

Crafton Hills College

2005-2006 Catalog

11711 Sand Canyon Road, Yucaipa, CA 92399

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

Cover by: Gloria Piggott and Patrick Fite

Crafton Hills College

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A Public Community College in California



CATALOG 2005 - 2006

The purpose of this catalog is to provide information about Crafton Hills College, its philosophy, objectives, programs and course descriptions. While every reasonable effort has been made to ensure its accuracy, the catalog should not be considered an irrevocable contract between the student and the college.

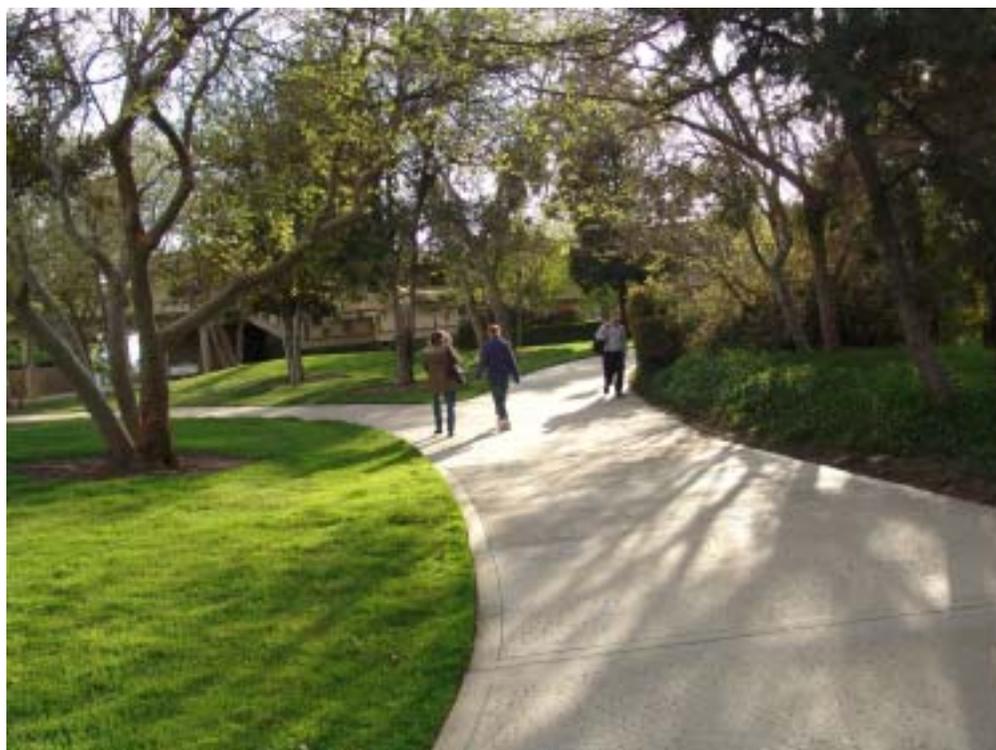
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San Bernardino Community College District

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Crafton Hills College Foundation

The Crafton Hills College Foundation is a tax-exempt organization established to receive gifts of both real and personal property as a basis for extending educational opportunities to students via scholarships, grants, loans, and other types of assistance.

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Dear Student:

Crafton Hills College is dedicated to providing access to higher education and training for the advancement of our community. Our solid and unwavering commitment is to provide quality service and excellence in educational and training programs. We prepare students to meet their full potential and to become leaders and productive citizens in our community.



The college offers more than 33 majors in 31 degree programs and 25 occupational certification plans. An excellent faculty supports the instructional programs and provides an outstanding learning environment. An expanded Learning Center that includes both a writing and a math center provides academic support and tutorial services. In addition, students receive support services within the areas of Counseling, Financial Aid, Extended Opportunity Programs and Services (EOPS), Career Center, Transfer Center, Disabled Student Programs and Services (DSP&S), Health Services, Workforce Readiness Training, and Admissions and Records. Opportunities for co-curricular activities are available through student government, campus clubs, and organizations.

The transfer program continues to prepare students well for the four-year colleges and universities. The number of graduates receiving two-year Associate in Arts or Associate in Science degrees has increased by more than 1,000 percent since 1972. Our occupational education programs, such as Radiologic Technology, Respiratory Therapy, Emergency Medical Services, and Computer Information Systems, have become cutting-edge programs in high technology and are preparing students for the challenges of the future. Our Fire Technology and Paramedic programs have earned regional and national recognition and are heavily subscribed. Our expanding fine arts program makes Crafton Hills College a cultural center for the East Valley.

The last few years have been especially exciting and gratifying as the campus accomplishes its planning goals. The college installed seven new "smart classrooms," which include high tech equipment such as multimedia computers, smart boards, easy access Internet connectivity for laptops, enhanced sound, DVD players, and projection devices. The campus also opened a new computing lab with 36 work stations on the third floor of the Library near our Learning Center. The college's wireless tower was updated, speeding up all campus online connections.

During the past year, the college hired an architectural firm and began the process of developing a 20-year campus master plan that includes the construction of a new library and technical building within the next five years and the addition of more "smart classrooms." The architects interviewed faculty, staff, and the public, and they reviewed the data with the core committee to determine the priorities for the plan.

Crafton Hills College continues to work with its partners in K-12 and Higher Education in a P-16 Council, as well as with its business partners in the Alliance for Education, to increase communication and facilitate access to educational and training opportunities for the citizens of the Inland Empire. In conjunction with the Alliance for Education and other local agencies, the CHC Economic Development Office created and collected information from surveys regarding workforce needs in the region for construction, transportation, manufacturing, retail, and other occupations.

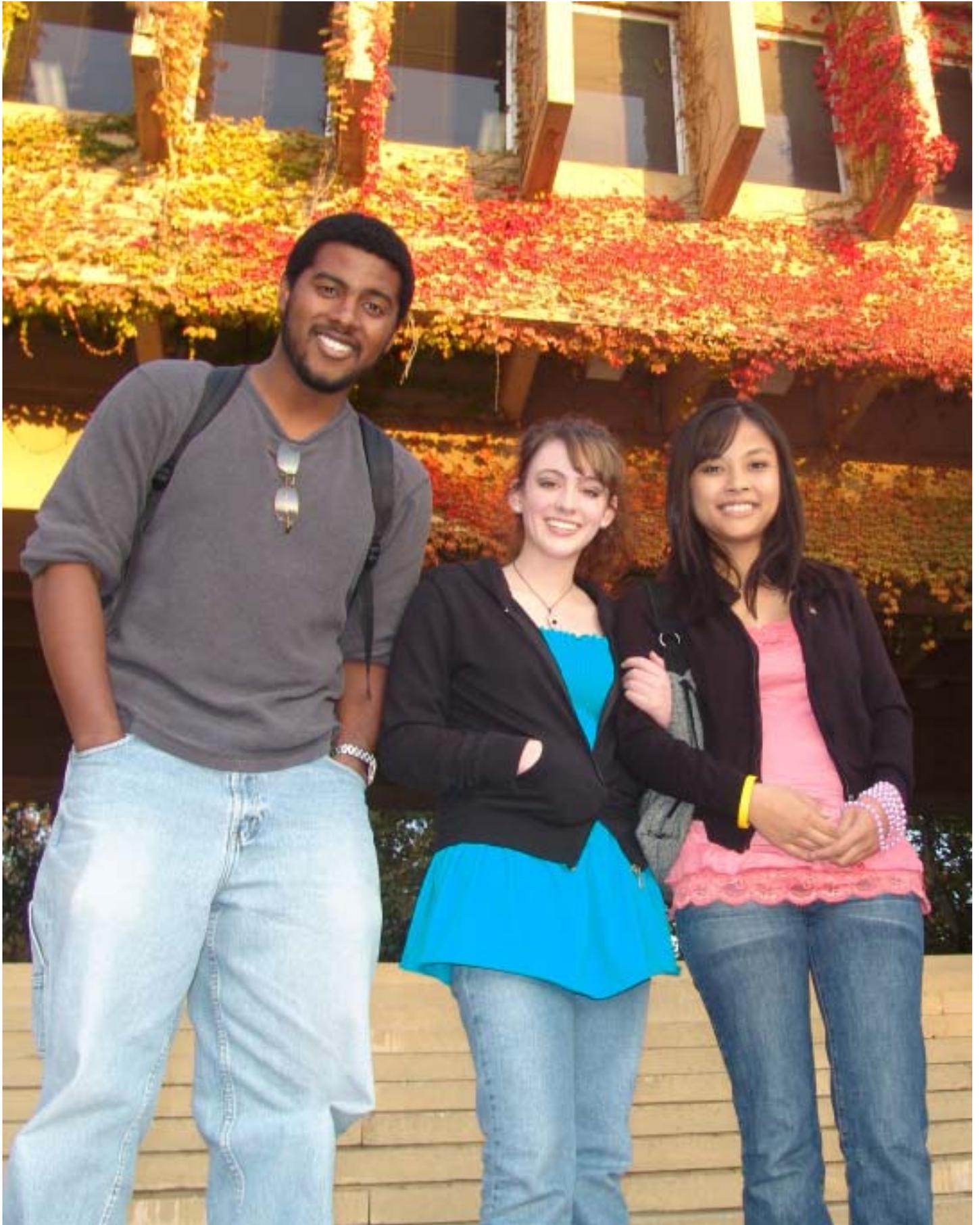
Crafton Hills College acknowledges the commitment, dedication, and hard work of the faculty, staff, and administrators who have contributed so much to the college's mission.

We are proud that more than 120,000 students in the past and 5,300 current students have chosen the College as the place to pursue their dreams.

Sincerely,

Gloria M. Harrison

Gloria Macias Harrison
President





SECTION I

General Information - About the College

Crafton Hills College (CHC) is one of 109 campuses in the California Community College system, the largest college system of higher education in the world. Since its opening in 1972, learners of all ages, interests and backgrounds have passed through the doors of CHC, taking advantage of this first step to higher learning. As new businesses and industries settle in this region, CHC continues to increase in importance as a source for a college education and career training. Crafton Hills currently serves approximately 5,300 students and offers both day and evening classes. CHC is accredited by The Western Association of Schools and Colleges, the accrediting body for California and the Western Pacific.

Located on rolling hills above the Yucaipa Valley and surrounded by an undisturbed natural environment, Crafton Hills offers more than 33 majors in the liberal arts and sciences, vocations and technical studies. With its imaginative architecture, manicured grounds and spectacular surroundings, the atmosphere of the college is one of serenity — right for reflection, growth and learning.

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



Besides counseling, there are many other student services available to help you achieve your higher education goals. These include Financial Aid, Extended Opportunity Programs and Services, Career Center and Job Placement Office, Disabled Student Programs & Services, Workforce Training, and more. You can find information about these and other student services in this catalog. Counselors can answer questions about these services and refer you to the respective offices.

CHC has a Child Development Center for CHC students who need child care services for preschool aged children. The CHC Child Development Center is operated by the college. The Center and the Child Development Program function collaboratively to provide the best education possible for the children and our child development students.

An important priority at the campus is technology. The college has worked diligently to ensure that its technology systems are state-of-the-art and user-friendly. A Voice Over IP network was installed last year to ensure that our students have fast and stable access to the Internet. Additionally, the college installed seven new "smart classrooms," which include high tech equipment such as multimedia computers, smart boards, easy access Internet connectivity for laptops, enhanced sound, DVD players, and projection devices. The campus also opened a new computer lab with 36 work stations on the third floor of the Library near our Learning Center. This lab is used by instructors for their classes on an as needed basis and also provides open work stations for students when the room has not been reserved. Televisions and VCR/DVD players are available in virtually all of our classrooms to ensure that instructors can provide the best means for delivering content to students. We also have a fully functional video conferencing classroom which allows for the delivery of off-site instruction, conferencing and other distance related activities. In the spring, the college began the process of developing a 10-year campus master plan, including the construction of a new library and technical building within the next five years and the addition of more "smart classrooms."

In addition to student-centered classes and an able counseling and career guidance staff, CHC provides a variety of cultural, social and recreational opportunities. The Art, Music, and Theatre Departments are student intensive, offering two years of experience-based education that allows our students to explore various facets of the fine arts in the friendly environment of a smaller campus. Fine Arts students have the opportunity to participate in art exhibits, concerts, and theatre productions throughout the year. Also, students have extracurricular opportunities to explore their interests in clubs, student government and educational field trips to various locations. For recreational activities, the college's P.E. Department oversees a six-hole golf course, outstanding gym facilities and tennis courts.

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

BACKGROUND

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

In the fall of 1972, classes were held for the first time at Crafton Hills College. The campus buildings and grounds provide an environment essential to support a comprehensive community college. The areas from which the college generally attracts students include Bear Valley, Colton, Redlands, Rialto, Rim of the World, San Bernardino and Yucaipa. However, students also come from all over California, out-of-state, and foreign countries. 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 of CHC students is twenty-six. More than half the students are females. Some students stay to complete a program; others prepare for eventual transfer to four-year colleges and universities or directly enter the workplace. Students choose Crafton Hills College because of its setting, its dedicated faculty, its interesting courses and its variety of educational opportunities.

MISSION STATEMENT

In a serene, welcoming environment, Crafton Hills College promotes learning through self-discovery and the acquisition and application of knowledge and skills. This mission is carried out in a dynamic educational community that encourages intellectual curiosity and fosters an openness to a wide range of people and ideas.

EDUCATIONAL PHILOSOPHY STATEMENT

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

OBJECTIVES AND FUNCTIONS

The principal objective of Crafton Hills College is to facilitate students' learning so they can attain realistic goals commensurate with their needs and abilities. The primary means for achieving this goal is the educational program of the college; all other functions of the college are justified insofar as they support learning. While the result of some learning is intangible, most learning is indicated by a change in the attitude and behavior of the learner. Some changes represent new departures for the student; others are simply further refinements and developments of skills, viewpoints and knowledge. The college provides a variety of courses and programs designed to reach the institution's basic goal. As students pursue their programs of study, they should strive toward an

understanding of their scientific and cultural heritage; the ability to define and solve problems on the basis of relevant facts and reasonable alternatives; the identification of a preferred pattern of living and a means of achieving it; occupational and professional proficiency; mental and physical health; the ability to interact effectively with other people intellectually, socially, and physically; the acceptance of responsibility; and an awareness of the usefulness and desirability of further learning. In pursuit of the goals stated above, the college offers course work and assistance to students in the following broad areas:

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

DEGREES

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

CRAFTON HILLS COLLEGE FOUNDATION

In an effort to extend educational opportunities to CHC students, Crafton Hills College established the CHC Foundation during the same year the college opened in 1972. The CHC Foundation is a nonprofit corporation devoted exclusively to raising funds for student scholarships, grants and special projects. Philanthropy has been important to CHC from the very creation of the institution. The college began as a gift of property from brothers Ruben and Lester Finkelstein to the San Bernardino Community College District. Currently, the CHC Foundation is comprised of 24 volunteers representing a broad base of local community residents. For more information about the CHC Foundation, please call (909) 389-3201.

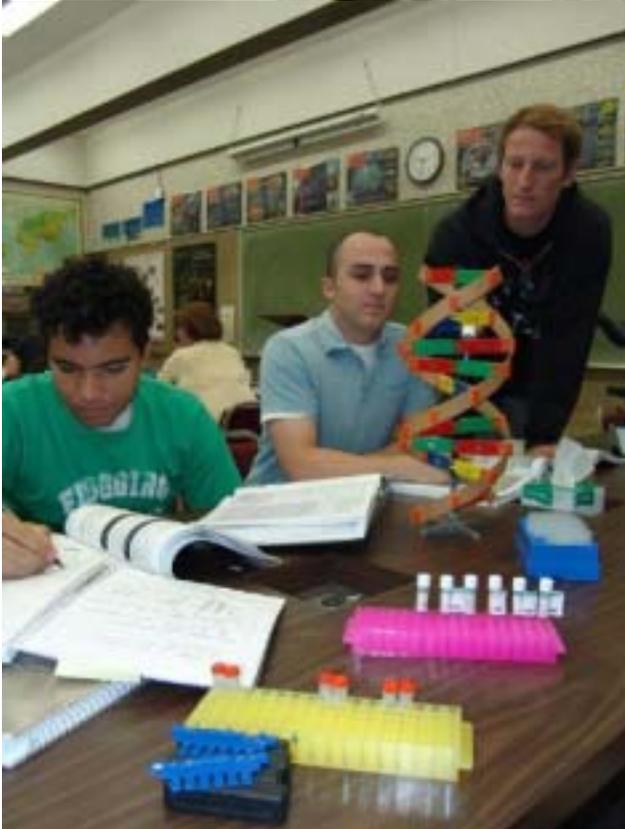
ALUMNI ASSOCIATION

Crafton Hills College invites you to continue your affiliation with the college by joining the Alumni Association. Working with the Crafton Hills College Foundation, the Alumni Association is committed to helping Crafton Hills College students obtain their educational objectives. For more information about the CHC Alumni Association, the CHC Foundation, and fund raising events at the college, please call the CHC Marketing and Public Relations Office at (909) 389-3333.

success



knowledge



SECTION II

Admissions, Registration and Financial Aid

WHO MAY APPLY

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

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

STUDENT ADMISSIONS PROCEDURES

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

Pre-enrollment Assessment

Every new student is required to participate in the assessment process. Assessment, coupled with multiple measures (see *Multiple Measures*), provides accurate course placement that enhances a student's potential for success in their courses. Students will be permitted to enroll in courses only with the appropriate course placement scores or completion of the required prerequisite/corequisite (see *Prerequisites, Corequisites and Other Limitations on Enrollment*). (Education Code: 55524)

Assessment is provided on a drop-in basis. Plan on two hours to complete the assessment process. For additional information contact the assessment center at (909) 389-3361 or email at testcenter@craftonhills.edu

Please Note: Students who participate in matriculation (non-exempt students), receive priority when registering for classes.

Assessment Waiver

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

1. Completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. Completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. Completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. Scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Transcript)
5. Enrolling in courses at Crafton Hills College only to maintain certificate or license requirements.
6. Enrolling in only 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. Taken a placement exam at one of the other San Bernardino or Riverside County community colleges or taken the Accuplacer Assessment Test at another college in the last two years and provide scores and placement recommendations from the other college.

Appeals

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

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

Orientation

Through orientation sessions provided by the counselors new students to Crafton Hills College are introduced to the college's programs, services, academic regulations, and expectations. Students also develop a first year Student Educational Plan.

CALIFORNIA RESIDENCY INFORMATION

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

Determination of Residence

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

Required Documents For Residence Determination (Education Code: 54024(e))

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

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

Exceptions To Residence Determination

- A. A student who is a member of the Armed Forces on active duty in this state shall be entitled to residency status. (Education Code: 54042)
- B. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident status until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. Should the member of the armed forces of the United States be 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 status until he/ she has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. (Education Code: 68074.(a)(1)(2)(b))
- C. A student who is an adult alien will be entitled to resident status if lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the term for which he or she proposed to attend an institution.
- D. A student who is a minor alien will be entitled to resident status if both he/she and his/her parents have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided the parent has had residence in the state for more than one year after such admission, prior to the residence determination date for the term for which he 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 status for school attendance.
- F. A student holding a valid credential authorizing service in a public school and employed in a certificated full-time position by a community college district will be given resident status. (Education Code: 54046)
- 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 status until he/she has resided in the state the minimum time necessary to become a resident.
- H. A student who (1) has not been an adult resident of California for more than one year and (2) is the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date shall be entitled to resident status. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. (Education Code: 68076)

Resident Status Appeal

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

Becoming A Resident

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

(Education Code: 54024)

Reclassification of Residency

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

INTERNATIONAL STUDENTS

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

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

Required Materials:

1. A completed application form.

Note: An application form may be obtained by writing to:

Admissions and Records Office
 Crafton Hills College
 11711 Sand Canyon Road
 Yucaipa, CA 92399 U.S.A.

2. Test of English as a Foreign Language (**TOEFL**) Test Score (not required of students from a country where the native language is English). A minimum score of 500 is required.

Note: Copies of the *TOEFL Bulletin of Information for Candidates* are available at most American embassies. The application to take the TOEFL test must be received by the Educational Testing Service at least four weeks before the testing date.

3. Official transcripts of all previous secondary school and college work, including an English translation. A letter of reference from a prominent person in your community, verifying character, background, and ability.
4. A non-refundable application processing fee of \$25.00 in the form of a money order made payable to Crafton Hills College.
5. Official documentation of birth date. No international students under eighteen years of age will be admitted.
6. A recent photograph. Photocopies are not acceptable.
7. Verification of a recent chest X-ray or skin test that indicates a negative tuberculosis test. Note: X-ray or skin test must be done in the United States. The results must be on file with the college within the first month of attendance.
8. An affidavit of financial support.
9. When all requirements have been met, a letter of acceptance will be mailed. An I-20 will be mailed upon receipt of the first semester's fees in American dollars in the form of a money order.

The following rules apply to international students at Crafton Hills College:

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



Advanced Placement (AP) Examination Credits

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

ADVANCED PLACEMENT POLICY

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

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

NOTE:

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

TRANSFER STUDENTS

Students who request credit for courses taken at another accredited college must submit **two** official transcripts delivered in a sealed envelope to the Admissions and Records Office. Transcripts will be evaluated by the Counseling Department according to the scholastic standards policy of the San Bernardino Community College District.

ADMISSIONS OF HIGH SCHOOL STUDENTS

In order to provide educational enrichment opportunities to high school students capable of advanced scholastic and vocational study, Crafton Hills College permits high school students to take advanced courses, which gives them a headstart on their college education. These are regular college courses, and students earn full college credit for their work. Because this is a special admittance, students must meet special requirements, and not all college classes are open to high school students.

To be eligible:

- 1) The student must take advanced scholastic courses (numbered 100 and above) and must have a grade point average (G.P.A.) of 3.0 or better.
- 2) *Students enrolling in vocational courses must have a grade point average (G.P.A) of 2.0 or better.*

Exceptions to these criteria may be considered; please contact Admissions & Records for details.

To Petition for Special Attendance, students must submit:

1. A completed Crafton Hills College Application
2. A completed Special Student Attendance form signed by a high school counselor, parent/guardian and student for each term until graduation.
3. Two official high school transcripts (delivered in a sealed envelope).
4. All documentation must be submitted to the Admissions & Records Office by the posted deadline for each term. (Refer to class schedule for the term for which you are applying) Courses taken must not duplicate courses currently available in the high schools.
 - Course changes without prior approval by the Director/Designee will result in an administrative withdrawal without a refund.
 - Concurrently enrolled students are limited by statute to 12 units or less. (Education code: 48800(a) & 48800.5)
 - In addition to materials required for special part-time students, concurrently enrolled students desiring to enroll in more than 12 units must also present written authorization from the K – 12 or high school district governing board.
 - College courses are taught at a much faster pace and require significantly more independent learning than K-12 courses. Students are granted admission on an individual basis.

Students below Grade 11

In extraordinary cases, where a student who has not completed the first semester of tenth grade demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of that student. Such consideration will be on a case-by-case basis, will be limited, and will include completion of the college assessment or other significant documentation of exceptional abilities. Students in this age group who demonstrate capability to succeed in college level work will usually have already begun high school. Under normal conditions, students still in grade 10 or below will be considered to have not demonstrated college level abilities. Parents should be aware that college work requires more than an ability to understand material. Even attaining A's in all courses does not necessarily mean a student is ready for college work. Students who request admission will be given individual attention to determine their ability to benefit from college instruction.

Parents are not permitted to attend classes with their children unless they are registered for the course or authorized to attend class to assist a student with an identified disability.

Parents should be aware that they do not have access to their children's records without a signed release from the child. (Education Code: 40961)

VETERANS EDUCATIONAL BENEFITS

Crafton Hills College is fully approved for the training of students under the various government educational programs for veterans and eligible dependents of deceased or disabled veterans. After completing an application for admission, a veteran wishing to attend on one of the VA assistance bills should complete all necessary forms in the Admissions & Records Office.

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

The load requirements (FALL and SPRING) for Chapter 30 (Montgomery GI Bill), for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), or Chapter 35 (Dependents' Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve; Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve):

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

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

Veterans taking a course that lasts less than a semester will be paid only for the actual enrollment period. If the veteran receives an "F" or "W" grade for non-attendance, he or she will be liable to repay the VA from the date he or she stopped participation in the class. Continuing and returning students who were previously enrolled for VA assistance and wish to continue to receive benefits must submit a request for VA Educational Benefits Form to the Admissions and Records Office each semester. It is the veteran's responsibility to promptly notify the Admissions and Records Office of any change of program, which would affect his or her VA assistance.

Veterans may be awarded 7 units of credit for the healthful living, and physical education requirement of graduation by submitting a copy of their DD214, verifying 180 days active military duty, to the Veteran's Counselor. Students who are on active military duty and have completed boot camp may apply to receive the credit.

Veterans, who remain in a probationary status for more than two terms without improvement in their academic standing, will not be certified without verification that the student has been counseled concerning consequences of further violations of the college's academic or progress policy.

Location: Student Services A (SSA-213)
Telephone: (909) 389-3370

STUDENT CLASSIFICATIONS

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

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

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

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

FEES

As a publicly supported community college, Crafton Hills College provides quality education at a low-cost. All fees are subject to change. Consult the schedule of classes for the current listing of fees and other costs. People who are not legal residents of California must pay the current non-resident tuition fees. Below lists a sample of various types of fees:

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

REFUNDS

If a class is cancelled you will automatically be mailed a refund of the enrollment fees for any classes cancelled by the college. If the class is your only class for the term, you will also receive a refund of the health/accident fee. To receive a refund of the parking fee, you must request a refund in the Communications Office (LADM-221) and attach the parking decal to the refund form. To receive a refund of the ASB, complete a "Request for Refund," attach the ASB sticker to the form. Turn in this form and the sticker to the Student Services Office, located in SSA-306.

If you drop a class BEFORE the first day of the term, you will automatically be mailed a refund of the enrollment fees. If you wish to receive a refund of the parking fee, you must request a refund in the Communications Office (LADM-221) and attach the parking decal to the refund form. To receive a refund of the ASB, complete a "Request for Refund," attach the ASB sticker to the form. Turn in this form and the sticker to the Student Services Office, located in SSA-306. There is a \$10 refund-processing fee. Refunds of less than \$15 will not be processed.

If you drop a class AFTER the first day of the term and within the first 10% of the term, you will automatically be mailed a refund of the enrollment fees. There is a \$10 refund-processing fee. Refunds of less than \$15 will not be processed.

If you WITHDRAW from the COLLEGE you are eligible for a refund of enrollment fees if you withdraw during the first 10% of the term. To be eligible for a refund of the other fees, you must withdraw PRIOR to the FIRST day of the term. There will be a \$10 processing fee.

- You are not eligible for a refund if you drop a class AFTER the first 10% of the term.
- If you are dropped by the INSTRUCTOR you are NOT entitled to a refund.

ALLOW 6 - 8 WEEKS FOR ALL REFUND CHECKS.

If you wish to apply the refund credit toward registration in another class, you must submit the drop and add forms at the same time.

ALL OTHER FEES ARE NON-REFUNDABLE AS OF THE FIRST DAY OF CLASS.

FINANCIAL AID/LOANS, GRANTS AND WORK STUDY

The Financial Aid Office helps students seeking financial aid to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees, books, transportation and partial living expenses. Students may be working and still qualify for financial assistance. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please ask for a copy of the Crafton Hills College loan policy in the Financial Aid Office.) Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be mailed to the federal processor after January 1, but no later than the last day of the previous spring semester, in order to ensure funds will be available for the beginning of fall semester in August. After receiving the FAFSA, the federal processors will forward a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on Part II of the SAR and return it to the Federal Student Aid Programs at P.O. Box 7004, Mt. Vernon, IL 62864. If no changes are necessary, the student should keep the SAR for his/her records. Students are not required to submit the SAR to the Financial Aid Office. It is important, however, that all requested documentation be returned as soon as possible. Financial Aid awards are made only *after* a student's file is complete. On-time applicants (those who have complete applications by the last day of the previous spring semester and who have returned all requested materials) can expect to receive a financial aid award letter by July. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes for which aid is received. The Financial aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office. For information call (909) 389-3223.

TYPES OF FINANCIAL AID

1. BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

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

2. CAL GRANTS

The California Student Aid Commission offers three grants for which Crafton Hills College students are eligible to apply. The deadline to apply for these programs for the following year is March 2 and September 2. Students interested in this program must meet the published deadline; no exceptions are made. To apply students must complete the Free Application for Federal Student Aid (FAFSA) and a GPA Verification form (both forms are available in the Financial Aid Office).

3. FEDERAL PELL GRANT PROGRAM

Crafton Hills College participates in the Federal Pell Grant Program, which provides federal grants of approximately \$4,050 per year for students, depending upon the financial ability of the family and/or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office. Students may apply for a Federal Pell Grant any time after January 1, 2005 until June 1, 2006.

4. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Crafton Hills College participates in the Federal Supplemental Educational Opportunity Grant program, which provides federal grants to a maximum of \$1,500 per year for students who qualify. The average grant at Crafton Hills College is \$500. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

5. FEDERAL WORK STUDY

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

6. FEDERAL FAMILY EDUCATION LOAN PROGRAM

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Crafton Hills College students may borrow between \$500 and \$3,500 based on their need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after ceasing at least half-time enrollment, a variable interest rate (In 2005/2006 the interest rate is 4.70% for those in repayment. Interest rates change every July 1st, not to exceed 8.25%) begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan. To apply for a loan under the Federal Family Education Loan Program, a student must complete a Free Application for Federal Student Aid (FAFSA) and attend an "entrance interview" with a member of the Financial Aid staff. Students may come to the Financial Aid office to receive a copy of the student loan policy.



SECTION III

Instructional Programs

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

GENERAL EDUCATION

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

General Education Philosophy

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

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

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

TRANSFER PROGRAMS

Students may take a program of lower division studies at Crafton Hills College that will qualify them for junior standing at most four-year colleges and universities in the United States. However, since the specific requirements of different institutions vary widely, students should become familiar with the requirements of the particular program at the four-year college of their choice and plan their programs to meet those requirements. See Section VIII for more specific information.

OCCUPATIONAL PROGRAMS

Crafton Hills College offers a 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 education attained. For listings and descriptions of specific programs, see Sections on *Associate Degree Programs*, *Transfer Programs* and *Course Descriptions*.

EVENING COLLEGE

The college offers a wide range of courses during the evening hours. These offerings make it possible for students who 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, upgrade work skills, work toward an associate degree or engage in studies which offer personal development and enrichment.

DISTRIBUTED EDUCATION

The mission of the Distributed Education Office of the San Bernardino Community College District is to expand access and provide greater flexibility to distant learners utilizing current and new technologies to deliver quality educational opportunities and to facilitate the attainment of students' personal and academic goals. Students enroll in distributed education courses at normal registration times, by mail or through telephone registration. For additional information, call the Distributed Education Office at (909) 384-4325.

Telecourses

Telecourses air over KVCR-TV, Channel 24 locally, but the channel may vary depending on your cable/television provider. Students who enroll in these courses attend a minimum of five on-campus orientation meetings, discussion sessions, or special lectures. Students also take their examinations during the on-campus session. The content of the course taught is via television, textbooks and specially prepared guides that complement the TV lectures.

Online Computer Courses

Online courses require students to have access to a computer connected to the Internet. Certain online courses also require a CD-ROM drive and sound output (such as headphones or speakers). Online classes usually have several on-campus meetings, but the rest of the learning activities are mediated through the computer and the Internet. Please check the current class schedule for information on the online courses being offered, or <http://learnonline.sbccd.cc.ca.us/disted> for links to Distributed Education courses and the college.

COOPERATIVE WORK EXPERIENCE EDUCATION

Crafton Hills College offers working students the opportunity to receive two, three or four units per semester based upon their employment. Students working ten hours a week in paid positions or eight hours a week in volunteer positions are eligible for two units. Students working fifteen hours a week in paid position or twelve hours a week in volunteer positions are eligible for three units. Students working twenty hours a week in paid positions or sixteen hours a week in volunteer positions are eligible for four units.

With the support and cooperation from the student's supervisor and the Work Experience Coordinator, each student will learn to establish and accomplish well-defined objectives in the work place, develop work ethics and gain an insight into interpersonal skills necessary to succeed.

Occupational Work Experience is offered to students who are currently working in one of the following majors: Accounting, Administration of Justice, Allied Health, Business Administration, Child Development, Computer Information Systems, Emergency Medical Services, Fire Technology and Marketing. Two to Four units may be taken each semester for a maximum of sixteen units, all of which may be used to meet elective requirements for an associate's degree. The occupational work experience units are transferable to CSU.

Students may earn two to three units per semester for a total of six units and need not be enrolled in a related course for General Work Experience. Up to six units may be used toward the elective requirements for an associate's degree. Both Occupational and General Work Experience require students to enroll in and maintain at least seven units, including the work experience, throughout the semester. In addition, students must attend one class meeting during the first two weeks of school and meet once individually with the coordinator. Classes are offered on Monday and Thursday afternoons from 1:00-3:00 p.m. and again in the evening from 5:00-7:00 p.m.

WORKFORCE AND ECONOMIC DEVELOPMENT

This department focuses on the college mission of economic development. Striving to enhance economic opportunities, this department responds to the needs of businesses and the community by providing a full range of services designed to improve employee performance and to foster growth. Programs include:

- Workforce Development

As an alternative to the college's regular occupational programs, the Workforce Development program provides a variety of fee based classes aimed at helping people find employment. Courses are provided on a contract basis and are not academic equivalents to regular credit classes. Workforce Development programs at Crafton Hills College provide an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment. Specific class offerings are not included in the college catalog, but a list of offerings is available each semester under the Workforce Development section of the schedule of classes. Information on how to register and the fee for each class is also included in the college schedule of classes.

- Customized Education and Training

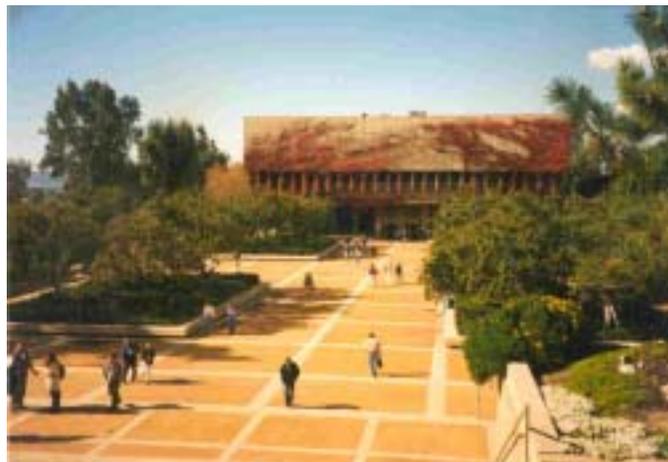
Local business, industry, and government agencies can receive a cost effective, flexible and high quality educational service. Customized training provides employers flexibility in developing employee skills. The process includes assessment, developing solutions, implementing programs/training and follow-up and evaluation.

- Economic Development

The three main goals include:

1. To coordinate a community college response to meet workforce needs that attracts, retains, and expands businesses.
2. To develop strategic public and private sector partnerships.
3. To identify, acquire and leverage resources to support local economic development.

Information on any of the above programs can be obtained in the Instruction and Economic Development Office or by calling (909) 389-3216.



excellence





SECTION IV

Academic Information

PREREQUISITES, COREQUISITES AND DEPARTMENTAL RECOMMENDATIONS

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

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

Prerequisite/Corequisite Challenge Process

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

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

7. The student seeks to enroll in a course which has a prerequisite established to protect students' health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

CANCELLED CLASSES

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

OPEN CLASSES

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

WITHDRAWAL FROM CLASSES OR FROM THE COLLEGE

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

If you withdraw or are dropped from a course before the end of the 14th week (or 75% of a term/course, whichever is sooner), you will receive no evaluative grade. The letter "W" will be recorded on your transcript, indicating "Withdrawal." This symbol carries no evaluation; it is a clerical notation that you were enrolled in the course and withdrew or were 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 according to the grading system of the college.

STUDENTS SHOULD NOT RELY ON INSTRUCTORS TO DROP OR WITHDRAW THEM

Failure to officially drop or withdraw by the drop deadline may result in the assignment of an "F" (Failing) grade.

CLASS ATTENDANCE

It is the student's responsibility to attend classes regularly and on time. **Students who do not attend the first class session may be dropped from the class at the discretion of the instructor.** However, it is each student's responsibility to officially drop any class they do not attend or stop attending. An instructor may drop you from a class for excessive absences. Reinstatement is the prerogative of the instructor but must occur prior to the last date to add.

GRADING SYSTEM (Education Code: 55758)

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

Evaluative Symbols	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least a "C") Note: Units awarded as CR are not counted in GPA	0
NC	No Credit (less than satisfactory or failing) Note: Units awarded as NC are not counted in GPA.	0

Non-Evaluative Symbols	Definition	Comments
I	Incomplete	Instructor initiated. See section on Incompletes
W	Withdrawal	Student or instructor initiated.
IP	In Progress	Assigned for classes which continue across semester and/or intersessions dates.
RD	Report Delayed	Assigned by the Admissions & Records Office only when grades are not recorded but the term is completed.

Grade Changes

Individual course instructors are responsible for assigning grades. In the absence of mistake, fraud, bad faith, or incompetence, the determination of the student's grade by the instructor is final (SBCCD Board Policy 4234). Grades may not be changed for any reason or under any circumstance after 36 months from the end of the term in which the grade was assigned (SBCCD Board Policy 4230).

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. After the deadline, the only justification for a change from Credit/No Credit to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process (SBCCD Board Policy 4231).

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. However, if you have completed courses for Credit ("CR") and subsequently declared a major in that course of study, the rule may be waived.

A student must earn a grade of "C" or higher to be granted credit (CR) for a course.

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

Incompletes

An incomplete or "I" symbol will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified emergency. The instructor must complete the Reporting an Incomplete form available from the Admissions and Records Office. The form must include the instructor's statement of what the student must do to complete the course and what grade the student will receive if the required work is not completed within one year from the end of the semester in which the "I" is assigned. The Admissions & Records Office will notify the student of the "I" and keep a copy of the form on file. The student cannot register into the same course until the "I" has been removed by the instructor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time for completing the work has passed.

HONORS

Recognition

Scholastic achievement, leadership, service, and character are recognized by Crafton Hills College through a variety of honors and awards. The majority of these are sponsored by college and campus organizations; however, a number are made possible by community organizations and interested citizens.

Honor Lists

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

Dean's List: Students who complete a semester completing 12 or more units who achieve a grade point average (GPA) of 3.5 or above.

Honor's List: Students who complete a semester completing 6 – 11.9 units who achieve a GPA of 3.5 or above.

Honors At Graduation

A student's GPA is calculated by dividing the total grade points by the total units attempted. Credits earned from other institutions will be included with the credits earned at CHC when calculating the student's cumulative GPA for graduation.

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

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

Honors at Commencement

Students with a cumulative GPA of 3.5 or higher at the end of the preceding fall term will be eligible to participate in the Commencement Ceremony as honor students. However, students must maintain a cumulative GPA of 3.5 or higher to be eligible to graduate with one of the above honor classifications.

UNITS OF CREDIT

Academic work at Crafton Hills College is measured in units of credit. In general, to earn one unit of credit, a student attends a lecture class that meets one hour a week; a laboratory class that meets two or three hours a week; or clinic, field, or work experience for five hours a week. An exception to this rule is credit by examination. A student may earn credit by examination by demonstrating in a test situation a mastery of a particular subject area.

CREDIT BY EXAMINATION

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

- The student must submit evidence of extensive background and/or experience in the subject area to the instructor of the course.
- The student must have completed twelve (12) or more units at Crafton Hills College or be a permanent employee of the San Bernardino Community College District.
- The student must be enrolled in the college during the semester in which the examination is taken.
- The student must have the approval of a full-time instructor in the discipline.

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

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 seven units of Credit (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 LIMITATIONS

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

CLASS LEVEL OF STUDENTS

Students are classified according to the number of units they have successfully completed. Students who have completed fewer than thirty units are considered freshmen; thirty or more, sophomore; students who have completed more than sixty units are classified as special students.

EXAMINATIONS

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

FINAL EXAMINATIONS

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

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

REPEATING COURSES

Students who receive a substandard grade (e.g. D, F, NC) in a course may repeat that course once. Only the units and the grade for the course taken the second time will be used to compute the student's GPA and to count for degree or certificate requirements. Students who receive an "incomplete" (I) in a course may not repeat that course until a letter grade for that course has been recorded. Students may repeat a course for which they received a standard grade (e.g. A, B, C, CR) one time only upon petition approval. Students must establish circumstances that justify such repetition. Grades issued for repeating a course under this petition process **will not be counted** in the computation of the GPA.

Grades, once entered on a student's academic record remain permanent unless changed by the instructor of record or pursuant to Education Code Section 76224. No grade will be changed after 36 months. Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record pursuant to Administrative Code, Title 5, Section 55761. Prior course repetition actions by other accredited colleges may be honored when a student's permanent record is reviewed for degree or certificate requirements.

OPEN ENTRY/OPEN EXIT COURSES

Students completing less than 75% of the work or time required in an open entry/open exit course will be given a grade of "W," which will be included in completion-ratio calculations. Students completing 75% or more of the work or time required will be assigned the grade earned, i.e., "A", "B", "C", "D", "F", "CR" or "NC."

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Students of Crafton Hills College may alleviate certain previous substandard academic and skills training performance which is not reflective of present demonstrated abilities in accordance with the following educational principles and procedures. Academic renewal without course repetition may be accomplished by submission of a petition to the appropriate campus committee. A student may petition to have any substandard grades for courses taken during two consecutive semesters of attendance at any accredited college eliminated from the computation of the total grade point average, not to exceed a total of thirty (30) units. Students submitting such petitions must have been enrolled and must have completed 24 units of college work at any accredited college with a grade point average of 2.5 or better subsequent to the semester being petitioned. The semester(s) under consideration must have been completed at least two semesters prior to the time of submitting the petition. Neither grades nor courses will be "taken off" the student's record. Instead, courses under consideration will be indicated and annotated accordingly on the student's permanent record. The student's permanent records from other institutions will not be altered. The student may not request for Academic Renewal more than once.

Petition for Special Privileges Procedure

Students may obtain further information and/or forms regarding the appeals process from the Counseling Center, SSB-201 or the Student Services Office, SSA-306. The completed petition must include:

1. The reason for the petition
2. A concise statement that may justify the granting of the petition
3. Any documentation that may support the granting of the petition

PROBATION AND DISMISSAL

Standards For Probation (Education Code: 55754)

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

- **Academic Probation:** A student who has attempted at least 12 units and has earned a GPA below 2.0
- **Progress Probation:** A student has enrolled in at least 12 units and has received a **W, I, or NC** in 50% or more of all units enrolled.

Removal From Probationary Status (Education Code: 55755)

- Academic Probation: Removed when the student's accumulated GPA is 2.0 or higher.
- Progress Probation: Removed when the percentage of units (in which **W, I, or NC** was earned) drops below 50%.

Counseling Requirements

When a student earns a grade point average of less than 2.00 while on either academic or progress probation, he/she will not be allowed to register until after having met with a counselor for class scheduling approval.

Standards For Dismissal (Education Code: 55756)

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment in the fall semester followed by the spring semester (e.g., the fall semester of 2003-2004 followed by the fall semester 2004-2005 shall be considered consecutive if the student was not enrolled in the spring semester of 2004-2005). 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 2.0 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 Privilege with the Student Services Petitions Committee. Petitions are available from the Admissions & Records Office (SSA-213).
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.

CATALOG RIGHTS FOR GRADUATION (Education Code: 40401)

Continuous Attendance and Graduation

Students in continuous attendance at Crafton Hills College or students who have a break in attendance of fewer 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.

GRADUATION REQUIREMENTS

Degrees

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

Continuous Attendance

Graduation requirements contained in this catalog apply to students initially enrolled during the 2005-2006 college year.

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

Multiple Degrees

• **First degree from Crafton Hills College**

Students seeking additional degrees after having previously received an associate degree from Crafton Hills College may qualify for an additional degree if they meet the following requirements:

1. Complete the minimum requirements for the second major.
2. Achieve a minimum grade point average of 2.0 for all units attempted in pursuit of the second degree.

• **First degree from another college**

Students seeking additional degrees after having previously received an associate degree from another college may qualify for graduation with the following requirements:

1. Complete those general education requirements for which equivalents have not been completed.
2. Meet the minimum requirements of the major.
3. Complete a minimum of 12 units in residence at Crafton Hills College.
4. Achieve a grade point average of 2.0 or above for all units attempted in the pursuit of the second degree.

Application for Graduation

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

APPLICATION DEADLINES:

- **Fall** **October 1st**
- **Spring** **March 1st**
- **Summer** **July 1st**

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

Course Waivers and Substitutions

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

Commencement Ceremony

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

Diplomas and Certificates

• **Diplomas**

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

• **Certificates**

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



challenges

SECTION V

Student Information and Services

A team of committed professionals will assist you to achieve your educational and training goals. Listed below are descriptions of services and student information available.

ACADEMIC SUPPORT SERVICES

Support Services

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

- **Library**

Located at the center of the campus, the Library supports the teaching program of the college with more than 63,000 book titles, a collection of on-line programs, 1,200 videos, 1,700 music tapes and 20 Internet computers. The on-line programs include Groves Dictionary of Art and Music, Encyclopedia Britannica, The Opposing Viewpoints, collection of e-books, the on-line card catalog and ProQuest (a subscription to 1,100 full-text periodicals). Many of these on-line programs are available from your home; passwords for those programs are available in the library.

Your student ID is your Library Card. In addition to the Crafton Hills College Library Card you may pick up the IEALC (Inland Empire Academic Library Cooperative Card) that will allow you access to several local colleges and universities. The IEALC card will allow our students to check out materials in 20 other college libraries throughout the Southland. Local community members are also welcomed and may request a library card for the College library. We also allow community members the right to use and check out library resources.

During the Fall and Spring Semester the library is open from:

7:30 a.m. – 10:00 p.m. Monday – Thursday

7:30 a.m. – 4:00 p.m. Friday

9:00 a.m. – 1:00 p.m. Saturday

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

- **Learning Center (TLC)**

Various academic support services are provided for students and faculty through The Learning Center (TLC), located on the third floor of the Library building. Both a Math Center and a Writing Center are housed here, providing student support service in those areas. In the TLC, students can enroll in self-paced classes in reading or study skills, have access to computers, engage in tutoring for various subjects, have exams proctored and practice language drills. In addition, TLC provides access to instructional audio or video tapes. Students facing challenges in their course work are encouraged to visit TLC early and often. For more information call (909) 389-3312.

COUNSELING

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

Educational Counseling

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

Career Counseling

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

Personal Counseling

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

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

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

Location: Student Services Building (SSB-201)

Telephone: (909) 389-3366

Email: counseling@craftonhills.edu

MATRICULATION SERVICES

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

1. **Admission** – A uniform process of application and registration assures equitable student access to the educational offerings of the college.
2. **Orientation** – Through orientation sessions provided by the counselors new students to Crafton Hills College are introduced to the College's programs, services, academic regulations, and expectations. Students also develop a first year Student Educational Plan.
3. **Assessment** – Multiple measures including a standardized assessment of skill proficiency in reading, mathematics and English are used to assist with placement into courses in these areas or courses which have pre-requisites in reading, mathematics or English. The assessment process is also used as one method to meet the graduation proficiency in reading.
4. **Counseling and Advisement** – Beginning the first semester, each student will meet with a counselor to initiate a Student Educational Plan (SEP) that outlines the appropriate courses needed to reach the student's identified educational goal. The student will meet with a counselor on an ongoing basis to revise and/or update the SEP, as necessary.
5. **Follow-up** - The faculty at Crafton Hills College use an "Early Alert" process to monitor student's progress in courses. Students who are identified as needing additional support are contacted by the Counseling office or Student Success program to provide advise and assistance to resolve their difficulties. Students are also encouraged to utilize the services of The Learning Center (TLC).

