

# Welcome Students



Dear Student:

Welcome to Crafton Hills College - one of the finest two-year institutions of higher education in the Inland Empire.

As a student at Crafton Hills College, you will have a multitude of opportunities.

Whether you are completing a program to prepare for transfer to a four-year college or university, an Associate in Arts or an Associate in Science, a certificate in an occupational program, or to take a course for retraining or general interest, I know you will find opportunities and experiences here that will be rewarding and stimulating. Our faculty and staff will provide you with excellent instructional and student services programs.

We are committed to helping you realize your educational and life goals.

Sincerely,

*Gloria M. Harrison*

Gloria M. Harrison  
President

## CRAFTON HILLS COLLEGE 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.

## DIRECTORY OF OFFICES (909) 794-2161

QUICK REFERENCE	BUILDING NO.	EXT.
Admissions & Records	SSA-213	3372
Bookstore	BK-101	3250
Cafeteria	College Center	3376
Career Center	SSB-201	3361
Counseling Center	SSB-201	3366
Disabled Students	SSB-110	3325
EOP&S/CalWORKs	SSA-307	3239
Evening Division	LADM-300C	3215
Financial Aid	CL-214	3242
Health Services	SSB-101	3272
Job Placement	SSB-201	3361
Learning Resources	LIB (3rd Floor)	3312
Library	LIB	3321
Parking Permits	LADM-221	3276
Police (Campus)	LADM-221	3275
Student Services	SSA-306	3354
Transfer Center	SSA-201	3361
Veterans' Services	SSA-212	3370
Workforce Development	LADM-300A	3208

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## DATES

## EVENTS

June 2, 2005 .....	Priority Deadline for Financial Aid Fall 2005
June 20 .....	Confirmation of Registration Priority Date <a href="http://www.craftonhills.edu">www.craftonhills.edu</a> . Click on <a href="#">Apply/Register</a> then <a href="#">My Priority Registration Information</a> or call (909) 884-1441
July 6, 7, 8 .....	Priority Web/Telephone Registration for EOPS, DSP&S, and CaWORKs students
July 11 - 26 .....	Priority Web/Telephone Registration
July 27 - August 10 .....	Open Web/Telephone Registration
August 1 .....	Parking Permits go on sale at Communications Office (LADM-221)
August 2 .....	First day to place online book orders and reservations
August 5 .....	Deadline for High School students to submit paperwork for admission
August 8 .....	Bookstore - First day to purchase Fall textbooks. You are advised not to buy your textbooks until you are officially enrolled in classes. All fees must be paid. <b>(Registration printout required to purchase books)</b>
August 10 .....	Last day to register and last day to drop prior to the first day of school for fall-term courses
August 11 - 14 .....	No registration transactions available
<b>August 15 .....</b>	<b>Instruction begins</b>
August 24 .....	Last day to place online book orders and reservations
August 26 .....	Last day for currently enrolled students to add courses and last day to receive refund of enrollment fees for full-term (18 week) classes
August 29 .....	Parking permit regulations enforced in all lots and on all college streets
September 2 .....	Final day to return Fall textbooks
September 5 .....	<b>Labor Day (NO CLASSES)</b>
September 9 .....	Last day to withdraw without a "W" from full-term classes
September 16 .....	Last day to file credit/no credit grading petition for full-term classes
October 1 .....	Last day to petition for Fall 2005 graduation
November 11 .....	<b>Veterans' Day (NO CLASSES)</b>
November 18 .....	Last day to withdraw with a "W" from full-term classes
November 24 - 26 .....	Thanksgiving Recess
December 9 .....	Last day to apply for BOG refund
December 12 - 17 .....	Final Exams
December 17 .....	End of Fall semester
January 3, 2006 .....	Financial Aid Applications for Fall 2006-2007 available
January 9 .....	Fall 2005 grades available via telephone registration system (909) 884-1441 or <a href="http://www.craftonhills.edu">www.craftonhills.edu</a>

**BOG (Board of Governors Grant Waiver)** refund requests should be submitted no later than the week before the last week of class for which the refund is being requested. Please check your statement, you may have a balance due.

**YOU ARE ADVISED NOT TO BUY YOUR TEXTBOOKS UNTIL YOU ARE OFFICIALLY REGISTERED INTO THE CLASS. YOU ARE NOT OFFICIALLY REGISTERED UNTIL YOU HAVE PAID ALL FEES.**

July 2005						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2005						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2005						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2005						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

All Telephone Numbers are in the 909 Area Code

**ADMISSIONS OFFICE ..... Room SSA-213, 389-3372****E-mail: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)**

The office maintains all student records and all forms necessary to maintain enrollment status. These forms include application for admission, class changes, transcript requests, enrollment verification, name/address changes, class repetition, and a variety of petitions.

Hours: Monday - Thursday ..... 8:00 am - 7:00 pm  
Friday ..... 8:00 am - 3:00 pm

**ASSESSMENT CENTER ..... Room SSB-202,****E-mail: [testcenter@craftonhills.edu](mailto:testcenter@craftonhills.edu) 389-3361**

The CHC Assessment Center administers all assessment, basic skills and prerequisite challenge tests. Also available is the Wonderlic WBST ATB exam for Financial Aid students who are required to prove an Ability to Benefit. The Assessment Center also provides proctor services to non-Crafton Hills College students who attend other Colleges and Universities and want to take their tests in a location other than that school. Contact the Assessment Center for additional information.

**Walk-in Hours:** Monday - Thursday ..... 8:00 am - 5:00 pm

Friday: August 1 - 26 ..... 10:00 am - 1:00 pm

November 21 - December 16 ..... 10:00 am - 1:00 pm

**BOOKSTORE ..... Room BK-101, 389-3250****Website: <http://bookstore.craftonhills.edu>**

**CALL FOR SPECIFIC HOURS DURING THE FIRST TWO WEEKS OF THE SEMESTER. PRINTOUT IS REQUIRED TO PURCHASE BOOKS.**

**(August 29 through September 15)**

Hours: Monday - Thursday ..... 7:45 am - 7:00 pm

Friday ..... 7:45 am - 3:00 pm

**(September 19 through December 15)**

Hours: Monday - Thursday ..... 7:45 am - 6:00 pm

Friday ..... 7:45 am - 3:00 pm

Closed, December 16 ..... 7:45 am - 11:00 am

Closed ..... Saturdays, Sundays, Holidays

and when classes are not in session.

**CAFETERIA ..... College Center, 389-3376**

CHC's unique cafe features **homemade** soups, KILLER chili, banana bread, fresh baked cookies, and corn bread. Fresh salads and fruit are available. The cafe offers a variety of hot and cold sandwiches and, of course, all types of burgers and fries. There are also breakfast and lunch specials starting at just \$2.60.

Hours: Monday - Thursday ..... 7:30 am - 5:00 pm

Friday ..... 7:30 am - 2:00 pm

**CalWORKS ..... Room SSA-307, 389-3239****E-Mail: [rchavira@craftonhills.edu](mailto:rchavira@craftonhills.edu)**

The CalWORKs Program is designed to provide support and encouragement to TANF/CalWORKs recipients in order to help them reach their educational and career goals. Services include job placement, child care assistance, counseling, liaison representation with the county.

Hours: Monday and Thursday ..... 8:00 am - 4:30 pm

Tuesday and Wednesday ..... 8:00 am - 6:00 pm

Friday ..... 8:00 am - 3:00 pm

**CAMPUS BUSINESS OFFICE ..... Room LADM-300B, 389-3221**

The CBO is available to collect credit exam fees; chemistry fees, loan defaults; grant overpayments; and settle obligations for returned checks. The CBO also sells passes to the golf course.

Hours: Monday - Thursday ..... 8:00 am - 8:00 pm

Friday ..... 8:00 am - 4:30 pm

**CAREER CENTER ..... Room SSB-202,****E-mail: [careercenter@craftonhills.edu](mailto:careercenter@craftonhills.edu) 389-3361**

The CHC Career Center provides free career assessments, online career programs and a listing of jobs available off campus. The Career Center also provides free unlimited access to various programs for career search information, occupations, and labor market trends. During the semester and at our annual Career Fair, various employer representatives will be available in the Career Center to accept applications, provide information and for recruitment of students for available positions. Various employers list job openings with the Career Center and these positions are posted on an Internet site for access from any computer. The Career Center staff is available to help with resume writing and posting the resume on various websites.

Hours: Monday - Thursday ..... 8:00 am - 7:00 pm

Friday ..... 10:00 am - 3:00 pm

**COOPERATIVE AGENCIES RESOURCES FOR****EDUCATION (CARE) OFFICE ..... Room SSA-307,****E-Mail: [rchavira@craftonhills.edu](mailto:rchavira@craftonhills.edu) 389-3239**

The CARE Program is an affiliate of the EOPS Program. The CARE Program is designed to provide educational support services to meet the needs of the single parent who is 18 years of age or older, head of household, with at least one child under the age of 13 years old, and is a recipient of TANF/CalWORKs. Services include financial assistance with child care, workshops, on and off campus referrals.

Hours: Monday and Thursday ..... 8:00 am - 4:30 pm

Tuesday and Wednesday ..... 8:00 am - 6:00 pm

Friday ..... 8:00 am - 3:00 pm

**COMMUNICATIONS ..... Room LADM-221,****794-2161**

Students can visit the Communications Office to purchase parking permits (annual or semester) and pay for parking citations. Any lost and found items can be turned in or claimed here. Students unsure of a campus office or department phone number can reach the college telephone operator by calling this office.

Hours: Monday - Thursday ..... 8:00 am - 9:00 pm

Friday ..... 8:00 am - 6:00 pm

**COUNSELING/TRANSFER CENTER ..... Room SSB-201,****E-mail: [counselingcenter@craftonhills.edu](mailto:counselingcenter@craftonhills.edu) 389-3366****or [transfercenter@craftonhills.edu](mailto:transfercenter@craftonhills.edu)**

The Counseling and Transfer Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long term educational plan to reach the goal. A Veterans' Counselor is available on an appointment basis. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. The Transfer Center schedules representatives from University programs to assist students with transfer questions and to review transcripts. Counselors see students on a walk-in basis during peak dates and on a walk-in or appointment basis during off-peak dates. Please call for more information.

**Hours are as follows starting August 2, 2005**

Monday - Thursday ..... 8:00 am - 7:00 pm

Friday ..... 10:00 am - 3:00 pm

**Counseling Hours:**

Monday - Thursday ..... 9:00 am - 7:00 pm

Friday ..... 10:00 am - 2:30 pm

Hours are subject to change - call to verify hours

**All Telephone Numbers are in the 909 Area Code**

**DISABLED STUDENT PROGRAMS & SERVICES**

**E-mail: [mliceri@craftonhills.edu](mailto:mliceri@craftonhills.edu) Room SSB-110  
389-3325 TTY 794-4105**

Disabled Student Programs & Services is composed of both programs and services. The learning disabled student may seek assistance in the Diagnostic Learning Center. Services available to disabled students include notetakers, readers, textbooks on tape, tram service, electric wheelchairs and handicapped parking.  
Hours: Monday - Thursday ..... 8:00 am - 7:00 pm  
Friday ..... 8:00 am - 4:30 pm

**DISTRIBUTED EDUCATION,..... 441 W. 8th Street, San Bernardino 384-4325**

**E-mail: [distributed@sbccd.cc.ca.us](mailto:distributed@sbccd.cc.ca.us)**

The office of Distributed Education coordinates the televised and computer delivered courses available to SBCCD students at Crafton Hills College in Yucaipa, and San Bernardino Valley College. Television courses are broadcasted on KVCR-TV. KVCR is also available on cable systems and DirecTV and Dish TV, possibly on a different channel as selected by the independent provider. Online courses require access to a computer system connected to the Internet, and may have up to five meetings on campus. Fees and academic credits are the same as equivalent on-campus courses.

The Internet site is <http://learnonline.sbccd.cc.ca.us/disted>.  
Hours: Monday - Friday ..... 8:30 am - 4:30 pm

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) OFFICE ..... Room SSA-307, 389-3239**

**E-Mail: [rchavira@craftonhills.edu](mailto:rchavira@craftonhills.edu)**

The EOPS Program is a state funded effort that provides special services to full time community college students. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Crafton Hills College.

Hours: Monday & Thursday ..... 8:00 am - 4:30 pm  
Tuesday & Wednesday ..... 8:00 am - 6:00 pm  
Friday ..... 8:00 am - 3:00 pm

**FINANCIAL AID OFFICE ..... Room CL-214, 389-3223**

You may be eligible for financial assistance to help meet your educational expenses. There are many Federal and State aid programs available. Each has different qualifications and each is designed to meet special needs. Application forms are kept as simple as possible.

Hours: Monday - Thursday ..... 9:00 am - 6:00 pm  
Friday ..... 9:00 am - 1:00 pm

**HEALTH AND WELLNESS CENTER ..... Room SSB-101, 389-3272 or 389-3273**

Registered Nurses/Public Health Nurses/Nurse Practitioner are available to provide urgent care, first aid and primary care services for illness or injury. Some other services include: health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing, blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, HIV/AIDS testing, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, Alcohol and Drug abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services and more.

Hours: Monday - Thursday ..... 8:00 am - 7:00 pm  
Friday ..... 8:00 am - 3:00 pm  
(Closed on Wednesday, November 23 at 4:30 pm)

**INTERNATIONAL STUDENTS ..... Room SSA-213 389-3372**

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

To obtain the required materials and procedures, contact the Admissions and Records Office in SSA-213 or call 389-3372. Counselor available by appointment only at 389-3366.

**THE LEARNING CENTER ..... Library, 3rd floor 389-3312**

This facility houses both a Writing Center and a Math Center as well as a small Language Lab. Instruction and tutorial help in a variety of subjects is available to students. The LC accommodates the viewing of current telecourses and offers videotape programs on many topics. Students may take advantage of lab offerings such as note taking and test preparation. Come and investigate your resources.

Hours: Monday - Thursday ..... 7:30 am - 10:00 pm  
Friday ..... 7:30 am - 4:00 pm

**LIBRARY ..... 389-3321**  
**For reference help dial 389-3322 or 389-3323**

The Library has 20 Internet computers for student and community use. We have a collection of over 68,000 volumes, periodicals, video and audio tapes, as well as a periodical system with full-text capacity available on-line at home and at the college for our students. Reference librarians are available to assist in locating your information.

Hours: Monday-Thursday ..... 7:30 am - 10:00 pm  
Friday ..... 7:30 am - 4:00 pm  
Saturday ..... 9:00 am - 1:00 pm

**STUDENT SENATE OFFICE ..... SCC-107 389-3410**

The Student Senate Office provides support for the Student Senate and student clubs and organizations; sells Omnitrans bus passes and discount tickets to some area theme parks; and issues ID and ASB cards. Our office is also a great place for information and/or directions. If you have questions, if you're lost, please stop by and let us help you.

Hours: Monday -Wednesday ..... 8:00 am - 4:30 pm  
Thursday ..... 8:30 am - 6:00 pm  
Friday ..... 8:30 am - 2:00 pm

**VETERANS SERVICES ..... Room SSA-213, 389-3370**

This office provides veterans with assistance regarding VA educational benefits. You must immediately report any adds or drops in your program which change your unit load entitlement.

Hours: Monday - Thursday ..... 8:00 am - 4:00 pm  
Friday ..... 8:00 am - 3:00 pm

**WORKFORCE DEVELOPMENT ..... Room LADM-300A, 389-3208**

**E-mail: [cpister@craftonhills.edu](mailto:cpister@craftonhills.edu)**

This office provides fee-based, not-for-credit classes to help individuals develop skills in preparation for employment or to improve and upgrade job skills.

Hours: Monday - Friday ..... 8:00 am - 4:30 pm  
Some evenings until 6:00 pm, call for extended day information.

**Step 1: Be admitted as a student.**

*You are a CONTINUING student* if you enrolled in classes at CHC during the Spring 2005 or Summer 2005 term. If you are a continuing student, skip ahead to Step 3!

*You are a RETURNING student* if you attended CHC in the past but did not enroll during the Spring or Summer semester. If you are a returning student, fill out the application inside the schedule. Bring it to the Admissions Office in Room 213 in the Student Services Building. Once the Admissions Office has reactivated your status as a CHC student, you can skip ahead to Step 3.

*You are a NEW student* if you have never attended CHC before. If you are a new student:

1. Fill out an application (inside schedule) or online at [www.craftonhills.edu](http://www.craftonhills.edu) and (a) take it to the Admissions Office in the Student Services Building, Room 213, or (b) mail it to the address on the application.
2. Have your official high school/college/university transcripts sent to the Admissions Office at Crafton Hills College. You can request the transcripts from the records office at your high school or the college/university that you previously attended. You may want to request an additional copy for your records at the same time.

If you are a current high school student who wishes to take a class at Crafton Hills College, please see page 67 for more information.

**The hours of the Admissions and Records Office are:**

**Monday through Thursday** 8:00 am to 7:00 pm  
**Friday** 8:00 am to 3:00 pm

The Admissions and Records Office is located in SSA, Room 213, Park in Lot B or C. A decal is required and can be purchased in lot D for \$1.

For questions or additional information you can contact the Admissions and Records office at (909) 389-3372 or email at [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)

The **Admissions and Records Office** is responsible for admitting and enrolling students at Crafton Hills College. The Admissions and Records office is located in the Student Services Building, Room 213, under the clock tower at the west end of campus (see campus map located on the last page of the schedule of classes).

**Office Hours:** **Monday-Thursday** 8:00 am - 7:00 pm  
**Friday** 8:00 am - 3:00 pm

**Step 2: Participate in Assessment Process**

Every new student is strongly encouraged to participate in the assessment process. This process is designed to assist students in choosing the correct classes. The assessment process is required to determine placement in English and mathematics classes at Crafton Hills College. The assessment instrument is a multiple-choice instrument covering reading comprehension, sentence skills, arithmetic and elementary algebra. You do not need to prepare for the test since it is designed to measure your current skills in each area.

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

**Assessment Testing is held in the Counseling Center, SSB-201 (2nd Floor)**

**(Parking permits are required for all parking lots and streets at Crafton Hills College. Daily Parking Permits are Dispensed by Vending Machines for \$1.00 in Parking Lot D. Park in Lot B or C for closest location.)**

**Walk-in hours subject to change. Please call to verify.**

**June - July**

Monday - Wednesday 8:00 am - 5:00 pm  
Thursday 10:00 am - 5:00 pm  
Closed Fridays

**August 1 - August 26**

Monday - Thursday 8:00 am - 5:00 pm  
Friday 10:00 am - 1:00 pm

**August 29 - September 16**

Assessment Closed

**September 19 - November 18**

Monday - Thursday 8:00 am - 5:00 pm

**November 21 - December 16**

Monday - Thursday 8:00 am - 5:00 pm  
Friday 10:00 am - 1:00 pm

**Saturday Testing**

August 6, August 13, 8:00 am - 10:00 am  
November 5, November 19, 8:00 am - 10:00 am  
December 3, December 10 8:00 am - 10:00 am

Plan on two hours to complete the assessment process.

For questions you may contact the assessment center at **(909) 389-3361** or email at [testcenter@craftonhills.edu](mailto:testcenter@craftonhills.edu)

**NOTE:** As a new student, you may obtain an assessment exemption if you fall into one of the following categories:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed pre-requisite courses with a grade of "C" or better. If you have not completed pre-requisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Scores)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 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. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

If you have completed an advanced degree and have provided proof of that degree, you will be automatically waived from the assessment process. If any of the other waiver criteria apply to you, visit the Counseling Center in SSB-201, to obtain an assessment waiver. You are responsible for supplying the documentation for the waiver and for completing the waiver process at the counseling center before you will be eligible to register.

### Step 3: Participate in a New Student Orientation Session

This session will provide you with information about degrees, certificates and transfer. Information about registration procedures, financial aid, and services available at the college will also be provided. This session will last approximately 2 hours. Check with the Counseling Center for a schedule of orientation sessions.

### Step 4: Develop an Educational Plan

Every new student is required to develop a Student Educational Plan (SEP) with a counseling faculty member before they enroll in classes. The SEP provides you with a plan to reach your educational or career goal and specifies the courses required to reach your goal. You are asked to meet with a counseling faculty member in the Counseling Center who will provide you with guidance and information regarding your educational or career goals and who will assist you in developing an SEP. After the SEP is completed, you will be able to access it through Campus Central at [www.craftonhills.edu](http://www.craftonhills.edu) at anytime. Financial Aid and EOPS students are required to have a current SEP on file.

#### Counseling Faculty are available:

Monday through Thursday	9:00 am to 7:00 pm
Friday	10:00 am to 2:30 pm

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

### Step 5: Select your classes

Take the time to look through the list of course offerings, beginning on page 19 of this schedule. As you make your selections, think about the hours in the day you have available to take classes, and make sure that the classes you have chosen are not held at conflicting times. Stop by the Counseling Center in the Student Services Building if you would like help selecting your classes.

Use the chart on page 15 for guidance on the right level of English, reading and math for you to begin your studies. Remember to select some alternate courses as backups, in case your first-choice classes are already full by the time you register.

### Step 6: Calculate your fees. (Fees are subject to change pending legislative action)

Each course listed in the schedule will tell you how many semester "units" of credit have been assigned to it. Your fees will be based on these units. Use Steps A, B, C, and D below to do a preliminary calculation of your fees:

A. If you are a resident of California, multiply the number of units you will be taking by \$26.00 and enter the total here:

(Example: If you are taking 6 units, the total will be \$156.00)

**NOTE:** If you are a non-California resident, multiply the total number of units by \$177.00 (\$151 + \$26).

- B. Add the required Health and Accident Fee of:  
Fall or Spring \$13 • Summer \$10
- C. Add a \$1 Student Representation fee. This is a fee voted in by CHC students to support student senate and federal lobbying efforts on behalf of the student body. For more information, contact the Student Senate Office in the College Center, (909) 389-3410. This fee may be waived for moral, religious, political or financial reasons.

Add the totals of items A, B, and C above :

A) \_\_\_\_\_ + B) \_\_\_\_\_ + C) \_\_\_\_\_ = \_\_\_\_\_.

- D. If you are both a citizen of a foreign country and a resident of a foreign country, add the Capital Outlay Fee (\$10).
- E. Add the Student Center Fee \$1 per unit (maximum of \$10 per year).

Your preliminary calculations will be confirmed when you register.

At the time of registration, you will also be given the option of purchasing an Associated Student Body Discount (ASB) Card for \$7.50 for the semester or \$15.00 for the year (Fall, Spring, and Summer). Showing your ASB Card to the campus Bookstore cashier will enable you to receive a 5% discount on your purchases! Once ASB has been selected, it may not be cancelled.

**Don't forget to include the expense of parking, books and supplies in your calculation of what it will cost you to take classes.**

#### Do you need financial assistance to attend college?

You may qualify for a fee waiver (Board of Governor's Grant) if you or your parents qualify according to one of the following:

- Low income • CalWORKs/TANF recipient • SSI recipient
- Child or spouse of disabled or deceased veteran.

Fee waiver forms are available in the Financial Aid Office in the Classroom Building, Room 214. Visit the office for additional instructions and advice on how to proceed in obtaining a fee waiver. The fee waiver must be processed 24 hours prior to registering by telephone/web. **Fee waivers do not cover books.**

The Financial Aid Office has a variety of other programs that may assist low-income students in reaching their goals. See page 72 of this schedule for more detailed information.

### Step 7: Register

The first few weeks of Web/Telephone registration are open to students according to a priority system. This priority system has been created to make your registration as easy as possible and to avoid overloading the telephone lines. Use the charts on pages 61 and 62 to identify your priority and the first day you will be able to use Web/Telephone registration.

You can register by Web/Telephone on your assigned priority day or any registration day thereafter. You cannot register before your assigned day. Since classes are filled on a first-come, first-served basis, we recommend that you register as soon as possible.

**Payment must be received by the Admissions and Records Office within 3 working days after registering, or you will be dropped from your classes.**

**Step 8: Register at [www.craftonhills.edu](http://www.craftonhills.edu)  
or by Telephone at (909) 884-1441**

See pages 60 to 69 for detailed instructions on how to register by Web/Telephone.

**Step 9: Pay your fees.**

Once you have registered, cash, check, or money order payment must be made in the Admissions & Records Office by the close of the third working day.

Any fees covered by financial aid will be paid automatically at the time you register. The ASB card and a parking permit are optional and at your expense.

Please check your registration statement (printout) you may have a balance due.

**IMPORTANT NOTICE**

**The Walk-Up windows in the Admissions & Records Office are open daily Monday - Thursday from 8:00 am to 7:00 pm, and on Fridays from 8:00 am to 3:00 pm.**

**The Web/Telephone system will not be available for registration transactions August 11 - 14, 2005.**

**Web/Telephone Registration Services are open  
Monday - Saturday 6:00 am to midnight and on  
Sunday from 6:00 am to 7:00 pm**

**Welcome to Crafton!**

**Questions?**

Need help? Problems in School?

The Student Success Program is here for you

Is it your first semester at Crafton or in college? Are you confused about how to use telephone registration, or about what the abbreviations mean in the schedule? Or possibly you are considering dropping out due to financial, child care or health problems? Before you give up or drop out, give the Student Success program a call. The Student Success Program is here to help.

"It's not unusual for students to be confused or frustrated when they are trying to get oriented to a new school," said Eva Bell, CHC transfer student and one of three former students working in CHC's Student Success office. "That's why we're here – to help."

The Student Success Program was created to help students hook up with the resources and support they need to remain in school and be successful. Carlos Maldonado, Eva Bell and Rebecca Orta, the Student Services

Technicians, are individuals who have successfully completed their goals at Crafton and understand the demands of being a student. Collectively, they share the experiences of the returning student, the single parent, the student fresh from high school, the transfer student and the occupational student. They are eager to help others avoid some of the pitfalls.

We encourage you to give the Student Success Program a call or stop by the office if you have any questions or encounter any problems with attending or successfully completing your course work. Visit us in the Student Services/Counseling Building (SSB-214), Monday through Thursday, 8:00 am - 7:00 pm; and Friday, 10:00 am - 3:00 pm. Call 389-3450, 389-3451, 389-3452 or email us at: [embell@crafton.sbccd.cc.ca.us](mailto:embell@crafton.sbccd.cc.ca.us), [cmaldonado@crafton.sbccd.cc.ca.us](mailto:cmaldonado@crafton.sbccd.cc.ca.us), or [rorta@crafton.sbccd.cc.ca.us](mailto:rorta@crafton.sbccd.cc.ca.us)



**Fall Hours beginning August 1, 2005**

<b>Monday - Thursday</b>	<b>8:00 am - 7:00 pm</b>
<b>Friday</b>	<b>10:00 am - 3:00 pm</b>

**FEE SCHEDULE**

(ALL FEES ARE SUBJECT TO CHANGE)

**ENROLLMENT COSTS**

Enrollment Fee ..... \$26.00 per unit  
 Non-Resident, Tuition\* ..... \$177.00 per unit  
 \* Includes mandatory enrollment fees.

**FEES**

**MANDATORY**

Health Fee ..... Fall/Spring \$11.50; Summer \$8.50  
 Accident Insurance Fee .. Fall/Spring \$1.50; Summer \$1.50  
 Student Center Fee ..... \$1 per unit, max. \$10 per year

**OTHERS**

\* Capital Outlay Fee(per semester) ..... \$10.00 per semester  
 (Citizen of a foreign country who is also a resident of a foreign country)

Student Representation Fee ..... \$1.00  
 This fee may be waived for moral, religious, political, or financial reasons.

Schedule of Classes ..... Free on campus  
 \$1.00 if mailed (\$7.00 if mailed out of U.S.)

Transcripts: 1) First two (2) are free  
 2) Requests by mail ..... \$3.00  
 3) Requests in person \$3.00; For same day request \$5.00  
 4) All requests online \$4.75 (\$3 plus \$1.75 service charge)  
 Catalog ..... \$4.00 if purchased on campus  
 \$6.00 if mailed (\$16.00 if mailed outside of U.S.)  
 Credit by Examination ..... \$20.00 plus class unit fee  
 Enrollment Verification ..... \$3.00 each  
 Refund Processing Charge ..... \$10.00 for each refund transaction, not to exceed \$10.00 per semester, per student

**BOOKS**

Be sure to include the expense of books, parking and supplies in your calculation of what it will cost you to take classes.

**REFUNDS OF FEES AUTOMATIC REFUND POLICY**

**If a class is cancelled . . .** You will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and ASB fee. To receive a refund of the parking fee, you must complete a "Request for Refund" form and attach the parking decal to the form. Turn in this form and the decal to the Communications office, located in LADM-221. 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 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 request form. 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 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. Refunds of less than \$15 will not be processed.**

- You are **NOT** eligible for a refund if you drop a class **AFTER** the first 10% of the term.
- You are not eligible for a refund if you are dropped by your instructor.

**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.**

**HEALTH FEE, STUDENT CENTER FEE/ PARKING FEE**

To receive a refund of your Health Fee, Parking Fee, Student Center Fee, Student Representation Fee, you must:

1. Drop ALL classes **BEFORE** the beginning of the term.
2. Turn in your refund request, along with your parking decal to the Student Services Office within the first 30 days of instruction. You must **REQUEST** the refund; it is not automatic. A \$10.00 Refund Processing fee will be deducted from the amount owed to you. Refunds of less than \$15 will not be processed.

**PARKING PERMITS**

Parking permits are required for **ALL LOTS** and **STREETS** at Crafton Hills College. Permits are available in the Communications Center. Daily parking permits are dispensed by vending machines in Parking Lot D. To purchase permits or make payments for citations go to the Communication Center, LADM 221, between 8:30 am and 4:00 pm, Monday through Friday. Limited services are available between 4 pm and 9 pm, Monday through Thursday in LADM-221.

**Parking Permits.....**Annual (Fall through Summer) \$35.00  
 Per Semester \$20.00; Summer \$15.00; Daily Parking \$1.00

**While accurate at time of printing, fees may be changed by Board action at any time.**

**PARKING CONTROLS**

Parking permits must be displayed as indicated on the purchased permit. Vehicles without displayed parking permits are ticketed between 8 am and 10 pm, Monday through Thursday and between 8 am and 4:30 pm, Friday beginning August 29. **Illegally parked vehicles are ticketed at all times.**

**STUDENT HEALTH & MEDICAL FEES**

A. A health and accident insurance fee will be paid by students at the time of registration. The receipts will be expended only to defray the cost of student health services and student accident insurance as provided in Education Code 72246.

1. The health fee for students enrolled in Fall Semester shall be \$11.50.
2. The accident insurance fee shall be \$1.50. See part C.

**The Health and Medical Fee is non-refundable unless all courses for which the student is enrolled are cancelled or the student withdraws from all courses prior to the first day of the term.**

- B. Exemptions - Certain individuals are exempt from health and accident fees by code exemption or action of the Board of Trustees:
1. Apprentices attending college under an approved training program.
  2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona-fide religious sect, denomination or organization.
  3. Students who submit evidence that they are financially unable to pay the fee because of low income. Students must be members of families with dependent children, those receiving supplemental security income/state supplementary programs, or those receiving general assistance. The health fee for these students may be included as part of the financial aid package for students who receive government grants.
  4. Students enrolled only in Workforce Development classes.
  5. Students enrolled in off-campus classes that are conducted entirely at the agency site.
- C. Students who are enrolled exclusively in Distance Education classes shall pay only the \$1.50 accident insurance fee.
- D. Exempted students who do not pay health or accident insurance fees are not eligible for health services or coverage under the accident insurance policy.
- E. International students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide results of a negative tuberculosis skin test or chest x-ray performed in the United States.

## The Campus Bookstore

### Come See What's in Store for You!

Crafton Hills College is more than just a bookstore.

Along with textbooks, we offer a vast array of school supplies, study aids, backpacks, clothing, snacks, beverages, greeting cards and gifts galore. We provide on campus convenience for your special book and computer software orders, gift certificates, and amusement park discount cards.

Call (909) 389-3250 for specific hours during the first two weeks of the semester.

<http://bookstore.craftonhills.edu>

## BOOKSTORE

### Our Bookstore is now Self Service!

Students have the opportunity to select their own textbooks. Please be sure to make your selections carefully (**SEE REFUND POLICY BELOW**).

**Refund Policy** - Refunds will be granted in full **ONLY** if the following conditions are met:

**Current Cash Register Receipt, Registration Printout and Personal I.D. required:**

**No Exceptions.** If purchase is charged, original credit card must be presented.

New texts must be in brand new condition; if they are not, refunds will be 75% of the new price.

**Shrunk-wrap packages are not returnable if original package is unwrapped. (Publisher Policy)**

**No Refunds** on supplies, clothing, review, study aides or other non-textbooks.

**Time Limit:**     **Spring & Fall - First 3 Weeks Only**  
                          **Summer - First Week Only**

**After Refund Period**, books must be returned by the following business day of purchase: **I.D. and receipts are required.**

During finals of each semester, used textbooks may be bought back by the Bookstore if they have been requisitioned by the instructor for the coming semester. Watch for buy back dates.

**Credit Card Policy** - Credit cards must be signed. I.D. required. Credit card holder must be present.

**Check Cashing Policy** - Student must present a State picture I.D. or Driver's License and their registration print-out schedule. If check signer is not present, a photo copy of their driver's license or picture State I.D. may be accepted. Checks must be imprinted with correct address and written for the exact amount of purchase only. Student I.D. number and phone number needed. No out of state or two party checks accepted.

**(Please Note: Books paid for by check must be returned within the refund period.)** A \$25.00 service charge will apply to each returned check.

Check the Bookstore website for book titles and prices as they become available:

<http://bookstore.craftonhills.edu>

**We are sorry we cannot buy  
back OR exchange workbooks.**

## **Distributed Education Courses Television and Online**

### General Information

The Office of Distributed Education coordinates the televised and computer-delivered courses available to SBCCD students of Crafton Hills College in Yucaipa, and San Bernardino Valley College. Television courses are broadcast by KVCR-TV. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require accessibility to a computer system with an Internet connection, and may have up to five meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

### Mission Statement

The mission of the Distributed Education Program 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 educational opportunities and to facilitate the attainment of students' personal and academic goals.

### **Office Location**

Office of Distributed Education, & Technology Services  
SBCCD Annex  
441 West Eighth Street  
San Bernardino, 92401  
909-384-4325

### **Office Hours**

**Monday - Friday ----- 8:30 a.m. to 4:30 p.m.**

### Distance Education Site

<http://learnonline.sbccd.cc.ca.us/disted>

### Requirements for Television Courses

- A television capable of receiving KVCR-TV via antenna (24), cable, or satellite.
- Be able to attend campus meetings, usually 5 per semester, and view programs weekly.

### Requirements for Online Courses and Hybrid Courses

- A computer system with Internet connection
- Some courses require a CD-ROM drive, and speakers or headphone
- Attend campus meetings, possibly up to 5 per semester

### **Technical Support for Online - Delivered Courses**

**(909) 384-4318 ..... 10:00 a.m. to 7:00 p.m.**

**Weekdays**

### **Registration**

The preferred method of registration is online. The procedure for registering online is found on page 63.

## **INTERNET APPLICATION FOR ADMISSION**

1. Using a computer with Internet connection, enter the address, <http://ccentral.sbccd.cc.ca.us>.
2. At that page, see on the left, **Crafton**. Under the campus heading, find the link titled **Application**, click on that link.
3. You may skip some of the steps and verify that you are already admitted by clicking on **Check System** after entering **ONLY** the first section of personal information, otherwise fill in all the blanks.
4. At the bottom, click on **Submit** (this process does **not** register you into classes).

## Distributed Education Courses Television and Online

### ARE YOU A CANDIDATE FOR ALTERNATE DELIVERY CLASSES?

This assessment is being provided to help you decide if alternate delivered learning (TV or Online) is appropriate for you. This exercise is an indicator but not a definitive answer. This assessment covers two parts: Learning Style and Technical Aspects for TV and ONLINE.

#### Learning Style

- Do you stay on task without direct supervision?
- Can you prioritize your own workload and adhere to timelines?
- Do you usually understand and properly interpret written materials especially instructions?
- Could you allocate as much time in your schedule as you would for a "traditional" class but with more flexibility?
- Are you able to attend some class meetings on campus (usually 5 in a semester)?
- Would you enjoy the new experience of learning by way of television or a computer?
- If you answered YES to the "Learning Style" questions, continue to the next section.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

#### Technical Aspects for TV

- Do you have a television receiver available to you that can display broadcast channels?
- Can this television receive KVCR-TV, either with an antenna, satellite or a cable system?
- Do you have a video recorder as an option to record the programs for viewing according to your schedule?
- If you miss a program, could you go to the campus Learning Center to view the program?
- Would you be willing to lease the programs for a course on VHS tape as an option?
- If you answered YES to the "Technical Aspects for TV" questions, you meet the conditions for television delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.



