken to earn a certificate may also be applied to an associate degree. For more information, read Section III (Transfer and Associate Degree Programs) or contact a counselor.

CREDIT FOR OTHER TRAINING

If you have had appropriate non-college experience, such as military courses or apprenticeship training, you may request that the training be evaluated for credit toward a certificate. However, before you apply for evaluation, you must have successfully completed twelve units at Crafton Hills College.

OBTAINING A CERTIFICATE

During the latter half of the semester in which you plan to complete the last course toward a certificate, you should apply for that certificate. Pick up an application form in the Office of Admissions and Records.

ACCOUNTING CERTIFICATE

Certificate requirements include a minimum of five core courses listed below. No more than one course from each group can count toward the five core courses.

BUSINESS CORE COURSE REQUIREMENTS

1. Accounting 210-211 or Bookkeeping 205
2. Marketing 101 - Principles of Marketing
3. Business Administration 101 - Introduction to Business
4. Economics 200 or 201
5. Business Administration 217 - Business Law
6. Business Administration 052 - Business Math or Mathematics 108 - Statistics
7. Office Administration 100 - Typewriting
8. One Computer Language
9. Computer and Information Sciences 101

PLUS THE FOLLOWING SPECIALTY COURSES

		Units
Acct 210	Principles of Accounting	3
Acct 211	Principles of Accounting Laboratory	1
Acct 220	Principles of Accounting	3
Acct 221	Principles of Accounting Laboratory	1

Acct 225	Intermediate Accounting	3
Acct 026	Cost Accounting	(4)
or		
Acct 230	State and Federal Income Tax Accounting	(3)

TOTAL 14-15

ADMINISTRATION OF JUSTICE CERTIFICATE

Courses in Administration of Justice are currently offered at Crafton Hills College. However, the certificate is issued only through San Bernardino Valley College.

BUSINESS MANAGEMENT CERTIFICATE

Certificate requirements include a minimum of five core courses listed below. No more than one course from each group can count toward the five core courses.

BUSINESS CORE COURSE REQUIREMENTS

1. Accounting 210/211 or Accounting 205
2. Marketing 101
3. Business Administration 101
4. Business Administration 217
5. Business Administration 052 or Math 108
6. Computer and Information Sciences 101
7. One Computer Language
8. Office Administration 100
9. Economics 200 or 201

PLUS THE FOLLOWING SPECIALTY COURSES

		Units
Busad 206	Principles of Management	3
Busad 105	Small Business Management	3
Busad 135	Women in Management	(3)
or		
Busad 217	Business Law	(3)
C&IS 101	Survey of Data Processing	3
Acct 220	Principles of Accounting	3
Acct 221	Principles of Accounting Lab	1

TOTAL 16

CALIFORNIA FIRE OFFICER CERTIFICATE

The courses listed below are required for officer certification by the California Fire Service Training and Education System. All eight (8) courses must be completed.

		Units
Firet 080	Fire Instructor 1-A	2-3
Firet 081	Fire Instructor 1-B	2-3
Firet 082	Fire Prevention 1-A	2-3
Firet 083	Fire Prevention 1-B	2-3
Firet 084	Fire Management I	2-3
Firet 085	Fire Command 1-A	2-3
Firet 086	Fire Command 1-B	2-3
Firet 087	Fire Investigation I	2-3

TOTAL 16-24

CLERK-TYPIST CERTIFICATE

		Units
OA 100	Beginning Typewriting	3
OA 103	Intermediate Typewriting (Proficiency level - 50 words a minute)	3
OA 140	Records Management	3
OA 141	Office Training	6
OA 145	Human Relations in the Office Environment	3
OA 053	Office Experience	3
Busad 052	Applied Business Mathematics	3
Acct 205	Bookkeeping	3

TOTAL 27

EMERGENCY MEDICAL TECHNICIAN-I CERTIFICATE

Required Course

EMS 021-B	Emergency Medical Technician-I-A	5
or		
EMS 021-C	Emergency Medical Technician-I-NA	5

TOTAL 5

EMERGENCY MEDICAL TECHNICIAN-II CERTIFICATE

<i>Prerequisite</i>		Units
EMS008	Integrated Science and Basic Medical Language for Paramedics	
EMS 021-B	Emergency Medical Technician-I-A	

Required Courses		Units
EMS 020-B	Introduction to Emergency Medical Care-II	.5
EMS 023-A	Cardiology for the Emergency Medical Technician-II	3
EMS 023-B	Pharmacology for the Emergency Medical Technician-II	2
EMS 023-C	Skills Development for the Emergency Medical Technician-II	3.5
EMS 023-D	Clinical Externship for the Emergency Medical Technician-II	.5
EMS 024-A	Field Externship for the Emergency Medical Technician-II	.5
EMS 024-B	Preceptorship for the Emergency Medical Technician-II	.5
TOTAL		10.5

ARTICULATION FROM EMT-II TO PARAMEDIC

Required Courses		Units
EMS026A	Orientation to Emergency Medical Care: EMT-II to Paramedic	.5
EMS0268	Cardiology Articulation: EMT II to Paramedic	1
EMS 026C	Pharmacology Articulation: EMT II to Paramedic	1
EMS 026D	Skills Development Articulation: EMT II to Paramedic	2
EMS 027A	Clinical Articulation: EMT II to Paramedic	2
EMS 027B	Field Articulation: EMT II to Paramedic	4
TOTAL		10.5

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

Prerequisites		Units
Currently Certified EMT-I		
Six months field experience		
Anat 101	General Anatomy and Physiology	
AH 101	Medical Terminology	
Required Courses		Units
EMS 020-C	Introduction to Emergency Medical Care	1
EMS 028-A	Cardiology for Paramedics	4
EMS 028-B	Pharmacology for Paramedics	3
EMS 028-C	Skills Development for the Paramedic	4
EMS 028-D	Clinical Externship for the Paramedic	3
EMS 029	Field Externship for the Paramedic	6
TOTAL		21

FIRE ACADEMY CERTIFICATE

Leads to entry-level employment as a fire fighter.