Exemption Criteria

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

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

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

TRANSFER AND CAREER SERVICES

Transfer Center

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

Location: Student Services Building (SSB-201)

Telephone: (909) 389-3366

Email: careercenter@craftonhills.edu

Career Center/Job Referral Service

The Career Center provides specialized services and information to assist students with career planning. The Career Center assists students in the areas of career assessment, career exploration, labor market statistics and information about the training and education required for many career choices. Information regarding careers is available through web based career search applications, workshops and the career fair. Assessment in career interests and work values are provided as an aid to the career decision-making process. Web based occupation information which contains information on local, state and national trends, salaries and skills. Some of this information can be accessed by students from their home computers.

A job referral service is provided to students on campus and in the community. Students seeking employment are encouraged to visit the Career Center frequently to have access to new job listings through the Center.

Location: Student Services Building (SSB 201)

Telephone: (909) 389-3366

Email: transfercenter@craftonhills.edu

STUDENT SUCCESS PROGRAM

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

Location: Student Services Building (SSB 201)

Telephone: (909) 389-3366

Email: studentsuccess@craftonhills.edu

HEALTH AND WELLNESS CENTER

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

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

Mental Health Services: Crisis intervention, short-term psychotherapy, support groups, stress assessments and counseling.

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

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

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

Location: Student Services Building (SSB-101)

Telephone: (909) 389-3272

STUDENT ACTIVITIES

Associated Students of Crafton Hills College

The Associated Students of Crafton Hills College (ASCHC) is recognized by the San Bernardino Community College District Board of Trustees and the administration of Crafton Hills College as the representative body for students in the governance of the College and the District. Membership is open to all students. Many student activities and other membership benefits, including discounts at local businesses and the college bookstore, are provided through the sale of ASB cards.

The governing body of ASCHC is the Student Senate. The Senate oversees all student activities and is responsible for budgeting and allocating Student Body funds, Student Center Fee funds, and Student Representation Fee funds. Officers are elected in the spring for one-year terms. Senate meeting times and agendas are posted in the Senate Office, next to the Cafeteria/Student Center.

In addition to supporting various student activities and events on campus, the Student Senate sponsors and supports special-interest clubs and organizations. Some of the active organizations are:

- Beta II (Respiratory Therapy Club)
- Crafton Hills Arts League
- Alpha Gamma Sigma (AGS)
- Child Development and Education Club (CDEC)
- Voice Your Choice
- Golf Club
- Crafton Hills College Jazz Festival Club
- Student California Teachers Association (SCTA)
- Inland Empire Star Wars Society
- Society of Alternative Faiths (SAF)
- Dynasty of Poetry
- Beep Beep
- Baroque Society
- Movimiento Estudiantil Chicano de Aztlan (MEChA)
- Black Student Union (BSU)
- Gay and Lesbian Alliance (GALA)
- Terrestrial Investigation Club (TIC)
- Campus Christian Club (CCC)

For information and club meeting times, call or visit the Student Senate Office, located next to the Cafeteria, on the west end of the campus.

The Student Senate Office sells discounted tickets to amusement parks and Omnitrans Bus passes and Associated Student Body (ASB) cards. Fax service for students is also available in the office (contact the Senate Office for rates and more details). In addition, students may obtain their student I.D. cards in the Student Senate Office.

Location: Student Center (SC 107)

Telephone: (909) 389-3410

Email: mcole@craftonhills.edu

CAFETERIA

Crafton Hills College's Cafeteria features homemade Killer Chili, banana bread, fresh baked cookies, and cornbread. Fresh salads and fruit are available. We offer a variety of hot and cold sandwiches and, of course, all types of burgers and fries. Breakfast and lunch specials are also available. Our hours are Monday-Thursday 7:30 a.m.-5:00 p.m. and Friday 7:30 a.m.-2:00 p.m.

Location: College Center

Telephone: (909) 389-3376

BOOKSTORE

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

Location: Bookstore (BK-101)

Telephone: (909) 389-3250

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

DISABLED STUDENT PROGRAMS & SERVICES (DSP&S)

Crafton Hills College offers a comprehensive program of support services to students with disabilities. Students who have physical or learning disabilities are eligible for services, which are provided according to individual need. Services include priority registration, special parking, tram services and tutors. In addition, specialized counseling, career and program guidance and community liaison activities are available. Office hours are Monday-Thursday 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 4:00 p.m.

Location: Student Services Building (SSB-108)

Telephone: (909) 389-3325 or TTY (909) 794-4105

Email: mliceri@craftonhills.edu

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

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

Some of the services offered are:

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

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

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

Contact the EOPS Office, Room SSA-307 or call (909) 389-3239 for more information.

Cooperative Agencies Resources for Education (CARE Program)

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

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

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

For more information, please visit the EOPS Office, Room SSA-307 or call (909) 389-3239.

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY FOR KIDS (CalWORKs PROGRAM)

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

Location: Student Services A (SSA-307)

Telephone: (909) 389-3239

Email: rchavira@craftonhills.edu

FINANCIAL AID

The Financial Aid office helps students seeking financial aid to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees, books, transportation and partial living expenses. Students may be working and still qualify for financial assistance. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please ask for a copy of the Crafton Hills College loan policy in the Financial Aid Office.) Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be mailed to the federal processor after January 1, but no later than the last day of the previous spring

semester, in order to ensure funds will be available for the beginning of fall semester in August. After receiving the FAFSA, the federal processors will forward a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on Part II of the SAR and return it to the Federal Student Aid Programs at P.O. Box 7004, Mt. Vernon, IL 62864. If no changes are necessary, the student should keep the SAR for his/her records. Students are not required to submit the SAR to the Financial Aid Office. It is important, however, that all requested documentation be returned as soon as possible. Financial aid awards are made only *after* a student's file is complete. On-time applicants (those who have complete applications by the last day of the previous spring semester and who have returned all requested materials) can expect to receive a financial aid award letter by July. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes for which aid is received. The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office. For information call (909) 389-3223.

TYPES OF FINANCIAL AID

1. BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

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

2. CAL GRANTS

The California Student Aid Commission offers three grants for which Crafton Hills College students are eligible to apply. The deadline to apply for these programs for the following year is March 2 and September 2. Students interested in this program must meet the published deadline; no exceptions are made. To apply students must complete the Free Application for Federal Student Aid (FAFSA) and a GPA Verification form (both forms are available in the Financial Aid Office).

3. FEDERAL PELL GRANT PROGRAM

Crafton Hills College participates in the Federal Pell Grant Program, which provides federal grants of approximately \$4,050 per year for students, depending upon the financial ability of the family and/or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office. Students may apply for a Federal Pell Grant any time after January 1, 2005 until June 1, 2006.

4. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Crafton Hills College participates in the Federal Supplemental Educational Opportunity Grant program, which provides federal grants to a maximum of \$1,500 per year for students who qualify. The average grant at Crafton Hills College is \$500. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

5. FEDERAL WORK STUDY

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

6. FEDERAL FAMILY EDUCATION LOAN PROGRAM

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Crafton Hills College students may borrow between \$500 and \$3,500 based on their need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after ceasing at least half-time enrollment, a variable interest rate (In 2005/2006 the interest rate is 4.70% for those in repayment. Interest rates change every July 1st, not to exceed 8.25%) begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan. To apply for a loan under the Federal Family Education Loan Program, a student must complete a Free Application for Federal Student Aid (FAFSA) and attend an "entrance interview" with a member of the Financial Aid staff. Students may come to the Financial Aid office to receive a copy of the student loan policy.

Location: Classroom Building (CL 214)

Telephone: (909) 389-3242

CHILD DEVELOPMENT CENTER

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

- Child care for preschool aged children
- State of the art developmental & educational program
- Reduced fees available to qualifying families
- AM & PM State Preschool program (FREE to qualifying families)
- Educated and highly trained staff
- Beautiful indoor and outdoor environments
- Full and part-time space available
- Open 7:00 a.m. to 5:30 p.m. Monday through Friday

Location: Child Development Center (CDC)

Telephone: (909) 389-3400

Email: mmclaren@craftonhills.edu

ATHLETICS

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

HOUSING

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

VETERANS EDUCATIONAL BENEFITS

Crafton Hills College is fully approved for the training of students under the various government educational programs for veterans and eligible dependents of deceased or disabled veterans. After completing an application for admission, a veteran wishing to attend on one of the VA assistance bills should complete all necessary forms in the Admissions and Records Office.

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

The load requirements (FALL and SPRING) for Chapter 30 (Montgomery GI Bill), for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), or Chapter 35 (Dependents' Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve; Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve):

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

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

Veterans taking a course that lasts less than a semester will be paid only for the actual enrollment period. If the veteran receives an "F" or "W" grade for non-attendance, he or she will be liable to repay the VA from the date he or she stopped participation in the class. Continuing and returning students who were previously enrolled for VA assistance and wish to continue to receive benefits must submit a request for VA Educational Benefits Form to the Admissions and Records Office each semester. It is the veteran's responsibility to promptly notify the Admissions and Records Office of any change of program, which would affect his or her VA assistance.

Veterans may be awarded 7 units of credit for the healthful living, and physical education requirement of graduation by submitting a copy of their DD214, verifying 180 days active military duty, to the Veteran's Counselor. Students who are on active military duty and have completed boot camp may apply to receive the credit.

Veterans, who remain in a probationary status for more than two terms without improvement in their academic standing, will not be certified without verification that the student has been counseled concerning consequences of further violations of the college's academic or progress policy.

Location: Student Services A (SSA-213)

Telephone: (909) 389-3370

COMPUTER USE

Crafton Hills College owns and operates a variety of computer systems for use by its faculty, students, and staff. Crafton Hills College encourages the use of its computer systems for education, academic development, public service, and other approved purposes. When using Crafton Hills College computer systems, all users are required to abide by the policy established by the Governing Board and use the system in an ethical and lawful manner.

Crafton Hills College does not currently block access to, nor filter the Internet. However, Crafton Hills College reserves the right to employ filters and/or software to limit access to undesirable sites and/or unsolicited materials.

CELL PHONE USE

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

STUDENT PRIVACY RIGHTS -

Family Educational Rights & Privacy Act (FERPA)

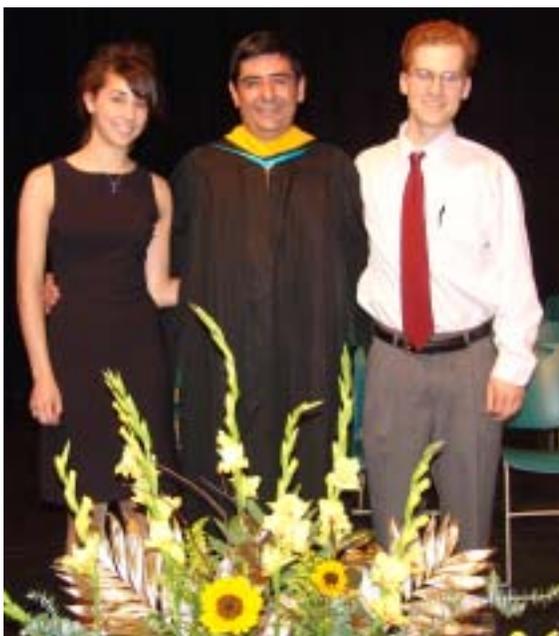
Federal and state law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or written consent of the student. Crafton Hills College maintains a student record for everyone admitted; it contains the request for admission, transcripts of college work attempted, semester class enrollment data, placement test data, and requests for financial aid while attending college, student health information, and VA authorization benefit forms. The college does not maintain a public directory.

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

Students may challenge the content of records by filing the proper petition per board policy 5045.

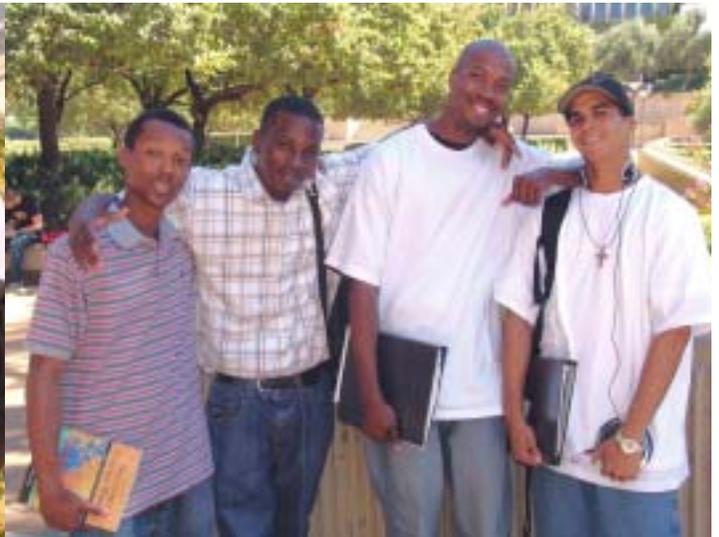
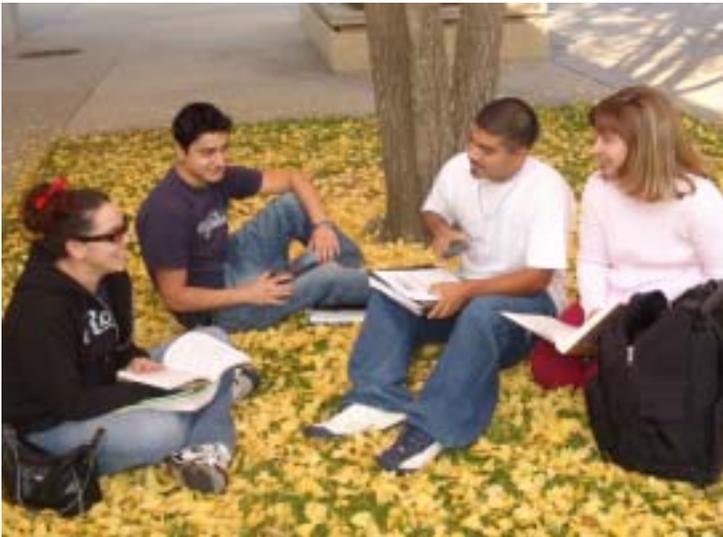
To view the entire FERPA text, please visit www.ed.gov

achievement





friendship



SECTION VI

Policies, Regulations and Procedures

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

DISCRIMINATION AND HARRASSMENT

Crafton Hills College is committed to the achievement of equal educational opportunity. All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as by the San Bernardino Community College District, and will not be tolerated. The college is committed to providing an academic and work environment that respects the dignity of individuals and groups. The college shall be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

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

Any student or employee who believes that he or she has been harassed or retaliated against in violation of district policy should immediately report such incidents by following the procedures described in *Discrimination and Harassment Investigations*, AR 3435 (SBCCD Board Policy 3430).

STANDARDS OF STUDENT CONDUCT

In the Classroom

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

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, and not being loud, boisterous or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, being respectful and not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college are grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class and/or possible expulsion from the college.
4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.
5. **Student's Rights.** All students have a right to due process. If a classroom conflict occurs, the student must first discuss the problem with the instructor. If there is no resolution of the conflict the student should follow the procedures detailed in SBCCD Board Policy 5530, *Student Grievances*.

On the Campus

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

Board Policy 5500 - Student Conduct

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

1. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of authority or persistent abuse of college personnel.
2. Assault, battery or any threat of force or violence upon a student, campus visitor or college personnel.
3. Willful misconduct which results in injury or death to a student, campus visitor, or college personnel; destruction, defacing, or otherwise harming any personal or real property owned by the SBCCD.

4. The use, sale, possession or the presence of anyone under the influence of an illegal substance; possession of any poison classified as such by Schedule D, Section 4160, of the Business and Professional Code.
5. The use or possession of alcoholic beverages on SBCCD property or at any college-sponsored event, or the presence of anyone under the influence of alcohol.
6. Willful or persistent smoking in any areas where smoking has been prohibited by law or by regulation of the SBCCD Board of Trustees.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college or college officials.
8. Forgery, alteration, or misuse of college documents, records or identification.
9. Violation of SBCCD or college regulations governing student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
10. Unauthorized entry to facilities or use of college supplies, equipment, and telephones.
11. Possession or use of any firearm, explosive device, dangerous chemical, or other deadly weapon while on SBCCD/college property or SBCCD/college sponsored event.
12. Driving of motorcycles and other off-road vehicles on SBCCD/college property, other than regular roads and parking lots.
13. Persistent, serious misconduct when other means of correction have failed to bring about proper conduct.
14. Obstruction of pedestrian and/or vehicular traffic while on SBCCD/college property or at college-sponsored events.

Types of Disciplinary Action

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

Probation: Suspension of the privilege to participate in extracurricular activities and certain other student privileges.

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

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

Faculty-Initiated Suspension

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

STUDENT GRIEVANCE PROCEDURE

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

Board Policy 5530 - Student Grievances

A. Cause

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

1. Any act of threat or intimidation;
2. Any harassment (sexual or other);
3. Any act of discrimination;
4. Any act of threat of physical aggression;
5. Any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures.

B. Grievance Regarding a Grade

Students who wish to initiate a grievance against an instructor regarding a grade issued to them by the instructor should be informed of the following provisions of State law:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

This means that no individual or group, whether acting on a grievance or in some other manner, has the authority to change a grade determined by an instructor unless persuasive evidence is presented indicating mistake, fraud, bad faith, or incompetency on the instructor's part. Accordingly, students are advised not to initiate a grievance involving grades unless it is accompanied by evidence of mistake, fraud, bad faith, or incompetency.

C. Time for Filing a Grievance Notice

The college president or designee may refuse to consider any grievance that is based on events, which occurred more than 180 calendar days prior to the date the grievance was filed. However, if the grievant did not know and did not have reason to know of the event when it occurred, the 180 calendar day time period shall begin as of the day the grievant learned, or reasonably should have learned, of the occurrence of the event. In absolutely no case, however, will the grievance be reviewed if it arises out of events which occurred more than one (1) calendar year prior to the date the complaint was filed.

The college president or designee may refuse to review any grievance filed by a person who is not a student at the time of filing of such grievance unless it was filed by a person who, although not a student at the time of filing, was a student within thirty (30) calendar days prior to the date on which the grievance was filed or was engaged in the process of registering to become a student at the time the allegations being grieved occurred.

A complete copy of Board Policy 5530, which includes the grievance and hearing procedures can be obtained in the Student Services Office (SSA-306).

CELL PHONE USE

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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; it contains the request for admission, transcripts of college work attempted, semester class enrollment data, placement test data, and requests for financial aid while attending college, student health information, and VA authorization benefit forms. The college does not maintain a public directory.

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

Students may challenge the content of records by filing the proper petition per Board Policy 5045.

To view the entire FERPA text, please visit www.ed.gov

LAWS TO HELP STUDENTS:

Title IX

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

Title II

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

REFUNDS

If a class is cancelled you will automatically be mailed a refund of the enrollment fees for any classes cancelled by the college. If the class is your only class for the term, you will also receive a refund of the health/accident fee. To receive a refund of the parking fee, you must request a refund in the College Police and Communications Office (LADM-221) and attach the parking decal to the refund form. To receive a refund of the ASB fee, complete a "Request for Refund" and attach the semester sticker to the form. Turn in this form and the sticker to the Student Services Office, located in SSA-306.

If you drop a class BEFORE the first day of the term, you will automatically be mailed a refund of the enrollment fees. If you wish to receive a refund of the parking fee, you must request a refund in the College Police and Communications Office (LADM-221) and attach the parking decal to the refund form. There is a \$10 refund-processing fee. Refunds of less than \$15 will not be processed. To receive a refund of the ASB fee, complete a "Request for Refund" and attach the semester sticker to the form. Turn in this form and the sticker to the Student Services Office, located in SSA-306.

If you drop a class AFTER the first day of the term and within the first 10% of the term, you will automatically be mailed a refund of the enrollment fees. There is a \$10 refund-processing fee. Refunds of less than \$15 will not be processed.

If you WITHDRAW from the COLLEGE you are eligible for a refund of enrollment fees if you withdraw during the first 10% of the term. To be eligible for a refund of the other fees, you must withdraw PRIOR to the FIRST day of the term. There will be a \$10 processing fee.

- You are not eligible for a refund if you drop a class AFTER the first 10% of the term.
- If you are dropped by the INSTRUCTOR you are NOT entitled to a refund.

ALLOW 6 - 8 WEEKS FOR ALL REFUND CHECKS.

If you wish to apply the refund credit toward registration in another class, you must submit the drop and add forms at the same time.

ALL OTHER FEES ARE NON-REFUNDABLE AS OF THE FIRST DAY OF CLASS.



COMPUTER USE

General Principle for Computer Use

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

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

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

Specifically Acceptable Uses

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

Unacceptable Uses

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

E-mail

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

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

Software Licensing

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

NOTE: All software should be assumed to be commercial unless otherwise noted. The district has the capability to electronically monitor the software install on all district computers. The district reserves the right to do this.

Individual Software Licenses

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

Username, Passwords, Personal Identification Numbers (PINS)

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

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

Data Security

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

DISTRIBUTION OF LITERATURE

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

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

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

ANIMALS/PETS ON CAMPUS

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

USE OF CAMPUS FACILITIES

The purpose of campus facility rentals is to provide for maximum use of the college facilities by students, employees, citizens, and citizen groups. The use of district facilities may not interfere with the normal educational activities of the college nor may the use of district facilities be inconsistent with the purposes of the college program.

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

COLLECTION AND RAISING OF FUNDS

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

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

STUDENT RIGHT-TO-KNOW

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

COLLEGE POLICE

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the total college community and the property of Crafton Hills College. In accordance with this policy, CHC maintains police and safety services 24 hours a day, 7 days a week.

- **FOR NON-EMERGENCIES:** Contact the College Police & Communications Office at (909) 389-3275. (For example, this would be the number to call in order to locate or turn in lost articles or to relay concerns for personal safety on campus.)
- **TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY:** Call 9-911 or "0" for College Police.

Crafton Hills College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police & Communications Office, located in LADM- 221.

PARKING CONTROLS AND TRAFFIC REGULATIONS

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

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

1. General

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

2. Traffic Regulations

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

3. Parking Regulations

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

4. Parking Permits

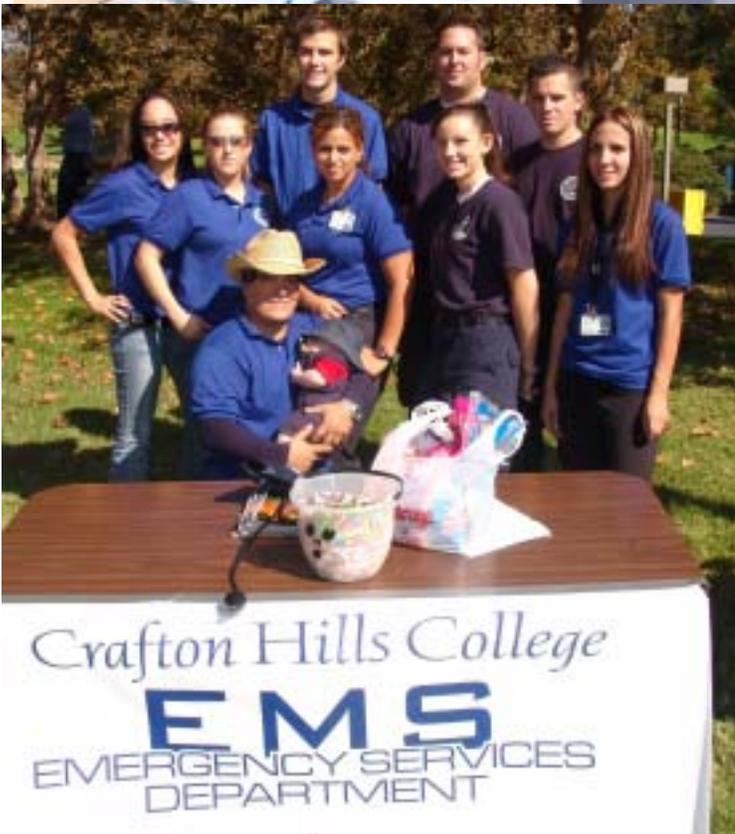
- A. Faculty and staff are required to have a current permanent parking permit (decal) or current parking ticket to park in staff lots. All persons using non-staff parking lots are required to have a current permit or a current parking ticket. Staff may purchase additional decals for their use.
- B.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

Annual permits	\$35.00
Semester	\$20.00
Summer	\$15.00
Daily parking	\$ 1.00

- D. Daily parking will be verified by a current San Bernardino Community College District parking ticket placed on the dashboard of the car. Additional non-staff and non-faculty permits will be charged at the same rate as the first permit.
- D. Permits for staff and faculty will be purchased in the Police Communications Office.
- E. Permits for students will be purchased in the College Police Office at SBVC and in the Police Communications Office at Crafton Hills College.
- F. If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.
- G. Refunds will be made only to students and only when the following conditions are met:
 1. That all classes in which the student is enrolled are cancelled by the college and the student is thus disenrolled from the college.
 2. That a portion of the decal bearing the number is returned to the College Police Office and
 3. That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).



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SECTION VII

Associate Degree Programs and Graduation Requirements

GRADUATION REQUIREMENTS

CATALOG RIGHTS FOR GRADUATION (Education Code: 40401)

CONTINUOUS ATTENDANCE AND GRADUATION

Students in continuous attendance at Crafton Hills College or students who have a break in attendance of fewer 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.

GRADUATION REQUIREMENTS

Degrees

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

Continuous Attendance

Graduation requirements contained in this catalog apply to students initially enrolled during the 2005-2006 college year.

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

MULTIPLE DEGREES

First degree from Crafton Hills College

Students seeking additional degrees after having previously received an associate degree from Crafton Hills College may qualify for an additional degree if they meet the following requirements:

1. Complete the minimum requirements for the second major.
2. Achieve a minimum grade point average of 2.0 for all units attempted in pursuit of the second degree.

First degree from another college

Students seeking additional degrees after having previously received an associate degree from another college may qualify for graduation with the following requirements:

1. Complete those general education requirements for which equivalents have not been completed.
2. Meet the minimum requirements of the major.
3. Complete a minimum of 12 units in residence at Crafton Hills College.
4. Achieve a grade point average of 2.0 or above for all units attempted in the pursuit of the second degree.

Application for Graduation

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

APPLICATION DEADLINES:

- **Fall** **October 1st**
- **Spring** **March 1st**
- **Summer** **July 1st**

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

Course Waivers and Substitutions

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

Commencement Ceremony

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

DIPLOMAS AND CERTIFICATES

Diplomas

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

Certificates

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



HONORS

Recognition

Scholastic achievement, leadership, service, and character are recognized by Crafton Hills College through a variety of honors and awards. The majority of these are sponsored by college and campus organizations; however, a number are made possible by community organizations and interested citizens.

HONOR LISTS

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

Dean's List

Students who complete a semester completing 12 or more units who achieve a grade point average (GPA) of 3.5 or above.

Honor's List

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

Honors At Graduation

A student's GPA is calculated by dividing the total grade points by the total units attempted. Credits earned from other institutions will be included with the credits earned at CHC when calculating the student's cumulative GPA for graduation.

Graduating with Honors

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

Graduating with Highest Honors

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

Honors at Commencement

Students with a cumulative GPA of 3.5 or higher at the end of the preceding fall term will be eligible to participate in the Commencement Ceremony as honor students. However, students must maintain a cumulative GPA of 3.5 or higher to be eligible to graduate with one of the above honor classifications.

ASSOCIATE DEGREES (AA and AS)

ASSOCIATE DEGREE PROGRAMS

Graduation Requirements for all associate degree options:

1. Completion of a minimum of 60 units acceptable college work with at least a "C" (2.0) or better grade point average.
NOTE: Courses numbered 900-999 are designated as non-degree applicable; however, units earned in these courses **DO COUNT** as student workload units. Courses numbered 001-299 are degree applicable.
2. Completion of twelve (12) semester units in residence at Crafton Hills College.
3. Demonstrated reading capability at the 12th grade level or higher on the Nelson-Denny reading test OR completion of READ 078X2, with a grade of "C" or better, OR a score of 85 or better on the reading portion of the placement test (Accuplacer) or equivalent scores or courses from another accredited institution.
4. Mathematics proficiency as demonstrated by achieving a passing score on the Mathematics Proficiency exam OR completion of MATH 090 (Elementary Algebra) or any higher level math course with a grade of "C" or better or an equivalent course from another accredited institution.
5. Writing competency as demonstrated by a grade of "C" or better in ENGL 015 (Preparation for College Writing) OR ENGL 101 (Freshman Composition), OR an equivalent course from another accredited institution.
6. The following restrictions apply to the 60 units required for graduation:
 - a. A maximum of **4 units** of physical education activities may be applied.
 - b. A maximum of **15 units** of credit (CR) grades may be applied. No course in the student's major or required for that major may be taken for credit (CR).
 - c. A maximum of **6 units** of reading and study skills courses numbered 001-099 may be applied.
 - d. A maximum of **16 units** of Occupational Work Experience or **6 units** of General Work Experience may be applied for elective credit ONLY.

The following additional requirement applies ONLY to Associate Degree Option #1.

7. Completion of a minimum of eighteen (18) semester units in a major discipline as identified by the college catalog. Students who have not yet selected a major field may graduate as a Liberal Arts major using Option #2.
Work Experience units may not be applied to the major.
Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring.

8. Completion of a minimum of twenty-six (26) units of general education must be distributed as indicated: three to four units in category A, two units in category B, and a minimum of six units in three of the following four categories (C, D, E, and F). A minimum of three units must be earned in the remaining category. No single course may be used to meet more than one general education requirement. However, courses taken to complete a major may also apply to general education.

- a. **English** (3-4 units)
ENGL 015 or 101
- b. **Physical Education/Nutrition/Health Education** (2 units)
HEALTH 102, 103, 263
PE/I, PE/T
PE 263
- c. **Natural Sciences** (3-6 units)
ANAT 101, 150, 151
ASTRON
BIOL
CHEM
GEOG 110/111, 114, 126
GEO
MICRO
OCEAN
PHYSIC
- d. **Humanities** (3-6 units) Students must take at least one course from section I:
 - I. ANTHRO 110
ART 100, 102, 105
ENGL 150, 152, 155, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275
FOREIGN LANGUAGE (including ASL)
HIST 160, 161, 170, 171
INTDIS 101, 102, 140
MUSIC 100, 103, 120, 134
PHIL
RELIG
SPEECH 120, 121
THART 100, 108, 109
 - II. **Applied Arts**
Art, Music, or Theatre Arts majors may not use applied courses to fulfill the Humanities requirements.

ART: All courses may apply except 100, 102, and 105

MUSIC: All courses may apply except 100, 103, 120, and 134

THART: All courses may apply except 100, 108, and 109

- e. **Social Sciences** (3-6 units)
- ANTHRO
 - CD 105
 - ECON
 - GEOG 120
 - HIST
 - JOUR 135
 - POLIT
 - PSYCH (except 055)
 - SOC
 - SPEECH 135, 174
- f. **Communication & Analytical Thinking** (3-6 units)
- BUSAD 100, 103, 105, 145, 155
 - CIS
 - ENGL 015, 101, 102, 120
 - JOUR 120
 - MATH (except 942, 952)
 - PHIL 103
 - SPEECH 100, 101, 111, 125, 140, 145, 155

ASSOCIATE DEGREE: OPTION #1 – DISCIPLINE - SPECIFIC DEGREES

ASSOCIATE OF ARTS

1. Completion of the general requirements for an associate degree (see requirements **1 through 8** on page 49).
2. Completion of a minimum of eighteen (18) units in one of the following discipline-specific programs. (Refer to the particular discipline for course descriptions and requirements for each major.)
 - a. Accounting
 - b. Administration of Justice
 - c. Anthropology
 - d. Art
 - e. Business Administration
 - f. Child Development
 - g. Communication
 - h. Economics
 - i. English
 - j. History
 - k. Music
 - l. Philosophy
 - m. Political Science
 - n. Psychology
 - o. Religious Studies
 - p. Sociology
 - q. Spanish
 - r. Theatre Arts

ASSOCIATE OF SCIENCE

1. Completion of the general requirements for an associate degree (see requirements **1 through 8** on pages 49-50).
2. Completion of a minimum of eighteen (18) units in one of the following discipline-specific programs. (Refer to the particular discipline for course descriptions and requirements for each major.)
 - a. Astronomy
 - b. Biology
 - c. Certified Respiratory Therapist
 - d. Chemistry
 - e. Computer Information Systems
 - f. Emergency Medical Services
 - g. Fire Technology
 - h. Geography
 - i. Geology
 - j. Mathematics
 - k. Physics
 - l. Radiologic Technology
 - m. Registered Respiratory Therapist

ASSOCIATE DEGREE: OPTION #2 – ASSOCIATE OF ARTS IN LIBERAL ARTS

The Option 2 associate degrees are general degrees designed for students who plan to attend a four-year college or university.

LIBERAL ARTS ASSOCIATE DEGREE OPTION 2A.

1. Completion of the general requirements for an associate degree (see requirements **1 through 6** on page 49).
2. Completion of the requirements for the *Intersegmental General Education Transfer Curriculum (IGETC)*. Refer to pages 61-62 of the catalog for the IGETC requirements.
3. Completion of a minimum of 2 units from the following: HEALTH 102, 103, 263, PE/I, PE/T, PE 263.

LIBERAL ARTS ASSOCIATE DEGREE OPTION 2B.

1. Completion of the general requirements for an associate degree (see requirements **1 through 6** on page 49).
2. Completion of the requirements for the *California State University General Education Breadth Requirements (CSU GE)*. Refer to pages 58-59 of the catalog for the CSU GE requirements.
3. Completion of a minimum of 2 units from the following: HEALTH 102, 103, 263, PE/I, PE/T, PE 263.

NOTE: With careful planning, the courses required for general education at Crafton Hills College (requirement number 8 on page 49) may also be used to complete either the IGETC or CSU GE requirements.

MAJORS

ASSOCIATE OF ARTS

- Accounting
- Administration of Justice
- Anthropology
- Art
- Business Administration
- Child Development
- Communication
- Economics
- English
- History
- Liberal Arts – CSUGE
- Liberal Arts – IGETC
- Music
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Sociology
- Spanish
- Theatre Arts

ASSOCIATE OF SCIENCE

- Astronomy
- Biology
- Certified Respiratory Therapist
- Chemistry
- Computer Information Systems
- Emergency Medical Services
- Fire Technology
- Geography
- Geology
- Mathematics
- Physics
- Radiologic Technology
- Registered Respiratory Therapist
- Respiratory Care

ACCOUNTING (AA)

Required Courses:

- ACCT 105, 209, 224 or 226 or 230
- BUSAD 100, BUSAD/SPEECH 145, BUSAD/SPEECH 155 or SPEECH 111 or SPEECH 140, BUSAD 213, BUSAD 230 or CIS 101
- MARKET 100
- MATH 108

ADMINISTRATION OF JUSTICE (AA)

Required Courses:

- ADJUS 101, 102, 103, 104, 105

Select six units from the following:

- ADJUS 106, 107, 108
- PHIL 103
- SOC 141

ANATOMY/PHYSIOLOGY (AS)

- See BIOLOGY

ANTHROPOLOGY (AA)

Required Courses:

- ANTHRO 100, 102, 106, 107, 110
- GEOG 110
- SOC 100

ART (AA)

Required Courses:

- ART 100, 102, 105, 120X4 (must be taken twice), 124X4 (must be taken once), 132X4 (must be taken once)

ASTRONOMY (AS)

Required Courses:

- ASTRON 150, 160
- PHYSIC 200, 201
- CHEM 150, 151
- MATH 250, 251, 252

Recommended Course:

- MATH 266

BIOLOGY (AS)**Required Courses:**

- BIOL 130, 131
- CHEM 150, 151
- PHYSIC 110, 111
- Students wishing to earn an AA with an emphasis in either Anatomy and Physiology or Microbiology must also complete:

Emphasis in Anatomy and Physiology:

- ANAT 150, 151

Emphasis in Microbiology

- MICRO 150 and 247A or MICRO 102

BUSINESS ADMINISTRATION (AA)**Required Courses:**

- ACCT 208, 209
- BUSAD 100, 200, 210, 213, BUSAD/SPEECH 145
- BUSAD/SPEECH 155 or SPEECH 111 or SPEECH 140
- BUSAD 230 or CIS 101
- ECON 100 or ECON 200 or ECON 201
- MARKET 100
- MATH 108

CHEMISTRY (AS)**Required Courses:**

- CHEM 150, 151, 102 or 212
 - PHYSIC 110*, 111*
- * Students may substitute PHYSIC 200 and 201

CHILD DEVELOPMENT (AA)**Required Courses:**

- CD 100, 105, 112, 126, 205X4

Select at least two courses from the following:

- CD 115, 130, 131, 132, 133, 134, 136, 185, 186

COMMUNICATION (AA)**Required Courses:**

- SPEECH 100, 111
- SPEECH 140 or SPEECH/BUSAD 155

Select nine additional units from the following:

- ENGL 170
- ENGL/JOUR 120
- INTDIS 180, 181
- MARKET 110
- PSYCH 132

- SOC 130
- SPEECH 101, 120, 121, 125, 140, 174, 246, 247, 248
- SPEECH/BUSAD 145, 155
- SPEECH/JOUR 135

COMPUTER INFORMATION SYSTEMS (AS)**Required Courses:**

- BUSAD/SPEECH 145
- CIS 101, 103 or 114, 130, 140

Select nine additional units from courses in one of the following tracks:**Emphasis in Programming: Nine units from the following:**

- CIS 113, 115, 116, 117, 203
- MATH 151, 250, 251, 252, 266

Emphasis in Webmaster: Nine units from the following:

- CIS 111, 117, 118, 160, 161, 162, 163, 164

ECONOMICS (AA)**Required Courses:**

- ECON 100, 200, 201
- ENGL 101
- MATH 090, 108

EMERGENCY MEDICAL SERVICES (AS)**Required Courses:**

- EMS 150, 151, 152, 153, 154, 155, 156, 157

ENGLISH (AA)**Required Courses:**

- ENGL 101 and 102 or 152

Select six units from the following:

- ENGL 260, 261, 270, 271

Select six additional units from the following:

- ENGL 150, 155, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275

FIRE TECHNOLOGY (AS)**Required Courses:**

- FIRET 100, 101, 102, 103, 116

Select 5.5 units from the following:

- FIRET 087, 104, 106, 118

GEOGRAPHY (AS)**Required Courses:**

- GEOG 110, 111
- GEOL 100
- MATH 103
- OCEAN 101

Select at least six units from the following:

- GEOG 120
- GEOG/CIS 175
- GEOL 112, 170X4, 175X4, 270X4
- CHEM 102, 150, 151

GEOLOGY (AS)**Required Courses:**

- GEOG 110, 111
- GEOL 100, 112
- CHEM 150, 151
- PHYSIC 200, 201

HISTORY (AA)**Required Courses:**

- HIST 100, 101, 160, 161, 170, 171

Select six units from the following:

- GEOG 110
- PHIL 103
- POLIT 100

LIBERAL ARTS (AA)

- Completion of all graduation requirements and a total of 60 degree applicable units.

Select two units from the following:

- HEALTH 102, 103, 263, PE/I, PI/T, PE 263
- Intersegmental General Education Transfer Curriculum (IGETC) requirements OR California State University General Education Breadth Requirements (CSU GE).

MATHEMATICS (AS)**Required Courses:**

- MATH 250, 251, 252

Select five units from the following:

- MATH 108, 115, 266
- CIS 103, 114, 115, 116
- PHYSIC 110, 111, 200, 201

MICROBIOLOGY (AS)

- See Biology

MUSIC (AA)**Required Courses:**

- MUSIC 101, 102, 120, 135X4 (must be taken four times)

Select eight units from the following:

- MUSIC 100, 150X4, 156X4, 174X4, 175X4

PHILOSOPHY (AA)**Required Courses:**

- PHIL 101, 103, 105
- INTDIS 101 or INTDIS 102
- RELIG 101, 110

PHYSICS (AS)**Required Courses:**

- PHYSIC 200, 201
- CHEM 150, 151
- MATH 250, 251, 252

POLITICAL SCIENCE (AA)**Required Courses:**

- POLIT 100
- ECON 200, 201
- GEOG 110
- HIST 100, 101
- PHIL 103

PSYCHOLOGY (AA)**Required Courses:**

- PSYCH 100

Select six units from the following:

- PSYCH 102, 110, 112, 150

Select nine units from the following, of which at least six units must be PSYCH courses:

- PSYCH 103, 116, 118, 132
- SOC 100, 105

RADIOLOGIC TECHNOLOGY (AS)

- Radiologic Technology is a fully accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center.
- RADIOL 100, 101, 103, 104, 105, 106, 115A, 107, 108, 109, 110, 111, 112, 113, 114, 115B, 200, 201, 202, 203, 204, 205, 213A, 207, 208, 209, 210, 211, 212, 213B

RELIGIOUS STUDIES (AA)**Required Courses:**

- ENGL 150
- RELIG 100, 101
- HIST 135, 160 or 161
- PHIL 101, 103

RESPIRATORY CARE (AS)

- Crafton Hills College offers programs in Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT). Admission is open to all students who have completed the prerequisite course(s). Contact the Respiratory Care Program Director for information about application materials and registration procedures at (909) 389-3286.

- RESP050
- AH 101* and/or
- ANAT 101*

* Both are highly recommended

CERTIFIED RESPIRATORY THERAPIST (AS)**Required Courses:**

- AH 101
- ANAT 101
- ENGL 015
- MATH 090
- MICRO 102
- RESP 050, 051X4, 101, 102, 103, 104, 105, 106, 108, 110X4, 112

**REGISTERED RESPIRATORY THERAPIST (AS)****Required Courses:**

- AH 101
- ANAT 101
- CHEM 101
- ENGL 015
- MATH 090
- MICRO 102
- RESP 050, 051X4, 101, 102, 103, 104, 105, 106, 108, 110X4, 112, 201, 202, 203, 204, 205, 206, 207, 208, 211X4, 218

SOCIOLOGY (AA)**Required Courses:**

- SOC 100, 105, 141

Select two courses from the following:

- ANTHRO 102
- MATH 108
- PHIL 103
- PSYCH 100

Select one additional course from the courses above or from the following:

- SOC 130, 150
- PSYCH 116

SPANISH (AA)**Required Courses:**

- SPAN 101, 102, 103, 104
- ENGL 101, 102 or 152

THEATRE ARTS (AA)**Required Courses:**

- THART 100, 108, 120, 175, 176X4 (must be taken four times), 220, 221, 225X4 (must be taken once)



SECTION VIII

Transfer Programs - General Information

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

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

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

COMPLETING A TRANSFER PROGRAM

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

- California State University System (23 campuses)
- University of California System (10 campuses)
- Private or Out-of-State Colleges and Universities

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

1. General Education or Breadth Requirements

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

A. California State University (CSU) General Education Requirements. See pages 58 and 59 of catalog.

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

B. Intersegmental General Education Transfer Curriculum (IGETC). See pages 61 and 62 of catalog.

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

Also, students with majors in Engineering, Science, Math or other high-unit majors are advised **not** to use IGETC. See a counselor for information. A **minimum** of 37 units of General Education with **at least** a "C" in each course is required to complete the IGETC. When you have completed your General Education classes and all your grades have been reported, see a counselor for certification.

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

Consult the specific catalog of the college of interest and see a counselor. General Education courses for most colleges include ENGL 101, a transfer level math course, and selections from the Arts, Humanities, Social Sciences and Biological and Physical Sciences. Crafton Hills College maintains articulation agreements with many private California colleges.

2. Lower Division Courses for a Major.

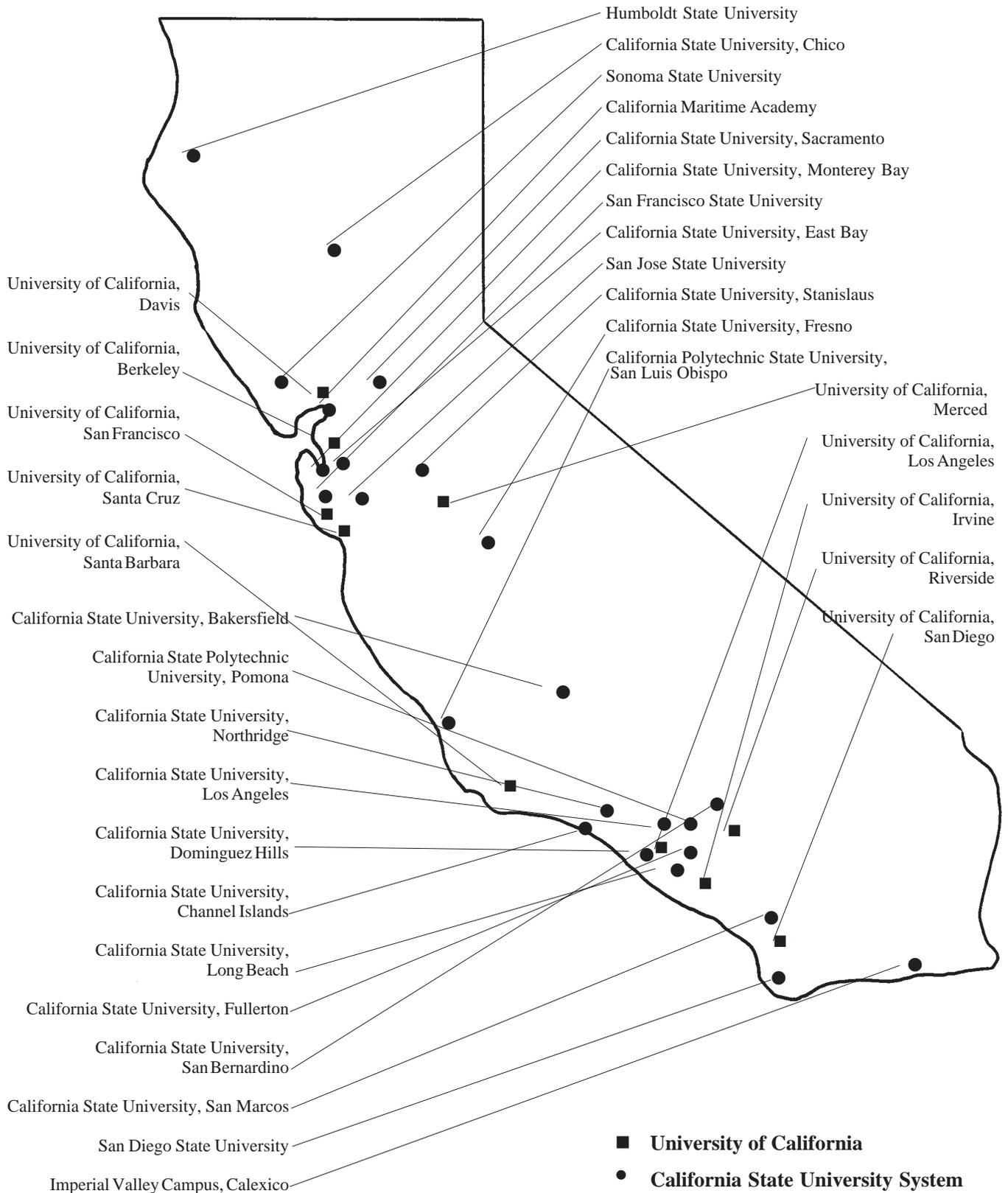
These courses provide the background and preparation needed to enter a college's or university at the junior level. Crafton Hills College has articulated lower division major requirements with CSU San Bernardino, UC Riverside, and many other CSU and UC schools. Information for a college's lower division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

3. Electives

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

4. Acceptable Grade Point Average

The CSU system requires **at least** a 2.0 GPA, while the UC system requires **at least** a 2.4 GPA. However, these figures are minimum GPA requirements! Many colleges and universities and impacted majors within some colleges expect higher grade point averages for admission.