#### Technical Aspects for ONLINE

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" on a weekly basis, sometimes twice a week or more?
- Have you opened and sent e-mail messages?
- Have you installed a program after "downloading" it from a remote computer to your computer?
- Do you know how to "copy and paste" text from a word processing document to an email message?
- If you answered YES to the "Technical Aspects for ONLINE" questions, you meet the conditions for online delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

#### Conditions

The TV and Online courses require structure, which you will create for yourself. You will need self-discipline to adhere to your self-made schedule. Much of the material covered in a Distributed Education course will require that you learn from reading textbooks, Internet-based articles, and written materials from the instructor. For some of the courses online, lectures are recorded by the instructor, which means you must use either a cassette player or a CD-Rom drive with a headphone or speaker.

#### Benefits

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus, there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes on campus. Now it's your choice. Check with an academic counselor to determine which classes you need, and see if they are offered via alternate delivery. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable and rewarding experience.

#### Distributed Education

<http://learnonline.sbccd.cc.ca.us/disted>

## Distributed Education Courses

### Telecourse Information

#### WHAT IS A TELECOURSE?

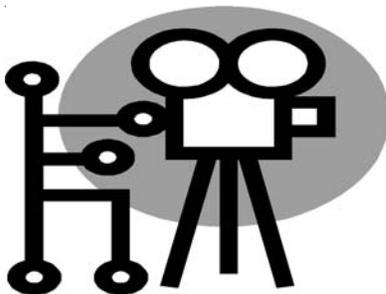
Telecourses are professionally produced programs designed for broadcast in conjunction with classes that meet occasionally on campus, usually 5 meetings per semester. Each series is titled to reflect the subject matter of the course. A set of programs, up to 26, comprises a series and may be 30 or 60 minutes each in viewing time.

#### Telecourse Viewing Options

The printed airing times of the telecourses reflect those of only PBS affiliate KVCR-24, San Bernardino/Riverside. These telecourse programs are broadcast purposely in coordination with the semester system of the San Bernardino Community College District, CHC and SBVC. Other PBS stations also broadcast telecourses, as do es consumer satellite systems (PBSU). However, those programs might not be shown within the timeframe of the academic courses offered by this Community College District.

The Learning Centers of both campuses accommodate the viewing of current telecourses. Conditions and restrictions apply. Call the Learning Center for specific information.

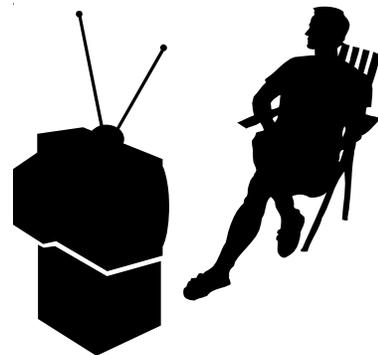
RMI Media offers a lease of the entire series of telecourse programs for an academic course, at a cost of around \$65. These VHS tapes are to be returned at the end of the academic semester. Seattle Community College District and RMI Media offer some of the telecourses streamed in a "video on demand" format. The service is available to students enrolled in telecourses worldwide (must have Internet Broadband Connectivity such as DSL, Cable Modem, or Wireless). The access fee is \$55 per telecourse. Contact RMI at (800) 745-5480 or access the "www.rmimedia.com" Internet site.



#### How to Succeed in a Distributed Education Course

Successful students claim that determination, planning, and self-motivation are needed to complete a course that lacks the regular meetings of an on-campus structure. Here is a plan of action that might help you.

1. Attend the first campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments. Access the instructor's web site to get a copy of the syllabus and learn what is expected of you as an online student.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. Watch the telecourse programs weekly. If you have a VCR, record the programs to review them, or make an appointment at the college Learning Center to view the programs. For online classes, log in to your online system weekly to keep up with new messages from the instructor and classmates.
4. Complete the assignments in the telecourse study guide and textbook after each program viewing. For online classes, be aware of due dates and don't wait until the last hour to send them.
5. Formulate a list of questions during your study time to present to the instructor at the telecourse campus meetings or to post by email to your online class.
6. Form a study group with other members of the class to review and discuss the content of the course.



## FALL 2005 TELECOURSES

Course	On-Campus Meeting Dates	Day/Time Room	Instructor Information
<b>ANTHRO 102-01</b>	Aug 20, Sept 24, Oct 8, Nov 19, Dec 3	Saturdays 8:30-10:20am CHS-242	Larisa Broyles (951) 536-1666 Cel. anthropologyquest@hotmail.com
<b>ASTRON 150-02</b>	Aug 24, Oct 19, Oct 26, Nov 16, Dec 14	Wednesdays 7:00-8:50pm BC-101	Bryan Benson (909) 389-2634 bbenson@craftonhills.edu
<b>BIOL 123-02</b>	Aug 23, Sept 20, Oct 11, Nov 8, Dec 6	Tuesdays 5:00-6:50pm LADM-121	Mark Jonasson Office: LADM-226 (909) 389-3226 mjonasson@craftonhills.edu
<b>CD 105-05</b>	Aug 26, Sept 23, Oct 14, Nov 18, Dec 2	Fridays 4:00-6:50pm C-129, SBVC	Kellie Barnett (909) 384-8916 kbarnett@valleycollege.edu
<b>GEOG 120-01</b>	Aug 27, Oct 29, Nov 5, Dec 3, Dec 10	Saturdays 1:00-2:50pm BC-101	Stephen Sandlin Office: Chemistry 105 (SBVC) (909) 384-8644 ssandlin@sbccd.cc.ca.us
<b>GEOL 101-02</b>	Aug 24, Sept 21, Oct 19, Nov 16, Dec 14	Tuesdays 7-8:50pm LADM-106	Richard Hughes Office: LADM-105 (909) 389-3237 rihughes@craftonhills.edu
<b>HIST 100-05</b>	Aug 17, Oct 5, Nov 2, Nov 30, Dec 7	Wednesdays 7:00-8:50pm BC-101	Mario Perez Office: SSA-333 (909) 389-3352 maperez@craftonhills.edu
<b>HIST 101-07</b>	Aug 20, Oct 8, Nov 5, Dec 3, Dec 10	Saturdays 10:30am-12:20pm CHS-242	Mario Perez Office: SSA-333 (909) 389-3352 maperez@craftonhills.edu
<b>HIST 160-01</b>	Aug 18, Sept 29, Oct 27, Dec 1, Dec 8	Thursdays 7:00-8:50pm BC-101	Jane Beitscher Office: SSA-327 (909) 389-3346 jbeitscher@craftonhills.edu
<b>JOUR 135-01</b>	Aug 22, Sept 19, Oct 17, Nov 14, Dec 12	Mondays 7:00-8:50pm BC-101	Richard Hogrefe Office: SSA-314 (909) 389-3235 rhogrefe@craftonhills.edu
<b>OCEAN 101-02</b>	Aug 25, Sept 15, Oct 20, Nov 17, Dec 15	Thursdays 7:00-8:50pm BC-101	Joseph Breman (909) 794-2161 Ext. 2516 jbreman@esri.com
<b>PHIL 105-02</b>	Aug 16, Aug 30, Sept 6, Oct 4, Nov 1, Dec 13	Tuesdays 5:00-6:50pm LADM-121	Chris Biffle Office: SSA-319 (909) 389-3338 jcbiffle@craftonhills.edu
<b>PHIL 105-03</b>	Aug 20, Aug 27, Sept 24, Oct 22, Nov 5, Dec 3, Dec 10	Saturdays 10:30am-12:20pm BC-101	David Chadd Office: LA-117 (SBVC) (909) 384-4400 Ext. 8739 dchadd@linkline.com
<b>POLIT 100-05</b>	Aug 20, Sept 24, Nov 5, Nov 19, Dec 10	Saturdays 8:30-10:20am LADM-121	Steven Hellerman (909) 794-2161 Ext. 2630 hellers@cgu.edu
<b>POLIT 100-06</b>	Aug 20, Sept 24, Nov 5, Nov 19, Dec 10	Saturdays 11:00-12:50pm LADM-121	Steven Hellerman (909) 794-2161 Ext. 2630 hellers@cgu.edu
<b>SOC 100-04</b>	Aug 15, Sept 12, Oct 3, Nov 17, Dec 5	Mondays 7:00-8:50pm BC-101	Patricia Shelby Office: SSA-331 (909) 794-2161 Ext. 2610 pashelby@mac.com
<b>SPEECH 135-01</b>	Aug 22, Sept 19, Oct 17, Nov 14, Dec 12	Mondays 7:00-8:50pm BC-101	Richard Hogrefe Office: SSA-314 (909) 389-3235 rhogrefe@craftonhills.edu

## ONLINE COURSES

These classes generally meet on campus 5 times during the semester as designated.

Course	Dates	Day/Time Room	Instructor Information
<b>PSYCH-100-12</b>	Aug 16, Sept 6, Oct 4, Nov 1, Nov 29	Tuesdays 5:00-6:50pm CL-218	Sandra Moore Office: SSA-322 Phone: (909) 389-3341 <a href="mailto:smoore@craftonhills.edu">smoore@craftonhills.edu</a>
<b>PSYCH-100-06</b>	Aug 20, Aug 27, Sept 24, Oct 29, Dec 10	Saturdays 8:30-10:20am CL-218	T. L. Brink Office: SSA-324 Phone: (909) 389-3343 <a href="mailto:TL_Brink@redlands.edu">TL_Brink@redlands.edu</a>
<b>PSYCH-118-01</b>	Aug 30, Sept 20, Oct 18, Nov 15, Dec 6	Tuesdays 5-6:50pm CL-218	Sandra Moore Office: SSA-322 Phone: (909) 389-3341 <a href="mailto:smoore@craftonhills.edu">smoore@craftonhills.edu</a>
<b>RELIG-101-02</b>	Aug 20, Aug 27, Sept 24, Oct 29, Dec 10	Saturdays 11:00am- 12:50pm CL-218	T. L. Brink Office: SSA-324 Phone: (909) 389-3343 <a href="mailto:TL_Brink@redlands.edu">TL_Brink@redlands.edu</a>

*All CHC students registering for online classes are encouraged to attend the **Technical Orientation on Tuesday, August 23 from 7:00pm to 8:00pm in the Crafton Center ( Cafeteria Bldg., second floor).** The orientation will provide an overview of how to access online course(s), setting up passwords, computer requirements, etc.*

*If you have any questions about what a specific online course involves contact the instructor by email.*

*For technical support, please contact Chuck Dean at (909) 384-4318.*

## ONLINE HYBRID COURSES

These hybrid classes generally meet once a week on campus. The arranged hours require that you have internet access and can "go online" on a regular basis.

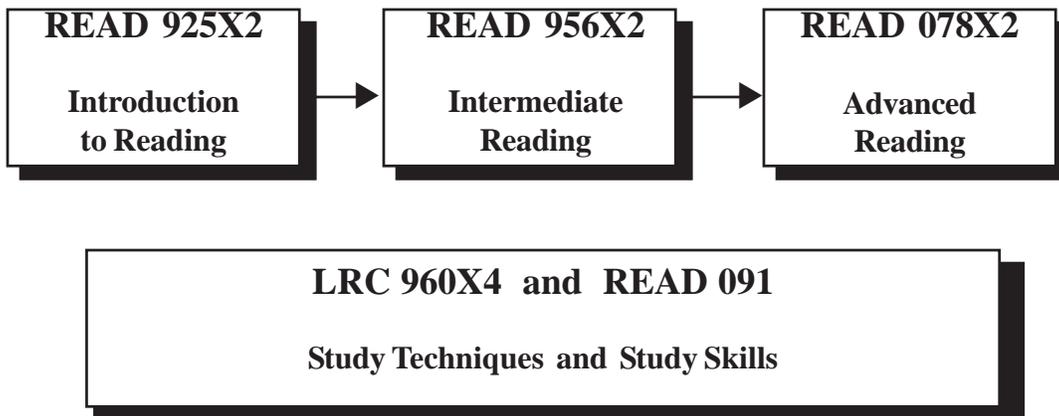
Course	Day	Time/Room	Instructor Information
<b>BUSAD-100-04</b>	Fridays	3:00-4:50pm & 1 Hr/Wk Arranged CL-218	T. L. Brink Office: SSA-324 Phone: (909) 389-3343 <a href="mailto:TL_Brink@redlands.edu">TL_Brink@redlands.edu</a>
<b>CIS 111-01</b>	Mondays	5:30-6:50pm & 1.5 Hrs/Wk Arranged LADM-217	Catherine Pace-Pequeno Office: LADM-105 Phone: (909) 389-3430 <a href="mailto:cpequeno@craftonhills.edu">cpequeno@craftonhills.edu</a>
<b>CIS-142-01</b>	Tuesdays	5:30-9:50pm & 6 Hrs/Wk Arranged (8/16-10/04) LADM-220	Denise Hoyt Office: LADM-219 Phone: (909) 389-3603 <a href="mailto:dhoyt@craftonhills.edu">dhoyt@craftonhills.edu</a>
<b>CIS-143-01</b>	Tuesdays	5:30-9:50pm & 6 Hrs/Wk Arranged (10/18-12/06) LADM-220	Denise Hoyt Office: LADM-219 Phone: (909) 389-3603 <a href="mailto:dhoyt@craftonhills.edu">dhoyt@craftonhills.edu</a>
<b>MATH 102-11</b>	Fridays	9:00-10:50am & 2 Hrs/Wk Arranged CHS-237	Robert Crise Office: SSA-318 Phone: (909) 389-3382 <a href="mailto:rcrise@craftonhills.edu">rcrise@craftonhills.edu</a>
<b>PSYCH-100-10</b>	Fridays	1:00-2:50pm & 1 Hr/Wk Arranged CL-218	T. L. Brink Office: SSA-324 Phone: (909) 389-3343 <a href="mailto:TL_Brink@redlands.edu">TL_Brink@redlands.edu</a>
<b>RELIG-101-01</b>	Fridays	11:00am- 12:50pm & 1 Hr/Wk Arranged CL-218	T. L. Brink Office: SSA-324 Phone: (909) 389-3343 <a href="mailto:TL_Brink@redlands.edu">TL_Brink@redlands.edu</a>

SHORT-TERM CLASSES  
WITH ADD/WITHDRAW/DROP DATES

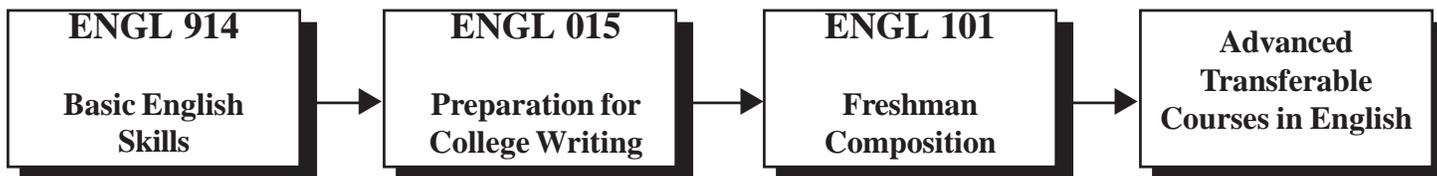
REF#	COURSE	TITLE	BEGIN	END	ADD	WITHDRAW	DROP
0022	ADJUS-108	Juvenile Procedures	08/15/05	11/07/05	08/28/05	09/07/05	10/17/05
0230	CIS-140	Network Basics: Cisco Certified Network Associate	08/15/05	10/10/05	08/21/05	08/29/05	09/26/05
0254	ECON-201	Principles of Microeconomics	08/15/05	11/09/05	08/28/05	09/12/05	10/19/05
0536	HIST-101	Hist of the U.S. 1865-Present	08/15/05	11/09/05	08/28/05	09/12/05	10/19/05
0560	LRC-960X4	Developmental Study Techniques	08/15/05	10/07/05	08/23/05	08/30/05	09/24/05
0646	MATH-095	Intermediate Algebra	08/15/05	10/11/05	08/23/05	08/30/05	09/27/05
0604	MATH-952	Prealgebra	08/15/05	10/11/05	08/23/05	08/30/05	09/27/05
0756	PHIL-103	Intro to Logic	08/15/05	11/09/05	08/28/05	09/12/05	10/19/05
0854	POLIT-100	American Politics	08/15/05	11/09/05	08/28/05	09/12/05	10/19/05
0234	CIS-142	Switching Basics & Intermediate Routing: Cisco Certified Network	08/16/05	10/04/05	08/22/05	08/23/05	09/20/05
0246	ECON-100	Introduction to Economics	08/16/05	11/10/05	08/29/05	09/08/05	10/20/05
0250	ECON-200	Principles of Macroeconomics	08/16/05	11/10/05	08/29/05	09/08/05	10/20/05
0938	RESP-050	Introduction to Respiratory Care	08/16/05	10/06/05	08/22/05	08/30/05	09/22/05
0030	AH-090	Survey of Radiologic Technology	08/17/05	11/02/05	08/23/05	09/07/05	10/12/05
0264	EMS-021X20	Preventing Disease Transmission for EMT-1/EMT Basic	08/20/05	08/20/05	08/20/05	08/20/05	08/20/05
0270	EMS-022	Basic Life Support for EMT-1/ EMT Basic	08/20/05	08/27/05	08/20/05	08/20/05	08/27/05
0276	EMS-023	Hazardous Materials First Responder Awareness for EMT-1/EMT Basic	08/20/05	08/20/05	08/20/05	08/20/05	08/20/05
0288	EMS-150	Patient Assessment for Paramedics	08/22/05	12/06/05	09/09/05	09/21/05	11/05/05
0290	EMS-151	Introduction to EMS for Paramedics	08/22/05	12/06/05	09/09/05	09/21/05	11/05/05
0292	EMS-152	Cardiology for the EMT-Paramedic	08/22/05	12/06/05	09/09/05	09/21/05	11/05/05
0294	EMS-153	Pharmacology for the EMT-Paramedic	08/22/05	12/06/05	09/09/05	09/21/05	11/05/05
0296	EMS-154	EMS Theory for the Paramedic	08/22/05	12/06/05	09/09/05	09/21/05	11/05/05
0298	EMS-155	Skills Development for Paramedic	08/22/05	12/06/05	09/09/05	09/21/05	11/05/05
0468	FIRET-111	Public Education Officer 1	08/25/05	09/02/05	08/25/05	08/26/05	09/01/05
0300	EMS-157	Field Externship for the Paramedic	08/29/05	12/16/05	09/18/05	09/29/05	11/17/05
0284	EMS-105	Assessment of the Medical and Trauma Patient	08/30/05	10/18/05	09/05/05	09/06/05	10/04/05
0554	LRC-050	Tutor Training	09/01/05	09/29/05	09/01/05	09/08/05	09/22/05
0872	PSYCH-100	General Psychology	09/06/05	12/08/05	09/19/05	09/29/05	11/10/05
0622	MATH-090	Elementary Algebra	09/07/05	12/07/05	09/22/05	09/30/05	11/14/05
0650	MATH-095	Intermediate Algebra	09/07/05	12/07/05	09/22/05	09/30/05	11/14/05
0606	MATH-952	Prealgebra	09/07/05	12/07/05	09/22/05	09/30/05	11/14/05
0266	EMS-021X20	Preventing Disease Transmission for EMT-1/EMT Basic	09/10/05	09/10/05	09/10/05	09/10/05	09/10/05
0272	EMS-022	Basic Life Support for EMT-1/ EMT Basic	09/10/05	09/17/05	09/10/05	09/12/05	09/15/05
0278	EMS-023	Hazardous Materials First Responder Awareness for EMT-1/EMT Basic	09/10/05	09/10/05	09/10/05	09/10/05	09/10/05
1020	SPEECH-100	Elements of Public Speaking	09/12/05	12/07/05	09/25/05	10/05/05	11/16/05
1038	SPEECH-140	Small Group Communication	09/12/05	12/07/05	09/25/05	10/05/05	11/16/05
0308	EMS-290	Emergency Services Educator	09/23/05	12/09/05	09/29/05	10/07/05	11/18/05
0450	FIRET-049	Basic Firefighter Physical Fitness	09/26/05	12/14/05	10/09/05	10/18/05	11/22/05
0470	FIRET-115	Firefighter I Basic Training Academy	09/26/05	12/14/05	10/09/05	10/18/05	11/22/05
0310	EMS-921X20	Emergency Medical Technician Recert	10/03/05	10/24/05	10/03/05	10/03/05	10/17/05
0268	EMS-021X20	Preventing Disease Transmission for EMT-1/EMT Basic	10/08/05	10/08/05	10/08/05	10/08/05	10/08/05
0274	EMS-022	Basic Life Support for EMT-1/ EMT Basic	10/08/05	10/15/05	10/08/05	10/08/05	10/15/05
0280	EMS-023	Hazardous Materials First Responder Awareness for EMT-1/EMT Basic	10/08/05	10/08/05	10/08/05	10/08/05	10/08/05
0568	LRC-960X4	Developmental Study Techniques	10/10/05	12/02/05	10/18/05	10/24/05	11/16/05
0566	LRC-960X4	Developmental Study TEchniques	10/10/05	12/02/05	10/18/05	10/24/05	11/16/05
0034	AH-101	Medical Terminology	10/11/05	12/06/05	10/17/05	10/25/05	11/17/05
0940	RESP-050	Introduction to Respiratory Care	10/11/05	12/06/05	10/17/05	10/25/05	11/17/05
0618	MATH-090	Elementary Algebra	10/13/05	12/08/05	10/23/05	10/31/05	11/23/05
0670	MATH-102	College Algebra	10/13/05	12/15/05	10/24/05	11/01/05	11/30/05
0282	EMS-103	Mobile Intensive Care Nurse	10/14/05	11/18/05	10/14/05	10/21/05	11/04/05
0232	CIS-141	Routers & Routing Basics: Cisco Certified Network Associate	10/17/05	12/07/05	10/23/05	10/31/05	11/23/05
0236	CIS-143	WAN Technologies: Cisco Certified Network Associate	10/18/05	12/06/05	10/24/05	10/25/05	11/22/05
0556	LRC-050	Tutor Training	10/20/05	12/08/05	10/27/05	11/02/05	11/23/05
0312	EMS-921X20	Emergency Medical Technician Recert	11/07/05	11/28/05	11/07/05	11/07/05	11/21/05

Improving your reading, writing, and math skills is an important step in meeting your educational goals. 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. **Your Counselor will help you decide** on the best class by using your placement test results, high school and/or college grades, learning skills, motivation, and other factors. **A Counselor can show you the skills needed for each class.**

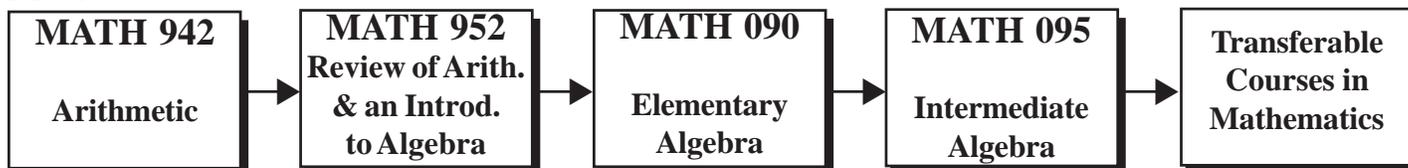
***Reading:***



***English:***



***Math:***



**Visit The Learning Center**



**3<sup>rd</sup> floor of the Library**

**7:30 am to 10:00 pm • Monday - Thursday**  
**7:30 am to 4:00 pm • Friday**

**You will be blocked from registering in a class if you have not met the prerequisite.****Q: What is a prerequisite?**

A: A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. This may be a course that must be taken before another course or a passing score on an accepted placement test. For example, in order to enroll in English 101, you must have completed English 015 (or its equivalent at another college) with a grade of C or better or have received a passing score on the CHC placement test (or acceptable equivalent).

**Q: What is a corequisite?**

A: A corequisite is a condition of enrollment consisting of a course in which must be taken at the same time as another course. For example, if you wish to take Accounting 220, you must also enroll in Accounting 221.

**Q: What is a departmental recommendation?**

A: A departmental recommendation is a skill or a defined area of knowledge that the department faculty feel is important, if not essential, for a student to succeed in the course for which it is recommended. For example, the departmental recommendations for Psychology 100 are English 101, Math 090, and passing a reading test at or above the 12th grade level.

**Q: How do I meet a prerequisite?**

A: There are several ways to meet a prerequisite. First, a student may take the prerequisite course at Crafton Hills College. Second, a student may qualify for enrollment in the course based on the college placement procedure that is given to all new students in the course (students may also provide course placements from assessments taken at other colleges. Scores alone will not be accepted.) Finally, students may meet the prerequisite by having taken the equivalent course at another college. The student must provide a copy of the transcript or grade report (an unofficial copy of the transcript is adequate but official copies submitted to the admissions office are required by the third week of semester) to a counselor who will determine whether the course is equivalent to the prerequisite course at Crafton. If the course was taken at a private or out of state college or university, the student will need to provide a copy of the catalog description. Note: Unofficial transcripts and course descriptions can often be accessed off the college or university website.

**Q: If I haven't met the prerequisite, is there any possibility that I can still take the course?**

A: A prerequisite challenge is a process that allows students to demonstrate that they can probably succeed in a course even though they have not completed the prerequisite. To begin this process, you need to see a counselor. The Counseling Center is located in the Student Services B building, Counseling Center, SSB 201. See page 2 for hours that counselors are available.

**NOTE:** Prerequisites and corequisites cannot be waived.

**Q: How long does a challenge take?**

A: The college is required to respond to your challenge within five (5) working days. If the college does not give you a decision within five (5) working days, you are allowed to remain in the class.

**Q: What do I do if I've taken the prerequisite course at another college?**

A: You need to bring an official copy of your transcript to the Counseling Office so that a counselor can verify that the course you took at another college or university meets the prerequisite. An unofficial copy of your transcript may help, but we need the official one no later than the Friday of the third week after the term starts.

**Q: What if I don't like the decision of my challenge?**

A: You MAY have the right to an appeal. If you think you may want to appeal, check with the Counseling Office.

**Students registered in classes in which they have not met the prerequisite requirements will be administratively withdrawn (see refund policy).**

**Questions: Call (909) 389-3366 or visit the Counseling Center (SSB-201)**

**FINAL EXAMS – FALL 2005**  
**For Full Semester-Length Classes**  
**Monday, December 12 – Saturday, December 17, 2005**

(Unless otherwise announced, all examinations will be held in regular classrooms.)

**DAY CLASSES**

<b>FINAL EXAM TIME</b>	<b>MONDAY, DECEMBER 12</b>	<b>TUESDAY, DECEMBER 13</b>	<b>WEDNESDAY, DECEMBER 14</b>	<b>THURSDAY, DECEMBER 15</b>	<b>FRIDAY, DECEMBER 16</b>
<b>8-10:30 a.m.</b>	<b>ENGL 015</b> All Day Classes	<u><b>7, 7:30, 8 a.m.</b></u> T Only Th Only TTh	<u><b>9 or 9:30 a.m.</b></u> M Only W Only F Only MW MWF	<u><b>9 or 9:30 a.m.</b></u> T Only Th Only TTh	<u><b>10 a.m.</b></u> M Only W Only MW MWF
<b>11-1:30 p.m.</b>	<u><b>7, 7:30, 8 a.m.</b></u> M Only W Only MW MWF	<u><b>11 or 11:30 a.m.</b></u> T Only Th Only TTh	<u><b>11 a.m.</b></u> M Only W Only MW MWF WF	Conflicts and Makeups	<u><b>11 a.m.</b></u> F Only
<b>2-4:30 p.m.</b>	<u><b>12 or 1 p.m.</b></u> M Only W Only MW MWF	<u><b>1 or 1:30 p.m.</b></u> T Only Th Only TTh	<u><b>3 or 3:30 p.m.</b></u> M Only W Only F Only MW MWF WF	<u><b>3 or 3:30 p.m.</b></u> T Only Th Only TTh	<u><b>1 p.m.</b></u> F Only

NOTE: There may be conflicts for some day classes, especially those that have an unusual meeting pattern (e.g., a day class that meets only once a week). If you have a conflict, notify your instructor at once. All conflicts should be resolved with the instructor before final exam week.

**EVENING AND SATURDAY CLASSES**

**Monday, December 12 – Saturday, December 17, 2005**  
**For all classes meeting 4 p.m. and after and Saturday classes,**  
**the final exam will be at the regular class time:**

<b>REGULAR CLASS SESSION</b>	<b>FINAL EXAM DATE</b>
Monday	December 12
<b>Monday/Wednesday</b>	December 12
Tuesday	December 13
<b>Tuesday/Thursday</b>	December 13
Wednesday	December 14
Thursday	December 15
Saturday	December 17

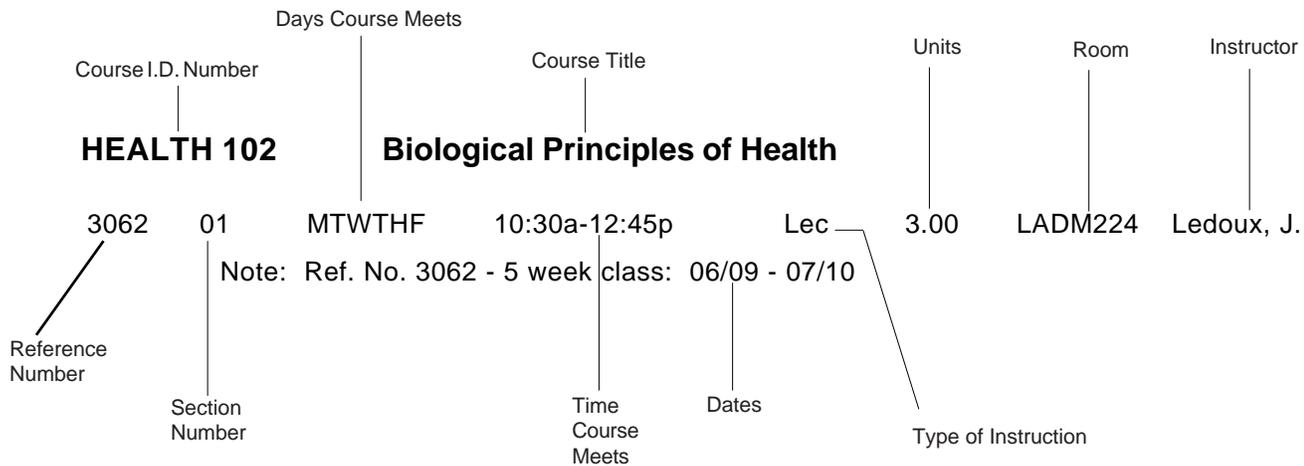
Final examinations at other than scheduled times are permitted only by petition and for circumstances clearly beyond the student's control. **Approval of individual instructors is required for such exceptions.**

Instructors who wish to give final examinations at other than scheduled times **MUST obtain prior approval from the Vice-President of Instruction.**

**No materials are to be brought by the student into the examination room other than those required by the instructor.**

<b>Note: Final Exams for SHORT-TERM CLASSES are given at the last regular class meeting. (Please refer to the Schedule of Classes for exact dates.)</b>
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## HOW TO READ THE SCHEDULE OF CLASSES



### PROCEDURE TO ADD CLASSES ONLINE AFTER THE TERM BEGINS

- ❖ Attend the first class meeting of the course you wish to add.
- ❖ If space is available, ask the instructor for an “Add Authorization Code.”
- ❖ Access our website at [www.craftonhills.edu](http://www.craftonhills.edu).
- ❖ Click on “Apply/Register” from the top menu.
- ❖ Click on “Register/Add/Drop Classes from the Register column.”
- ❖ Click on “Add Courses-Online”
- ❖ Log in (first-time users log in with your SSN (111111111)). Your PIN is your date of birth (MMDDYY).
- ❖ Click on the appropriate term.
- ❖ Click on “ADD New Section.”
- ❖ Enter the 4 digit reference # in the box provided (only one class can be added at a time) and press “Enter.”
- ❖ When prompted, enter the “Add Authorization Code” the instructor has given you.
- ❖ Follow the prompts and instructions on the screen.
- ❖ Pay all registration fees immediately to avoid being administratively dropped from your classes. You may pay online using Visa or Mastercard, or pay in person in the Admissions & Records Office (SSA-213).

If you have difficulty logging in or have forgotten your password, e-mail by clicking on the "**Help**" link at the login prompt or call (909) 384-4357 (H.E.L.P.) The Authorization Code must be used **IMMEDIATELY** to guarantee official enrollment.

Ref Sec Days Time Type / Units Room Instructor

# A C C O U N T I N G

## ACCT 198 Accounting Work Experience **2.00 – 4.00 Units**

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

*Associate Degree Applicable*  
*Course credit limited transfer to CSU.*  
*Contact a counselor for details.*

**PREREQUISITE:** Enrolled in 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.

0002	01	ARR	10 HRS/WK	WRKEX	2.00	OE2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.							
OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0004	02	ARR	15 HRS/WK	WRKEX	3.00	OE2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.							
OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0006	03	ARR	20 HRS/WK	WRKEX	4.00	OE2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.							
OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							

## ACCT 208 Introduction to Financial Accounting **4.00 Units**

Fundamental concepts and procedures of financial accounting including the use, interpretation and preparation of financial statements. Replaces ACCT 210/211. (Formerly ACCT 210)

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

0008	01	TTH	09:00a-10:50a	LEC	4.00	BC-104	O'Toole, R
0010	02	MW	07:00p-08:50p	LEC	4.00	BC-104	Allison, G

## ACCT 209 Introduction to Managerial Accounting **4.00 Units**

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. Replaces ACCT 220/221. (Formerly ACCT 220)

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
**PREREQUISITE:** ACCT 105 or ACCT 208

0012	01	MW	07:00p-08:50p	LEC	4.00	LADM-217	May, M
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Ref Sec Days Time Type / Units Room Instructor

## ACCT 226 Cost Accounting **4.00 Units**

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.

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

**DEPARTMENTAL RECOMMENDATIONS:** Reading: Pass a standardized test of reading comprehension at or above the 12th grade level, ENGL 015 and MATH 942

0014	01	TH	06:00p-09:50p	LEC	4.00	BC-104	O'Toole, R
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# A D M I N I S T R A T I O N O F J U S T I C E

## ADJUS 101 Introduction to Administration of Justice **3.00 Units**

The history and philosophy of 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.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
**CAN (California Articulation Number) AJ 2**  
**DEPARTMENTAL RECOMMENDATION:** Eligibility for ENGL 101

0016	01	M	07:00p-09:50p	LEC	3.00	OE2-214A	Pastuschek, S
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## ADJUS 104 Legal Aspects of Evidence **3.00 Units**

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.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
**DEPARTMENTAL RECOMMENDATION:** Eligibility for ENGL 101

0018	01	TTH	09:00a-10:20a	LEC	3.00	OE2-214A	Keller, D
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## ADJUS 107 Concepts of Enforcement Services **3.00 Units**

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

*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
**DEPARTMENTAL RECOMMENDATION:** Eligibility for ENGL 101

0020	01	T	07:00p-09:50p	LEC	3.00	OE2-214A	Pastuschek, S
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**BOLD** print on time pattern denotes evening classes

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## ADMINISTRATION OF JUSTICE

### ADJUS 108 Juvenile Procedures 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATIONS: ADJUS 101 and Eligibility for ENGL 101*

0022	01	MW	09:00a-10:50a	LEC	3.00	0E2-214A	Keller, D
Note: Ref. No. 0022 - 12 week class: 08/15 - 11/07							

### ADJUS 198 Administration of Justice Work Experience 2.00 - 4.00 Units

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

*PREREQUISITE: Enrolled in 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.*

0024	01	ARR	10 HRS/WK	WRKEX	2.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0026	02	ARR	15 HRS/WK	WRKEX	3.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0028	03	ARR	20 HRS/WK	WRKEX	4.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							

## ALLIED HEALTH SERVICES

### AH 090 Survey of Radiologic Technology 1.50 Units

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

*Associate Degree Applicable*

0030	01	W	05:00p-06:50p	LEC	1.50	BC-101	Hunter, M Preszler, J
Note: Ref. No. 0030 - 12 week class: 08/17 - 11/02							

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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### AH 101 Medical Terminology 3.00 Units

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

0032	01	TH	03:00p-05:50p	LEC	3.00	LADM-304	Bray, L
0034	03	TTH	06:00p-08:50p	LEC	3.00	CHS-123	Abel, T
Note: Ref. No. 0034 - 8 week class: 10/11 - 12/06							

0036	02	TH	06:00p-08:50p	LEC	3.00	LADM-304	Bray, L
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### AH 198 Allied Health Work Experience 2.00 - 4.00 Units

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

*PREREQUISITE: Enrolled in 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.*

0038	01	ARR	10 HRS/WK	WRKEX	2.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0040	02	ARR	15 HRS/WK	WRKEX	3.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0042	03	ARR	20 HRS/WK	WRKEX	4.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							

## AMERICAN SIGN LANGUAGE

### ASL 101 American Sign Language I 4.00 Units

Introduction to American Sign Language as used by the deaf community in the United States and other parts of the world.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101*

0044	01	MW	07:00p-08:50p	LEC	4.00	CHS-122	Chavoushi, M
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PRIORITY WEB/TELEPHONE REGISTRATION

JULY 6 - 26, 2005

OPEN WEB/TELEPHONE REGISTRATION

JULY 27 - AUGUST 10, 2005

INSTRUCTION BEGINS

AUGUST 15, 2005

Ref Sec Days Time Type / Units Room Instructor

# ANATOMY

## ANAT 101 Essentials of Human Anatomy and Physiology 4.00 Units

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.