Prerequisites

EMS 021B	Emergency Medical Technician 1A
Firet 100	Introduction to Fire Technology
Firet 101	Fundamentals of Fire Prevention

Required Courses

Firet 075	Fire Technology Basic Training Academy	9 Units
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FIRE TECHNOLOGY CERTIFICATE

Studies in the theory and practice of fire management in urban and suburban settings.

	Units
EMS 021B	5
Firet 100	3
Firet 101	3
Firet 103	3
Firet 108	3
Firet 201	3
Electives	6

TOTAL 26

The electives will be used to provide the student a start toward building a broad base of liberal studies. Students are encouraged to consult with their faculty advisor in the selection of electives.

FLORAL DESIGN CERTIFICATE

	Units
Agri 101	2
Agri 102	3
Agri 103	3
Agri 104	3
Agri 114	3
Agri 150	2
Agri 151	2
Agri 152	2
Agri 246	(1)
(Optional)	
Agri 052	(2)
or	
Agri 051	(2)
Busad 105	(3)
or	
Acct 205	(3)

TOTAL 25-26

LANDSCAPE MAINTENANCE CERTIFICATE

		Units
Agri 102	Plant Identification: Shrubs	3
Agri 103	Plant Identification: Trees	3
Agri 104	Plant Identification: Herbaceous Plants	3
Agri 105	Plant Identification: Native California Plants	(2)
or		
Agri 122	Introduction to Forestry and Natural Resources	(2)
Agri 111	Nursery Practices	3
Agri 131	Landscape Construction	3
Agri 132	Irrigation and Sprinklers	3
Agri 133	Turf Management	3
Agri 135	Plant Pest Control	3
Agri 137	Residential Landscape Design	3
Agri 139	Soils and Fertilizers	3
Agri 246 (Optional)	Special Problems in Horticulture	(1)
Busad 101	Introduction to Business	(3)
or		
Busad 105	Small Business Management	(3)
or		
Busad 217	Business Law	(3)
or		
Market 115	Retailing Principles	(3)
or		
Agri 114	Retail Nursery Management	(3)
	—	
	TOTAL	35-36

LEGAL SECRETARY CERTIFICATE

		Units
OA 100	Beginning Typewriting	3
OA 103	Intermediate Typewriting	3
OA 110	Beginning Word Processing	4
OA 118	Elementary Shorthand	6
OA 119	Intermediate Shorthand	6
OA 140	Records Management	3
OA 145	Human Relations in the Office Environment	3
OA 155	Legal Office Procedures	3
OA 156	Legal Terminology and Transcription	3
Acct 205	Bookkeeping	3
	TOTAL	37

MARKETING MANAGEMENT CERTIFICATE

Certificate requirements include a minimum of five core courses listed below. No more than one course from each group can count toward the five core courses.

BUSINESS CORE COURSE REQUIREMENTS

1. Accounting 210-211 or Bookkeeping 205
2. Marketing 101 - Principles of Marketing
3. Business Administration 101 - Introduction to Business
4. Economics 200 or 201
5. Business Administration 217 - Business Law
6. Business Administration 052 - Business Math or Mathematics 108 - Statistics
7. Office Administration 100 - Typewriting
8. One Computer Language
9. Computer and Information Sciences 101

PLUS THE FOLLOWING SPECIALTY COURSES:

		Units
Busad 206	Principles of Management	3
Market 105	Principles of Salesmanship	3
Market 110	Advertising	3
Busad 105	Small Business Management	3
C&IS 101	Survey of Data Processing	(3)
or		
Business Elective (Student's Choice)		(3)
TOTAL		15

MEDICAL SECRETARY CERTIFICATE

		Units
OA 100	Beginning Typewriting	3
OA 103	Intermediate Typewriting	3
OA 110	Beginning Word Processing	4
OA 118	Elementary Shorthand	4-6
OA 119	Intermediate Shorthand	6
OA 167	Medical Dictation and Transcription	3
OA 168	Medical Terminology and Transcription I	6
OA 169	Medical Terminology and Transcription II	6
OA 140	Records Management	3
OA 145	Human Relations in the Office Environment	3
OA 165	Medical Office Procedures	3
TOTAL		44-46

MOBILE INTENSIVE CARE NURSE CERTIFICATE

Prerequisites (or Corequisites as appropriate)	Units
Registered Nurse	3
One year current experience in Emergency Nursing.	
EMC 100-A	Cardiology for the Health Professional
EMC 002-A	Advanced Cardiac Life Support - Provider
Required Course	
EMC 100-C	Mobile Intensive Care Nurse
	2
	TOTAL
	2