The California State University

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

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD • Q

9001 Stockdale Highway, Bakersfield, CA 93311-1099
(661) 664-3036 • www.csub.edu

CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS • S

One University Drive, Camarillo, CA 93012
(805) 437-8500 • www.csuci.edu

CALIFORNIA STATE UNIVERSITY, CHICO • S

400 W. First Street, Chico, CA 95929-0722
(530) 898-6321 • www.csuchico.edu

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS • S

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

*CALIFORNIA STATE UNIVERSITY, EAST BAY • Q

25800 Carlos Bee Blvd., Hayward, CA 94542-3035
(510) 885-2624 • www.csueastbay.edu

CALIFORNIA STATE UNIVERSITY, FRESNO • S

5150 N. Maple Avenue, Fresno, CA 93740-0057
(559) 278-2261 • www.csufresno.edu

CALIFORNIA STATE UNIVERSITY, FULLERTON • S

800 N. State College Boulevard, Fullerton, CA 92834-9480
(714) 278-2300 • www.fullerton.edu

HUMBOLDT STATE UNIVERSITY • S

1 Harpst Street, Arcata, CA 95521-4957
(707) 826-4402 • www.humboldt.edu

CALIFORNIA STATE UNIVERSITY, LONG BEACH • S

1250 Bellflower Blvd., Long Beach, CA 90840-0106
(562) 985-5471 • www.csulb.edu

CALIFORNIA STATE UNIVERSITY, LOS ANGELES • Q

5151 State University Drive, Los Angeles, CA 90032-8530
(323) 343-3901 • www.calstatela.edu

CALIFORNIA MARITIME ACADEMY • S

200 Maritime Academy Dr., Vallejo, CA 94590
(800) 561-1945 • www.csum.edu

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY • S

100 Campus Center Drive, Seaside, CA 93955-8001
(831) 582-3518 • www.csumb.edu

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE • S

18111 Nordhoff Street, Northridge, CA 91330-8207
(818) 677-3700 • www.csun.edu

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA • Q

3801 W. Temple Ave., Pomona, CA 91768-4003
(909) 869-3210 • www.csupomona.edu

CALIFORNIA STATE UNIVERSITY, SACRAMENTO • S

6000 J Street, Sacramento, CA 95819-6048
(916) 278-3901 • www.csus.edu

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO • Q

5500 University Parkway, San Bernardino, CA 92407-2397
(909) 880-5188 • www.csusb.edu

SAN DIEGO STATE UNIVERSITY • S

5500 Campanile Drive, San Diego, CA 92182-7455
(619) 594-6336 • www.sdsu.edu

SAN FRANCISCO STATE UNIVERSITY • S

1600 Holloway Avenue, San Francisco, CA 94132-4002
(415) 338-1113 • www.sfsu.edu

SAN JOSE STATE UNIVERSITY • S

One Washington Square, San Jose, CA 95192-0009
(408) 283-7500 • www.sjsu.edu

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO • Q

San Luis Obispo, CA 93407
(805) 756-2311 • www.calpoly.edu

CALIFORNIA STATE UNIVERSITY, SAN MARCOS • S

333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001
(760) 750-4848 • www.csusm.edu

SONOMA STATE UNIVERSITY • S

1801 E. Cotati Ave., Rohnert Park, CA 94928
(707) 664-2778 • www.sonoma.edu

CALIFORNIA STATE UNIVERSITY, STANISLAUS • 4-1-4

801 W. Monte Vista Ave., Turlock, CA 95382
(209) 667-3152 • www.csustan.edu

S = Semester System

Q = Quarter System

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

***NOTE: California State University, Hayward is now
California State University, East Bay as of
January, 2005.**

CRAFTON HILLS COLLEGE

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2005-2006

General Provisions:

- Students are required to complete **48** units of general education, **39** of which may be completed at Crafton Hills. **Upon request to the Admissions & Records Office, CHC will certify** completion of the following pattern to be applied toward the total general education requirement at any CSU.
- This pattern of general education **IS NOT** applicable to any campus of the University of California (UC). Please refer to the specific UC catalog of your choice, and/or the Intersegmental General Education Transfer Curriculum (IGETC) for transfer to CSU and UC.
- Completed courses **MAY NOT** be used in more than one area.
- COURSES IN BOLD PRINT ARE APPROVED FOR FALL 2005 AND THEREAFTER:**

A. COMMUNICATION/CRITICAL THINKING

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

- SPEECH 100, 111 **or 140**
- ENGL 101
- ENGL 102 PHIL 103 or SPEECH 125

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

B. PHYSICAL AND LIFE SCIENCE/MATHEMATICS

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

Laboratory courses are underlined.

1. Physical Science

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

2. Life Science

- ANAT 101, 150, 151
 BIOL 100, 119, 123, 130, 131
 MICRO 102, 150
 OCEAN101

3. Laboratory Activity

This requirement is satisfied by completion of any laboratory course in B1 or B2.

4. Mathematics

One course required with a "C" or better **prior to transfer**.
 MATH 102, 103, 108, 115, 141, 151, 250, 251, 252

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

C. ARTS/LITERATURE/PHILOSOPHY/FOREIGN LANGUAGE

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

- | | |
|---|--|
| <ol style="list-style-type: none"> ART 100, 102, 105
INTDIS 140
MUSIC 100, 103, 120
SPEECH120
THART 100, 108, 109 | <ol style="list-style-type: none"> ANTHRO 107, 110
ENGL 150, 152, 155, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275
ASL 101, 102, FRENCH 101, 102, SPAN 101, 102, 103, 104
HIST 100, 101, 107, 135, 160, 161, 170, 171
INTDIS 101, 102, 140
PHIL 101, 105
RELIG 100, 101, 110, 135, 175, 176 |
|---|--|

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

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

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

- PSYCH 100, 102, 103, 110, 112, 116, 118, 150, SOC 150
- PSYCH 150, SOC 100, 105, 130,141, 150
- ANTHRO 100, 102, 106, 107, 110, HIST 107, RELIG 110
- ECON 100, 200, 201
- SOC 141
- PSYCH 112, 116
- GEOG 120
- ANTHRO 107, HIST 100, 101, 107, 135, 160, 161, 170, 171, RELIG 135
- CD 105, **JOUR 135**, PSYCH 113, SOC 130, SPEECH **135**, 174
- POLIT 100

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 units required

- CD 101, 105**
 HEALTH 102, 263
 PHIL 105
 PE/I, PE/T (any - one unit maximum)
 PE 263
 PSYCH 103, 113, 116, 118
 SPEECH 140

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

Student _____ ID Number _____

Date _____ Evaluator _____

Total Units Certified _____
Note: Unofficial unless signed by a counselor.

I. TRANSFER ADMISSION REQUIREMENTS

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

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

Area A1	Oral Communication
Area A2	Written Communication
Area A3	Critical Thinking
Area B4	Mathematics

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

II. IMPACTED PROGRAMS:

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

III. LOWER DIVISION MAJOR REQUIREMENTS

Most majors require that you complete certain preparatory courses in your first two years of college. This can normally be accomplished at a community college. The Counseling/Career & Transfer Center maintains lower division major lists for transfer institutions. These requirements are subject to change. Consult the catalog for the college of your choice to determine regulations governing the completion of lower division major requirements and related restrictions. Refer to ASSIST (www.assist.org) for information about lower division major requirements.

IV. APPLICATION FILING PERIODS

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

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

APPLICATION FEE

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

The University of California

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

UC BERKELEY

Berkeley, CA 94720
(510) 642-6000 • www.berkeley.edu

UC DAVIS

One Shields Avenue, Davis, CA 95616
(530) 752-1011 • www.ucdavis.edu

UC IRVINE

Irvine, CA 92697
(949) 824-5011 • www.uci.edu

UC LOS ANGELES

Los Angeles, CA 90095
(310) 825-4321 • www.ucla.edu

UC MERCED

P.O. Box 2039
Merced, CA 95344
(209)724-4400 • www.ucmerced.edu

UC RIVERSIDE

Riverside, CA 92521
(951) 827-1012 • www.ucr.edu

UC SAN DIEGO

9500 Gilman Drive, La Jolla, CA 92093
(858) 534-2230 • www.ucsd.edu

UC SANTA BARBARA

Santa Barbara, CA 93106
(805) 893-8000 • www.ucsb.edu

UC SANTA CRUZ

1156 High Street, Santa Cruz, CA 95064
(831) 459-0111 • www.ucsc.edu

MINIMUM ADMISSION REQUIREMENTS FOR TRANSFER APPLICANTS

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

CALIFORNIA RESIDENTS

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

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

1. Students who were eligible for admission to the University when they graduated from high school -- meaning they satisfied the Subject, Scholarship, and Examination Requirements - are eligible to transfer if they have a "C" (2.0) average in transferable coursework.
2. Students who met the Scholarship Requirement but not the Subject Requirement must take transferable college courses in the missing subjects, earn a "C" or better in each required course, and have an overall "C" average in all transferable coursework to be eligible to transfer.
3. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
 - a. Complete 90 quarter units or 60 semester units of transferable college credit with a grade point average of **at least 2.4** (no more than 14 semester/21 quarter units may be taken Credit/No Credit) and,
 - b. Complete the following course pattern, earning a grade of "C" or better in each course:
 - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
 - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

(Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 3b above of the transfer admission requirements.) Visit www.assist.org for a list of UC-transferable courses at Crafton Hills College.

NONRESIDENTS

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

CRAFTON HILLS COLLEGE

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 2005-2006

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

Completion and certification of all of the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer to take additional lower-division, general education courses to satisfy campus general education requirements. All campuses will accept IGETC EXCEPT for UC, San Diego's Eleanor Roosevelt and Revelle Colleges, UC, Berkeley's School of Business Administration and schools of engineering. **COURSES IN BOLD PRINT ARE APPROVED FOR FALL 2005 AND THEREAFTER.**

The IGETC is not advisable for all transfer students. If you are pursuing a major that requires extensive lower-division preparation, you may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which you plan to transfer. Majors include, but are NOT LIMITED to: Engineering, Pre-professional programs, and Science.

RESTRICTIONS: A student who has been registered at a UC campus is not eligible for IGETC. This restriction does not apply to students who have taken UC summer session or Extension classes only.

CERTIFICATION: Be sure to request **CERTIFICATION** when you request transcripts be sent to your choice of university or college. The course requirements for all areas MUST be completed before IGETC can be certified. All courses MUST be completed with grades "C" or better. Consult with a counselor regarding exceptions to these UC policies.

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

AREA 1 - ENGLISH COMMUNICATION		OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
CSU - 3 courses required, one from each group below. UC - 2 courses required, one from group A and one from group B					
Group A:	English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 101				
Group B:	Critical Thinking - English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 102				
Group C:	Oral Communication (CSU only), 1 course, 3 semester/ 4 - 5 quarter units, SPEECH 100, 111, 140				
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 - 4 semester/ 4 - 5 quarter units) MATH 102, 108, 115, 141**, 151, 250, 251, 252					
AREA 3 - ARTS AND HUMANITIES (At least 3 courses with at least one from the Arts and one from the Humanities, 9 semester/12 - 15 quarter units.) ARTS: ART 100, 102, 105; MUSIC 100, 103 , 120; 134; THART 100, 108, 109					
HUMANITIES: ANTHRO 107*, 110* ENGL 150, 152, 155, 160, 163, 170, 175, 250, 260, 261, 270, 271, 275; HIST 100*, 101*, 107*, 135*, 160*, 161*, 170*, 171*; INTDIS 101, 102, 140; PHIL 101, 105; RELIG 100, 101, 110*, 135*, 175, 176 SPAN 103, 104					

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

- * Course may be listed in more than one area, but shall not be certified in more than one area.
 ** Indicates that transfer credit may be limited by UC or CSU or both. Please see the catalog or consult a counselor.

NOTE: Approved courses are added to the IGETC each year. When a course is approved for IGETC, it will apply **ONLY** for the year of approval and thereafter.

- FOR OFFICE USE ONLY -	
IGETC UNITS CERTIFIED	
Area 1 _____, Area 2 _____, Area 3 _____, Area 4 _____, Area 5 _____, Total Units _____	
Foreign Language Proficiency Completed: (UC only)	Yes _____ No _____
U.S. History/Government: (CSU only)	Yes _____ No _____
IGETC Completed:	Yes _____ No _____
Partial Certification: Course(s) remaining/Area(s) _____ (Maximum of 2 courses remaining)	
Evaluator _____	Date _____

Private Colleges and Out-of-State Schools

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

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



ACADEMIC PROGRAM	DEGREE	CERTIFICATE	PAGE
ACCOUNTING	AA	X	67
ADMINISTRATION OF JUSTICE	AA		68
ADMINISTRATION OF JUSTICE CERTIFICATE		X	69
ANTHROPOLOGY	AA		72
ART	AA		73
ASTRONOMY	AS		74
BIOLOGY	AS		75
BUSINESS ADMINISTRATION	AA		76
BUSINESS MANAGEMENT CERTIFICATE		X	76
RETAIL MANAGEMENT CERTIFICATE		X	76
CHEMISTRY	AS		78
CHILD DEVELOPMENT	AA		80
CHILD HOME DAY CARE PROVIDER CERTIFICATE		X	80
ASSOCIATE TEACHER CERTIFICATE		X	81
TEACHER CERTIFICATE		X	81
MASTER TEACHER CERTIFICATE		X	81
SITE SUPERVISOR CERTIFICATE		X	82
COMMUNICATION	AA		142
COMPUTER INFORMATION SYSTEMS	AS		85
CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE		X	86
CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE		X	86
COMPUTER HARDWARE TECHNICIAN CERTIFICATE		X	86
COMPUTER INFORMATION SYSTEMS CERTIFICATE		X	86
PROGRAMMING CERTIFICATE		X	86
WEBMASTER CERTIFICATE		X	87
ECONOMICS	AA		91
EMERGENCY MEDICAL SERVICES	AS		93
EMERGENCY MEDICAL TECHNICIAN I CERTIFICATE		X	93
EMERGENCY MEDICAL TECHNICIAN PARAMEDIC CERTIFICATE		X	93
MOBILE INTENSIVE CARE NURSE CERTIFICATE		X	94
ENGLISH	AA		99
FIRE TECHNOLOGY	AS		102
CALIFORNIA FIRE OFFICER TRAINING CERTIFICATE		X	102
FIRE INSPECTION ACADEMY CERTIFICATE		X	103
FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE		X	113
GEOGRAPHY	AS		109
GEOLOGY	AS		110
HISTORY	AA		112
MARKETING			
MARKETING MANAGEMENT CERTIFICATE		X	115
MATHEMATICS	AS		116
MUSIC	AA		120
PHILOSOPHY	AA		122
PHYSICS	AS		125
POLITICAL SCIENCE	AA		126
PSYCHOLOGY	AA		127
RADIOLOGIC TECHNOLOGY	AS		128
RADIOLOGIC TECHNOLOGY CERTIFICATE		X	129
RELIGIOUS STUDIES	AA		133
RESPIRATORY CARE	AS		134
CERTIFIED RESPIRATORY THERAPIST (CRT) CERTIFICATE		X	135
REGISTERED RESPIRATORY THERAPIST (RRT) CERTIFICATE		X	136
SOCIOLOGY	AA		140
SPANISH	AA		141
THEATRE ARTS	AA		144
LIBERAL ARTS - CSU	AA		58
LIBERAL ARTS - IGETC	AA		61

SECTION IX

Course Abbreviations

Accounting-----	ACCT	Journalism -----	JOUR
Administration of Justice-----	ADJUS	Learning Resources -----	LRC
Allied Health-----	AH	Marketing-----	MARKET
American Sign Language -----	ASL	Mathematics -----	MATH
Anatomy -----	ANAT	Microbiology -----	MICRO
Anthropology -----	ANTHRO	Music -----	MUSIC
Art -----	ART	Oceanography -----	OCEAN
Astronomy -----	ASTRON	Personal Career Development -----	PCD
Biology -----	BIOL	Philosophy -----	PHIL
Business Administration-----	BUSAD	Physical Education - Personal Activities -----	PE
Chemistry -----	CHEM	Physical Education/Individual & Group Activities --	PE/I
Child Development -----	CD	Physical Education/Team -----	PE/T
Computer Information Systems -----	CIS	Physics -----	PHYSIC
Economics -----	ECON	Political Science -----	POLIT
Education -----	EDU	Psychology-----	PSYCH
Emergency Medical Services -----	EMS	Radiologic Technology-----	RADIOL
English -----	ENGL	Reading and Study Skills -----	READ
Fire Technology -----	FIRET	Real Estate -----	REALST
French -----	FRENCH	Religious Studies -----	RELIG
Geography -----	GEOG	Respiratory Care -----	RESP
Geology -----	GEOG	Sociology -----	SOC
Health Education -----	HEALTH	Spanish-----	SPAN
History -----	HIST	Speech Communication-----	SPEECH
Human Services -----	HUMSV	Theatre Arts-----	THART
Interdisciplinary Studies-----	INTDIS	Work Experience -----	WKEXP

Numbering of Courses

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

COURSE TRANSFERABILITY

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

CAN

California Articulation Number System

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a class schedule or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or class schedule of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 on other participating community college or university campuses.

Because course requirements may change, and course are continually being redefined, qualified for or deleted from the CAN database, students should always check with Counseling, or the Transfer Center to determine how CAN-designated courses fit into their educational plans to transfer. Students should consult the ASSIST database at www.assist.org for specific information on course agreements. College staff will help students interpret this information.

CAN Course	Course ID	CAN Course	Course ID	CAN Course	Course ID
AJ 2	ADJUS 101	ENGL 2	ENGL 101	MATH 16	MATH 151
AJ 4	ADJUS 103	ENGL 4	ENGL 152	MATH 18	MATH 250
ANTH 2	ANTHRO 106	ENGL 6	ENGL 232	MATH 20	MATH 251
ANTH 4	ANTHRO 102	ENGL 8	ENGL 270	MATH 22	MATH 252
ANTH 6	ANTHRO 100	ENGL 10	ENGL 271	MATH 24	MATH 25
ART 2	ART 100	ENGL 14	ENGL 260	MATH SEQ B	MATH 250+251
ART 4	ART 102	ENGL 16	ENGL 261	MATH SEQ C	MATH 250+251+252
ART 8	ART 124X4	ENGL SEQ A	ENGL 101 + 152	PHIL 2	PHIL 101
ART 10	ART 126X4	ENGL SEQ B	ENGL 270 + 271	PHIL 4	PHIL 105
ART 12	ART 175X	ENGL SEQ C	ENGL 260 + 261	PHIL 6	PHIL 103
ART 20	ART 200X4	FREN 2	FRENCH 101	PHYS 2	PHYSIC 110
ART 24	ART 132X4	FREN 4	FRENCH 102	PHYS 4	PHYSIC 111
ART SEQ A	ART 100 + 102	FREN SEQ A	FRENCH 101 + 102	PHYS SEQ A	PHYSIC 110+111
BIOL 2	BIOL 130	GEOG 2	GEOG 110	PHYS SEQ B	PHYSIC 200+201
BIOL 4	BIOL 131	GEOL 2	GEOL 100	PSY 2	PSYCH 100
BIOL 14	MICRO 150	GOVT 2	POLIT 100	SOC 2	SOC 100
BIOL SEQ B	ANAT 150+151	HIST 2	HIST 160	SOC 4	SOC 105
BUS 8	BUSAD 210	HIST 4	HIST 161	SPAN 2	SPAN 101
CHEM 2	CHEM 150	HIST 8	HIST 100	SPAN 4	SPAN 102
CHEM 4	CHEM 151	HIST 10	HIST 101	SPAN 8	SPAN 103
CHEM 6	CHEM 101	HIST 14	HIST 170	SPAN 10	SPAN 104
CHEM 8	CHEM 102	HIST 16	HIST 171	SPAN SEQ A	SPAN 101+102
CHEM SEQ A	CHEM 150 + 151	HIST SEQ A	HIST 160 + 161	SPAN SEQ B	SPAN 103+104
CSCI 2	CIS 101	HIST SEQ B	HIST 100 + 101	SPCH 4	SPEECH 100
DRAM 18	THART 100	HIST SEQ C	HIST 170 + 171	SPCH 8	SPEECH 111
ECON 2	ECON 200	MATH 8	MATH 103	STAT 2	MATH 108
ECON 4	ECON 201	MATH 10	MATH 102		

ACCOUNTING (ACCT)

Department: Business & Information Technology
 Department Head: Catherine Pace-Pequeno, M.P.A.
 Faculty: Robert O'Toole, M.B.A.
 Liaison Counselor: John Gist, M.S.

ASSOCIATE OF ARTS DEGREE ACCOUNTING

REQUIRED COURSES:	UNITS
ACCT 105 Accounting Concepts	4.0
ACCT 209 Introduction to Managerial Accounting	4.0
ACCT 224 Financial Statement Analysis	(3.0)
OR	
ACCT 226 Cost Accounting	(4.0)
OR	
ACCT 230 State and Federal Income Tax Accounting	(4.0)
BUSAD 100 Introduction to Business	3.0
BUSAD/ SPEECH 145 Business Communication	4.0
BUSAD/ SPEECH 155 Human Relations in the Workplace	(3.0)
OR	
SPEECH 111 Interpersonal Communication	(3.0)
OR	
SPEECH 140 Small Group Communication	(3.0)
BUSAD 213 Applied Business Concepts	3.0
BUSAD 230 Using Computers for Business	(3.0)
OR	
CIS 101 Introduction to Computer and Information Technology	(3.0)
MARKET 100 Marketing Principles	3.0
MATH 108 Statistics	<u>4.0</u>
TOTAL UNITS	34.0-35.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

ACCOUNTING CERTIFICATE

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

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:	UNITS
ACCT 105 Accounting Concepts	4.0
ACCT 209 Introduction to Managerial Accounting	4.0
ACCT 224 Financial Statement Analysis	(3.0)
OR	
ACCT 226 Cost Accounting	(4.0)
OR	
ACCT 230 State and Federal Income Tax Accounting	(4.0)
BUSAD 100 Introduction to Business	3.0
BUSAD/ SPEECH 145 Business Communication	4.0
BUSAD 230 Using Computers for Business	(3.0)
OR	
CIS 101 Introduction to Computer and Information Technology	<u>(3.0)</u>
TOTAL UNITS	21.0-22.0

105 ACCOUNTING CONCEPTS 4 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 64 hours per semester

Fundamentals of accounting procedures, including recording transactions in journals and use of controlling accounts and related schedules. Practice in opening, adjusting and closing various professional sets of books. Replaces ACCT 021.

198 ACCOUNTING WORK EXPERIENCE 2 - 4 UNITS

CSU, Associate Degree Applicable*

Prerequisite: Enrolled in Accounting occupational program and working at a job directly related to student's major

Corequisite: Enrolled in at least 7 units, including this Work Experience course

Work Experience: 150-300 hours Paid Employment

120-240 hours Unpaid Employment

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

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

208 INTRODUCTION TO FINANCIAL ACCOUNTING **4 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: ACCT 021

Lecture: Minimum 64 hours per semester

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

209 INTRODUCTION TO MANAGERIAL ACCOUNTING **4 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: ACCT 105 or ACCT 208

Lecture: Minimum 64 hours per semester

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

224 FINANCIAL STATEMENT ANALYSIS **3 UNITS**

CSU, Associate Degree Applicable

Prerequisite: ACCT 208

Lecture: Minimum 48 hours per semester

Fundamental concepts and procedures of financial statement analysis including advanced concepts in financial accounting. Online resources for financial statement analysis. Importance of the economic, cultural, legal and competitive environment in understanding reported financial results.

226 COST ACCOUNTING **4 UNITS**

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015, MATH 942;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 64 hours per semester

Instruction in the objectives and procedures of accounting for manufacturing enterprises; job and process costing, accounting for manufacturing overhead, joint-product and by-product costing, cost budgeting, standard costs, and cost reports. Emphasis will be on case learning reflecting a user perspective and on developing team learning and decision-making skills.

230 STATE AND FEDERAL INCOME TAX ACCOUNTING **4 UNITS**

CSU, Associate Degree Applicable

Prerequisite: ACCT 208

Departmental Recommendations: ENGL 015; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 64 hours per semester

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

ADMINISTRATION OF JUSTICE (ADJUS)

Department: Social Sciences
 Department Head: Mario Perez, M.A.

**ASSOCIATE OF ARTS DEGREE
 ADMINISTRATION OF JUSTICE**

REQUIRED COURSES:		UNITS
ADJUS 101	Introduction to Administration of Justice	3.0
ADJUS 102	Principles and Procedures of the Justice System	3.0
ADJUS 103	Concepts of Criminal Law	3.0
ADJUS 104	Legal Aspects of Evidence	3.0
ADJUS 105	Community Relations	3.0
<i>Select six units from the following:</i>		
ADJUS 106	Principles of Investigation	(3.0)
ADJUS 107	Concepts of Enforcement Services	(3.0)
ADJUS 108	Juvenile Procedures	(3.0)
PHIL 103	Introduction to Logic: Argument and Evidence	(3.0)
SOC 141	Minority Relations	(3.0)
TOTAL UNITS		21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org



ADMINISTRATION OF JUSTICE CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following 37 units qualifies the student for the Administration of Justice Certificate.

REQUIRED COURSES: UNITS

ADJUS 101	Introduction to Administration of Justice	3.0
ADJUS 102	Principles and Procedures of the Justice System	3.0
ADJUS 103	Concepts of Criminal Law	3.0
ADJUS 104	Legal Aspects of Evidence	3.0
ADJUS 105	Community Relations	3.0
SPAN 015	Conversational Spanish I	3.0
SPEECH 100	Elements of Public Speaking	(3.0)
OR		
SPEECH 111	Interpersonal Communication	(3.0)
ENGL 101	Freshman Composition	4.0
SOC 100	Introduction to Sociology	3.0
SOC 141	Minority Relations	3.0

Select six units from the following:

Any Political Science course		(3.0)
ADJUS 106	Principles of Investigation	(3.0)
ADJUS 107	Concepts of Enforcement Services	(3.0)
ADJUS 108	Juvenile Procedures	(3.0)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	(3.0)
TOTAL UNITS		37.0

101 INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

The history and philosophy of the administration of justice in America, recapitulation of the criminal justice system, and identifying the various sub-systems, role expectations, and their inter-relationships, theories of crime, punishment and rehabilitation, ethics, education and training for professionalism within the system.

(CANAJ 2)

102 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

A study of the role and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. A past, present and future exposure to each sub-system, procedures from initial entry to final disposition and the relationship each segment maintains with its system members.

103 CONCEPTS OF CRIMINAL LAW 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

This course covers the historical development and philosophy of law, constitutional provisions, definitions, classification of crime and their application to the system of Administration of Justice. It includes legal research, study of case law, constitutional law, legal methodology and the discussion of law as a social force. (CANAJ 4)

104 LEGAL ASPECTS OF EVIDENCE 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Examination of the origin, development, philosophy and constitutional bases 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, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Exploration of the roles of the administration of justice practitioners and their agencies; examines the interrelations and role expectations among the various agencies and the emphasis placed on the development of positive relations between members of the system and the public.

106 PRINCIPLES OF INVESTIGATION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Study of basic principles of investigation; problems in dealing with the public; specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, technical resources, and case preparation.

107 CONCEPTS OF ENFORCEMENT SERVICES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Historical exploration of the development of law enforcement dealing with the theories, philosophies, and concepts related to the role expectations of the law enforcement officer; emphasis on patrol, traffic and public service responsibilities and their relationship to the administration of justice system.

108 JUVENILE PROCEDURES 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ADJUS 101 and eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Historical exploration of the development of the juvenile justice system dealing with the theories, philosophies, and concepts related to the organization, functions and jurisdiction of juvenile agencies, processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures.

198 ADMINISTRATION OF JUSTICE WORK EXPERIENCE 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Enrolled in Administration of Justice occupational program and working at a job directly related to student's major**Corequisite: Enrolled in at least 7 units, including this Work Experience course**Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment*

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

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

**ALLIED HEALTH (AH)**

Department: Allied Health Services
Department Head: Kenneth Bryson, M.Ed.

050 INTRODUCTION TO HEALTH OCCUPATIONS 2 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester*

This course offers an introduction to a variety of health care fields and programs offered at local colleges. Professional organizations, regulatory bodies, and the policies that govern health care programs will be discussed. This is an excellent course for students interested in pursuing a health career and those who are preparing to set goals for their future.

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

Introduction to basic principles and applications of Radiologic Technology and historical development of radiology; orientation to careers in the field.

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

Instruction in the usage, spelling, pronunciation, and meaning of terminology used to describe the human body. Exploration of terms pertaining to the structure and function of the body, the pathologic processes that affect it, and the diagnostic and therapeutic procedures used in health maintenance and disease management.

119C-Z SELECTED TOPICS IN ALLIED HEALTH .5 - 11 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 to 176 hours per semester and/or**Laboratory: Minimum 24 to 528 hours per semester*

Courses that reflect interest and/or current trends in allied health professions. (Courses will also be offered under Selected Topics in Allied Health to evaluate student interest in a particular area of the allied health field.)

198 ALLIED HEALTH WORK EXPERIENCE 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Enrolled in Allied Health occupational program and working at a job directly related to student's major**Corequisite: Enrolled in at least 7 units, including this Work Experience course**Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment*

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

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

AMERICAN SIGN LANGUAGE (ASL)

Department: Language Arts
Department Head: Mark Snowwhite, M.A.

101 AMERICAN SIGN LANGUAGE I 4 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 64 hours per semester

Introduction to American Sign Language as used by the deaf community in the United States and other parts of the world. Study of a basic vocabulary of approximately 600 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community up to the end of the nineteenth century.

Note: This course corresponds to the first year of high school American Sign Language.

* No credit granted if taken after ASL 102.

102 AMERICAN SIGN LANGUAGE II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ASL 101

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 64 hours per semester

Continuing introduction to American Sign Language as used by the deaf community in the United States and other parts of the world. Study of a more advanced vocabulary of approximately 600 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community through the twentieth century as well as effect of technological developments upon the deaf community and deaf individuals.

ANATOMY (ANAT)

Department: Biological Sciences and Chemistry
Department Head: Lisa Shimeld, M.S.
Faculty: Mark Jonasson, Ph.D.

ASSOCIATE OF SCIENCE DEGREE ANATOMY
see BIOLOGY

101 ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

This is a combined lecture and laboratory course emphasizing the basic structural, functional and developmental stages and clinical aspects of the human body. The course is an introductory survey of the human body in one semester. The essentials of structure and function will be included in each of the eleven body systems covered, as well as the concepts of homeostasis.

150 HUMAN ANATOMY AND PHYSIOLOGY I 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the first in a two semester series. The course covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary and nervous systems.

(CAN BIOL SEQ B = ANAT 150 + ANAT 151)

151 HUMAN ANATOMY AND PHYSIOLOGY II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ANAT 150

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the second in a two semester series. The course covers hematology, somatic and special senses, the body's nutritional needs, pregnancy and maturation, electrolyte and acid/base balance, and the endocrine, lymphatic, immune, respiratory, cardiovascular, digestive, urinary, and reproductive systems.

(CAN BIOL SEQ B = ANAT 150 + ANAT 151)

159X4 HUMAN CADAVER DISSECTION 1 UNIT

CSU, Associate Degree Applicable

Prerequisites: ANAT 101 or ANAT 150 and ANAT 151

Laboratory: Minimum 48 hours per semester

Human cadaver dissection for students with a special interest in further anatomical studies. This course may be taken four times.

SELECTED TOPICS IN ANATOMY AND PHYSIOLOGY 1 - 4 UNITS

236ABCD

237ABCD

238ABCD

239ABCD

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 16-64 hours per semester and/or

Laboratory: Minimum 16-64 hours per semester

Study of topics of current interest in Anatomy and Physiology.

246 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 1 UNIT

CSU, Associate Degree Applicable
Prerequisite: ANAT 101 or ANAT 150
Independent Study: Minimum 48 hours per semester
 Independent projects involving library research or laboratory projects for students with a special interest in anatomy and physiology.

247 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 2 UNITS

CSU, Associate Degree Applicable
Prerequisite: ANAT 101 or ANAT 150
Independent Study: Minimum 96 hours per semester
 Independent projects involving library research or laboratory projects for students with a special interest in anatomy and physiology.

248 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 3 UNITS

CSU, Associate Degree Applicable
Prerequisite: ANAT 101 or ANAT 150
Independent Study: Minimum 144 hours per semester
 Independent projects involving library research or laboratory projects for students with a special interest in anatomy and physiology.

100 INTRODUCTION TO ARCHEOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 A general introduction to the history, objectives, and methods of modern archeology, prehistory and culture development of human groups, 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 millions of years ago to the beginning of written history.
 (CANANTH 6)

102 CULTURAL ANTHROPOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Introduction to the nature of human culture through a survey of the range of cultural phenomena of tribal and peasant peoples, linguistics, and other related topics. The explanation of similarities and differences among human societies is explored through processes of cultural change, social organization, religion, art, economics, and political organization, together with the impact of Western culture on non-Western societies.
 (CANANTH 4)

106 PHYSICAL ANTHROPOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Introduction to human biology and evolution, the relationship of humans to other primates, the origin and antiquity of humans, fossil humans, geochronological dating, anthropometry, race classification and racial problems.
 (CANANTH 2)

107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 History of the North American Indian from first contact through conquest and reservation life to the present; examination of modern Indian communities, including red power, urban life and current problems, including material on traditional Indian culture. This course is also offered as HIST 107.

110 PRIMITIVE RELIGIONS 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the belief systems of selected tribal people. This course is also offered as RELIG 110.

ANTHROPOLOGY

(ANTHRO)

Department: Social Sciences
 Department Head: Mario Perez, M.A.

ASSOCIATE OF ARTS DEGREE ANTHROPOLOGY

REQUIRED COURSES:		UNITS
ANTHRO 100	Introduction to Archeology	3.0
ANTHRO 102	Cultural Anthropology	3.0
ANTHRO 106	Physical Anthropology	3.0
ANTHRO 107	The United States and the North American Indians	3.0
ANTHRO 110	Primitive Religions	3.0
GEOG 110	Physical Geography	3.0
SOC 100	Introduction to Sociology	3.0
TOTAL UNITS		21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

ART (ART)

Department: Fine Arts
 Department Head: Marc Wurmbrand, M.F.A.
 Faculty: Marc Wurmbrand, M.F.A.
 Snezana Petrovic, M.F.A.

ASSOCIATE OF ARTS DEGREE ART

REQUIRED COURSES:		UNITS
ART 100	Art History I: Prehistoric Art to Medieval Art	3.0
ART 102	Art History II: Renaissance Art to Modern Art	3.0
ART 105	History of Modern Art	3.0
ART 120X4	Basic Design (must be taken twice)	6.0
ART 124X4	Drawing	3.0
ART 132X4	Life Drawing	3.0
TOTAL UNITS		21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 ART HISTORY I: PREHISTORIC ART TO MEDIÉVAL ART 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

(CANART 2)

(CANART SEQ A = ART 100 + ART 102)

102 ART HISTORY II: RENAISSANCE ART TO MODERN ART 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Survey of outstanding periods in history of Western Art, tracing the relationship between the arts and society which produced them, with a focus on the period comprised of the Renaissance to the Twentieth Century. Required of all art majors and open to non-art majors.

(CANART 4)

(CANART SEQ A = ART 100 + ART 102)

105 HISTORY OF MODERN ART 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ART 100 and ART 102

Lecture: Minimum 48 hours per semester

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

120X4 BASIC DESIGN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive exploration of both the spontaneous and the developmental creative process; discovery and development of resources necessary to visual communication access to tools and experiences necessary for visual literacy. This course may be taken four times.

124X4 DRAWING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive investigation and interpretation of form and space on a two dimensional surface, using a variety of media and techniques. Components will include employing perspective, light and shade, and linearity. This course may be taken four times.

(CANART 8)

126X4 PAINTING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Exploration of concepts, techniques, and materials of painting. This course may be taken four times.

(CANART 10)

132X4 LIFE DRAWING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive study of the qualities of the human figure, including an overview of anatomy in relation to figure drawing, graphic interpretation of the human figure, including contour, gesture, and volume drawings. This course may be taken four times.

(CANART 24)

175X4 SCULPTURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive exploration in form and space, using stone, wood, clay, and plaster. Developing of skills in using the tools required for carving and life modeling methods typically employed in these media. This course may be taken four times.

(CANART 12)

200X4 PRINTMAKING 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Focus on concepts, techniques, and skills of printmaking. Areas to be covered: linoleum, wood cuts, silk screening, etching, and stenciling. This course may be taken four times. (CANART 20)

247X4 SPECIAL PROJECTS IN ART 1 - 3 UNITS

UC, CSU, Associate Degree Applicable*
Prerequisite: Completion of a studio art class or
Corequisite: Concurrent enrollment in an art class
Departmental Recommendation: Student must have the approval of a faculty member and cooperatively produce a contract outlining goals and content of the project(s) to be undertaken
Independent Study: Minimum 48-144 hours per semester
 Independent study for selected students in any area of art, with projects determined jointly by student and instructor. This course may be taken four times.
 * UC will determine units granted AFTER transfer.

275X4 CONTEMPORARY SCULPTURE TECHNIQUES 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: ART 175X4
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Exploration of the use of contemporary tools and equipment necessary to execute stone sculptures in the environment of a working artist's studio. This course may be taken four times.

ASTRONOMY (ASTRON)

Department: Physical Science/Mathematics
 Department Head: Sherri Wilson, M.S.
 Faculty: Matthew Adams, Ph.D.

ASSOCIATE OF SCIENCE DEGREE ASTRONOMY

REQUIRED COURSES:		UNITS
ASTRON 150	Introduction to Astronomy	3.0
ASTRON 160	Astronomy Laboratory	1.0
PHYSIC 200	Physics I	6.0
PHYSIC 201	Physics II	6.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0
MATH 252	Multivariable Calculus	5.0
TOTAL UNITS		39.0

RECOMMENDED COURSE:		UNITS
MATH 266	Introduction to Ordinary Differential Equations	4.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

150 INTRODUCTION TO ASTRONOMY 3 UNITS

UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Introduction to the broad principles underlying the behavior of cosmic forces, earth's place in the universe, the historical role of astronomy, and the processes which shape the universe.

160 ASTRONOMY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable
Prerequisite: None
Corequisite: ASTRON 150
Laboratory: Minimum 48 hours per semester
 Laboratory work to supplement ASTRON 150: identification of constellations and stars, discussion of astronomical methods of observation, and additional work with the telescope and accessories.

BIOLOGY (BIOL)

Department: Biological Sciences and Chemistry
 Department Head: Lisa Shimeld, M.S.
 Faculty: Mark Jonasson, Ph.D.
 Roger Sadler, M.S.
 Lisa Shimeld, M.S.

ASSOCIATE OF SCIENCE DEGREE BIOLOGY

REQUIRED COURSES:	UNITS
BIOL 130 Cell and Molecular Biology	4.0
BIOL 131 Populations and Organisms	4.0
CHEM 150 General Chemistry I	5.0
CHEM 151 General Chemistry II	5.0
PHYSIC 110 General Physics I	4.0
PHYSIC 111 General Physics II	4.0
TOTAL UNITS	26.0

Students wishing to earn an A.A. with an emphasis in either Anatomy and Physiology or Microbiology must also complete:

EMPHASIS IN ANATOMY AND PHYSIOLOGY:

ANAT 150 Human Anatomy and Physiology	4.0
ANAT 151 Human Anatomy and Physiology	4.0
TOTAL UNITS	8.0

EMPHASIS IN MICROBIOLOGY:

MICRO 150 Medical Microbiology	5.0
MICRO 247A Special Problems in Microbiology	(2.0)
OR	
MICRO 102 Introductory Microbiology	(4.0)
TOTAL UNITS	7.0-9.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 GENERAL BIOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Study of the biological principles involved in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology. The use of the scientific method to gather and evaluate information and form conclusions regarding living organisms is also covered.

119 EXPLORING BIOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to the nature of life from the simplest single-celled organisms to complex plants and animals and human beings, describes the subject matter in biology, examines the scientific method and considers both its promises and limitations. Students will gain understanding of and appreciation for the natural world.

123 ECOLOGY AND ENVIRONMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems. Environmental considerations include renewable and non-renewable energy, food resources, pest control, waste management, maintenance of air and water quality, sustaining the biodiversity of ecosystems, global climate, and political and economic considerations.

130 CELL AND MOLECULAR BIOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisites: CHEM 101 or CHEM 150 and MATH 095

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Study of the principles of molecular and cell biology, with emphasis on cell structure, genetics, cellular respiration, photosynthesis, synthetic processes, and the role of physiology in maintaining homeostasis.
(CAN BIOL 2)

131 POPULATIONS AND ORGANISMS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Study of classification, development, physiology and regulation at the level of the organism. Topics include population dynamics, community ecology, evolution and population genetics.
(CAN BIOL 4)

SPECIAL PROBLEMS IN BIOLOGY

246AB

1 UNIT

247AB

2 UNITS

248AB

3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: BIOL 100

Independent Study: Minimum 48-144 hours per semester

Independent projects for selected students with a special interest in biology; assigned problems will involve both library and laboratory work.

* UC will determine units granted AFTER transfer.

BUSINESS ADMINISTRATION (BUSAD)

Department: Business & Information Technology
 Department Head: Catherine Pace-Pequeno, M.P.A.
 Faculty: Robert O'Toole, M.B.A.
 Liaison Counselor: John Gist, M.S.

ASSOCIATE OF ARTS DEGREE BUSINESS ADMINISTRATION

REQUIRED COURSES:	UNITS
ACCT 208 Introduction to Financial Accounting	4.0
ACCT 209 Introduction to Managerial Accounting	4.0
BUSAD 100 Introduction to Business	3.0
BUSAD/ SPEECH 145 Business Communication	4.0
BUSAD/ SPEECH 155 Human Relations in the Workplace	(3.0)
OR	
SPEECH 111 Interpersonal Communication	(3.0)
OR	
SPEECH 140 Small Group Communication	(3.0)
BUSAD 200 Business Management	3.0
BUSAD 210 Business Law	3.0
BUSAD 213 Applied Business Concepts	3.0
BUSAD 230 Using Computers for Business	(3.0)
OR	
CIS 101 Introduction to Computer and Information Technology	(3.0)
AND	
ECON 100 Introduction to Economics	(3.0)
OR	
ECON 200 Principles of Macroeconomics	(3.0)
OR	
ECON 201 Principles of Microeconomics	(3.0)
MARKET 100 Marketing Principles	3.0
MATH 108 Statistics	4.0
TOTAL UNITS	40.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

BUSINESS MANAGEMENT CERTIFICATE

The objective of this certificate program is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in business, and to acquaint the student with various sub-functions within the overall career field of business. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including supervision, small business ownership, and management trainee.

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:	UNITS
ACCT 208 Introduction to Financial Accounting	4.0
ACCT 209 Introduction to Managerial Accounting	4.0
BUSAD 100 Introduction to Business	3.0
BUSAD/ SPEECH 145 Business Communication	4.0
BUSAD/ SPEECH 155 Human Relations in the Workplace	(3.0)
OR	
SPEECH 111 Interpersonal Communication	(3.0)
OR	
SPEECH 140 Small Group Communication	(3.0)
BUSAD 200 Business Management	3.0
BUSAD 210 Business Law	3.0
BUSAD 230 Using Computers for Business	(3.0)
OR	
CIS 101 Introduction to Computer and Information Technology	(3.0)
MARKET 100 Marketing Principles	3.0
MATH 108 Statistics	4.0
ECON 100 Introduction to Economics	(3.0)
OR	
ECON 200 Principles of Macroeconomics	(3.0)
OR	
ECON 201 Principles of Microeconomics	<u>(3.0)</u>
TOTAL UNITS	37.0

RETAIL MANAGEMENT CERTIFICATE

The objective of this certificate program is to give students a foundation for a career in the retail management field. Some of the activities involved in retailing are selection and buying of merchandise, marketing, and product displays, selling, inventory control, customer relations and pricing. The student usually enters the retailing field as a clerk or cashier and advances in the following manner: Assistant Manager, Manager, and Upper Management.

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:		UNITS
ACCT 208	Introduction to Financial Accounting	4.0
BUSAD 103	Human Resources Management	3.0
BUSAD/ SPEECH 145	Business Communication	4.0
BUSAD/ SPEECH 155	Human Relations in the Workplace	3.0
BUSAD 200	Business Management	3.0
BUSAD 230	Using Computers for Business	3.0
MARKET 100	Marketing Principles	3.0
MARKET 106	Retail Management	3.0
MARKET 110	Advertising	3.0
SPEECH 111	Interpersonal Communication	3.0
TOTAL UNITS		32.0

100 INTRODUCTION TO BUSINESS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

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

103 HUMAN RESOURCES MANAGEMENT 3 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Introduction to the management of human resources and an understanding of the impact and accountability to the organization in terms of human resource activities. Global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

105 SMALL BUSINESS MANAGEMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

This course provides a background and hands-on experience in the field of entrepreneurship and a foundation for all business majors.

145 BUSINESS COMMUNICATION 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Principles and techniques of effective oral and written communication in business environments. Organization, composition, presentation and analysis of letters, memorandums, oral and written reports, proposals and resumes. Development of interviewing and collaborative problem solving skills. Emphasis on diversity and the use of technology in the global marketplace. This course is also offered as SPEECH 145.

155 HUMAN RELATIONS IN THE WORKPLACE 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as SPEECH 155.

198 BUSINESS ADMINISTRATION WORK EXPERIENCE 2 - 4 UNITS

CSU, Associate Degree Applicable*

Prerequisite: Enrolled in Business Administration occupational program and working at a job directly related to student's major

Corequisite: Enrolled in at least 7 units, including this Work Experience course

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

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

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

200 BUSINESS MANAGEMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: BUSAD 100 or equivalent

Departmental Recommendations: ENGL 015;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Concepts and applications of successful functions including planning, organizing, controlling, and staffing. Current applications are examined and evaluated through media support and computer simulation.

210 BUSINESS LAW**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 015;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Principles of law and use of cases as applied to business, and specifically to contracts, principal and agent, employment, negotiable instruments, principal and surety, insurance, bailments, sales partnerships, corporations, security devices, trusts and estates and governmental regulations.

(CANBUS 8)

213 APPLIED BUSINESS CONCEPTS**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisites: BUSAD 100, MARKET 100, and ACCT 208**Departmental Recommendations: BUSAD 145 or ENGL 015;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Integration of the full range of business concepts provided in the business curriculum and application of these concepts in the preparation and presentation of a detailed business plan.

230 USING COMPUTERS FOR BUSINESS**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to computer and information technology including the history, terminology, components and operation of computer systems. Includes an overview and use of selected software including spreadsheets, presentation applications, operating systems, word processors and databases. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as CIS 101.



CHEMISTRY (CHEM)

Department: Biological Sciences and Chemistry

Department Head: Lisa Shimeld, M.S.

Faculty: Kelly Boebinger, M.A.