*Associate Degree Applicable  
Course credit transfers to CSU.*

0046	01	TTH	07:30a-08:50a	LEC	4.00	LADM-224	Jonasson, M
		T	09:00a-11:50a	LAB		LADM-225	Jonasson, M
0048	02	TTH	07:30a-08:50a	LEC	4.00	LADM-224	Jonasson, M
		TH	09:00a-11:50a	LAB		LADM-225	Jonasson, M
0050	03	M	06:00p-08:50p	LEC	4.00	CHS-242	Staff
		W	06:00p-08:50p	LAB		LADM-225	Staff

## ANAT 150 Human Anatomy and Physiology I 4.00 Units

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, mycology, and the integumentary, and nervous systems.

*Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) BIOL SEQ B*

0052	06	MW	07:30a-08:50a	LEC	4.00	LADM-224	Jonasson, M
		M	09:00a-11:50a	LAB		LADM-225	Jonasson, M
0054	07	MW	07:30a-08:50a	LEC	4.00	LADM-224	Jonasson, M
		W	09:00a-11:50a	LAB		LADM-225	Jonasson, M
0056	03	TTH	05:00p-06:20p	LEC	4.00	CHS-242	Herbert, S
		T	06:30p-09:20p	LAB		LADM-225	Herbert, S
0058	04	TTH	05:00p-06:20p	LEC	4.00	CHS-242	Herbert, S
		TH	06:30p-09:20p	LAB		LADM-225	Herbert, S

## ANAT 151 Human Anatomy and Physiology II 4.00 Units

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.

*Associate Degree Applicable  
Course credit transfers to both CSU and UC.  
CAN (California Articulation Number) BIOL SEQ B  
PREREQUISITE: ANAT 150*

0060	01	TTH	01:00p-02:20p	LEC	4.00	LADM-304	Jonasson, M
		TTH	02:30p-03:50p	LAB		LADM-225	Jonasson, M

## Maricris Blanco Ebero Anatomy and Physiology Graduate



"My parents are big on education," said 18-year-old Anatomy and Physiology Major Maricris Blanco Ebero. "They believe education is the only thing they can pass on to my sister and to me that has true value and that we can use in the future."

Ebero's goals are to become a nurse and, ultimately, a doctor. "Hopefully, I can be a pediatrician some day because I like working with children," Ebero said. "I was inspired by my mom, who was a pediatrician in the Philippines. My dad was a surgeon."

Ebero's mom and dad gave up their careers as doctors in the Philippines to immigrate to the United States, where they are both currently working as nurses. "My parents are saving money for me and for my sister to go to medical school," Ebero said. "I believe I can help a lot of people. For me, it's not about money, it's about helping people -- being there for them and caring for them."

Ebero began attending CHC after graduating from high school at 16. She earned a 4.0 grade point average at CHC and was awarded three scholarships.

"The scholarships I received did not only help me financially, but they also inspired me to do good work in my studies," she said. "It showed me that making an effort and doing well in my studies has its rewards. In time, I will be able to give back to the community that was so generously given to me."

Ebero chose CHC as the first step in her higher education because it is near home and has a pretty campus. "The campus is very green and nice to look at," she said. "It's quiet and calming. You feel as if you're surrounded by an ambience that supports your studies."

"The instructors are really awesome," she said. "They're really approachable. I like that. They're willing to take the time outside of class to help you if you don't understand."

Ebero is currently in the CSUSB Nursing Program. Ultimately, she hopes to attend UCLA Medical School.

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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# ANTHROPOLOGY

## ANTHRO 102 Cultural Anthropology 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ANTH 4*

*DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101*

0064	02	TTH	11:00a-12:20p	LEC 3.00	CHS-242	Sorensen, K
0066	01	S	08:30a-10:20a 08/20/05	LEC 3.00	CHS-242	Broyles, L
		S	08:30a-10:20a 09/24/05	LEC	CHS-242	Broyles, L
		S	08:30a-10:20a 10/08/05	LEC	CHS-242	Broyles, L
		S	08:30a-10:20a 11/19/05	LEC	CHS-242	Broyles, L
		S	08:30a-10:20a 12/03/05	LEC	CHS-242	Broyles, L

This telecourse includes televised lectures aired weekly on KVCN-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Chemistry & Health Sciences Building, Room 242 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

## ANTHRO 106 Physical Anthropology 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ANTH 2*

*DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101*

0068	01	TTH	01:30p-02:50p	LEC 3.00	CL-106	Sorensen, K
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# ART

## ART 100 Art History I: Prehistoric Art to Medieval Art 3.00 Units

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

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ART 2*

*CAN (California Articulation Number) ART SEQ A*

0070	01	MW	01:00p-02:20p	LEC 3.00	CHS-242	Staff
0072	02	TH	07:00p-09:50p	LEC 3.00	CHS-242	Staff

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## ART 102 Art History II: Renaissance Art to Modern Art 3.00 Units

Survey of outstanding periods in the 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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ART 4*

*CAN (California Articulation Number) ART SEQ A*

0074	01	TTH	09:30a-10:50a	LEC 3.00	CHS-242	Edwards, J
0076	02	T	06:00p-08:50p	LEC 3.00	BC-101	Petrovic, S

## ART 120X4 Basic Design 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*Note: ART 120X4 may be taken 4 times*

0078	01	MW	09:00a-09:50a	LEC 3.00	0E1-101	Wurmbrand, M
		MW	10:00a-11:50a	LAB	0E1-101	Wurmbrand, M

## ART 124X4 Drawing 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ART 8*

*Note: ART 124X4 may be taken 4 times*

0080	01	MW	12:00p-12:50p	LEC 3.00	0E1-101	Wurmbrand, M
		MW	01:00p-02:50p	LAB	0E1-101	Wurmbrand, M

## ART 126X4 Painting 3.00 Units

Exploration of concepts, techniques, and materials of painting.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ART 10*

*Note: ART 126X4 may be taken 4 times*

0082	02	MW	03:00p-03:50p	LEC 3.00	0E1-101	Petrovic, S
		MW	04:00p-05:50p	LAB	0E1-101	Petrovic, S
0084	01	TTH	11:00a-11:50a	LEC 3.00	0E1-101	Wurmbrand, M
		TTH	12:00p-01:50p	LAB	0E1-101	Wurmbrand, M

## ART 132X4 Life Drawing 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ART 24*

*Note: ART 132X4 may be taken 4 times*

0086	01	MW	06:00p-06:50p	LEC 3.00	0E1-101	Petrovic, S
		MW	07:00p-08:50p	LAB	0E1-101	Petrovic, S

Ref Sec Days Time Type / Units Room Instructor

# ASTRONOMY

## ASTRON 150 Introduction to Astronomy 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0088	01	MWF	10:00a-10:50a	LEC	3.00	LADM-224	Adams, M
0090	02	W	07:00p-08:50p	LEC	3.00	BC-101	Benson, B
			08/24/05				
		W	07:00p-08:50p	LEC		BC-101	Benson, B
			10/19/05				
		W	07:00p-08:50p	LEC		BC-101	Benson, B
			10/26/05				
		W	07:00p-08:50p	LEC		BC-101	Benson, B
			11/16/05				
		W	07:00p-08:50p	LEC		BC-101	Benson, B
			12/14/05				



This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

## ASTRON 160 Astronomy Laboratory 1.00 Unit

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**COREQUISITE: ASTRON 150**

0092	01	M	01:00p-03:50p	LAB	1.00	LADM-115	Adams, M
0094	02	T	11:00a-01:50p	LAB	1.00	LADM-115	Holstrom, G
0096	03	T	02:00p-04:50p	LAB	1.00	LADM-115	Holstrom, G
0098	04	W	01:00p-03:50p	LAB	1.00	LADM-115	Adams, M
0100	05	TH	01:00p-03:50p	LAB	1.00	LADM-115	Adams, M

# BIOLOGY

## BIOL 100 General Biology 4.00 Units

Study of the biological principles including those in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0102	01	MW	07:30a-08:50a	LEC	4.00	CHS-242	Sadler, R
		M	01:00p-03:50p	LAB		LADM-211	Sadler, R
0104	02	MW	07:30a-08:50a	LEC	4.00	CHS-242	Sadler, R
		W	01:00p-03:50p	LAB		LADM-211	Sadler, R
0106	04	TTH	11:00a-12:20p	LEC	4.00	LADM-224	Sadler, R
		T	01:00p-03:50p	LAB		LADM-211	Sadler, R
0108	05	TTH	11:00a-12:20p	LEC	4.00	LADM-224	Sadler, R
		TH	01:00p-03:50p	LAB		LADM-211	Sadler, R
0110	03	TTH	05:30p-06:50p	LEC	4.00	LADM-224	Sadler, R
		T	07:00p-09:50p	LAB		LADM-211	Sadler, R
0112	06	TTH	05:30p-06:50p	LEC	4.00	LADM-224	Sadler, R
		TH	07:00p-09:50p	LAB		LADM-211	Sadler, R

## Jennifer Myerscough Art Graduate



"I love working in art," said CHC Art Graduate Jennifer Myerscough. "When you're doing something that you're made to do, it feels right. It feels good to create."

Myerscough, who earned her associate degree in art last spring, decided to continue attending CHC to hone her art skills and build her portfolio. "I'm taking advantage of having access to the great art teachers," she said. "They have a really good art department here."

"The art teachers see something in me and have pulled me along so I can see what my gifts are. They're really encouraging and supportive."

In addition to taking prerequisites for four-year college, Myerscough has taken classes in life drawing, charcoal, oil painting, ink and pencil drawing, and Photoshop.

"Art is relaxing and, at the same time, I always get excited about the most current project," she said. "Every time I finish something, I think it's better than the last project I did. I can see I'm progressing."

Myerscough utilized her art skills to create two CHC Fine Arts calendars, which were printed in bulk and mailed to the community. She also designed invitations for campus events, and she has been asked to design the cover for the 2005 CHC commencement program.

Additionally, Myerscough has displayed her artwork at the CHC Art Gallery, located in the Performing Arts Center. "The art receptions are really nice," she said. "There's live music and it's a fun atmosphere. So many people show up. It's a nice atmosphere to mingle, meet new people and show off your work."

"The gallery is great," she said. "They have a variety of art shows. It's really cool to be able to go with your friends and see the different exhibits. It feels good to have your stuff on the wall, matted and next to all these other pieces. The variety of work on the wall brings every other piece out. It gives you a sense of accomplishment."

Myerscough plans to transfer to the Art Center School of Design in Pasadena.

"I want to thank the art instructors for all the effort they have put into us and for making it possible to show our work for others to see," she said.

Ref Sec Days Time Type/Units Room Instructor

## BIOLOGY

### BIOL 123 Ecology and Environment 3.00 Units

Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0114	02	T	05:00p-06:50p	LEC	3.00	LADM-121	Jonasson, M
			08/23/05				
		T	05:00p-06:50p	LEC		LADM-121	Jonasson, M
			09/20/05				
		T	05:00p-06:50p	LEC		LADM-121	Jonasson, M
			10/11/05				
		T	05:00p-06:50p	LEC		LADM-121	Jonasson, M
			11/08/05				
		T	05:00p-06:50p	LEC		LADM-121	Jonasson, M
			12/06/05				

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates & times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Laboratory/Administration Building, Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

### BIOL 130 Cell and Molecular Biology 4.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) BIOL 2*

*PREREQUISITE: CHEM 101 or CHEM 150 and MATH 095*

0116	01	T	08:00a-10:50a	LEC	4.00	LADM-211	Shimeld, L
		TH	08:00a-10:50a	LAB		LADM-201	Shimeld, L

## BUSINESS ADMINISTRATION

### BUSAD 100 Introduction to Business 3.00 Units

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

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*DEPARTMENTAL RECOMMENDATION: ENGL 101, Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level.*

0118	01	MW	09:00a-10:20a	LEC	3.00	BC-104	O'Toole, R
0120	02	TTH	01:00p-02:20p	LEC	3.00	BC-104	O'Toole, R
0124	03	T	07:00p-09:50p	LEC	3.00	BC-104	Blaylock, A

0122	04	F	03:00p-04:50p	LEC	3.00	CL-218	Brink, T
		ARR	1 HRS/WK	LEC		CL-218	Brink, T

**Note:** This hybrid class meets once a week on campus. The arranged hours require that you have internet access and can "go online" on a regular basis.

Ref Sec Days Time Type/Units Room Instructor

### BUSAD 105 Small Business Management 3.00 Units

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATIONS: Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level, and ENGL 015.*

0126	01	T	06:30p-09:20p	LEC	3.00	BC-106	Shook, W
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### BUSAD 145 Business Communication 4.00 Units

Principles and techniques of effective oral and written communication in business environments.

*This course is also offered as SPEECH-145.*

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

0128	01	TTH	06:00p-07:50p	LEC	4.00	BC-105	Carter, D
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### BUSAD 198 Business Administration Work Experience

2.00 – 4.00 Units

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

*PREREQUISITES: Enrolled in 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.*

0130	01	ARR	10 HRS/WK	WRKEX	2.00	OE2-205	McCormick, K
							Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.
0132	02	ARR	15 HRS/WK	WRKEX	3.00	OE2-205	McCormick, K
							Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.
0134	03	ARR	20 HRS/WK	WRKEX	4.00	OE2-205	McCormick, K
							Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

### BUSAD 210 Business Law 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) BUS 8*

*DEPARTMENTAL RECOMMENDATIONS: Reading: Pass a standardized test of reading comprehension at or above the 12<sup>th</sup> grade level; ENGL 015*

0136	01	TTH	08:00a-09:20a	LEC	3.00	BC-105	Schall, D
0138	02	M	07:00p-09:50p	LEC	3.00	BC-105	Schall, D

Ref	Sec	Days	Time	Type / Units	Room	Instructor
<b>BUSAD 230 Using Computers for Business 3.00 Units</b>						
Introduction to computer and information technology. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases. No previous computer experience is required.						
<i>This course is also offered as CIS 101.</i>						
<i>Associate Degree Applicable</i>						
<i>Course credit transfers to both CSU and UC.</i>						
0140	01	M	07:00p-09:50p	LEC 3.00	LADM-101	Co1e,E

# CHEMISTRY

<b>CHEM 101 Introduction to Chemistry 4.00 Units</b>						
Introduction to college chemistry, with an emphasis on the general principles of chemistry, including critical thinking, analysis and problem solving in chemistry.						
<i>Associate Degree Applicable</i>						
<i>Course credit transfers to CSU.</i>						
<i>Limited transfer to UC; contact a counselor for details.</i>						
<i>CAN (California Articulation Number) CHEM 6</i>						
<i>PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process</i>						
0142	03	MWF	11:00a-11:50a	LEC 4.00	CHS-242	Salt,K
		M	12:00p-02:50p	LAB	CHS-238	Boebinger,K
0144	04	MWF	11:00a-11:50a	LEC 4.00	CHS-242	Salt,K
		W	12:00p-02:50p	LAB	CHS-232	Salt,K
0146	01	TTH	07:30a-08:50a	LEC 4.00	CHS-242	Boebinger,K
		T	09:00a-11:50a	LAB	CHS-238	Boebinger,K
0148	02	TTH	07:30a-08:50a	LEC 4.00	CHS-242	Boebinger,K
		TH	09:00a-11:50a	LAB	CHS-238	Boebinger,K

<b>CHEM 102 Introduction to Organic Chemistry 4.00 Units</b>						
Introduction to college organic chemistry, with an emphasis on the fundamental principles of organic chemistry.						
<i>Associate Degree Applicable</i>						
<i>Course credit transfers to CSU.</i>						
<i>Limited transfer to UC; contact a counselor for details.</i>						
<i>CAN (California Articulation Number) CHEM 8</i>						
<i>PREREQUISITE: CHEM 101 or CHEM 150</i>						
0152	01	MW	09:00a-10:20a	LEC 4.00	LADM-211	Boebinger,K
		W	10:30a-01:20p	LAB	CHS-238	Boebinger,K

## Mike Pasillas Anatomy Major and 2005-2006 CHC Student Trustee



"I was always taught to value an education," said CHC anatomy major and 2005-2006 CHC Student Trustee. Mike Pasillas. "I will never stop getting an education, no matter what I'm doing."

According to Pasillas, like many parents, his dad and mom want him to have an even better life than they've had. He has worked in construction for his dad his whole life. Meanwhile, his mom, who is a product of Redlands High School, Crafton Hills College, and the University of Redlands, motivates him to get a college degree. His mom, Betty Hill, earned a masters in education at the University of Redlands and works as a counselor at Redlands East Valley High School.

"I wasn't sure about what I wanted to do, and my mom encouraged me to enroll here," Pasillas said. "Once I pinpointed the medical field, I started taking the prerequisites."

Pasillas, who plans to eventually earn a bachelor's degree in nursing, particularly likes anatomy and physiology. "Anatomy involves hands-on and visual learning," he said. "That's natural for me. I'm a very tactile person."

Pasillas notes that outside of school, he uses his hands extensively in construction and playing the drums. "I like to feel things and see how they work," he said. "I like the medical field. The body is an amazing machine. Doctors aren't miracle workers; they have to know how the body works."

"I enjoy working with people and making people feel better. I want to do something positive. You can make a difference in people's lives and make a very fulfilling living."

Pasillas has also participated in CHC Student Senate. Last year, he was vice-president of external affairs, and this year he served as the Associated Student Body president.

"In the Student Senate, you learn about leadership and teamwork," Pasillas said. "It's all about collaboration and cooperation."

**Payment must be received by the Admissions and Records Office within 3 working days after registering, or you will be dropped from your classes.**

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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# CHEMISTRY

## CHEM 150 General Chemistry I 5.00 Units

First semester of a two semester general chemistry sequence. The course is a study of the fundamental principles of chemistry. Topics include: atomic structure, bonding, the periodic table, stoichiometry, chemical reactions and nomenclature (the name of chemicals).

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) CHEM 2*

*CAN (California Articulation Number) CHEM SEQ A*

*PREREQUISITE: MATH 095 or eligibility for MATH 102 as*

*determined through the Crafton Hills College assessment process*

0154	01	MWF	10:00a-10:50a	LEC	5.00	CHS-242	Salt, K
		TTH	08:00a-10:50a	LAB		CHS-232	Salt, K
0156	02	MWF	10:00a-10:50a	LEC	5.00	CHS-242	Salt, K
		TTH	12:30p-03:20p	LAB		CHS-232	Salt, K
0158	03	MW	05:30p-06:50p	LEC	5.00	CHS-122	Gonzalez, A
		MW	07:00p-09:50p	LAB		CHS-232	Gonzalez, A

## CHEM 151 General Chemistry II 5.00 Units

Continuation of CHEM 150. This course will cover such topics as kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, nuclear reactions and chemistry of coordination compounds.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) CHEM 4*

*CAN (California Articulation Number) CHEM SEQ A*

*PREREQUISITE: CHEM 150*

0160	01	TTH	11:00a-12:20p	LEC	5.00	CHS-122	Salt, K
		TTH	08:00a-10:50a	LAB		CHS-232	Salt, K
0162	20	TTH	11:00a-12:20p	LEC	5.00	CHS-122	Salt, K
		TTH	12:30p-03:20p	LAB		CHS-232	Salt, K

## CHEM 212 Organic Chemistry I 4.00 Units

First semester of a two semester organic chemistry sequence. Study of modern organic chemistry including structure, nomenclature, reactivity, synthesis, and reaction mechanisms.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*PREREQUISITE: CHEM 151*

0164	01	MWF	08:00a-08:50a	LEC	4.00	LADM-211	Boebinger, K
		F	09:00a-11:50a	LAB		CHS-238	Boebinger, K

# CHILD DEVELOPMENT

## CD 100 Introduction to Child Development 3.00 Units

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. Explores career paths and professional growth.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

0166	01	TTH	09:00a-10:20a	LEC	3.00	LADM-304	Jones, M
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Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## CD 105 Child Growth and Development 3.00 Units

Study of human development from conception through adolescence within cultural and family contexts. Examination of cognitive, physical, social and emotional development. Observational study of children.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0168	01	MW	09:00a-10:20a	LEC	3.00	CDC-115	Searle-Grassick, J
0170	02	MW	01:00p-02:20p	LEC	3.00	CDC-115	Searle-Grassick, J
0172	03	TTH	09:00a-10:20a	LEC	3.00	CDC-115	Searle-Grassick, J
0174	04	TTH	01:00p-02:20p	LEC	3.00	CDC-115	Searle-Grassick, J
0176	06	T	06:00p-08:50p	LEC	3.00	OE1-120	McPeck, C

0178	05	F	04:00p-05:50p	LEC	3.00	SBVC	Barnett, K
			08/26/05				
		F	04:00p-05:50p	LEC		SBVC	Barnett, K
			09/23/05				
		F	04:00p-05:50p	LEC		SBVC	Barnett, K
			10/14/05				
		F	04:00p-05:50p	LEC		SBVC	Barnett, K
			11/18/05				
		F	04:00p-05:50p	LEC		SBVC	Barnett, K
			12/02/05				



This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Chemistry Building, Room 129 at SAN BERNARDINO VALLEY COLLEGE in San Bernardino. Please see the Distributed Education section of this schedule for more detailed information.

## CD 112 Programs and Practices in Child Development

3.00 Units

General overview of curriculum design for early childhood programs. Includes planning, implementation and evaluation of curriculum and programs.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATION: CD 105*

0180	01	TTH	11:00a-12:20p	LEC	3.00	CDC-115	Jones, M
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## CD 126 Child, Family and Community 3.00 Units

Examines the effects of family and community on a child's development. Interaction between children, family, school, peers, media and community are explored.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATION: CD 105*

0182	01	MW	11:00a-12:20p	LEC	3.00	CDC-115	Jones, M
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## CD 133 Creative Science and Math Activities for Children 3.00 Units

Study of basic scientific theories and practices for teaching young children simple methods and processes of science and math. Emphasis on preparing developmentally appropriate science and math experiences for children.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATION: CD 105*

0184	01	M	06:00p-08:50p	LEC	3.00	CDC-115	Jones, M
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Ref Sec Days Time Type / Units Room Instructor

**CD 136 Creative Art Activities for Children 3.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATION: CD 105*

0186 01 TH 07:00p-09:50p LEC 3.00 CDC-115 McPeck, C

**CD 198 Child Development Work Experience 2.00 - 4.00 Units**

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

*PREREQUISITE: Enrolled in 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.*

0188 01 ARR 10 HRS/WK WRKEX 2.00 OE2-205 McCormick, K

Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.

OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

0190 02 ARR 15 HRS/WK WRKEX 3.00 OE2-205 McCormick, K

Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.

OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

0192 03 ARR 20 HRS/WK WRKEX 4.00 OE2-205 McCormick, K

Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.

OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

**CD 205X2 Child Growth and Development Laboratory 4.00 Units**

Supervised participation in a group program for preschool children.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Note: CD 205X2 may be taken 2 times*

*PREREQUISITE: CD 105*

0194 01 TH 05:30p-06:50p LEC 4.00 CDC-115 Searle-Grassick, J  
ARR 7.5 HRS/WK LAB CDC-115 Searle-Grassick, J

**CD 270 Mentor Teacher/Adult Supervision 3.00 Units**

Methods and principles of supervising and mentoring student teachers in early childhood settings.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*PREREQUISITE: CD 105*

0196 01 W 06:00p-07:50p LEC 3.00 CDC-115 McLaren, M  
ARR 3 HRS/WK LAB CDC-115 McLaren, M

**Melissa Duffy  
Liberal Arts Major**



"I love people in general, especially children," said 30-year-old liberal arts major Melissa Duffy, whose goal is to become a teacher. "I have a strong desire to reach people on an emotional level."

While taking liberal arts classes at CHC and trying to determine her major, Duffy decided teaching was her calling because she wanted to make a difference in children's lives. Having a son of her own, she liked the idea of teaching elementary school children.

She initially decided to attend college because she wanted a good job to better support her six-year-old son.

"I want a better salary, health benefits, and good retirement," she said. "The older you get, the wiser you become. Being a mother, your priorities change. You take life and education more seriously."

She chose Crafton because it was close to home. "My son goes to school in Redlands, so it's easy to drive up here," she said. "I also like the campus. I love walking around. It makes you feel good to be up here. It's so beautiful."

Duffy believes being a college student at 30 has its advantages. "You are more mature and take education a lot more seriously," she said.

She has a high regard for her instructors. "They're really down to earth and genuinely interested in your life," she said. "If you have a problem, they're really willing to help you one on one. They connect on a personal level, and it really puts me more at ease."

"I don't want to waste their time. I just want to do my best."

When enrolling at CHC, Duffy took the initiative to visit the financial aid office and see what types of financial assistance were available. She qualified for a Pell Grant. "If I didn't get a Pell Grant, I wouldn't be able to afford school," she said. "It also motivated me to go to school full force because I didn't have to worry as much about finances. I didn't have to take extra shifts at my work."

Duffy credits her college experience with helping her discover new interests and new skills. "Juggling work, my son, and school have been a challenge," she said. "It has also been a really good experience. I've enjoyed it."

**BOLD** print on time pattern denotes evening classes

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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# COMPUTER INFORMATION SYSTEMS

## CIS 198 Computer Information Systems Work Experience 2.00 - 4.00 Units

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

**PREREQUISITE:** Enrolled in 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.

0198	01	ARR	10 HRS/WK	WRKEX 2.00	OE2-205	McCormick, K
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Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

0200	02	ARR	15 HRS/WK	WRKEX 3.00	OE2-205	McCormick, K
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Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

0202	03	ARR	20 HRS/WK	WRKEX 4.00	OE2-205	McCormick, K
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Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

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

Introduction to computer and information technology. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases. No previous computer experience is required.

*This course is also offered as BUSAD 230.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) CSCI2*

0204	01	MW	07:30a-08:50a	LEC 3.00	LADM-101	Romano, N
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0206	02	MW	09:00a-10:20a	LEC 3.00	LADM-101	Pace-Pequeno, C
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0208	03	MW	11:00a-12:20p	LEC 3.00	LADM-101	Pace-Pequeno, C
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0210	04	MW	01:00p-02:20p	LEC 3.00	LADM-217	Davenport, M
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0212	06	TTH	09:00a-10:20a	LEC 3.00	LADM-101	Davenport, M
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0214	07	TTH	11:00a-12:20p	LEC 3.00	LADM-101	Davenport, M
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0216	05	T	06:00p-08:50p	LEC 3.00	LADM-101	Davenport, M
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0218	08	TH	06:00p-08:50p	LEC 3.00	LADM-101	Papp, E
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## CIS 103 Programming in Visual Basic 3.00 Units

Introduction to standards and conventions of programming a graphical user interface using Visual Basic.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) CSCI 2*

0220	01	TTH	09:00a-10:20a	LEC 3.00	LADM-217	Pace-Pequeno, C
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Plan your route with CISCO (since they produce routers).

Teaching basic to advanced Internet Technology skills, the Cisco Networking Academy program prepares students for industry standard certifications, including Cisco Certified Network

Associate (CCNA) and Cisco Certified Network Professional (CCNP), as well as Network+ certification.

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## CIS 111 Web Page Programming and Design 3.00 Units

Web page design and implementation. Coverage of the planning process, design issues and coding of web pages.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

0222	01	M	05:30p-06:50p	LEC 3.00	LADM-217	Pace-Pequeno, C
		ARR	1.5 HRS/WK	LEC	LADM-217	Pace-Pequeno, C

NOTE: This hybrid class meets once a week on campus. Arranged hours are completed either in the computer lab or at home over the Internet.

## CIS 114 C++ Programming I 3.00 Units

Introduction to C++ programming language. Includes program development and implementation.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

0224	01	MW	09:00a-10:20a	LEC 3.00	LADM-217	Romano, N
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## CIS 125 Introduction to C#.NET Programming 3.00 Units

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.

*Associate Degree Applicable*

0226	01	TH	06:00p-08:50p	LEC 3.00	LADM-217	Davenport, M
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## CIS 130 Hardware and Information Technology 3.00 Units

Hands-on course covering basic computer hardware, software, maintenance and training. Includes hardware components, troubleshooting, end-user training, and organizational information strategies.

*Associate Degree Applicable*

*DEPARTMENTAL RECOMMENDATIONS: CIS 101 and CIS 109*

0228	01	F	09:00a-11:50a	LEC 3.00	LADM-216	Romano, N
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## CIS 140 Networking Basics: Cisco Certified Network Associate (CCNA 1) 3.75 Units

Hands-on course covering networking terminology, network protocols, Local Area Networks (LANs), Wide Area Networks (WANs), the Open System Interconnection (OSI) model, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. First in a four-course sequence in preparation for Cisco Certified Network Associate (CCNA) exam.

*Associate Degree Applicable*

*DEPARTMENTAL RECOMMENDATION: CIS 101*

0230	01	MW	09:00a-11:50a	LEC 3.75	LADM-220	Hoyt, D
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		MW	12:00p-12:50p	LAB	LADM-220	Hoyt, D
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		ARR	2.5 HRS/WK	LAB	LADM-220	Hoyt, D
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Note: Ref. No. 0230 - 8 week class: 08/15 - 10/10

Ref Sec Days Time Type/Units Room Instructor

**CIS 141 Routers and Routing Basics: Cisco Certified Network Associate (CCNA 2) 3.75 Units**

Second of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Hands-on course covering initial router configuration, Cisco IOS Software Management, routing protocol configuration, Transmission Control Protocol/Internet Protocol (TCP/IP), and Access Control Lists (ACLs). Students will learn how to configure a router, manage Cisco's Internetworking Operating System (IOS) software, configure routing protocols, and develop ACLs to secure Cisco routers.

*Associate Degree Applicable*  
**PREREQUISITE: CIS 140**

0232	01	MW	09:00a-11:50a	LEC	3.75	LADM-220	Hoyt, D
		MW	12:00p-12:50p	LAB		LADM-220	Hoyt, D
		ARR	2.5 HRS/WK	LAB		LADM-220	Hoyt, D

Note: Ref. No. 0232 - 8 week class: 10/17 - 12/07

**CIS 142 Switching Basics and Intermediate Routing: Cisco Certified Network 3.75 Units**

Third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. 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-base VLANs.

*Associate Degree Applicable*  
**PREREQUISITE: CIS 141**

0234	01	T	05:30p-08:20p	LEC	3.75	LADM-220	Hoyt, D
		ARR	3 HRS/WK	LEC		LADM-220	Hoyt, D
		T	08:30p-09:50p	LAB		LADM-220	Hoyt, D
		ARR	3 HRS/WK	LAB		LADM-220	Hoyt, D

Note: Ref. No. 0234 - 8 week class: 08/16 - 10/04  
 Note: This hybrid class meets once a week on campus. Arranged hours are completed either in the computer lab or at home over the Internet.

**CIS 143 WAN Technologies: Cisco Certified Network Associate (CCNA 4) 3.75 Units**

Last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Hands-on course focusing on advanced IP addressing techniques, Network Address Translation (NAT), Port Address Translation (PAT), Dynamic Host Configuration Protocol (DHCP), WAN technology and terminology, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial-on-Demand Routing (DDR), Frame Relay, network management, and introduction to optical networking. Will include CCNA exam preparation.

*Associate Degree Applicable*  
**PREREQUISITE: CIS 142**

0236	01	T	05:30p-08:20p	LEC	3.75	LADM-220	Hoyt, D
		ARR	3 HRS/WK	LEC		LADM-220	Hoyt, D
		T	08:30p-09:50p	LAB		LADM-220	Hoyt, D
		ARR	3 HRS/WK	LAB		LADM-220	Hoyt, D

Note: Ref. No. 0236 - 8 week class: 10/18 - 12/06  
 Note: This hybrid class meets once a week on campus. Arranged hours are completed either in the computer lab or at home over the Internet.

**Crafton Partners with World Organization of Webmasters**



In 2005, Crafton Hills College formed a partnership with the World Organization of Webmasters (WOW) to train and certify Web professionals.

WOW is an organization comprised of professional educators and webmasters dedicated to the support of individuals and organizations that create, manage, or market web sites. The nonprofit organization provides educational and certification services to thousands of aspiring and practicing web professionals worldwide.

"This partnership is about providing aspiring Web professionals the appropriate depth and breadth of skills to compete in a very competitive job market," said Bill Cullifer, Executive Director of WOW.

According to Catherine Pace-Pequeno, head of the CHC Computer Information Sciences (CIS) Department and a member of the WOW advisory board, professional webmasters developed WOW as a means to bring standardized training and testing in web design and web maintenance.

"There is a large demand for webmasters," Pace-Pequeno said. "I am excited about using curriculum developed by web professionals. I believe that standards and consistency are essential in developing web professionals."

The WOW courses being utilized in the CHC Web Page Programming and Design class prepare students for the WOW Certified Associate Webmaster Certificate (CAW). WOW certified web associates learn to be proficient at blending the art of HTMS coding with the visual arts. They are taught page layout, image creation and manipulation, interactivity, content creation, project management, and business management.

In order to progress to higher level webmaster exams, Pace-Pequeno recommends that CHC students take the college's Flash, Java, Dreamweaver, PhotoShop, Web Site Management and E-Commerce classes.

For more information about the CHC classes utilizing the WOW curriculum, call 389-3430. For more information about WOW, go to the WOW website at: [www.joinwow.org](http://www.joinwow.org)

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## COMPUTER INFORMATION SYSTEMS

### CIS 161 Web Site Design and Programming Using Dreamweaver 3.00 Units

In-depth study of Web site design and programming using Dreamweaver. Students will design, create, publish and maintain web sites using Dreamweaver.

*Associate Degree Applicable*  
PREREQUISITE: CIS 111

0238	01	T	11:00a-12:20p	LEC	3.00	LADM-217	Pace-Peueno,C
		ARR	1.5 HRS/WK	LEC		LADM-217	Pace-Peueno,C

### CIS 163 Introduction to PhotoShop 3.00 Units

Design, creation, and manipulation of original and existing images and photographs using PhotoShop.

*Associate Degree Applicable*  
Course credit transfers to CSU.

0240	01	M	07:00p-09:50p	LEC	3.00	LADM-220	Garcia,D
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### CIS 165 Introduction to Computer Animation 3.00 Units

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.

*Associate Degree Applicable*  
Course credit transfers to CSU.  
DEPARTMENTAL RECOMMENDATION: CIS 101

0242	01	TH	06:00p-08:50p	LEC	3.00	LADM-220	Watkins,M
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### CIS 203 Advanced Visual Basic 3.00 Units

Second semester of Visual Basic programming. Topics include SQL (Structured Query Language), ADO (Active X Data Objects), UDA (Universal Data Access), and Windows API (Application Programming Interface). Hands-on design, development and implementation of Visual Basic programs.

*Associate Degree Applicable*  
Course credit transfers to both CSU and UC.  
DEPARTMENTAL RECOMMENDATION: CIS 103

0244	01	T	06:00p-08:50p	LEC	3.00	LADM-217	Papp,E
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PRIORITY WEB/TELEPHONE REGISTRATION  
JULY 6 - 26, 2005

OPEN WEB/TELEPHONE REGISTRATION  
JULY 27 - AUGUST 10, 2005

INSTRUCTION BEGINS  
AUGUST 15, 2005

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## ECONOMICS

### ECON 100 Introduction to Economics 3.00 Units

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.

*Associate Degree Applicable*  
Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process

0246	01	TTH	09:00a-10:50a	LEC	3.00	LR-347	Mansourian,F
Note: Ref. No. 0246 - 13 week class: 08/16 - 11/10							
0248	02	TH	07:00p-09:50p	LEC	3.00	CL-218	Mansourian,F

### ECON 200 Principles of Macroeconomics 3.00 Units

Introduction to the basic mechanisms of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and the Keynesian theories, the Federal Reserve System and commercial banking.

*Associate Degree Applicable*

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ECON 2

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 090 or higher

0250	01	TTH	11:00a-12:50p	LEC	3.00	LR-347	Mansourian,F
Note: Ref. No. 0250 - 13 week class: 08/16 - 11/10							
0252	02	T	07:00p-09:50p	LEC	3.00	CL-218	Mansourian,F

### ECON 201 Principles of Microeconomics 3.00 Units

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy.

*Associate Degree Applicable*

Course credit transfers to both CSU and UC.

CAN (California Articulation Number) ECON 4

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 090 or higher

0254	01	MW	11:00a-12:50p	LEC	3.00	OE2-214A	Mansourian,F
Note: Ref. No. 0254 - 13 week class: 08/15 - 11/09							

## EDUCATION

### EDU 290 Introduction to Education 3.00 Units

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.

*Associate Degree Applicable*

Course credit transfers to both CSU and UC.