ORNAMENTAL HORTICULTURE CERTIFICATE

		Units
Agri 101	Plant Identification: Indoor Plants	2
Agri 102	Plant Identification: Shrubs	3
Agri 103	Plant Identification: Trees	3
Agri 104	Plant Identification: Herbaceous Plants	3
Agri 105	Plant Identification: Native California Plants	2
Agri 111	Nursery Practices	3
Agri 112	Plant Propagation	3
Agri 114	Retail Nursery Management	3
Agri 135	Plant Pest Control	3
Agri 136	Greenhouse Management	3
Agri 139	Soils and Fertilizers	3
Agri 246	Special Problems in Horticulture	(1)
(Optional)		
Busad 217	Business Law	(3)
or		
Busad 101	Introduction to Business	(3)
or		
Busad 105	Small Business Management	(3)
or		
Market 115	Retailing Principles	(3)
	TOTAL	34-35

RESPIRATORY THERAPY TECHNICIAN CERTIFICATE

		Units
Anat 101	General Anatomy and Physiology	4
AH101	Medical Terminology	3
EMC001A	Basic Cardiac Life Support Provider	.25
Engl 015	Basic Writing	(3)
or		
Engl 100	Freshman Composition	(3)
Indis 130	Ethical Issues in Modern Medicine	3
Math 051	Review Arithmetic and Introduction to Algebra	(3)

	or	a passing score on the Mathematics Proficiency Examination	
Micro 102		Introductory Microbiology	4
Resp 050		Introduction to Respiratory Therapy	3
Resp 101		Fundamentals of Respiratory Therapy I	4
Resp 102		Fundamentals of Respiratory Therapy: Skills Lab I	9
Resp 104		Respiratory Therapy Clinical Application I	4
Resp 105		Fundamentals of Respiratory Therapy II	4
Resp 106		Fundamentals of Respiratory Therapy: Skills Lab II	4
Resp 108		Respiratory Therapy Clinical Application II	6
Resp 110		Clinical Medicine I	2

TOTAL 53.25-56.25

Notes:

1. Program begins summer semester only. Application deadline: May 1.
2. Anat. 101 and Resp. 050 must be completed prior to the fall semester.
3. Students must complete the course work for the Respiratory Therapy Technician Certificate within a three-year period to receive Department certification.

STENOGRAPHER CERTIFICATE

		Units
OA 100	Beginning Typewriting	3
OA 103	Intermediate Typewriting (Proficiency level - 60 words a minute)	3
OA 118	Elementary Shorthand (Cregg)	4-6
OA 119	Intermediate Shorthand (Cregg) (Proficiency level - 80 words a minute for three minutes)	6
OA 140	Records Management	3
OA 141	Office Training	6
OA 145	Human Relations in the Office Environment	3
OA 053	Office Experience	3-9
Busad 052	Applied Business Mathematics	3
Acct 205	Bookkeeping	3

TOTAL 37-45

SUPERVISION CERTIFICATE

Certificate requirements include a minimum of five core courses listed below. No more than one course from each group can count toward the five core courses.

BUSINESS CORE COURSE REQUIREMENTS:

1. Accounting 210-211 or Bookkeeping 205
2. Marketing 101 - Principles of Marketing
3. Business Administration - Introduction to Business
4. Economics 200 or 201
5. Business Administration 217 - Business Law
6. Business Administration 052 - Business Math or Mathematics 108 - Statistics
7. Office Administration 100 - Typewriting
8. One Computer Language
9. Computer and Information Services 101

PLUS THE FOLLOWING SPECIALTY COURSES:

		Units
sup 010	Elements of Supervision	3
sup 012	Basic Psychology for Supervisors	3
sup 013	Human Relations	3
Sup 014	Communication for Supervisors	3
Sup 015	Organization and Management	3

TOTAL 15

TURF MANAGEMENT CERTIFICATE

		Units
Agri 102	Plant Identification: Shrubs	3
Agri 103	Plant Identification: Trees	3
Agri 122	Introduction to Forestry and Natural Resources	2
Agri 130	Landscape Maintenance	3
Agri 131	Landscape Construction	3
Agri 132	Irrigation and Sprinklers	3
Agri 133	Turf Management	3
Agri 134	Greenskeeping	3
Agri 135	Plant Pest Control	3
Agri 137	Residential Landscape Design	3
Agri 139	Soils and Fertilizers	3
Agri 246 (Optional)	Special Problems in Horticulture	(1)

TOTAL 32-33

WILDLAND FIRE MANAGEMENT CERTIFICATE

Students seeking a certificate in Wildland Fire Management must coordinate their program of studies with a faculty advisor from the Crafton Hills College Regional Emergency Training Institute. A typical program will consist of:

		Units
Firet 085	Fire Command I-A	2-3
Firet 149	Basic Incident Command System	3
Firet 152	Prescribed Fire Training	3
Firet 161	Operations Section Chief	3
Firet 162	Logistics Section Chief	3
Firet 210	Fire Behavior	3
Firet 211	Aviation and Management	3
Electives		9

TOTAL 29-30

The electives will be used to provide the student a start toward building a broad base of liberal studies. Students are encouraged to consult with their faculty advisor in the selection of electives.