Kim Salt, Ph.D.

**ASSOCIATE OF SCIENCE DEGREE
CHEMISTRY****REQUIRED COURSES:****UNITS**

CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
CHEM 102	Introduction to Organic Chemistry	(4.0)
OR		
CHEM 212	Organic Chemistry I	(4.0)
PHYSIC 110*	General Physics I	4.0
PHYSIC 111*	General Physics II	<u>4.0</u>
TOTAL UNITS		22.0

**Students may substitute PHYSIC 200 and 201; highly recommended for those transferring to a four-year institution.*

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

**087 PROBLEM SOLVING AND STUDY SKILLS
FOR CHEMISTRY****1 UNIT***Associate Degree Applicable**Prerequisite: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process**Corequisite: CHEM 101**Lecture: Minimum 16 hours per semester*

Discussion and problem solving sessions to be taken in conjunction with CHEM 101. A review of study skills and techniques for mastery of chemistry principles and test taking strategies. Algebra review with an emphasis on how to use mathematics and algebra to solve chemistry problems. Builds off of CHEM 101 material. Offered for Credit or No Credit only.

101 INTRODUCTION TO CHEMISTRY 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to college chemistry, with an emphasis on the general principles of chemistry, including critical thinking, analysis and problem solving in chemistry. Topics covered include but are not limited to, the study of matter and its properties, measurements, reactions, molecular structures, physical and chemical properties and laboratory techniques.

* No UC credit granted if taken after CHEM 150.

(CAN CHEM 6)

102 INTRODUCTION TO ORGANIC CHEMISTRY 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: CHEM 101 or CHEM 150**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to college organic chemistry, with an emphasis on the fundamental principles of organic chemistry. Topics covered include the study of organic compounds, nomenclature, properties, reactions, biochemistry and laboratory techniques.

* No UC credit granted if taken after CHEM 212.

(CAN CHEM 8)

150 GENERAL CHEMISTRY I 5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 96 hours per semester*

First semester of a two semester general chemistry sequence. A requirement for many science majors, the course is a study of the fundamental principles of chemistry. Students are taught the application of these principles with special significance placed on chemical computation. Topics include: atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, and nomenclature (the naming of chemicals). As with the lecture portion of the class, the laboratory component is both qualitative and quantitative in scope. Critical thinking and writing, measurement, identification, and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary, and pre-engineering majors.

(CAN CHEM 2)

151 GENERAL CHEMISTRY II 5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: CHEM 150**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 96 hours per semester*

This course is a continuation of CHEM 150. This is a study of fundamental principles of chemistry and their applications. This course will cover such topics as kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, nuclear reactions, and chemistry of coordination compounds. The laboratory will include a variety of experiments to supplement and reinforce class work. The course meets requirements of chemistry, biology, physics, pre-dental, pre-medical, pre-veterinary, and pre-engineering majors.

(CAN CHEM 4)

212 ORGANIC CHEMISTRY I 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: CHEM 151**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

First semester of a two semester organic chemistry sequence. Study of modern organic chemistry including structure, nomenclature, reactivity, synthesis, and reaction mechanisms. Spectroscopy and modern theoretical concepts studied. Lab techniques of purification, isolation, synthesis reactions, and spectroscopic analysis.

213 ORGANIC CHEMISTRY II 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: CHEM 212**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Second semester of a two semester organic chemistry sequence. Study of modern organic chemistry including structure, nomenclature, reactivity, synthesis, and reaction mechanisms. Lab techniques of purification, isolation, synthesis reactions, and spectroscopic analysis.

CHILD DEVELOPMENT

(CD)

Department: Child Development and Education
 Department Head: Jean Searle-Grassick, M.A.
 Faculty: JoAnn Jones, M.Ed.
 Meridyth McLaren, M.S.
 Jean Searle-Grassick, M.A.
 Liaison Counselor: Judi Harrington, M.A.

ASSOCIATE OF ARTS DEGREE CHILD DEVELOPMENT

REQUIRED COURSES: UNITS

CD 100	Introduction to Child Development	3.0
CD 105	Child Growth and Development	3.0
CD 112	Programs and Practices in Child Development	3.0
CD 126	Child, Family and Community	3.0
CD 205X2	Child Growth and Development Laboratory	4.0

Select at least two courses from the following:

CD 115	Health, Welfare and Nutrition for Children	(3.0)
CD 130	Music and Movement for Children	(3.0)
CD 131	Developmental Art for Children	(3.0)
CD 132	Creative Experiences for Children*	(3.0)
CD 133	Creative Science and Math Activities for Children	(3.0)
CD 134	Language and Listening, Literacy and Literature for Children*	(3.0)
CD 136	Creative Art Activities for Children	(3.0)
CD 185	Infant/Toddler Growth and Development	(3.0)
CD 186	Infant/Toddler Activities	(3.0)
	TOTAL UNITS	22.0

*Highly recommended

RECOMMENDED COURSES: UNITS

It is highly recommended that students select four CD electives from the following:

CD 101	Family Interactions	(3.0)
CD 115	Health, Welfare and Nutrition for Children	(3.0)
CD 116X20	Pediatric CPR, First Aid and Safety for Children	(2.0)
CD 130	Music and Movement for Children	(3.0)
CD 131	Developmental Art for Children	(3.0)

CD 132	Creative Experiences for Children	(3.0)
CD 133	Creative Science and Math Activities for Children	(3.0)
CD 134	Language and Listening, Literacy and Literature for Children	(3.0)
CD 136	Creative Art Activities for Children	(3.0)
CD 137	Play and Materials in Early Learning	(3.0)
CD 175	Home Day Care Practices, Programs and Business Principles	(3.0)
CD 185	Infant/Toddler Growth and Development	(3.0)
CD 186	Infant/Toddler Activities	(3.0)
CD 205X2	Child Growth and Development Laboratory	(4.0)
CD 244	Children with Special Needs	(3.0)
CD 270	Mentor Teacher/Adult Supervision	(3.0)
CD 271	Administration: Management and Organization of Child Development Programs	(3.0)
CD 272	Administration: Human Relations in Child Development Programs	(3.0)

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

CHILD HOME DAY CARE PROVIDER CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES: UNITS

CD 105	Child Growth and Development	3.0
CD 132	Creative Experiences for Children	3.0
CD 175	Home Day Care Practices, Programs and Business Principles	3.0
CD 116X20	Pediatric CPR, First Aid and Safety for Children	<u>2.0</u>
	TOTAL UNITS	11.0

ASSOCIATE TEACHER CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

See Child Development Department for State Licensing requirements.

REQUIRED COURSES:	UNITS
CD 100 Introduction to Child Development	3.0
CD 105 Child Growth and Development	3.0
CD 112 Programs and Practices in Child Development	3.0
CD 126 Child, Family and Community	3.0
<i>Laboratory OR Work Experience with Young Children</i>	
CD 205X2 Child Growth and Development Laboratory	<u>4.0</u>
TOTAL UNITS	16.0

TEACHER CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

See Child Development Department for State Licensing requirements.

REQUIRED COURSES:	UNITS
CD 100 Introduction to Child Development	3.0
CD 105 Child Growth and Development	3.0
CD 112 Programs and Practices in Child Development	3.0
CD 126 Child, Family and Community	3.0
CD 205X2 Child Growth and Development Laboratory	4.0
<i>Select four courses from the following:</i>	
CD 101 Family Interactions	(3.0)
CD 115 Health, Welfare, and Nutrition for Children	(3.0)
CD 130 Music and Movement for Children	(3.0)
CD 131 Developmental Art for Children	(3.0)
CD 132 Creative Experiences for Children	(3.0)
CD 133 Creative Science and Math Activities for Children	(3.0)
CD 134 Language and Listening, Literacy and Literature for Children	(3.0)
CD 136 Creative Art Activities for Children	(3.0)
CD 137 Play and Materials in Early Learning	(3.0)
CD 175 Home Day Care Practices, Programs, and Business Principles	(3.0)
CD 185 Infant/Toddler Growth and Development	(3.0)
CD 186 Infant/Toddler Activities	<u>(3.0)</u>
TOTAL UNITS	28.0

Students must also have 16 General Education units and experience to apply for State Child Development Permit.

MASTER TEACHER CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

See Child Development Department for State Licensing requirements.

REQUIRED COURSES:	UNITS
CD 100 Introduction to Child Development	3.0
CD 105 Child Growth and Development	3.0
CD 112 Programs and Practices in Child Development	3.0
CD 126 Child, Family and Community	3.0
CD 270 Mentor Teacher/Adult Supervision	3.0
CD 205X2 Child Growth and Development Laboratory	4.0

Six or seven units from the following list to complete at least one specialization:

Note: A specialization consists of completing a pair of courses (six or seven units) from the topics below.

MUSIC SPECIALIZATION

CD 130 Music and Movement for Children	(3.0)
AND	
MUSIC 100 Fundamental Skills in Music	(3.0)

ART SPECIALIZATION

CD 131 Developmental Art for Children	(3.0)
AND	
CD 136 Creative Art Activities for Children	(3.0)

LANGUAGE AND LITERACY SPECIALIZATION

CD 134 Language and Listening, Literacy and Literature for Children	(3.0)
AND	
ENGL 155 Children's Literature	(3.0)

INFANT/TODDLER SPECIALIZATION

CD 185 Infant/Toddler Growth and Development	(3.0)
AND	
CD 186 Infant/Toddler Activities	(3.0)

SPECIAL NEEDS SPECIALIZATION

CD 244 Children with Special Needs	(3.0)
AND	
ASL 101 American Sign Language I	(4.0)

Select four courses from the following list (selected courses cannot be included in your specialization):

CD 101	Family Interactions	(3.0)
CD 115	Health, Welfare, and Nutrition for Children	(3.0)
CD 130	Music and Movement for Children	(3.0)
CD 131	Developmental Art for Children	(3.0)
CD 132	Creative Experiences for Children	(3.0)
CD 133	Creative Science and Math Activities for Children	(3.0)
CD 134	Language and Listening, Literacy and Literature for Children	(3.0)
CD 136	Creative Art Activities for Children	(3.0)
CD 137	Play and Materials in Early Learning	(3.0)
CD 175	Home Day Care Practices, Programs, and Business Principles	(3.0)
CD 185	Infant/Toddler Growth and Development	(3.0)
CD 186	Infant/Toddler Activities	(3.0)
	TOTAL UNITS	37.0 - 38.0

SITE SUPERVISOR CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

See Child Development Department for State Licensing requirements.

REQUIRED COURSES:

		UNITS
CD 100	Introduction to Child Development	3.0
CD 105	Child Growth and Development	3.0
CD 112	Programs and Practices in Child Development	3.0
CD 126	Child, Family and Community	3.0
CD 270	Mentor Teacher/Adult Supervision	3.0
CD 271	Administration: Management and Organization of Child Development Programs	3.0
CD 272	Administration: Human Relations in Child Development Programs	3.0
CD 205X2	Child Growth and Development Laboratory	4.0

Select four courses from the following list:

CD 101	Family Interactions	(3.0)
CD 115	Health, Welfare, and Nutrition for Children	(3.0)
CD 130	Music and Movement for Children	(3.0)
CD 131	Developmental Art for Children	(3.0)
CD 132	Creative Experiences for Children	(3.0)
CD 133	Creative Science and Math Activities for Children	(3.0)

CD 134	Language and Listening, Literacy and Literature for Children	(3.0)
CD 136	Creative Art Activities for Children	(3.0)
CD 137	Play and Materials in Early Learning	(3.0)
CD 175	Home Day Care Practices, Programs, and Business Principles	(3.0)
CD 185	Infant/Toddler Growth and Development	(3.0)
CD 186	Infant/Toddler Activities	(3.0)
	TOTAL UNITS	37.0

Students must also have 16 General Education units and experience to apply for the State Child Development Permit.

100 INTRODUCTION TO CHILD DEVELOPMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Overview of early childhood programs, their histories, philosophies and developmentally appropriate practices, methods of guidance and discipline. Students will become familiar with licensing and regulations for state, federal and private programs. Reviews philosophies of educating young children and learning, while examining developmental appropriate practices, including the influence of culture and inclusive environments on the developing child. Explores career paths and professional growth.

101 FAMILY INTERACTIONS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

This course reviews the concept of human development and the interactions within the biological, psychological, social and cultural phenomena and their relationship to children's and parent's attitudes and behavior. Family dynamics, communication and discipline are explored.

105 CHILD GROWTH AND DEVELOPMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Study of human development from conception through adolescence within cultural and family contexts. Examines cognitive, physical, social, and emotional development, both typical and atypical. Introduction to the theories, research, and applications that constitute the field of child development by examining both traditional areas of the field and more recent innovations. Observational study of children.

111 OBSERVATIONS AND METHODS IN CHILD DEVELOPMENT 2 UNITS

CSU, Associate Degree Applicable

Prerequisite/Corequisite: CD 105

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to observational methodologies and techniques used in the study of early childhood behavior including observation, recording, analysis, and interpretation as they relate to developmental principles, theories and current research.

112 PROGRAMS AND PRACTICES IN CHILD DEVELOPMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

General overview of curriculum design for early childhood programs. Includes planning, implementation and evaluation of curriculum and programs. Students will observe the interaction of play and development of the whole child. Organization of materials and resources are explored.

115 HEALTH, WELFARE, AND NUTRITION FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Training in health, nutrition, disaster preparedness, for children or children with special needs, child abuse identification and prevention, caring for the mildly ill child.

116X20 PEDIATRIC CPR, FIRST AID AND SAFETY FOR CHILDREN 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 24 hours per semester*

Certification for pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety, and injury prevention. CPR training is consistent with the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare provider level. This course may be taken twenty times. This course is also offered as EMS 116X20.

126 CHILD, FAMILY AND COMMUNITY 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Examination of the effects of family and community on a child's development. Interaction between child, family, school, peers, media and community are explored. Emphasis on ethnic diversity, social class, gender roles and their impact on family, behavior, values, morals and attitudes. Explores the value of communication, the development of child advocacy and the ability to use community resources to empower families and children.

130 MUSIC AND MOVEMENT FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of music and movement growth and development of children. Philosophy, theory, technique and application of musical concepts used with children are explored. The basic elements of music are investigated with an emphasis on planning and facilitating developmentally appropriate music and movement experiences with children.

131 DEVELOPMENTAL ART FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of the artistic and aesthetic growth and development of children. Exploration of philosophy, theory and application of art concepts. Investigation of the basic elements of art with an emphasis on how to plan, prepare and implement a developmentally appropriate art experience for children.

132 CREATIVE EXPERIENCES FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

In-depth study of creativity in children, including the rationale for creative development. Philosophy and theories of the general humanities are investigated, including art, music, movement and drama as facilitators for developing basic skills, human interaction and aesthetic appreciation in children. Emphasis on preparing developmentally appropriate creative experiences for children.

133 CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of basic scientific theories and practices for teaching young children simple methods and processes of science and math. Classifying, simple reasoning, observing, making hypothesis, testing, generalizing cause and effect, using energy, matter and living things are explored. Fundamental mathematical concepts such as one to one correspondence, number sense and counting, sets and classifying, parts and wholes, basic measurements, ordering and patterning.

134 LANGUAGE AND LISTENING, LITERACY AND LITERATURE FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study and application of whole language, listening, literacy and literature experiences for children. Use of conversations, literature, storytelling, flannel boards, finger plays, dramatic play and other varied media. Developmentally appropriate whole language reading and writing activities for children.

136 CREATIVE ART ACTIVITIES FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of artistic expression in children. Overview of artistic abilities in children. Emphasis on planning, preparing and implementing developmentally appropriate art experiences for children ages two through ten.

137 PLAY AND MATERIALS IN EARLY LEARNING
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

In-depth studies of the dynamics of play and play materials for children including the rationale for play as a facilitator of learning. History and philosophy of play, current theories and their relationship to materials as they are utilized in creating and implementing play environments for children.

175 HOME DAY CARE PRACTICES, PROGRAMS AND BUSINESS PRINCIPLES
3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

An introduction to in-home child care business practices, general development of children, and California licensing practices. Focuses on advertising, fees, collection and record keeping systems for home day care, childcare food program regulations and licensing standards.

185 INFANT/TODDLER GROWTH AND DEVELOPMENT
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of physical, cognitive, social, emotional and creative development of children ages birth to 36 months. Includes observing and keeping records, parent issues, accessing needs and services, and developing appropriate practices with infants and toddlers. Satisfies licensing training requirements for infant/toddler child development workers.

186 INFANT/TODDLER ACTIVITIES
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Preparation and facilitation of developmentally appropriate activities and curriculum for infants and toddlers ages birth to 36 months. Satisfies licensing training requirements for infant/toddler child development workers.

198 CHILD DEVELOPMENT WORK EXPERIENCE
2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Enrolled in Child Development occupational program and working at a job directly related to student's major**Corequisite: Enrolled in at least 7 units, including this Work Experience course**Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment*

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

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

205X2 CHILD GROWTH AND DEVELOPMENT LABORATORY
4 UNITS*CSU, Associate Degree Applicable**Prerequisite: CD 105**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 120 hours per semester*

Supervised participation in a group program for preschool children. Emphasis on curriculum planning and evaluation, discipline, guidance techniques, instructional methods, cooperative relationships with staff, parents and children, and professional ethics. This course may be taken two times.

244 CHILDREN WITH SPECIAL NEEDS
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the special-needs child to include the entire spectrum from gifted to handicapped during the formative years. To aid the parent or professional worker in teaching social, emotional, physical and cognitive curricula to special-needs children in an inclusive setting. A typical development is explored. Special emphasis is the adjustment of the child to home, school and community.

270 MENTOR TEACHER/ADULT SUPERVISION
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CD 105**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Methods and principles of supervising and mentoring student teachers in early childhood educational settings. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. This course is required for the Master Teacher level of the Child Development Permit.

271 ADMINISTRATION: MANAGEMENT AND ORGANIZATION OF CHILD DEVELOPMENT PROGRAMS
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CD 105**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Study and practice of budgeting, funding, licensing, planning, organizing and managing a variety of programs for young children. The administrator's role, leadership style, program development, and ongoing organization. Meets permit and licensing training requirements for a Director or Site Supervisor.

272 ADMINISTRATION: HUMAN RELATIONS IN CHILD DEVELOPMENT PROGRAMS
3 UNITS*CSU, Associate Degree Applicable**Prerequisites: CD 105**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Exploration of the overall operations and human relations aspects of administering children's programs. Business management practices, community relations, professional responsibilities and growth, labor relations and staff management will be addressed. Designed to meet the California State Child Development Permit Matrix requirements for Site Supervisor.

295 ELEMENTARY LABORATORY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 96 hours per semester*

Supervised experience and participation in an elementary school setting including both K-3 and 4-6 classroom environments. Emphasis on understanding the role of the elementary school teacher, instructional methods, understanding curriculum as it relates to grade level state standards, aiding literacy development, cooperative relationships with staff, parents, children and professional ethics of teaching. This class is required for all students transferring to CSUSB seeking a teaching credential.

COMPUTER INFORMATION SYSTEMS (CIS)

Department: Business & Information Technology
 Department Head: Catherine Pace-Pequeno, M.P.A.
 Faculty: Michael Davenport, B.S.
 Denise Hoyt, M.A.
 Catherine Pace-Pequeno, M.P.A.
 Liaison Counselor: Robert McAtee, M.A.

ASSOCIATE OF SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS

REQUIRED COURSES:	UNITS
BUSAD/	
SPEECH 145 Business Communication	4.00
CIS 101 Introduction to Computer and Information Technology	3.00
CIS 103 Programming in Visual Basic	(3.00)
OR	
CIS 114 C++ Programming I	(3.00)
CIS 130 Hardware and Information Technology	3.00
CIS 140 Networking Basics: Cisco Certified Network Associate (CCNA 1)	<u>3.75</u>
TOTAL UNITS	16.75

EMPHASIS IN PROGRAMMING:

Optional choice courses: Students must complete at least nine additional units from the following courses:

CIS 113	Java and J++ Programming	(3.00)
CIS 115	Programming in C	(3.00)
CIS 116	C++ Programming II	(3.00)
CIS 117	Scripting	(3.00)
CIS 203	Advanced Visual Basic	(3.00)
MATH 151	Precalculus	(4.00)
MATH 250	Single Variable Calculus I	(4.00)
MATH 251	Single Variable Calculus II	(4.00)
MATH 252	Multivariable Calculus	(5.00)
MATH 266	Introduction to Ordinary Differential Equations	<u>(3.00)</u>
TOTAL UNITS		25.75

OR**EMPHASIS IN WEBMASTER:**

Optional choice courses: Students must complete at least nine additional units from the following courses:

CIS 111	Web Page Programming and Design	(3.00)
CIS 117	Scripting	(3.00)
CIS 118	Web Site Management	(3.00)
CIS 160	Authoring Accessible Web Pages	(2.00)
CIS 161	Web Site Design and Programming Using Dreamweaver	(3.00)
CIS 162	Introduction to Flash	(3.00)
CIS 163	Introduction to PhotoShop	(3.00)
CIS 164	Introduction to Fireworks	<u>(3.00)</u>
TOTAL UNITS		25.75

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:	UNITS
CIS 140 Networking Basics: Cisco Certified Network Associate (CCNA 1)	3.75
CIS 141 Routers and Routing Basics: Cisco Certified Network Associate (CCNA 2)	3.75
CIS 142 Switching Basics and Intermediate Routing: Cisco Certified Network Associate (CCNA 3)	3.75
CIS 143 WAN Technologies: Cisco Certified Network Associate (CCNA 4)	<u>3.75</u>
TOTAL UNITS	15.00

CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE

Admission: Completion of CCNA course or CCNA certificate. Registration is limited to class size restrictions.

REQUIRED COURSES:	UNITS
CIS 144 Advanced Routing – LANs Cisco Semester V (Cisco Networking Academy)	3.50
CIS 145 Advanced WANs – Cisco Semester VI (Cisco Networking Academy)	3.50
CIS 146 LAN Switching – Cisco Semester VII (Cisco Networking Academy)	3.50
CIS 147 Network Troubleshooting - Cisco Semester VIII (Cisco Networking Academy)	<u>3.50</u>
TOTAL UNITS	14.00

COMPUTER HARDWARE TECHNICIAN CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:	UNITS
BUSAD/ SPEECH 145 Business Communication	4.00
CIS 130 Hardware and Information Technology	3.00
CIS 131 Help Desk	3.00
CIS 140 Networking Basics: Cisco Certified Network Associate (CCNA 1)	<u>3.75</u>
TOTAL UNITS	13.75

COMPUTER INFORMATION SYSTEMS CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:	UNITS
CIS 101 Introduction to Computer and Information Technology	3.00
CIS 103 Programming in Visual Basic	3.00
CIS 105 Database Concepts and Design	3.00
CIS 111 Web Page Programming and Design	3.00
CIS 130 Hardware and Information Technology	3.00
Optional courses: Students must complete at least nine additional units from the following courses:	

CIS 109 Operating Systems and Environments	(3.00)
CIS 113 Java and J++ Programming	(3.00)
CIS 114 C++ Programming I	(3.00)
CIS 115 Programming in C	(3.00)
CIS 116 C++ Programming II	(3.00)
CIS 117 Scripting	(3.00)
CIS 118 Web Site Management	(3.00)
CIS 131 Help Desk	(3.00)
CIS 140 Networking Basics: Cisco Certified Network Associate (CCNA 1)	(3.75)
CIS 171 Introduction to Robotics	(3.00)
CIS 203 Advanced Visual Basic	<u>(3.00)</u>
TOTAL UNITS	24.00-24.75

PROGRAMMING CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of 15 units qualifies the student for the Programming Certificate.

CIS 103 Programming in Visual Basic	(3.0)
CIS 113 Java and J++ Programming	(3.0)
CIS 114 C++ Programming I	(3.0)
CIS 115 Programming in C	(3.0)
CIS 116 C++ Programming II	(3.0)
CIS 117 Scripting	(3.0)
CIS 203 Advanced Visual Basic	<u>(3.0)</u>
TOTAL UNITS	15.0

WEBMASTER CERTIFICATE

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:		UNITS
CIS 111	Web Page Programming and Design	3.0
CIS 117	Scripting	3.0
CIS 118	Web Site Management	3.0

Optional choice courses: Students must complete at least five additional units from the following courses:

CIS 160	Authoring Accessible Web Pages	(2.0)
CIS 161	Web Site Design and Programming Using Dreamweaver	(3.0)
CIS 162	Introduction to Flash	(3.0)
CIS 163	Introduction to PhotoShop	(3.0)
CIS 164	Introduction to Fireworks	(3.0)
TOTAL UNITS		14.0-15.0

091 COLLEGE KEYBOARDING AND FILE MANAGEMENT 2 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to computer keyboarding, file management and using the Internet as a research tool. Training in location of alphabetic, numeric and symbol keys by touch. Application of fundamental word processing techniques and use of Internet browsers. Mastery of MLA and APA formatting, tables, resumes and letters.

101 INTRODUCTION TO COMPUTER AND INFORMATION TECHNOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to computer and information technology including the history, terminology, components and operation of computer systems. Includes an overview and use of selected software including spreadsheets, presentation applications, operating systems, word processors and databases. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as BUSAD 230.

(CANCSCI2)

103 PROGRAMMING IN VISUAL BASIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to standards and conventions of programming a graphical user interface using Visual Basic. Emphasis on understanding proper design, placement, and coding of the graphical features of the interface. Similarities and differences of Visual Basic and traditional programming languages will be explored. Microsoft Visual Basic will be utilized to develop programs.

105 DATABASE CONCEPTS AND DESIGN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: CIS 101

Lecture: Minimum 48 hours per semester

Fundamentals of database concepts with an emphasis on the design and implementation of relational databases. Includes data querying, sorting, inserting, deleting, and report design and generation. Entity relationship diagrams, normalizing of database tables, implementing integrity rules, developing data-dictionaries and SQL (structured query language) will be emphasized.

109 OPERATING SYSTEMS AND ENVIRONMENTS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

An intensive study of three current operating systems to include Windows, DOS, and Unix/Linux as they relate to business users, personal users, and computer programmers in a hands-on environment. An emphasis on system components, functions, and commands to include disk file management, system utilities, command line prompt, text editor, communications accessories, graphics, data protection, printer control, desktop customization, memory management and hardware configuration.

111 WEB PAGE PROGRAMMING AND DESIGN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to web page design for personal users, business users and computer professionals. Introduces web page design, programming, and administration using HTML, DHTML, XHTML and scripting languages such as JavaScript and Visual Basic. Students will design, create, publish and maintain web pages.

113 JAVA AND J++ PROGRAMMING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to Internet-based, object-oriented programming using current programming languages such as Java and J++. Includes writing, debugging and running programs and applets in an interactive computer system to solve both general-purpose, business and interactive Web-based problems.

114 C++ PROGRAMMING I 3 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to object oriented programming using the C++ programming language. Includes program development, debugging, and implementation of programs to solve numerical and non-numerical problems on an interactive computer system. Course topics will include: The C/C++ programming environment, program control structures, Functions, Classes, stream input/output, and array processing.

*CIS 114 and CIS 115, maximum UC credit one course.

115 PROGRAMMING IN C 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Fundamentals of computer programming and problem solving using the C language. Includes writing, debugging, and running programs in an interactive computer system to solve both numerical and non-numerical problems. Microsoft C/C++ will be utilized to develop programs.

*CIS 114 and CIS 115, maximum UC credit one course.

116 C++ PROGRAMMING II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: CIS 114 or CIS 115**Lecture: Minimum 48 hours per semester*

Introduction to object oriented programming using the C++ programming language. Includes program development, debugging, and implementation of programs to solve numerical and non-numerical problems on an interactive computer system. Course topics will include: Functions, Classes, operator overloading, inheritance, polymorphism, file input/output, templates, and string handling.

117 SCRIPTING 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Web page scripting and programming using current scripting languages. Includes program development, debugging, and implementation of programs to enhance web pages. Course topics will include: Client-side and Server-side scripts, ASP and database integration.

118 WEB SITE MANAGEMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Web site management and security. Includes management of server-side software, development of maintenance and security plans, server-side programming and existing web site updates and maintenance.

124 VISUAL BASIC FOR APPLICATIONS 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 101**Lecture: Minimum 48 hours per semester*

Introduction to Visual Basic for Applications Programming Language. Includes program development, debugging, and implementation of programs to solve numerical and non-numerical problems on an interactive computer system. Course topics will include VBA use in word processing, spreadsheet and database.

125 INTRODUCTION TO C#.NET PROGRAMMING 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to object oriented programming using the C# programming language and the .NET platform environment. Includes program development, debugging, and implementation of software components including Windows desktop, console-based and web-based applications. Topics include the C# programming environment, program control structures, functions, classes, stream input/output, array processing, event-driven, and web-based applications.

130 HARDWARE AND INFORMATION TECHNOLOGY 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: CIS 101 and CIS 109**Lecture: Minimum 48 hours per semester*

A hands-on course covering basic computer hardware, software, maintenance and training technologies. Certification type material will be presented in this course enabling students to understand the material as well as help them prepare to complete industry certification exams. Topics include hardware components, operating system functions, information systems maintenance, strategies for the organization, and end-user training options. Hands-on experience with different computer hardware, operating systems, and software utilities. Provides the fundamental foundation in preparation for industry certification.

131 HELP DESK 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: CIS 101 and CIS 130**Lecture: Minimum 48 hours per semester*

An introductory course covering basic computer Help Desk technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification exams. Topics include using, administrating, deploying, supporting and troubleshooting end-user computer hardware and software, as well as providing a fundamental foundation in preparation for industry certification.

140 NETWORKING BASICS: CISCO CERTIFIED NETWORK ASSOCIATE (CCNA 1) 3.75 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 101**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 36 hours per semester*

First of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. Includes networking terminology, network protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Opens System Interconnection (OSI) model, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Emphasis on the proper care, maintenance, and use of networking software, tools, and equipment.

**141 ROUTERS AND ROUTING BASICS: CISCO
CERTIFIED NETWORK ASSOCIATE (CCNA 2)
3.75 UNITS**

Associate Degree Applicable

Prerequisite: CIS 140

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 36 hours per semester

The second of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment of further education and/or training. Includes WANs and routers, router fundamentals, router configuration, routed and routing protocols, router operating systems, distance vector routing protocols, Transmission Control Protocol/Internet Protocol (TCP/IP) error and control messages, basic router troubleshooting, intermediate TCP, and Access Control Lists (ACLs). Particular emphasis on the use and configuration of Cisco routers.

**142 SWITCHING BASICS AND INTERMEDIATE ROUTING:
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA 3)
3.75 UNITS**

Associate Degree Applicable

Prerequisite: CIS 141

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 36 hours per semester

The third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment of further education and/or training. This is a hands-on course focusing on Variable Length Subnet Masking (VLSM), Intermediate routing protocols (RIPv2, OSPF, and EIGRP), Command Line Interface (CLI) switch configuration, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), VLAN Trunking Protocol (VTP). Students will learn how to configure and troubleshoot switches, manage Cisco IOS switch software, and configure switch-based VLANs.

**143 WAN TECHNOLOGIES: CISCO CERTIFIED
NETWORK ASSOCIATE (CCNA 4) 3.75 UNITS**

Associate Degree Applicable

Prerequisite: CIS 142

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 36 hours per semester

The last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment of further education and/or training. Includes, Network Address Translation (NAT) and Port Address Translation (PAT), WAN technologies, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial-on-demand routing (DDR), Frame Relay, and network management. Emphasis on the components and services available for the implementation of Wide Area Networks. Students will apply information from CCNA 1, CCNA 2, and CCNA 3 to a network and will be required to explain how and why a particular strategy is used. Will include CCNA exam preparation.

**144 ADVANCED ROUTING-LANS CISCO SEMESTER V
(CISCO NETWORKING ACADEMY) 3.5 UNITS**

Associate Degree Applicable

Prerequisite: CIS 143

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 24 hours per semester

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester V focuses on advanced routing and teaches students how to install, configure and manage local and wide area networks and for medium to large networks. Upon completion of this course, students will be able to select and implement the appropriated Cisco IOS services required to build a scalable routed network. Instruction, includes, but is not limited to, selecting and configuring scalable IP addresses, implementing technologies to redistribute and support multiple, advanced, IP routing protocols such as OSPF, EIGRP and BGP, configuring access lists, and designing and testing edge router connectivity into a BGP network. This course is designed to help prepare students for the CCNP Advanced Routing exam.

**145 ADVANCED WANs-CISCO SEMESTER VI
(CISCO NETWORKING ACADEMY) 3.5 UNITS**

Associate Degree Applicable

Prerequisite: CIS 144

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 24 hours per semester

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester VI focuses on Remote Access and teaches students how to install and configure remote access links for medium to large networks. Upon completion of this course, students will be able to select and implement the appropriated Cisco IOS services required to implement any one of several remote access options. Instruction, includes, but is not limited to, configuring asynchronous connections, Point-to-point protocol (PPP) architecture, PPP protocol, callback, and compression, ISDN architecture, protocol layers, BRI and DDR, and configuring x.25, Frame Relay, and AAA. This course is designed to help prepare students for the CCNP Remote Access exam.

**146 LAN SWITCHING – CISCO SEMESTER VII
(CISCO NETWORKING ACADEMY) 3.5 UNITS**

Associate Degree Applicable

Prerequisite: CIS 144

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 24 hours per semester

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester VII focuses on the technologies required to build campus networks using multi-layer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. Upon completion of this course, students will be able to implement the multiplayer switching. Instruction, includes, but is not limited to, fast Ethernet, gigabit Ethernet, VLAN basics, types, identification, and trunking protocol, Spanning Tree Protocol, MLS processes, and configuration, and Multicasting protocols, routing, and tasks. This course is designed to help prepare the students for the CCNP Switching exam.

**147 NETWORK TROUBLESHOOTING–CISCO
SEMESTER VIII (CISCO NETWORKING ACADEMY)
3.5 UNITS**

Associate Degree Applicable

Prerequisite: CIS 144

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 24 hours per semester

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester VIII focuses on developing the advanced skills necessary for successfully troubleshooting Cisco routers and Catalyst switches. Students are taught how to baseline and troubleshoot an environment using Cisco routers and switches for multi-protocol client hosts and servers connected with: Ethernet, Fast Ethernet, Token Ring, Serial, Frame Relay, and/or ISDN BRI. Instruction, includes, but is not limited to, OSI Layers 1, 2, and 3, TCP/IP, LAN switching, VLANs, Frame Relay, ISDN, Appletalk, Novell, IEGRP, OSPF, BGP. This course is designed to help prepare students for the CCNP Support exam.

151 NETWORK CLIENT ADMINISTRATION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

A hands-on course covering basic computer network client administration technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification exams. Topics include using, administrating, deploying, and troubleshooting network client software, and TCP/IP. Includes hands-on experience with a computer network, network client software, and TCP/IP configurations as well as provides the fundamental foundation in preparation for industry certification.

152 NETWORK SERVER ADMINISTRATION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

A hands-on course covering basic computer network Server administration technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification exams. Topics include using, administrating, deploying, and troubleshooting network Server software, and TCP/IP. Includes hands-on experience with a computer network, network Server software, and TCP/IP configurations as well as provides the fundamental foundation in preparation for industry certification.

160 AUTHORIZING ACCESSIBLE WEB PAGES 2 UNITS

Associate Degree Applicable

Prerequisite: CIS 111

Lecture: Minimum 32 hours per semester

This course provides additional expertise to students interested in furthering their skills in web page design and web site management by improving their skill set to include the design of web pages and sites accessible to individuals with disabilities. Students will develop a thorough understanding of the American's with Disabilities Act (ADA) and how the law pertains to web page/site development. Familiarization and use of tools, techniques and strategies that are used to comply with Section 508 of the ADA are the focus of the course.

**161 WEB SITE DESIGN AND PROGRAMMING
USING DREAMWEAVER 3 UNITS**

Associate Degree Applicable

Prerequisite: CIS 111

Lecture: Minimum 48 hours per semester

In-depth study of web site design and programming using Dreamweaver. Students will design, create, publish and maintain web sites using Dreamweaver.

162 INTRODUCTION TO FLASH 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to Flash and its use in animation and Web site design. Design, creation and publication of Flash animations, icons, navigation buttons and Web sites.

163 INTRODUCTION TO PHOTOSHOP 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Design, creation, and manipulation of original and existing images and photographs using PhotoShop.

164 INTRODUCTION TO FIREWORKS 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to Fireworks and its use to create, modify, animate and optimize graphic files for publishing on the Web.

**165 INTRODUCTION TO COMPUTER ANIMATION
3 UNITS**

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CIS 101

Lecture: Minimum 48 hours per semester

Introduction to 3D animation using Maya. Focuses on computer animation, rendering and modeling. Principles and skills for building objects in a landscape and changing environmental conditions. Overviews on model sheets, storyboarding, keyframing, in-betweening and 3D conversion techniques.

166 3D ANIMATION WITH MAYA 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: CIS 165

Lecture: Minimum 48 hours per semester

3D animation using Maya, character development, modeling, storyboarding and animation. Includes the development of MEL (Maya Expression Language) scripting.

**168 E-COMMERCE PROGRAMMING AND DESIGN
3 UNITS**

CSU, Associate Degree Applicable

Prerequisite: CIS 111

Lecture: Minimum 48 hours per semester

Introduction to E-Commerce site design and programming. Includes site development, debugging, and implementation of programs to enhance E-Commerce sites. Course topics will include: Client-side and Server-side scripts, ASP and database integration.

171 INTRODUCTION TO ROBOTICS 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to robotic technology including the history, terminology, components and operation of robotic systems. Includes an overview and creation of robotics using selected software. Includes program development using a high-level language. Discusses the impact of robotics in society and the workplace. No previous computer background required.

175 INTRODUCTION TO INFORMATION MAPPING 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to GIS using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization. This course is also offered as GEOG 175.

190A WEB MASTER INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in Web page design and web site management. This course will provide additional expertise to students interested in furthering their skills in web page design and web site management by exposing them to authentic product development, and coaching by a professional mentor in the field.

190B NETWORK ADMINISTRATION INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 130**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in network implementation, design, setup, and administration. This course will provide additional expertise to students interested in furthering their skills in network administration by exposing them to network planning, development, wiring, implementation, maintenance and coaching by a professional mentor in the field.

190C HARDWARE TECHNICIAN INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 130**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in computer hardware maintenance and user support. This course will offer further expertise to students interested in furthering their skills in hardware and end-user support by exposing them to authentic support scenarios, and coaching by a professional in the field.

198 COMPUTER INFORMATION SYSTEMS WORK EXPERIENCE 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Enrolled in Computer Information Systems occupational program and working at a job directly related to student's major**Corequisite: Enrolled in at least 7 units, including this Work Experience course**Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment*

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

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

203 ADVANCED VISUAL BASIC 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 103**Lecture: Minimum 48 hours per semester*

Advanced Visual Basic concepts and methods as applied to the creation and maintenance of both single-user and client-server databases. Includes writing, debugging, and executing student created applications to solve both general purpose, and business database problems. Course also includes using SQL (Structured Query Language), ADO (Active X Data Objects), UDA (Universal Data Access), and using Windows API (Application Programming Interface).

ECONOMICS (ECON)

Department:

Social Sciences

Department Head:

Mario Perez, M.A.

Faculty:

Farhad Mansourian, M.A.

**ASSOCIATE OF ARTS DEGREE
ECONOMICS**

REQUIRED COURSES:		UNITS
ECON 100	Introduction to Economics	3.0
ECON 200	Principles of Macroeconomics	3.0
ECON 201	Principles of Microeconomics	3.0
ENGL 101	Freshman Composition	4.0
MATH 090	Elementary Algebra	4.0
MATH 108	Statistics	4.0
TOTAL UNITS		21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 INTRODUCTION TO ECONOMICS 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Economic analysis applied to issues and problems facing the U.S. economy. Problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action. Topics include supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy, and international trade.

* No UC credit granted if taken after ECON 200 OR ECON 201.

200 PRINCIPLES OF MACROECONOMICS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Introduction to the basic mechanisms of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and the Keynesian theories, the Federal Reserve System and commercial banking. An examination of various contemporary economic growth, unemployment, inflation, and budget deficit are also presented. (CANECON 2)

201 PRINCIPLES OF MICROECONOMICS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy. Topics covered include supply and demand, consumer theory, production theory, and price formation in competitive and non-competitive markets, theory of comparative advantage and international trade. Issues such as monopoly, public goods, unequal income distribution, and environmental problems are also studied in this course.

(CANECON 4)

EDUCATION (EDU)

Department: Child Development and Education
 Department Head: Jean Searle-Grassick, M.A.
 Faculty: JoAnn Jones, M.Ed.
 Meridyth McLaren, M.S.
 Jean Searle-Grassick, M.A.

290 INTRODUCTION TO EDUCATION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

This course is an introduction to the field of education. It is designed to familiarize students with the broad aspects of the profession, philosophy, and principles of teaching school age children. This course transfers to CSU, and is required for the students transferring to CSUSB seeking a teaching credential.

EMERGENCY MEDICAL SERVICES (EMS)

Department: Emergency Services
 Department Head: Daniel Word, A.S.
 Faculty: Sandra Andrews, A.S.
 Kathy Crow, B.V.E.
 James Holbrook, Ed.D.
 Gary Reese, A.S.
 Daniel Word, A.S.
 Frances White, M.A.

Liaison Counselor:



ASSOCIATE OF SCIENCE DEGREE EMERGENCY MEDICAL SERVICES

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

REQUIRED COURSES: UNITS

Consult with your counselor to develop an appropriate course of study.

EMS 150	Patient Assessment for Paramedics	3.0
EMS 151	Introduction to EMS for Paramedics	2.0
EMS 152	Cardiology for the EMT-Paramedic	4.5
EMS 153	Pharmacology for the EMT-Paramedic	3.0
EMS 154	Emergency Medical Services Theory for the Paramedic	8.0
EMS 155	Skills Development for Paramedics	3.0
EMS 156	Clinical Externship for the Paramedic	2.0
EMS 157	Field Externship for the Paramedic	<u>7.5</u>
	TOTAL UNITS	33.0

EMERGENCY MEDICAL TECHNICIAN – I CERTIFICATE

The objective of this certificate is to train students to perform basic life support in the pre-hospital setting. Successful completion of the certificate program identifies the student has met the educational requirements as an Emergency Medical Technician. This is a state certificate program.

Admission: Open to all students who meet the age and physical requirements. Registration is limited to class size restrictions.

NOTE: Prior to starting this program the student must show proof of a clear criminal background check.

REQUIRED COURSES: UNITS

EMS 020	Emergency Medical Technician-I/ EMT-Basic	6.00
EMS 021X20	Preventing Disease Transmission for Emergency Medical Technician-I/ EMT Basic	.50
EMS 022	Basic Life Support for Emergency Medical Technician-I/EMT-Basic	.50
EMS 023	Hazardous Materials First Responder Awareness for Emergency Medical Technician-I/EMT-Basic	<u>.50</u>
	TOTAL UNITS	7.50

EMERGENCY MEDICAL TECHNICIAN– PARAMEDIC CERTIFICATE

The objective of this certificate is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the pre-hospital setting and to provide the necessary coursework to be licensed in the state of California. Completion of the certificate program will prepare the students for entry-level employment as an Emergency Medical Technician – Paramedic and other occupations requiring Paramedic-level license.

Contact the Emergency Medical Services Office for application materials.

NOTE: Prior to starting this program the student must show proof of a clear criminal background check.

ENTRANCE REQUIREMENTS:

1. Current, CA EMT-Basic Certification
2. Must meet the age, physical and licensure requirements
3. Minimum of six months full-time experience or 1000 hours of part-time EMS experience
4. ANAT 101 or ANAT 150 and ANAT 151 or CSU transferable equivalent
5. High school diploma or GED
6. Current negative TB test within one year or chest x-ray within two years
7. Tetanus-diphtheria (T-D) booster within the last ten years
8. Completion of Hepatitis B immunization series or titer showing immunity
9. Completion of varicella (chickenpox) vaccination or titer showing immunity
10. Rubella titer showing immunity or proof of MMR immunization
11. Physical examination within the last six months, must be performed by a physician or nurse practitioner and must include a statement that you “are free to participate in the paramedic program without restriction”

ENTRANCE COMPETENCIES:

1. Reading level of 12th grade or higher
2. Math proficiency level of 10th grade or higher
3. Written EMT-Basic competency of 80 percent or higher
4. Written anatomy and physiology competency of 80 percent or higher
5. Oral judgment of simulated field situations of 80 percent or higher
6. Eligible to be licensed/accredited by state and local EMS agency

REQUIRED COURSES:		UNITS
EMS 150	Patient Assessment for Paramedics	3.0
EMS 151	Introduction to EMS for Paramedics	2.0
EMS 152	Cardiology for the EMT– Paramedic	4.5
EMS 153	Pharmacology for the EMT– Paramedic	3.0
EMS 154	Emergency Medical Services Theory for the Paramedic	8.0
EMS 155	Skills Development for Paramedics	3.0
EMS 156	Clinical Externship for the Paramedic	2.0
EMS 157	Field Externship for the Paramedic	<u>7.5</u>
TOTAL UNITS		33.0

MOBILE INTENSIVE CARE NURSE CERTIFICATE

Admission: Open to students possessing a current California Registered Nurse License who have completed the following entrance requirements

Contact the Emergency Medical Services Office for application materials.

ENTRANCE REQUIREMENTS:

1. EMS 110, Advanced Cardiac Life Support – Provider (ACLS) or have a current ACLS card
2. One year experience as a registered nurse
3. Have 800 hours experience as a registered nurse in the Emergency Department
4. Proof of a cardiac dysrhythmia course
5. Current employment in a base station hospital in San Bernardino or Riverside County
6. Ability to complete a written screening examination with 80 percent accuracy

REQUIRED COURSE:	UNITS
EMS 103	Mobile Intensive Care Nurse
	<u>2.25</u>
TOTAL UNITS	2.25

**020 EMERGENCY MEDICAL TECHNICIAN-I/
EMT-BASIC 6 UNITS**

Associate Degree Applicable
Prerequisite: Must be 18 years of age as required by Title 22 of the Health and Safety Code and provide proof a clear Department of Justice background check
Corequisites: EMS 021X20, EMS 022, EMS 023, and meet U.S. DOT Requirements
Departmental Recommendations: Good dexterity and coordination abilities, the ability to work in small areas in different positions and at times on the ground or floor, and good physical condition with the ability to lift up to 150 pounds

Lecture: Minimum 64 hours per semester
Laboratory: Minimum 64 hours per semester
Clinic: Minimum 16 hours per semester
Field: Minimum 24 hours per semester
 Instruction in all facets of U.S. Department of Transportation T22CCR required basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies. Stresses hands-on emergency medical skills proficiency needed to enhance the EMS Delivery Systems in the field. Includes state mandated SIDS Education and introduction to pharmacology for the EMT-I.

**021X20 PREVENTING DISEASE TRANSMISSION FOR
EMERGENCY MEDICAL TECHNICIAN-I/
EMT-BASIC .5 UNIT**

Associate Degree Applicable
Prerequisite: None
Corequisite: EMS 020
Lecture: Minimum 8 hours per semester
 Instruction in disease transmission, infection control practices, including occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel. Offered for Credit or No Credit only. This course may be taken twenty times.

**022 BASIC LIFE SUPPORT FOR EMERGENCY
MEDICAL TECHNICIAN-I/EMT-BASIC .5 UNIT**

Associate Degree Applicable
Prerequisite: None
Corequisite: EMS 020
Lecture: Minimum 8 hours per semester
Laboratory: Minimum 8 hours per semester
 Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level. Offered for Credit or No Credit only.