DEPARTMENTAL RECOMMENDATION: CD 105

0256	01	T	06:00p-08:50p	LEC	3.00	CDC-115	Jones,M
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Ref Sec Days Time Type / Units Room Instructor

# EMERGENCY MEDICAL SERVICES

**NOTE: Prior to starting this program students must show proof of a clear criminal background check. Call the Department of Emergency Medical Services at (909) 389-3252 for the necessary information.**

**There is a MANDATORY MEETING OF ALL students enrolling in the three EMS 020 classes described below on Saturday, August 13, 2005 from 9:00 a.m. to 1:00 p.m. in the Performing Arts Center (PAC).**

## EMS 020 Emergency Medical Technician-I/ EMT-Basic 6.00 Units

Instruction in all facets of U.S. DOT T22CCR required of basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies.

*Associate Degree Applicable*

*PREREQUISITES: Must be 18 years of age as required by Title 22 of the Health and Safety Code and provide proof of a clear criminal 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*

0258	01	W	09:00a-12:50p	LEC	6.00	OE1-127	Reese,G
		W	02:00p-05:50p	LAB		OE1-127	Reese,G
		ARR	1 HRS/WK	CLINC		OE1-127	Reese,G
		ARR	1.5 HRS/WK	FIELD		OE1-127	Reese,G

**SPECIAL NOTE: There is a mandatory meeting for this section on Saturday, August 13, 2005 from 9:00 a.m. to 1:00 p.m. in the Performing Arts Center (PAC).**

0260	03	F	09:00a-12:50p	LEC	6.00	OE1-127	Hughes,M
		F	02:00p-05:50p	LAB		OE1-127	Hughes,M
		ARR	1 HRS/WK	CLINC		OE1-127	Hughes,M
		ARR	1.5 HRS/WK	FIELD		OE1-127	Hughes,M

**SPECIAL NOTE: There is a mandatory meeting for this section on Saturday, August 13, 2005 from 9:00 a.m. to 1:00 p.m. in the Performing Arts Center (PAC).**

0262	02	T	06:00p-09:50p	LEC	6.00	OE1-127	Ho1thaus,N
		TH	06:00p-09:50p	LAB		OE1-127	Ho1thaus,N
		ARR	1 HRS/WK	CLINC		OE1-127	Ho1thaus,N
		ARR	1.5 HRS/WK	FIELD		OE1-127	Ho1thaus,N

**SPECIAL NOTE: There is a mandatory meeting for this section on Saturday, August 13, 2005 from 9:00 a.m. to 1:00 p.m. in the Performing Arts Center (PAC).**

## Assistance Programs

### Financial Aid

If you need help with the costs of attending CHC, the Financial Aid Office, may be able to help you. No student should be denied access to the educational experience because of lack of funds. The Financial Aid Office makes limited funds available to assist students in need. The office has information on the Pell Grant, California State Grants, College Work Study, Student Loan Programs, Perkins Loans, and Fee Waivers.

Any student or potential student is encouraged to inquire about the eligibility requirements for receiving financial aid. Since financial aid opportunities and regulations change periodically, you should check with the Financial Aid Office each semester, regardless of how successful you were in obtaining aid in the past. See more information about financial aid in this schedule. Phone # (909) 389-3223

### Extended Opportunity Programs and Services (EOPS)

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

Support services include tutoring, academic counseling, financial aid assistance, and other related expenses. Check the EOPS Office for the latest criteria. Phone # (909) 389-3239

### California Work Opportunities and Responsibilities to Kids (CalWORKs)

The CHC CalWORKs program is available to assist any student or community resident who is receiving cash aid from the county and is interested in attending college.

The goal of the CalWORKs program is to help students receiving cash aid from the counties to become independent. CalWORKs provides short-term educational training programs designed to assist students in obtaining employment. The programs assist these students in successfully completing an approved certificate/occupational program and provide employment experience. CalWORKs also provides necessary child care support. Phone # (909) 389-3239

### Disabled Student Programs and Services

CHC seeks to make its programs available to disabled individuals in the community to the same extent these programs are available to non-disabled individuals. Services include note-takers, tape recorder loans, readers, test proctoring, large print books, on tape, tutoring, mobility assistance, handicapped parking, interpreters for the deaf, preregistration, and adapted computer technology. A program to support learning disabled students is also provided. Any student with a history of learning problems is encouraged to make an appointment with the specialist. Phone # (909) 389-3325

**BOLD print on time pattern denotes evening classes**



Ref Sec Days Time Type/Units Room Instructor

## EMERGENCY MEDICAL SERVICES

### EMS 021X20 Preventing Disease Transmission for Emergency Medical Technician-I 0.50 Unit

Disease transmission, infection control practices, including occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

*Note: EMS 021X20 may be taken 20 times*

*COREQUISITE: EMS 020*

0264	01	S	09:00a-12:50p	LEC	0.50	OE1-127	Bishop,R
		S	02:00p-05:50p	LEC		OE1-127	Bishop,R
Note: Ref. No. 0264 - 1 week class: 08/20 - 08/20							

0266	02	S	09:00a-12:50p	LEC	0.50	OE1-127	Bishop,R
		S	02:00p-05:50p	LEC		OE1-127	Bishop,R
Note: Ref. No. 0266 - 1 week class: 09/10 - 09/10							

0268	03	S	09:00a-12:50p	LEC	0.50	OE1-127	Bishop,R
		S	02:00p-05:50p	LEC		OE1-127	Bishop,R
Note: Ref. No. 0268 - 1 week class: 10/08 - 10/08							

### EMS 022 Basic Life Support for Emergency Medical Technician-I/EMT-Basic 0.50 Unit

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

*COREQUISITE: EMS 020*

0270	01	S	09:00a-12:50p	LEC	0.50	OE1-120	Staff
		S	02:00p-05:50p	LAB		OE1-120	Staff
Note: Ref. No. 0270 - 2 week class: 08/20 - 08/27							

0272	02	S	09:00a-12:50p	LEC	0.50	OE1-120	Staff
		S	02:00p-05:50p	LAB		OE1-120	Staff
Note: Ref. No. 0272 - 2 week class: 09/10 - 09/17							

0274	03	S	09:00a-12:50p	LEC	0.50	OE1-120	Staff
		S	02:00p-05:50p	LAB		OE1-120	Staff
Note: Ref. No. 0274 - 2 week class: 10/08 - 10/15							

### EMS 023 Hazardous Materials First Responder Awareness for Emergency Medical 0.50 Unit

Instruction in the recognition of hazardous materials events, and responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers at the hazardous materials awareness level.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

*COREQUISITE: EMS 020*

0276	01	S	09:00a-12:50p	LEC	0.50	OE2-214C	Commander, J
		S	02:00p-05:50p	LEC		OE2-214C	Commander, J
Note: Ref. No. 0276 - 1 week class: 08/20 - 08/20							

0278	02	S	09:00a-12:50p	LEC	0.50	OE2-214C	Commander, J
		S	02:00p-05:50p	LEC		OE2-214C	Commander, J
Note: Ref. No. 0278 - 1 week class: 09/10 - 09/10							

0280	03	S	09:00a-12:50p	LEC	0.50	OE2-214C	Commander, J
		S	02:00p-05:50p	LEC		OE2-214C	Commander, J
Note: Ref. No. 0280 - 1 week class: 10/08 - 10/08							

Ref Sec Days Time Type/Units Room Instructor

### EMS 103 Mobile Intensive Care Nurse 2.25 Units

Orientation to pre-hospital advanced care protocols for San Bernardino, Riverside, Inyo and Mono counties and practice giving direction to prehospital care providers via one way radio or two way radio communication. Information on the roles and responsibilities of the mobile intensive care nurse.

*Graded on Credit/No Credit basis only.*

*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 a 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% accuracy*

0282	01	F	09:00a-12:50p	LEC	2.25	OE2-216	Verosik,E
		F	02:00p-05:50p	LAB		OE2-216	Verosik,E
		ARR	3.2 HRS/WK	CLINC		OE2-216	Verosik,E
		ARR	3.2 HRS/WK	FIELD		OE2-216	Verosik,E
Note: Ref. No. 0282 - 5 week class: 10/14 - 11/18							
Note: Contact the EMS Department for days and times of arranged hours.							

### EMS 105 Assessment of the Medical and Trauma Patient 2.25 Units

Instruction in the medical and trauma patient assessment geared towards the EMT-Basic and the fundamentals of proper documentation.

*Associate Degree Applicable*

*DEPARTMENTAL RECOMMENDATION: EMT Certification*

0284	01	T	09:00a-11:50a	LEC	2.25	OE1-127	Reese,G
		T	12:00p-12:50p	LAB		OE1-127	Reese,G
		T	02:00p-05:50p	LAB		OE1-127	Reese,G

Note: Ref. No. 0284 - 8 week class: 08/30 - 10/18

Note: Designed to improve assessment skills for certified EMT-I's, Paramedics and other current health practitioners.

**There is a MANDATORY MEETING for ALL students enrolling in the Paramedic Program, EMS 150 - EMS 155, on Thursday, August 18, 2005 from 9:00 a.m. to 6:00 p.m. in OE1-120.**

### EMS 150 Patient Assessment for Paramedics 3.00 Units

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.

*Associate Degree Applicable*

*PREREQUISITE: Admission into the EMT-Paramedic Program*

*COREQUISITES: EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155*

0288	01	ARR	3 HRS/WK	LEC	3.00	OE1-120	Word,D
Note: Ref. No. 0288 - 16 week class: 08/22 - 12/06							

Ref Sec Days Time Type/Units Room Instructor

**EMS 151 Introduction to EMS for Paramedics 2.00 Units**

Overview of paramedicine, emergency medical services ethics, patient care management, laws and policies of emergency services, and communications related to the delivery of emergency medical services.

*Associate Degree Applicable*

*PREREQUISITE: Admission into the EMT-Paramedic Program*

*COREQUISITES: EMS 150, EMS 152, EMS 153, EMS 154, and EMS 155*

0290	01	ARR	2 HRS/WK	LEC	2.00	0E1-120	Ho1brook, J
Note: Ref. No. 0290 - 16 week class: 08/22 - 12/06							

**EMS 152 Cardiology for the EMT-Paramedic 4.50 Units**

Basic cardiology and cardiac electrophysiology for the paramedic. This course will review basic pertinent anatomy and physiology, recognition and treatment of cardiovascular disorders.

*Associate Degree Applicable*

*PREREQUISITE: Admission into the EMT-Paramedic Program*

*COREQUISITES: EMS 150, EMS 151, EMS 153, EMS 154, and EMS 155*

0292	01	ARR	4.5 HRS/WK	LEC	4.50	0E1-120	Word, D
Note: Ref. No. 0292 - 16 week class: 08/22 - 12/06							

**EMS 153 Pharmacology for the EMT-Paramedic 3.00 Units**

Basic pharmacology for the paramedic, including the administration of medications, and drug therapy, drug actions and interactions, and basic physiology.

*Associate Degree Applicable*

*PREREQUISITE: Admission into the EMT-Paramedic Program*

*COREQUISITES: EMS 150, EMS 151, EMS 152, EMS 154, and EMS 155*

0294	01	ARR	3 HRS/WK	LEC	3.00	0E1-120	Ho1brook, J
Note: Ref. No. 0294 - 16 week class: 08/22 - 12/06							

**EMS 154 Emergency Medical Services Theory for the Paramedic 8.00 Units**

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.

*Associate Degree Applicable*

*PREREQUISITE: Admission into the EMT-Paramedic Program*

*COREQUISITES: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 155*

0296	01	ARR	8 HRS/WK	LEC	8.00	0E1-120	Andrews, S
Note: Ref. No. 0296 - 16 week class: 08/22 - 12/06							

**EMS 155 Skills Development for Paramedics 3.00 Units**

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 various traumatic and medical emergencies in the prehospital setting.

*Associate Degree Applicable*

*PREREQUISITE: Admission into the EMT-Paramedic Program*

*COREQUISITES: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 154*

0298	01	ARR	9 HRS/WK	LAB	3.00	0E1-120	Crow, K
Note: Ref. No. 0298 - 16 week class: 08/22 - 12/06							

Ref Sec Days Time Type/Units Room Instructor

**EMS 157 Field Externship for the Paramedic 7.50 Units**

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.

*Associate Degree Applicable*

*PREREQUISITE: EMS 156*

0300	01	ARR	37.5 HRS/WK	FIELD	7.50	OFFF-FLD	Word, D
Note: Ref. No. 0300 - 16 week class: 08/29 - 12/16							
Note: Ref. No. 0300 will be held at Field in Off-Campus Field.							
(See Building and Location section in this schedule for the address).							

**EMS 198 Emergency Medical Services Work Experience 2.00 - 4.00 Units**

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

*PREREQUISITE: Enrolled in occupational program and working at a job directly related to students' major.*

*COREQUISITE: Enrolled in at least 7 units, including this work experience course.*

0302	01	ARR	10 HRS/WK	WRKEX	2.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0304	02	ARR	15 HRS/WK	WRKEX	3.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
0306	03	ARR	20 HRS/WK	WRKEX	4.00	0E2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							

**EMS 290 Emergency Services Educator 3.75 Units**

Exploration of the theories and practices of education and teaching in the emergency services classroom as required by state regulations.

*Associate Degree Applicable*

*DEPARTMENTAL RECOMMENDATION: Employment in Emergency Services or a related profession*

0308	01	F	09:00a-11:50a	LEC	3.75	0E1-128	Ho1brook, J
		F	01:00p-03:50p	LEC		0E1-128	Ho1brook, J
Note: Ref. No. 0308 - 10 week class: 09/23 - 12/09							

**Payment must be received by the Admissions and Records Office within 3 working days after registering, or you will be dropped from your classes.**

Ref Sec Days Time Type/Units Room Instructor

## EMERGENCY MEDICAL SERVICES

### EMS 921X20 Emergency Medical Technician Recertification 1.00 Unit

Review of all facets of basic life-support measure CPR, automated external defibrillation, use of medical equipment and supplies, as well as instruction in new techniques and materials.

*Graded on Credit/No Credit basis only.*

*Not Applicable to the Associate Degree*

*Note: EMS 921X20 may be taken 20 times*

*PREREQUISITE: An EMT-B certification from any county or state in the the United States, current within the last 4 years or an EMT-B National Registry certification current within the last 4 years.*

0310	01	M	09:00a-11:50a	LEC	1.00	OE1-127	Staff
		M	12:00p-12:50p	LAB		OE1-127	Staff
		M	02:00p-05:50p	LAB		OE1-127	Staff

Note: Ref. No. 0310 - 4 week class: 10/03 - 10/24

0312	02	M	09:00a-11:50a	LEC	1.00	OE1-127	Staff
		M	12:00p-12:50p	LAB		OE1-127	Staff
		M	02:00p-05:50p	LAB		OE1-127	Staff

Note: Ref. No. 0312 - 4 week class: 11/07 - 11/28

## ENGLISH

### ENGL 908 Patterns of Contemporary English 3.00 Units

Instruction in basic patterns of English sentences, writing narratives from personal experiences with some emphasis on oral engagement. Replaces ENGL 908A and ENGL 908B. (Formerly ENGL 908A)

*Not Applicable to the Associate Degree*

0314	01	MWF	11:00a-11:50a	LEC	3.00	CL-219	Matthews,D
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### ENGL 914 Basic English Skills 4.00 Units

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.

*Not Applicable to the Associate Degree*

0316	01	MW	09:00a-10:50a	LEC	4.00	CL-217	DiPonio,G
0318	05	MW	01:00p-02:50p	LEC	4.00	CL-217	Heist,J
0320	03	TTH	07:00a-08:50a	LEC	4.00	CL-215	Bartlett,R
0322	08	TTH	11:00a-12:50p	LEC	4.00	CL-108	Race,A
0324	10	TTH	11:00a-12:50p	LEC	4.00	CL-217	Heist,J
0326	04	TTH	01:00p-02:50p	LEC	4.00	CL-217	Race,A
0328	06	MW	05:00p-06:50p	LEC	4.00	CL-215	Sullivan,J
0330	09	TTH	07:00p-08:50p	LEC	4.00	CL-217	Farrell,K

**BOLD** print on time pattern denotes evening classes

Ref Sec Days Time Type/Units Room Instructor

### ENGL 015 Preparation for College Writing 4.00 Units

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.

*Associate Degree Applicable*

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

0332	03	MW	07:00a-08:50a	LEC	4.00	CL-216	Metz,R
0334	04	MW	09:00a-10:50a	LEC	4.00	CL-219	Metz,R
0336	09	MW	09:00a-10:50a	LEC	4.00	CL-216	Snowwhite,M
0338	08	MW	09:00a-10:50a	LEC	4.00	CL-108	Estus,S
0340	06	MW	11:00a-12:50p	LEC	4.00	CL-108	Bouslough,G
0342	17	MW	11:00a-12:50p	LEC	4.00	CL-110	Cowles,R
0344	02	MW	01:00p-02:50p	LEC	4.00	CL-110	Cowles,R
0346	14	MW	01:00p-02:50p	LEC	4.00	CL-219	Estus,S
0348	25	MW	03:00p-04:50p	LEC	4.00	CL-217	Green,S
0350	01	TTH	07:00a-08:50a	LEC	4.00	CL-217	Morton,M
0352	07	TTH	09:00a-10:50a	LEC	4.00	CL-217	Bartlett,R
0354	11	TTH	09:00a-10:50a	LEC	4.00	CL-219	Hamlett,C
0356	21	TTH	09:00a-10:50a	LEC	4.00	CL-108	Snowwhite,M
0358	13	TTH	11:00a-12:50p	LEC	4.00	CL-219	Hamlett,C
0360	15	TTH	11:00a-12:50p	LEC	4.00	CL-216	DiPonio,G
0362	05	TTH	01:00p-02:50p	LEC	4.00	CL-107	Heist,J
0364	23	TTH	01:00p-02:50p	LEC	4.00	CL-108	DiPonio,G
0366	20	TTH	03:00p-04:50p	LEC	4.00	CL-219	Bahner,D
0368	22	MW	05:00p-06:50p	LEC	4.00	CL-219	Blanck,R
0370	24	MW	05:00p-06:50p	LEC	4.00	CL-110	Heist,J
0372	18	MW	07:00p-08:50p	LEC	4.00	CL-217	Sullivan,J
0374	10	TTH	05:00p-06:50p	LEC	4.00	CL-219	Race,A
0376	16	TTH	05:00p-06:50p	LEC	4.00	CL-110	Rudd,R
0378	12	TTH	07:00p-08:50p	LEC	4.00	CL-219	Rudd,R

### ENGL 101 Freshman Composition 4.00 Units

Instruction in writing compositions from personal, reflective and argumentative perspectives.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ENGL 2*

*CAN (California Articulation Number) ENGL SEQ A*

*PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process*

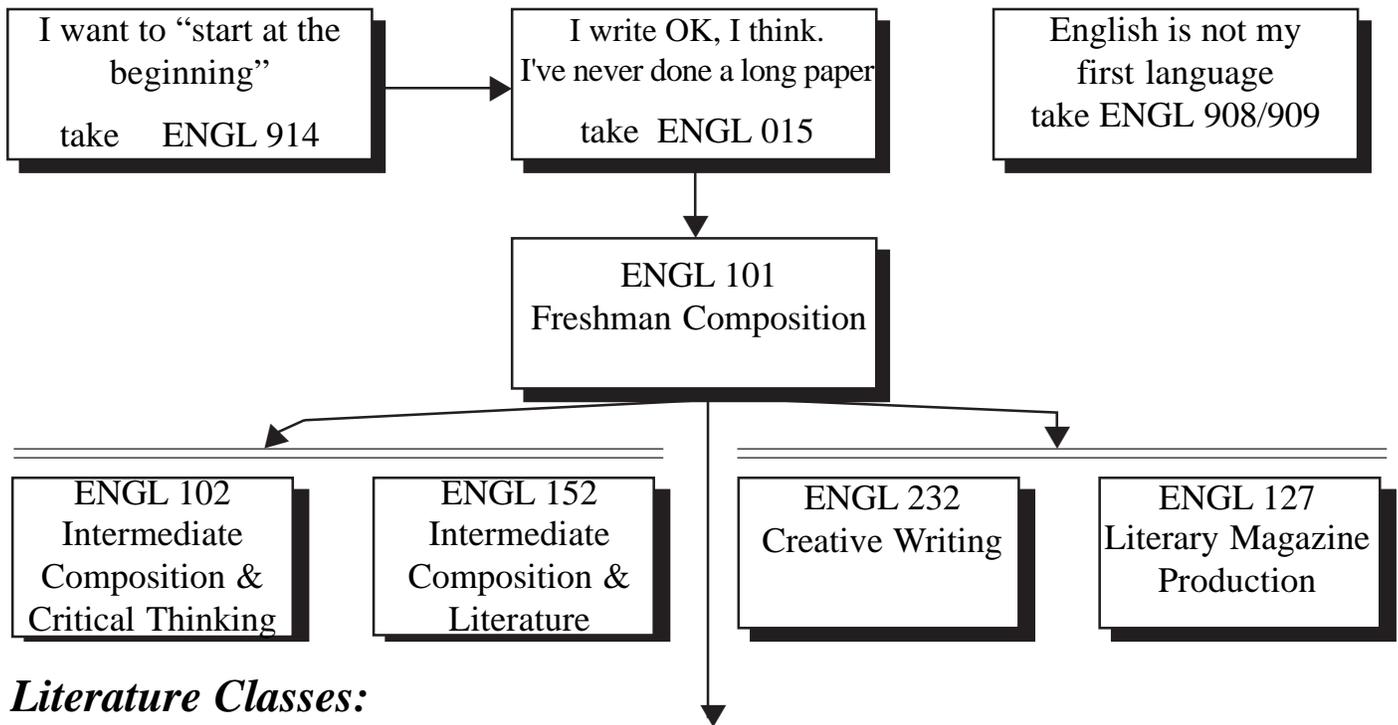
0380	01	MW	07:00a-08:50a	LEC	4.00	CL-217	Rawley,J
0382	02	MW	09:00a-10:50a	LEC	4.00	CL-110	Scaliter,B
0384	21	MW	09:00a-10:50a	LEC	4.00	CL-109	Roddy,R
0386	03	MW	11:00a-12:50p	LEC	4.00	CL-107	Hanstler,K
0388	04	MW	11:00a-12:50p	LEC	4.00	CL-216	Staff
0390	05	MW	01:00p-02:50p	LEC	4.00	CL-109	Boehm,R
0392	19	MW	03:00p-04:50p	LEC	4.00	CL-110	Rawley,J
0394	06	TTH	07:00a-08:50a	LEC	4.00	CL-219	Lockard,K
0396	07	TTH	09:00a-10:50a	LEC	4.00	CL-110	Morton,M
0398	08	TTH	09:00a-10:50a	LEC	4.00	CL-109	Lockard,K
0400	09	TTH	11:00a-12:50p	LEC	4.00	CL-109	Crawford,B
0402	20	TTH	11:00a-12:50p	LEC	4.00	CL-110	Blades,J
0404	22	TTH	11:00a-12:50p	LEC	4.00	OE2-216	Vance,D
0406	10	TTH	01:00p-02:50p	LEC	4.00	OE2-216	Vance,D
0408	11	TTH	01:00p-02:50p	LEC	4.00	CL-216	Rucker,C
0410	12	TTH	03:00p-04:50p	LEC	4.00	CL-110	Farrell,K
0412	13	WF	11:00a-12:50p	LEC	4.00	CL-217	Anderson,J
0414	14	WF	03:00p-04:50p	LEC	4.00	CL-109	Anderson,J
0416	15	MW	05:00p-06:50p	LEC	4.00	CL-109	Swanson,W
0418	16	MW	07:00p-08:50p	LEC	4.00	CL-109	Swanson,W
0420	17	TTH	05:00p-06:50p	LEC	4.00	CL-109	Jensen,D
0422	18	TTH	07:00p-08:50p	LEC	4.00	CL-109	Jensen,D



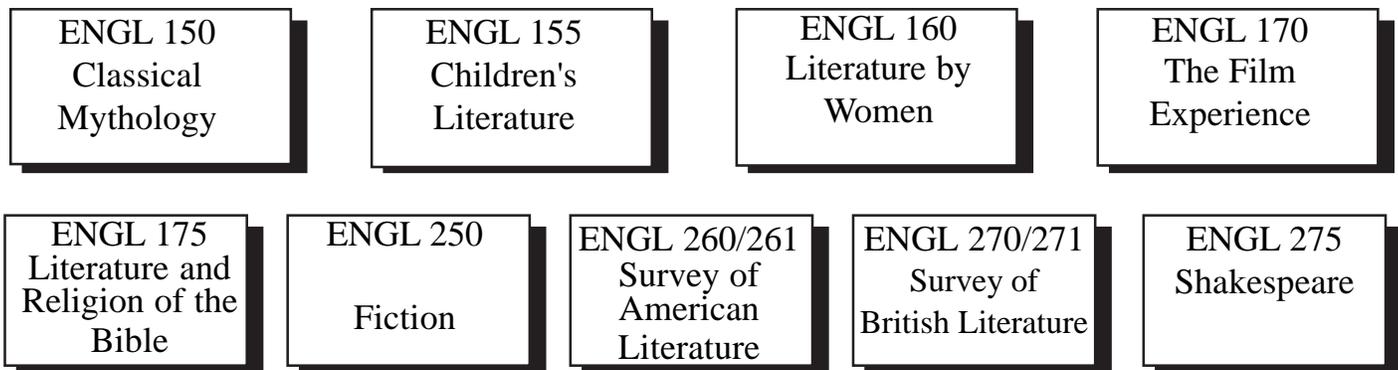
*Don't forget to include the expense of books and supplies in your expenses calculations!*

## Levels and Order of English Classes

The ability to think and communicate using written English is essential to succeeding in college. There are several possible starting points for you to enter our sequence of English courses at the right level. Starting with the right class will allow 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. Also, look for "Reading" classes on a different page in the schedule.



### *Literature Classes:*



Visit The Writing Center



3<sup>rd</sup> floor of the Library

**7:30 am to 10 pm M - TH - or - 8 am to 4 pm F**

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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## ENGLISH

### ENGL 102 Intermediate Composition and Critical Thinking 4.00 Units

Instruction in writing compositions that reflect both critical thinking and rhetorical skills beyond those taught in ENGL 101, including summary, analysis, evaluation, rebuttal and argument.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**PREREQUISITE:** ENGL 101

0424	02	MW	07:00a-08:50a	LEC	4.00	CL-110	Roddy, R
0426	05	MW	11:00a-12:50p	LEC	4.00	CL-109	DiPonio, G
0428	01	MW	03:00p-04:50p	LEC	4.00	CL-215	Staff
0430	03	TTH	09:00a-10:50a	LEC	4.00	CL-215	Scaliter, B
0432	06	TTH	01:00p-02:50p	LEC	4.00	OE2-214A	Scaliter, B
0434	04	TTH	03:00p-04:50p	LEC	4.00	CL-215	Crawford, B
0436	09	MW	07:00p-08:50p	LEC	4.00	CL-108	Bouslough, G
0438	07	TTH	05:00p-06:50p	LEC	4.00	CL-215	Boehm, R

### ENGL 152 Intermediate Composition and Literature 4.00 Units

Study of fiction, poetry, and drama, with emphasis on the fundamental principles of literary criticism and interpretation. Instruction in writing compositions about literature.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ENGL 4*

*CAN (California Articulation Number) ENGL SEQ A*

**PREREQUISITE:** ENGL 101

0440	01	MW	01:00p-02:50p	LEC	4.00	CL-216	Bahner, D
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### ENGL 170 The Film Experience 3.00 Units

Study of the basic elements of film art, including directing editing, screen writing, cinematography, set design, lighting, sound effects and the musical score. Includes instruction in the critical analysis of feature films.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATION:** ENGL 015 or a higher level composition course

0442	01	T	07:00p-09:50p	LEC	3.00	LADM-224	Race, A
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### ENGL 232 Creative Writing 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ENGL 6*

**PREREQUISITE:** Eligibility for ENGL 101

0444	01	MW	03:00p-04:20p	LEC	3.00	CL-216	Race, A
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Parking decals can only be purchased  
in the Communications Office - LADM 221

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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### ENGL 250 Fiction: Short Novel 3.00 Units

Study of fiction as a literary genre through readings, in-class discussion, and analytical assignments. Emphasis will be on a particular type of fiction.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**PREREQUISITE:** ENGL 101

0446	01	MW	05:00p-06:20p	LEC	3.00	CL-108	Bahner, D
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### ENGL 260 Survey of American Literature I 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) ENGL 14*

*CAN (California Articulation Number) ENGL SEQ C*

**PREREQUISITE:** ENGL 101

0448	01	MW	11:00a-12:20p	LEC	3.00	CL-215	Scaliter, B
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## FIRE TECHNOLOGY

### FIRET 049 Basic Firefighter Physical Fitness 1.25 Units

Physical fitness exercise, teamwork, disciplined precision cadence drilling and preparation for the fire agility physical fitness testing requirement for fire academy cadets.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

**PREREQUISITE:** Acceptance into FIRET 115

**COREQUISITE:** FIRET 115

0450	01	ARR	5 HRS/WK	LAB	1.25	OE2-205	Estrada, C
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Note: Ref. No. 0450 - 12 week class: 09/26 - 12/14

### FIRET 100 Fire Protection Organization 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**DEPARTMENTAL RECOMMENDATIONS:** Eligibility for ENGL 101, eligibility for MATH 090 or higher

0452	01	M	01:00p-03:50p	LEC	3.00	OE2-214C	Koeper, J
0454	03	T	01:00p-03:50p	LEC	3.00	OE2-214C	Koeper, J
0456	02	W	09:00a-11:50a	LEC	3.00	OE2-214C	Young, S
0458	04	T	06:00p-08:50p	LEC	3.00	RIAL-RFD	Cable, S

Please call (909) 389-3408 for information regarding this course section.

Note: Ref. No. 0458 will be held at Rialto Fire Department in Rialto.

1550 N. Ayala, Rialto, CA / I-10 freeway, get off on Cedar, go North past Baseline, Cedar turns into Ayala

Ref Sec Days Time Type / Units Room Instructor

**FIRET 101 Fire Prevention Technology 3.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101, eligibility for MATH 090 or higher*

0460	02	T	09:00a-11:50a	LEC	3.00	OE2-214C	Koeper, J
0462	01	W	01:00p-03:50p	LEC	3.00	OE2-214C	Young, S
0464	03	W	06:00p-08:50p	LEC	3.00	OE2-214C	Miescher, J

**FIRET 103 Fire Protection Equipment and Systems 3.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*PREREQUISITE: FIRET 101*

*DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101, eligibility for MATH 090 or higher*

0466	01	TH	01:00p-03:50p	LEC	3.00	OE2-214C	Koeper, J
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**FIRET 111 Public Education Officer I 2.50 Units**

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.

*Associate Degree Applicable*

0468	01	THFS	08:00a-11:50a	LEC	2.50	OE2-205	Overstreet-Murphy, P
		THFS	01:00p-04:50p	LEC	OE2-205	Overstreet-Murphy, P	
Note: Ref. No. 0468 - 2 week class: 08/25 - 09/02							

**Lamont Montgomery  
61st Fire Academy Class Leader**



"I love how dynamic this field is," said CHC 61st Fire Academy Graduate and Class Leader Lamont Montgomery. "You don't just train for one kind of event; you train for many possible situations. Every critical situation is unique, and you have to be prepared."

In December, Montgomery was one of 33 CHC Fire Academy graduates earning Firefighter I Certifications. In the Fire Academy, cadets learn the basics of firefighting, including how to handle the equipment and getting their first hands-on experience extinguishing fires.

"This academy has taught me a great deal about friendship, leadership, respect, and life," Montgomery said at the commencement ceremony. "I watched 33 individuals of different ages and walks of life come together to form a team -- an academy."

Montgomery, who also works as a paid call firefighter (PCF) for the City of Highland Fire Department, enjoys every aspect of being a firefighter, including rescue operations, ladders, and truck operations. "This is a great career," he said. "Any time of the day, you can get called. I get excited talking about it. I love this job so much, I would do it for free. That's how much of a passion I have for it. But I know that's not practical."

Montgomery, who is also an Emergency Medical Technician I, plans to attend the CHC Paramedic Program. "About 80 percent of the calls to fire stations are now related to medical situations. It requires us to know that much more."

"My role as a firefighter is to protect life, property, and the environment," he said.

Montgomery, who played defensive tackle in high school, compared firefighting to playing football, where working as a team is critical. "I was drawn to that team concept," he said.

Montgomery praised the fire academy. "That's the best training you can get," he said. "There are a lot of seasoned firefighters teaching. They've 'been there and done that,' so you can get firsthand knowledge. It's as close to the real thing as you can get."

Regarding the 61st Fire Academy, Montgomery said, "The amount of dedication, hard work, commitment, and heart this academy has demonstrated would make all of you proud. It has certainly made me proud."

Interested in a career in  
**FIREFIGHTING?**  
CHC offers a California State Fire  
Marshal Accredited Academy.  
  
Call (909) 389-3408  
for more information

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## FIRE TECHNOLOGY

**There is a MANDATORY ORIENTATION FOR ALL students enrolling in the Fire Academy, FIRET 115, on Monday, September 12, 2005 from 9:00 a.m. to 12:00 p.m. in OE2-205.**

### FIRET 115 Firefighter I Basic Training Academy 12.50 Units

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*PREREQUISITE: Admission to the Academy*

*DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101, eligibility for MATH 090 or higher*

*COREQUISITE: FIRET 049*

0470	01	ARR	8.34 HRS/WK	LEC	12.50	OE2-205	Wheaton, J
		ARR	25.67 HRS/WK	LAB		OE2-205	Wheaton, J

Note: Ref. No. 0470 - 12 week class: 09/26 - 12/14

Note: There will be a Mandatory Orientation for the Fire Academy on Monday, September 12, 2005 from 9:00 a.m. to 12:00 p.m. in OE2-205. Class will meet MTWThF from 9:00 a.m. to 6:00 p.m. FINANCIAL AID ALERT—This class when taken alone will not qualify for, or will reduce eligibility for, Federal Financial Aid. Contact the Financial Aid Office (CL-214).

### FIRET 116 Building Construction for Fire Protection 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*PREREQUISITES: FIRET 100 and FIRET 101*

*DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101, eligibility for MATH 090 or higher*

0472	01	TH	06:00p-08:50p	LEC	3.00	OE2-205	Staff
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### FIRET 183 Aircraft Accidents 2.50 Units

Study of the methods and tactics used in response to potential or active aircraft fire.

*Associate Degree Applicable*

0474	01	F	09:00a-11:20a	LEC	2.50	SBNO-RSTC	Staff
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Note: Ref. No. 0474 will be held at Richard Sewell Training Center in San Bernardino.

Class will be held in the building adjacent to the Richard Sewell Training Center located off 3rd Street .7 mile west of Palm at the former Norton Air Force Base.

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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### FIRET 198 Fire Technology Work Experience 2.00 - 4.00 Units

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

*Associate Degree Applicable*

*Course credit limited transfer to CSU.*

*Contact a counselor for details.*

*PREREQUISITE: Enrolled in occupational program and working at a job directly related to student's major.*

*COREQUISITE: Enrolled in at least 7 units, including this course.*

0476	01	ARR	10 HRS/WK	WRKEX	2.00	OE2-205	McCormick, K
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Note: Students must attend ONE class meeting. Choose ONE class

from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.

OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

0478	02	ARR	15 HRS/WK	WRKEX	3.00	OE2-205	McCormick, K
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Note: Students must attend ONE class meeting. Choose ONE class

from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.

OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

0480	03	ARR	20 HRS/WK	WRKEX	4.00	OE2-205	McCormick, K
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Note: Students must attend ONE class meeting. Choose ONE class

from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m.

OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.

### FIRET 901 Fire Service Career Preparation 3.00 Units

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.

*Not Applicable to the Associate Degree*

*COREQUISITE: FIRET 100 recommended*

0482	01	W	09:00a-11:50a	LEC	3.00	OE2-216	Koeper, J
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### FIRET 902X4 Firefighter Physical Agility Preparation 2.50 Units

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.

*Not Applicable to the Associate Degree*

*Note: FIRET 902X4 may be taken 4 times*

*DEPARTMENTAL RECOMMENDATION: PE/I 070X4*

0484	01	TTH	09:00a-09:20a	LEC	2.50	OE2-216	Estrada, C
		TTH	09:30a-10:20a	LAB		OE2-216	Estrada, C

## GEOGRAPHY

### GEOG 110 Physical Geography 3.00 Units

A spatial study of Earth's dynamic physical systems and processes.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) GEOG 2*

*DEPARTMENTAL RECOMMENDATION: Concurrent enrollment in GEOG 111*

0486	01	TTH	09:00a-10:20a	LEC	3.00	LADM-106	Hughes, R
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Note: Geography 111 recommended to be taken concurrently.

Ref Sec Days Time Type / Units Room Instructor

**GEOG 111 Physical Geography Laboratory 1.00 Unit**  
 Laboratory to accompany GEOG 110. Geographic tools will be utilized to explore, understand, and identify the interrelationships of our atmosphere, hydrosphere, lithosphere, and biosphere.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
**PREREQUISITE/COREQUISITE: GEOG 110**

0488 01 TH 01:00p-03:50p LAB 1.00 LADM-106 Hughes, R

**GEOG 120 World Regional Geography 3.00 Units**  
 An introduction to world geography emphasizing the nature of major world culture regions, their social structure, religions, governments and economics.