WORD PROCESSING CERTIFICATE

		Units
OA 053	Office Experience	3
OA 103	Intermediate Typewriting	3
OA 110	Beginning Word Processing	4
OA111	Intermediate Word Processing	4
OA 112	Advanced Word Processing	3
OA 140	Records Management	3
OA 141	Office Training	6
OA 145	Human Relations in the Office	3
	Environment	3
C&IS101	Survey of Data Processing	3
Engl 144	Business English	3

TOTAL 35

SECTION V

TRANSFER INSTITUTIONS - GENERAL REQUIREMENTS

Each four-year institution has its own admissions standards. In addition, each determines which courses it will accept to satisfy either specific or elective requirements. Further, these standards and requirements are subject to periodic change. So, if you plan to transfer to a four-year institution, you should - as soon as possible - get hold of the current catalog of that institution. Then, study carefully the admissions requirements and conditions of transfer. If you have trouble understanding the catalog, get help from a counselor.

Fortunately, the similarities among four-year institutions are greater than the differences. Listed below are the general admissions requirements and conditions of transfer for the California State University (CSU) system, the University of California (UC), and an example of an independent university.

A word of caution! Some students enroll at community colleges to remove deficiencies in their high-school programs so that they can gain admission to a four-year institution. If this is your reason for attending Crafton, be certain that the courses you select are the right ones. Again, the best sources of information are the appropriate catalogs and the college counselors.

THE CALIFORNIA STATE UNIVERSITY

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

- California State College, Bakersfield
- California State College, San Bernardino
- California State College, Stanislaus
- California Polytechnic State University, San Luis Obispo

California State Polytechnic University, Pomona
 California State University, Chico
 California State University, Dominguez Hills
 California State University, Fresno
 California State University, Fullerton
 California State University, Hayward
 California State University, Long Beach
 California State University, Los Angeles
 California State University, Northridge
 California State University, Sacramento
 Humboldt State University
 San Diego State University
 San Francisco State University
 San Jose State University
 Sonoma State University

ADMISSIONS

Crafton Hills College students who plan to transfer to one of the CSU campuses must complete a minimum of fifty-six transferable semester units with a grade point average of 2.00 or better before they are eligible to transfer. (Exception: If you have already been admitted by a CSU campus as a freshman, you can usually transfer to that campus with any number of units within a year of your original acceptance.) A maximum of seventy semester units earned at a community college will be accepted toward the bachelor's degree.

REGULATIONS AND GENERAL EDUCATION

Each campus requires a minimum of forty-eight (48) units of general education, of which nine (9) units **MUST** be earned in the upper division at the campus granting the baccalaureate degree. Crafton Hills College may certify that a student has satisfied thirty-nine (39) units of general education which should be and normally are completed in the lower division. Not more than thirty (30) units may be applied for areas B through D, and a course may fulfill only one requirement.

Listed below are the courses and patterns that will satisfy the lower division general education requirements at any of the California State Universities and Colleges:

A. COMMUNICATION/CRITICAL THINKING

6-9 units required. All students must complete English 100 and 3-6 additional units from the following:

English 152

Philosophy 103

Speech 103, 105, 111

B. PHYSICAL AND LIFE SCIENCE/MATHEMATICS

9-12 units required. One course must be completed from at least two of the three categories. One of the courses **MUST** include a laboratory.

Biological Science
 Anatomy/Physiology
 101, 150, 151

Physical Science
 Astronomy 150+, 160
 Chemistry 101, 102, 160,

Mathematics
 Mathematics 104, 105,
 108, 138, 140, 153, 154,

Biological Science	Physical Science	Mathematics
Biology 120, 122, 123* 130, 131, 201	161	204
Microbiology 102, 150	Geography 110+, 111, 114*, 126*	
Oceanography 101*	Geology 100, 101*, 112, 150*, 250*, 252*	
	Oceanography 101*	
	Physics 101, 110, 111, 200, 201	

*Non-lab course

+May be taken with or without a lab

C. ARTS/LITERATURE/PHILOSOPHY/FOREIGN LANGUAGE

9-12 units required. Not more than six (6) units in any one discipline may be applied.

Art 100, 102, 105, 108	Literature/English 152, 160, 170, 234, 235, 250, 251, 262, 263, 272, 273, 276
Foreign Language 150, 151, 155, 160 161, 165, 170, 171, 175, 185, 210, 242	Music 100, 120, 121, 124, 125
History 160, 161, 166, 167	Philosophy 101, 105
Interdisciplinary Studies 132, 140, 160	Religious Studies 100, 101, 135 Speech 120, 122 Theatre Arts 100, 108, 109

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

9-12 units required. Not more than six (6) units in any one discipline may be applied.

NOTE: Political Science 100 PLUS either History 100 or 101 fulfills the US History, Constitution, and American Ideals requirement. (Title V, CAC, Section 40404)

Anthropology 100, 102, 106	Political Science 100, 203, 206, 212, 225
Economics 100, 200, 221	Psychology 107, 108, 110, 112, 116, 133
Geography 103	Sociology 100, 105, 131, 141
History 100, 101, 120, 135, 137, 142, 145, 153, 160, 161, 163, 166, 167	

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 units required.

Biology 155	Psychology 103, 116, 118, 133, 158
Health Education 101, 102	Sociology 131
Philosophy 105	and Speech 111, 141
Physical Education 262, and any 1 unit of a physical education activity class	

THE UNIVERSITY OF CALIFORNIA

The University of California has nine major campuses - Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz. All except Berkeley are on a quarter system. While all campuses have similar general lower division requirements and will accept a maximum of seventy semester or 105 quarter units of transfer work, there are some subject differences among them. Students who want to transfer to the University should make certain they are meeting the lower division requirements of the specific branch of the University to which they are transferring.