**023 HAZARDOUS MATERIALS FIRST RESPONDER
AWARENESS FOR EMERGENCY MEDICAL
TECHNICIAN-I/EMT-BASIC .5 UNIT**

Associate Degree Applicable

Prerequisite: None

Corequisite: EMS 020

Lecture: Minimum 8 hours per semester

Instruction in the recognition of hazardous materials events, action responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers at the hazardous materials awareness level. Offered for Credit or No Credit only.

**030 EMERGENCY DEPARTMENT TECHNICIAN
4.25 UNITS**

Associate Degree Applicable

Prerequisite: None

Corequisite: FIRET 903

Lecture: Minimum 44 hours per semester

Laboratory: Minimum 44 hours per semester

Clinic: Minimum 40 hours per semester.

Instructions in all facets of basic life support measures, CPR, and the use of appropriate clinical emergency equipment and supplies. Stresses hands-on skills proficiency in assisting the physician with suturing, sterile set-up of trays, application of plaster and other types of splints. Includes confidentiality, professionalism, including a good work ethic. Introduces emergency equipment used in pre-hospital care and how it impacts care in the emergency department.

039 OUTDOOR EMERGENCY CARE 5.75 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 80 hours per semester

Laboratory: Minimum 40 hours per semester

Comprehensive emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only.

**043X20 SKI PATROL – BASIC PATROL TRAINING
.5 - 2.50 UNITS**

Associate Degree Applicable

Prerequisite: Must pass a safety skiing and ski proficiency test the first day of class

Departmental Recommendation: EMS 039

Laboratory: Minimum 30-120 hours per semester

Classroom and ski slope training necessary to provide emergency medical care to victims of accidents or sudden illness at a ski resort or cross country facility. Offered for Credit or No Credit only. This course may be taken twenty times.

060 EMT-B FIELD PRACTICUM 7.25 UNITS

Associate Degree Applicable

Prerequisite: EMS 020; Must be pre-selected into the EMT-EMT-P, A.S. Degree Program

Corequisite: EMS 105

Lecture: Minimum 16 hours per semester

Field: Minimum 500 hours per semester

Coordination of basic emergency medical technician training on a field unit with a mentor; opportunity to observe and assist in emergency medical intervention in traumatic and medical out of hospital emergencies. Provides the Emergency Medical Technician-B the field experience necessary to apply to the paramedic program.

**090A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS**

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 1-64 hours per semester and/or

Laboratory: Minimum 2-96 hours per semester and/or

Clinic/Field: Minimum 5-240 hours per semester

Current information on selected topics for the continuing education of Mobile Intensive Care Nurses and/or Paramedics; topics include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems. This course may be taken three times.

**091X3 CONTINUING EDUCATION FOR THE
HEALTH PROFESSIONAL .25 - 4 UNITS**

Associate Degree Applicable

Prerequisite: Current EMT-P or MICN Certificate

Lecture: Minimum 1-64 hours per semester and/or

Laboratory: Minimum 2-96 hours per semester and/or

Clinic/Field: Minimum 5-240 hours per semester

Current information on selected topics for the continuing education of Paramedics and Mobile Intensive Care Nurses (MICN); topics include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems. This course may be taken three times.

103 MOBILE INTENSIVE CARE NURSE 2.25 UNITS

Associate Degree Applicable

Prerequisites: As required by San Bernardino and Riverside County Emergency Medical Services: A current California R.N. license, one year experience as a registered nurse, 800 hours experience as a nurse in the emergency department, current ACLS certification, proof of cardiac dysrhythmia course, current employment in a base station hospital in San Bernardino, Riverside, Inyo, or Mono county and the ability to complete a written screening examination with 80 percent accuracy

Lecture: Minimum 20 hours per semester

Laboratory: Minimum 20 hours per semester

Clinic: Minimum 16 hours per semester

Field: Minimum 16 hours per semester

Orientation to prehospital advanced care protocols for San Bernardino, Inyo, Mono and Riverside counties and practice giving direction to prehospital care providers via one way or two way radio communication. Information on the roles and responsibilities of the mobile intensive care nurse. Offered for Credit or No Credit only.

105 ASSESSMENT OF THE MEDICAL AND TRAUMA PATIENT 2.25 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: EMT Certification**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 40 hours per semester*

Instruction in the medical and trauma patient assessment geared towards the EMT-Basic and the fundamentals of proper documentation.

110X20 ADVANCED CARDIAC LIFE SUPPORT— PROVIDER 1 UNIT*Associate Degree Applicable*

Prerequisite: EMS 910X20 and must be a MD, RN, EMT-P, RT or DDS (Must hold a current certificate in Basic Life Support from American Red Cross or American Heart Association)

*Lecture: Minimum 12 hours per semester**Laboratory: Minimum 12 hours per semester*

Improvement of the emergency Advanced Life Support skills of professional medical and paramedical personnel. This course may be taken twenty times.

112X20 ADVANCED CARDIAC LIFE SUPPORT— INSTRUCTOR 1 UNIT*Associate Degree Applicable**Prerequisite: EMS 110X20; Must be 18 years of age**Lecture: Minimum 14 hours per semester**Laboratory: Minimum 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. This course may be taken twenty times.

116X20 PEDIATRIC CPR, FIRST AID AND SAFETY FOR CHILDREN 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 24 hours per semester*

Certification for pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety, and injury prevention. CPR training is consistent with the 2000 Guidelines from Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare provider level. This course may be taken twenty times. This course is also offered as CD 116X20.

150 PATIENT ASSESSMENT FOR PARAMEDICS 3 UNITS*Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program*

Corequisites: EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155

Lecture: Minimum 48 hours per semester

Overview of pre-hospital patient assessment and pathophysiology for the paramedic. This course provides the foundational knowledge and skills to effectively assess and treat patients in the pre-hospital setting. The skills will be used to make effective clinical care decisions.

151 INTRODUCTION TO EMS FOR PARAMEDICS 2 UNITS*Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program*

Corequisites: EMS 150, EMS 152, EMS 153, EMS 154, and EMS 155

Lecture: Minimum 32 hours per semester

Overview of paramedicine, the ethics of patient care management, and the laws and policies of emergency services, including the relationship between the field providers and other health care professionals, the patient-family response to emergency care, and verbal and nonverbal behaviors and communications related to the delivery of emergency medical services.

152 CARDIOLOGY FOR THE EMT-PARAMEDIC 4.5 UNITS*Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program*

Corequisites: EMS 150, EMS 151, EMS 153, EMS 154, and EMS 155

Lecture: Minimum 72 hours per semester

Basic cardiology and cardiac electrophysiology for the paramedic. This course will review basic pertinent anatomy and physiology, recognition and treatment of cardiovascular disorders.

153 PHARMACOLOGY FOR THE EMT-PARAMEDIC 3 UNITS*Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program*

Corequisites: EMS 150, EMS 151, EMS 152, EMS 154, and EMS 155

Lecture: Minimum 48 hours per semester

Basic pharmacology for the paramedic, including the administration of medications, and drug therapy, drug actions and interactions, and basic physiology.

154 EMERGENCY MEDICAL SERVICES THEORY FOR THE PARAMEDIC 8 UNITS*Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program*

Corequisites: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 155

Lecture: Minimum 128 hours per semester

Studies in the theory and practice of the diagnosis and treatment of trauma and medical emergencies; emphasis on the pathophysiology of disease processes as the basis for effective initial emergency management.

155 SKILLS DEVELOPMENT FOR PARAMEDICS 3 UNITS*Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program*

Corequisites: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 154

Laboratory: Minimum 144 hours per semester

Paramedic skills and the equipment used in the treatment of prehospital advanced life support. This course will enhance the student's knowledge of and ability to treat the various traumatic and/or medical emergencies in the prehospital setting.

**156 CLINICAL EXTERNSHIP FOR THE PARAMEDIC
2 UNITS***Associate Degree Applicable**Prerequisites: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155**Clinic: Minimum 164 hours per semester*

Coordination of advanced paramedic training within the hospital setting. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be in a clinical setting in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical externship.

**157 FIELD EXTERNSHIP FOR THE PARAMEDIC
7.5 UNITS***Associate Degree Applicable**Prerequisite: EMS 156**Field: Minimum 600 hours per semester*

Coordination of advanced paramedic training with a field advanced life support unit. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be on a paramedic unit in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic field externship.

**198 EMERGENCY MEDICAL SERVICES
WORK EXPERIENCE 2 - 4 UNITS***CSU*, Associate Degree Applicable**Prerequisite: Enrolled in Emergency Medical Services occupational program and working at a job directly related to student's major**Corequisite: Enrolled in at least 7 units, including this Work Experience course**Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment*

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

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

**200A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**246X4 SPECIAL STUDIES IN EMERGENCY
MEDICAL SERVICES 1 UNIT***Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48-192 hours per semester and/or**Clinic: Minimum 80-320 hours per semester*

Independent study for selected students in any area of emergency medical services, with projects determined jointly by student and instructor. This course may be taken four times.

290 EMERGENCY SERVICES EDUCATOR 3.75 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Emergency Services or a related profession**Lecture: Minimum 60 hours per semester*

Exploration of the theories and practices of education and teaching in the emergency services classroom as required by state regulations. Use of a variety of strategies including case studies, analysis, and critical thinking scenarios to explore educational issues. Presentation and class dialogue will define the challenges facing an educator in today's diverse and dynamic emergency medical services organizations. This class meets the 2002 National Guidelines for Educating EMS Instructors (National Association of EMS Educators, U.S. Department of Transportation, U.S. Department of Health and Human Services).

**901X20 PREVENTING DISEASE TRANSMISSION FOR
EMERGENCY RESPONSE EMPLOYEES .5 UNIT***Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be emergency service personnel or employed in a related healthcare profession**Lecture: Minimum 8 hours per semester*

Instruction in disease transmission, infection control practices, including occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel. Offered for Credit or No Credit only. This course may be taken twenty times.

**910X20 BASIC LIFE SUPPORT - HEALTH CARE
PROVIDER .5 UNIT***Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be emergency service personnel or employed in a related healthcare profession**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 8 hours per semester*

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level. Offered for Credit or No Credit only. This course may be taken twenty times.

**912X20 BASIC CARDIAC LIFE SUPPORT –
INSTRUCTOR .25 - .75 UNIT***Not Applicable to the Associate Degree**Prerequisite: EMS 910X20**Lecture: Minimum 3-9 hours per semester**Laboratory: Minimum 3-9 hours per semester*

Review and update of skills and knowledge necessary to perform Cardiopulmonary Resuscitation; techniques of teaching, including practice teaching. This course may be taken twenty times.

**913X20 BASIC CARDIAC LIFE SUPPORT –
INSTRUCTOR (RECERTIFICATION) .25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 912X20

Lecture: Minimum 3 hours per semester

Laboratory: Minimum 3 hours per semester

Provision of updated material for the Basic Life Support instructor; leads to recertification as designated by the American Heart Association. This course may be taken twenty times.

**921X20 EMERGENCY MEDICAL TECHNICIAN
RECERTIFICATION 1 UNIT**

Not Applicable to the Associate Degree

Prerequisite: An EMT-B certification from any county or state in the United States current within the last 4 years or an EMT-B National Registry certification current within the last 4 years

Lecture: Minimum 12 hours per semester

Laboratory: Minimum 20 hours per semester

Review of all facets of basic life-support measures, CPR, automated external defibrillation, use of medical equipment and supplies, as well as instruction in new techniques and materials. Offered for Credit or No Credit only. This course may be taken twenty times.

**923X20 ADVANCED CARDIAC LIFE SUPPORT –
INSTRUCTOR (RECERTIFICATION) .25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 110X20

Lecture: Minimum 3 hours per semester

Laboratory: Minimum 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. This course may be taken twenty times.

**931X20 ADVANCED CARDIAC LIFE SUPPORT –
PROVIDER (RECERTIFICATION) .25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 912X20

Lecture: Minimum 3 hours per semester

Laboratory: Minimum 3 hours per semester

Provision of updated material for the Advanced Life Support provider; leads to recertification as designated by the American Heart Association. This course may be taken twenty times.

**932X20 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES–OUTDOOR EMERGENCY
CARE REFRESHER "A" .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 4 hours per semester

Laboratory: Minimum 16 hours per semester

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only. This course may be taken twenty times.

**933X20 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES–OUTDOOR
EMERGENCY CARE REFRESHER "B" .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 4 hours per semester

Laboratory: Minimum 16 hours per semester

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only. This course may be taken twenty times.

**934X20 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES–OUTDOOR EMERGENCY
CARE REFRESHER "C" .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 4 hours per semester

Laboratory: Minimum 16 hours per semester

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only. This course may be taken twenty times.

ENGLISH (ENGL)

Department:	Language Arts
Department Head:	Mark Snowwhite, M.A.
Faculty:	Kris Acquistapace, M.Ed., M.A. Daniel Bahner, M.A. Gwendolyn DiPonio, M.A. Jeremy Heist, M.A. Aaron Race, M.F.A. Bret Scaliter, M.A. Mark Snowwhite, M.A.

ASSOCIATE OF ARTS DEGREE ENGLISH

REQUIRED COURSES: UNITS

ENGL 101	Freshman Composition	4.0
ENGL 102	Intermediate Composition and Critical Thinking	(4.0)
OR		
ENGL 152	Intermediate Composition and Literature	(4.0)

Select six units from the following:

ENGL 260	Survey of American Literature I	(3.0)
ENGL 261	Survey of American Literature II	(3.0)
ENGL 270	Survey of British Literature I*	(3.0)
ENGL 271	Survey of British Literature II*	(3.0)

Select six additional units from the following:

ENGL 150	Classical Mythology	(3.0)
ENGL 155	Children's Literature	(3.0)
ENGL 160	Literature by Women	(3.0)
ENGL 163	Chicano Literature	(3.0)
ENGL 170	The Film Experience	(3.0)
ENGL 175	Literature and Religion of the Bible	(3.0)
ENGL 232	Creative Writing	(3.0)
ENGL 250	Fiction	(3.0)
ENGL 260	Survey of American Literature I	(3.0)
ENGL 261	Survey of American Literature II	(3.0)
ENGL 270	Survey of British Literature I	(3.0)
ENGL 271	Survey of British Literature II	(3.0)
ENGL 275	Shakespeare	(3.0)
TOTAL UNITS		20.0

* Recommended for students planning on transferring to California State University, San Bernardino

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

015 PREPARATION FOR COLLEGE WRITING 4 UNITS

Associate Degree Applicable

Prerequisite: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Study of the fundamental skills necessary for effective writing, with emphasis on clarity, correctness, and appropriate style. Basic grammar and usage will also be covered.

101 FRESHMAN COMPOSITION 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Instruction in writing compositions from personal, reflective and argumentative perspectives.

(CANENGL2)

(CANENGLSEQA=ENGL 101 +ENGL 152)

102 INTERMEDIATE COMPOSITION AND CRITICAL THINKING 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 64 hours per semester

Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in ENGL 101, including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing.

120 FUNDAMENTALS OF NEWS WRITING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 48 hours per semester

Study of the basic principles of journalism. Development of skills associated with evaluating, gathering and writing news in accepted journalistic style. Introduction to the role of the reporter in news organizations, news reporting techniques and legal and ethical issues related to journalism. This course is also offered as JOUR 120.

127X4 LITERARY MAGAZINE PRODUCTION: THE SAND CANYON REVIEW 3 UNITS

CSU, Associate Degree Applicable

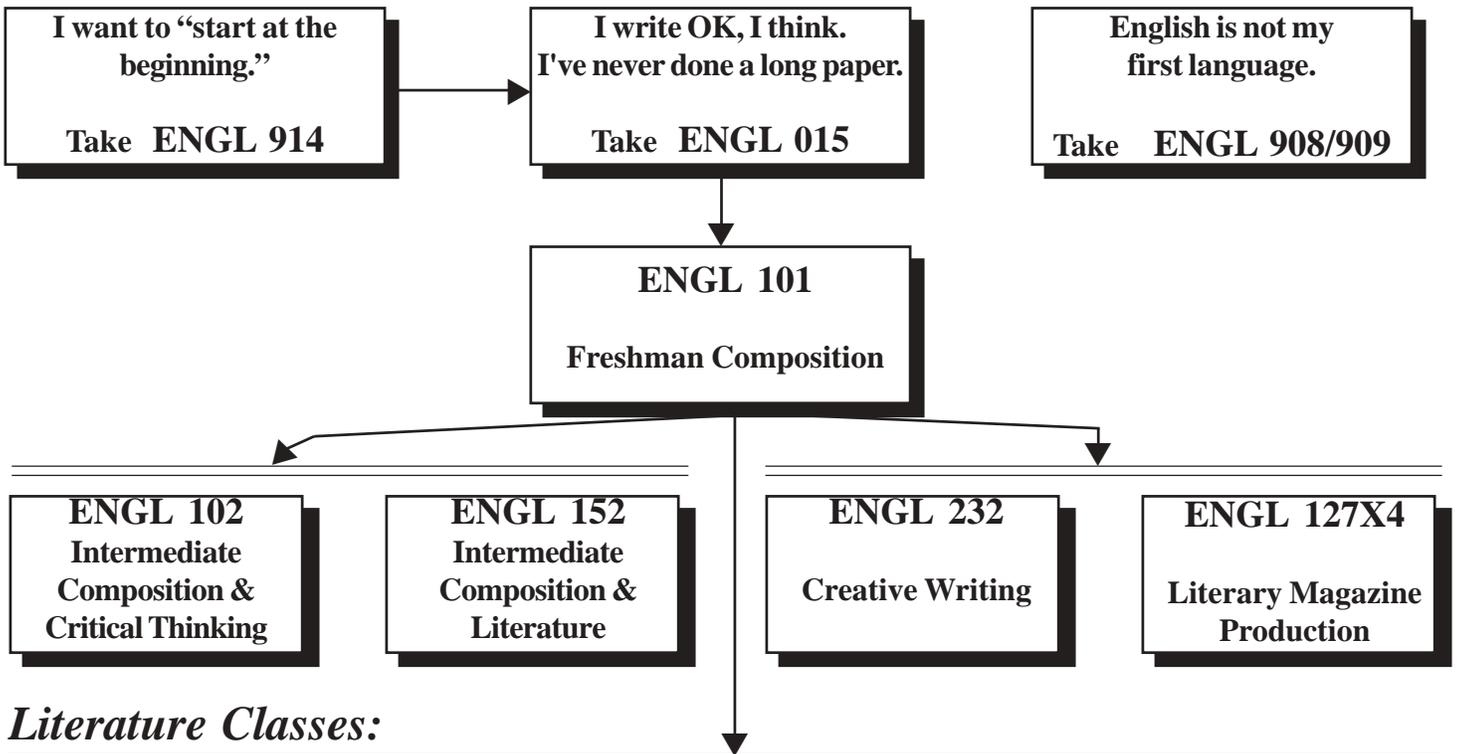
Prerequisite: ENGL 101

Laboratory: Minimum 144 hours per semester

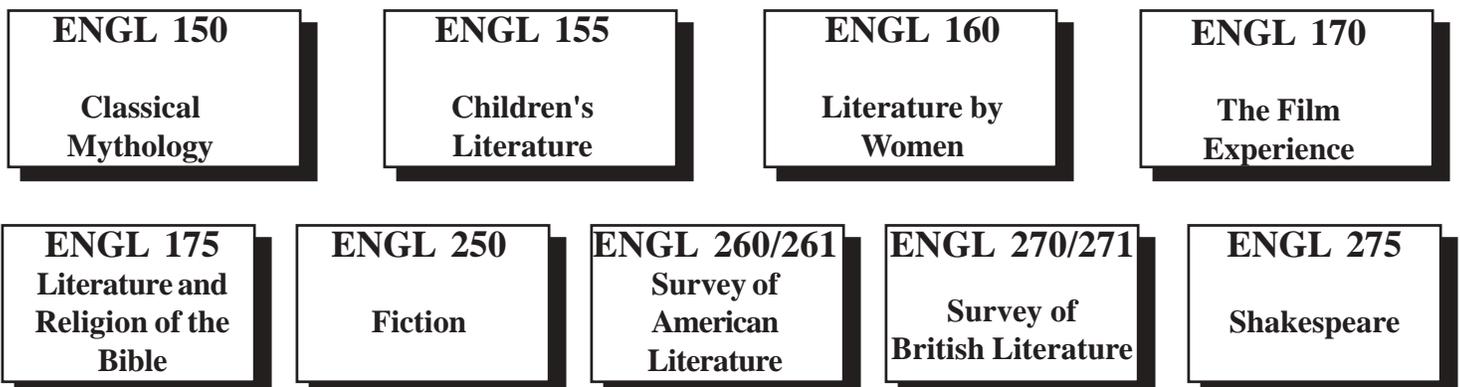
Production of the college literary magazine, including the study of the principles of short fiction, poetry, and drama, as well as the process of publishing, including selecting material, planning and executing format, defining and maintaining theme, developing design and layout, editing and desktop publishing. This course may be taken four times.

Levels and Order of English Classes

The ability to think and reason and communicate using written language is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. **A Counselor can show you the skills needed for each class and help you decide.**



Literature Classes:



Visit The Writing Center



In the Learning Center

3rd floor of the Library Building

150 CLASSICAL MYTHOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Study of ancient Greek and Roman stories of gods, goddesses, heroes, and heroines as translated into English from the original sources. Special emphasis on the epics of the Trojan War by Homer.

152 INTERMEDIATE COMPOSITION AND LITERATURE 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 64 hours per semester*

Study of fiction, poetry, and drama with emphasis on the fundamental principles of literary criticism and interpretation. Instruction in writing compositions about literature.

(CANENGL4)

(CANENGL SEQ A = ENGL 101 + ENGL 152)

155 CHILDREN'S LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Study of literature written for children. Books discussed in the course are essentially books for children, but values common to all significant literature are emphasized.

160 LITERATURE BY WOMEN 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or a qualifying score on the placement test for English**Lecture: Minimum 48 hours per semester*

Survey and analysis of past and contemporary literature by women. Focuses on biographical and historical experiences of women as expressed in essays, poetry, fiction, and drama. Explores the depiction of women in historical and literary contexts as well as in art and film.

163 CHICANO LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the literature, plays, poetry, film, and lyrics representative of Chicano literature. This course includes written analyses.

170 THE FILM EXPERIENCE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 015 or a higher level composition course**Lecture: Minimum 48 hours per semester*

Study of the basic elements of film art, including directing, acting, editing, screen writing, cinematography, set design, lighting, sound effects, and the musical score. Includes instruction in the critical analysis of feature films.

175 LITERATURE AND RELIGION OF THE BIBLE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

232 CREATIVE WRITING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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 on special interests.

(CANENGL 6)

250 FICTION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Study of fiction as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of fiction (See the current class schedule for the specific sub-genre.)

260 SURVEY OF AMERICAN LITERATURE I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

An analysis of representative literary works of significant American writers from the late fifteenth century through the Civil War that includes the study of the historical and social context of the literature as well as the lives of important writers.

(CANENGL 14)

(CANENGL SEQ C = ENGL 260 + ENGL 261)

261 SURVEY OF AMERICAN LITERATURE II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

An analysis of representative literary works of significant American writers since the Civil War through the present that includes the study of the historical and social context of the literature, and lives of important writers.

(CANENGL 16)

(CANENGL SEQ C = ENGL 260 + ENGL 261)

270 SURVEY OF BRITISH LITERATURE I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Analysis of representative literary works of significant British writers from before the Norman Conquest through the eighteenth century that includes the study of the historical and social contexts of the literature as well as the lives of important writers.

(CANENGL 8)

(CANENGL SEQ B = ENGL 270 + ENGL 271)

271 SURVEY OF BRITISH LITERATURE II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 48 hours per semester

Analysis of representative literary works of significant British writers from the Romantic Period to the present that includes the study of the historical and social contexts of the literature as well as the lives of important writers.

(CANENGL 10)

(CANENGL SEQ B = ENGL 270 + ENGL 271)

275 SHAKESPEARE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 48 hours per semester

Study of the plays and poems of Shakespeare, as well as the cultural context in which the works were created. Analysis of the literature from both historical and contemporary perspectives.

901-902 VOCABULARY IMPROVEMENT 3 UNITS

Not Applicable to the Associate Degree

Prerequisite: None. Courses need not be taken in sequence

Lecture: Minimum 48 hours per semester

Overview of the growth and structure of the English language, emphasizing development of skill in self-expression through vocabulary improvement.

908 PATTERNS OF CONTEMPORARY ENGLISH 3 UNITS

Not Applicable to the Associate Degree

Prerequisite: None

Lecture: Minimum 48 hours per semester

Instruction in basic patterns of English sentences, writing narratives from personal experiences with some emphasis on oral engagement. Replaces ENGL 908A and ENGL 908B.

914 BASIC ENGLISH SKILLS 4 UNITS

Not Applicable to the Associate Degree

Prerequisite: None

Lecture: Minimum 64 hours per semester

Instruction in basic English grammar, including parts of speech, sentence construction, subjects, predicates, objects, verb tenses, spelling rules, vocabulary development, agreement, case, voice, usage, capitalization, and proper punctuation. Includes instruction in the principles of writing effective paragraphs, including framing topic sentences, developing appropriate support, and using transitions.

916X4 WRITING LABORATORY 1 UNIT

Not Applicable to the Associate Degree

Prerequisite: None

Laboratory: Minimum 48 hours per semester

Diagnosis of specific weaknesses in basic writing and development of an individualized program to help students overcome their problems. This course may be taken four times.

FIRE TECHNOLOGY

(FIRET)

Department: Emergency Medical Services
 Department Head: Daniel Word, A.S.
 Faculty: John Koeper, B.A.
 Liaison Counselor: Frances White, M.A.

ASSOCIATE OF SCIENCE DEGREE FIRE TECHNOLOGY

REQUIRED COURSES:	UNITS
FIRET 100 Fire Protection Organization	3.0
FIRET 101 Fire Prevention Technology	3.0
FIRET 102 Fire Behavior and Combustion	3.0
FIRET 103 Fire Protection Equipment and Services	3.0
FIRET 116 Building Construction for Fire Protection	3.0
AND 5.5 UNITS FROM	
FIRET 087 Fire Investigation IA	(2.5)
FIRET 104 Fire Apparatus and Equipment	(3.0)
FIRET 106 Fire Hydraulics	(3.0)
FIRET 118 Wildland Fire Behavior	(3.0)
TOTAL UNITS	20.5

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

CALIFORNIA FIRE OFFICER TRAINING CERTIFICATE

The objective of this certificate is to provide students with a wide range of cognitive, affective, and psychomotor skills necessary to become an effective Fire Officer.

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following 20 units may qualify the student to test for the position of First Line Fire Officer by applying to the California Fire Service Training and Education System through the California State Fire Marshal's office in Sacramento, California.

REQUIRED COURSES:		UNITS
FIRET 080	Fire Instructor 1A	2.5
FIRET 081	Fire Instructor 1B	2.5
FIRET 082	Fire Prevention 1A	2.5
FIRET 083	Fire Prevention 1B	2.5
FIRET 084	Fire Management 1	2.5
FIRET 085	Fire Command 1A	2.5
FIRET 086	Fire Command 1B	2.5
FIRET 087	Fire Investigation 1A	<u>2.5</u>
TOTAL UNITS		20.0

FIRE INSPECTION ACADEMY CERTIFICATE

The objective of this certificate is to provide students with an introduction to fire prevention practices, human relation skills, inspection skills, knowledge of applicable codes and regulations, and a working knowledge of public education. Completion of this certificate program may lead to employment as an entry-level fire inspector or fire safety specialist in the public or private sectors.

Admission: Open to all students. Registration is limited to class size restrictions.

Completion of the following 11 units with a grade of "C" or higher qualifies the student to apply for the Fire Inspection Academy Certificate.

RECOMMENDED COURSES:		UNITS
FIRET 100	Fire Protection Organization	3.0
FIRET 101	Fire Prevention Technology	3.0

REQUIRED COURSE:		UNITS
FIRET 078	Fire Inspection Academy	<u>11.0</u>
TOTAL UNITS		11.0

FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop the teamwork skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an accredited Regional Training Center.

Admission: Open to all students who have completed the prerequisite courses. Registration is limited to class size restrictions.

Contact the Fire Technology Office for application materials.

PREREQUISITES:		UNITS
Medical Clearance for Firefighters		
FIRET 100	Fire Protection Organization	3.0
FIRET 101	Fire Prevention Technology	3.0
EMT-I	Emergency Medical Technician Certification	0 - 6.0
OR		
Medical First Responder Certification		

Certification of successful completion of a CPAT, Biddle, or Crafton Hills College Agility Test within six months prior to the start of the academy

Completion of Math, Reading and English Assessment Tests.

RECOMMENDED COURSES:		UNITS
ENGL 101	Freshman Composition	4.0
MATH 090	Elementary Algebra	4.0

Completion of the following 13.75 units with a "B" or higher qualifies the student to apply for the Firefighter I Basic Training Academy Certificate

REQUIRED COURSES:		UNITS
FIRET 049	Basic Firefighter Physical Fitness	1.25
FIRET 115	Firefighter I Basic Training Academy	<u>12.50</u>
TOTAL UNITS		13.75

049 BASIC FIREFIGHTER PHYSICAL FITNESS 1.25 UNITS

Associate Degree Applicable

Prerequisite: Acceptance into FIRET 115

Corequisite: FIRET 115

Laboratory: Minimum 60 hours per semester

Physical fitness exercise, teamwork, disciplined precision cadence drilling and preparation for the fire agility physical fitness testing requirement for fire academy cadets. Offered for Credit or No Credit only.

060A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 1-64 hours per semester

Laboratory: Minimum 2-96 hours per semester

Examination of current topics related to the fire service. Specific topics to be announced in the schedule of classes for the semester in which this course is offered. Offered for Credit or No Credit only. This course may be taken three times.

078 FIRE INSPECTION ACADEMY 11 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: FIRET 100 and FIRET 101**Lecture: Minimum 176 hours per semester*

Preparation of an entry-level fire inspector for conducting fire inspections in new and existing buildings, in the use of effective written and oral communications, and in effective public relations methods.

079 DRIVER/OPERATOR 1 ACADEMY 3 UNITS*Associate Degree Applicable**Prerequisite: Firefighting 1 Certification**Departmental Recommendation: FIRET 106**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. This is a State Certified course.

080 FIRE INSTRUCTOR 1A 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Preparation for teaching fire service skills; development of course outlines, job breakdowns, behavioral objectives and lesson plans; study of occupational analysis, terms of instruction, teaching methods and the psychology of learning.

081 FIRE INSTRUCTOR 1B 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Preparation for teaching technical fire service skills; technical lesson plans, supplementary instruction sheets, test planning sheets, and written and oral examinations; fundamentals of evaluation, lesson plan formats and the principles of effective instruction.

082 FIRE PREVENTION 1A 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of fire prevention; focus on code use, improvement, enforcement and fire cause; consideration of flammable liquid, gases, and solids, combustible dust and metals, explosive materials, properties of plastics, portable and fixed fire protection equipment. Successful completion of FIRET 082 and 083 fulfills the fire prevention requirements for State Officer certification.

083 FIRE PREVENTION 1B 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Continuation of the study of fire prevention; focus on building construction, flame spread classifications, fire doors, exiting standards, calculation of occupant loads, smoke proof enclosures, sprinkler system design, basic electric and its hazards, fixed extinguishing systems, fire alarm systems, and detection systems and devices. Successful completion of FIRET 082 and FIRET 083 fulfills the fire prevention requirements of State Officer certification.

084 FIRE MANAGEMENT 1 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of fire ground and fire department management; issues in management; external influences; decision making; stress; characteristics and source of goals; management by objectives; task analysis; motivation inventories; demotivators; productivity; management control; setting policy; organizational structures; delegation; principles of leadership; counseling; Equal Employment Opportunity guidelines; communication; handling disputes and grievances.

085 FIRE COMMAND 1A 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Examination of fire command through the simulation of first-alarm structural fires, including the role of a command officer, the fire protection tree, building typology, experience/knowledge/synergistic effects, fire behavior, heat transfer, flashover assessment, command pressures, stress and distress, concepts of decision making, emergency levels, decision models, management styles, tactical operation modes, operational planning, principles of command, issuing orders, command placement, directing fire scene forces, operational control, fire ground performance standards, command and control components.

086 FIRE COMMAND 1B 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Examination of fire command through the simulation of emergencies involving hazardous materials; identification of hazardous materials; safety priorities; chemical hazard planning; hazardous materials legislation; responsibility for pollution; coordinating resources and agencies; use of the DOT Emergency Response Guide Book; protective clothing and equipment; using Chemtrec; shipping documents; decision making models for hazardous materials incidents; concept of alternatives; environmental conditions; decontamination; command posts and staging areas; containers; diking, sealing, and containment; evacuation procedures.

087 FIRE INVESTIGATION 1A 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the principles of fire behavior; building construction; point of fire origin determination; motives of the fire setter; accidental ignition sources; incendiary fire indicators; structure of fire investigation; vehicle fire investigation; fire fatalities; investigation tools and documentation techniques; report writing; evidence recognition, documentation, and preservation; legal aspects of fire investigation; explosives and incendiary devices; juvenile fire setters; wildland fire investigation.

088 FIRE INVESTIGATION 1B 2.5 UNITS*Associate Degree Applicable**Prerequisite: FIRET 087**Lecture: Minimum 40 hours per semester*

Study of the principles of evidence collection and preservation, report writing, the juvenile firesetter, Penal Code, and other statutory provisions. Further develops principles learned in Fire Investigation 1A.

089 FIRE PREVENTION 1C 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Principles of the basic hazards associated with flammable and combustible liquids and gases. Bulk storage, handling and transportation of gases and liquids.

090-097A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

Selected studies related to fire technology. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

100 FIRE PROTECTION ORGANIZATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This course is a prerequisite for the Firefighter I Basic Training Academy.

101 FIRE PREVENTION TECHNOLOGY 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. Is one of three courses required before entrance into the Fire Academy.

102 FIRE BEHAVIOR AND COMBUSTION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 095 or higher**Lecture: Minimum 48 hours per semester*

Theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

103 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 101**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

104 FIRE APPARATUS AND EQUIPMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 095 or higher**Lecture: Minimum 48 hours per semester*

Study of fire apparatus design including mobile and fixed apparatus; a review of construction specifications and performance capabilities; the effective deployment, utilization and performance of equipment under emergency conditions.

106 FIRE HYDRAULICS 3 UNITS*Associate Degree Applicable**Prerequisite: Completion of FIRET 100 or appropriate work experience**Lecture: Minimum 48 hours per semester*

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' requirements for pumps.

109 INTRODUCTION TO HAZARDOUS MATERIALS 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Basic information about the properties of hazardous materials and the methods that are most appropriate for handling various kinds of accidents that can occur during fixed facility or transportation emergencies.

111 PUBLIC EDUCATION OFFICER I 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Basic components of public fire education and fire prevention, and human behavior in fire as required by the California State Fire Marshal's Office. Partially completes the requirements for Public Education Officer I State certification.

115 FIREFIGHTER I BASIC TRAINING ACADEMY 12.5 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission to the Academy**Corequisite: FIRET 049**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 100 hours per semester**Laboratory: Minimum 308 hours per semester*

The Crafton Hills College Fire Academy includes introduction to basic fire-fighting theory and skills, study of the characteristics and behavior of fire, hazardous materials response techniques, incident command principles and rescue techniques.

116 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 UNITS*CSU, Associate Degree Applicable**Prerequisites: FIRET 100 and FIRET 101**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Study of the components of building construction relating to fire safety, and the elements of construction and design of structures as they relate to building inspection, preplanning fire operation and operating at fires. Study of the development and evolution of building and fire codes.

118 WILDLAND FIRE CONTROL 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095**Lecture: Minimum 48 hours per semester*

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

121 VEHICLE RESCUE 2 UNITS*Associate Degree Applicable**Prerequisite: EMS 020**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Study and practice of procedures of rescue of victims from vehicles, including preparation, response, assessment, hazard control, support operations, access, emergency care, disentanglement, removal, transfer, and operation termination.

149 BASIC INCIDENT COMMAND SYSTEM 1 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

Study of interagency response to emergency situations at local, state, and federal levels; examination of systematic interagency activities, including such organizational concerns as operations, planning, logistics, and finance under a single or unified command system.

170 BASIC WILDLAND FIRE FIGHTING 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Introduction to wildland fire suppression; overview of commonly used concepts and practices of fire fighting.

174 WILDLAND FIRE PREVENTION 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the theories of wildland fire prevention; inspection techniques, surveying and mapping procedures; recognition of fire and life hazards; engineering solutions; enforcing solutions; public relations and wildland fire prevention.

175 WILDLAND FIRE INVESTIGATION 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of basic wildland fire investigation; instruction in determining fire causes and point of origin; study of investigative tools such as photography, interviewing techniques, and evidence collection; development of written and oral reporting skills.

176 WILDLAND FIRE BEHAVIOR 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the basic factors, principles, and terminology for fuels, topography, and weather; application of theory in simulated field situations.

177 TACTICS AND STRATEGIES OF WILDLAND FIRE CONTROL 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 36 hours per semester**Laboratory: Minimum 54 hours per semester**Field: 90 hours per semester*

Examination of the principles of fire control through the use of manpower, equipment, and extinguishing agents in the classroom, laboratory and field.

180 OIL AND GAS FIRES 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the proper tactics and methods for response to oil and gas fires.

182 STRUCTURAL FIRES 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of how building construction influences fire behavior.

183 AIRCRAFT ACCIDENTS 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Study of the methods and tactics used in response to potential or active aircraft fire.

198 FIRE TECHNOLOGY WORK EXPERIENCE 2 - 4 UNITS

CSU, Associate Degree Applicable*

Prerequisite: Enrolled in Fire Technology occupational program and working at a job directly related to student's major

Corequisite: Enrolled in at least 7 units, including this Work Experience course

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

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

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

202 FIRE COMPANY ORGANIZATION AND MANAGEMENT 3 UNITS

Associate Degree Applicable

Prerequisite: FIRET 100 or appropriate work experience

Lecture: Minimum 48 hours per semester

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.

203 FIRE COMPANY OFFICER'S ACADEMY 5 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: FIRET 084

Lecture: Minimum 80 hours per semester

A preparation of Fire Company Officers in managing a fire company, including motivation as a positive tool, stress management, group communications, problem solving, individual and group behavior, conflict resolution, risk management, officer liability, and a variety of situation simulations.

204 DEVELOPING A PERSONAL PHILOSOPHY OF LEADERSHIP 2.5 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Employment in Public Safety or Related Profession

Lecture: Minimum 40 hours per semester

Introduces the California Public Safety Leadership Certificate Program, provides a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Personal exploration of self-core values and the development of a personal philosophy of leadership.

205 ORGANIZATIONAL LEADERSHIP 2.5 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Employment in Public Safety or Related Profession

Lecture: Minimum 40 hours per semester

Exploration of the leadership process within organizational settings. Leader-follower relationship and influence of organizational culture on leadership effectiveness, concept of defensive reasoning within organizations and theories and principles of organizational leadership.

206 LEADING OTHERS 2 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Employment in Public Safety or Related Profession

Lecture: Minimum 32 hours per semester

Provide the participant with the knowledge, skills, and abilities to effectively lead others. Explores the various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship between leaders and followers.

207 ETHICS AND THE CHALLENGE OF LEADERSHIP 3 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Employment in Public Safety or Related Profession

Lecture: Minimum 48 hours per semester

Exploration of the theories and practices of ethical leadership including the use of ethical decision-making models. Use of a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define the challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Development of strategies for leading in the challenging environment of public safety.

220-245A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 1-64 hours per semester and/or

Laboratory: Minimum 2-96 hours per semester and/or

Clinic/Field: Minimum 5-240 hours per semester

Selected topics related to emergency services. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

250-263A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 1-64 hours per semester and/or

Laboratory: Minimum 2-96 hours per semester and/or

Clinic/Field: Minimum 5-240 hours per semester

Special topics related to fire technology. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

275 DRIVER OPERATOR 1A 2.5 UNITS*Associate Degree Applicable**Prerequisite: Contract, paid-call, or documented volunteer fire fighting experience**Lecture: Minimum 40 hours per semester*

Study of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures; maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions.

276 DRIVER OPERATOR 1B 2.5 UNITS*Associate Degree Applicable**Prerequisite: FIRET 275**Lecture: Minimum 40 hours per semester*

Study of the types and design of fire pumps; principles of pumping; review of applied mathematics, hydraulic laws; application of mental hydraulic calculations and operation of pumps under fire ground conditions.

277 HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL 1 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

Instruction in safe and competent response techniques for probable first responders on hazardous materials incidents at an operational level. Includes proper safe containment and protective action options, effective safety, isolation and notifications, identifying and assessing the hazard, and demonstrating proper information flow.

279 TRUCK COMPANY OPERATIONS 1A 1.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 24 hours per semester*

Review of fire truck operations and the skills and techniques required in the use of apparatus, tools and equipment under emergency conditions.

500X4 SWIFTWATER RESCUE 2.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Characteristics and variables of swiftwater; related terminology and equipment, hazards of and techniques for performing a swiftwater rescue. Offered for Credit or No Credit only. This course may be taken four times.

901 FIRE SERVICE CAREER PREPARATION 3 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Corequisite: FIRET 100 recommended**Lecture: Minimum 48 hours per semester*

Preparation of students to successfully compete for a position in the Fire Service. Includes academic skills testing, taking written, oral and physical agility tests and how to market skills.

902X4 FIREFIGHTER PHYSICAL AGILITY PREPARATION 2.5 UNITS*Not Applicable to Associate Degree**Prerequisite: None**Departmental Recommendation: PE/I 070X4**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Preparation of pre-entry level fire technology students to develop a program of fitness and wellness and successfully pass a job related physical agility examination. Instruction in nutrition, fitness, physical development and the necessary agility skills. This course may be taken four times.

903X20 HAZARDOUS MATERIALS FIRST RESPONDER AWARENESS .5 UNIT*Not applicable to the Associate Degree**Prerequisite: None*

Departmental Recommendation: Participants should be emergency responders or any other individual who, in the course of their job, may respond to a hazardous materials incident

Lecture: Minimum 8 hours per semester

Instruction in the recognition of hazardous materials events, action responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers at the hazardous materials awareness level. Offered for Credit or No Credit only. This course may be taken twenty times.

FRENCH (FRENCH)

Department:

Language Arts

Department Head:

Mark Snowwhite, M.A.

101 COLLEGE FRENCH I 5 UNITS*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 16 hours per semester*

Comprehension, conversation, reading and composition, including drill in essential grammar, at the elementary level. (This course corresponds to the first year of high school French.)

* No credit granted if taken after FRENCH 102.

(CAN FREN 2)

(CAN FREN SEQ A = FRENCH 101 + FRENCH 102)

102 COLLEGE FRENCH II 5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: FRENCH 101 or one year of high school French**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 16 hours per semester*

Continuation of FRENCH 101. (This course corresponds to the second year of high school French.)

(CAN FREN 4)

(CAN FREN SEQ A = FRENCH 101 + FRENCH 102)

GEOGRAPHY (GEOG)

Department: Physical Science/Mathematics
 Department Head: Sherri Wilson, M.S.
 Faculty: Richard Hughes, M.S.

ASSOCIATE OF SCIENCE DEGREE GEOGRAPHY

REQUIRED COURSES: UNITS

GEOG 110	Physical Geography	3.0
GEOG 111	Physical Geography Laboratory	1.0
GEOL 100	Physical Geology	4.0
MATH 103	Plane Trigonometry	4.0
OCEAN 101	Elements of Oceanography	3.0

Select at least six units from the following:

CHEM 102	Introduction to Organic Chemistry	(4.0)
CHEM 150	General Chemistry I	(5.0)
CHEM 151	General Chemistry II	(5.0)
GEOG 120	World Regional Geography	(3.0)
GEOG/CIS 175	Introduction to Information Mapping	(3.0)
GEOL 112	Historical Geology	(4.0)
GEOL 170X4	Geologic History of the Great Basin	(1.0)
GEOL 175X4	Geology of the Eastern Mojave Desert	(1.0)
GEOL 270X4	Geology of the Eastern Sierra Nevada	(1.0)
	TOTAL UNITS	21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

110 PHYSICAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Concurrent enrollment in GEOG 111

Lecture: Minimum 48 hours per semester and field trips

A spatial study of Earth's dynamic physical systems and processes. Topics include Earth-sun relationships, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and fieldtrips. (CAN GEOG 2)

111 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite/Corequisite: GEOG 110

Laboratory: Minimum 48 hours per semester

Laboratory to accompany GEOG 110. Geographic tools will be utilized to explore, understand, and identify the interrelationships of our atmosphere, hydrosphere, lithosphere, and biosphere. Topics include spatial location, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, aerial photographs, remote sensing, Geographic Information Systems (GIS), Global Positional Systems (GPS), and fieldtrips.

114 WEATHER AND CLIMATE 3 - 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester and field trips

Laboratory: Minimum up to 48 hours per semester

Study of the earth's atmospheric phenomena, emphasizing the causes and regional distribution of weather and climate. (4 unit course includes a lab.)

119ABCD SELECTED STUDIES IN GEOGRAPHY .25 - 1 UNIT

UC*, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 4-16 hours per semester and/or

Laboratory: Minimum 12-48 hours per semester

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

* UC will determine units granted AFTER transfer.

120 WORLD REGIONAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to world geography emphasizing the nature of major world culture regions, their social structure, religions, governments and economics.

126 GEOGRAPHY OF CALIFORNIA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester and field trips

Historical study of each general region in California (seashore, mountain, valley, desert) in terms of five ingredients: land, vegetative cover, fauna, water, and air.

175 INTRODUCTION TO INFORMATION MAPPING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to GIS using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization. This course is also offered as CIS 175.

GEOLOGY (GEOL)

Department: Physical Science/Mathematics
 Department Head: Sherri Wilson, M.S.
 Faculty: Richard Hughes, M.S.

ASSOCIATE OF SCIENCE DEGREE GEOLOGY

REQUIRED COURSES:		UNITS
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
GEOG 110	Physical Geography	3.0
GEOG 111	Physical Geography Laboratory	1.0
GEOL 100	Physical Geology	4.0
GEOL 112	Historical Geology	4.0
PHYSIC 200	Physics I	6.0
PHYSIC 201	Physics II	6.0
TOTAL UNITS		34.0

RECOMMENDED COURSES:		UNITS
GEOG/CIS 175	Introduction to Information Mapping	3.0
GEOL 170X4	Geologic History of the Great Basin	1.0
GEOL 175X4	Geology of the Eastern Mojave Desert	1.0
GEOL 250	Geology of California	3.0
GEOL 251	Geology of National Parks and Monuments	3.0
GEOL 270X4	Geology of the Eastern Sierra Nevada	1.0
OCEAN 101	Elements of Oceanography	3.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 PHYSICAL GEOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester and field trips

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that create the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field studies. The laboratory studies are closely coordinated with the lecture topics.
(CANGEO2)

101 INTRODUCTION TO GEOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that form the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks. Aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field studies.

112 HISTORICAL GEOLOGY 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to the study of geologic history. Evolution of the Earth both geologically and biologically from its inception through the present day and the geologic processes responsible for its constant reshaping and continued morphological change of the planet and its life forms. Emphasis will be on the historical geologic development of North America. Field studies are required.

150 MAN AND HIS GEOLOGIC ENVIRONMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester and field trips

Introduction to the interrelationships among geologic processes, earth materials, and man, emphasizing population, geologic hazards (landslides, mudflows, earthquake, 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.