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

0490 01 S 01:00p-02:50p LEC 3.00 BC-101 Sandlin, S  
 08/27/05  
 S 01:00p-02:50p LEC BC-101 Sandlin, S  
 10/29/05  
 S 01:00p-02:50p LEC BC-101 Sandlin, S  
 11/05/05  
 S 01:00p-02:50p LEC BC-101 Sandlin, S  
 12/03/05  
 S 01:00p-02:50p LEC BC-101 Sandlin, S  
 12/10/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

# GEOLOGY

**GEOLOGY 100 Physical Geology 4.00 Units**  
 An introduction to the study of the earth with emphasis on the materials that make up the earth with corresponding laboratory exercises.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
**CAN (California Articulation Number) GEOL 2**

0492 01 TTH 11:00a-12:20p LEC 4.00 LADM-106 Hughes, R  
 T 01:00p-03:50p LAB LADM-106 Hughes, R

**GEOLOGY 101 Introduction to Geology 3.00 Units**  
 An introduction to the study of the earth with emphasis on the materials that make up the earth. Lecture is the same as GEOLOGY 100.

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

0494 01 TTH 11:00a-12:20p LEC 3.00 LADM-106 Hughes, R

0496 02 W 07:00p-08:50p LEC 3.00 LADM-106 Hughes, R  
 08/24/05

W 07:00p-08:50p LEC LADM-106 Hughes, R  
 09/21/05  
 W 07:00p-08:50p LEC LADM-106 Hughes, R  
 10/19/05  
 W 07:00p-08:50p LEC LADM-106 Hughes, R  
 11/16/05  
 W 07:00p-08:50p LEC LADM-106 Hughes, R  
 12/14/05

Ref Sec Days Time Type / Units Room Instructor

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Laboratory/Administration Building, Room 106 at CRAFTON HILLS COLLEGE. Students may complete the companion campus-based lab course by concurrently enrolling in GEOL 160. Please see the Distributed Education section of this schedule for more detailed information.

**GEOL 160 Geology Laboratory 1.00 Unit**

Laboratory exercises designed to utilize the tools of geologic inquiry, including physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field studies. The laboratory studies are closely coordinated with GEOL 100/101 lecture topics.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
**PREREQUISITE/COREQUISITE: GEOL 101**

0498 01 T 01:00p-03:50p LAB 1.00 LADM-106 Hughes, R

**GEOL 270X4 Geology of the Eastern Sierra Nevada 1.00 Unit**

Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with a specific emphasis on the geology of Eastern Sierra Nevada and a mandatory three day field studies in the Eastern Sierra Nevada. (Formerly GEOL 270A)

*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
**Note: GEOL 270X4 may be taken 4 times**

0500 01 ARR .5 HRS/WK LEC 1.00 LADM-106 Hughes, R  
 ARR 1.5 HRS/WK LAB OFF-FLD Hughes, R

**Required Field trip to the Eastern Sierras. Field trip dates to be arranged. All Participants pay an accommodations fee. FIRST CLASS MEETING WILL BE ON WEDNESDAY, AUGUST 24 FROM 6:00 - 6:50 PM IN THE LAB/ADMINISTRATION BUILDING, ROOM 106.**

# HEALTH EDUCATION

**HEALTH 102 Biological Principles of Health 3.00 Units**

Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and non-infectious diseases and the risk factors associated with them (smoking, substance abuse, improper diet and inactivity).

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

0502 01 MWF 09:00a-09:50a LEC 3.00 LADM-224 MaToney, C  
 0504 02 MW 11:00a-12:20p LEC 3.00 LADM-224 Ledoux, J  
 0506 07 M 03:00p-05:50p LEC 3.00 LADM-121 Moses, O  
 0508 03 TTH 09:00a-10:20a LEC 3.00 LADM-224 DeSaTliers, D  
 0510 04 TTH 01:00p-02:20p LEC 3.00 LADM-224 Ledoux, J  
 0512 08 W 06:00p-08:50p LEC 3.00 CHS-242 MaToney, C

**BOLD print on time pattern denotes evening classes**

Ref Sec Days Time Type/Units Room Instructor

# HEALTH EDUCATION

## HEALTH 263 Nutrition and Health 3.00 Units

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. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

*This course is also offered as PE-263.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATION:** MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0514	01	MW	07:30a-08:50a	LEC	3.00	LADM-121	DeSalliers,D
0516	02	TTH	07:30a-08:50a	LEC	3.00	BC-101	DeSalliers,D
0518	03	M	06:00p-08:50p	LEC	3.00	PAC-309	Moses, O

# HISTORY

## HIST 100 History of the United States to 1877 3.00 Units

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) HIST 8*

*CAN (California Articulation Number) HIST SEQ B*

**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

0526	03	MWF	09:00a-09:50a	LEC	3.00	BC-101	Perez, M
0528	02	MWF	10:00a-10:50a	LEC	3.00	BC-101	Perez, M
0530	04	T	07:00p-09:50p	LEC	3.00	LADM-121	Perez, M

0532	05	W	07:00p-08:50p	LEC	3.00	BC-101	Perez, M
			08/17/05				
		W	07:00p-08:50p	LEC		BC-101	Perez, M
			10/05/05				
		W	07:00p-08:50p	LEC		BC-101	Perez, M
			11/02/05				
		W	07:00p-08:50p	LEC		BC-101	Perez, M
			11/30/05				
		W	07:00p-08:50p	LEC		BC-101	Perez, M
			12/07/05				

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

Ref Sec Days Time Type/Units Room Instructor

## HIST 101 History of the United States 1865 to Present 3.00 Units

Survey of American history from 1865 to the post-industrial, consumer society of the early 21st century.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) HIST 10*

*CAN (California Articulation Number) HIST SEQ B*

**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

0534	03	MWF	08:00a-08:50a	LEC	3.00	BC-101	Wilson, M
0536	02	MW	01:00p-02:50p	LEC	3.00	BC-101	Beitscher, J
Note: Ref. No. 0536 - 13 week class: 08/15 - 11/09							
0538	01	TTH	09:30a-10:50a	LEC	3.00	BC-101	Beitscher, J
0542	04	TH	06:00p-08:50p	LEC	3.00	LADM-121	Wilson, M
0540	07	S	10:30a-12:20p	LEC	3.00	CHS-242	Perez, M
			08/20/05				
		S	10:30a-12:20p	LEC		CHS-242	Perez, M
			10/08/05				
		S	10:30a-12:20p	LEC		CHS-242	Perez, M
			11/05/05				
		S	10:30a-12:20p	LEC		CHS-242	Perez, M
			12/03/05				
		S	10:30a-12:20p	LEC		CHS-242	Perez, M
			12/10/05				



This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be in the Chemistry and Health Sciences Building, Room 242 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

## HIST 135 Religion in America 3.00 Units

Study of religion in America from colonial times to present.

*This course is also offered as RELIG-135.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**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

0544	01	TTH	05:00p-06:20p	LEC	3.00	CL-106	Franko, K
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**PRIORITY WEB/TELEPHONE REGISTRATION**

**JULY 6 - 26, 2005**

**OPEN WEB/TELEPHONE REGISTRATION**

**JULY 27 - AUGUST 10, 2005**

**INSTRUCTION BEGINS**

**AUGUST 15, 2005**

Ref Sec Days Time Type / Units Room Instructor

**HIST 160 History of Western Civilization: From the Neolithic Revolution to the Renaissance 3.00 Units**

An introductory survey of the political, economic, social and intellectual developments in the near East and Western Europe from 3500 BC to 155 AD. This course traces the development of these institutions from the "cradle of civilization" to the Renaissance.

*Associate Degree Applicable*  
 Course credit transfers to both CSU and UC.  
 CAN (California Articulation Number) HIST 2  
 CAN (California Articulation Number) HIST SEQ A  
 DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

0546	01	TH	07:00p-08:50p	LEC	3.00	BC-101	Beitscher, J
			08/18/05				
		TH	07:00p-08:50p	LEC		BC-101	Beitscher, J
			09/29/05				
		TH	07:00p-08:50p	LEC		BC-101	Beitscher, J
			10/27/05				
		TH	07:00p-08:50p	LEC		BC-101	Beitscher, J
			12/01/05				
		TH	07:00p-08:50p	LEC		BC-101	Beitscher, J
			12/08/05				

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

**HIST 161 History of Western Civilization: From the Renaissance to the Cold War 3.00 Units**

Survey of the political, economic, social, and intellectual developments that form the basis for Western Civilization from the Renaissance to the cold war.

*Associate Degree Applicable*  
 Course credit transfers to both CSU and UC.  
 CAN (California Articulation Number) HIST 4  
 CAN (California Articulation Number) HIST SEQ A  
 DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

0548	01	MWF	11:00a-11:50a	LEC	3.00	BC-101	Beitscher, J
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**HIST 170 World Civilizations (3500 BCE-1500CE) 3.00 Units**

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 1500CE.

*Associate Degree Applicable*  
 Course credit transfers to both CSU and UC.  
 CAN (California Articulation Number) HIST 14  
 CAN (California Articulation Number) HIST SEQ C  
 DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

0550	01	TTH	11:00a-12:20p	LEC	3.00	BC-101	Beitscher, J Sherman, S
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Ref Sec Days Time Type / Units Room Instructor

**JOURNALISM**

**JOUR 135 Mass Communication in Society 3.00 Units**

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. Critical analysis of mass media messages.

*This course is also offered as SPEECH 135.*  
*Associate Degree Applicable*  
 Course credit transfers to both CSU and UC.

0552	01	M	07:00p-08:50p	LEC	3.00	BC-101	Hogrefe, R
			08/22/05				
		M	07:00p-08:50p	LEC		BC-101	Hogrefe, R
			09/19/05				
		M	07:00p-08:50p	LEC		BC-101	Hogrefe, R
			10/17/05				
		M	07:00p-08:50p	LEC		BC-101	Hogrefe, R
			11/14/05				
		M	07:00p-08:50p	LEC		BC-101	Hogrefe, R
			12/12/05				

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Students are also required to have occasional internet access in order to complete tests and class assignments. Please see the Distributed Education section of this schedule for more detailed information.

**LEARNING RESOURCES**

**LRC 050 Tutor Training 1.00 Unit**

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.

*Associate Degree Applicable*

0554	01	TH	03:00p-05:20p	LEC	1.00	LR-347	Matthews, D
		ARR	2.7 HRS/WK	LAB		LR-347	Matthews, D
Note: Ref. No. 0554 - 5 week class: 09/01 - 09/29							
Note: The first class meeting will be held on Thursday, September 1 at 3:00pm in LR-309.							

0556	02	ARR	1.68 HRS/WK	LEC	1.00	LR-347	Matthews, D
		ARR	1.68 HRS/WK	LAB		LR-347	Matthews, D
Note: Ref. No. 0556 - 8 week class: 10/20 - 12/08							
Note: The first class meeting will be held on Thursday, October 20 at 3:00pm in LR-309.							

**Payment must be received by the Admissions and Records Office within 3 working days after registering, or you will be dropped from your classes.**

Ref Sec Days Time Type/Units Room Instructor

## LEARNING RESOURCES

**All students registering in LRC 960X4  
MUST report to the Learning Center  
during the first week of class.**

### LRC 960X4 Developmental Study Techniques 0.50 - 2.00 Units

This course provides participation in programs individually designed to assist students in their mastery of basic study techniques.

*Not Applicable to the Associate Degree  
Note: LRC 960X4 may be taken 4 times*

0560	01	ARR	3.37	HRS/WK	LAB	0.50	LR-LC	Matthews,D
Note: Ref. No. 0560 - 8 week class: 08/15 - 10/07								
0562	02	ARR	3	HRS/WK	LAB	1.00	LR-LC	Matthews,D
0564	03	ARR	6	HRS/WK	LAB	2.00	LR-LC	Matthews,D
0566	05	ARR	6.75	HRS/WK	LAB	1.00	LR-LC	Matthews,D
Note: Ref. No. 0566 - 8 week class: 10/10 - 12/02								
0568	04	ARR	3.37	HRS/WK	LAB	0.50	LR-LC	Matthews,D
Note: Ref. No. 0568 - 8 week class: 10/10 - 12/02								

## MARKETING

### MARKET 100 Marketing Principles 3.00 Units

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.

*Associate Degree Applicable  
Course credit transfers to CSU.  
DEPARTMENTAL RECOMMENDATIONS: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent, and ENGL 015.*

0570 01 W 06:30p-09:20p LEC 3.00 BC-105 Shook,W

### MARKET 110 Advertising 3.00 Units

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.

*Associate Degree Applicable  
Course credit transfers to CSU.  
DEPARTMENTAL RECOMMENDATIONS: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent and ENGL 015.*

0572 01 MW 11:00a-12:20p LEC 3.00 BC-104 O'Toole,R

Ref Sec Days Time Type/Units Room Instructor

### MARKET 198 Marketing Work Experience

2.00 - 4.00 Units

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

*Associate Degree Applicable  
Course credit limited transfer to CSU.  
Contact a counselor for details.*

*PREREQUISITE: Enrolled in occupational program and working at a job directly related to student's major.*

*COREQUISITE: Enrolled in at least 7 units, including this course.*

0574	01	ARR	10	HRS/WK	WRKEX	2.00	OE2-205	McCormick,K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.								
0576	02	ARR	15	HRS/WK	WRKEX	3.00	OE2-205	McCormick,K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.								
0578	03	ARR	20	HRS/WK	WRKEX	4.00	OE2-205	McCormick,K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.								

## MATHEMATICS

**IF PURCHASING A USED BOOK FOR MATH 942,  
NEW SOFTWARE MUST BE PURCHASED  
AT AN ADDITIONAL EXPENSE.**

### MATH 942 Arithmetic 4.00 Units

The study of the fundamental operations involving whole numbers, fractions, decimals and percents.

*Not Applicable to the Associate Degree*

0580	01	MWF	11:00a-11:50a	LEC	4.00	LR-348	Wilson,S
		M	10:00a-10:50a	LAB		LR-LC	Wilson,S
		ARR	2 HRS/WK	LAB		LR-LC	Wilson,S
0582	02	MWF	11:00a-11:50a	LEC	4.00	LR-348	Wilson,S
		W	12:00p-12:50p	LAB		LR-LC	Wilson,S
		ARR	2 HRS/WK	LAB		LR-LC	Wilson,S
0584	03	MWF	11:00a-11:50a	LEC	4.00	LR-348	Wilson,S
		F	10:00a-10:50a	LAB		LR-LC	Wilson,S
		ARR	2 HRS/WK	LAB		LR-LC	Wilson,S
0586	04	MWF	12:00p-12:50p	LEC	4.00	LR-348	Staff
		M	11:00a-11:50a	LAB		LR-LC	Staff
		ARR	2 HRS/WK	LAB		LR-LC	Staff
0588	05	MWF	12:00p-12:50p	LEC	4.00	LR-348	Staff
		W	11:00a-11:50a	LAB		LR-LC	Gibson,K
		ARR	2 HRS/WK	LAB		LR-LC	Gibson,K
0590	06	MWF	12:00p-12:50p	LEC	4.00	LR-348	Staff
		F	11:00a-11:50a	LAB		LR-LC	Staff
		ARR	2 HRS/WK	LAB		LR-LC	Staff
0592	07	TTH	09:00a-10:20a	LEC	4.00	LR-348	Ramirez,S
		T	08:00a-08:50a	LAB		LR-LC	Staff
		ARR	2 HRS/WK	LAB		LR-LC	Staff
0594	08	TTH	09:00a-10:20a	LEC	4.00	LR-348	Ramirez,S
		T	11:00a-11:50a	LAB		LR-LC	Gibson,K
		ARR	2 HRS/WK	LAB		LR-LC	Gibson,K
0596	09	TTH	09:00a-10:20a	LEC	4.00	LR-348	Ramirez,S
		TH	11:00a-11:50a	LAB		LR-LC	Gibson,K
		ARR	2 HRS/WK	LAB		LR-LC	Gibson,K

Ref	Sec	Days	Time	Type / Units	Room	Instructor
0598	10	TTH	05:30p-06:50p	LEC 4.00	LR-347	Gibson, K
		T	04:00p-04:50p	LAB	LR-LC	Gibson, K
		ARR	2 HRS/WK	LAB	LR-LC	Gibson, K
0600	11	TTH	05:30p-06:50p	LEC 4.00	LR-347	Gibson, K
		T	07:00p-07:50p	LAB	LR-LC	Gibson, K
		ARR	2 HRS/WK	LAB	LR-LC	Gibson, K
0602	12	TTH	05:30p-06:50p	LEC 4.00	LR-347	Gibson, K
		TH	07:00p-07:50p	LAB	LR-LC	Gibson, K
		ARR	2 HRS/WK	LAB	LR-LC	Gibson, K

**IF PURCHASING A USED BOOK FOR MATH 952,  
NEW SOFTWARE MUST BE PURCHASED  
AT AN ADDITIONAL EXPENSE.**

**MATH 952 Prealgebra 4.00 Units**

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.

*Not Applicable to the Associate Degree*

*PREREQUISITE: MATH 942 or equivalent according to Crafton Hills College placement procedures*

0604	03	MTWTH	11:00a-12:50p	LEC 4.00	LADM-304	Staff
Note: Ref. No. 0604 - 9 week class: 08/15 - 10/11						
0606	07	MWF	01:00p-02:45p	LEC 4.00	LR-348	Staff
Note: Ref. No. 0606 - 14 week class: 09/07 - 12/07						
Note: The first class meeting for MATH 952 (07) is Wednesday, September 7.						
0608	06	MW	09:00a-10:50a	LEC 4.00	LR-348	Hanley, J
0610	02	MW	03:00p-04:50p	LEC 4.00	LR-348	Staff
0612	04	TTH	01:00p-02:50p	LEC 4.00	LR-348	Staff
0614	09	MW	07:00p-08:50p	LEC 4.00	LR-348	Staff
0616	05	TTH	05:00p-06:50p	LEC 4.00	LR-348	Staff

**MATH 090 Elementary Algebra 4.00 Units**

Manipulation of algebraic expressions including ones with integer exponents and factoring, solving increasingly difficult equations and their applications, graphing lines and drawing conclusions from the graph. Introduction of rational expressions. Students are expected to be proficient with the arithmetic of positive and negative numbers including fractions upon entering MATH 090.

*Associate Degree Applicable*

*PREREQUISITE: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process*

0618	03	MTWTH	11:00a-12:50p	LEC 4.00	LADM-304	Ramirez, S
Note: Ref. No. 0618 - 9 week class: 10/13 - 12/08						
Note: The first class meeting for Math 090 (03) is Thursday, October 13.						
0620	10	MWF	09:00a-10:19a	LEC 4.00	CL-111	Staff
0622	06	MWF	01:00p-02:45p	LEC 4.00	CL-111	Staff
Note: Ref. No. 0622 - 14 week class: 09/07 - 12/07						
Note: The first class meeting for Math 090 (06) is Wednesday, September 7.						
0624	01	MW	11:00a-12:50p	LEC 4.00	CHS-237	Deming, M
0626	15	MW	03:00p-04:50p	LEC 4.00	CHS-237	Deming, M
0628	05	TTH	07:00a-08:50a	LEC 4.00	CL-111	Staff
0630	04	TTH	09:00a-10:50a	LEC 4.00	CL-111	Staff
0632	13	TTH	11:00a-12:50p	LEC 4.00	CL-111	Staff
0634	21	TTH	01:00p-02:50p	LEC 4.00	CL-111	Staff
0636	14	TTH	03:00p-04:50p	LEC 4.00	CL-111	Staff
0638	16	MW	05:00p-06:50p	LEC 4.00	CHS-237	Deming, M
0640	17	MW	07:00p-08:50p	LEC 4.00	CHS-237	Deming, M
0642	18	TTH	05:00p-06:50p	LEC 4.00	CL-111	Staff
0644	19	TTH	07:00p-08:50p	LEC 4.00	CL-111	Staff

**Eric Jorgensen  
Math Major**



“What I like about math is that it is logical,” said 24-year-old CHC Math Major Eric Jorgensen. “With math, you learn the basic steps for solving problems. Math is used in everything, from helping explain the properties of the universe to dealing with everyday tasks, such as keeping your check book balanced.”

Jorgensen’s goal is to be a math teacher. “They’re really in need of math and science teachers in middle and high schools,” he said.

Jorgensen described the CHC math teachers as being “top notch.”

“(CHC Math Department Head) Sherri Wilson is an awesome teacher,” he said. “There’s a lot of material to get through in precalculus, but she’s always there to help you. When you’re not in class, you can drop by her office for help, or see her helping students in the Learning Resource Math Center, or she’ll even visit student study groups.”

Jorgensen also decided to get involved in student government, serving two years in the Associated Student Body (ASB) as the interclub senate president and the executive vice president.

“The ASB has been a great experience,” he said. “I really enjoyed it and had a lot of fun. I learned about leadership, bureaucracy, and people. I think our Student Senate really worked well with the faculty.”

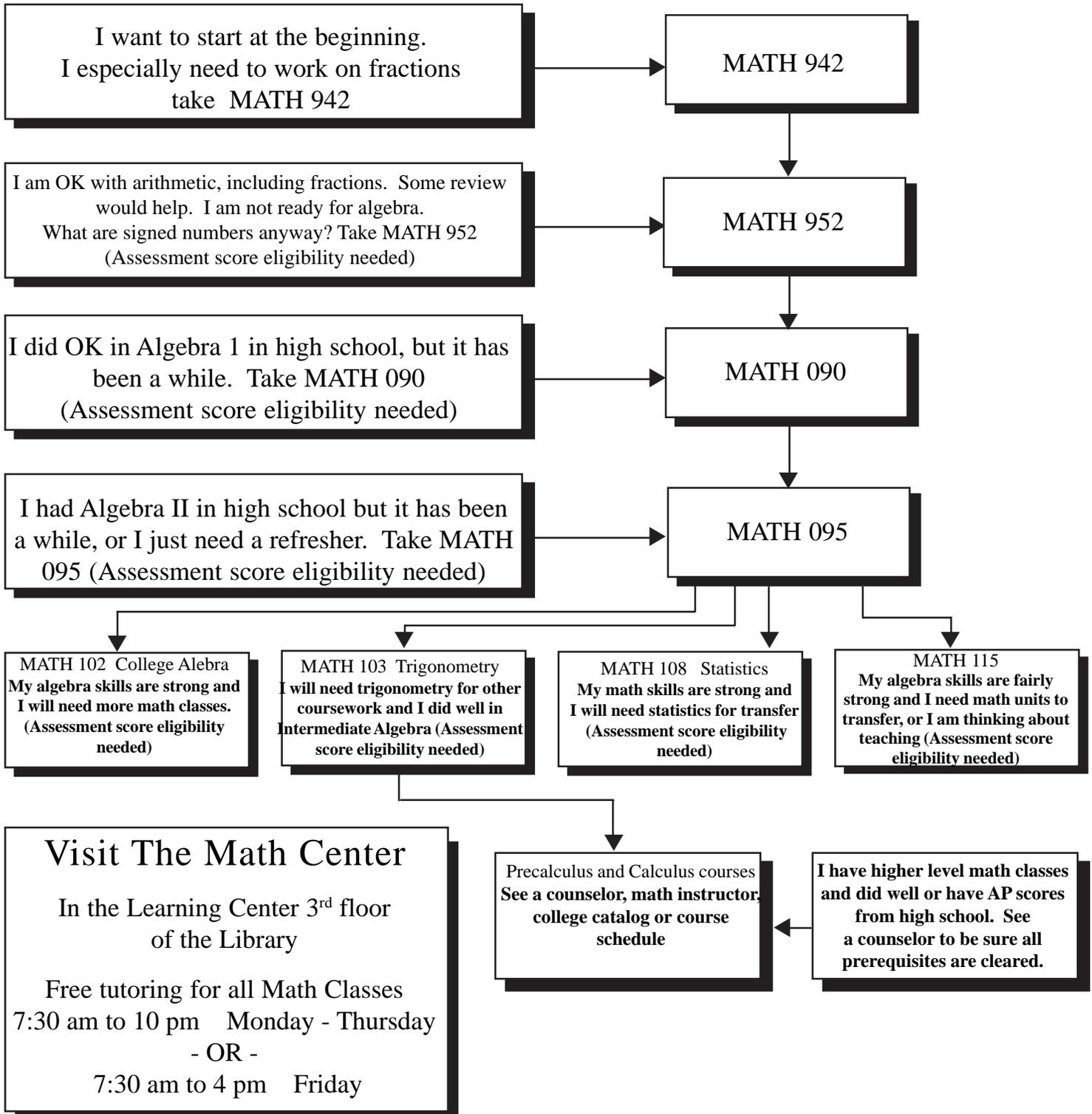
In order to help attend college, Jorgensen applied for and received financial aid. He qualified for the Board of Governor’s Waiver (BOG) and a Pell Grant. “Everyone should apply for financial aid, even if you don’t think you’re going to get it,” he advised. “Also, your circumstances might change, and they’ll already have you on file.”

“I definitely enjoyed my time here,” Jorgensen said. “I’ve learned valuable skills to prepare me for a four-year college. Also, the liberal arts aspect of the education here has made me a more well-rounded person.”

Jorgensen’s next goal is to attend Cal Poly Pomona in math and education.

## 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.



Ref Sec Days Time Type/Units Room Instructor

**MATH 095 Intermediate Algebra 4.00 Units**

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.

*Associate Degree Applicable*

*PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process*

0646	04	MTWTH	01:00p-02:50p	LEC	4.00	BC-105	Ramirez,S
Note: Ref. No. 0646 - 8 week class: 08/15 - 10/11							

0648	03	MWF	07:30a-08:49a	LEC	4.00	CHS-237	Ramirez,S
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0650	10	MWF	11:00a-12:45p	LEC	4.00	CL-111	Staff
Note: Ref. No. 0650 - 14 week class: 09/07 - 12/07							
Note: The first class meeting for Math 095 (10) is Wednesday, September 7.							

0652	06	MW	09:00a-10:50a	LEC	4.00	CHS-237	Ramirez,S
0654	14	MW	01:00p-02:50p	LEC	4.00	PAC-309	Staff
0656	05	TTH	07:00a-08:50a	LEC	4.00	CL-106	Ramirez,S
0658	02	TTH	11:00a-12:50p	LEC	4.00	LR-348	Staff
0660	08	TTH	03:00p-04:50p	LEC	4.00	LR-348	Staff
0662	11	MW	05:00p-06:50p	LEC	4.00	CL-111	Staff
0664	12	MW	07:00p-08:50p	LEC	4.00	CL-111	Staff
0666	13	TTH	05:00p-06:50p	LEC	4.00	CHS-237	Staff
0668	15	TTH	07:00p-08:50p	LEC	4.00	CHS-237	Staff

**MATH 102 College Algebra 4.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number) MATH 10*

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

0670	03	MTWTH	01:00p-02:50p	LEC	4.00	BC-105	Staff
Note: Ref. No. 0670 - 10 week class: 10/13 - 12/15							
Note: The first class meeting for MATH 102 (03) is Thursday, October 13.							

0672	07	MW	11:00a-12:50p	LEC	4.00	PAC-309	Hanley,J
0674	05	MW	01:00p-02:50p	LEC	4.00	CHS-237	Gibson,K
0676	02	TTH	09:00a-10:50a	LEC	4.00	CL-106	Hanley,J
0678	08	TTH	03:00p-04:50p	LEC	4.00	CHS-237	Hanley,J
0680	11	F	09:00a-10:50a	LEC	4.00	CHS-237	Crise,R
		ARR	2 HRS/WK	LEC		CHS-237	Crise,R

This hybrid class meets once a week on campus.

The arranged hours require that you have internet access and can go "online" on a regular basis.

0682	09	MW	05:00p-06:50p	LEC	4.00	LR-348	Staff
0684	10	TTH	07:00p-08:50p	LEC	4.00	LR-348	Staff

**MATH 103 Plane Trigonometry 4.00 Units**

Study of the circular functions, DeMoivre's Theorem and applications. Emphasis is placed on mastering trigonometric identities and the solution of trigonometric equations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*CAN (California Articulation Number) MATH 8*

*PREREQUISITE: MATH 095 or eligibility for MATH 103 as determined through the Crafton Hills College assessment process*

0686	03	TTH	11:00a-12:50p	LEC	4.00	CHS-237	Staff
0688	02	MW	05:00p-06:50p	LEC	4.00	BC-104	Crise,R

Ref Sec Days Time Type/Units Room Instructor

**MATH 108 Statistics 4.00 Units**

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

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) STAT 2*

*PREREQUISITE: MATH 095 or eligibility for MATH 108 as determined through the Crafton Hills College assessment process*

0690	03	MW	01:00p-02:50p	LEC	4.00	LADM-121	Kadow,E
0692	01	TTH	09:00a-10:50a	LEC	4.00	PAC-309	Stone,H
0694	02	MW	05:00p-06:50p	LEC	4.00	CL-218	Kadow,E

**MATH 115 The Ideas of Mathematics 3.00 Units**

Sets, propositional logic, and the applications to topics from discrete mathematics including enumeration techniques and finite probability spaces.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*PREREQUISITE: MATH 095*

0696	01	TTH	09:30a-10:50a	LEC	3.00	CHS-237	Staff
0698	02	M	06:00p-08:50p	LEC	3.00	LR-347	Gibson,K

**MATH 151 Precalculus 4.00 Units**

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. Any trigonometry class will meet the prerequisite. Please see a counselor.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number) MATH 16*

*PREREQUISITE: MATH 103 or eligibility for MATH 151 as determined through the Crafton Hills College assessment process*

0700	01	TTH	11:00a-12:50p	LEC	4.00	BC-104	Wilson,S
0702	02	TTH	05:00p-06:50p	LEC	4.00	CL-107	Staff

**MATH 250 Single Variable Calculus I 4.00 Units**

Introduction to differential and integral calculus; including limits and continuity; algebraic and transcendental functions, and applications of differentiation.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) MATH 18*

*CAN (California Articulation Number) MATH SEQ C*

*PREREQUISITE: MATH 151 or eligibility as determined through the Crafton Hills College assessment process*

0704	01	TTH	01:00p-02:50p	LEC	4.00	CHS-237	Crise,R
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*Don't forget to include the expense of books and supplies in your expenses calculations!*

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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## MATHEMATICS

**MATH 251 Single Variable Calculus II 4.00 Units**  
Methods of integration, applications of the integrals, improper integrals, conic sections, parametric equations, infinite series, and polar coordinates.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) MATH 20*

*CAN (California Articulation Number) MATH SEQ C*

*PREREQUISITE: MATH 250 or eligibility for MATH 251 as determined through the Crafton Hills College assessment process*

0706	01	MW	01:00p-02:50p	LEC	4.00	BC-104	Crise,R
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**MATH 266 Introduction to Ordinary Differential Equations 3.00 Units**

An introduction to 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)

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*PREREQUISITE: MATH 251 or eligibility for MATH 266 as determined through the Crafton Hills College assessment process*

0708	01	MW	01:00p-02:20p	LEC	3.00	CL-107	Cismowski,R
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## MICROBIOLOGY

**MICRO 102 Introductory Microbiology 4.00 Units**  
Introduction to microbiology, emphasizing the general characteristics of microorganisms, principles of microbial growth, identification control and the relationships between human beings and microbes.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

0710	01	TTH	01:00p-02:20p	LEC	4.00	CHS-242	ShimeId,L
		TTH	11:00a-12:20p	LAB		LADM-201	ShimeId,L
0712	02	TTH	01:00p-02:20p	LEC	4.00	CHS-242	ShimeId,L
		TTH	02:30p-03:50p	LAB		LADM-201	Burns,C

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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**MICRO 150 Medical Microbiology 5.00 Units**  
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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number) BIOL 14*

*PREREQUISITE: CHEM 101*

0714	02	WF	11:00a-12:20p	LEC	5.00	LADM-211	ShimeId,L
		WF	12:30p-01:59p	LAB		LADM-201	Burns,C
		WF	02:00p-03:20p	LAB		LADM-201	ShimeId,L
							Burns,C
0716	03	WF	11:00a-12:20p	LEC	5.00	LADM-211	ShimeId,L
		WF	08:00a-10:50a	LAB		LADM-201	ShimeId,L

## MUSIC

**MUSIC 100 Fundamental Skills in Music 3.00 Units**  
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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0718	03	MWF	08:00a-08:50a	LEC	3.00	PAC-308	McConne11,M
0720	02	W	07:00p-09:50p	LEC	3.00	PAC-308	McClurg,B

**MUSIC 101 Music Theory I 3.00 Units**  
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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0722	01	MWF	11:00a-11:49a	LEC	3.00	PAC-308	McConne11,M
		ARR	1.5 HRS/WK	LAB		PAC-308	McConne11,M

**MUSIC 103 Appreciation of American Popular Music 3.00 Units**

Study of American popular music.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

0724	01	M	07:00p-09:50p	LEC	3.00	PAC-308	McNaughton,B
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**Payment must be received by the Admissions and Records Office within 3 working days after registering, or you will be dropped from your classes.**

*Boxed sections indicate Short-Term classes.*

Ref Sec Days Time Type / Units Room Instructor

**MUSIC 120 Appreciation of Musical Literature 3.00 Units**

Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context.

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

0726 02 TTH 09:30a-10:50a LEC 3.00 PAC-308 McConne11,M

**MUSIC 132X4 Guitar 2.00 Units**

Progressive study of the basic techniques of playing guitar.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
 Note: MUSIC 132X4 may be taken 4 times  
 DEPARTMENTAL RECOMMENDATION: MUSIC 100

0728 01 M 04:00p-04:50p LEC 2.00 PAC-308 McNaughton,B  
 M 05:00p-06:50p LAB PAC-308 McNaughton,B

**MUSIC 135X4 Piano 2.00 Units**

Progressive class instruction in piano, including scale techniques, sight-reading, ensemble playing, basic literature, keyboard techniques, and musicianship skills.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
 Note: MUSIC 135X4 may be taken 4 times  
 DEPARTMENTAL RECOMMENDATION: MUSIC 100

0730 02 M 02:00p-02:50p LEC 2.00 PAC-225 McConne11,M  
 M 03:00p-04:50p LAB PAC-225 McConne11,M

0732 01 TTH 11:00a-11:20a LEC 2.00 PAC-225 McConne11,M  
 TTH 11:30a-12:20p LAB PAC-225 McConne11,M

**MUSIC 150X4 Mixed Chorus 2.00 Units**

Foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship, especially recommended for pre-teaching and liberal arts majors who desire vocal training.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
 Note: MUSIC 150X4 may be taken 4 times

0734 01 T 07:00p-07:50p LEC 2.00 PAC-308 McClurg,B  
 T 08:00p-09:50p LAB PAC-308 McClurg,B  
 ARR 1 HRS/WK LAB PAC-308 McClurg,B

**MUSIC 156X4 Concert Choir 2.00 Units**

Performance and study of choral works from all periods of music.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
 Note: MUSIC 156X4 may be taken 4 times  
 PREREQUISITE: Faculty recommendation through audition  
 DEPARTMENTAL RECOMMENDATION: MUSIC 150X4 or equivalent

0736 01 T 07:00p-07:50p LEC 2.00 PAC-308 McClurg,B  
 T 08:00p-09:50p LAB PAC-308 McClurg,B  
 ARR 1 HRS/WK LAB PAC-308 McClurg,B

Ref Sec Days Time Type / Units Room Instructor

**MUSIC 174X4 Jazz Ensemble 2.00 Units**

Study and performance of Jazz literature, style, and interpretation. Open to instrumentalists and vocalist. Performance required.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
 Note: MUSIC 174X4 may be taken 4 times

PREREQUISITE: Demonstrate performance proficiency on instrument/voice through audition

0738 01 TH 07:00p-07:50p LEC 2.00 PAC-308 McConne11,M  
 TH 08:00p-09:50p LAB PAC-308 McConne11,M  
 ARR 1 HRS/WK LAB PAC-308 McConne11,M

**MUSIC 175X4 Jazz Band Workshop 2.00 Units**

Continued study and performance of Jazz literature, style, and interpretation. Advanced performance level; performance required.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
 Note: MUSIC 175X4 may be taken 4 times

PREREQUISITE: MUSIC 174X4 and/or faculty recommendation through audition

0740 01 TH 07:00p-07:50p LEC 2.00 PAC-309 McConne11,M  
 TH 08:00p-09:50p LAB PAC-309 McConne11,M  
 ARR 1 HRS/WK LAB PAC-309 McConne11,M

**OCEANOGRAPHY**

**OCEAN 101 Elements of Oceanography 3.00 Units**

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.