ADMISSION TO ADVANCED STANDING

Prospective students may apply for admission to any of the campuses of the University of California. The admission cycle for the fall quarter of each year begins on November 1. Each campus will accept for consideration all applications filed during the month of November. Enrollment ceilings have been established at each campus.

The University defines an "advanced standing applicant" as a high school graduate who has been a registered student in another college or university or college-level extension classes, other than a summer session immediately following high school graduation. An advanced standing applicant may not disregard his college record and apply for admission as a freshman.

The requirements for admission to advanced standing vary according to your high school record. If you have completed fewer than twelve quarter or semester units of transferable college credit since high school graduation, you must also satisfy the examination requirement for freshman applicants.

The transcript you submit from the last college you attended must show that you were in good standing and that you had earned a grade point average of 2.0 or better. If your grade point average fell below 2.0 at any one college you attended, you may have to meet additional requirements in order to qualify for admission.

As an advanced standing applicant you must also meet one of the following conditions:

1. If you were eligible for admission to the University as a freshman, you may be admitted in advanced standing any time after you have established an overall grade point average of 2.0 or better in another college or university.
2. If you were not eligible for admission as a freshman only because you had not studied one or more of the required high school subjects, you may be admitted after you have
 - a. established an overall grade point average of 2.0 or better in another college or university;
 - b. completed, with a grade of C or better, appropriate college courses in the high school subjects that you lacked; and
 - c. completed twelve or more quarter or semester units of transferable college credit since high school graduation or have successfully passed the CEEB tests required of freshman applicants.
3. If you were not eligible for admission as a freshman because of low scholarship or a combination of low scholarship and a lack of required subjects, you may be admitted after you have

- a. Established an overall grade point average of 2.4 or better in another college or university; and
- b. completed 84 quarter units or 56 semester units of college credit in courses accepted by the University for transfer; and
- c. completed, with a grade of C or better, appropriate college courses in high school subjects that you lacked. Up to two units (a unit is equal to a year's course) of credit may be waived. OR Completed one college course in mathematics, one in English and one in either U.S. History, a laboratory science, or a foreign language. You must pass these courses with a grade of C or better. Courses other than mathematics must be transferable to the University. The course in mathematics must complete a sequence of courses at least as advanced as the equivalent of two years of high school algebra (elementary and intermediate) or one year of algebra (elementary) and one year of high school geometry.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

For specific courses required for the various majors, see the UCR catalog and consult your counselor or adviser.

BREADTH REQUIREMENTS - General Education

- I. English Composition: A one-year sequence of college-level instruction in English Composition with an average grade of C or better. Students may be excused from taking the first semester of English Composition if they have achieved a score of 4 or 5 in English Composition on the high school Advanced Placement Test, or a passing score on both parts of the California State University English Equivalency Examination.
- II. Humanities:
 - B.A. - 15 semester units, including one course in World History, and one course each in two of the following: Fine Arts, Literature, Philosophy.
 - B.S. - 9 semester units, including one course in World History and one in either Fine Arts, Literature or Philosophy.
- III. Social Sciences:
 - B.A. - 12 semester units, including one course in Economics or Political Science and one course in either Anthropology, Psychology or Sociology.
 - B.S. - 9 semester units, including one course in Economics or Political Science and one course in either Anthropology, Psychology or Sociology.
- IV. Natural Sciences and Mathematics: 15 semester units, including one course in mathematics, statistics or computer science; one course in the biological sciences; one course in the physical sciences.

In addition to the above breadth requirements common to both UCR colleges, the College of Natural and Agricultural Sciences has retained a foreign language requirement for the Bachelor of Arts degree. This requirement may be satisfied by a transferable course in a foreign language at the third semester level or equivalent proficiency, or by proficiency in each of two foreign languages at the second semester level.

IMPORTANT NOTE: No course from a student's major discipline may be used in satisfaction of the breadth requirements. Also, the same course may not be used to meet two breadth requirements.

UNIVERSITY OF CALIFORNIA, LOS ANGELES

For specific course requirements for the various majors, see the UCLA catalog and consult your counselor or advisor.

General University Requirements:

1. Subject A: English 100 with a grade of "C" or better (three semester units).
2. American History and Institutions (see UCLA catalog): Either Political Science (three semester units) or one transferable course in United States History (three semester units) taken at Crafton Hills College.
3. Foreign Language: The College of Letters and Science does not have a college-wide requirement for foreign language. Students should consult the catalog concerning language requirements for specific majors.

COLLEGE OF FINE ARTS

Majors offered in the College of Fine Arts include Art History, Dance Design, Ethnic Arts, Motion Picture/Television, Music, Painting/Sculpture/Graphic Arts, and Theatre.

The College admits students for the fall quarter only. Preference is given to those who have a 3.0 grade point average and who have completed all the breadth requirements.

1. English Composition: English 100-152.
2. American History and Institutions requirement.
3. Foreign Language: Eight semester units in one language
4. Science/Mathematics: Two courses required, with at least one course to be chosen from biological or physical science.
5. Social Science: Three courses required, including History 100-101.
6. Humanities: Three courses required, including one course each in the Arts, Literature, and Philosophy/Religion. Performance, Studio, or Film courses will not fulfill this requirement.