160 GEOLOGY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite/Corequisite: GEOL 101

Laboratory: Minimum 48 hours per semester

Laboratory exercises designed to utilize the tools of geologic inquiry, including physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and fieldtrips. The laboratory studies are closely coordinated with the lecture topics.

170X4 GEOLOGIC HISTORY OF THE GREAT BASIN 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Great Basin province of the United States, with specific emphasis on the geology of Death Valley National Park. Lectures preparatory to the field study and geologic tools will be utilized to explore, understand, and observe the geology in the Great Basin and around Death Valley. Tools of geologic inquiry include field notes, hand lens, Brunton compass, topographic maps, aerial photographs, remote sensing, Geographic Information System (GIS), and Global Positional Systems (GPS). Students must attend the field study for successful course completion. This course may be taken four times.

(Formerly GEOL 170ABC)

175X4 GEOLOGY OF THE EASTERN MOJAVE DESERT 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 32 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Great Basin of the United States, with specific emphasis on the geology of the Eastern Mojave Desert. Lectures prior to the fieldtrip and geologic tools will be utilized to observe, explore, and understand the geology of the Eastern Mojave Desert. Students must attend a fieldtrip to successfully complete the course. This course may be taken four times.

246ABCD SPECIAL PROBLEMS IN GEOLOGY 1 UNIT*UC*, CSU, Associate Degree Applicable**Prerequisite or Corequisite: Any course in Geology**Laboratory: Minimum 48 hours per semester*

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

* UC will determine units granted AFTER transfer.

250 GEOLOGY OF CALIFORNIA 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester 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*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester and field trips*

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

260ABC INTRODUCTION TO FIELD GEOLOGY 2 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: Any course in Geology**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Students must attend the field studies for successful completion of the course.

*Maximum UC credit, one course.

270X4 GEOLOGY OF THE EASTERN SIERRA NEVADA 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with specific emphasis on the geology of Eastern Sierra Nevada. Lectures preparatory to the field study and geologic tools will be utilized to explore, understand, and observe the geology in the Pacific Coast province and around the Eastern Sierra Nevada. Tools of geologic inquiry include field notes, hand lens, Brunton compass, topographic maps, aerial photographs, remote sensing, Geographic Information Systems (GIS), and Global Positional Systems (GPS). Students must attend the fieldtrip for successful course completion. This course may be taken four times.

HEALTH EDUCATION

(HEALTH)

Department: Health and Physical Education
 Department Head: Ralph Rabago, M.S.
 Faculty: Deborah DeSalliers, Dr.P.H.
 Janine Ledoux, Dr.P.H.

102 BIOLOGICAL PRINCIPLES OF HEALTH 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and noninfectious diseases and risk factors (i.e. smoking, substance abuse, improper diet and inactivity).

103 HEALTHY APPROACH TO LOSING BODY FAT 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Healthy Approach to Losing Body Fat is a lecture course designed for men and women who are interested in achieving ideal body fat. The class will provide information about nutrition principles, meal planning, resistance training, cardiovascular conditioning and daily activities. Students will learn essential skills that enable them to help themselves plan their own diet and exercise routine. This course does not include exercise.

263 NUTRITION AND HEALTH 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for healthy individuals. Study of the relationship between lifestyle factors and disease in America. In-depth analysis of emotional stress with practical application of principles for stress reduction. This course is also offered as PE 263.

HISTORY (HIST)

Department: Social Sciences
 Department Head: Mario Perez, M.A.
 Faculty: Jane Beitscher, Ph.D.
 Mario Perez, M.A.

ASSOCIATE OF ARTS DEGREE HISTORY

REQUIRED COURSES: UNITS

HIST 100	History of the United States to 1877	3.0
HIST 101	History of the United States 1865 to Present	3.0
HIST 160	History of Western Civilization: From the Neolithic Revolution to the Renaissance	3.0
HIST 161	History of Western Civilization: From the Renaissance to the Cold War	3.0
HIST 170	World Civilizations (3500 BCE-1500 CE)	3.0
HIST 171	World Civilizations (1500 CE - the Present)	3.0

Select six units from the following:

GEOG 110	Physical Geography	(3.0)
PHIL 103	Introduction to Logic: Argument and Evidence	(3.0)
POLIT 100	American Politics	(3.0)
TOTAL UNITS		24.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 HISTORY OF THE UNITED STATES TO 1877 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation.

(CAN HIST 8)

(CAN HIST SEQ B = HIST 100 + HIST 101)

101 HISTORY OF THE UNITED STATES 1865 TO PRESENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of American history 1865 to the present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society.

(CAN HIST 10)

(CAN HIST SEQ B = HIST 100 + HIST 101)

107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

History of the North American Indian from first contact through conquest and reservation life to the present; examination of modern Indian communities, including red power, urban life and current problems, including material on traditional Indian cultures. This course is also offered as ANTHRO 107.

135 RELIGION IN AMERICA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as RELIG 135.

**160 HISTORY OF WESTERN CIVILIZATION:
FROM THE NEOLITHIC REVOLUTION TO THE
RENAISSANCE 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

An introductory survey of the political, economic, social and intellectual developments in the near East and Western Europe from 3500 BC to 155 AD. HIST 160 traces the development of these institutions from the "cradle of civilization" to the Renaissance. (CAN HIST 2)

(CAN HIST SEQ A = HIST 160 + HIST 161)

**161 HISTORY OF WESTERN CIVILIZATION: FROM THE
RENAISSANCE TO THE COLD WAR 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Survey of the political, economic, social, and intellectual developments that form the basis for Western Civilization from the Renaissance to the cold war.

(CAN HIST 4)

(CAN HIST SEQ A = HIST 160 + HIST 161)

**170 WORLD CIVILIZATIONS (3500 BCE-1500 CE)
3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from the earliest societies through the classical to 1500 CE. The course focuses on the ethno-cultural traditions of the Middle East, Asia, Greece, Rome and medieval Europe.

(CAN HIST 14)

(CAN HIST SEQ C = HIST 170 + HIST 171)

**171 WORLD CIVILIZATIONS (1500 CE TO THE
PRESENT) 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. HIST 171 focuses on modern western and non-western history, culture and socio-political structures and the affect of modern technology, colonialism and revolution in the world.

(CAN HIST 16)

(CAN HIST SEQ C = HIST 170 + HIST 171)

HUMAN SERVICES

(HUMSV)

Department: Social Sciences

Department Head: Mario Perez, M.A.

**175 INTRODUCTION TO EATING DISORDERS
3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

An overview of the description, explanation, and treatment of eating disorders such as anorexia, bulimia, compulsive eating, obesity, chronic dieting, and the history of these disorders. Surveys biological, psychosocial, behavioral, and other theoretical perspectives, and treatment approaches.

**181 ALCOHOL/DRUG STUDIES: INTRODUCTION
3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Exploration of the physiological, personal, interpersonal and societal causes and effects of alcohol/drug abuse, society's images of substance abusers and the various prevention, treatment and recovery approaches and modalities.

INTERDISCIPLINARY STUDIES (INTDIS)

Department: Social Sciences

Department Head: Mario Perez, M.A.

101 THE HUMANITIES 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the human search for understanding and those efforts to achieve dimension and significance in human existence. Critical examination of certain philosophical, religious, scientific, and aesthetic attitudes as essential motivating influences upon the development of Eastern and Western cultures and examinations of major forces and issues involved in contemporary civilization.

102 THE HUMANITIES 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the human search for understanding and those efforts to achieve dimension and significance in human existence. Critical examination of history, technology, religion and the arts from the early Renaissance to the modern world as essential motivating influences upon the development of Western culture and examination of major forces and issues involved in the development of contemporary culture.

135 PEER EDUCATION: WELLNESS IN ACTION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 015, PSYCH 100 and/or SOC 100, SPEECH 100 and/or SPEECH 111**Lecture: Minimum 48 hours per semester*

Prepares students to become effective peer educators (e.g. Advocates for Better Body Image, Sexual Health Advocates, Students against Drinking and Driving, Dangers of Binge Drinking and Alcohol Poisoning, Peer Influence on Smoking Behaviors.) Students focus on various health issues that affect the college population. Students participate in the process of planning, implementing, and evaluating culturally sensitive educational programs for their peers. Students learn a variety of presentation styles and group facilitation skills and address issues such as, confidentiality, boundary setting and Para-professionalism.

140 HUMANITIES THROUGH THE ARTS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 015**Lecture: Minimum 48 hours per semester*

Study of humanities through a study of seven major arts: film, drama, music, literature, painting, sculpture, and architecture. Development of the understanding of historical context, basic elements, meaning, form, and critical evaluation skills as they relate to art.

180 COMMUNITY SERVICE AND LEADERSHIP I 2 - 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: Active participation in a community based organization**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 - 96 hours per semester*

Principles and practices of effective and ethical leadership through community service. Topics of study include interpersonal skills, team building, goal setting, ethics, and valuing diversity, which students will apply in the context of their own service-learning experience. Lectures provide for planning, orientation, and analysis of leadership activities outside the classroom. Three-six hours of volunteer or community service work weekly are required.

181 COMMUNITY SERVICE AND LEADERSHIP II 2 - 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: Active participation in a community based organization**Departmental Recommendation: INTDIS 180**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 - 96 hours per semester*

Continued study of the principles and practices of effective and ethical leadership through community service. Topics of study include networking, event planning, conflict management, negotiation and consensus building, which students will apply in the context of their own service-learning experience. Lectures provide for planning, orientation, and analysis of leadership activities outside the classroom. Three-six hours of volunteer or community service work weekly are required.

JOURNALISM (JOUR)

Department:	Language Arts
Department Head:	Mark Snowwhite M.A.
Faculty:	Richard Hogrefe, M.A.

120 FUNDAMENTALS OF NEWS WRITING 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the basic principles of journalism. Development of skills associated with evaluating, gathering and writing news in accepted journalistic style. Introduction to the role of the reporter in news organizations, news reporting techniques and legal and ethical issues related to journalism. This course is also offered as ENGL 120.

135 MASS COMMUNICATION IN SOCIETY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as SPEECH 135.

LEARNING RESOURCES

(LRC)

Department: Language Arts
 Department Head: Mark Snowwhite M.A.
 Faculty: Damaris Matthews, M.A.

050 TUTOR TRAINING 1 UNIT

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 12 hours per semester

Laboratory: Minimum 12 hours per semester

Basic tutoring instruction using classic learning theories and differences in learning style. Designed for current peer tutors and those interested in tutoring; introduction to basic instructional methodology and its applications to different tutoring situations; highlights of specific problems that may interfere with learning and tutoring.

900X4 LEARNING RESOURCES LABORATORY 0 UNIT

Not applicable to the Associate Degree

Prerequisite: None

Corequisite: Enrollment in at least one other course at CHC

Laboratory: Minimum 1-500 hours per semester

Provides academic support services to students enabling them to succeed in various content area classes, such as English, Math, Science, and Foreign Language, and vocational courses. Activities may include supervised individual or group tutorial services, computer assisted instruction, video viewing and testing to augment direct instruction and to facilitate student learning. Designed to meet the needs of students from various educational preparations, ethnic backgrounds, cultures, and socioeconomic levels. This course may be taken four times.

960X4 DEVELOPMENTAL STUDY TECHNIQUES .25 - 2 UNITS

Not applicable to the Associate Degree

Prerequisite: None

Laboratory: Minimum 12-96 hours per semester

This course provides participation in programs individually designed to assist students in their mastery of basic study techniques necessary for successful achievement in college courses. Some topics that may be addressed are note-taking, test preparation, textbook reading, and time management. This course may be taken four times. (Formerly READ 960ABCD, READ 961ABCD, READ 962ABCD and READ 963ABCD)

MARKETING (MARKET)

Department: Business & Information Technology
 Department Head: Catherine Pace-Pequeno, M.P.A.
 Faculty: Robert O'Toole, M.B.A.
 Liaison Counselor: John Gist, M.S.

MARKETING MANAGEMENT CERTIFICATE

The objective of this certificate program is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the marketing field, and to acquaint the student with the various sub-functions within the overall field of marketing. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including retail sales clerk, outside sales representative, advertising, merchandiser, distribution, or customer service representative.

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:		UNITS
ACCT 208	Introduction to Financial Accounting	4.0
BUSAD 100	Introduction to Business	3.0
BUSAD 105	Small Business Management	3.0
BUSAD/ SPEECH 145	Business Communication	4.0
BUSAD/ SPEECH 155	Human Relations in the Workplace	(3.0)
OR		
SPEECH 111	Interpersonal Communication	(3.0)
OR		
SPEECH 140	Small Group Communication	(3.0)
AND		
BUSAD 230	Using Computers for Business	(3.0)
OR		
CIS 101	Introduction to Computer and Information Technology	(3.0)
CIS 111	Web Page Programming and Design	3.0
CIS 163	Introduction to PhotoShop	3.0
MARKET 100	Marketing Principles	3.0
MARKET 110	Advertising	<u>3.0</u>
TOTAL UNITS		32.0

100 MARKETING PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015; Reading:

Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent

Lecture: Minimum 48 hours per semester

Principles and methods of marketing as practiced by all successfully managed business firms; covers such topics as demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising, and personal selling.

105 SALESMANSHIP PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015; Reading:

Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent

Lecture: Minimum 48 hours per semester

Study of the psychology involved in selling services, goods, ideas, and one's own personality; examination of the problems of analyzing the sales talk, making an adequate approach, meeting objectives and excuses, closing the sale, and others.

106 RETAIL MANAGEMENT 3 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015; Reading:

Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent

Lecture: Minimum 48 hours per semester

Principles and practices used in the management of retail stores. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques and all aspects of the critical buying function.

110 ADVERTISING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015; Reading:

Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent

Lecture: Minimum 48 hours per semester

Principles, purposes, and practices of advertising; analysis of the channels of trade, the importance of the correct appeal, style, trademarks, headlines, typography, color, layout, ethics, and other problems involved in effective advertising. No artistic ability required.

198 MARKETING WORK EXPERIENCE 2 - 4 UNITS

CSU, Associate Degree Applicable*

Prerequisite: Enrolled in Marketing occupational program and working at a job directly related to student's major

Corequisite: Enrolled in at least 7 units, including this Work Experience course

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

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

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

MATHEMATICS (MATH)

Department: Physical Science/Mathematics
 Department Head: Sherri Wilson, M.S.
 Faculty: Robert Crise, M.A.
 Merrill Deming, M.A.
 Kathleen Gibson, M.A.
 Jodi Hanley, M.A.
 Stephen Ramirez, M.A.
 Sherri Wilson, M.S.

ASSOCIATE OF SCIENCE DEGREE MATHEMATICS

REQUIRED COURSES:		UNITS
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0
MATH 252	Multivariable Calculus	5.0
<i>Select five units from the following:</i>		
MATH 108	Statistics	(4.0)
MATH 115	The Ideas of Mathematics	(3.0)
MATH 266	Introduction to Ordinary Differential Equations	(3.0)
CIS 103	Programming in Visual Basic	(3.0)
CIS 114	C++ Programming I	(3.0)
CIS 115	Programming in C	(3.0)
CIS 116	C++ Programming II	(3.0)
PHYSIC 110	General Physics I	(4.0)
PHYSIC 111	General Physics II	(4.0)
PHYSIC 200	Physics I	(6.0)
PHYSIC 201	Physics II	(6.0)
TOTAL UNITS		18.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

090 ELEMENTARY ALGEBRA 4 UNITS

Associate Degree Applicable

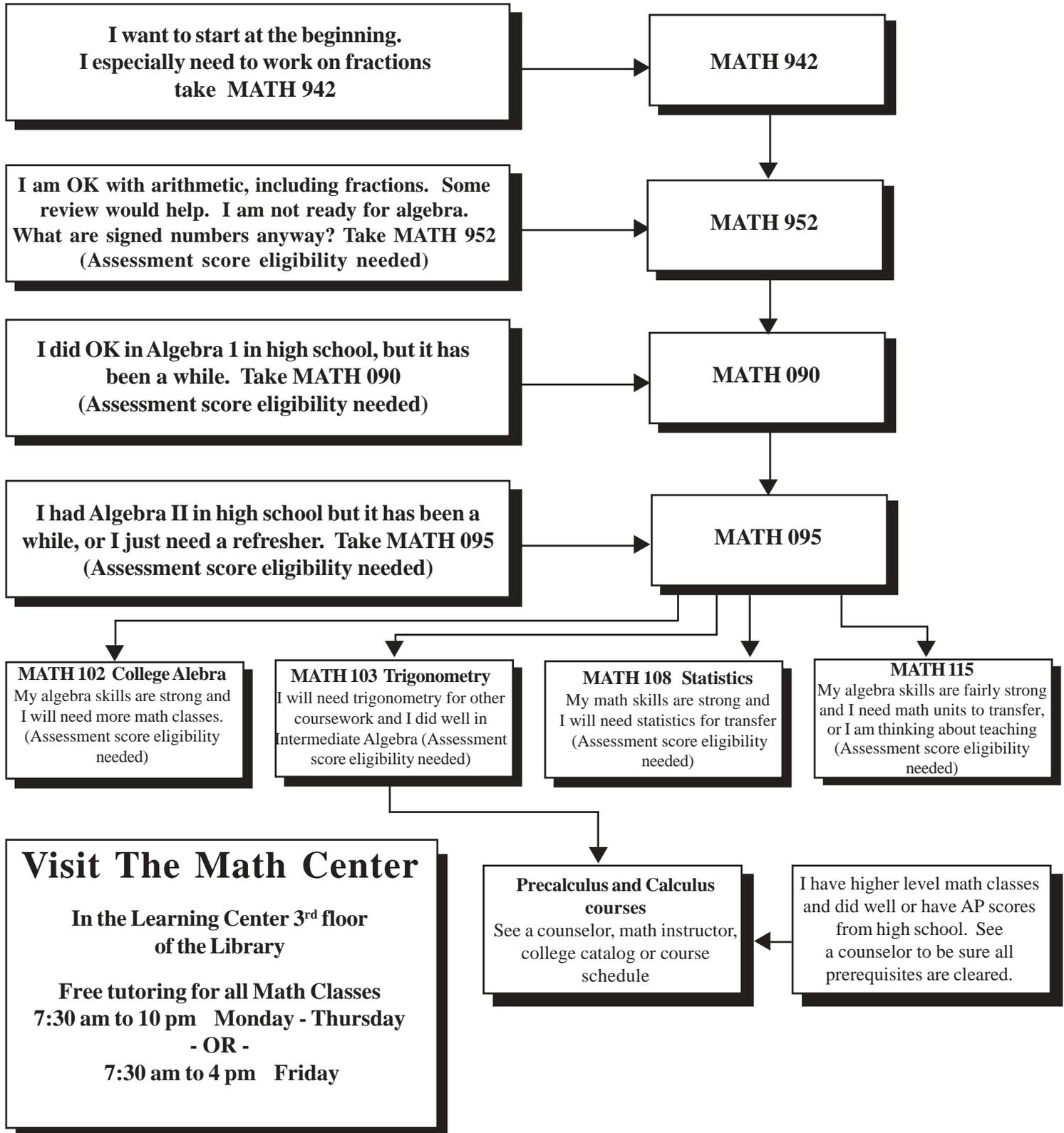
Prerequisite: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Operations with algebraic expressions emphasizing polynomials. The algebra of integer exponents, the solution of first degree and literal equations, methods of factoring, an introduction to the solution of quadratic equations by factoring, graphing linear equations, systems of first degree equations in two variables, and introduction to rational expressions. Applications of these topics are included.

Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.



093 PLANE GEOMETRY 4 UNITS

Associate Degree Applicable

Prerequisite: MATH 090

Lecture: Minimum 64 hours per semester

Fundamentals of plane geometry developed by inductive and deductive processes, with emphasis on deductive reasoning. Topics addressed include basic definitions and axioms, geometric constructions, congruent triangles, similar triangles, parallel lines, quadrilaterals, circles and area.

095 INTERMEDIATE ALGEBRA 4 UNITS

Associate Degree Applicable

Prerequisite: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value, linear, non-linear and systems of inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

102 COLLEGE ALGEBRA 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Study of logarithms, sequences, series, mathematical induction, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants; introduction to graphing rational functions, and the theory of equations.

* MATH 102 and MATH 151, maximum UC credit course.

(CAN MATH 10)

103 PLANE TRIGONOMETRY 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: MATH 095 or eligibility for MATH 103 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Study of the definitions of the circular functions, their inverses, properties, and graphs. Emphasis on mastering trigonometric identities and the solution of trigonometric equations. Applications of these topics to the solution of triangles and vector representations are presented. An introduction to polar coordinates and DeMoivre's Theorem are also included.

(CAN MATH 8)

108 STATISTICS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095 or eligibility for MATH 108 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

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

(CAN STAT 2)

115 THE IDEAS OF MATHEMATICS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095

Lecture: Minimum 48 hours per semester

Sets, propositional logic, and the applications to topics from discrete mathematics including enumeration techniques and finite probability spaces.

141 CALCULUS FOR BUSINESS 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MATH 102

Lecture: Minimum 64 hours per semester

This is an introductory study, which includes graphing, differentiation and integration of rational, exponential, and logarithmic functions in single and multivariable forms. An emphasis is placed on applications of calculus in business and economics.

*No UC Credit for MATH 141 if taken after MATH 250 or 251.

151 PRECALCULUS 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MATH 103 or eligibility for MATH 151 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits.

* MATH 102 and MATH 151, maximum UC credit one course.

(CAN MATH 16)

250 SINGLE VARIABLE CALCULUS I 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 151 or eligibility as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Introduction to differential and integral calculus; functions, limits, and continuity; techniques and applications of differentiation including derivatives of algebraic and transcendental functions, chain rule, implicit differentiation, The Mean Value Theorem, curve sketching, extremum problems, related rates; introduction to integration, The Fundamental Theorem of Calculus.

(CAN MATH 18)

(CAN MATH SEQ B = MATH 250 + MATH 251)

(CAN MATH SEQ C = MATH 250 + MATH 251 + MATH 252)

251 SINGLE VARIABLE CALCULUS II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 250 or eligibility for MATH 251 as determined through the Crafton Hills College assessment process

Lecture: Minimum 64 hours per semester

Integration of algebraic, trigonometric, exponential, logarithmic, and inverse trigonometric functions; area between curves, volume of revolution, length of a plane curve, area of a surface of revolution, rectilinear motion, work done by a variable force (including Hooke's Law), fluid pressure; improper integrals, conic sections, parametric equations, infinite series, and polar coordinates.

(CAN MATH 20)

(CAN MATH SEQ B = MATH 250 + MATH 251)

(CAN MATH SEQ C = MATH 250 + MATH 251 + MATH 252)

252 MULTIVARIABLE CALCULUS 5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 251**Lecture: Minimum 80 hours per semester*

The study of vectors and solid analytic geometry, functions of several variables, partial derivatives, multiple integrals, and line and surface integrals. The course includes Stoke's Theorem, Green's Theorem, and divergence theorem.

(CAN MATH 22)

(CAN MATH SEQ C = MATH 250 + MATH 251 + MATH 252)

266 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: MATH 251 or eligibility for MATH 266 as**determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

An introduction to differential equations complementing advanced courses in calculus. Topics include first-order differential equations and applications, linear differential equations and some applications of second-order linear differential equations, linear systems, an introduction to series solutions and the Laplace Transforms. (Formerly MATH 254).

942 ARITHMETIC 4 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Study of the fundamental operations involving whole numbers, fractions, decimals, and percents.

952 PREALGEBRA 4 UNITS*Not Applicable to the Associate Degree**Prerequisite: MATH 942 or equivalent according to**Crafton Hills College placement procedures**Lecture: Minimum 64 hours per semester*

This course prepares students for elementary algebra, MATH 090, providing a transition from arithmetic to algebra, covering operations with signed numbers, solving simple single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.



MICROBIOLOGY (MICRO)

Department: Biological Sciences and Chemistry
 Department Head: Lisa Shimeld, M.S.
 Faculty: Lisa Shimeld, M.S.

**ASSOCIATE OF SCIENCE DEGREE
MICROBIOLOGY
see BIOLOGY****102 INTRODUCTORY MICROBIOLOGY 4 UNITS***UC*, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to microbiology, emphasizing the general characteristic of microorganisms, principles of microbial growth, identification, control and the relationships between human beings and microbes. Special attention is given to infectious diseases. Recommended for students in health occupations. Surveys of bacteria, fungi, viruses and parasitic protozoans are included.

*MICRO 102 and MICRO 150 combined:

Maximum UC credit - 5 units

150 MEDICAL MICROBIOLOGY 5 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: CHEM 101**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 96 hours per semester*

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

*MICRO 102 and MICRO 150 combined:

Maximum UC credit - 5 units

(CAN BIOL 14)

SPECIAL PROBLEMS IN MICROBIOLOGY**246AB****1 UNIT****247AB****2 UNITS****248AB****3 UNITS***UC*, CSU, Associate Degree Applicable**Prerequisite: MICRO 150**Independent Study: Minimum 48 hours per semester*

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

*UC will determine units granted AFTER transfer.

MUSIC (MUSIC)

Department: Fine Arts
 Department Head: Marc Wurmbrand, M.F.A.
 Faculty: Mark McConnell, M.M.

ASSOCIATE OF ARTS DEGREE MUSIC

REQUIRED COURSES: UNITS

MUSIC 101	Music Theory I	3.0
MUSIC 102	Music Theory II	3.0
MUSIC 120	Appreciation of Musical Literature	3.0
MUSIC 135X4	Piano (must be taken four times)	8.0

Select eight units from the following:

MUSIC 100	Fundamental Skills in Music	(3.0)
MUSIC 150X4	Mixed Chorus	(2.0)
MUSIC 156X4	Concert Choir	(2.0)
MUSIC 174X4	Jazz Ensemble	(2.0)
MUSIC 175X4	Jazz Band Workshop	(2.0)
	TOTAL UNITS	25.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 FUNDAMENTAL SKILLS IN MUSIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Basic music theory and practical applications to develop an understanding of the elements of music. Study of pitch, rhythm, notation, and sight reading. Includes sight singing and introduction to keyboard and simple rhythmic instruments.

101 MUSIC THEORY I 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

First course in a progressive study through four semesters includes work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Open to both music majors and non-majors.

102 MUSIC THEORY II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MUSIC 101

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

Second course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism.

103 APPRECIATION OF AMERICAN POPULAR MUSIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

History of American popular music with an emphasis on the music of the current and past century.

105X2 MUSICIANSHIP 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 16 hours per semester

Study of melodic rhythmic dictation, drill in sight reading, and analysis of music of the masters using keyboard harmonies. This course may be taken two times.

112A JAZZ THEORY AND MUSICIANSHIP I 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Ability to read music

Lecture: Minimum 48 hours per semester

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

112B JAZZ THEORY AND MUSICIANSHIP II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Ability to read music

Lecture: Minimum 48 hours per semester

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

120 APPRECIATION OF MUSICAL LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context.

130X2 ELEMENTARY VOICE 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to match pitches

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

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. This course may be taken two times.

132X4 GUITAR 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: MUSIC 100**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Progressive study of the basic techniques of playing the guitar, including instruction in chords, arpeggios, scales, improvisation, sight reading, and performance. The course will cover many styles, including popular, folk, and classical. Students must provide their own instruments. This course may be taken four times.

134 AMERICAN JAZZ MUSIC – PAST AND PRESENT 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the evolution of jazz as an American musical art form; knowledge of the men and women who developed jazz from its early beginnings up to the present time; listening to all the major jazz artists and their innovations.

135X4 PIANO 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: MUSIC 100**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Progressive class instruction in piano, including scale techniques, sight-reading, ensemble playing, basic literature, keyboard techniques, and musicianship skills. This course may be taken four times.

143X4 WOODWIND, BRASS AND PERCUSSION INSTRUCTION 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Ability to match pitches and perform basic manual skills**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

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. This course may be taken four times.

150X4 MIXED CHORUS 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Foundational techniques in such aspects of choral music as breathing, tone production, enunciation and musicianship, especially recommended for pre-teaching and liberal arts majors who desire vocal training. This course may be taken four times.

154X4 COLLEGE SINGERS 1 - 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Audition with instructor**Lecture: Minimum 8-16 hours per semester**Laboratory: Minimum 40-80 hours per semester*

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

156X4 CONCERT CHOIR 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Faculty recommendation through audition**Departmental Recommendation: MUSIC 150X4 or equivalent**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Performance and study of choral works from all periods of music. This course may be taken four times.

164X4 COLLEGE CONCERT BAND (COMMUNITY) 1 - 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Intermediate or high performance level on traditional band instrument**Laboratory: Minimum 48 hours per semester*

Study of band literature, stressing the finest of concert literature for band use. This course may be taken four times.

174X4 JAZZ ENSEMBLE 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Demonstrate performance proficiency on instrument/voice through audition**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Study and performance of Jazz literature, style, and interpretation. Open to instrumentalists and vocalist. Performance required. This course may be taken four times.

175X4 JAZZ BAND WORKSHOP 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MUSIC 174X4 and/or faculty recommendation through audition**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Continued study and performance of Jazz literature, style, and interpretation. Advanced performance level; performance required. This course may be taken four times.

180X4 REHEARSAL AND PERFORMANCE 1- 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Advanced performance ability on instrument or voice**Laboratory: Minimum 32 hours per semester*

Preparation and public performance and musical plays, operettas, operas and/or oratorios for both vocalists and instrumentalists. This course may be taken four times.

201 MUSIC THEORY III 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MUSIC 102

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

Third course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Music Theory III includes detailed study of form, modulation, modal harmony, and extended compositional techniques.

202 MUSIC THEORY IV 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MUSIC 201

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

Fourth course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Music Theory IV includes detailed study of form, modulation, modal harmony, and extended compositional techniques.

247X4 SPECIAL PROJECTS IN MUSIC 1 - 3 UNITS

CSU, Associate Degree Applicable

Prerequisites/Corequisites: MUSIC 101, MUSIC 102,

MUSIC 120, MUSIC 132X4, MUSIC 135X4,

MUSIC 150X4, or MUSIC 175X4

Independent Study: Minimum 48-144 hours per semester

Independent study for advanced students in any area of music with projects determined jointly by student and instructor. This course may be taken four times.

OCEANOGRAPHY (OCEAN)

Department: Physical Science/Mathematics
 Department Head: Sherri Wilson, M.S.
 Faculty: Richard Hughes, M.S.

101 ELEMENTS OF OCEANOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Study of the basic principles of oceanography, including geology, physics, chemistry, and biology of the oceans. Topics include the structure of the earth and sea floor, the physics and chemistry of the ocean, atmospheric wind and ocean circulation, waves, currents, tides, marine plants, and animals, ecological concepts, and environmental concerns. Tools of oceanographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and field trips.

PERSONAL CAREER DEVELOPMENT (PCD)

Department: Social Sciences
 Department Head: Mario Perez, M.A.

090 EDUCATION AND INTERPERSONAL GROWTH 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Designed to foster personal development through a decision making process which includes value systems, self awareness, changing lifestyles, patterns of communication, and how these factors affect the student's education, growth and goals.

111 CAREER LIFE PLANNING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Designed to cover theories and concepts of values, interests, skills and personality development as applied to the career/life planning process and its application to labor market trends for beginning or returning students. Short and long term career/life plans will be developed. Awareness of diversity is infused throughout the course as it relates to varied psychological and sociological forces within both college and the work place.

PHILOSOPHY (PHIL)

Department: Social Science
 Department Head: Mario Perez, M.A.
 Faculty: J. Christopher Biffle, M.A.

ASSOCIATE OF ARTS DEGREE PHILOSOPHY

REQUIRED COURSES:		UNITS
PHIL 101	Introduction to Philosophy	3.0
PHIL 103	Introduction to Logic: Argument and Evidence	3.0
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	3.0
RELIG 101	Introduction to World Religions	3.0
RELIG 110	Primitive Religions	3.0
INTDIS 101	The Humanities	(3.0)
OR		
INTDIS 102	The Humanities	<u>(3.0)</u>
TOTAL UNITS		18.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

101 INTRODUCTION TO PHILOSOPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

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

(CANPHIL 2)

103 INTRODUCTION TO LOGIC: ARGUMENT AND EVIDENCE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Departmental Recommendations: ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

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

(CANPHIL 6)

105 INTRODUCTION TO ETHICS: MORAL VALUES IN TODAY'S SOCIETY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Study of the history and application of moral philosophy that analyzes prominent ethical traditions and applies them to contemporary moral issues. Discussion of philosophical topics, including goodness, virtue, duty, obligation, utility and conscience and contemporary moral issues, including the death penalty, drug legalization, truthfulness, race, sex, marriage and war.

(CANPHIL 4)

PHYSICAL EDUCATION

Department:

Health and Physical Education

Department Head:

Ralph Rabago, M.S.

Faculty:

Deborah DeSalliers, Dr.P.H.

Janine Ledoux, Dr.P.H.

Ralph Rabago, M.S.

PERSONAL ACTIVITIES

(PE)

263 NUTRITION AND HEALTH 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for healthy individuals. Study of the relationship between lifestyle factors and disease in America. In-depth analysis of emotional stress with practical application of principles for stress reduction. This course is also offered as HEALTH 263.

INDIVIDUAL & GROUP

ACTIVITIES (PE/I)

All courses in this section provide instruction in the basic skills and techniques of the sport or activity. Each course is designed to improve physical fitness; some provide recreational skills for life-long enjoyment of leisure time.

NOTE: A maximum of 4 units of activity classes will transfer to the UC or CSU. There are no limits on the number of units that will transfer to UC for the following dance classes: PE/I 130X4, PE/I 143X4, PE/I 163X4, PE/I 167X4

070X4 FITNESS EVALUATION .25 UNIT*Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 12 hours per semester*

Fitness testing regime that assesses cardiorespiratory fitness, strength, flexibility, muscle endurance, health history, hydration, body fat, body lean and dietary intake. Recommendations for an exercise and nutrition program based on stated personal needs. Offered for Credit or No Credit only. This course may be taken four times.

105X4 AEROBICS .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Aerobics training for beginning through advanced students. Activities to improve flexibility and strength with an emphasis on cardiorespiratory conditioning. The specific aerobic fitness classes offered (boot camp, step, kickboxing, Taebo, strength training, and combination) are described in the current class schedule. This course may be taken four times.

106X4 TOTAL BODY FITNESS .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Total body fitness is designed for men and women who are interested in improving both cardiovascular fitness and strength. The class will incorporate various cardiovascular and strength training regimens to promote optimal conditioning. Individual programs will be developed for each student. This course may be taken four times.

108X4 WEIGHT TRAINING .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Weight training for beginners with little or no weight training knowledge and skills and advanced students who desire more sophisticated routines including negative workouts, giant setting, pyramids, split routines, etc. Basic weight training principles, body mechanics and dietary prescription. A complete, individualized program will be developed for each student. This course may be taken four times.

120X4 GOLF .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in the skills, techniques, strategies, rules, and etiquette of golf. Development of skills leading to lifetime benefits associated with participation in the sport of golf. This course may be taken four times.

127X4 WALKING FOR FITNESS .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Walking for fitness suitable for individuals of all ages and fitness levels. Incorporation of various walking routes on the campus designed to promote weight loss through walking and improve cardiovascular health and general well being. This course may be taken four times.

130X4 JAZZ DANCE .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in jazz dance for beginning students with little or no experience in jazz dance, and for advanced students who wish to identify technical problems and correct deficiencies. Jazz techniques using a variety of styles and approaches within the jazz idiom. This course may be taken four times. This course is also offered as THART 130X4.

143X4 FUNK/HIP HOP DANCE .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course is designed for beginning students, with little or no experience in funk/hip hop dance, and for advanced students who wish to clarify technical problems and deficiencies. Students will develop skills that will enable them to perform dance steps in video dancing using techniques such as brake, pop style and up-tempo. This course may be taken four times.

148X4 TENNIS .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in the skills, techniques, strategies, rules, and etiquette of tennis. Development of skills leading to lifetime benefits associated with participation in the sport of tennis. This course may be taken four times.

155X4 CONDITIONING WITH THE PILATES METHOD .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

The Pilates Method of exercise is a combination of yoga and strength training. The training regime focuses on improving strength and flexibility with minimal stress to the body. It is an excellent form of exercise for any student, including students with physical limitations. This course may be taken four times.

159X4 KARATE .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Practice in the fundamental skills of unarmed self-defense. Basic skills including blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. This course may be taken four times.

163X4 BALLROOM/SWING/SALSA .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Basic principles of Ballroom/Swing/Salsa dance. Development of physical skills including rhythm, syncopation, partnering and body expression. Dance forms include Waltz, Foxtrot, Salsa, East Coast Swing, West Coast Swing, Cha Cha Cha and Night Club Two Step. This course may be taken four times. This course is also offered as THART 163X4.

167X4 TAP DANCE .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course is designed to teach the basic principles of the Tap idiom. Combinations and dances based upon Tap steps and movements is the framework of the class. Physical skills commonly used in musical and theatre productions will be emphasized. This course may be taken four times.

168X4 YOGA .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Yoga training suitable for individuals of all ages and fitness levels. Basic principles of yoga with an emphasis on the practice and mastery of yoga postures. Development of relaxation interconnection between mind and body, and static strength. This course may be taken four times.

200F-ZX3 SELECTED TOPICS IN PHYSICAL EDUCATION .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Courses in sports, dance or conditioning that reflect current trends. This course may be taken three times.

* A maximum of 4 units of activity classes will transfer to the UC or CSU. There are no limits on the number of units that will transfer to UC for the following dance classes: PE/I 130X4, PE/I 143X4, PE/I 163X4, PE/I 167X4

TEAM ACTIVITIES (PE/T)

130X4 TEAM SPORTS (CO-ED) .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course develops playing skills for the lifetime benefit of participants in a variety of team sports. Included in instruction will be rules, basic skills, techniques, and strategies. The specific sport for each class will be announced in the class schedule. This course may be taken four times.

PHYSICS (PHYSIC)

Department: Physical Science/Mathematics

Department Head: Sherri Wilson, M.S.

Faculty: Matthew Adams, Ph.D.

ASSOCIATE OF SCIENCE DEGREE PHYSICS

REQUIRED COURSES:		UNITS
PHYSIC 200	Physics I	6.0
PHYSIC 201	Physics II	6.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0
MATH 252	Multivariable Calculus	5.0
TOTAL UNITS		35.0

RECOMMENDED COURSE:		UNITS
MATH 266	Introduction to Ordinary Differential Equations	3.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 INTRODUCTION TO PHYSICS 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism, and atomic and nuclear structure. This course does not require students to have extensive knowledge of mathematics.

* No UC credit if taken after PHYSIC 110, 111, 200 or 201.

110 GENERAL PHYSICS I 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisites: MATH 103 or eligibility for MATH 151**as determined through the Crafton Hills College assessment process**Departmental Recommendation: PHYSIC 100**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to mechanics, heat and waves.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

(CANPHYS 2)

(CANPHYS SEQ A=PHYSIC 110+111)

111 GENERAL PHYSICS II 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: PHYSIC 110

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

A continuation of PHYSIC 110. Introduction to optics, electricity, and atomic and nuclear physics.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series. (CAN PHYS 4)

(CAN PHYS SEQ A = PHYSIC 110 + 111)

200 PHYSICS I 6 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MATH 250

Departmental Recommendation: PHYSIC 100

Lecture: Minimum 80 hours per semester

Laboratory: Minimum 48 hours per semester

Study of physics, including mechanics, conservation laws, fluids, thermodynamics, and wave motion.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series. (CAN PHYS SEQ B = PHYSIC 200 + PHYSIC 201)

201 PHYSICS II 6 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisites: PHYSIC 200 and MATH 251

Lecture: Minimum 80 hours per semester

Laboratory: Minimum 48 hours per semester

A continuation of PHYSIC 200. Study of physics, including optics, electricity, magnetism, Maxwell's Equations, relativity, vector analysis, quantum theory, structure of atoms, nuclei, molecules and solids.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series. (CAN PHYS SEQ B = PHYSIC 200 + PHYSIC 201)

POLITICAL SCIENCE

(POLIT)

Department: Social Sciences
 Department Head: Mario Perez, M.A.

ASSOCIATE OF ARTS DEGREE POLITICAL SCIENCE		
REQUIRED COURSES		UNITS
POLIT 100	American Politics	3.0
ECON 200	Principles of Macroeconomics	3.0
ECON 201	Principles of Microeconomics	3.0
GEOG 110	Physical Geography	3.0
HIST 100	History of the United States to 1877	3.0
HIST 101	History of the United States 1865 to Present	3.0
PHIL 103	Introduction to Logic: Argument and Evidence	<u>3.0</u>
TOTAL UNITS		21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.



100 AMERICAN POLITICS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Introductory course in the fundamentals of American government and politics. Introduction to basic concepts in political science; key institutions in the American political system; major problems in U.S. foreign policy; and political issues that confront the nation and state today.

(CAN GOVT 2)

PSYCHOLOGY (PSYCH)

Department: Social Sciences
 Department Head: Mario Perez, M.A.
 Faculty: T.L. Brink, Ph.D.
 Diane Pfahler, Ph.D.
 Sandra Moore, Ph.D.

ASSOCIATE OF ARTS DEGREE PSYCHOLOGY

REQUIRED COURSES		UNITS
PSYCH 100	General Psychology	3.0
<i>Select six units from the following:</i>		
PSYCH 102	Personal and Social Adjustment	(3.0)
PSYCH 110	Abnormal Psychology	(3.0)
PSYCH 112	Child and Adolescent Psychology	(3.0)
PSYCH 150	Gerontology	(3.0)
<i>Select nine units from the following, of which at least six units must be PSYCH courses:</i>		
PSYCH 103	Psychology of Personality	(3.0)
PSYCH 116	Psychology of Gender Roles	(3.0)
PSYCH 118	Human Sexual Behavior	(3.0)
PSYCH 132	Counseling and Interviewing Techniques	(3.0)
SOC 100	Introduction to Sociology	(3.0)
SOC 105	Social Problems	(3.0)
TOTAL UNITS		18.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 GENERAL PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101;

MATH 090; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of the nature and scope of psychology as a science including the principles of neurophysiology, sensation, perception, learning, altered states of consciousness, memory, cognition, intelligence, language, creativity, emotion, motivation, personality, psychopathology, testing, treatment, attitudes, and human development.

(CANPSY 2)

102 PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Examination of human capacity to change, adapt, and cope with a variety of circumstances over the life span. Special attention is paid to the sociocultural contexts of adjustment, the role of self understanding in adjustment, stress, adult development, careers, and family issues. A variety of theoretical perspectives will be used to review healthy and unhealthy behavior patterns as well as coping techniques for day-to-day concerns or issues.

103 THEORIES OF PERSONALITY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of the theoretical attempts to describe and explain human nature, especially the models of the mind and behavior developed by psychoanalytic, behavioral, humanistic, and cognitive psychologists.

110 ABNORMAL PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: ENGL 101, MATH 095;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of the field of mental disturbances; their symptomatology, prevalence, etiology, classification, diagnosis, prevention, and treatment. Exploration of psychodynamic, humanistic, cognitive, behavioral, neuroscience, and cross-cultural models.

112 CHILD AND ADOLESCENT PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendation: ENGL 101

Lecture: Minimum 48 hours per semester

Survey of the psychological development of individuals from infancy through adolescence, emphasizing influential psychological theories, contemporary research methods and trends, and applications of theory and research to everyday life.

113 ADULTHOOD AND OLD AGE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: ENGL 101, MATH 090,

PSYCH 112; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Physical, emotional, cognitive, clinical, social, and cultural perspectives on early adulthood, midlife, and aging, including a review of how roles change with age. Recommended for students seeking careers in human services.

116 PSYCHOLOGY OF GENDER ROLES 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; Successful completion of or concurrent enrollment in ENGL 101

Lecture: Minimum 48 hours per semester

Survey of major psychological theories and modern research results regarding gender roles. Interdisciplinary approach considering major theoretical perspectives and research on gender from other areas such as sociology, anthropology, and biology as well as psychology.

118 HUMAN SEXUAL BEHAVIOR 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendation: ENGL 101; Successful completion of or concurrent enrollment in ENGL 101

Lecture: Minimum 48 hours per semester

Survey of selected factors in human sexual behavior. Emphasis on the psychology of sex and an analysis of assumptions and attitudes toward human sexuality. Theoretical perspectives and research from the areas of sociology, anthropology, and biology as well as psychology.

132 COUNSELING AND INTERVIEWING TECHNIQUES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; Successful completion of or concurrent enrollment in ENGL 101

Lecture: Minimum 48 hours per semester

Survey of counseling and interviewing methods based on theory and research on applications of these methods. Introduction to techniques that are most commonly used and considered most effective in the helping professions. Limited experience in applying interviewing and counseling techniques.

150 GERONTOLOGY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: SOC 100, MATH 952; Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Examination of aging and the life course. Exploration of how the aging process is influenced and shaped by societal forces, including physical, psychological, and economic as well as social aspects of aging. Effects of the aging process on individuals, families, cohorts and societies. This course is also offered as SOC 150.

RADIOLOGIC TECHNOLOGY (RADIOL)

Department: Allied Health Services
 Department Head: Kenneth Bryson, M.A.
 Liaison Counselor: Robert McAtee, M.A.

**ASSOCIATE OF SCIENCE DEGREE
 RADIOLOGIC TECHNOLOGY**

Radiologic Technology is a fully accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

REQUIRED COURSES:		UNITS
RADIOL 100	Introduction to Radiologic Technology	.75
RADIOL 101	Medical Ethics for the Radiographer	.50
RADIOL 103	Radiographic Positioning I	1.50
RADIOL 104	Radiographic Physics I	1.50
RADIOL 105	Radiographic Anatomy/Physiology I	1.50
RADIOL 106	Radiographic Positioning Lab I	.50
RADIOL 115A	Radiographic Clinic I	11.25
RADIOL 107	Basic Radiologic Medical Techniques	1.25
RADIOL 108	Radiation Protection I	1.25
RADIOL 109	Radiologic Physics II	1.25
RADIOL 110	Radiographic Exposure I	1.25
RADIOL 111	Radiographic Film Critique I	1.25
RADIOL 112	Radiographic Positioning II	1.25
RADIOL 113	Radiographic Anatomy/Physiology II	1.25
RADIOL 114	Radiographic Positioning Lab II	.50
RADIOL 115B	Radiographic Clinic II	10.50
RADIOL 200	Radiation Protection II	1.50
RADIOL 201	Radiographic Exposure II	1.50
RADIOL 202	Radiographic Film Critique II	1.50
RADIOL 203	Radiographic Positioning III	1.50
RADIOL 204	Radiographic Anatomy/Physiology III	1.50
RADIOL 205	Radiographic Exposure Lab	.50
RADIOL 213A	Radiographic Clinic III	10.75
RADIOL 207	Radiographic Imaging	1.25
RADIOL 208	Registry Review Test in Radiology	2.75
RADIOL 209	Radiographic Film Critique III –Pathology	1.25
RADIOL 210	Radiographic Positioning IV	1.25
RADIOL 211	Radiographic Anatomy/Physiology IV	1.25
RADIOL 212	Special Procedures in Radiology	1.25
RADIOL 213B	Radiographic Clinic IV	<u>11.00</u>
TOTAL UNITS		76.00

RADIOLOGIC TECHNOLOGY CERTIFICATE

NOTE: Prior to starting this program the student must show proof of a clear criminal background check.

The objective of this certificate is to prepare students to be competent practitioners in the field of radiography. Completion of the certificate will prepare the student to be eligible for the state and national board examinations and for entry-level employment in radiography.

Radiologic Technology is an accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).