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

0744 01 MW 11:00a-12:20p LEC 3.00 LADM-106 Hughes,R

0746 02 TH 07:00p-08:50p LEC 3.00 BC-101 Breman,J

08/25/05

TH 07:00p-08:50p LEC BC-101 Breman,J

09/15/05

TH 07:00p-08:50p LEC BC-101 Breman,J

10/20/05

TH 07:00p-08:50p LEC BC-101 Breman,J

11/17/05

TH 07:00p-08:50p LEC BC-101 Breman,J

12/15/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



**For a detailed listing of deadline dates go to [www.craftonhills.edu](http://www.craftonhills.edu) and click on Classes/Programs**

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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## PERSONAL & CAREER DEVELOPMENT

### PCD 111 Career Life Planning 3.00 Units

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 student. 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.

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

0748	01	W	07:00p-09:50p	LEC	3.00	OE1-127	Gist,J
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## PHILOSOPHY

### PHIL 101 Introduction to Philosophy 3.00 Units

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

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
*CAN (California Articulation Number) PHIL 2*  
*DEPARTMENTAL RECOMMENDATIONS: Reading: Comprehension at or above the 12th grade level and ENGL 015*

0750	01	MWF	08:00a-08:50a	LEC	3.00	LADM-304	Biffle,J
0752	02	MWF	10:00a-10:50a	LEC	3.00	LADM-304	Biffle,J

### PHIL 103 Introduction to Logic: Argument and Evidence 3.00 Units

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

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
*CAN (California Articulation Number) PHIL 6*  
*DEPARTMENTAL RECOMMENDATIONS: Reading: Comprehension at or above the 12th grade level and ENGL 101*

0754	01	MWF	09:00a-09:50a	LEC	3.00	LR-347	Munro,G
0756	02	MW	01:00p-02:50p	LEC	3.00	LADM-304	Staff

Note: Ref. No. 0756 - 13 week class: 08/15 - 11/09

0758	03	M	06:00p-08:50p	LEC	3.00	LADM-304	Biffle,J
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*Boxed sections indicate  
Short-Term classes.*

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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### PHIL 105 Introduction to Ethics: Moral Values in Today's Society 3.00 Units

Study of the history and application of moral philosophy that analyzes prominent ethical traditions and applies them to contemporary moral issues.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
*CAN (California Articulation Number) PHIL 4*  
*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*

0760	01	MWF	09:00a-09:50a	LEC	3.00	LADM-304	Biffle,J
0762	03	S	10:30a-12:20p	LEC	3.00	BC-101	Chadd,D
			08/20/05				
		S	10:30a-12:20p	LEC		BC-101	Chadd,D
			08/27/05				
		S	10:30a-12:20p	LEC		BC-101	Chadd,D
			09/24/05				
		S	10:30a-12:20p	LEC		BC-101	Chadd,D
			10/22/05				
		S	10:30a-12:20p	LEC		BC-101	Chadd,D
			11/05/05				
		S	10:30a-12:20p	LEC		BC-101	Chadd,D
			12/03/05				
		S	10:30a-12:20p	LEC		BC-101	Chadd,D
			12/10/05				

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

0764	02	T	05:00p-06:50p	LEC	3.00	LADM-121	Biffle,J
			08/16/05				
		T	05:00p-06:50p	LEC		LADM-121	Biffle,J
			08/30/05				
		T	05:00p-06:50p	LEC		LADM-121	Biffle,J
			09/06/05				
		T	05:00p-06:50p	LEC		LADM-121	Biffle,J
			10/04/05				
		T	05:00p-06:50p	LEC		LADM-121	Biffle,J
			11/01/05				
		T	05:00p-06:50p	LEC		LADM-121	Biffle,J
			12/13/05				

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Laboratory/Administration Building, Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

**PRIORITY WEB/TELEPHONE REGISTRATION**  
**JULY 6 - 26, 2005**

**OPEN WEB/TELEPHONE REGISTRATION**  
**JULY 27 - AUGUST 10, 2005**

**INSTRUCTION BEGINS**  
**AUGUST 15, 2005**

Ref Sec Days Time Type/Units Room Instructor

# PHYSICAL EDUCATION

## PE 263 Nutrition and Health 3.00 Units

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. The relationship between lifestyle factors and disease in America is also examined, along with an in-depth analysis of emotional stress.

*This course is also offered as HEALTH 263.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATION:** MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process

0520	01	MW	07:30a-08:50a	LEC	3.00	LADM-121	DeSalliers,D
0522	02	TTH	07:30a-08:50a	LEC	3.00	BC-101	DeSalliers,D
0524	03	M	06:00p-08:50p	LEC	3.00	PAC-309	Moses,O

# PHYSICAL EDUCATION

## INDIVIDUAL/GROUP ACTIVITIES

## PE/I 070X4 Fitness Evaluation 0.25 Unit

Fitness testing regime that assesses cardiorespiratory fitness, strength, flexibility, muscle endurance, health history, hydration, body fat, body lean and dietary intake. Recommendations for an exercise and nutrition program based on stated personal needs.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

*Note: PE/I 070X4 may be taken 4 times*

0766	01	ARR	.75 HRS/WK	LAB	0.25	G-003	DeSalliers,D
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## PE/I 105X4 Aerobics 1.00 Unit

Aerobics training for beginning through advanced students. Activities to improve flexibility and strength with an emphasis on cardiorespiratory conditioning.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 105X4 may be taken 4 times*

### Combination: Kickboxing, Step and Strength Training

0768	01	MWF	09:00a-09:50a	LAB	1.00	G-101E	Poffek,C
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### Combination: Taebo, Kickboxing, Step, and Strength Training

0770	03	TTH	07:30a-08:50a	LAB	1.00	G-101E	Scott,J
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### Combination: Taebo, Aerobic Kickboxing, and Strength Training

0772	04	TTH	09:30a-10:50a	LAB	1.00	G-101E	Head,D
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### Combination: Kickboxing, Step, and Strength Training

0774	06	MW	05:00p-06:20p	LAB	1.00	G-101E	Scott,J
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Ref Sec Days Time Type/Units Room Instructor

## PE/I 106X4 Total Body Fitness 1.00 Unit

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.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 106X4 may be taken 4 times*

0776	01	MW	11:00a-12:20p	LAB	1.00	G-001	Poffek,C
0778	02	TTH	09:30a-10:50a	LAB	1.00	G-001	Ledoux,J

## PE/I 108X4 Weight Training 1.00 Unit

Weight training for beginners with little or no weight training knowledge and skills and advanced students who desire more sophisticated routines.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 108X4 may be taken 4 times*

0780	01	MWF	09:00a-09:50a	LAB	1.00	G-001	Ledoux,J
0782	02	MWF	10:00a-10:50a	LAB	1.00	G-001	Ledoux,J
0784	06	MW	01:00p-02:20p	LAB	1.00	G-001	Ledoux,J
0786	03	TTH	11:00a-12:20p	LAB	1.00	G-001	Ledoux,J
0788	05	TTH	05:30p-06:50p	LAB	1.00	G-001	MaToney,C

## PE/I 120X4 Golf 1.00 Unit

Instruction in the skills, techniques, strategies, rules, and etiquette of golf.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 120X4 may be taken 4 times*

0790	02	MW	11:00a-12:20p	LAB	1.00	G-101W	Rabago,R
0792	04	TTH	11:00a-12:20p	LAB	1.00	G-101W	Rabago,R
0794	03	F	01:00p-03:50p	LAB	1.00	G-101W	Rabago,R
0796	07	S	08:00a-10:50a	LAB	1.00	G-101W	Rabago,R
0798	06	S	11:00a-01:50p	LAB	1.00	G-101W	Rabago,R

## PE/I 143X4 Funk/Hip Hop Dance 1.00 Unit

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.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 143X4 may be taken 4 times*

0800	02	TTH	01:00p-02:20p	LAB	1.00	G-101E	Staff
0802	03	TH	06:20p-09:10p	LAB	1.00	G-101E	Staff

## PE/I 148X4 Tennis 1.00 Unit

Instruction in the skills, techniques, strategies, rules, and etiquette of tennis.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 148X4 may be taken 4 times*

0804	01	W	06:00p-08:50p	LAB	1.00	TC-CRTS	Rabago,R
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Ref	Sec	Days	Time	Type/Units	Room	Instructor
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# PHYSICAL EDUCATION

## INDIVIDUAL/GROUP ACTIVITIES

### PE/I 155X4 Conditioning with the Pilates Method 1.00 Unit

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.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 155X4 may be taken 4 times*

0806	01	MWF	10:00a-10:50a	LAB	1.00	G-101E	Poffek,C
0808	02	TTH	03:30p-04:50p	LAB	1.00	G-101E	Alblinger,D

### PE/I 159X4 Karate 1.00 Unit

Practice in the fundamental skills of unarmed self-defense.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 159X4 may be taken 4 times*

0810	01	W	06:20p-09:10p	LAB	1.00	G-101E	Namekata,J
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### PE/I 163X4 Ballroom/Swing/Salsa 1.00 Unit

Basic principles of Ballroom/Swing/Salsa dance.

*This course is also offered as THART 163X4.*

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 163X4 may be taken 4 times*

0812	01	M	06:20p-09:10p	LAB	1.00	G-101E	Staff
0814	02	T	06:20p-09:10p	LAB	1.00	G-101E	Schwimmer,H

### PE/I 168X4 Yoga 1.00 Unit

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.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: PE/I 168X4 may be taken 4 times*

0816	03	MW	11:00a-12:20p	LAB	1.00	G-101E	Aniello,L
0818	04	MW	03:30p-04:50p	LAB	1.00	G-101E	Head,D
0820	02	TTH	11:00a-12:20p	LAB	1.00	G-101E	Head,D
0822	01	TTH	05:00p-06:20p	LAB	1.00	G-101E	Aniello,L

Ref	Sec	Days	Time	Type/Units	Room	Instructor
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# PHYSICS

### PHYSIC 100 Introduction to Physics 4.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

0824	01	TTH	09:30a-10:50a	LEC	4.00	LADM-121	Adams,M
		M	01:00p-03:50p	LAB		LADM-115	Adams,M
0826	02	TTH	09:30a-10:50a	LEC	4.00	LADM-121	Adams,M
		T	11:00a-01:50p	LAB		LADM-115	Holstrom,G
0828	03	TTH	09:30a-10:50a	LEC	4.00	LADM-121	Adams,M
		T	02:00p-04:50p	LAB		LADM-115	Holstrom,G
0830	04	TTH	09:30a-10:50a	LEC	4.00	LADM-121	Adams,M
		W	01:00p-03:50p	LAB		LADM-115	Adams,M
0832	05	TTH	09:30a-10:50a	LEC	4.00	LADM-121	Adams,M
		TH	01:00p-03:50p	LAB		LADM-115	Adams,M

### PHYSIC 110 General Physics I 4.00 Units

Introduction to mechanics, heat and waves.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number) PHYS 2*

*CAN (California Articulation Number) PHYS SEQ A*

*PREREQUISITES: MATH 103 or eligibility for MATH 151 as*

*determined through the Crafton Hills College assessment process*

*DEPARTMENTAL RECOMMENDATION: PHYSIC 100*

0834	01	MWF	11:00a-11:50a	LEC	4.00	LADM-121	Adams,M
		M	01:00p-03:50p	LAB		LADM-115	Adams,M
0836	02	MWF	11:00a-11:50a	LEC	4.00	LADM-121	Adams,M
		T	11:00a-01:50p	LAB		LADM-115	Holstrom,G
0838	03	MWF	11:00a-11:50a	LEC	4.00	LADM-121	Adams,M
		T	02:00p-04:50p	LAB		LADM-115	Holstrom,G
0840	04	MWF	11:00a-11:50a	LEC	4.00	LADM-121	Adams,M
		W	01:00p-03:50p	LAB		LADM-115	Adams,M
0842	05	MWF	11:00a-11:50a	LEC	4.00	LADM-121	Adams,M
		TH	01:00p-03:50p	LAB		LADM-115	Adams,M

### PHYSIC 200 Physics I 6.00 Units

Study of physics, including mechanics, conservation laws, fluids, thermodynamics, and wave motion.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number) PHYS SEQ B*

*PREREQUISITE: MATH 250*

*DEPARTMENTAL RECOMMENDATION: PHYSIC 100*

0844	01	MWF	11:00a-11:50a	LEC	6.00	LADM-121	Adams,M
		T	11:00a-12:50p	LEC		CL-107	Adams,M
		M	01:00p-03:50p	LAB		LADM-115	Adams,M
0846	02	MWF	11:00a-11:50a	LEC	6.00	LADM-121	Adams,M
		T	11:00a-12:50p	LEC		CL-107	Adams,M
		T	02:00p-04:50p	LAB		LADM-115	Holstrom,G
0848	03	MWF	11:00a-11:50a	LEC	6.00	LADM-121	Adams,M
		T	11:00a-12:50p	LEC		CL-107	Adams,M
		W	01:00p-03:50p	LAB		LADM-115	Adams,M
0850	04	MWF	11:00a-11:50a	LEC	6.00	LADM-121	Adams,M
		T	11:00a-12:50p	LEC		CL-107	Adams,M
		TH	01:00p-03:50p	LAB		LADM-115	Adams,M

Ref Sec Days Time Type / Units Room Instructor

# POLITICAL SCIENCE

## POLIT 100 American Politics 3.00 Units

Introductory course in the fundamentals of American government and politics.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) GOVT 2*

**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

0852	03	MWF	12:00p-12:50p	LEC	3.00	LADM-121	Munro,G
0854	01	MW	11:00a-12:50p	LEC	3.00	CL-218	Staff

Note: Ref. No. 0854 - 13 week class: 08/15 - 11/09

0860 04 TH 07:00p-09:50p LEC 3.00 LADM-224 Hellerman,S

0856 05 S 08:30a-10:20a LEC 3.00 LADM-121 Hellerman,S

08/20/05 LADM-121 Hellerman,S

09/24/05 LADM-121 Hellerman,S

08:30a-10:20a LEC 3.00 LADM-121 Hellerman,S

11/05/05 LADM-121 Hellerman,S

08:30a-10:20a LEC 3.00 LADM-121 Hellerman,S

11/19/05 LADM-121 Hellerman,S

08:30a-10:20a LEC 3.00 LADM-121 Hellerman,S

12/10/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Laboratory/Administration Building, Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

0858 06 S 11:00a-12:50p LEC 3.00 LADM-121 Hellerman,S

08/20/05 LADM-121 Hellerman,S

11:00a-12:50p LEC 3.00 LADM-121 Hellerman,S

09/24/05 LADM-121 Hellerman,S

11:00a-12:50p LEC 3.00 LADM-121 Hellerman,S

11/05/05 LADM-121 Hellerman,S

11:00a-12:50p LEC 3.00 LADM-121 Hellerman,S

11/19/05 LADM-121 Hellerman,S

11:00a-12:50p LEC 3.00 LADM-121 Hellerman,S

12/10/05

This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above). Broadcast dates and times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Laboratory/Administration Building, Room 121 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.



Ref Sec Days Time Type / Units Room Instructor

# PSYCHOLOGY

## PSYCH 100 General Psychology 3.00 Units

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) PSY 2*

**DEPARTMENTAL RECOMMENDATIONS:** Reading: Passing a standardized test of reading comprehension at or above the 12th grade level, MATH 090, eligibility for ENGL 101

0862 08 MW 07:30a-08:50a LEC 3.00 CL-218 Pfahler,D

0864 11 MW 09:30a-10:50a LEC 3.00 CL-218 Pfahler,D

0866 04 TTH 07:30a-08:50a LEC 3.00 CL-218 Pfahler,D

0868 09 TTH 09:30a-10:50a LEC 3.00 CL-218 Pfahler,D

0870 07 TTH 01:00p-02:20p LEC 3.00 CL-218 Moore,S

0872 02 TTH 03:00p-04:50p LEC 3.00 CL-218 Moore,S

Note: Ref. No. 0872 - 14 week class: 09/06 - 12/08

0874 10 F 01:00p-02:50p LEC 3.00 CL-218 Brink,T

ARR 1 HRS/WK LEC CL-218 Brink,T

This hybrid class meets once a week on campus.

The arranged hours require that you have internet access and can go "online" on a regular basis.

0878 03 M 07:00p-09:50p LEC 3.00 CL-218 Pfahler,D

0876 06 S 08:30a-10:20a LEC 3.00 CL-218 Brink,T

08/20/05 LEC CL-218 Brink,T

08:30a-10:20a LEC CL-218 Brink,T

08/27/05 LEC CL-218 Brink,T

08:30a-10:20a LEC CL-218 Brink,T

10/29/05 LEC CL-218 Brink,T

08:30a-10:20a LEC CL-218 Brink,T

12/10/05

This is an on-line course with five on-campus meetings. The first meeting on Saturday, August 20 is MANDATORY. ALL meetings will be held in the Classroom Building, Room 218. Please see the Distributed Education section of this schedule for more detailed information.

0880 12 T 05:00p-06:50p LEC 3.00 CL-218 Moore,S

08/16/05 LEC CL-218 Moore,S

05:00p-06:50p LEC CL-218 Moore,S

09/06/05 LEC CL-218 Moore,S

05:00p-06:50p LEC CL-218 Moore,S

10/04/05 LEC CL-218 Moore,S

05:00p-06:50p LEC CL-218 Moore,S

11/01/05 LEC CL-218 Moore,S

05:00p-06:50p LEC CL-218 Moore,S

11/29/05

This is an on-line course with five on-campus meetings. The first meeting on Tuesday, August 16 is MANDATORY. ALL on-campus meetings will be held in the Classroom Building, Room 218. Please see the Distributed Education section of this schedule for more detailed information.



Ref Sec Days Time Type/Units Room Instructor

# PSYCHOLOGY

## PSYCH 112 Child and Adolescent Psychology 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**PREREQUISITE:** PSYCH 100

**DEPARTMENTAL RECOMMENDATIONS:** ENGL 101.

0882 02 MW 01:00p-02:20p LEC 3.00 CL-218 Moore, S

## PSYCH 118 Human Sexual Behavior 3.00 Units

Survey of selected factors in human sexual behavior.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**PREREQUISITE:** PSYCH 100

**DEPARTMENTAL RECOMMENDATION:** ENGL 101. *Successful completion of or concurrent enrollment in ENGL 101*

0884 01 T 05:00p-06:50p LEC 3.00 CL-218 Moore, S

08/30/05

T 05:00p-06:50p LEC CL-218 Moore, S

09/20/05

T 05:00p-06:50p LEC CL-218 Moore, S

10/18/05

T 05:00p-06:50p LEC CL-218 Moore, S

11/15/05

T 05:00p-06:50p LEC CL-218 Moore, S

12/06/05

This is an on-line course with five on-campus meetings. The first meeting on Tuesday, August 30 is MANDATORY. ALL on-campus meetings will be held in the Classroom Building, Room 218. Please see the Distributed Education section of this schedule for more detailed information.

## PSYCH 150 Gerontology 3.00 Units

Examination of aging and the life course.

*This course is also offered as SOC-150.*

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**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*

0886 01 TTH 11:00a-12:20p LEC 3.00 LADM-121 Davis, J

Ref Sec Days Time Type/Units Room Instructor

# READING & STUDY SKILLS

## READ 925X2 Introduction to Reading 3.00 Units

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.

*Not Applicable to the Associate Degree*

*Note: READ 925X2 may be taken 2 times*

**DEPARTMENTAL RECOMMENDATION:** *Score between 0-34 on the reading portion of the CHC assessment test, or 4th, 5th, 6th grade level on the Nelson-Denny Reading Test*

0916 01 MWF 10:00a-10:49a LEC 3.00 LR-347 Lowe, L  
ARR 1.5 HRS/WK LAB LR-347 Lowe, L

## READ 956X2 Intermediate Reading 3.00 Units

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.

*Not Applicable to the Associate Degree*

*Note: READ 956X2 may be taken 2 times*

**DEPARTMENTAL RECOMMENDATION:** *Score between 35-64 on the reading portion of the CHC assessment test, or 7th, 8th, or 9th grade level on the Nelson-Denny Reading Test*

0918 01 MWF 11:00a-11:49a LEC 3.00 LR-347 Lowe, L  
ARR 1.5 HRS/WK LAB LR-347 Lowe, L

## READ 078X2 Advanced Reading 3.00 Units

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.

*Associate Degree Applicable*

*Note: READ 078X2 may be taken 2 times*

**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*

0920 01 TTH 01:00p-02:20p LEC 3.00 LR-347 Lowe, L  
0922 02 T 07:00p-09:50p LEC 3.00 LR-347 Lowe, L

## READ 091 College Study Skills 3.00 Units

Instruction in the skills of listening, note taking, class preparation and participation, organizing and analyzing textbook material, and using the library. Provides methods for the improvement of concentration, memory and test-taking.

*Associate Degree Applicable*

0924 02 MW 01:00p-02:20p LEC 3.00 LR-347 Lowe, L  
0926 01 TTH 11:00a-12:20p LEC 3.00 CL-218 Lowe, L

Ref Sec Days Time Type / Units Room Instructor

# REAL ESTATE

**REALST 100 Real Estate Principles 3.00 Units**  
 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.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**DEPARTMENTAL RECOMMENDATIONS:** Reading: Pass a standardized test of reading comprehension at or above the 12th grade level and ENGL 015

0928 01 W 07:00p-09:50p LEC 3.00 LADM-304 Zombos,N

# RELIGIOUS STUDIES

**RELIG 100 Introduction to Religious Studies 3.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATIONS:** ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0930 01 T 07:00p-09:50p LEC 3.00 CHS-242 Franko,K

**RELIG 101 Introduction to World Religions 3.00 Units**  
 Survey of the major world religions with particular attention to Hindu, Daoist, Confucian, Judaic, Christian, Buddhist, and Islamic traditions.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

**DEPARTMENTAL RECOMMENDATIONS:** ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

0932 01 F 11:00a-12:50p LEC 3.00 CL-218 Brink,T  
 ARR 1 HRS/WK LEC CL-218 Brink,T

This hybrid class meets once a week on campus. The arranged hours require that you have internet access and can "go online" on a regular basis.

0934 02 S 11:00a-12:50p LEC 3.00 CL-218 Brink,T  
 08/20/05  
 S 11:00a-12:50p LEC CL-218 Brink,T  
 08/27/05  
 S 11:00a-12:50p LEC CL-218 Brink,T  
 09/24/05  
 S 11:00a-12:50p LEC CL-218 Brink,T  
 10/29/05  
 S 11:00a-12:50p LEC CL-218 Brink,T  
 12/10/05

This is an on-line course with five on-campus meetings. The first meeting on Saturday, August 20 is MANDATORY. ALL on-campus meetings will be held in the Classroom Building, Room 218. Please see the Distributed Education section of this schedule for more detailed information.

## CRAFTON HILLS COLLEGE RESPIRATORY CARE PROGRAM



"CHC's Respiratory Care Program is a fully accredited program, and our students have one of the highest first-time pass rates nationally for the Respiratory Care Board exams," said Ken Bryson, CHC Respiratory Care Department Head. "We have excellent clinical facilities, and all of our staff are registered respiratory care therapists."

According to Bryson, students graduating from CHC's one-year Certified Respiratory Therapist program can expect to earn \$25,000 to \$35,000 per year. Students graduating from CHC's two-year Registered Respiratory Therapist program can expect to earn from \$30,000 to \$40,000 per year.

Respiratory Care is the allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary systems. Conditions often requiring respiratory care include asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory syndrome, and conditions caused by trauma.

"The instructors at CHC are excellent," said CHC respiratory care graduate Billy Harris. "Each one of them has been in the field of respiratory care for more than 20 years. Also, the students are required to do a lot of clinical rotations in the hospitals. There are going to be things in real life that don't always follow the book."

The CHC Respiratory Care Program is affiliated with Redlands Community Hospital, Jerry L. Pettis Memorial Medical Center, Riverside Community Hospital, Riverside County Regional Medical Center, St. Bernardine Medical Center, Arrowhead Regional Medical Center, and Community Hospital of San Bernardino.

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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## RELIGIOUS STUDIES

### RELIG 135 Religion in America 3.00 Units

Study of religion in America from colonial times to present.

*This course is also offered as HIST-135.*

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*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*

0936	01	TTH	05:00p-06:20p	LEC	3.00	CL-106	Franko, K
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## RESPIRATORY CARE

**NOTE: Prior to starting this program students must show proof of a clear criminal background check. Call the Respiratory Care Program at (909) 389-3286 for the necessary information.**

### RESP 050 Introduction to Respiratory Care 2.00 Units

Introduction and orientation to the field of respiratory care.

*Associate Degree Applicable*

0938	01	TTH	01:00p-02:50p	LEC	2.00	CHS-123	Franklin, B
Note: Ref. No. 0938 - 8 week class: 08/16 - 10/06							

0940	02	TTH	01:00p-02:50p	LEC	2.00	CHS-123	Franklin, B
Note: Ref. No. 0940 - 8 week class: 10/11 - 12/06							

### RESP 101 Fundamentals of Respiratory Care I 4.00 Units

Theoretical application of diagnostic techniques, equipment, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice.

*Associate Degree Applicable*

*PREREQUISITES: Acceptance into the Respiratory Care Program, proof of a clear criminal background check, RESP 051X4, RESP 050, ANAT 101, and AH 101*  
*COREQUISITES: RESP 102, RESP 103, and RESP 104*

0942	01	TTH	08:00a-09:50a	LEC	4.00	CHS-123	Staff
Note: Must be pre-approved for entry into the Certified Respiratory Therapist Program.							

Ref	Sec	Days	Time	Type / Units	Room	Instructor
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### RESP 102 Fundamentals of Respiratory Care Skills I 10.50 Units

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice.

*Associate Degree Applicable*

*PREREQUISITES: Acceptance into the Respiratory Care Program, proof of a clear criminal background check and RESP 051X4*  
*COREQUISITES: RESP 101, RESP 103, and RESP 104*

0944	01	ARR	8 HRS/WK	LEC	10.50	CHS-123	Bryson, K
		ARR	8 HRS/WK	LAB		CHS-123	Be11, R
						CHS-127	Be11, T
							Bryson, K

Note: Must be pre-approved for entry into the Certified Respiratory Therapist Program. The first class meets Monday, August 15, 2005 in CHS 123 at 8:00 a.m.

### RESP 103 Pulmonary Assessment and Pharmacology 3.00 Units

Preparation for the patient encounter through the understanding of basic interviewing and assessing techniques essential to the safe and effective practice of respiratory care.

*Associate Degree Applicable*

*PREREQUISITES: Acceptance into the Respiratory Care Program, proof of a clear criminal background check and RESP 051X4*  
*COREQUISITES: RESP 101, RESP 102, and RESP 104*

0946	01	TTH	10:30a-11:50a	LEC	3.00	CHS-123	Franklin, B
Note: Must be pre-approved for entry into the Certified Respiratory Therapist Program.							

### RESP 104 Respiratory Care Clinical Application I 2.50 Units

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice.

*Associate Degree Applicable*

*PREREQUISITES: Acceptance into the Respiratory Care Program, proof of a clear criminal background check and RESP 051X4*  
*COREQUISITES: RESP 101, RESP 102, and RESP 103*

0948	01	ARR	1 HRS/WK	LEC	2.50	OFFC-CLNC	Be11, R
		ARR	7 HRS/WK	CLINC		OFFC-CLNC	Be11, R

Note: Must be pre-approved for entry into the certified Respiratory Therapist Program. Proof of a clear criminal background check required. The first class meets Friday, August 12, 2005 in CHS 123 at 8:00 a.m.

### RESP 109AX2 Clinical Refresher: Clinical Application I 1.75 Units

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national Clinical Practice Guidelines as well as local standards of practice.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

*PREREQUISITE: RESP 104*

0950	01	ARR	.81 HRS/WK	LEC	1.75	OFFH-HOSP	Be11, R
		ARR	5.68 HRS/WK	CLINC		OFFH-HOSP	Be11, R

Note: Proof of a clear criminal background check required. The first class meets Friday, August 12, 2005 in CHS 123 at 8:00 a.m.

Note: Ref. No. 0950 will be held at Area Hospitals in Off-Campus Hospital. (See Building and Location section in this schedule for the address).

Ref Sec Days Time Type/Units Room Instructor

**RESP 201 Advanced Theory of Respiratory Care I 4.00 Units**

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care.

*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, and RESP 205

0952 01 TTH 10:00a-11:50a LEC 4.00 CHS-127 Be11,T  
 Note: Must be pre-approved for entry into the Registered Respiratory Therapist Program.

**RESP 202 Advanced Respiratory Care Skills Laboratory I 5.25 Units**

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment.

*Associate Degree Applicable*

PREREQUISITES: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112

COREQUISITES: RESP 201, RESP 203, RESP 204, and RESP 205

0954 01 W 08:00a-11:50a LEC 5.25 CHS-127 Franklin,B  
 W 01:00p-04:50p LAB CHS-127 Be11,R  
 CHS-123 Franklin,B  
 McCarty,D

Note: Must be pre-approved for entry into the Registered Respiratory Therapist Program.

**RESP 203 Physiologic Basis of Respiratory Disease I 5.00 Units**

Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnoses and treatment of diseases the therapist will encounter in the clinical setting.

*Associate Degree Applicable*

PREREQUISITES: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112

COREQUISITES: RESP 201, RESP 202, RESP 204, and RESP 205

0956 01 TTH 01:00p-03:20p LEC 5.00 CHS-127 Brainard,C  
 Note: Must be pre-approved for entry into the Registered Respiratory Therapist Program.

**RESP 204 Advanced Respiratory Care Clinical Application I 5.25 Units**

Clinical application of advanced-level skills learned in the laboratory and theory classes.

*Associate Degree Applicable*

PREREQUISITES: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112

COREQUISITES: RESP 201, RESP 202, RESP 203, and RESP 205

0958 01 ARR 2 HRS/WK LEC 5.25 OFFC-CLNC Be11,R  
 ARR 14 HRS/WK CLINC OFFC-CLNC Be11,R

Note: Must be pre-approved for entry into the Registered Respiratory Therapist Program. Proof of a clear criminal background check required. The first class meets Monday, August 15, 2005 in CHS 127 at 9:00 a.m.

Ref Sec Days Time Type/Units Room Instructor

**RESP 205 Introduction to Pharmacology and Drug Therapy 3.00 Units**

Study of the administration of medicine and drug therapy with an emphasis on cardio-respiratory drugs.

*Associate Degree Applicable*

PREREQUISITES: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112

COREQUISITES: RESP 201, RESP 202, RESP 203, and RESP 204

0960 01 TTH 08:00a-09:20a LEC 3.00 CHS-127 Franklin,B  
 Note: Must be pre-approved for entry into the Registered Respiratory Therapist Program.

**RESP 209AX2 Clinical Refresher: Advanced Clinical Application I 2.50 Units**

Continued clinical application of advanced-level skills learned in the laboratory and theory classes.

*Graded on Credit/No Credit basis only.*

*Associate Degree Applicable*

PREREQUISITE: RESP 204

0962 01 ARR 1 HRS/WK LEC 2.50 OFFH-HOSP Be11,R  
 ARR 7 HRS/WK CLINC OFFH-HOSP Be11,R

Note: Proof of a clear criminal background check required. The first class meets Monday, August 15, 2005 in CHS 127 at 9:00 a.m.

**SOCIOLOGY**

**SOC 100 Introduction to Sociology 3.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) SOC 2*

DEPARTMENTAL RECOMMENDATIONS: Reading: Passing Nelson-Denny or comparable test at or above the 30th percentile (12th grade level), MATH 952 and ENGL 101.

0964 02 MW 11:00a-12:20p LEC 3.00 CHS-122 Davis,J  
 0966 03 MW 01:00p-02:20p LEC 3.00 CL-106 Davis,J  
 0968 01 TTH 09:30a-10:50a LEC 3.00 CHS-122 Davis,J  
 0972 05 T 06:00p-08:50p LEC 3.00 CHS-122 Davis,J  
 0970 04 M 07:00p-08:50p LEC 3.00 BC-101 She1by,P  
 08/15/05  
 M 07:00p-08:50p LEC BC-101 She1by,P  
 09/12/05  
 M 07:00p-08:50p LEC BC-101 She1by,P  
 10/03/05  
 M 07:00p-08:50p LEC BC-101 She1by,P  
 11/07/05  
 M 07:00p-08:50p LEC BC-101 She1by,P  
 12/05/05



This telecourse includes televised lectures aired weekly on KVCR-TV plus required on-campus meetings (see dates above) Broadcast dates & times will be provided by the instructor at the first class meeting. ALL on-campus meetings will be held in the Bookstore Complex Building, Room 101 at CRAFTON HILLS COLLEGE. Please see the Distributed Education section of this schedule for more detailed information.

Ref Sec Days Time Type/Units Room Instructor

# SOCIOLOGY

## SOC 105 Social Problems 3.00 Units

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*CAN (California Articulation Number) SOC 4*

*DEPARTMENTAL RECOMMENDATIONS: Reading: Passing Nelson-Denny or comparable test at or above the 30th percentile (12th grade), MATH 952 and ENGL 101.*

0974 01 MW 09:30a-10:50a LEC 3.00 CHS-122 Shelby, P

## SOC 130 Marriage, Family and Intimate Relationships 3.00 Units

Analytical and functional study of the structure and process of the family, with special emphasis on contemporary marriages and families, as well as alternative forms of intimate relationships, in the U.S.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*DEPARTMENTAL RECOMMENDATIONS: Reading: Passing Nelson-Denny or comparable test at or above the 30th percentile (12th grade), ENGL 101.*

0976 02 MW 03:00p-04:20p LEC 3.00 CHS-122 Shelby, P

## SOC 141 Minority Relations 3.00 Units

Sociological study of multiculturalism and diversity in the United States, social stratification, ethnic and other minorities, intergroup relations and their global dimensions.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*DEPARTMENTAL RECOMMENDATIONS: Reading: Passing Nelson-Denny or comparable test at or above the 30th percentile (12 grade) and ENGL 101.*

0978 02 TH 06:00p-08:50p LEC 3.00 CHS-122 Davis, J

## SOC 150 Gerontology 3.00 Units

Examination of aging and the life course. This course is also offered as PSYCH 150.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*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*

0980 01 TTH 11:00a-12:20p LEC 3.00 LADM-121 Davis, J

Ref Sec Days Time Type/Units Room Instructor

# SPANISH

## SPAN 015 Conversational Spanish I 3.00 Units

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.

*Associate Degree Applicable*

0982 01 TH 07:00p-09:50p LEC 3.00 OE2-214A Morri11, A

## SPAN 101 College Spanish I 5.00 Units

Introductory course beginning the development of the student's listening, speaking, reading and writing skills in Spanish.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*CAN (California Articulation Number) SPAN 2*

*CAN (California Articulation Number) SPAN SEQ A*

0984 01 MWF 09:00a-10:40a LEC 5.00 CL-106 Schmidt, J  
 0986 03 MWF 11:00a-12:40p LEC 5.00 CL-106 Kozanova, M  
 0988 04 MW 03:30p-05:50p LEC 5.00 CL-106 Gonzalez, R  
 0990 07 TTH 11:00a-01:20p LEC 5.00 CL-106 Kozanova, M  
 0992 05 MW 07:00p-09:20p LEC 5.00 CL-106 Staff  
 0994 06 TTH 07:00p-09:20p LEC 5.00 CL-106 Staff

## SPAN 102 College Spanish II 5.00 Units

A continuation of SPAN 101. Further development of the student's listening, speaking, reading and writing skills in Spanish.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*CAN (California Articulation Number) SPAN 4*

*CAN (California Articulation Number) SPAN SEQ A*

*PREREQUISITE: SPAN 101*

0996 03 MWF 09:00a-10:40a LEC 5.00 CL-107 Kozanova, M  
 0998 01 MW 03:30p-05:50p LEC 5.00 CL-107 Kozanova, M  
 1000 02 TTH 11:00a-01:20p LEC 5.00 CL-215 Schmidt, J  
 1002 04 MW 07:00p-09:20p LEC 5.00 CL-215 Schmidt, J

## SPAN 103 College Spanish III 4.00 Units

A continuation of SPAN 102. Further development of the student's listening, speaking, reading and writing skills in Spanish.