COLLEGE OF LETTERS AND SCIENCE

English Composition: English 100-152

Area Requirements: Humanities, Life Sciences, Social Sciences, Physical Sciences

Students are required to complete nine courses (twenty-seven semester units) distributed among the three divisions outside the division of the major field, with at least two courses in each division. Courses used for these requirements are subject to the following conditions.

1. All language courses level 4 or above may be applied as Humanities courses. Level 1, 2, and 3 courses may be used, provided that the student has completed the

level 4 course in the same language. Conversational courses may not be used to satisfy the Humanities requirement. Breadth requirement credit for courses in languages which do not offer level 4 courses is contingent on completion of the highest level offered.

2. Courses used to satisfy the English Composition Requirement may not also be used to satisfy the breadth requirements.
3. Courses required to satisfy the major or other courses taken in the major department may not be used to satisfy the breadth requirements. However, courses outside the division of the major which are required as preparation for a major may be used to satisfy these requirements.
4. Course used to satisfy the American History and Institutions requirement may not also be used to satisfy the breadth requirements.

UNIVERSITY OF CALIFORNIA, IRVINE

For specific course requirements for the various majors, see the UCI catalog and consult your counselor or advisor.

General University Requirements for the Baccalaureate Degree

1. Subject A: English 100 with a grade of "C" or better at Crafton Hills College.
2. American History and Institutions: This requirement will have been met most frequently by completing in high school one semester each of American History and U.S. Government with a grade of "C" or better. Political Science 100 and either History 100 or 101 at Crafton Hills College will satisfy this requirement. These courses are also applicable toward the breadth requirements.
3. Students transferring from Crafton Hills College may satisfy the UCI breadth requirement by completing a year sequence consisting of two semesters' work with a minimum of six semester units in each of the following areas:

I. Writing

English 100 and 152

II. Natural Sciences

Two courses from one area:

- 1) Astronomy 150 and Oceanography 101
- 2) Biology 120, 122, 123, 130, 131, 201; Microbiology 102, 150
- 3) Chemistry 160, 161
- 4) Geology 100, 112
- 5) Physics 110, 111, 200, 201

III. Social and Behavioral Sciences

To fulfill this requirement students may take an introductory course in each of two disciplines, or an introductory course followed by a second course in that discipline. Introductory courses are marked by*.

Anthropology 100, 102*, 106*

Economics 100, 200, 201

Geography 103*, 110*

Political Science 100*, 203, 206*, 212*

Psychology 107*, 108, 113

Sociology 100*, 105, 141

IV. Humanistic Inquiry Any two (2) courses in the same subject area from:

Art 100, 102, 105, 117, 118

English 250, 251, 262, 263, 272, 273, 376

History 100, 101, 120, 153, 160, 161, 163, 166, 167

Music 120, 121, 124, 125

Theater Arts 108, 109

V. Foreign Language, Linguistics, Logic*, Mathematics, Computer Science

Two courses in the same subject area from:

French 175 and 185

German 175 and 185

Spanish 175 and 185

Mathematics 108, 153,

154

Computer and Information Science

102 or 104 (The remainder of this

requirement must be fulfilled at

UC Irvine)

*Can only be fulfilled at UCI

PRIVATE COLLEGES AND UNIVERSITIES

There are many independent four-year colleges and universities throughout the country. Customarily, they accept all general education courses designated for transfer by community colleges. Other transfer-level courses are evaluated on the basis of the program of studies being pursued.

Some four-year institutions specify a minimum number of units that a student must take before transfer. Others will accept students at any time.

If you plan to transfer to an independent four-year college or university, secure a copy of the catalog of the school you want to attend and study it carefully. The catalog may be available in the College library or the Counseling Office. If not, contact the Office of Admissions of the institution you hope to attend. Catalogs are usually sent upon request.

Most Crafton students who transfer to an independent four-year institution choose the University of Redlands. Therefore, it has been selected as an example both as a convenience for those students and to illustrate for others the somewhat different core requirements encountered at independent institutions.

THE UNIVERSITY OF REDLANDS

Students working toward a Bachelor of Arts or Bachelor of Science degree from the University of Redlands are required to complete one approved course of at least three semester units from each of eight categories of a core curriculum. The categories are

1. Written Communication
2. Mathematics or Foreign Language
3. Scientific Method
4. Creativity in the Arts
5. Personal Commitment and Ethics
6. Social Priorities
7. American Institutions
8. Cultural and Historical Perspectives

In addition, courses in physical education are required of all students who can benefit from such instruction.

A key word is "approved." If you are planning to transfer to Redlands, make sure that the courses you take at Crafton match substantively those offered at Redlands. If in doubt, check with a faculty advisor. However, the final decision on whether a course is actually transferable to Redlands is made by the Registrar at that institution.

You may transfer up to 66 lower division units to the University of Redlands. If you transfer 60 or more, you are exempt from course work in two value categories: "Personal Commitment and Ethics" and "Social Priorities." If you transfer between 30 and 59 units, you are exempt from one of the two categories - your choice. You should also know that the number of physical education activities required of transfer students is equal to one-half or more of the number of semesters the student attends the University.

FACULTY

The dates in parentheses indicate the year of appointment with the San Bernardino Community College District.