Program applications, transcripts, and site visit forms must be filed at ARMC School of Radiologic Technology by May 1st. Application packets are available from October through March of each year.

Contact the Program Director at ARMC at (909) 580-3540 for information on the program and application materials.

Admission: The Admissions Committee selects students on the basis of their college grades, satisfactory completion of prerequisite courses, and a personal interview. Interviews are granted to thirty applicants who have completed all prerequisite courses with a minimum 2.5 GPA and have submitted a complete application package with the non-refundable fee. The Admissions Committee selects ten students and three alternates.

MINIMUM QUALIFICATIONS:

To be considered for a personal interview, the applicant must: Submit a completed application package and fee; provide a copy of their high school diploma or GED; successfully complete the college prerequisites listed below:

PREREQUISITES:	UNITS
*AH 090 Survey of Radiologic Technology	1.5
*AH 101 Medical Terminology	3.0
*ANAT 101 Essentials of Human Anatomy and Physiology	4.0
*ENGL 101 Freshman Composition	4.0
*CIS 101 Introduction to Computer and Information Technology	3.0
*MATH 090 Elementary Algebra	4.0

*Students may substitute equivalent or advanced level courses.

REQUIRED COURSES: UNITS**FIRST SEMESTER**

RADIOL 100	Introduction to Radiologic Technology	.75
RADIOL 101	Medical Ethics for the Radiographer	.50
RADIOL 103	Radiographic Positioning I	1.50
RADIOL 104	Radiographic Physics I	1.50
RADIOL 105	Radiographic Anatomy/Physiology I	1.50
RADIOL 106	Radiographic Positioning Lab I	.50
RADIOL 115A	Radiographic Clinic I	11.25

SECOND SEMESTER

RADIOL 107	Basic Radiologic Medical Techniques	1.25
RADIOL 108	Radiation Protection I	1.25
RADIOL 109	Radiologic Physics II	1.25
RADIOL 110	Radiographic Exposure I	1.25
RADIOL 111	Radiographic Film Critique I	1.25
RADIOL 112	Radiographic Positioning II	1.25
RADIOL 113	Radiographic Anatomy/Physiology II	1.25
RADIOL 114	Radiographic Positioning Lab II	.50
RADIOL 115B	Radiographic Clinic II	10.50

THIRD SEMESTER

RADIOL 200	Radiation Protection II	1.50
RADIOL 201	Radiographic Exposure II	1.50
RADIOL 202	Radiographic Film Critique II	1.50
RADIOL 203	Radiographic Positioning III	1.50
RADIOL 204	Radiographic Anatomy/Physiology III	1.50
RADIOL 205	Radiographic Exposure Lab	.50
RADIOL 213A	Radiographic Clinic III	10.75

FOURTH SEMESTER

RADIOL 207	Radiographic Imaging	1.25
RADIOL 208	Registry Review Test in Radiology	2.75
RADIOL 209	Radiographic Film Critique III – Pathology	1.25
RADIOL 210	Radiographic Positioning IV	1.25
RADIOL 211	Radiographic Anatomy/Physiology IV	1.25
RADIOL 212	Special Procedures in Radiology	1.25
RADIOL 213B	Radiographic Clinic IV	11.00
TOTAL UNITS		76.00

100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY .75 UNIT

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program

Corequisites: RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A

Lecture: Minimum 12 hours per semester

Introduction to the general structure of medicine specifically applicable to radiologic technology; departmental administration, office procedures, radiation protection, equipment care, and basic medical techniques.

101 MEDICAL ETHICS FOR THE RADIOGRAPHER .5 UNIT*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 8 hours per semester*

Study and practice of professional ethics relative to radiologic technology; emphasis on personal appearance, attitudes, hygiene, and the code of ethics for radiologic technologists.

102 RADIOGRAPHIC MEDICAL TERMINOLOGY 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Introduction to the written and spoken language of medicine, including the elements of medical terminology, terms abbreviations, spelling, pronunciation and interpreting radiographic requests written in medical phraseology.

103 RADIOGRAPHIC POSITIONING I 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Study of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on chest, abdomen, upper and lower extremities and shoulder girdle.

104 RADIOLOGIC PHYSICS I 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Study of basic radiologic physics including units of measurement, energy, matter, atomic structure, magnetism and other concepts related to the production and control of high voltage.

105 RADIOGRAPHIC ANATOMY/PHYSIOLOGY I 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Study of basic human anatomy and physiology pertinent to Radiology.

106 RADIOGRAPHIC POSITIONING LAB I .5 UNIT*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 115A**Laboratory: Minimum 24 hours per semester*

Practice in positioning various anatomical parts for specific radiographic examinations.

107 BASIC RADIOLOGIC MEDICAL TECHNIQUES 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of basic nursing techniques and methods of patient care for Radiologic Technologists.

108 RADIATION PROTECTION I 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of the basic principles and application of radiation protection, physics, and radiation monitoring devices.

109 RADIOLOGIC PHYSICS II 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 108, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of the production of X-rays, multiple energy transformation required for radiation production, the mechanics of interaction with matter, X-ray tubes, rectifiers, X-ray circuits, and the history of X-ray tubes.

110 RADIOGRAPHIC EXPOSURE I 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of the fundamentals of radiographic exposure techniques, image formation, and technical conversions pertaining to radiography.

111 RADIOGRAPHIC FILM CRITIQUE I 1.25 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture:** Minimum 22 hours per semester

Introduction to analyzing radiographic examinations with emphasis on improving film quality and using proper identification labels.

112 RADIOGRAPHIC POSITIONING II 1.25 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture:** Minimum 22 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on pelvic structures and vertebral column.

113 RADIOGRAPHIC ANATOMY/PHYSIOLOGY II 1.25 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 114, RADIOL 115B**Lecture:** Minimum 22 hours per semester

Study of human anatomy and physiology pertinent to radiology.

114 RADIOGRAPHIC POSITIONING LAB II .5 UNIT*Associate Degree Applicable***Prerequisites:** RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 115B**Laboratory:** Minimum 24 hours per semester

Practice of positioning anatomical parts for specific radiographic examinations.

115A RADIOGRAPHIC CLINIC I 11.25 UNITS*Associate Degree Applicable***Prerequisites:** Must be pre-selected into the X-Ray Technology program**Corequisites:** RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106**Clinic:** Minimum 900 hours per semester

Observation and supervised clinical experience; emphasis on the development of primary basic skills in radiologic technology.

115B RADIOGRAPHIC CLINIC II 10.5 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114**Clinic:** Minimum 840 hours per semester

Practice and development of basic radiographic skills within a hospital environment.

200 RADIATION PROTECTION II 1.5 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites:** RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Lecture:** Minimum 24 hours per semester

Study of the biological effects of radiation, cell structure, ionizing radiation, and government regulations regarding its use.

201 RADIOGRAPHIC EXPOSURE II 1.5 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites:** RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Lecture:** Minimum 24 hours per semester

Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology.

202 RADIOGRAPHIC FILM CRITIQUE II 1.5 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites:** RADIOL 200, RADIOL 201, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Lecture:** Minimum 24 hours per semester

Analysis of radiographic examinations with emphasis on improving each student's ability to identify anatomical structures on radiographs.

203 RADIOGRAPHIC POSITIONING III 1.5 UNITS*Associate Degree Applicable***Prerequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 204, RADIOL 205, RADIOL 213A**Lecture:** Minimum 24 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on the thorax and cranium.

204 RADIOGRAPHIC ANATOMY/PHYSIOLOGY III 1.5 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 205, RADIOL 213A**Lecture: Minimum 24 hours per semester*

Study of human anatomy and physiology pertinent to radiology.

205 RADIOGRAPHIC EXPOSURE LAB .5 UNIT*Associate Degree Applicable**Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 213A**Laboratory: Minimum 24 hours per semester*

Demonstration and experiments pertaining to the fundamentals of exposure techniques, image formation and technical conversations; demonstration of photographic and geometric properties of radiographic quality.

207 RADIOGRAPHIC IMAGING 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites: RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester*

Study of the history and principles of radiology including nuclear medicine, clinical ultra-sonography, tomography, radiation therapy, computer tomography, and other imaging modalities.

208 REGISTRY REVIEW TEST IN RADIOLOGY 2.75 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites: RADIOL 207, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 44 hours per semester*

Review and testing of all Radiologic Technology classes in preparation for board examination.

209 RADIOGRAPHIC FILM CRITIQUE III – PATHOLOGY 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites: RADIOL 207, RADIOL 208, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester*

Study of disease, basic concepts of pathology, pathological conditions of the body and their impact on the radiographic process.

210 RADIOGRAPHIC POSITIONING IV 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester*

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluations; emphasis on osseous structures of the face; genitourinary and gastrointestinal systems.

211 RADIOGRAPHIC ANATOMY/PHYSIOLOGY IV 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester*

Advanced study and review of human anatomy and physiology pertinent to radiology.

212 SPECIAL PROCEDURES IN RADIOLOGY 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 213B**Lecture: Minimum 22 hours per semester*

Study of the fundamentals of angiography and the special procedures, equipment, positioning, and techniques involved in producing diagnostic radiographs.

213A RADIOGRAPHIC CLINIC III 10.75 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205**Clinic: 872 hours per semester*

Advanced clinical experience; emphasis on further development of skills in radiologic technology.

213B RADIOGRAPHIC CLINIC IV 11 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213B**Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212**Clinic: 884 hours per semester*

Advanced clinical experience; emphasis on perfecting learned skills and techniques of radiography.

READING AND STUDY SKILLS (READ)

Department: Language Arts
 Department Head: Mark Snowwhite, M.A.
 Faculty: Lynn Lowe, M.A.

078X2 ADVANCED READING 3 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: A minimum score of 65 on the reading portion of the college placement test or minimum of 10th grade level on the Nelson-Denny Reading Test

Lecture: Minimum 48 hours per semester

Designed to enhance students' reading skills, this course involves attending lectures and doing in-class assignments. Students must also complete individualized laboratory activities designed to increase vocabulary and comprehension, based on assessed reading ability. This course may be taken two times.

091 COLLEGE STUDY SKILLS 1 - 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester or

Laboratory: Minimum 48-144 hours per semester

Instruction in the skills of listening, notetaking, class preparation and participation, organizing and analyzing textbook material, and using the library. Provides methods for the improvement of concentration, memory and test-taking.

925X2 INTRODUCTION TO READING 3 UNITS

Not Applicable to the Associate Degree

Prerequisite: None

Departmental Recommendation: Score between 0-34 on the reading portion of the Crafton Hills College assessment test, or 4th, 5th, 6th grade level on the Nelson-Denny Reading Test

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

The first in a sequence of courses that introduce skills of vocabulary development, reading comprehension, phonetic awareness and usage. Practice in reading passages at a developmental level. This course may be taken two times.

956X2 INTERMEDIATE READING 3 UNITS

Not Applicable to the Associate Degree

Prerequisite: None

Departmental Recommendation: Score between 35-64 on the reading portion of the Crafton Hills College assessment test, or 7th, 8th, or 9th grade level on the Nelson-Denny Reading Test

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

The second in a sequence of courses that introduce skills of vocabulary development, reading comprehension, phonetic awareness and usage. Practice in reading passages at an intermediate level. This course may be taken two times.

REAL ESTATE (REALST)

Department: Business & Information Technology
 Department Head: Catherine Pace-Pequeno, M.P.A.

100 REAL ESTATE PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Fundamentals of real estate covering basic laws and principles of California real estate. Required course for Real Estate Sales License. May also be used as one of the courses for the Broker's License.

RELIGIOUS STUDIES

(RELIG)

Department: Social Sciences
 Department Head: Mario Perez, M.A.
 Faculty: J. Christopher Biffle, M.A.
 T.L. Brink, Ph.D.

ASSOCIATE OF ARTS DEGREE RELIGIOUS STUDIES

REQUIRED COURSES:	UNITS
ENGL 150 Classical Mythology	3.0
RELIG 100 Introduction to Religious Studies	3.0
RELIG 101 Introduction to World Religions	3.0
HIST 135 Religion in America	3.0
HIST 160 History of Western Civilization: From the Neolithic Revolution to the Renaissance	(3.0)
OR	
HIST 161 History of Western Civilization: From the Renaissance to the Cold War	(3.0)
PHIL 101 Introduction to Philosophy	3.0
PHIL 103 Introduction to Logic: Argument and Evidence	<u>3.0</u>
TOTAL UNITS	21.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 INTRODUCTION TO RELIGIOUS STUDIES 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Study of the major components all religions have in common, exploring such elements as the holy, sacred stories, ritual, iconography, religious leaders, scripture, morality and ethics, individual and community in religious tradition, the arts and media, and phenomenology. Use of diverse methodologies to integrate historical research and practical application.

101 INTRODUCTION TO WORLD RELIGIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

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

110 PRIMITIVE RELIGIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

135 RELIGION IN AMERICA 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as HIST 135.

175 LITERATURE AND RELIGION OF THE BIBLE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

176 JESUS AND HIS INTERPRETERS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Study of images and interpretations of Jesus: Exploration of Jesus through the perspectives of the gospels, history and theology, and the arts.

RESPIRATORY CARE (RESP)

Department:

Department Head:

Faculty:

Allied Health Services

Kenneth Bryson, M.Ed.

Reynaldo Bell, B.S.

Tony Brainard, B.A.

Kenneth Bryson, M.Ed.

Bradley Franklin, M.Ed.

Arnold Kosmatka, Ed.D

Liaison Counselor:



ASSOCIATE OF SCIENCE DEGREE RESPIRATORY CARE

Crafton Hills College offers programs in Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT). Admission is open to all students who have completed the prerequisite courses. Contact the Respiratory Care Program Director for more information about application materials and registration procedures at (909) 389-3286.

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

PREREQUISITE COURSES: UNITS

High school diploma or its equivalent		
RESP050	Introduction to Respiratory Care	2.0
*AH 101	Medical Terminology	3.0
AND/OR		
*ANAT 101	Essentials of Human Anatomy and Physiology	4.0

**Both are highly recommended.*

CERTIFIED RESPIRATORY THERAPIST (CRT) CERTIFICATE

IMPORTANT: Prior to starting this program the student must show proof of a clear criminal background check.

Admission: Enrollment is limited to 35 students. Admission is based on a point system. Students completing the required RESP050, AH 101 and ANAT 101 will have three points and be accepted first. Students completing the required RESP 050 as well as AH 101 **OR** ANAT 101 will have two points and be accepted based on seat availability. It is definitely to a student's advantage to have all three points.

Contact the Respiratory Care Program Director for information on application materials and registration procedures at (909) 389-3286.

PRE-ADMISSION COURSES:

Required prior to admission into program:

High school diploma or its equivalent		
RESP050	Introduction to Respiratory Care	2.00
RESP051X4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
AH 101	Medical Terminology	3.00
AND/OR		
ANAT 101	Essentials of Human Anatomy and Physiology	4.00

REQUIRED COURSES: UNITS

*AH 101	Medical Terminology	3.00
*ANAT 101	Essentials of Human Anatomy and Physiology	4.00
*ENGL015	Preparation for College Writing	4.00
*MATH 090	Elementary Algebra	4.00
*MICRO 102	Introductory Microbiology	4.00
RESP050	Introduction to Respiratory Care	2.00
RESP051X4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
RESP 101	Fundamentals of Respiratory Care I	4.00
RESP 102	Fundamentals of Respiratory Care Skills I	10.50
RESP 103	Pulmonary Assessment and Pharmacology	3.00
RESP 104	Respiratory Care Clinical Application I	2.50
RESP 105	Fundamentals of Respiratory Care II	4.00
RESP 106	Fundamentals of Respiratory Care Skills II	5.25
RESP 108	Respiratory Care Clinical Application II	5.25
RESP 110X4	Clinical Medicine I	1.50
RESP 112	Care of the High Risk Neonate	4.00
TOTAL UNITS		62.00

***Students may substitute equivalent or advanced level courses.**

NOTES:

- Prior to starting this program the student must show proof of a clear criminal background check.
- Program begins Fall Semester only
- Students must complete the coursework for the CRT Program within a five-year period in order to receive a Certificate of Completion.
- A successful passing score on the Self-Assessment Entry-Level Examination is required to receive a Certificate of Completion in the CRT Program. Failure to pass the exam will require enrollment in RESP 925X4, Entry-Level Examinations: Review and Seminar in the upcoming summer session.
- An A.S. Degree in Respiratory Care in addition to the Certificate of Completion for the CRT Program is required to take the Entry-Level Examination for a license to work.
- All courses applied to the A.S. Degree in Respiratory Care and the Certificate of Completion must be completed with a grade of "C" or higher.
- The A.S. Degree in Respiratory Care must be awarded before the awarding of the Certificate of Completion.

REGISTERED RESPIRATORY THERAPIST (RRT) CERTIFICATE

IMPORTANT: Prior to starting this program the student must show proof of a clear criminal background check.

Admission: Open to all students who have completed the CRT Program with a "C" or higher. Students who possess a valid California Respiratory Care Practitioner License or who have been accepted into another RRT Program may petition Respiratory Care faculty for admission to the program.

Contact the Respiratory Care Program Director for information on application materials at (909) 389-3286.

Completion of all CRT and RRT required courses with a "C" or higher, a successful passing score on both the Registry Written and the Clinical Simulation Self-Assessment Examinations, CHEM 101 with a grade of "C" or higher, and completion of the Associate of Science Degree with a major in Respiratory Care qualify the student for the Registered Respiratory Therapist Certificate.

REQUIRED COURSES:

UNITS

*AH 101	Medical Terminology	3.00
*ANAT 101	Essentials of Human Anatomy and Physiology	4.00
*CHEM 101	Introduction to Chemistry	4.00
*ENGL 015	Preparation for College Writing	4.00
*MATH 090	Elementary Algebra	4.00
*MICRO 102	Introductory Microbiology	4.00
RESP050	Introduction to Respiratory Care	2.00
RESP051X4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
RESP 101	Fundamentals of Respiratory Care I	4.00
RESP 102	Fundamentals of Respiratory Care Skills I	10.50
RESP 103	Pulmonary Assessment and Pharmacology	3.00
RESP 104	Respiratory Care Clinical Application I	2.50
RESP 105	Fundamentals of Respiratory Care II	4.00
RESP 106	Fundamentals of Respiratory Care Skills II	5.25
RESP 108	Respiratory Care Clinical Application II	5.25
RESP 110X4	Clinical Medicine I	1.50
RESP 112	Care of the High Risk Neonate	4.00
RESP 201	Advanced Theory of Respiratory Care I	4.00
RESP 202	Advanced Respiratory Care Skills Laboratory I	5.25
RESP 203	Physiologic Basis of Respiratory Disease I	5.00
RESP 204	Advanced Respiratory Care Clinical Application I	5.25
RESP 205	Introduction to Pharmacology and Drug Therapy	3.00
RESP 206	Advanced Theory of Respiratory Care II	4.00

RESP 207	Physiologic Basis of Respiratory Disease II	5.00
RESP 208	Advanced Respiratory Care Clinical Application II	5.25
RESP 211X4	Clinical Medicine II	1.50
RESP 218	Advanced Respiratory Care Skills Laboratory II	5.25
TOTAL UNITS		109.50

*Students may substitute equivalent or advanced level courses.

NOTES:

- Prior to starting this program the student must show proof of a clear criminal background check.
- Program begins Fall Semester only
- All courses in Respiratory Care must be completed within a five-year period.
- A successful passing score on both the Registry Written and the Clinical Simulation Self-Assessment Examinations is required to receive a two-year Certificate of Completion from the RRT Program. Failure to pass the exam will require enrollment in RESP 927X4, Advanced Practitioner Examinations: Review and Seminar in the upcoming summer session.
- CHEM 101 is also required for the certificate of completion.
- All courses applied to the A.S. Degree in Respiratory Care and the Registered Respiratory Therapist Certificate must be completed with a grade of "C" or higher.
- The A.S. Degree in Respiratory Care must be awarded before the awarding of the Registered Respiratory Therapist Certificate of Completion.

050 INTRODUCTION TO RESPIRATORY CARE

2 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Introduction and orientation to the field of respiratory care, professional organizations, regulatory bodies, and policies that govern respiratory treatment. Provides pre-entry students program information critical to the decision to enter the Certified Respiratory Therapist Program.

051X4 CARDIOPULMONARY RESUSCITATION: BASIC LIFE SUPPORT HEALTHCARE PROVIDER

1 UNIT

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 24 hours per semester

Instruction in basic life support that either (a) prevents circulatory or respiratory arrest (or insufficiency) through prompt recognition and intervention, early entry into the Emergency Medical Services system, or both, or (b) externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation. A Basic Life Support Healthcare Provider is one who has successfully completed the written examination and all performance (skills) testing of an American Heart Association Basic Life Support Healthcare Provider Course according to American Heart Association requirements. The card that comes as a result of this course is good for two years. This course may be taken four times.

101 FUNDAMENTALS OF RESPIRATORY CARE I 4 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check, RESP 051X4, RESP 050, ANAT 101, and AH 101

Corequisites: RESP 102, RESP 103, RESP 104

Lecture: Minimum 64 hours per semester

Theoretical application of diagnostic techniques, equipment, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides basic preparation of the respiratory care student consisting of: an introduction to basic respiratory physiology, pharmacology, arterial blood gas interpretation, regulation of breathing, and basis for treatment modalities, including physical principles relating to medical gases and equipment and solutions for body electrolyses.

102 FUNDAMENTALS OF RESPIRATORY CARE SKILLS I 10.5 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check and RESP 051X4

Corequisites: RESP 101, RESP 103, and RESP 104

Lecture: Minimum 128 hours per semester

Laboratory: Minimum 128 hours per semester

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides an opportunity to learn and practice the required basic respiratory care clinical skills in a simulated patient-care environment including: medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation application; airway management techniques; pulmonary function; blood gas analysis; diagnostic tests interpretation; and therapeutic assessment.

103 PULMONARY ASSESSMENT AND PHARMACOLOGY 3 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check and RESP 051X4

Corequisites: RESP 101, RESP 102, RESP 104

Lecture: Minimum 48 hours per semester

Preparation for the patient encounter through the understanding of basic interviewing and assessing techniques essential to the safe and effective practice of respiratory care. This course also offers the student the introductory knowledge of drugs and medications pertinent to patient care today.

104 RESPIRATORY CARE CLINICAL APPLICATION I 2.5 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check and RESP 051X4

Corequisites: RESP 101, RESP 102, RESP 103

Lecture: Minimum 18 hours per semester

Clinic: Minimum 126 hours per semester

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings.

105 FUNDAMENTALS OF RESPIRATORY CARE II 4 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, and RESP 104

Corequisites: RESP 106, RESP 108 and RESP 110X4

Lecture: Minimum 64 hours per semester

Theoretical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides basic preparation of the respiratory care student including an introduction to cardiopulmonary dysfunction, pulmonary function testing, respiratory failure, ventilatory support and management, home care, and assessment and therapeutic treatment of the patient.

106 FUNDAMENTALS OF RESPIRATORY CARE SKILLS II 5.25 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, and RESP 104

Corequisites: RESP 105, RESP 108, RESP 110X4

Lecture: Minimum 64 hours per semester

Laboratory: Minimum 64 hours per semester

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides an opportunity to learn and practice the required basic respiratory care clinical skills in a simulated patient-care environment, including: recommending therapeutics, recommending therapeutic modification or discontinuance, arterial blood gas drawing and analysis, oximetry, co-oximetry, mechanical ventilation and related adjuncts, pulmonary function testing, positive end-expiratory pressure, continuous positive airway pressure, bi-level positive airway pressure, and electrocardiograms.

108 RESPIRATORY CARE CLINICAL APPLICATION II
5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 101, RESP 102, RESP 103, and RESP 104**Corequisites: RESP 105, RESP 106, RESP 110X4**Lecture: Minimum 34 hours per semester**Clinic: Minimum 238 hours per semester*

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings.

109AX2 CLINICAL REFRESHER: CLINICAL APPLICATION I
1.75 UNITS*Associate Degree Applicable**Prerequisite: RESP 104**Lecture: Minimum 13 hours per semester**Clinic: Minimum 91 hours per semester*

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Offered for Credit or No Credit only. This course may be taken two times.

109BX2 CLINICAL REFRESHER: CLINICAL APPLICATION II
2.5 UNITS*Associate Degree Applicable**Prerequisite: RESP 108**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Offered for Credit or No Credit only. This course may be taken two times.

110X4 CLINICAL MEDICINE I
1.5 UNITS*Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: It is highly recommended that a student, upon entering this class, be a Licensed Respiratory Care Practitioner in the State of California or be concurrently enrolled in Crafton Hills College's Certified Respiratory Therapist Program

Lecture: Minimum 24 hours per semester

Selected topics related to the practice of cardiopulmonary medicine. Combination of lecture and case presentations provided by physicians who help define the clinical practice of pulmonary medicine. This course may be taken four times.

112 CARE OF THE HIGH RISK NEONATE
4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 64 hours per semester*

Preparation of the students for clinical practice in Neonatal and Pediatric Intensive Care units. Focus on understanding the extent to which the immature cardiopulmonary system can be augmented by the application of diagnostic techniques, equipment, and procedures. (Formerly RESP 212)

201 ADVANCED THEORY OF RESPIRATORY CARE I
4 UNITS*Associate Degree Applicable**Prerequisites: RESP 051X4 (only if Basic Life Support (BLS)**Healthcare Provider card has expired), RESP 105,**RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 202, RESP 203, RESP 204, RESP 205**Lecture: Minimum 64 hours per semester*

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care. Topics include cardiopulmonary anatomy, continuous mechanical ventilation, patient assessment, oxygen transport, oxygen monitoring equipment, hyperbaric oxygen therapy, and interpersonal relationships regarding Respiratory Care Practitioner diversity and ethics.

202 ADVANCED RESPIRATORY CARE SKILLS LABORATORY I
5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108,**RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 203, RESP 204, RESP 205**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 64 hours per semester*

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment. Topics include advanced medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation techniques; airway management techniques; pulmonary function techniques; arterial puncture and lines; neonatal cardiopulmonary resuscitation; mechanical ventilation (adult and infant); and the electrocardiogram.

203 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE I
5 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108,**RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 202, RESP 204, RESP 205**Lecture: Minimum 80 hours per semester*

Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnoses and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care examinations.

204 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION I 5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 202, RESP 203, RESP 205**Lecture: Minimum 36 hours per semester**Clinic: Minimum 252 hours per semester*

Clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice.

205 INTRODUCTION TO PHARMACOLOGY AND DRUG THERAPY 3 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 202, RESP 203, RESP 204**Lecture: Minimum 48 hours per semester*

Study of the administration of medicine and drug therapy with an emphasis on cardio-respiratory drugs. Drugs and their actions and interactions. Basic drug mathematics and calculations as well as Advanced Cardiac Life Support drugs.

206 ADVANCED THEORY OF RESPIRATORY CARE II 4 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 207, RESP 208, RESP 211X4, RESP 218**Lecture: Minimum 64 hours per semester*

Advanced theory, including oxygen transport, acid-base balance, renal function, electrolyte assessment, nutrition, pulmonary function testing, and pulmonary pathologies.

207 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE II 5 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 206, RESP 208, RESP 211X4, RESP 218**Lecture: Minimum 80 hours per semester*

Further presentation of applied cardiopulmonary, renal, and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care examinations.

208 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION II 5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 206, RESP 207, RESP 211X4, RESP 218**Lecture: Minimum 36 hours per semester**Clinic: Minimum 252 hours per semester*

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice.

209AX2 CLINICAL REFRESHER: ADVANCED CLINICAL APPLICATION I 2.5 UNITS*Associate Degree Applicable**Prerequisite: RESP 204**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Offered for Credit or No Credit only. This course may be taken two times.

209BX2 CLINICAL REFRESHER: ADVANCED CLINICAL APPLICATION II 2.5 UNITS*Associate Degree Applicable**Prerequisite: RESP 208**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Offered for Credit or No Credit only. This course may be taken two times.

211X4 CLINICAL MEDICINE II 1.5 UNITS*Associate Degree Applicable**Prerequisite: None*

Departmental Recommendation: It is highly recommended that a student, upon entering this class, be a licensed Respiratory Care Practitioner in the State of California or be concurrently enrolled in Crafton Hills College's Registered Respiratory Therapist Program

Lecture: Minimum 24 hours per semester

Continued study of clinical pulmonary medicine, using local physicians to present respiratory-related disease processes. Combination of lecture and case presentation to provide a pathophysiologic basis for respiratory care. This course may be taken four times.

**218 ADVANCED RESPIRATORY CARE SKILLS
LABORATORY II 5.25 UNITS**

Associate Degree Applicable

Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205

Corequisites: RESP 206, RESP 207, RESP 208, and RESP 211X4

Lecture: Minimum 64 hours per semester

Laboratory: Minimum 64 hours per semester

Exposure to new procedures and the improvement of skills based on assessment of individual student performance. Specialized instruction to strengthen identified competencies as final preparation for professional practice, as well as Certification in Advanced Cardiac Life Support.

**925X4 ENTRY-LEVEL EXAMINATION:
REVIEW AND SEMINAR 1.75 UNITS**

Not Applicable to the Associate Degree

Prerequisites: RESP 101, RESP 105

Lecture: Minimum 30 hours per semester

Preparation for and review of the National Board for Respiratory Care (NBRC) Detailed Content Outline for the Entry Level CRT Examination. Discussion of examination structure, content, examination site requirements, and review of sample NBRC test questions for remediation. Self-evaluation practice examinations. (If a first-year candidate for the Certificate of Completion in the Certified Respiratory Therapist [CRT] Program does not successfully complete the mandatory end-of-the-year secured self-assessment examination, successful completion of this course will be required to secure the Certificate.) Offered for Credit or No Credit only. This course may be taken four times.

**927X4 ADVANCED PRACTITIONER EXAMINATIONS:
REVIEW AND SEMINAR 3 UNITS**

Not Applicable to the Associate Degree

Prerequisites: RESP 201, RESP 206

Lecture: Minimum 36 hours per semester

Laboratory: Minimum 36 hours per semester

Preparation for the National Board for Respiratory Care Therapist Written RRT Examination and Clinical Simulation Examination. Discussion of examination structure, content, examination site requirements, and review of sample test questions. Self-evaluated practice examinations. (RRT: Registered Respiratory Therapist) (If a second-year candidate for the therapist certificate does not successfully complete the end-of-the-year summative evaluation, successful completion of this course will be required for the Therapist Certificate of Completion.) This course is Credit/No Credit only. This course may be taken four times.

SOCIOLOGY (SOC)

Department: Social Sciences
 Department Head: Mario Perez, M.A.
 Faculty: Julie Davis, M.A.

**ASSOCIATE OF ARTS DEGREE
SOCIOLOGY**

REQUIRED COURSES: UNITS

SOC 100	Introduction to Sociology	3.0
SOC 105	Social Problems	3.0
SOC 141	Minority Relations	3.0

Select two courses from the following:

ANTHRO 102	Cultural Anthropology	(3.0)
MATH 108	Statistics	(4.0)
PHIL 103	Introduction to Logic: Argument and Evidence	(3.0)
PSYCH 100	General Psychology	(3.0)

Select one additional course from the courses above or the following:

SOC 130	Marriage, Family and Intimate Relationships	(3.0)
SOC 150	Gerontology	(3.0)
PSYCH 116	Psychology of Gender Roles	(3.0)

TOTAL UNITS 18.0-19.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 INTRODUCTION TO SOCIOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 101, MATH 952;

Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level)

Lecture: Minimum 48 hours per semester

Survey of the concepts and theories of society and culture, social organization, social stratification, everyday life, social change, and social policy; the study of the structure and function, and the patterns and processes, of human social life. (CAN SOC 2)

105 SOCIAL PROBLEMS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101, MATH 952;**Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level)**Lecture: Minimum 48 hours per semester*

Sociological study of significant structural problems in the contemporary United States such as poverty, family issues, minority relations, criminality, substance abuse, health care, sexual orientation, environmental degradation, warfare, their interrelationships, and global implications.

(CANSOC4)

130 MARRIAGE, FAMILY AND INTIMATE RELATIONSHIPS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101;**Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level)**Lecture: Minimum 48 hours per semester*

Analytical and functional study of the structure and process of the institution of the family, with special emphasis on contemporary marriages and families, as well as alternative forms of intimate relationships, in the United States.

141 MINORITY RELATIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101;**Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level)**Lecture: Minimum 48 hours per semester*

Sociological study of multiculturalism and diversity in the United States, social stratification, ethnic and other minorities, intergroup relations, and their global dimensions.

150 GERONTOLOGY 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: SOC 100, MATH 952;**Eligibility for ENGL 101 as determined through the**Crafton Hills College assessment process;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Examination of aging and the life course. Exploration of how the aging process is influenced and shaped by societal forces, including physical, psychological, and economic as well as social aspects of aging. Effects of the aging process on individuals, families, cohorts and societies. This course is also offered as PSYCH 150.

SPANISH (SPAN)

Department: Language Arts
 Department Head: Mark Snowwhite, M.A.
 Faculty: Marina Kozanova, M.A.
 Jeffrey Schmidt, M.A.

**ASSOCIATE OF ARTS DEGREE
SPANISH**

REQUIRED COURSES:		UNITS
SPAN 101	College Spanish I	5.0
SPAN 102	College Spanish II	5.0
SPAN 103	College Spanish III	4.0
SPAN 104	College Spanish IV	4.0
ENGL 101	Freshman Composition	4.0
ENGL 102	Intermediate Composition and Critical Thinking	(4.0)
OR		
ENGL 152	Intermediate Composition and Literature	(4.0)
TOTAL UNITS		26.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

015 CONVERSATIONAL SPANISH I 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introductory conversation course, designed to meet the need of students who wish to communicate orally in the Spanish language for purposes of travel, business, employment and personal pleasure. Focuses on conversation skills with some formal study of grammar.

016 CONVERSATIONAL SPANISH II 3 UNITS*Associate Degree Applicable**Prerequisite: SPAN 015**Lecture: Minimum 48 hours per semester*

The second semester of Conversational Spanish. Some formal grammar study. Designed to suit the needs of persons who wish to learn to communicate orally in the Spanish language for purposes of travel, business, personal pleasure, etc.

101 COLLEGE SPANISH I 5 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Lecture: Minimum 80 hours per semester

Introductory course beginning the development of the student's listening, speaking, reading and writing skills in Spanish. Study of Spanish pronunciation, vocabulary, idioms, grammar and the Hispanic culture.

* No credit granted if taken after SPAN 102, 103 or 104.

(CAN SPAN 2)

(CAN SPAN SEQ A = SPAN 101 + SPAN 102)

102 COLLEGE SPANISH II 5 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: SPAN 101

Lecture: Minimum 80 hours per semester

A continuation of SPAN 101. Further development of the student's listening, speaking, reading and writing skills in Spanish. Study of Spanish vocabulary, idioms, grammar and the Hispanic culture.

* No credit granted if taken after SPAN 103 or SPAN 104.

(CAN SPAN 4)

(CAN SPAN SEQ A = SPAN 101 + SPAN 102)

103 COLLEGE SPANISH III 4 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: SPAN 102

Lecture: Minimum 64 hours per semester

A continuation of SPAN 102. Further development of the student's listening, speaking, reading and writing skills in Spanish. Further study of Spanish vocabulary, idioms, more complex grammatical structures and the Hispanic culture, as it is reflected in cultural and literary readings.

* No credit granted if taken after SPAN 104.

(CAN SPAN 8)

(CAN SPAN SEQ B = SPAN 103 + SPAN 104)

104 COLLEGE SPANISH IV 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: SPAN 103

Lecture: Minimum 64 hours per semester

Laboratory: Minimum 16 hours per semester

A continuation of SPAN 103 and an in depth study of Spanish grammar and the continued development of the student's listening, speaking, reading and writing skills. The course also involves an enhancement of the student's cultural awareness through reading, discussion and written analysis of Hispanic cultural and literary readings.

(CAN SPAN 10)

(CAN SPAN SEQ B = SPAN 103 + SPAN 104)

SPEECH COMMUNICATION

(SPEECH)

Department: Language Arts
 Department Head: Mark Snowwhite, M.A.
 Faculty: Richard Hogrefe, M.A.

ASSOCIATE OF ARTS DEGREE COMMUNICATION

REQUIRED COURSES:		UNITS
SPEECH 100	Elements of Public Speaking	3.0
SPEECH 111	Interpersonal Communication	3.0
SPEECH 140	Small Group Communication	(3.0)
OR		
SPEECH/ BUSAD 155	Human Relations in the Workplace	(3.0)
<i>Select nine additional related units from the following:</i>		
SPEECH 101	Advanced Public Speaking	(3.0)
SPEECH 120	Oral Interpretation of Literature	(3.0)
SPEECH 121	Advanced Oral Interpretation and Readers Theatre	(3.0)
SPEECH 125	Critical Thinking through Argumentation and Debate	(3.0)
SPEECH/ JOUR 135	Mass Communication in Society	(3.0)
SPEECH 140	Small Group Communication	(3.0)
SPEECH/ BUSAD 145	Business Communication	(4.0)
SPEECH/ BUSAD 155	Human Relations in the Workplace	(3.0)
SPEECH 174	Communication in a Diverse World	(3.0)
SPEECH 246, 247, 248	Special Studies in Communication	(1.0-3.0)
ENGL/ JOUR 120	Fundamentals of News Writing	(3.0)
ENGL 170	The Film Experience	(3.0)
INTDIS 180	Community Service and Leadership I	(2.0-3.0)
INTDIS 181	Community Service and Leadership II	(2.0-3.0)
MARKET 110	Advertising	(3.0)
PSYCH 132	Counseling and Interviewing Techniques	(3.0)
SOC 130	Marriage, Family and Intimate Relationships	<u>(3.0)</u>
TOTAL UNITS		18.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

050 FUNDAMENTALS OF ORAL COMMUNICATION 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the basic skills necessary for communicating in our world. Focuses on the most essential parts of the communication process including language, nonverbal communication, voice and articulation and listening in interpersonal, small group and public situations. Addresses the specific needs of non-native speakers of English, non-transfer students and students needing additional preparation before taking SPEECH 100.

100 ELEMENTS OF PUBLIC SPEAKING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015**Lecture: Minimum 48 hours per semester*

Introductory study and training in public communication including the concepts, principles, and skills required to prepare relevant, audience-centered speeches. Development of skills including listening, organization, research, delivery, and critical evaluation of communication messages.

(CAN SPCH 4)

101 ADVANCED PUBLIC SPEAKING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: SPEECH 100**Lecture: Minimum 48 hours per semester*

Development of critical thinking and listening skills through advanced public speaking in specific communication environments. Understanding of rhetorical traditions and technological advances as a means of crafting communication messages, emphasizing audience analysis, language use and delivery.

111 INTERPERSONAL COMMUNICATION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others.

(CAN SPCH 8)

120 ORAL INTERPRETATION OF LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: SPEECH 100**Lecture: Minimum 48 hours per semester*

Basic principles of oral communication are explored through analysis and interpretative performance of prose, poetry and dramatic literature. Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of literature. Improvement of minor vocal problems.

121 ADVANCED INTERPRETATION AND READERS THEATRE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: SPEECH 120**Lecture: Minimum 48 hours per semester*

Advanced study of interpretation including history of interpretive performance and theory informing the field of performance studies. Ensemble performances including readers and chamber theatre. Individual performance of personal narratives and other literary and non-literary texts. Preparation and presentation of individual and group performances for the community.

125 CRITICAL THINKING THROUGH ARGUMENTATION AND DEBATE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 101 or SPEECH 100**Lecture: Minimum 48 hours per semester*

Study of critical thinking through oral advocacy and debate. Principles of effective argumentation including logic, reasoning, evidence, motivation, persuasion and refutation. Preparation and presentation of written and oral arguments and participation in individual and group debates. Substantial analytical reading is required.

135 MASS COMMUNICATION IN SOCIETY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as JOUR 135.

140 SMALL GROUP COMMUNICATION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Introductory principles and techniques of small group interaction including participation in panel discussions, symposiums and cooperative problem solving. Development of skills in agenda setting, decision-making, group leadership, conflict management and individual speaking. Emphasis on critical thinking and meaningful communication as they apply to work in business and the community.

145 BUSINESS COMMUNICATION 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: ENGL 914 or eligibility for ENGL 015 as**determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Principles and techniques of effective oral and written communication in business environments. Organization, composition, presentation and analysis of letters, memorandums, oral and written reports, proposals and resumes. Development of interviewing and collaborative problem solving skills. Emphasis on diversity and the use of technology in the global marketplace. This course is also offered as BUSAD 145.

155 HUMAN RELATIONS IN THE WORKPLACE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as BUSAD 155.

174 COMMUNICATION IN A DIVERSE WORLD 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the multicultural nature of communication in our diverse world. Examines how interactions are influenced by culture, including race and ethnicity, gender and sexual orientation, age, religious faith and disability. Exploration of personal cultural identity, theories of intercultural communication, sources of cultural conflict, and development of skills for effective intercultural communication.

246ABCD SPECIAL STUDIES IN COMMUNICATION 1 UNIT*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

*UC will determine units granted AFTER transfer.

247ABC SPECIAL STUDIES IN COMMUNICATION 2 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 96 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

* UC will determine units granted AFTER transfer.

248AB SPECIAL STUDIES IN COMMUNICATION 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 144 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

* UC will determine units granted AFTER transfer.

THEATRE ARTS (THART)

Department: Fine Arts
 Department Head: Marc Wurmbrand, M.F.A.
 Faculty: Tom Bryant, M.F.A.

**ASSOCIATE OF ARTS DEGREE
THEATRE ARTS**

REQUIRED COURSES:		UNITS
THART 100	Introduction to Theatre	3.0
THART 108	World Drama I	3.0
THART 120	Acting Fundamentals	3.0
THART 175	Stage Make-Up	1.0
THART 176X4	Fundamentals of Stagecraft (must be taken four times)	12.0
THART 220	Advanced Acting I	3.0
THART 221	Advanced Acting II	3.0
THART 225X4	Character Analysis	<u>3.0</u>
TOTAL UNITS		31.0

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

100 INTRODUCTION TO THEATRE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Survey course designed to develop an appreciation of the theatre for majors and non-majors. Introduction to the basic elements of play production including playwriting, producing, acting, directing, set design, costume design and lighting design. Exploration of the origins of drama, significant milestones in theatre history, and trends in contemporary theatre.
(CAN DRAM 18)

108 WORLD DRAMA I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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.

109 WORLD DRAMA II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 108**Lecture: Minimum 48 hours per semester*

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.

116X4 REPERTORY THEATRE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Audition**Lecture: Minimum 40 hours per semester**Laboratory: Minimum 16 hours per semester*

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. This course may be taken four times.

117X4 TOURING REPERTORY THEATRE WORKSHOP 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 116X4**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 48 hours per semester*

Practice in the concepts and procedures of the professionally produced touring show. Preparation and presentation of productions designed for touring. This course may be taken four times.

120 ACTING FUNDAMENTALS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introductory instruction in acting techniques. Exercises in improvisation, theatre games and exercises to develop flexibility, imagination, agility, expressiveness and awareness of body movement. Exploration of the basics of text analysis of plays, characterization and scene work.

130X4 JAZZ DANCE .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in jazz dance for beginning students with little or no experience in jazz dance, and for advanced students who wish to identify technical problems and correct deficiencies. Jazz techniques using a variety of styles and approaches within the jazz idiom. This course may be taken four times. This course is also offered as PE/I 130X4.

* CSU limit is 4 units. See PE/I section.

140X4 THEATRE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 60 hours per semester*

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. This course may be taken four times.

145X4 ADVANCED THEATRE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 140X4**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 48 hours per semester*

Advanced practice in the development of a professionally mounted production, the interpretation of varied roles in dramatic literature, designing of costumes and settings for plays. This course may be taken four times.

146X4 ACTING: ADVANCED PERFORMANCE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 145X4**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 48 hours per semester*

Supervised applied theory in acting, singing, and dancing for the stage through projects for public presentation. This course may be taken four times.

150X4 SUMMER THEATRE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Previous experience in a theatrical production**Laboratory: Minimum 144 hours per semester*

Opportunity for student actors, theatre technicians or theatre management personnel to further develop and refine their skills in a functioning professional theatre setting. Enhancement of theatre skills in the areas of acting, technical theatre, stage management and theatre management in the context of pre-production, rehearsal and public performance under the supervision of a professional staff. This course may be taken four times.

163X4 BALLROOM/SWING/SALSA .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Basic principles of Ballroom/Swing/Salsa dance. Development of physical skills including rhythm, syncopation, partnering and body expression. Dance forms include Waltz, Foxtrot, Salsa, East Coast Swing, West Coast Swing, Cha Cha Cha and Night Club Two Step. This course may be taken four times. This course is also offered as PE/I 163X4.

* CSU limit is 4 units. See PE/I section.

- 174X4 DANCE PRODUCTION WORKSHOP 2 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 16 hours per semester
Laboratory: Minimum 32 hours per semester
 Instruction and practice in the development of dance as an integral part of a theatrical production. This course may be taken four times.
- 175 STAGE MAKE-UP 1 UNIT**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Laboratory: Minimum 48 hours per semester
 Introduction to the theories and practice of make-up through changing the appearance of the actor to correspond to an interpretation of the character.
- 176X4 FUNDAMENTALS OF STAGECRAFT I 3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Introduction to technical theatre. Study of the history, theory, and practice of theatrical production in areas including stage management, properties, costume, and make-up design. This course may be taken four times.
- 179X4 FUNDAMENTALS OF STAGECRAFT II 3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: THART 176X4
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Continuation of THART 176X4. Study of the history, theory, and practice of theatrical production in areas including lighting, sound and scene design. This course may be taken four times.
- 220 ADVANCED ACTING I 3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
 Theory and practice of characterization in solo and ensemble scenes.
- 221 ADVANCED ACTING II 3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: THART 220
Lecture: Minimum 48 hours per semester
 Theory and practice of characterization in solo and ensemble scenes.
- 225X4 CHARACTER ANALYSIS 3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: THART 140X4 or equivalent
Lecture: Minimum 48 hours per semester
 Study of the analytical steps involved in the development of characters preparatory to rehearsals and performances, followed by evaluation of performances and post-play discussion. This course may be taken four times.
- 226 PLAY AND SCREENPLAY ANALYSIS 3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
 Techniques of analysis necessary to understand the structure, construction and formats of plays and screenplays. This includes a study of the elements of plot, character, dialogue and theme in plays in a diverse selection of periods and styles and the structure and form of screenplays in diverse genres.
- 231X4 JAZZ DANCE II 1 - 2 UNITS**
UC, CSU, Associate Degree Applicable*
Prerequisite: None
Departmental Recommendation: THART 130X4 or PE/I 130X4
Lecture: Minimum 8-16 hours per semester
Laboratory: Minimum 16-32 hours per semester
 Continuation of THART 130X4, with student choreography and performance added. This course may be taken four times.
- 246X4 SPECIAL PROJECTS IN THEATRE ARTS 1 UNIT**
UC, CSU, Associate Degree Applicable*
Prerequisite: Completion of or concurrent enrollment in a Theatre Arts course
Laboratory: Minimum 48 hours per semester
 Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student. This course may be taken four times.
 * UC will determine units granted AFTER transfer.

WORK EXPERIENCE

(WKEXP)

Department: Business & Information Technology
 Department Head: Catherine Pace-Pequeno, M.P.A.
 Faculty: Kim McCormick, M.S.