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*CAN (California Articulation Number) SPAN 8*

*CAN (California Articulation Number) SPAN SEQ B*

*PREREQUISITE: SPAN 102*

1004 01 MW 01:00p-02:50p LEC 4.00 CL-215 Schmidt, J

Ref	Sec	Days	Time	Type / Units	Room	Instructor
<b>SPAN 104 College Spanish IV 4.00 Units</b>						
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.						
<i>Associate Degree Applicable</i>						
<i>Course credit transfers to both CSU and UC.</i>						
<i>CAN (California Articulation Number) SPAN 10</i>						
<i>CAN (California Articulation Number) SPAN SEQ B</i>						
<i>PREREQUISITE: SPAN 103</i>						
1006	01	TTH ARR	09:00a-10:50a 1 HRS/WK	LEC LAB	4.00 CL-107 CL-107	Kozanova, M Kozanova, M

## **S**PEECH COMMUNICATION

### **SPEECH 100 Elements of Public Speaking 3.00 Units** Introductory study and training in public communication.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
*CAN (California Articulation Number) SPCH 4*  
*DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015*

1008	01	MWF	08:00a-08:50a	LEC	3.00	BC-106	Carter, D
1010	06	MW	09:30a-10:50a	LEC	3.00	BC-105	O'Shaughnessy, V
1012	03	MW	11:00a-12:20p	LEC	3.00	BC-105	O'Shaughnessy, V
1014	02	TTH	09:30a-10:50a	LEC	3.00	BC-106	Hogrefe, R
1016	04	TTH	11:00a-12:20p	LEC	3.00	BC-105	Moss, D
1018	05	TTH	01:00p-02:20p	LEC	3.00	BC-106	Drake-Green, P
1020	09	MW	05:00p-06:50p	LEC	3.00	BC-106	Dizmon, K
Note: Ref. No. 1020 - 13 week class: 09/12 - 12/07							
1022	07	M	07:00p-09:50p	LEC	3.00	BC-106	Atlinger, D
1024	08	TH	07:00p-09:50p	LEC	3.00	BC-106	Berilla, S

### **SPEECH 111 Interpersonal Communication 3.00 Units** Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others.

*Associate Degree Applicable*  
*Course credit transfers to both CSU and UC.*  
*CAN (California Articulation Number) SPCH 8*  
*DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101*

1026	01	MW	09:30a-10:50a	LEC	3.00	BC-106	Hogrefe, R
1028	02	MW	01:00p-02:20p	LEC	3.00	BC-106	Drake-Green, P
1030	04	TTH	11:00a-12:20p	LEC	3.00	BC-106	Hogrefe, R
1032	03	W	07:00p-09:50p	LEC	3.00	BC-106	Atlinger, D

## **Philadelphia Johnston Theatre Arts Graduate**



"I took stagecraft as an elective and fell in love with theatre," said 20-year-old Theatre Arts Graduate Philadelphia Johnston. "I got to work on sets, lighting, sound, and back stage management. I learned a lot."

After her first experience with theatre, Johnston took classes in acting, theatre workshop, and theatre history. She performed in the CHC Theatre Workshop's production of "Spoon River Anthology," and was the stage manager for "A Funny Thing Happened on the Way to the Forum." She also directed a one-act play.

"I love theatre and performing with people here," Johnston said. "Theatre is a different environment. The people you interact with become family. It's fun. It's getting out there on stage and doing what you love."

"Theatre gives you a sense of accomplishment. You start from nothing, work hard, and you get to see the final product in the faces of the audience and through their applause."

Johnston also likes English. "My favorite teacher is Jonathan Anderson, who taught Freshman Composition," she said. "He really motivated me to write better and inspired me to write about things I wanted to write about. He was always interested in my writing."

She also praised Theatre Department Head Tom Bryant. "He brings a whole new element to Crafton's theatre program," Johnston said. "He's introduced new plays from L.A. and is focusing on what's happening in theatre now."

Johnston is currently experimenting with writing scripts. "It's been a learning experience," she said. "I'm taking a character analysis class right now, where we analyze the characters in screenplays."

In addition to her involvement with the theatre, Johnston is the founder and president of the Arts League, a student club which advocates, promotes, and supports the fine arts on campus. She is also president of Alpha Gamma Sigma, a CHC honors society comprised of outstanding students dedicated to community service.

*Boxed sections indicate  
Short-Term classes.*



Ref Sec Days Time Type / Units Room Instructor

**THART 163X4 Ballroom/Swing/Salsa 1.00 Unit**

Basic principles of Ballroom/Swing/Salsa dance.

*This course is also offered as PE/I-163X4.*

*Associate Degree Applicable*

*Course credit limited transfer CSU & UC.*

*Contact a counselor for details.*

*Note: THART 163X4 may be taken 4 times*

1052	01	M	06:20p-09:10p	LAB	1.00	G-101E	Staff
1054	02	T	06:20p-09:10p	LAB	1.00	G-101E	Schwimmer, H

**THART 176X4 Fundamentals of Stagecraft I 3.00 Units**

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.

*Associate Degree Applicable*

*Course credit transfers to both CSU and UC.*

*Note: THART 176X4 may be taken 4 times*

1056	01	TTH	10:00a-10:50a	LEC	3.00	PAC-101	Petrovic, S
		TTH	11:00a-12:50p	LAB		PAC-308	Petrovic, S

**THART 226 Play and Screenplay Analysis 3.00 Units**

Techniques of analysis necessary to understand the structure, construction and formats of plays and screenplays.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

1058	01	TTH	11:00a-12:20p	LEC	3.00	PAC-309	Bryant, T
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**WORK EXPERIENCE**  
(GENERAL)

**WKEXP 099 General Work Experience 2.00 - 3.00 Units**

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

*Associate Degree Applicable*

*COREQUISITE: Enrolled in at least 7 units, including this work experience course.*

1062	01	ARR	10 HRS/WK	WRKEX	2.00	OE2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							
1064	02	ARR	15 HRS/WK	WRKEX	3.00	OE2-205	McCormick, K
Note: Students must attend ONE class meeting. Choose ONE class from the following: Monday, August 15, 22; 1-3 p.m. or 5-7 p.m. OR Thursday, August 18, 25; 1-3 p.m. or 5-7 p.m.							

**Payment must be received by the Admissions and Records Office within 3 working days after registering, or you will be dropped from your classes.**

Ref Sec Days Time Type / Units Room Instructor

**WORK EXPERIENCE**  
(OCCUPATIONAL)

Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals. Occupational Work Experience is offered in the following majors:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Accounting</b>                | <b>Computer Information Systems</b> |
| <b>Administration of Justice</b> | <b>Emergency Medical Services</b>   |
| <b>Allied Health</b>             | <b>Fire Technology</b>              |
| <b>Business Administration</b>   | <b>Marketing</b>                    |
| <b>Child Development</b>         |                                     |

**See the appropriate major in this Schedule of Classes for section number.**

**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 CHC 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.

**The 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.

For Web Registration Instructions, see page 64 or log on to: [www.craftonhills.edu](http://www.craftonhills.edu)



### Web/Telephone Registration

Please read these instructions before completing the worksheet.

**Before you call (909) 884-1441, be prepared!**

- Step 1** Read all registration instructions.
- Step 2** Complete the application enclosed in the class schedule if you are a returning or new Crafton Hills College student.
- Step 3** Clear all outstanding debts (if applicable).
- Step 4** If you are eligible, obtain a fee waiver (BOG from Financial Aid), or fee deferment from the appropriate office at least two business days before accessing Web/Telephone registration.
- Step 5** For students using telephone registration, complete the worksheet on page 66. Select alternative courses, since some of your first choice classes may be closed.
- Step 6** Determine your Web/Telephone priority code by referring to the list of categories on page 61. If you are unsure of your status, please call (909) 884-1441 for the answer. Upon approval by the Admissions & Records Director, students currently enrolled in high school may register for approved class(es) beginning open Web/Telephone registration. Please refer to the priority registration page in the schedule of classes. The High School Application deadline is August 5, 2005.
- Step 7** You are now ready to access the Web ([www.craftonhills.edu](http://www.craftonhills.edu)) or by calling (909) 884-1441. Read/Listen carefully to the instructions. The Web pages or Telephone voice will guide you through each step of the registration process. You have not completed the registration procedure until you see the word "Congratulations" on the Web or hear "Goodbye" on the phone.
- Step 8** Payment is due within 3 working days. Your student I.D. number must be on your check. You may make your payment in person at the walk-up window located at the Admissions & Records Office. If you pay by credit card and your charge is declined, your registration may be canceled.

**Payment must be received by the Admissions & Records Office within 3 working days after registering, or you will be dropped from your classes.**

### PAYMENT PROCEDURE:

#### Option One:

Use your credit card (Visa or MasterCard) to pay fees when using the web or telephone registration systems.

#### Option Two:

Once you have registered, cash, check or money order payment must be made in the Admissions & Records Office the close of the third working day.

The Admissions & Records Office Walk-Up window (SSA-212) hours are Monday through Thursday, 8:00 am - 7:00 pm and Friday, 8:00 am to 3:00 pm.

**If you have any problems with the Web/Telephone system, call the HELP! line at (909) 389-3372 or E-mail: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)**

**Monday - Thursday 8:00 am to 7:00 pm  
Friday 8:00 am to 3:00 pm**

### Web/Telephone Registration for DSP&S, EOPS/CARE, and CalWORKs

Eligible students may register using Web/Telephone **July 6 - 8**. Please contact the Disabled Student Programs & Services at (909)389-3325 or the EOPS/CARE/CalWORKs Office at (909)389-3241 to determine your registration day and time. DSP&S and EOPS/CARE/CalWORKs students who miss registering on **July 6 - 8** must wait to register during their regular registration which starts **July 11**. Please consult the grid on page 61 to determine your priority group.

**Web, log on to: [www.craftonhills.edu](http://www.craftonhills.edu) or DIAL (909) 884-1441  
TO CONFIRM YOUR PRIORITY LEVEL ANY TIME ON OR AFTER JUNE 20, 2005  
PRIORITY REGISTRATION BEGINS ON JULY 6, 2005**

Registration is open to students according to a priority system. This priority system has been created to make your registration as easy as possible and to avoid overloading the telephone lines.

You can register by Web/Telephone either during one of the priority registration times (see priorities A through F below) or during the open registration period from July 27 - August 10, 2005.

Since classes are filled on a first-come, first-serve basis, we recommend that you register as soon as possible before your first - choice classes are closed.

## **CATEGORIES OF PRIORITY REGISTRATION**

To determine your registration date and time, you need to know:

- Your priority level (A, B, C, D, E, or F) based on your status as a student.
- **ONLY** units completed or currently enrolled at CHC will be used to calculate priority registration.

Once you have determined your priority level, you may register on the days assigned to that priority or ANY REGISTRATION DAY THEREAFTER.

**For EOPS, DSP&S, CalWORKs, see page 62 for priority dates.**

### **Priority A**

- Students enrolled at CHC during the Spring or Summer 2005 term who have completed 40 to 109 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Priority A students register Monday, July 11 and Tuesday, July 12.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

### **Priority B**

- Students enrolled at CHC during the Spring or Summer 2005 term who have completed 30 to 39.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Priority B students register Wednesday, July 13 and Thursday, July 14.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

### **Priority C**

- Students enrolled at CHC during the Spring or Summer 2005 term who have completed 15 to 29.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Priority C students register Friday, July 15 and Monday, July 18.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

### **Priority D**

- Students enrolled at CHC during the Spring or Summer 2005 term who have completed 0 to 14.9 units at CHC. Be sure to include any units in which you are currently enrolled at CHC only when calculating priority.  
**Priority D students register Tuesday, July 19 and Wednesday, July 20.**  
**EXCEPTION - BA OR HIGHER DEGREE HOLDERS ARE PRIORITY E**

### **Priority E**

- Students who attended CHC previously but not in the Spring or Summer 2005 term AND have re-applied for admission for Fall 2005.
- or Continuing or Returning Students who have previously earned a Bachelor's Degree or higher.
- or Continuing students with 110 units or more.  
**Priority E students register Thursday, July 21 and Friday, July 22.**

### **Priority F**

- You are a new student who has completed the Matriculation process (CHC application, residency statement, assessment, and educational plan with counselor) or you are a new student who has met pre-enrollment assessment waiver criteria as outlined on page 4.  
**Priority F students register Monday, July 25 and Tuesday, July 26.**

**NOTE: You may register on your priority registration day OR ANY REGISTRATION DAY THEREAFTER**

*For Web Registration Instructions, log on to: [www.craftonhills.edu](http://www.craftonhills.edu)*

<b>Web/Telephone Registration 6:00 AM - 12 MIDNIGHT</b>				
<b>Monday July 4</b>	<b>Tuesday July 5</b>	<b>Wednesday July 6</b>	<b>Thursday July 7</b>	<b>Friday July 8</b>
<b>Holiday</b>		<b>EOPS, DSP&amp;S, CalWORKs</b>	<b>EOPS, DSP&amp;S, CalWORKs</b>	<b>EOPS, DSP&amp;S, CalWORKs</b>
<b>Web/Telephone Registration 6:00 AM - 12 MIDNIGHT</b>				
<b>Monday July 11</b>	<b>Tuesday July 12</b>	<b>Wednesday July 13</b>	<b>Thursday July 14</b>	<b>Friday July 15</b>
<b>Priority A</b>	<b>Priority A</b>	<b>Priority B</b>	<b>Priority B</b>	<b>Priority C</b>
<b>Web/Telephone Registration 6:00 AM - 12 MIDNIGHT</b>				
<b>Monday July 18</b>	<b>Tuesday July 19</b>	<b>Wednesday July 20</b>	<b>Thursday July 21</b>	<b>Friday July 22</b>
<b>Priority C</b>	<b>Priority D</b>	<b>Priority D</b>	<b>Priority E</b>	<b>Priority E</b>
<b>Monday July 25</b>	<b>Tuesday July 26</b>	<b>Wednesday July 27</b>	<b>Thursday July 28</b>	<b>Friday July 29</b>
<b>Priority F</b>	<b>Priority F</b>			

### **Beginning July 27 - August 10, 2005**

**Web ([www.craftonhills.edu](http://www.craftonhills.edu)) / Open Telephone Registration**

**Monday - Saturday  
Sunday**

**6:00 am - 12 midnight  
6:00 am - 7:00 pm**

**Payment must be received by the Admissions and Records  
Office within 3 working days after registering, or you  
will be dropped from your classes.**

*The payment center, located in the Admissions & Records Office is open  
8:00 am - 7:00 pm, Monday -Thursday, and 8:00 am - 3:00 pm on Fridays*

Log on to [www.craftonhills.edu](http://www.craftonhills.edu) or call (909) 884-1441

## Priority Web/Telephone Registration Services

**Monday - Saturday**  
**6:00 a.m. - 12 Midnight**

**Sunday**  
**6:00 a.m. - 7:00 p.m.**

Priority Web/Telephone Registration  
July 6 - 26, 2005

EOPS, DSP&S refer to page 62

For priority Web/Telephone registration you need  
to find your registration category, see page 61.

For instructions on registering online using a computer, see page 64.

For instructions on registering by using a touch tone  
telephone, see page 66. If you have any questions, contact the help  
line open from 8:00 a.m. - 7:00 p.m., Monday -Thursday

8:00 a.m. - 3:00 p.m., Friday

Call (909) 389-3372

Email: [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu)

### **Open Web/Telephone**

Open Web/Telephone Registration  
July 27 - August 10

This is an open Web/Telephone registration period.

#### Admissions & Records Office Hours

Monday - Thursday	8:00 am to 7:00 pm
Friday	8:00 am to 3:00 pm

[www.craftonhills.edu](http://www.craftonhills.edu) or (909) 884-1441

**Beginning June 20, 2005**

Find your priority  
registration date by  
logging on to:

**[www.craftonhills.edu](http://www.craftonhills.edu)**

or call (909) 884-1441

#### With Web/Telephone, You CAN:

**REGISTER** for classes through August 10

**DROP** classes

**ADD** a class after it has started by using the Web  
**once you obtain an Authorization Code**

**CHANGE** a section by dropping one class and adding  
another class

**SEARCH** for an open class section

**SEARCH** for classes that don't conflict

**VERIFY** classes in which you are registered

**ACCESS** your total fee amount

**ACCESS** your registration statement (printout)

**CHOOSE** your method of payment

**RECEIVE** payment confirmation via your email

#### You CAN'T:

**REGISTER** for class if you haven't been admitted

**REGISTER** for a class with special admissions  
requirements

**REGISTER** for any class if you have a "HOLD" on your  
records (probation, financial, etc.)

**REGISTER** for two classes that overlap in time

**REGISTER** in more than 19 units



## Web Registration for CHC To Add and/or Drop Classes



1. Login to [www.craftonhills.edu](http://www.craftonhills.edu)
2. Click on Apply/Register from the top menu.
3. Click on "Register / Add / Drop Classes" link.
4. Click on "Register / Add/ Drop/ Pay for Classes". Click on either Add Online, Drop Online or Payment Online
5. Login to Campus Central. (Login=Social Security Number; Pin=Date of Birth)
6. Click on the term you wish to register for.
7. Sign-up for a student e-mail account.
  - a. Click on the "Student E-mail Sign-Up" link. A new browser window will open.
  - b. Enter requested information.
  - c. Click the "Submit" button.
8. Click on "Add a New Section" to register for your classes.
  - a. Use the four-digit reference number found in the schedule of classes or click on the "Browse the Schedule of Classes" link.
  - b. Confirm your selection.
  - c. Repeat for all desired classes.
9. Click on "Drop a Section" if you wish to cancel registration for a class.
  - a. Click on the four-digit reference number of the class you want to drop.
  - b. Confirm your selection.
  - c. Repeat for all desired classes.
10. If desired, click on "Purchase an ASB Card". Once this purchase is made, the sale cannot be canceled online. Please note that an annual ASB Card may not be purchased online at this time. If you want to purchase an annual ASB Card, you must go to the Registration Office. *Annual ASB Cards are only available during the Fall semester.*
11. If desired, click "Pay now with your credit card". Visa and Master Card are accepted.
  - a. Enter your card number and expiration date and click "Continue".
  - b. Confirm that the information you entered is correct, then click "Pay".
  - c. If your payment is successful your account balance will be adjusted accordingly.
  - d. Click "Return to Registration".
12. Once all transactions are complete, exit Web Registration by clicking on the "finished" link. Your registration statement will be created.
  - a. Click "Registration Statement" to view your statement. A new window will open.
  - b. If desired, you may print your statement.
  - c. Close this window.
13. Logout of Campus Central by clicking on the "logout" link.

**Note:** Once you have registered, payments by cash, check or money order must be made in person at the Admissions & Records Office by the close the third working day.

## CONGRATULATIONS! You have just completed CHC'S On-Line Registration Process

If you have difficulty logging in or have forgotten your password, e-mail by clicking on the "Help" link at the login prompt or call (909) 384-4357 (H.E.L.P.) The Authorization Code must be used **IMMEDIATELY** to guarantee official enrollment.

**Payment is due by the close of the third working day. Your student I.D. number must be on your check. You may make your payment in person at the walk-up window located at the Admissions & Records Office. If you pay by credit card and your charge is declined, your registration will be canceled.**

**Register for classes through Web or Telephone**  
**Log on to: [www.craftonhills.edu](http://www.craftonhills.edu) (Web instructions on page 64)**

- 1.** **IF YOU ARE:**
- CONTINUING:** You are enrolled in classes at CHC for the Spring or Summer 2005 term.
  - RETURNING:** You have attended CHC in the past, but are not enrolled currently. You **MUST** submit an Application for Admission for the semester in which you are planning to register.
  - NEW:** You have never attended CHC before. Web/Telephone is available to new students who have satisfied matriculation requirements.

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You will need to know how many units you have completed at CHC, plus any units you or currently enrolled in.

- 2.** You must use a touch-tone telephone in order to access the registration system. Rotary and pulse style phones will not work.
- Before you register, PLEASE READ the instruction sheet, COMPLETE the detailed WORKSHEET, and COMPILE a list of alternate courses, which are located in the current schedule of classes.

**PAYMENT OPTIONS:**

- 3.** **Cash, Check or Money Order:** Once you have registered, payment must be made in the Admissions & Records Office (SSA-212) by the close of the third working day.
- Make checks payable to Crafton Hills College  
Print your name and Student I.D. number on your check or money order in the lower left corner
- Credit Card:** VISA or MasterCard only.
- FINANCIAL AID:** First-time students should apply for financial aid more than six weeks prior to the beginning of registration. The fees covered by your financial aid will be paid automatically at the time you register. The ASB card and a parking permit are optional and at your expense. Always check your statement. You may still have a balance due. All fees are due within three working days after registering.
- 3RDPARTY** Students whose fees are being paid by a third-party agency or institution must present agency authorization to the Admissions & Records Office prior to registration.

**IMPORTANT NOTICE**

The Walk-Up windows in the Admissions & Records Office are open daily  
Monday - Thursday from 8:00 am to 7:00 pm, and on Fridays from 8:00 am - 3:00 pm.

The Web/Telephone system will not be available for registration transactions August 11 - 14, 2005.

**Payment must be received by the Admission and Records Office within  
3 working days after registering, or you will be dropped from your classes.**

*For Web Registration Instructions, log on to: [www.craftonhills.edu](http://www.craftonhills.edu)*



**For Telephone Registration, DIAL (909) 884-1441  
A Voice Response Will Guide You Through Each Step**

**STEP 1** To access registration ..... **PRESS 1**  
To access grades ..... **PRESS 2**

**STEP 2** To Register for Classes  
Enter your 9-digit social security number  
(No dashes or spaces required) .....

Enter your 6-digit birth date using your birth month, day, and year (mm/dd/yy)  
*Example: If you were born on February 12, 1972, enter 021272*

**STEP 3** Purchase ASB Card  
Yes ..... **PRESS 1**  
Otherwise ..... **PRESS any other key**

**STEP 4** To add a course ..... **PRESS 1**  
To drop a course ..... **PRESS 2**  
To review your schedule ..... **PRESS 3**  
To accept schedule, receive balance and complete call ..... **PRESS 6**

**STEP 5** Credit Card  
To pay by credit card ..... **PRESS 1**  
To skip this option ..... **PRESS any other key**

**STEP 6** Military Recruitment  
Answer No ..... **PRESS 1**  
Answer Yes ..... **PRESS any other key**

CoursestoAdd ..... CoursestoDrop

Reference #	Units	Course	Days	Time	Reference #
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## ELIGIBILITY

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

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

## WHO MAY ATTEND

Any person 18 years of age or older and who can benefit from the instruction offered may attend Crafton Hills College.

Persons who have NOT been legal residents of California for at least one year prior to the beginning of the term may attend as non-resident students. Non-resident students are subject to out-of-state tuition at the time of registration.

## HIGH SCHOOL STUDENT SPECIAL ATTENDANCE POLICY AND PROCEDURES

Crafton Hills College may admit high school students who are capable of profiting from college courses.

### To be eligible:

1. The student must take advanced scholastic courses and must have a Grade Point Average (GPA) of 3.0 or better.
2. The student must have a 2.0 GPA for vocational articulated programs.
- \* **These petitions for Special Attendance must be accompanied by a letter of recommendation from a high school counselor.**
3. **The deadline for submission of the "Special Attendance" form and official high school transcript is August 5, 2005.**

### To Petition for Special Attendance, students must submit:

1. A completed Crafton Hills College application for each term requested.
2. A completed Special Student Attendance form (available from high school Counseling Office or CHC Admissions & Records Office), signed by the student applying, a high school counselor, and parent/guardian of the student.
3. Official High School transcripts (delivered in a sealed envelope).

High school students approved for Special Attendance may register in advanced scholastic courses only. Upon approval by the Petitions Committee, students currently enrolled in high school may register for the approved classes beginning open registration. Please refer to the priority registration page in the schedule of classes. Courses taken cannot duplicate courses currently available in the high schools.

Requested college course loads will be reviewed and approved on an individual basis by the CHC Admissions & Records Director.

## ADMISSIONS PROCEDURE (APPLICATION)

Every student must file an official application for admission. Returning students, out of school for one or more terms, **must** complete a new application for admission. The application (located in the center of this schedule) may be submitted by:

- A. Mail (Address on back cover)
- B. In person • Office Hours:
 

8:00 am to 7:00 pm	Monday through Thursday
8:00 am to 3:00 pm	Friday

Acceptance for admission is automatic if the applicant meets all admission requirements and completes all required forms. Transcripts of academic records from other institutions attended are not required at the time of application for admission to Crafton Hills College.

## RESIDENCY

Residency determinations are made at the Admissions & Records Office based on the information on the application and other required documents. Residency classification will not be made by telephone. Contact the Admissions & Records Office for further details at (909) 389-3372.

**All fees are current at press time, however, all fees are subject to change pending legislative action.**



## LANGUAGE REQUIREMENT

Limited English language skills will not prevent your admission and participation in the educational programs at Crafton Hills College. However, in many courses the student will need the ability to understand spoken and written English and the ability to speak and write English. Any student with limited English language skills who attempts to register will be referred to the Counseling in room SSB-201. It is recommended that students with limited English language skills enroll in the courses designed to build those skills (see READ 925X2 and LRC 960X4) in order to acquire the language proficiency necessary for successful achievement or personal safety in other courses.

*La falta de un dominio completo del idioma inglés no porohibirá su admisión a ni su participación en los prog-ramas educativos de Crafton Hills College. Sin embargo, en muchas clases, el estudiante necesitará entender el inglés hablado y escrito y la habilidad de hablar y escribir en inglés. Cualquier estudiante, con habilidades limitadas en inglés, que trate de matricularse será dirigido al Centro de Asesores/Carreras en la oficina SSB-201. Se recomienda que los estudiantes con un dominio limitado en inglés se inscriban en clases que se enfocan en desarrollar ese dominio (vea Reading 925X2 y LRC 960x4 para conseguir el dominio del idioma (inglés) que es necesario para tener éxito o para asegurar la seguridad personal en otras clases.*

## HIGH SCHOOL REGISTRATION PROCEDURES

High school students must be approved by the Director of Admissions and Records to enroll. Obtain a high school student admissions packet from the Admissions and Records Office (SSA-213).

## SHORT-TERM CLASSES

Students must be registered prior to the day of the first class meeting. Consult the Schedule of Classes for details on where classes are held and when they begin.

For a detailed listing of deadline dates for late start/short term classes, go to [www.craftonhills.edu](http://www.craftonhills.edu) and click on Classes/Programs.

**All fees are current at press time, however, all fees are subject to change pending legislative action.**

## STUDENT MATRICULATION

New, non-exempt students enrolling in California community colleges must participate in a matriculation process. Matriculation is a process which brings together a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement includes an admission process, college orientation, pre-enrollment assessment, advisement and counseling for course selection, a suitable program of studies, and follow-up on student progress. The student agrees to express at least a broad educational objective at entrance. He or she also agrees to declare a specific educational objective within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal. The purpose of Matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit, and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and local trustees.

## APPEALS

The college provides an appeals process for review of the following matriculation concerns:

1. Review of placement decisions.
2. Waiver & challenge of prerequisites.
3. Complaint of unlawful discrimination: If a student feels that assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner, he or she should consult with the Vice-President of Student Services or designee (SSA-306).

## NEW STUDENTS

(If you have never taken a course at CHC)

### Before you register you must:

1. Fill out an application (inside schedule) or online [www.craftonhills.edu](http://www.craftonhills.edu). (a) take it to the Admissions Office in the Student Services Building (SSA), Room 213, or (b) mail it to the address on the application.
2. Have your official high school/college/university transcripts sent to the Admissions Office at Crafton Hills College. You may want to request an additional copy for your records at the same time.
3. Participate in the assessment process to determine placement levels in English, Mathematics and Reading. The assessment schedule is on page 4 of this schedule. You must apply before you can go through the assessment process.
4. Develop a Student Educational Plan (SEP) with a counseling faculty member in the Counseling Center.

**ASSESSMENT**

All new students entering Crafton Hills College who intend to complete a program of study at the college must be assessed for placement in English, mathematics and reading prior to enrollment. Exceptions will be made for those who have:

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed pre-requisite courses with a grade of "C" or better. If you have not completed pre-requisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Test Scores)
5. You are only enrolling in courses at Crafton Hills College to maintain a certificate or license requirements.
6. You are only enrolling in 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. You have taken a placement exam at one of the other San Bernardino or Riverside Counties community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college. (Provide Placement Results)

**PROGRAM ADVISEMENT**

Counselors and faculty advisors are available in the Counseling Office during registration to assist students with planning their semester program of classes. Students are not required to stop at the Counseling Office if:

1. They are not on cumulative semester academic or progress probation.
2. They are a continuing student and they have a counselor-approved Student Education Plan (SEP) for the coming semester.
3. They already have a college degree.

**PREREQUISITES**

Students planning to take a course that has a prerequisite, must have completed the prerequisite or will be blocked from registering in the class.

**If a student feels they have met the prerequisite bring evidence (transcripts or placement scores from another college) to the counseling office to determine appropriate placement.**

**CANCELLING CLASSES**

The college reserves the right to cancel any class that does not meet 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.

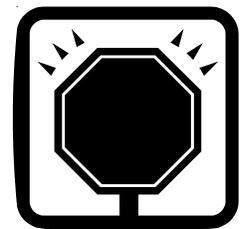
**CHILDREN ON CAMPUS AND IN THE CLASSROOM**

Please be advised that children are not to be brought into the classroom or left unattended on the campus.

Crafton Hills College staff are well aware of the fact that in most cases children are brought to class or on the campus due to hardship situations. Children left unattended on the campus are exposed to a multitude of dangers due to the construction of the campus (stairs, ledges, etc.) and the terrain. In addition, they are often a distraction to faculty and others and, therefore, disrupt the educational process.

You are asked to please make arrangements for the care of your children. If assistance is needed in this regard, the Counseling Center is able to provide referral information.

**PARKING PERMITS**



**Are Required For ALL LOTS AND STREETS at Crafton Hills College**

Vehicles without displayed parking permits are ticketed between 8 am and 10 pm, Monday through Thursday, and between 8 am and 4:30 pm, Friday. Illegally parked vehicles (red zone, handicapped parking, staff parking) are ticketed at all times. Purchase permits in the Communications Office (LADM-221).

Daily parking permits are dispensed by vending machines in Parking Lot D.

Annual Parking (available Fall term)	\$35
Single Semester (Fall or Spring)	\$20
Single Semester (Summer)	\$15

## COURSE NUMBERING SYSTEM

Courses offered at Crafton Hills College make possible the selection of curricula that meet the requirements for most regular college and university majors as well as curricula that prepare the student for productive life in the community.

- 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 Baccalaureate degree.
- 900-999** Courses not applicable to the Associate degree.

## COURSE PREREQUISITES

Courses having a prerequisite are identified in this class schedule with a notation of the prerequisite. Course descriptions are found in the current Crafton Hills College catalog. Contact the Counseling Office during registration if you have questions arising from curricula sequence prerequisites.

## ATTEND THE FIRST CLASS MEETING

Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences.

## WHAT ABOUT GRADES?

The following grading system has been adopted by Crafton Hills College for both day and evening students:

SYMBOL DEFINITION	GRADE POINT
A - Excellent	4
B - Good	3
C - Satisfactory	2
D - Passing, less than satisfactory	1
F - Failing	0
CR - Credit (at least satisfactory; units awarded not counted in GPA)	
NC - No Credit (less than satisfactory or failing; units not counted in GPA)	

By law, the instructor is the final authority on assignment of grades. When reported to the Records Office on the class roll book, grades represent the instructor's decision as to the student's achievement. Grade changes are initiated through the instructor from whom the grade was received. **No grade will be changed for any reason or under any circumstances after (3) years from the end of the term in which the grade was assigned. (SBCCD Board Policy 5040)**

## CREDIT/NO CREDIT GRADE POLICY

If you wish to be graded in any class on a Credit/No Credit basis, you must so indicate by the end of the 4th 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.

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

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

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

## STUDENT GRIEVANCE POLICY

In accordance with Board Policy 5530, a student may initiate grievance against a college employee for any of the following reasons:

- Any act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action without proper regard to academic due process.

**No individual or group has the authority to change a grade assigned by an instructor unless persuasive evidence of instructor error, fraud, bad faith or incompetence is presented. Any student who wishes to discuss a grievance must first attempt to resolve the issue by contacting the instructor.** The next step requires a conference with the instructor's immediate supervisors (first the Department Head). If the alleged problem is still unresolved, the student may request a formal hearing by contacting the Vice President of Student Services in the Student Services Administration Building. Filing a grievance must be done within 180 days of the event.

## STANDARDS OF STUDENT CONDUCT

### *In the Classroom*

Creating 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, not being loud, boisterous, or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, not being disrespectful, 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 is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class 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 conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, 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 highly frequented areas.

### **REPEATING COURSES**

Courses in which a substandard grade D, F, NC was issued may be repeated one time. Only the units and the grade for the course taken the second time will be used to compute the GPA and to count for degree or certificate requirements.

Courses in which an "Incomplete" (I) has been recorded may not be considered for repetition until such time as an evaluative symbol (letter grade) has been issued.

Courses in which a standard grade C, B, A, CR was issued may be repeated one time only upon petition establishing circumstances that will 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.

### **STUDENT WITHDRAWAL**

Students are permitted to withdraw from classes with the notation of "W" on their permanent record through the first 75% of a class section. Students enrolled after 75% of a short-term class has been completed will receive grades other than "W" from their instructors in accordance with the college grading system. Students must complete the withdrawal form when dropping classes or when leaving all classes in order to protect their official permanent record. Withdrawal forms are available in the Records Office (SSA-213).

**Students must have their class programs approved by a counselor if they are new, first-time college students or are enrolling for 19 or more units, or if they are high school students.**

### **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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Federal and state laws do 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 signed waivers from the individual involved.

Crafton Hills College maintains a student record of everyone admitted which relates to requests for admission; transcripts of college work attempted; semester class enrollment data; placement test data; requests for financial assistance; VA authorization benefit forms. The College does not maintain a public directory.

Students may challenge the content of records by filing the proper petition. Grade revisions can be changed only by the instructor of record unless there is an administrative error. The college administrator in charge of record maintenance at Crafton Hills College is the Vice-President, Student Services in the Student Services Building, Room 306.

Crafton Hills College students have the right to review their educational records at any time the Records Office is open. This office is extremely busy at certain times during the year and students will be invited to wait until records are computed and transcripts updated.

#### **Fee Waivers**

**Registration fee of resident students will be waived for recipients of AFDC and/or SSI benefits. Contact Financial Aid Office, CL 214; Telephone (909) 389-3242 or (909) 794-2161, Ext. 3242**

**While every precaution has been made in the preparation of this schedule, please be aware that changes will and do occur after the schedule has gone to press. Therefore, at the time of registration, please check for corrections such as days, times, weeks, instructor, room or cancellations.**

## Crafton Hills College Timeline for Financial Aid Application

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	MARCH
2005 Summer Session Begins  BOG Fee Waiver applications available for Fall 2005  June 1st Summer applications are due	Fall 2005 Telephone Registration Begins  Summer checks mailed  Begin mailing awards for 2005-2006  Look for Flyers  Entrance/Exit Loan Workshops	Fall 2005 Semester Begins 8/15/04  Fall 2005 Pell Checks will be mailed			2nd Fall 2005 Pell Checks will be mailed on 3rd week of November if eligible	Last Fall 2005 Disbursement for Pell Checks 3rd Week of December  Last day to apply for a BOG refund 12/09/05	1/3/06 2006-2007 Federal & State Financial Aid applications available & Entrance/Exit Loan Workshops  1st Pell Spring 2006 Checks will be mailed  Spring 2006 Semester Begins 1/09/06	March 2nd Cal Grant deadline

\* Approximate Dates \*

If you need help with the cost of attending college, the Financial Aid Office may be able to help. The Financial Aid Philosophy is "No Student should be denied access to an educational experience because of a lack of funds." The distribution of these state and federal funds is closely regulated by laws & regulations designed to direct support to those who need them most.

### DETERMINING NEED

The process starts with the Free Application for Federal Student Aid. Based on the information you provide, the Department of Education established a contribution from you and/or your family toward your educational expenses. Your financial need is the difference between the cost of attendance and the contribution from you and/or your family.

### REFUND POLICY

Students receiving Federal Aid Title IV funds who withdraw or drop without notice from all classes prior to or during the 10th week of the semester (60%), will be subject to Federal refund policies. Students who receive federal financial aid and do not attend any classes will be required to repay all the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Examples of refunds are available from the Financial Aid Office. The college will bill the student and holds will be placed on records until the funds are repaid by the student.

### SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is required of all Financial Aid students. If the college places you on probation you are automatically on probation with the Financial Aid Office. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for Aid for the next school year. Detailed information on standards required are available in the Financial Aid Office.

### FINANCIAL AID STAFF

John Muskavitch,	Financial Aid Director	389-3269
Juanita Sousa,	Financial Aid Coordinator	389-3224
Sandra L. Roberts,	Financial Aid Specialist	389-3242
Diedre Sharpe,	Clerical Assistant	389-3223

### ALL CHECKS WILL BE MAILED

## - B O G -

### APPLICATIONS AVAILABLE IN THE FINANCIAL AID OFFICE

California resident student fees can be WAIVED. There are three types of eligibility. You only need to be eligible for one:

**METHOD A:** Please provide proof of AFDC/TANF, SSI, or General Relief benefits being received. (If you are considered dependent, you must provide proof of the benefits your parents are receiving.) Acceptable documentation: Copy of current check, current month's or last month's eligibility letter or untaxed income verification form (available in the Financial Aid Office). Please note: Proof of food stamps or medical card is not acceptable documentation.

**METHOD B:** Please provide information regarding your household size and all sources of income by completing section B on the back of the form. If awarded a BOG B, your enrollment and health fees will be waived.

**METHOD C:** If you don't qualify for Method A or B, you may qualify under Method C. To be evaluated under Method C you must complete a FAFSA. Once you receive your pink SAR (Student Aid Report) in the mail, attach it to a completed BOG application and turn it in to the Financial Aid Office. This process can take up to six weeks.