- ALLEN, JOSEPH T., JR.** (1954) Anthropology/Geology
 Professor
 B.A., B.S., University of Alabama
 M.A., Johns Hopkins University
- ALVERSON, SYLVIA M.** (1961) Emergency Medical Services
 Assistant Professor
 A.A., College of the Desert
- BAGGETT, OLEN G., JR.** (1965) Physical Education
 Professor
 B.A., M.A., California State University, Los Angeles
- BARR, COLLETTE E.** (1982) Economics
 Instructor
 B.A., University of California, Los Angeles
 M.A., University of California, Los Angeles
- BISI, JAMES G.** (1968) Counseling
 Associate Professor
 B.S., California State College (PA)
 M A, California State University, San Jose
- BLUME, HARRIET C.** (1979) Foreign Language
 Assistant Professor
 Diplome de litterature, Francaise Contemporaine, University of Paris
 M.A., University of Redlands

- BONING, ERMALEA** (1964) Office Administration
Associate Professor
B.A., Oklahoma State University
M.A., Arizona State University
- BOOTH, RICHARD** (1972) English
Professor
B.A., University of California, Santa Barbara
M.A., California State University, San Diego
- BRAINARD, CEYLON ANTHONY** (1976) Respiratory Therapy
Associate Professor
B.A., University of Redlands
- BRYSON, KENNITH L.** (1979) Respiratory Therapy
Assistant Professor
B.V.E., California State College, San Bernardino
- BYRON, ELIZABETH J.** (1979) Library
Assistant Professor
B.A., University of Redlands
M.S., California State University, Fullerton
- CABANILLA, CLIFFORD D.** (1966) Theatre Arts
Professor
B.S., M.A., Brigham Young University
- CARRION, NESTOR A.** (1976) Photography
Assistant Professor
B.A., LaVerne College
- CARTER, MARIAN T.** (1970) Reading/Speech/Psychology
Associate Professor
B.A., M.S., University of Omaha
- CHAPIN, EDWARD L., JR.** (1953)
Assistant Dean, Continuing Education
B.A., California State University, Fresno
M.A., Ph.D., University of California, Los Angeles
- COLVEY, KIRSTIN** (1981) Handicapped Services
Learning Disabilities Specialist
B.A., University of California, Santa Cruz
M.S., Pepperdine University
- DE SALLIERS, DEBORAH** (1976) Physical Education
Associate Professor
B.S., Pepperdine University
M.S., University of California, Los Angeles

- EDWARDS, JAY C.** (1982) Computer and Information Sciences
Instructor
 B.G.S., University of Nebraska
- FOX, GERRE E.** (1983) Emergency Medical Services
Instructor
 A.S., College of the Desert
- FRANKLIN, BRADLEY H.** (1979) Respiratory Therapy
Assistant Professor
 B.S., University of Missouri
- GABRIEL, JAMES W.** (1980) Agriculture
Assistant Professor
 B.S., M.S., California Polytechnic State University, San Luis Obispo
- GALBRAITH, ROBERT T.** (1967) Biology /Oceanography
Professor
 B.A., University of California, Santa Barbara
 M.A., California State University, Long Beach
- GATCHEL, RICHARD H.** (1971) Philosophy/ Religious Studies
Professor
 B.D., Union Theological Seminary
 B.A., Ph.D., Stanford University
- GAUSTAD, VIRGINIA M.** (1970) Office Administration
Professor
 B.B.A., Baylor University
 M.A., University of Redlands
- GIACONA, JUDITH A.** (1981) (Part-time) College Nurse
Assistant Professor
 B.S., Walla Walla College, Washington
- GONZALEZ, RAYMOND** (1972) Foreign Language
Professor
 B.A., M.A., University of California, Riverside
- GRIFFITH, BARTON L.** (1976) Marketing & Business Administration
Associate Professor
 B.S., University of Denver
 M.A., Northern Colorado State University
- HOLTKE, GERALD A.** (1975) Accounting
Associate Professor
 B.B.A., University of Cincinnati
 M.B.A., University of Santa Clara

- HOOKER, MARIE A.** (1982) (Part-time) College Nurse
B.S., Columbia Union College
- HOYT, WILLIAM H.** (1955) Physical Education
Professor
B.S., M.A., University of California, Los Angeles
- HULTEN, GARY A.** (1974) Respiratory Therapy
Assistant Professor
B.V.E., California State College, San Bernardino
- KLING, FRANCIS J.** (1965) Sociology
Professor
B.A., California State College, Sanislaus
M.A., San Diego State University
- LAMBERT, CLARENCE D.** (1965) Chemistry
Professor
B.S., Utah State University
M.S., University of Utah
- LESIGHT, KENNETH** (1979) Music
Assistant Professor
B.S., The Pennsylvania State University
M.A., Stephen F. Austin State University
- LICERIO, MAMERTO D.** (1979) Handicapped Services
College Specialist
B.A., M.S., San Francisco State University
- McCLANAHAN, ELAINE B.** (1977) Microbiology
Associate Professor
B.S., State University of New York, Albany
M.A., California State University, Fullerton
- McCUNE, RONALD M.** (1977) Allied Health
Assistant Professor
B.A., Pepperdine University
- MILLER, ARTHUR F.** (1974) Psychology
Assistant Professor
B.A., M.A., Ed D, Northern Colorado University, Greeley
- MILLOY, WAYNE** (1976) Mathematics
Associate Professor
B.S., M.A.T., University of Redlands