099 GENERAL WORK EXPERIENCE 2 - 3 UNITS

Associate Degree Applicable

Prerequisite: None

*Corequisite: Enrolled in at least 7 units, including this
 Work Experience course*

Work Experience: 150-225 Paid Employment

120-180 Unpaid Employment

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

OCCUPATIONAL WORK EXPERIENCE 2 - 4 UNITS

CSU, Associate Degree Applicable*

Work Experience: 150-300 Paid Employment

120-240 Unpaid Employment

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

Work experience education credit can be earned through supervised activities in each of the following occupational disciplines.

ACCT 198

ADJUS 198

AH 198

BUSAD 198

CD 198

CIS 198

EMS 198

FIRET 198

MARKET 198

Accounting

Administration of Justice

Allied Health

Business Administration

Child Development

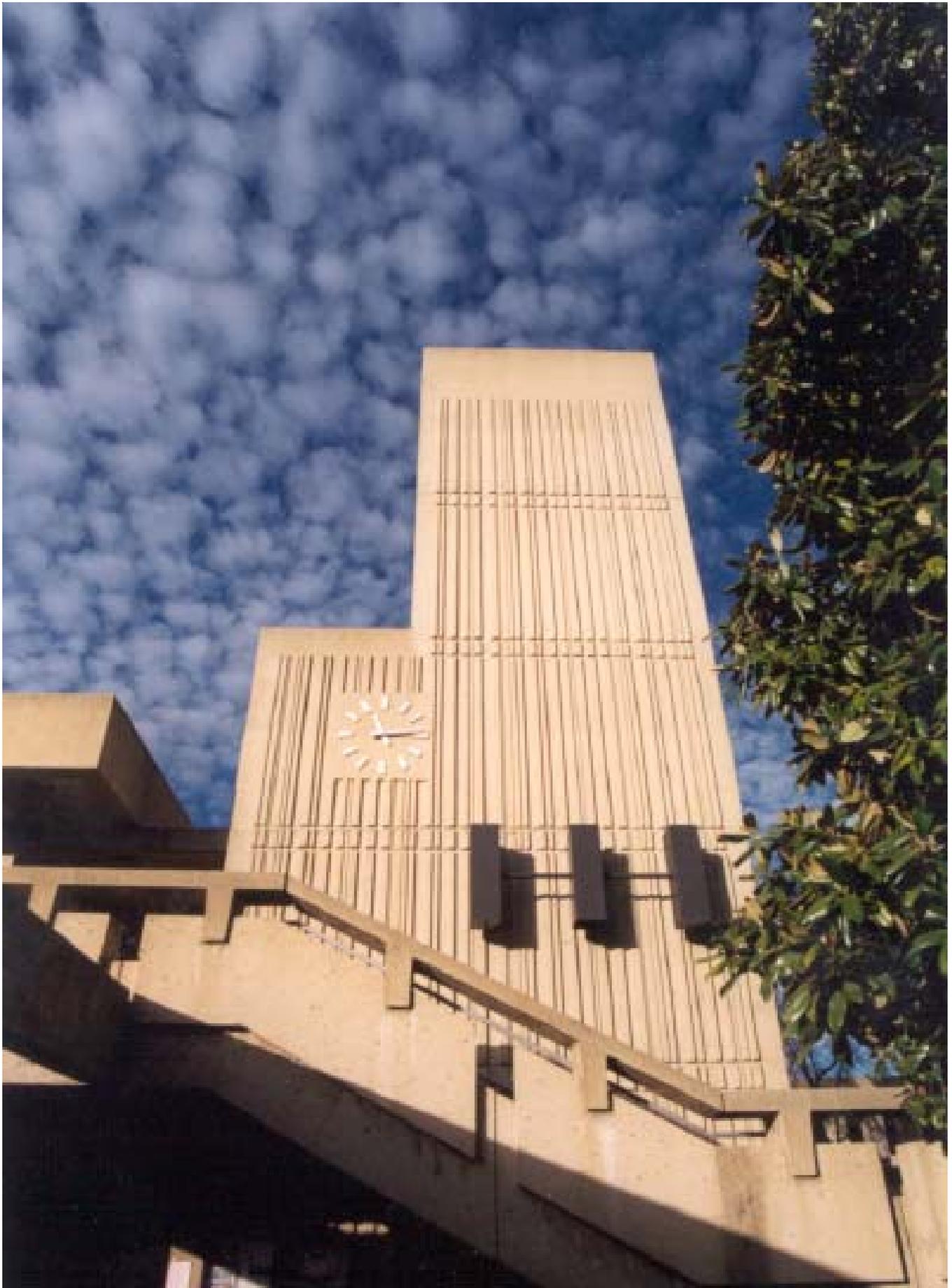
Computer Information Systems

Emergency Medical Services

Fire Technology

Marketing





SECTION X

College Personnel and Advisory Committees

Faculty and Administrators

The dates in parentheses indicate the year of appointment to the San Bernardino Community College District.

ACQUISTAPACE, Kris (1997) English
Professor

B.A., Washington University, St. Louis, Missouri
M.Ed., University of Southern Mississippi, Biloxi
M.A., California State University, Dominguez Hills

ADAMS, Matthew C. (2001) Physics/Astronomy
Associate Professor

A.A., Riverside City College, Riverside
B.A., University of California, Berkeley
M.S., Ph.D., University of California, Irvine

ANDREWS, Sandra (1985) Emergency Medical Services
Professor

A.S., Weber State College

BAHNER, Daniel (1991) English
Professor

B.A., Humboldt State University
M.A., California State University, Long Beach

BEITSCHER, Jane (1991) History
Professor

B.A., Pennsylvania State University
Ph.D., University of Wisconsin

BELL, Reynaldo V. (2002) Respiratory Therapy
Assistant Professor

A.S., Victor Valley Community College
B.S., California State University, San Bernardino

BIFFLE, Christopher (1971) ... Philosophy/Religious Studies
Professor

B.A., University of California, Santa Cruz
M.A., California State University, San Francisco

BOEBINGER, Kelly (1999) Chemistry
Associate Professor

A.A., Riverside Community College
B.A., California State University, San Bernardino
M.S., University of California, Riverside

BOGH, Debra (2004) Counseling
Assistant Professor

A.A., Crafton Hills College
B.A., California State University, San Bernardino
M.A., University of Redlands

BRAINARD, Tony (1976) Respiratory Care
Professor

B.A., University of Redlands

BRINK, T.L. (1989) Psychology
Professor

B.A., Claremont Men's College
A.M., Ph.D., University of Chicago
M.B.A., Santa Clara University

BRYANT, Tom (2004) Theatre Arts
Assistant Professor

A.A., College of Marin
B.A., San Francisco State University
M.F.A., Carnegie Mellon University

BRYSON, Kenneth L. (1979) Respiratory Care
Professor

A.A., Loma Linda University
B.V.E., California State University, San Bernardino
M.A., University of Redlands

CABRALES, Joe (2002) Admissions & Records
Director

B.A., California State University, San Bernardino
M.A., University of Redlands

CHAVIRA, Rejoice (1999) EOPS/CARE/CalWORKs
Director

B.A., Chapman University
M.A., California State University, Dominguez Hills

COLVEY, Kirsten Sondergaard (1981) Student Services
Dean

B.A., University of California, Santa Cruz
M.A., California State University, San Bernardino
M.S., Pepperdine University

CONTRERAS, Alex E. (1997) Student Services
Vice President

A.A., Southwestern College, Chula Vista
B.B.A., M.S., National University, San Diego

- CRISE, Robert D.** (2001) Mathematics
Associate Professor
 B.S., University of California, Riverside
 M.A., California State University, Fullerton
- CROW, Kathy** (1998) Emergency Medical Services
Professor
 A.S., Riverside Community College
 B.V.E., California State University, San Bernardino
- DAVENPORT, Michael W.** (2002) Computer Info.
 Systems
Assistant Professor
 A.A., Fullerton Community College
 B.S., California Polytechnic University, San Luis Obispo
- DAVIS, Julie** (2004) Sociology
Assistant Professor
 A.A., Riverside Community College
 B.A., California State University, San Bernardino
 M.A., California State University, Fullerton
- DEMING, Merrill** (1978) Mathematics
Professor
 B.A., The George Washington University
 M.A., California State University, San Bernardino
- DE SALLIERS, Deborah** (1976) Health & Physical
 Education
Professor
 B.S., Pepperdine University
 M.S., University of California, Los Angeles
 DrPH, Loma Linda University
- DIAL, Trolynn** (2004) EOPS
Assistant Professor
 B.A., University of California, Los Angeles
 M.A., California State University, Los Angeles
- DIPONIO, Gwendolyn** (2004) English
Assistant Professor
 B.A., M.A., California State University, San Bernardino
- DOUTHIT, Mildred M.** (2001) ... Disabled Student Programs
 & Services
Assistant Professor
 A.A., Henderson State University
 B.A., California State University, San Bernardino
 M.A., Chapman University
- FERRACONE, Donna** (1989) Program Development
Dean
 R.N., Queen of Angels School of Nursing, Los Angeles
 B.V.E., California State University, San Bernardino
 M.A., University of Redlands
- FITE, Patrick Y.** (2001) Marketing & Public Relations
Director
 B.A., Auburn University, Auburn, Alabama
- FRANKLIN, Bradley H.** (1979) Respiratory Care
Professor
 B.S., University of Missouri
 M.Ed., University of Redlands
- GIACONA, Judith A.** (1981) College Nurse
Professor
 B.S., Walla Walla College, Washington
 M.A., University of Redlands
- GIBSON, Kathleen R.** (1994) Mathematics
Professor
 A.S., Crafton Hills College
 B.A., University of Redlands
 M.A., California State University, San Bernardino
- GREGORY, Leslie** (2005) CARE/CalWORKs
Assistant Professor
 B.A., California State University, San Bernardino
 M.A., Point Loma Nazarene University
- GIST, John E.** (1998) Counseling
Professor
 A.A., Santa Ana College
 B.A., M.S., California State University, San Bernardino
- HANLEY, Jodi** (2004) Mathematics
Assistant Professor
 A.S., San Bernardino Valley College
 B.A., M.A., California State University, San Bernardino
- HARRINGTON, Judith** (1990) Counseling
Professor
 B.A., California State University, Fullerton
 M.A., Loyola Marymount University
- HARRISON, Gloria M.** (1968) **President**
 A.A., San Bernardino Valley College
 B.A., M.A., University of California, Riverside
- HEIST, Jeremy W.** (2002) English
Assistant Professor
 B.A., Harvard College
 M.A., Washington University, St. Louis
- HENDRICKSON, Catherine** (2005) Library
Assistant Professor
 Paralegal Certification, Montclair University, New Jersey
 B.S., B.A., Ramapo State College, New Jersey
 M.L.S., Rutgers University, New Jersey
 J.D., Seton Hall University School of Law, New Jersey
- HOGREFE, Richard K.** (2001) Speech
Associate Professor
 B.S., Texas Christian University
 M.A., Eastern Michigan University
- HOLBROOK, James** (1984) Emergency Medical Services
Professor
 National Registry Emergency Medical Technician Paramedic,
 Loma Linda University
 B.V.E., M.A., California State University, San Bernardino
 Ed.D., Nova Southeastern University
- HOYT, Denise R.** (1998) Computer Info. Systems
Assistant Professor
 A.A., Cypress College
 B.A., California State University, Chico
 M.A., University of Redlands
- HUGHES, Richard** (2004) Earth Science
Assistant Professor
 B.S., University of Pittsburgh, Johnstown
 M.S., Ohio University

- JOB, Samuel** (1984) Library
Professor
A.A., Merced College
B.A., M.L.S., Brigham Young University
- JONASSON, Mark** (1998) Biology
Professor
B.A., M.A., Pacific Union College
M.S., California State University, San Bernardino
Ph.D., Loma Linda University
- JONES, JoAnn** (2000) Child Development
Associate Professor
A.A., College of the Desert
B.A., California State University, San Bernardino
M.Ed., Azusa Pacific University
- KOEPER, John** (1998) Fire Technology
Associate Professor
A.S., Chaffey College
B.A., National University
- KOSMATKA, Arnold L.** (1978) Counseling
Professor
A.A.S., Southern Oregon University
B.A., Johnston College
M.A., University of Redlands
Ed.D., Nova University
- KOZANOVA, Marina** (1999) Spanish
Associate Professor
B.A., M.A., Moscow State University
- LEDOUX, Janine** (1991) Health and Physical Education
Professor
B.S., M.Ed., Bridgewater State College
DrPH, Loma Linda University
- LICERIO, Mamerto D.** (1979) Disabled Student Programs &
Director Services
B.A., M.A., San Francisco State University
- LOWE, Lynn** (1999) Reading
Associate Professor
A.A., San Bernardino Valley College
B.A., M.A., California State University, San Bernardino
- MANSOURIAN, Farhad** (1990) Economics
Professor
B.S., M.A., University of California, Riverside
- MATTHEWS, Damaris** (1985) Learning Resource Center
Professor
B.A., Oakwood College
M.A., California State University, San Bernardino
- McATEE, Robert** (2000) Counseling
Associate Professor
B.S., M.A., California State University, San Bernardino
- McCONNELL, Mark D.** (2001) Music
Assistant Professor
B.A., University of Northern Colorado, Greeley
M.M., University of New Mexico, Albuquerque
- McCORMICK, Kim** (1999) Work Experience
Associate Professor
A.A., Chaffey College
B.S., M.S., University of La Verne
- McLAREN, Meridyth** (2002) Child Development
Assistant Professor
B.A., Denison University
M.S., Purdue University
- MOORE, Sandra B.** (1990) Psychology
Professor
B.A., Northwestern University
M.S., Ph.D., University of California, Santa Cruz
- MORAN, Virginia** (2000) Research and Planning
Director
B.A., M.A., California State University, San Bernardino
- MUSKAVITCH, John** (1999) Financial Aid
Director
A.A., Northern Essex, Haverhill, MA
B.S., California State University, Long Beach
- NG, Jr., Charlie** (2005) Administrative Services
Vice President
B.S., San Diego State University
M.B.A., University of Redlands
- O'TOOLE, Robert** (2004) Business Administration
Assistant Professor
B.A., Arizona State University
M.B.A., Azusa Pacific University
- PACE-PEQUENO, Catherine** (2001) . Computer Information
Associate Professor Systems
A.S., Crafton Hills College
B.S., M.P.A., California State University, San Bernardino
- PEREZ, Mario A.** (1974) History
Professor
A.A., San Bernardino Valley College
B.A., M.A., University of California, Riverside
- PETROVIC, Snezana** (2002) Art
Assistant Professor
B.F.A., University of Belgrade, Yugoslavia
M.F.A., University of California, Irvine
- PFAHLER, Diane** (1996) Psychology
Associate Professor
R.N., B.A., Quinnipiac College
M.A., California State University, San Bernardino
Ph.D., California School of Professional Psychology, Los Angeles
- PHILLIPS, Theodore P.** (2001) Instructional Design/
Assistive Technology Specialist
Associate Professor
B.S., California Polytechnic University, Pomona
M.A., California State University, San Bernardino
Ed.D., Pepperdine University
- RABAGO, Ralph J.** (1989) Health and Physical Education
Professor
B.A., University of Redlands
M.S., University of Idaho

RACE, Aaron J. (2002) English
Assistant Professor
 A.A., Crafton Hills College
 B.A., California State University, San Bernardino
 M.F.A., Southern Illinois University Carbondale

RAMIREZ, Stephen J. (2001) Mathematics
Associate Professor
 A.A., A.S., Mt. San Jacinto Community College
 B.A., M.A., California State University, San Bernardino

REESE, Gary (2002) Emergency Medical Services
Assistant Professor
 A.S., Crafton Hills College

SADLER, Roger (1999) Biology
Associate Professor
 B.S., Loma Linda University
 M.S., California State University, San Bernardino

SALT, Kimberly (1999) Chemistry
Associate Professor
 B.S., M.S., Ph.D., University of California, Riverside

SCALITER, Bret (2000) English
Associate Professor
 A.A., Crafton Hills College
 B.A., M.A., California State University, San Bernardino

SCHMIDT, Jeffrey (2001) Spanish
Associate Professor
 A.A., San Bernardino Valley College
 B.F.A., Julliard School
 M.A., University of California, Riverside

SEARLE-GRASSICK, Jean (1995) Child Development
Professor
 CDA, Santa Monica College
 B.A., M.A., Pacific Oaks College

SHIMELD, Lisa A. (1989) Microbiology
Professor
 B.A., M.S., California State University, San Bernardino

SHODAHL, Susan A. (1977) Instruction
Vice President
 B.A., University of San Francisco
 Ph.D., University of Nevada, Reno

SNOWHITE, Mark S. (1967) English
Professor
 B.A., University of Maryland
 M.A., University of California, Riverside

WHITE, Frances (1998) Counseling
Professor
 A.A., San Bernardino Valley College
 B.A., M.A., California State University, San Bernardino

WILSON, Sherri (1999) Mathematics
Associate Professor
 B.A., M.S., University of California, Riverside

WINNINGHAM, Laura (1983) Library
Professor
 B.A., B.S., California State Polytechnic University
 M.A., University of Southern California
 M.S., California State University, Fullerton

WORD, Daniel (2001) Emergency Medical Services
Associate Professor
 A.S., Crafton Hills College

WURMBRAND, Marc (1972) Art
Professor
 B.F.A., Cooper Union
 M.F.A., Yale University

YAMAMOTO, June (1988) Instruction & Economic Dev.
Dean
 A.A., Orange Coast College
 B.A., California State University, Long Beach
 M.A., California State University, San Bernardino

Part-Time Faculty

The dates in parentheses indicate the year of appointment to the San Bernardino Community College District

ABEL, Susan S. (2001) Child Development
 Ph.D., Claremont Graduate University

ABEL, Tabitha (1998) Allied Health
 Dr. PH., Loma Linda University

ALLISON, George E., III (2005) Accounting
 M.B.A., University of Southern California

BARTLETT, Ryan (2004) English
 M.F.A., Mills College

BENSON, Bryan (2003) Physics
 M.A., California State University, Fullerton

BERILLA, Susan (2004) Speech
 M.A., California State University, San Bernardino

BLALOCK, Ashley (2005) Art
 M.A., University of California, Riverside

BOUSLOUGH, Gail (1997) English
 M.A., California Polytechnic University, Pomona

BRAY, Linda (2001) Allied Health
 B.V.E., California State University San Bernardino

BREMAN, Joseph B. (2003) Oceanography
 M.A., University of Haifa, Israel

BUCHMANN, Peter W. (2000) Mathematics
 M.A., University of Southern California

CARTER, Diane L. (2004) Speech
 M.A., University of Southern California

CHAVOUSHI, Mohammad H. (2003) American Sign
 Language
 B.S., California State University, Long Beach

- COMMANDER, John V.** (1982) Emergency Medical Services
M.A., California State University, San Bernardino
- COWLES, Randee** (1999) English
M.A., California State University, San Bernardino
- CRAW, Robert L.** (1998) Mathematics
M.A., University of Nebraska, Kearney
- CRAWFORD, Barry C.** (1999) English
Ph.D., University of California, Riverside
- DRAKE-GREEN, Penny M.** (1996) Speech
M.A., California State University, San Bernardino
- ESTRADA, Colleen** (1999) Fire Technology
A.S., Crafton Hills College
- ESTUS, Steven** (2001) English
M.A., California State University, San Bernardino
- FARRELL, Kathleen** (2000) English
M.A., California State University, Dominguez Hills
- FRANKO, Karla J.** (1997) Religious Studies
M.A., Azusa Pacific University
- GONZALEZ, Alicia** (2004) Chemistry
Ph.D., University of La Plata, Argentina
- GONZALEZ, Raymond** (1971) Spanish
M.A., University of California, Riverside
- GOUGH, Alan** (2001) Mathematics
M.A., University of California, Riverside
- HELLERMAN, Steven L.** (2004) Political Science
M.A., Claremont Graduate University
- HERBERT, Shelton S.** (2003) Anatomy
M.S., Loma Linda University
- HUGHES, Mark D.** (2002) Emergency Medical Services
California State EMT-P License, Crafton Hills College
- HUNTER, Morris** (1985) Allied Health
M.A., California State University, San Bernardino
- JENSEN, DeAnna** (1997) English
M.A., California State University, San Bernardino
- KADOW, Eugene V.** (1964) Mathematics
M.A., Fresno State University
- KELLER, Daniel L.** (2000) Administration of Justice
M.A., California State University, San Bernardino
- KESTERSON, Ronald J.** (2003) Business Administration
M.B.A., University of Redlands
- KIMBROUGH, Pamela S.** (2005) Chemistry
M.S., Mathematics, Texas A&M University
M.S., Chemistry, University of California, Irvine
- LASH, Alan W.** (2004) Mathematics
M.S., University of California, Riverside
- MALONEY-HINDS, Colleen** (2004) Health Education
Ph. D., Loma Linda University
- MATSUDA, Stanley** (2003) Mathematics
M.S., University of Southern California
- MAY, Michael J.** (2003) Accounting
M.S., University of Nevada, Reno
- MILLOY, Wayne** (1973) Mathematics
Ed.D., Nova University
- MORTON, Mary** (2003) English
M.A., California State University Fullerton
- MOSES, Olivia L.** (2004) Health Education
Dr. PH., Loma Linda University
- MOSS, David E.** (2002) Speech
M.A., California State University, Long Beach
- MUNRO, Gordon D.** (1966) Political Science
Ph. D., Claremont Graduate University
- NAMEKATA, James S.** (1999) Physical Education
M.A., California State University, San Bernardino
- PAPP, Edward** (2003) Computer Information Systems
B.S., University of Redlands
- PASTUSCHEK, Susanne L.** (2000) Administration of Justice
M.F.A., Antioch University, Los Angeles
- PEDROJA, Joy** (2003) English
M.A., Chapman University
- POFFEK, Christine** (1984) Physical Education
M.A., Azusa Pacific University
- ROCHE, John T.** (2002) Mathematics
M.A., Boston College
- RUCKER, Christi** (2004) English
Ph.D., University of Southern Mississippi
- SHELBY, Patricia A.** (1997) Sociology
M.A., California State University, Fullerton
- SHOOK, William** (1976) Marketing
M.A., California State University, San Bernardino
- SULLIVAN, John** (1976) English
M.A., California State University, San Bernardino
- WILSON, Michael J.** (2001) History
M.A., California State University, Fullerton

President Emeritus

Luis S. Gomez (1976-2000) President

Vice Presidents Emeriti

James G. Bisi (1968-1997) Vice President, Student Services

Gordon A. Clopine (1961-1997) Vice President,
Administrative Services & Professor of Geology/Geography

Dean Emeriti

Ronald O. Kibby (1977-2001) Dean, Instructional/
Occupational Education

Don A. Yowell (1972-1987) .. Dean, Student Personnel Services

Professors Emeriti

Joseph T. Allen (1954-1984) Geology

H. D. Anderson (1946-1978) Foreign Language

Roger C. Anton (1946-1976) President
Named Professor Emeritus (posthumously) by the Board of
Trustees, June 3, 1977

Letitia D. Antone (1988-2003) Counseling

George Ashton (1957-1978) History

Olen Baggett (1965-1986) Physical Education

James G. Bisi (1968-1997) Counseling

Doris Boardman (1961-1982) Library

Ron Boatman (1994-2003) Geology/Geography

Josephine E. Broholm (1947-1975) Speech

Clifford Cabanilla (1972-2002) Theatre Arts

Marian T. Carter (1970-1993) Speech

Edward L. Chapin, Jr. (1953-1987) Assistant Dean,
Continuing Education and Community Services

Robert Cismowski (1978-2003) Mathematics

Gordon A. Clopine (1961-1997) Geology

Jay C. Edwards (1982-1997) Computer & Information
Sciences

Robert T. Galbraith (1972-1999) Biology/Oceanography

Richard H. Gatchel (1971-1987) Philosophy/Relig. Studies

Raymond Gonzalez (1972-2003) Spanish

Virginia M. Gustad (1970-1987) Office Administration

Luis S. Gomez (1976-2000) President

Barton L. Griffith (1976-2003) Marketing & Business
Administration

Kenneth L. Grub (1965-1982) History

Gerald A. Holtke (1975-2003) Accounting

William H. Hoyt (1955-1987) Physical Education

Eugene V. Kadow (1966-1995) Economics

Francis J. Kling (1965-1992) Sociology

Clarence D. Lambert (1965-1987) Chemistry

Arthur F. Miller (1974-1989) Psychology

Wayne Milloy (1976-2003) Mathematics

Gloria Molino (1990-2003) Counseling

Gordon Munro (1966-2003) Politics

Violet Neuman (1976-1997) Counseling

Harold B. Pigott (1946-1975) English

Sylvester L. Patrick (1964-1987) Counseling

Agustin Rios (1985-2003) EOPS/CARE Coordinator

Walter C. Schuiling (1964-1984) History and Politics

Eddie Smith (1991-2003) Fire Technology

V. Dean Stewart (1950-1981) Chemistry

Katharyn K. Taylor (1979-2005) Respiratory Care

Linda P. Tung (1972-2001) Mathematics

Robert Turley (1976-2003) Sociology

Donald R. Wirz (1972-1999) Chemistry

William R. Wright (1977-1999) Work Experience

Classified Employees

ALVARADO, John
Custodian II

ANDREWS, Oliver
Computer Technician

AYCOCK, Larry
Admissions/Registration & Records Clerk III

AZELTON, Jim
Golf Course/Tennis Court Attendant

BALTZ, Stephen
Custodial & Warehouse Supervisor

BARABANI, Gino
Departmental Network Specialist

BEDOYA, Michael
Art Assistant

BELANGER, Amy
Child Development Assistant

BELL, Eva
Student Services Technician II
Special Services Coordinating Assistant

BENNETT, Tiffany
Secretary I, Instruction

BIDNEY, Cynthia
Secretary I, Respiratory Care

BINGHAM, Kelly
Administrative Assistant I, Office of Instruction

BLUE, Robin
Child Development Assistant

BOATMAN, John
Grounds Caretaker II

BOGH, Wayne
Enterprise Network Specialist

BREAZILE, Sue
Secretary I, Fire Science

BRISENO, Humberto
Grounds Caretaker II

BROWN, Barbara
Bookstore Assistant I

BRUNER-JONES, Sherri
Clerical Assistant II, Teaching Aids

BRYSON, Richard
Custodian/Delivery Driver

BURNHAM, Janet
Teaching Assistant, Reading/Study Skills

BURNS, Carole
Laboratory Technician, Microbiology

CAO, Truc
Custodian I

CARRILLO, Antonio
Grounds Caretaker II

CHAFFIN, Eric
Audio/Visual Specialist I

CHAURE, Miguel
Maintenance Person

COLBERT, Valerie
Bookstore Assistant I

COLE, Judith
Learning Resource Assistant

COLE, Michelle
Office Assistant, Student Center

COVINO, Darryl
Grounds Supervisor

COX, Cheryl
Administrative Assistant II, President's Office

CROOKS, Beth
Account Clerk I, Campus Business Office

CROOKS, Jeremy
Custodian/Delivery Driver

DAVILA, Javier
Grounds Caretaker II

DE LA FUENTE, Norma
Food Service Worker I

DIEHL, Carol
Book Buyer

EDWARDS, Leroy
Maintenance Person

FARMER, Kathryn
Clerical Assistant II, EOPS

FUENTES, Gloria

Secretary I, Research & Planning

FURTADO, Trudy

Account Clerk II, Campus Business Office

GIMPLE, TinaInstructional Assessment Technician
Disabled Student Programs & Services**GONZALEZ, Moises**

Custodian I

GRISHAM, Heather

Child Development Specialist

HEEMSTRA, Diana

Bookstore Manager

HILL, Curtis

College Police Officer

HUNTER, Lynnette

Account Clerk I, Campus Business Office

HYDORN, Beverly

Secretary III, Instruction & Economic Development

IRGANG, Peggy

Food Service Worker I

JIMENEZ, Susan

Secretary I, Health Services

JOHLE, Christina

Child Development Specialist

JOHNSON, Corey

Laboratory Technician, Computer Information Systems

JOHNSTON, Dennis

College Police Supervisor

KARR, Deborah

Admissions/Registration & Records Clerk II

KIESWETTER, Nancy

Library Technical Assistant II

KIRKHART, Patrick

Grounds Caretaker II

KIRKHART, Richard

Grounds Caretaker II

LABAGNARA, Kathleen

Admissions/Registration & Records, Coordinator

LEONARD, Candace

Secretary I, Child Development

LITVINOFF, Linda

Secretary III, Program Development

LOFTON, Clemit

Custodian I

LOVINGFOSS, Stanley

Laboratory Technician, Physics & Astronomy

MALDONADO, CarlosStudent Services Technician II
Special Services Coordinating Assistant**MARIN, Monica**

Switchboard Operator

MARSHALL, Aimee

Secretary I, Emergency Services

MCINTOSH, Cheryl

Secretary I/Dispatcher

MECHIKOFF, Carmen

Library Technical Assistant II

MILLER, Greg

Laboratory Technician, Chemistry

MOLNAR, David

Laboratory Technician, Biology

MORABITO, Elizabeth

Secretary III, EOPS/CARE/CalWORKs

MORENO, Joe

Maintenance Person

MORENO, Laurie

Bookstore Customer Service Assistant

MORENO, Robert

Instructional/Assesment Technician, Math

MOYA, Tanya

EOPS/CARE Program Assistant

NAPOLITANO, John

College Police Officer

NGUYEN, Ben

Custodian I

OLMOS, Jose

Maintenance Person

ORTA, RebeccaStudent Services Technician II
Special Services Coordinating Assistant**OVERTURE, Kristin**

Admissions/Registration & Records Clerk I

PALKKI, Kevin
Theatre Technician

PISTER, Carol
Clerical Assistant II
Workforce & Economic Development

QUINTANA, Rita
Child Development Assistant

RANDALL, Jennifer
Bookstore Customer Assistant

REA, Maricela
Cafeteria Manager

RECORD, Laura
Administrative Assistant I, Student Services

REGALADO, Arnold
Storekeeper II

RIVERA, Valerie
Child Development Assistant

ROBERTS, Sandra
Financial Aid Specialist I

RODRIGUEZ, Jessica
Child Development Assistant

SAENZ, Patricia
Clerical Assistant II, Teaching Aids

SANFORD, Ervin
Custodian I

SHARPE, Diedre
Clerical Assistant II, Financial Aid

SIMPSON, Floyd
Admissions/Registration & Records Clerk I

SOSA, Paul E., Jr.
Custodian I

SOUSA, Juana
Financial Aid Coordinator

SOUTHERLAND, Frances
Assessment/Career Technician

SOWERS, Vickie
Library Technical Assistant II

STENGEL, Julie
Bookstore Assistant Manager

TAFOYA-BRYSON, Patricia
College Police Officer

TOWNSEND, Jonathan
Instructional/Assessment Technician, English

TRAILL, Laural
Learning Resources Assistant

TROST, Susan
Instructional/Assessment Technician
Disabled Student Programs & Services

VELONI, Shane
Instructional Media Technician

VILLESCUSA, Diane
Child Development Specialist

WAGNER, June
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WEISCHADLE, Betty
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WHITE, Anthony
Computer Technician

WILLIAMS, Barbara
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Disabled Student Programs & Services

WILLIAMS, Miriam
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WILSON, Kathryn
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WINGLER, Jacquelyn
Clerical Assistant II, Campus Business Office



Child Development Advisory Committee

Ahrens, Kay
Ahrens Child Care Center
Director

Alvarez, Kit
CRY/ROP
Manager

Andrews, Gretchen
Crafton Hills College
Adjunct Instructor, Child Development and Education

Bates, Debbie
Crafton Hills College
Adjunct Instructor, Child Development and Education

Bean, Joan
Valley Preparatory School
Director, Preschool

Brayton, Shelly
Redlands East Valley High School
Instructor, Child Development

Brunean, Cathy
Christ the King Child Care Center
Director

Christopherson, Christina
Franklin Elementary School
Principal

Coleman-Reichman, Myralyn
Crafton Hills College
Adjunct Instructor, Child Development and Education

Connolly, Leo
California State University, San Bernardino
Liberal Studies Coordinator

Denver, Linda
CRY/ROP
Manager

Drew, Linda
Teddy Bear Tymes Preschool

Engelfried, Gena
Redlands Montessori
Director

Fuentes, Linda
Pacific High School
Instructor, Child Development

Galvon, Patricia
First ABC Preschool
Director

Harrison, Gloria
Crafton Hills College
President

Hawkins, Deborah
Piagetian Peppercreek School
Director

Horton, Cathy
Rim of the World High School
Instructor, Child Development

Houston, Stephanie
CRY/ROP
Manager

Jones, JoAnn
Crafton Hills College
Department of Child Development and Education

Kamptner, Laura
California State University, San Bernardino
Director

Kloepfer, Launa
Bryn Mawr Elementary School
Principal

Konold, Thais
Redlands High School
Instructor, Child Development

Knight, Denise
San Bernardino Valley College
Director of Child Care Center

Lara, Mille
Redlands Day Nursery II
Director

Scott-Toux, Debra
Eisenhower High School
Instructor, Child Development

Mangee, Julie
Arroyo Valley High School
Instructor, Child Development

Mann, Douglas
Valley Preparatory School
Headmaster

Martin, Julianne
San Bernardino Valley College
Child Development Coordinator

Mathis, Susan
School Linked Services
Child Development Counselor

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Cajon High School
Instructor, Child Development

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Adjunct Instructor, Child Development and Education

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Headstart

McLaren, Meridyth
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Director, Child Development Center

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Pacific High School
Instructor, Child Development

Muskavitch, John
Crafton Hills College
Director, Financial Aid

O'Neill, Jim
Lugonia Elementary
Principal

Pope, Evan
San Bernardino City Schools
Instructor, Child Development

Porterfield, Steven
Kingsbury Elementary School
Principal

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CRY/ROP
Program Manager

Rabago, Ralph
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Department Head, Health and Physical Education

Rea, Anita
All Red Child Development Center
District Coordinator

Requejo, Erma
Redlands Community Hospital

Searle-Grassick, Jean
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Department Head, Child Development and Education

Silvestry, Annie
Tender Care Children's Center of Redlands
Director

Sobray, Kimberly
Bright Beginnings Preschool of Loma Linda
Director

Torres, Tammy
Kinder Care Learning Center
Director

Upshaw, Annie
Victoria Elementary School
Principal

Wells, Doug
Orangewood High School
Principal

Wilcox, Amanda
California State University, San Bernardino
Director

Woolley, Linda
Redlands East Valley High School
Coordinator

Emergency Medical Services Advisory Committee

Andrews, Sandi
Crafton Hills College
Emergency Medical Services
Department of Emergency Services

Chao, Kevin
Chao and Associates

Crow, Kathy
Crafton Hills College
Emergency Medical Services
Department of Emergency Services

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Holbrook, Jim
Crafton Hills College
Emergency Medical Services
Department of Emergency Services

Goss, James
American Medical Response

Smith, Mike
Chief, San Manuel Fire Department

Momsen, Sara
Inland Counties Emergency Medical Agency

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Medical Director, Emergency Medical Services
Department of Emergency Services

McCafferty, Diana
Governmental Affairs, American Medical Response

Petrilla, Karen
Riverside County, Emergency Medical Services

Reese, Gary
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Emergency Medical Services
Department of Emergency Services

Rose, Eric
Captain, California Department of Forestry

Smith, Virginia
San Antonio Community Hospital
Paramedic Liaison Nurse

Tyson, Bob
Redlands Community Hospital
Paramedic Liaison Nurse

Vasquez, Henry
Coordinator, San Bernardino City Fire Department

Word, Dan
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Emergency Medical Services
Department Head, Emergency Services

Fire Technology Advisory Committee

Bennett, Howard
Association of Black Firefighters

Bowman, Jim
Chief, Ontario Fire Department

Brooks, Gene
Division Chief, Loma Linda City Fire Department

Campos, Jess
Battalion Chief, San Bernardino City Fire Department

Cota, Art
Chief, State Fire Training, California Fire Service Training
Education Systems, California Department of Forestry
and Fire Protection

Crawford, Rolland
Chief, Loma Linda Fire Department

Dennen, Patrick
Chief, Lake Arrowhead Fire Department

Egan, Larry
Battalion Chief, Redlands City Fire Department

Enslow, Mel
Chief, Redlands City Fire Department

Ferracone, Donna
Crafton Hills College
Dean of Program Development

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Battalion Chief, California Department of Forestry and Fire
Protection, San Bernardino

Hammond, Ken
Chief, Big Bear Lake Fire Department

Hendrix, Tom
Chief, Colton City Fire Department

Hills, Peter
Chief, San Bernardino County Fire Department

Koeper, Terry
Crafton Hills College
Fire Technology
Department of Emergency Services

O'Keefe, Tom
Chief, California Department of Forestry and Fire Protection,
San Bernardino

Pompa, Leslie
Firefighter, San Bernardino City Fire Department

Pitzer, Larry
Chief, San Bernardino City Fire Department

Stacey, Richard
Chief, Hemet City Fire Department

Smith, Bill
Chief, Running Springs County Water District

Smith, Mike
Chief, San Manuel Fire Department

Van Leuven, Dana
Chief, Big Bear City Fire Department

Warren, Mike
Chief, Corona City Fire Department

Welch, Terry
President, International Association of Firefighters

Wells, Stephen
Chief, Rialto City Fire Department

Word, Dan
Crafton Hills College
Emergency Medical Services
Department Head, Emergency Services

Information Technology Advisory Committee

Blades, Robert
Loma Linda University Medical Center
Vice President and Chief Information Officer

Davenport, Michael
Crafton Hills College
Computer Information Systems
Business and Information Technology Department

Easton, Renee
Loma Linda University Medical Center, Administrative
Director, Human Resources Information Services

Ferracone, Donna
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Dean of Program Development

Hoyt, Denise
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Computer Information Systems
Business and Information Technology Department

Krisco, Andrea
Operations Manager, Kelly Services

Mack, Stacy
Office Manager, Arrow Staff Services

Mesa, Ben
San Bernardino County Superintendent of Schools

O'Toole, Bob
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Accounting, Business Administration and Marketing
Business and Information Technology Department

Pace-Pequeno, Catherine
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Computer Information Systems
Department Head, Business and Information Technology

Patterson, Terri
Office Manager, Arrow Staff Services

Romano, Nick
President and General Manager
Digi-Info Systems Corporation

Sharp, Larry
EDD - Redlands

Stewart, Walt, Dr.
California State University, San Bernardino

Radiologic Technology Advisory Committee

Cairney, John
Manager of Medical Imaging
Arrowhead Regional Medical Center

Ellis, Meaghan
Associate Administrator of Professional Services
Arrowhead Regional Medical Center

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Fujimoto, Byron, M.D.
Program Medical Director
Arrowhead Regional Medical Center

Contract Compliance Officer
Arrowhead Regional Medical Center

Hunter, Morris
Program Director
Arrowhead Regional Medical Center

Kroetz, Arthur, Ph.D.
Radiation Technology Department Chair
School of Allied Health
Loma Linda University

Leahy, Julie
Clinical Coordinator
Arrowhead Regional Medical Center

Senior Class Representative
Radiologic Technology Program
Crafton Hills College

Junior Class Representative
Radiologic Technology Program
Crafton Hills College

Respiratory Care Advisory Committee

Alipoon, Alan, R.R.T.
Loma Linda University Medical Center

Bell, Reynaldo, R.R.T.
Crafton Hills College
Respiratory Care Programs
Department of Allied Health Services

Brainard, Tony, R.R.T.
Crafton Hills College
Respiratory Care Programs
Department of Allied Health Services

Broman, Don, R.R.T.
St. Bernardine Medical Center

Bryson, Ken, R.R.T.
Crafton Hills College
Respiratory Care Programs
Department Head, Allied Health Services

Calderon, Raquel, R.R.T.
Totally Kids Specialty Healthcare

Davidson, James, R.R.T.
Foothill Oxygen Services, Inc.

Espinoza, Jeffrey, R.R.T.
Riverside County Regional Medical Center

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Franklin, Brad, R.R.T.
Crafton Hills College
Respiratory Care Programs
Department of Allied Health Services

Haller, Colene, R.R.T.
Arrowhead Regional Medical Center

Hartman, Lynne, R.R.T.
Riverside County Regional Medical Center

Langdon, Ed, R.R.T.
St. Bernardine Medical Center

Lockridge, Hank, R.R.T.
Riverside County Regional Medical Center

Meares-Conrad, Paula, R.R.T.
Arrowhead Regional Medical Center
Advisory Committee Chairperson

Molle, Cindy, R.R.T.
Eisenhower Medical Center

Musselman, Susan, R.R.T.
Riverside Community Hospital

Robinson, Mark, M.D.
Arrowhead Regional Medical Center

Roy, Rob, R.R.T.
Loma Linda University Medical Center

Sheldon, Richard, M.D.
Beaver Medical Clinic, Inc.
Crafton Hills College
Medical Director, Respiratory Care Programs
Department of Allied Health Services

Shepard, Bruce, M.D., Retired
St. Bernardine Medical Center

Taylor, Kathy, R.R.T., Retired
Crafton Hills College
Respiratory Care Programs
Department of Allied Health Services

First-Year Student
Crafton Hills College
Respiratory Care Programs
Department of Allied Health Services

Second-Year Student
Crafton Hills College
Respiratory Care Programs
Department of Allied Health Services



SECTION XI

Glossary of Terms

GLOSSARY OF TERMS AND PHRASES

Academic Renewal: A procedure which will allow students to delete up to 30 units of “D” and “F” grades earned at Crafton Hills College. A minimum of 24 units must be completed with a 2.5 GPA and at least one year must have passed. For more information, see the college Catalog, page 28.

Advanced Placement: The opportunity to receive college credit on the basis of performance on tests administered by the College Entrance Examination Board.

Arranged (ARR): A time designed in the class schedule which requires students to arrange appropriate individual class meeting times with the instructor.

Assessment: Most students who enroll on courses at Crafton Hills college must take the computerized Placement Tests (CPT’s). CPT scores are used to recommend placement in English, Mathematics, and Reading.

Associate in Arts (AA) Degree: The degree granted upon completion of a program of study in a specific major or area of specialization. This program includes a minimum of 60 units of course work within a major area as well as general education requirements.

Certificate: A certificate may be awarded after completing a specific number of units (usually between 24-40 units) within a particular vocational/technical field of study.

Class Schedule: A complete listing of course offered, class times, instructor names, room numbers and important dates to remember. The class schedule is published each semester and for the summer.

College Catalog: Published every year, the catalog describes college programs, services, degrees, graduation requirement, academic policies, and course taught throughout the year.

Concurrent Enrollment (Co-requisite): Course or skills prerequisites which require that a student be enrolled in two supporting classes during the same semester as a condition of enrollment. For example, Accounting 210 requires that you be enrolled in Accounting 211 during the same semester.

Course and Skills Prerequisite: An academic requirement, which must be fulfilled, and verified, prior to registration.

Course Number: The number immediately following a course title. For example English 101, Math 0095.

Credit by Examination: College credit may be earned by successfully completing a departmental examination which allows students to challenge certain course offerings, based on prior knowledge of the subject matter.

Credit/No Credit Grading: Students taking courses in which credit/no credit grading is allowed will earn “CR” (credit) which is equal to no less than a “C” grade, or “NCR” (no credit) which is equal to a “D” or “F” grade. Grades of “CR” or “NCR” will **not** be computed into a student’s GPA.

CSU System: The California State University System. For example CSU San Bernardino, San Diego, Cal Poly Pomona.

Drop: The process which allows students to withdraw from a class through the 14th week of the semester. Check the semester class schedule of deadline dates affecting the drop process.

Extended Day: Classes which begin after 4:00 pm.

Fee Waiver: Process which allows qualified students to waive paying the registration fee. See the Financial Aid Office for more information.

Freshman Status: Students who have completed less than 30 semester units.

Full Time Status: Enrollment in 12 or more semester units.

General Education Certification: The process by which CSU general education and IGETC courses are certified as being completed so students are not held to the requirements of the individual campuses. Students must apply for certification through the Admissions and Records Office on their final transcripts.

General Education Requirements: Courses required of all students who plan to receive an AA or AS degree from Crafton Hills College. See your counselor for more information.

Grade Review: A procedure which allows students who feel they were not graded fairly to seek a course of action. See the Student Grievance Procedure in the CHC catalog on page 16.

Major: A course of study followed by students who express specific vocational and/or academic interest in a particular field. For example: Art, Psychology, Business.

Matriculation: A process which involved the assessment, orientation, counseling and follow up of CHC students in order to help them complete course successfully and to reach their goals. See the CHC Catalog page 12 for more information.

Non-Transfer: Courses and/or majors which are not transferable to a state college or university.

Non-Tutorial: Courses which are taught in a traditional classroom approach, not requiring additional student time in the Learning Center.

Prerequisite: A course which must be completed before enrollment in a more advanced course. For example, Spanish 101 is a prerequisite for Spanish 102.

Probation (Academic): Status indicating that at least 12 semester units have been attempted with an earned grade-point average below 2.0 in all units attempted at the college.

Probation (Progress): Status indicating that of at least 12 units attempted at the college, grades of "W", "T", or "NCR" were earned in 50% or more of all units for which the student has enrolled at the college.

Semester: The term used to define the two periods of instructional activity that make up one academic year. Each semester is approximately 18 weeks in length, the Fall semester begins in August, and ends in December. The Spring semester begins in January and ends in May.

Sophomore Status: Students who have completed between 30-60 semester units,

Transcripts: The official college record of all courses attempted and completed while at Crafton Hills College. A student is entitled to two copies of his/her transcript at not cost. A charge of \$3.00 will be made for each additional transcript. A charge of %5.00 will be made for each transcript picked up on the same day it is ordered. For information, or copies, contact the Admissions and Office.

Transfer: A term which applies to specific types of course that can be taken at Crafton Hills College as well as identifying majors which are acceptable for continued studies as a state college or university. Courses transferable to CSU's are numbered 100 or higher. Courses transferable to the UC system are identified in the college catalog course description.

UC System: The University of California System. For example UC Irvine, UCLA, UC Riverside, UC San Diego.

Unit: College work is measure in terms of semester units. Generally, the number of units earned in a class equals the number of hours per week the class meets. For example, a one unit class meets on hour per wee, a three unit class meets three hours per week. For each unit of class work, there may be 2-3 hours of homework or work outside the class hours.

Vocational Major: A vocational major prepares students for entry-level employment in a major field. Vocational majors can be found in the college catalog under the heading: Occupation Certificate Programs.

Work Experience: Program designed for students who are employed for a minimum of 10 or more hours per week, to provide instruction and advisement related to actual work experience.



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- Legend On-Campus**
(See map on inside back cover)
- BC Bookstore Complex
 - BK Bookstore
 - CL Classroom Building
 - CC College Center
 - CHS Chemistry & Health Science Building
 - CDC Child Development Center
 - G Gymnasium
 - LAOM Laboratory/Administration Building
 - LR Learning Resources/Library
 - OE 1, OE 2 Occupational Education
 - PA Performing Arts Center
 - SSA Student Services A
 - SSB Student Services B
 - SOC Student Center/Cafeteria
 - SOCSTFL Student Center/Staff Lounge
- Legend Off-Campus**
- CLINIC Clinic
 - DE Distance Education
 - FLD (See Room Numbers in schedule)
 - HOOSP Off-Campus Field
 - SBCHMC Hospital
 - SBDMC San Bernardino County Medical Center
 - SBDMC RSTC San Bernardino Richard Sewell Training Center
 - VETS Veterans' Hospital

NOTE: Parking Controls are in effect in all Parking Lots and along all campus streets, MONDAY-THURSDAY 8 AM TO 10 PM, FRIDAY 8 AM TO 4:30 PM


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