- NEUMAN, VIOLET H.** (1976) Counseling
Associate Professor
 B.S., Northern Illinois University
 M.A., California State College, San Bernardino
- ORR, BILL** (1971) Mathematics
Associate Professor
 B.S., California State Polytechnic University, Pomona
 M.S., University of Oregon, Eugene
 Ed.D., Nova University
- PATRICK, SYLVESTER L.** (1964) Counseling
Assistant Professor
 B.A., M.A., University of Southern California
- ROBERTS, CONNELL B.** (1974) Chemistry
Assistant Professor
 B.S., M.S., Brigham Young University
 Ed. D., University of California Berkeley
- SCHUILING, WALTER C.** (1964) Political Science/History
Professor
 B.Ed., Bemidji State University
 M.A., Ph.D., University of Minnesota
- SHAW, RAYMOND W.** (1953) Fire Technology
Assistant Professor
 A.A., San Bernardino Valley College
- SHIELDS, ANDREA L.** (1971) Psychology
Associate Professor
 B.A., University of Arizona
 M.A., University of the Pacific
- SIMCOX, CHARLES Q.** (1980)
Assistant Dean for Occupational Education
 B.S., Lock Haven State College
 M.S., Bucknell University
 Ph.D., The Pennsylvania State University
- SINGER, DONALD L.** (1982) President
 B.A., M.S., M.A., Ph.D., University of Southern California
- SMITH, NORMAN D.** (1972) Music
Professor
 B.A., University of California, Los Angeles
 MA., University of Redlands
 Ed.D., Pepperdine University

- SNOWHITE, MARK S.** (1967) English
Associate Professor
 B.A., University of Maryland
 M.A., University of California, Riverside
- STEFFENS, MARY E.** (1981) Business Administration
Assistant Professor
 B.A., M.B.A., California State College, San Bernardino
- STODDARD, JOAN G.** (1980)
Dean of Instruction
 A.B., Occidental College
 M.A., California State University, Long Beach
 Ph.D., Northwestern University
- TAYLOR, KATHARYN K.** (1979) Respiratory Therapy
Assistant Professor
 B.S., California State Polytechnic University, Pomona
- TEMBY, LEONARD E.** (1977) Fire Technology
Assistant Professor
 Certificate in Fire Administration, USC
- THOMAS, L. PATRICIA** (1978) Emergency Medical Services
Assistant Professor
 B.A., M.A., University of Redlands
 RNP (Registered Nurse Practitioner), University of California at San Diego School
 of Medicine
- THOMERSON, C. BENSON** (1969) English
Associate Professor
 A.B., M.A., California State University, San Diego
- THURMAN, LAURENS K.** (1972) Physics/Astronomy
Associate Professor
 B.A., M.A., University of California, Riverside
- TUNG, LINDA P.** (1972) Mathematics
Associate Professor
 B.S., Chiao-tung University
 B.S., Hong Kong Baptist College
 M.S., California State University, Los Angeles
- WILDS, ANN PEHL** (1981) Agriculture
Assistant Professor
 B.S., M.S., California Polytechnic State University, San Luis Obispo
- WILKERSON, RICHARD L.** (1975) Learning Center/English/Psychology
Associate Professor
 B.A., M.A., University of Redlands

- WIRTA-KOSMATKA, ARNOLD L.** (1978) Respiratory Therapy
Assistant Professor
B.S., University of Redlands
- WRIGHT, WILLIAM R.** (1977) Special Assignment
Assistant Professor
B.V.E., M.A., California State University, Los Angeles
- WURMBRAND, MARC** (1972) Art
Associate Professor
B.F.A., Cooper Union
M.F.A., Yale University
- YOWELL, DON A.** (1972)
Dean, Student Personnel Services
B.S., M.A., California State University, Long Beach

PROFESSORS EMERITI

H.D. ANDERSON (1916-1978)	Foreign Language
ROGER C. ANTON (1946-1976) Named Professor Emeritus (posthumously) by the Board of Trustees, June 3, 1977.	President
GEORGE ASHTON (1957-1978)	History
JOSEPHINE E. BROHOLM (1917-1975)	Speech
KENNETH L. GRUBB (1965-1982)	History
HAROLD B. PIGOTT (1956-1975)	English
V. DEAN STEWART (1950-1981)	Chemistry

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CRAFTON HILLS COLLEGE

11711 SAND CANYON ROAD
YUCAIPA, CALIFORNIA 92399
(714) 794-2161

1. GYMNASIUM AND HEALTH CENTER
2. OCCUPATIONAL EDUCATION COMPLEX
3. CHEMISTRY, HEALTH SCIENCES BUILDING
4. LABORATORY ADMINISTRATION BUILDING:
CLASSROOMS, LABS AND GENERAL COLLEGE
ADMINISTRATION, BOOKSTORE
5. PERFORMING ARTS CENTER
6. LIBRARY
7. CLASSROOM BUILDING
8. STUDENT SERVICES ADMINISTRATION:
ADMISSIONS, RECORDS, COUNSELING, STUDENT
AFFAIRS, ASB, EOPS, FINANCIAL AID AND
FACULTY OFFICES
9. COLLEGE CENTER: SNACK BAR AND STAFF LOUNGE
10. AGRICULTURAL BUILDINGS
11. OPERATIONS, SHIPPING AND RECEIVING

♿ HANDICAPPED PARKING

★ PHONE BOOTH

⊙ HEALTH SERVICES

↑ RAMP