### *FEE-WAIVERS DO NOT COVER BOOKS*

### FINANCIAL AID PROGRAMS FOR YOU

The Financial Aid Office has detailed information on the following financial aid programs:

- Pell Grant
- Federal Work Study (FWS)
- Stafford Loan Program (FFELP)
- Board of Governors Grant Waiver (BOG)
- Supplemental Educational Opportunity Grant (SEOG)

**OFFICE:** Classroom Building, Room 214 (CL-214)  
**Hours:** Monday-Thursday 9:00 am - 6:00 pm  
 Friday 9:00 am - 1:00 pm

**NEW FINANCIAL AID RULES for 2005/2006****There is a new federal law this year  
about paying back money if you leave school**

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned". NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment.

(Don't worry if you don't understand, the financial aid office will calculate the amount for you.)

*Example: Say you get a \$1000 grant. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your grant*

The Financial Aid Office will multiply your grant money and figure out what you earned, and did not earn.

*\$1000 grant x 26% = \$260 earned; \$1000 x 74% = \$740 unearned.*

The college will owe some of the money back depending on the number of units you took:

*You took 12 units at \$26 each = \$312 x 74% (unearned) = \$231 the college has to pay.*

You will have to pay back the unearned amount, minus the college share, times 50%.

*\$740 - \$231 = \$509 x 50% = \$255 you have to pay the federal program.*

If you receive Federal Work Study (FWS) money and withdraw, you do not owe any FWS money back. You always get to keep the salary you have earned.

**If you are thinking of withdrawing or Just leaving...  
Please think again!**

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors, see what advice they can offer.

**Don't leave unless you must  
But if you must, take care of business before you go.**

Begin the withdrawal process at the Admissions and Records Office. This office will tell you the process and the rules.

Immediately go to the Financial Aid Office in the Classroom Building, Room 214. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

REGULATION	REQUIREMENTS	OPTIONS	IMPACT
<p>All students receiving federal financial aid who completely withdraw within the first 60% of a term, payment period, or period of enrollment are subject to the new refund provision.</p> <ul style="list-style-type: none"> <li>• Effective Fall, 2000</li> <li>• The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to process.</li> <li>• During the first 60% of the enrollment period the student "earns" Title IV aid in direct proportion to the length of time he or she remains enrolled.</li> <li>• Percentage is calculated dividing the number of days completed in the term by the number of calendar days in the term.</li> <li>• Percentage is applied to the amount of disburseable aid to the student for that period of enrollment.</li> </ul>	<p><b>Student:</b></p> <p>Shares in repayment of Title IV Funds awarded that are unearned.</p> <ul style="list-style-type: none"> <li>• The student's share is the difference between the total unearned amount and the institution's share of unearned aid.</li> <li>• The student must repay their share of the unearned funds within 45 days after being billed by the District or set up a repayment schedule with the institution or the Department of Education.</li> </ul>	<p>Student repays the funds in full within 45 days of notification.</p> <p>Student is referred to the Department of Education for collection after the District notifies the student of overpayment and affords the student 45 days to repay overpayment in full or sets up a repayment schedule.</p>	<ul style="list-style-type: none"> <li>• The District must bill and collect the overpayment within 45 days.</li> <li>• The District must set up, monitor and collect overpayment.</li> <li>• If the schedule does not adhere to repayment plan the Financial Aid Office must be notified and the student must be referred to the Department of Education for collection.</li> <li>• The District must bill and attempt to collect the overpayment from student within 45 days of notification.</li> <li>• The District has no further collection obligation after 45 days have expired.</li> </ul>
	<p><b>Institution:</b></p> <ul style="list-style-type: none"> <li>• Shares in the repayment of Title IV funds for the unearned portion of tuition and fees.</li> <li>• <b>Institutional share is the lesser of:</b></li> <li>• The total amount of unearned aid; or</li> <li>• Institutional charges multiplied by the percentage of aid that was unearned.</li> <li>• Must make post-withdrawal disbursements to eligible students who earned more aid than was disbursed prior to withdrawal.</li> <li>• The institution must define and publicize its withdrawal process.</li> </ul>	<p>The District must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.</p>	<ul style="list-style-type: none"> <li>• The District is refunding General Funds monies <u>to the Title IV Programs.</u></li> </ul>
		<p>The District has the option to bill the student for the institution's share of Title IV overpayment.</p>	<ul style="list-style-type: none"> <li>• Students will incur an additional liability if they are billed for the institutional share of Title IV overpayments.</li> <li>• Students will have an institutional liability that will prevent them from enrolling, per Board Policy, until the funds are repaid.</li> </ul>





# Financial A



## Ask Me :

**The Financial Aid  
Office says,  
"Definitely YES!"**

Many hundreds of our students are missing out on the Board of Governor's Waiver (BOG) by not completing the Free Application for Federal Student Aid (FAFSA). Even if you do not qualify for any Federal Grant programs, you could receive a Board of Governor's Waiver from the State of California. The Waiver covers the \$26.00\* per unit tuition. You could use the cost savings for books!

In addition to the Waiver, there are Pell grants, Supplemental Educational Opportunity grants, a Federal Work-Study program, and scholarships.

To learn more about scholarships, grants, loans and the work-study program, drop by the Financial Aid Office on campus and ask for the Free Application for Federal Student Aid (FAFSA) and The Student Guide from the U.S. Department of Education or go to:

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**  
Our school code is: **009272**

**For more information,  
call Financial Aid.**

**(909) 389-3242**  
**(909) 389-3223**

\* Accurate at the time of printing.

## Career and Technical Education

is online at Crafton Hills College  
with the following Services and Programs:

- Career Information
- Career Interest Self-Evaluation
- Occupational Aptitude Assessment
- Pre-Employment Assistance  
(Resume writing, Interview techniques)

### **PLUS** \_\_\_\_\_

**Degree and Certificate programs in the  
following occupation fields:**

- Administration of Justice
- Business and Information Technologies
  - Accounting
  - Business Administration
  - Business Management
  - Retail Management
- Computer Information Systems
  - Cisco Certified Network Associate
  - Marketing
- Child Development
- Fire Technology
- Health Occupations:
  - Emergency Medical Services
  - Radiologic Technology
  - Respiratory Care

**For Information**, contact the office listed below  
or consult the CHC College Catalog:

#### **Counseling Center**

*Telephone: (909) 389-3366 Room: SSB-201*

#### **Career Center**

*Telephone: (909) 389-3361 Room: SSB-201*

#### **Program Development Office**

*Telephone: (909) 389-3344 Room: LADM-300D*

**Are you thinking about registering in a  
Career and Technical Education Program?**

**You can contact the following people for more information:  
(All telephone numbers are in the 909 area code)**

Cynthia Bidney ..... 389-3286  
• Respiratory Care

Catherine Pace-Pequeno ..... 389-3430  
• Computer Information Systems  
(Including Cisco Networking Academy)

Bob O'Toole ..... 389-3304  
• Accounting  
• Business Administration  
• Marketing

Staff ..... 389-3252  
• Emergency Medical Services

Sue Breazile ..... 389-3408  
• Fire Technology

Kim McCormick ..... 389-3212  
• Work Experience

Mario Perez ..... 389-3352  
• Administration of Justice

Morris Hunter ..... 580-3540  
• Radiologic Technology

Jean Searle-Grassick ..... 389-3401  
• Child Development and Education



**Also, did you know... you can participate in the Graduation  
Ceremony if you have earned a Certificate?**

**To request a certificate, contact the Admission's Office at  
389-3372. If you wish to participate in this year's Graduation,  
contact the Program Development Office at 389-3344 by March 1, 2006.**

**Did You Know...  
You Can Get College  
Units for Working?**

Do you work 10 or 15 or 20 hours per week?  
Use those hours toward your degree.

Attend the class that fits your schedule:  
Monday, August 15 or 22 or Thursday, August 18 or 25  
1 - 3 p.m. or 5 - 7 p.m. • OE2 - 205

**General  
Work Experience**

- Designed for those who are not yet working in the field of their major
- Offers up to 6 units toward an Associate's Degree

**Occupational Work Experience**

- Earn up to 16 units (4 units per semester) toward an Associate's Degree

ACCOUNTING  
 ADMINISTRATION OF JUSTICE  
 ALLIED HEALTH  
 BUSINESS ADMINISTRATION  
 CHILD DEVELOPMENT  
 COMPUTER INFORMATION SYSTEMS  
 EMERGENCY MEDICAL SERVICES  
 FIRE TECHNOLOGY  
 MARKETING

**Advantages of Work Experience**

- Practical on the Job Experience
- Connect Classroom Learning to the Job
- College Credit
- Build Self-Confidence
- Add Education/Experience to Resumes

Ask about internships available in your major.

Call (909) 389-3212 for information.



## RADIOLOGIC TECHNOLOGY

**NOTE:** Prior to starting this program, students must show proof of a clear criminal background check. Call the Director of the Radiologic Technology Program at the number indicated below for the necessary information.

**Program Director:** Morris Hunter  
(909) 580-3540

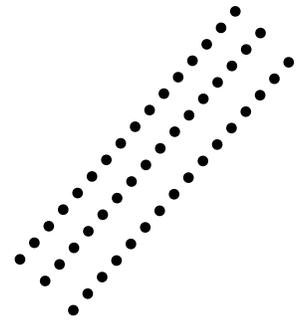
Applications to apply into the Radiologic Technology Program are available October through March.

The completed application and a \$50.00 non-refundable application fee are due by May 1.

### MINIMUM QUALIFICATIONS:

To be considered for a personal interview, the applicant must:

1. Submit a completed application package and fee
2. Provide a copy of their High School Diploma or GED
3. Complete the college courses listed below prior to interview:
  - English Composition: ENGL 101 or equivalent
  - Computer Literacy: CIS 101 or equivalent
  - Elementary Algebra: MATH 090 or equivalent
  - General Anatomy and Physiology: ANAT 101 or equivalent
  - Medical Terminology: AH 101 or equivalent
  - Survey of Radiologic Technology: AH 090 or equivalent (only offered at Crafton Hills College)



### Courses available for students currently in the Radiologic Technology Program

FIRST SEMESTER		THIRD SEMESTER	
RADIOL 100	Introduction to Radiologic Technology ..... .75	RADIOL 200	Radiation Protection II ..... 1.50
RADIOL 101	Medical Ethics for the Radiographer ..... .50	RADIOL 201	Radiographic Exposure II ..... 1.50
RADIOL 103	Radiographic Positioning I ..... 1.50	RADIOL 202	Radiographic Film Critique II ..... 1.50
RADIOL 104	Radiographic Physics I ..... 1.50	RADIOL 203	Radiographic Positioning III ..... 1.50
RADIOL 105	Radiographic Anatomy/Physiology I ..... 1.50	RADIOL 204	Radiographic Anatomy/Physiology III ..... 1.50
RADIOL 106	Radiographic Positioning Lab I ..... .50	RADIOL 205	Radiographic Exposure Lab ..... .50
RADIOL 115A	Radiographic Clinic I ..... 11.25	RADIOL 213A	Radiographic Clinic III ..... 10.75
SECOND SEMESTER		FOURTH SEMESTER	
RADIOL 107	Basic Radiologic Medical Techniques ..... 1.25	RADIOL 207	Radiographic Imaging ..... 1.25
RADIOL 108	Radiation Protection I ..... 1.25	RADIOL 208	Registry Review Test in Radiology ..... 2.75
RADIOL 109	Radiologic Physics II ..... 1.25	RADIOL 209	Radiographic Film Critique III-Pathology .... 1.25
RADIOL 110	Radiographic Exposure I ..... 1.25	RADIOL 210	Radiographic Positioning IV ..... 1.25
RADIOL 111	Radiographic Film Critique ..... 1.25	RADIOL 211	Radiographic Anatomy/Physiology ..... 1.25
RADIOL 112	Radiographic Positioning II ..... 1.25	RADIOL 212	Special Procedures in Radiology ..... 1.25
RADIOL 113	Radiographic Anatomy/Physiology II ..... 1.25	RADIOL 213B	Radiographic Clinic IV ..... 11.00
RADIOL 114	Radiographic Positioning Lab II ..... .50		
RADIOL 115B	Radiographic Clinic II ..... 10.50		
		<b>TOTAL UNITS</b> .....	<b>76.00</b>

# Semester in SALAMANCA, SPAIN



## - SPRING 2006 -

Crafton Hills College's Semester in Salamanca, Spain for Spring 2006 provides a very enriching experience. You will enjoy the historical surroundings, grow intellectually, and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from Crafton Hills College or one of the other community colleges in the Southern California Foothills Consortium.

Theatres, major symphony orchestras, world-class operatic performances, concerts, recitals, ballet performances and an unparalleled range of live rock and ethnic music are just some of the cultural opportunities available.

- Earn college credit transferable for a bachelor's degree.
- Most courses fulfill general education requirements.
- Participate in the Spanish Life and Culture class with exciting guest speakers and field trips.
- Take advantage of low-cost flights, living accommodations.
- Consider optional tours to explore the great cities and historic sites of Europe.

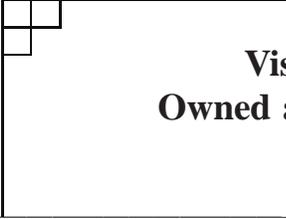
*Semester in*  
**LONDON**  
offered Fall 2006

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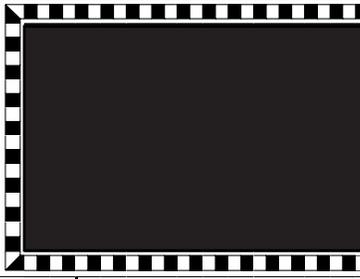
**Spend Spring Semester in Spain, and earn 12 Units:  
Apply August to December - Financial Aid Available  
For information, call Lynn Jamison (626) 914-8560**

**Applications available in Faculty Offices, SSA-328**

**CHC Coordinator/Professor - Kris Acquistapace, (909) 389-3347**



Visit the Child Development Center on campus!  
Owned and operated by Crafton Hills College, serving the  
College and the Community



**Commitment to  
Quality Child Care**

# ALPHA GAMMA SIGMA

HONOR SOCIETY OF CALIFORNIA JR. COLLEGES

*Attending college justifies your talent for securing a future.  
At A.G.S., we Honor that talent by providing you the  
opportunity to apply it, and rewarding you the official  
recognition you deserve.*

Member Benefits Include

- Graduate with Nationally recognized Honors
- Campus and Community Leadership positions
  - Embossed Seal on your diploma
- Wear a GOLD CORD at graduation

Member Opportunities Include:

- Building a Network with College Administrators
- Running for Officer and Committee positions
- Developing Cultural & Community Programs
- Meeting Student Body and Maintaining Relationships

*To learn more about Alpha Gamma Sigma or how to join,  
CONTACT the Student Senate Office at (909) 389-3410  
We look forward to Honoring you!*



## Crafton Hills College ARTS LEAGUE

A group of Crafton Hills College students established the Arts League as a means to support the arts on campus. The Arts League is the largest service club on campus. We not only promote music concerts, theatre productions, art exhibits, and individual student projects, we also raise funds for the arts at Crafton.

### Benefits:

- Increased eligibility for CHC and Private Scholarships
- The latest transfer strategies and acceptance criteria to major universities
- Assistance with financial aid forms, processes, and scholarship applications
- Retail discounts on supplies and services for all artistic disciplines
- Eligibility to run for officer positions and Arts League Scholarships
- Opportunity to have fun while learning at Crafton Hills College

Connect yourself to the largest creative resource on campus: Fill out an application at the Student Senate Office (next to the cafeteria) or call (909) 389-3410 for more information.

## NON-DISCRIMINATION POLICY

San Bernardino Community College District and its two colleges, Crafton Hills College and San Bernardino Valley College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation act of 1972, as amended.

Crafton Hills College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's equal opportunity/affirmative action policies or to file a complaint, contact John Matulich, Interim Vice Chancellor of Human Resources & Employee Relations District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact Alex Contreras, Vice-President, Student Services, Student Services Building, Room 306.

Complaints of sexual harassment may be registered with the College President or the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone

**In compliance with the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Bernardino Community College District and Crafton Hills College to make available to all students the completion rates of certificate-, degree-, or transfer-seeking first-time, full-time students entering college beginning in Fall 1995, and annually thereafter. This information is available in the college library and on the web at <http://cccco.edu> Information on crime rates is available in the Communications Center (LADM-221)**

(909) 382-4041.

*El Distrito de Colegios de la Comunidad de San Bernardino, y sus dos colegios, San Bernardino Valley College y Crafton Hills College, están comprometidos a no discriminar. Nuestra meta es proveerles la oportunidad igual a todos los miembros de la comunidad, en todos los aspectos del colegio, incluso los servicios de admisión de ayuda financiera, de facilidades & actividades estudiantiles y del empleo.*

*Las leyes federales y la políticas del Distrito prohíben absolutamente todo tipo de discriminación, incluso el acoso sexual, y la desigualdad, sea basada en la raza, el color, la religión, el sexo, la edad, el estado civil, la deshabilidad física o impedimentos mentales, o la orientación sexual. Las políticas antidiscriminatorias están apoyadas por los requisitos de los Títulos VI y VII del Acta de Derechos Civiles del 1964 con sus enmiendas; el Títulos IX de las Enmiendas de la Educación del 1972; el Acta sobre la Discriminación en el Empleo por la Edad del 1975; y Secciones 503 y 504 del Acta de Rehabilitación del 1972 con sus enmiendas.*

*Además, Crafton Hills College se compromete a vencer la discriminación por el sexo y los estereotipos sexuales en los programas de la educación vocacional. La falta de facilidad con el uso del inglés no será barrera a la admisión ni a la participación en los programas de la educación vocacional.*

*Los estudiantes, los solicitantes para el empleo y los empleados pueden quejarse de cualquiera acción que les parezca discriminar contra ellos por uno de los motivos antes descritos. Para información sobre la política del distrito o para quejarse: Póngase en contacto con:*

*Gloria Harrison, President or John Matulich, Interim Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telephone (909) 382-4041.*

## AMERICANS WITH DISABILITIES ACT OF 1990 STATEMENT OF POLICY

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

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

Any concerns, comments, or suggestions should be directed to the Vice President of Administrative Services at (909) 389-3210.

## The San Bernardino Community College District

### SUBSTANCE ABUSE POLICY

● Illicit drugs use and alcohol abuse account for two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. Students must be aware that substance abuse leads to financial, health, psychological, work, school and legal problems. Health risks include:

● **ALCOHOL Physical Effects:** impairs coordination and thinking, contributes to brain, heart, and liver disease, fetal alcohol syndrome, some forms of cancer, reduced life expectancy, addiction  
Overdose: alcohol poisoning, reduced respiratory and heart rate and possible death.

● **COCAINE & CRACK COCAINE Physical Effects:** severe mood-swings and irritability, depression, increased blood pressure and heart rate, excitability and restlessness, false feeling of self-confidence, painful nosebleeds and nasal erosion, quick addiction. Overdose: agitation, hallucinations, convulsions, heart failure and possible death.

● **DEPRESSANTS (Barbiturates, Tranquilizers, Chloral Hydrate) Physical Effects:** Slurred speech, impaired judgment, and loss of motor coordination. Overdose: (compounded if used with alcohol) respiratory depression, clammy skin, dilated pupils, weak rapid pulse, coma, and possible death.

● **HALLUCINOGENS (PCP, Angel Dust, Loveboat, LSD, Acid, Green/Red Dragon, Mescaline, Peyote, Psilocybin, Designer Drugs, Ecstasy, PCE) Physical Effects:** Increase in blood pressure, heart rate and blood sugar, possible muscle rigidity, rapid changing feelings, depression, anxiety, violent behavior, & a distorted perception of time. Once use may cause irreversible brain damage. Overdose: convulsions, coma, heart/lung failure, ruptured blood vessels in the brain, and possible death.

● **INHALANTS (glue, paint thinner, hairspray, gasoline, correction fluid, marking pens, laughing gas) Physical Effects:** loss of muscle control, slurred speech, drowsiness, excessive secretions from the nose and watery eyes, brain damage and damage to lung cells. Overdose: excessive fatigue, increased pulse, loss of consciousness and possible death.

● **MARIJUANA Physical Effects:** increased appetite, loss of sex drive and reduced fertility, may cause heart and lung (contains more than 400 chemicals) damage, diminished immune system, impairs judgment and relaxes inhibitions, loss of motivation and purpose, impaired memory, a short attention span and delayed reflexes, heavy psychological dependence.

● **NARCOTICS (Opium, Morphine, Codeine, Heroin, Dilaudid) Physical Effects:** loss of appetite, sniffles, watery eyes, cough, nausea, drowsiness, low raspy speech, decreased pulse, drowsiness, respiratory depression, constricted pupils. Overdose: slow-shallow breathing, clammy skin, convulsions, coma and death.

● **STEROIDS (Anabolic (male hormone), Cortical, Estrogenic (female hormone) Physical Effects:** severe acne, rashes, stunted growth, sexual function problems, women develop masculine traits and increased hair growth, behavioral changes, aggressiveness ("roid rages"), cholesterol increases, heart disease, liver tumors, cataracts, and possible death.

● **STIMULANTS (Cocaine, Amphetamines, Methamphetamines, Phenmetrazine, Mathylphenidate, Ice) Possible Effects:** decreased appetite, blurred vision, dizziness, a feeling of restlessness, anxiety, delusion, increased heart and respiratory rates, increased blood pressure, high doses can cause rapid or irregular heart rate, dilated pupils, Overdose: agitation, increase in body temperature, hallucination, convulsions, heart failure and possible death.

Are you at risk for a substance abuse related problem? If you answer yes to one or more of the following, there is a problem. 1. Have you blacked out after using drugs or alcohol? 2. Have you been arrested during or after you were drinking or using drugs? 3. Do you drink or use drugs to get wasted? 4. Has someone close to you, talked with you about your alcohol or drug usage? 5. Does a family member have an alcohol or other drug problem, or had one in the past?

#### Resources for Help:

Health and Wellness Center ..... (909) 389-3272

Counseling Center ..... (909) 389-3366

Alcoholics Anonymous Meeting Referrals ..... (909) 825-4700

Narcotics Anonymous Meeting Referrals ..... (909) 795-0464

Crafton Hills College, Narcotics Anonymous . (909) 389-3272  
For dates and times of meetings, call the CHC Health & Wellness Center

National Database of Drug and Alcohol Treatment:  
E-mail: [www.samhsa.gov](http://www.samhsa.gov)

Alcohol and your College Experience: [www.factsontap.org](http://www.factsontap.org)  
Drug Help: [www.drughelp.org](http://www.drughelp.org)

California Alcohol & Drug programs: [www.adp.state.ca.us](http://www.adp.state.ca.us)

Additional information is available at: [www.craftonhills.edu](http://www.craftonhills.edu)  
(click on Student Information & then Health & Wellness Center)

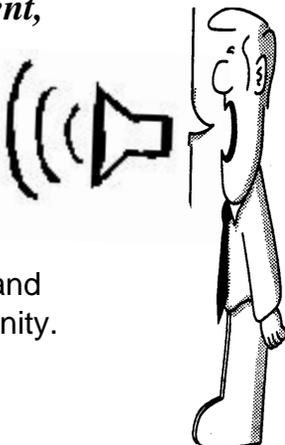


**( Fee - Based Instruction )**

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. The program is a fee-based alternative to Crafton Hills College's regular occupational programs. Courses are provided on a contract basis and are not academic equivalents to regular credit classes.

*Do you have a skill, talent, or area of expertise you could teach to others?*

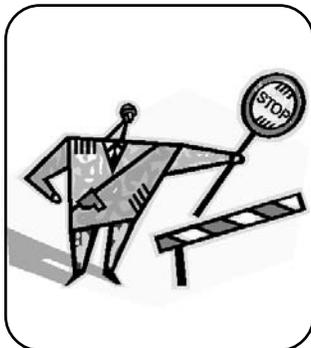
Crafton Hills College Workforce Development is always interested in providing quality classes and workshops for the community. For further information, call: **(909) 389-3208**



*We don't like to cancel programs . . .* but sometimes it is necessary to cancel when registrations are low. Your registration might be one that enables us to present a program, so register early! If the class cancels, we make every effort to notify registered participants by phone. For this reason, we need telephone numbers.

**PARKING PERMITS**

Parking Permits are required FOR ALL LOTS and STREETS at Crafton Hills College. Daily parking permits are dispensed by vending machines in **Parking Lot D**. Daily parking permits are to be displayed on the vehicle's dashboard. Vehicles without displayed parking permits are ticketed between 8:00 a.m. and 10:00 p.m., Monday through Thursday, and between 8:00 a.m. and 4:00 p.m. on Fridays. Vehicles are not ticketed from 4:00 p.m. Friday to 8:00 a.m. Monday unless otherwise illegally parked (red zone, handicapped parking, staff parking).



otherwise illegally parked (red zone, handicapped parking, staff parking).

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**REGISTRATION MAY BE DONE BY:**

<p><b>PRE-REGISTRATION</b> is required for all classes.</p>	<p><b>MAIL-IN:</b> Send the registration form along with your payment by check or credit card to:  <i>Crafton Hills College Workforce Development 11711 Sand Canyon Road Yucaipa, CA 92399</i></p>	<p><b>WALK-IN:</b> Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m. LADM - 300A</p>	<p><b>FAX-IN:</b> 24 Hour Service for Credit Card Registration FAX #: (909) 794-0423</p>	<p><b>PHONE-IN:</b> Visa or Mastercard Call (909) 389-3208</p>
-----------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

**General Information**

- FULL refunds are issued for all classes cancelled by the college.** Participants will be notified by telephone if a class is cancelled.
- Refund requests received three or more working days before the start of a class will receive a refund minus a \$10 service charge. (Board Policy 5033)
- Refund requests received less than three working days before the start of a class will receive transfer credit for the cost of the class less \$10. Credit must be used within one year. Refunds requested by telephone must have a follow-up written request.
- If you do not cancel and do not attend, you will be charged the entire amount.** No refunds will be issued after the start of a class or a class series.
- No refund issued for less than \$15.
- Senior citizens over 55 receive a 10% discount.** This must be requested at the time of registration. There are no senior discounts for Food Worker classes, Food Safety Management Certification classes, or programs already offering a discount.

**Payment Options**

- Checks or money orders payable to: Crafton Hills College
- Credit Cards  
VISA or MASTERCARD only
- Cash payable in person only

**Please do not mail cash**

Print Name: Last \_\_\_\_\_ First \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Social Security No. or CHC ID# \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

ACTIVITY TITLE	COURSE #	FEE

FOR CREDIT CARD USE:    

TOTAL \$  

Name on card \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

**HOLD HARMLESS STATEMENT:** I agree to hold Workforce Development, Crafton Hills College, the San Bernardino Community College District and its employees free and harmless from all legal action which may result from my and/or my child's attendance in the activities of Workforce Development. **EMERGENCY MEDICAL RELEASE:** I understand that in case of emergency requiring medical treatment, I may not be available, and that such treatment may be withheld without my prior consent. Therefore, in case of any injury to me and/or my child while attending a Workforce Development activity, I authorize any licensed physician, nurse, or hospital to render such medical treatment to me and/or my child as they may deem necessary.

Parent  Guardian  Participant Signature \_\_\_\_\_ Date \_\_\_\_\_  
(18 years and older)

**FOR OFFICE USE ONLY**

Receipt # \_\_\_\_\_ Capture # \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

**Instructor-Facilitated Online Learning from Education To Go**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

**Courses Available:**

**Start Your Own Business**

Start an eBay Business, Write a Business Plan...

**Entrepreneur/Business**

Supervision, Ethics, Effective Selling, Marketing, Accounting...

**Career Development**

Assertiveness, Leadership, Stress Reduction...

**Grant Writing and Fund Raising**

A to Z Grant Writing, Nonprofit Management...

**Test and Certification Prep**

GED, SAT, GMAT, GRE, LSAT, A+, Net+...

**Courses for Teaching Professionals**

Discipline, Computers, Child Development...

**Basic Computer Literacy**

Keyboarding, Internet, Windows, Mac OS X...

**Computer Applications**

Word, Excel, Access, PowerPoint, Publisher...

**Publishing and Graphics**

Photoshop, Illustrator, PrintShop Deluxe...

**Digital Photography and Video**

Digital Photography Output, Better Photos ...

**Web Design and Programming**

HTML, XML, Dreamweaver, Flash, Java, CGI...

**Have Your Employer Pay for Your Classes**

**Ask your employer to send you to class! Here's how:**

1. Ask! A simple verbal request followed by a written memo.
2. Show this schedule of classes to your employer, or attach it to your memo.
3. Point out the benefits: Additional skill training makes you a more valuable, productive employee, ready to meet new job challenges.
4. Point out the affordable, tax-deductible fees - your employer will be pleased that the price is low and the rewards are high.
5. If your supervisor thinks a group of you should take a class, call us about bringing the class to your work site.

**How to Get Started (in three easy steps)**

1. Visit our Online Instruction Center at: [www.ed2go.com/crafton](http://www.ed2go.com/crafton)
2. Click the **Orientation** link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. *This step is critical!* You cannot access your course until you complete orientation.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the name and password you provided during orientation.

**Online Instruction Center**

To learn more about our online courses, visit our Online Instruction Center at: [www.ed2go.com/crafton](http://www.ed2go.com/crafton)

At our Online Instruction Center, you'll find complete course descriptions, lesson outlines, evaluations from former students, course requirements, instructor credentials, and a demo course.

**Requirements**

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Every course we offer has been carefully engineered to provide you with quick and easy access to all your course materials—no matter what type of computer you use or what type of Internet connection you have. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering for any course, go to our Online Instruction Center and read the complete course requirements for that course.

At the end of each course, we can provide you with a completion letter. You can show this letter to an existing or potential employer as evidence of having completed all course requirements.

**Questions**

Visit our Online Instruction Center or call **(909) 389-3208**.

CHC-2769

**Introduction to the Personal Computer**

Intended for those with little or no knowledge of computers. Topics will include: the basics of the personal computer (PC), with main focus on the IBM compatible PC, computer terminology, uses in home and business and what are software programs (such as MS Word, Excel, Access and PowerPoint). Topics also covered include buying a PC and choosing software applications. There will be discussion about how to use the Windows 2000 operating system (what is an operating system such as Windows 2000 and how does it help you manage your computer). There will be some hands-on time including: start-up and shutdown of the computer, creating a small Word document, and using the mouse and keyboard to manage the computer. Certificates will be issued.

**Facilitator:** Edie Cole  
**Date:** Saturday, August 27  
**Time:** 8:00 a.m. to 12:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-LADM 217  
**Fee:** \$45

CHC-2771

**Microsoft Word Workshop**

This seminar will use the Windows version of Word and cover the fundamental concepts, such as creating and editing documents, customizing the screen, the speller and the thesaurus, formatting a document, text enhancements, printing, file management, centering, changing preference settings, tables, headers and footers, page numbering and placement, merging files and creating macros. Certificates will be issued.

**Facilitator:** Edie Cole  
**Date:** Saturday, September 10  
**Time:** 9:00 a.m. to 3:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-LADM 217  
**Fee:** \$49

CHC-2773

**Microsoft Excel Workshop**

Excel is an electronic spreadsheet application that performs mathematical calculations and facilitates "what if" analysis. This course will cover designing and creating simple spreadsheets and workbooks; learning the use of formulas and functions; formatting cells; adding graphs to the spreadsheet; linking multiple spreadsheets and integrating Word and Excel documents. This class is designed for those new to Excel, but with previous experience using a personal computer. Certificates will be issued.

**Facilitator:** Edie Cole  
**Date:** Saturday, October 8  
**Time:** 9:00 a.m. to 3:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-LADM 217  
**Fee:** \$49

CHC-2775

**Microsoft PowerPoint Workshop**

PowerPoint is a presentation graphics program that can help turn your ideas into professional, compelling presentations. This class is designed for those new to PowerPoint, but with previous experience using a personal computer. Certificates will be issued.

**Facilitator:** Edie Cole  
**Date:** Saturday, November 19  
**Time:** 9:00 a.m. to 3:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-LADM 217  
**Fee:** \$49

CHC-2777

**Microsoft Access Workshop**

You can use Microsoft Access, a well-known database management program, to organize and store all kinds and all quantities of information and have the data you need available with only a few clicks of your mouse. Topics include: database concepts, creating and maintaining database tables, exploring the online Help system, building and modifying database-generated forms and reports, creating and using queries, using calculations in queries, finding, sorting and filtering records. This class is designed for those new to Access, but with previous experience using a personal computer. Certificates will be issued.

**Facilitator:** Edie Cole  
**Date:** Saturday, December 3  
**Time:** 9:00 a.m. to 3:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-LADM 217  
**Fee:** \$49

CHC-2779

**Building a Web Site for Your Business Using Dreamweaver**

In today's competitive marketplace it is increasingly important that your business have a presence on the World Wide Web. Even small businesses can appear in Yahoo and Google searches if you have a web site online. Further, there is no real reason to pay someone to create your first web site if you are willing to spend a few hours learning the basics of web design and the basics of Dreamweaver. This course will teach you the basics of web site development using Dreamweaver, Macromedia's popular web design tool, and participants who complete the training will leave with the knowledge to create their own basic business web site, as well as the prototype site created in the class. Web Site Management, page layout techniques, user-friendliness (usability) and other important design considerations will also be covered throughout the session. The step-by-step referenced-based handbook used in the course is included free of charge to all participants.

**Facilitator:** Ted Phillips, Ed.D  
**Date:** Saturday, October 22  
**Time:** 9:00 a.m. to 1:00 p.m.  
**Place:** CHC-LADM 217  
**Fee:** \$40

**Insurance Collections  
in the Healthcare Industry**

It has become increasingly difficult to find qualified and trained collectors in the healthcare industry. The nature of managed care in Southern California has changed so rapidly that many employees find themselves undertrained and overwhelmed. This course will assist the newcomer in understanding managed care and healthcare collections as well as enhance the seasoned collector's ability to collect better.

The objective for this workshop will be to define managed care, define the shared and full risk relationship, explore revenue codes and how they impact the collector, introduce current state and federal legislation pertinent to healthcare collections, examine a boiler plate contract, how to determine expected reimbursement on a patient account, and how to make effective phone calls in the healthcare industry.

**SESSION I** **CHC-2781**

**Facilitator:** Angela Hines  
**Date:** Saturday, August 20  
**Time:** 9:00 a.m. until 4:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-Room to be announced  
**Fee:** \$85.00

**SESSION II** **CHC-2783**

**Facilitator:** Angela Hines  
**Date:** Saturday, September 17  
**Time:** 9:00 a.m. until 4:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-Room to be announced  
**Fee:** \$85.00

**SESSION III** **CHC-2785**

**Facilitator:** Angela Hines  
**Date:** Saturday, November 5  
**Time:** 9:00 a.m. until 4:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-Room to be announced  
**Fee:** \$85.00

**Establishing Your Business  
Core Values for Success**

Where the vision or mission has been a priority for most businesses in the past, Core Values must become the launching pad for the vision, mission and strategy for your business. Visionary companies and organizations have found it is much more important to understand who they are rather than where they are going -- for where you are going will almost certainly change. In this workshop we will look at the importance of identifying why your company or organization exists and how this important step can possibly put your business in an elite category with visionary companies who use this information to build their organizations to last.

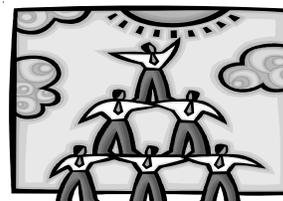
Establishing *Core Values* for the company to stand on are very much like building that house on a rock. The *Core Values* of the business become the foundation that everything else is built upon. Without them, there is nothing to keep it anchored. It can be easily blown in the winds of change, conformity, confusion, apathy, fads, etc.

Therefore the focus of this workshop is to help business owners discover or enhance the Core Values of their business.

Participation in this workshop assumes you have already decided that you should start or have started your business. This workshop is also for those who have had a business for a while and are doing an assessment to determine if their current Core Values are serving them well, also for those who never took the time to identify Core Values and realize they are critical to success.

**CHC-2787**

**Facilitator:** Debra Williams  
**Date:** Core Values - Saturday, November 12  
 Purpose - Saturday, November 19  
**Time:** 9:00 a.m. until 12:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$79.00



### Become a California State Notary Public

#### California needs additional professional Notaries!

This class will provide the new or previously commissioned Notary Public with the education and skills to pass the state proctored examination, detect fraud, and be successful in a new career. There is a growing need for notaries in the expanding financial, real estate, business and law professions. Become a more valuable employee or own your own business. This class exceeds the qualifications for new applicants and Notaries that are renewing their commissions for the 6-hour class requirements mandated by the new law that went into effect on July 1, 2005. The student will receive a Certificate of Completion for the course in order to take the State proctored notary examination in their area.

Van Spencer is a currently Commissioned Notary Public for the State of California and the Vice President for the California School of Notary Public.

#### SESSION I CHC-2789

**Facilitator:** Van Spencer  
**Date:** Saturday, October 8  
**Time:** 8:00 a.m. - 4:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$69

#### SESSION II CHC-2791

**Facilitator:** Van Spencer  
**Date:** Saturday, November 19  
**Time:** 8:00 a.m. - 4:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$69

#### SESSION III CHC-2793

**Facilitator:** Van Spencer  
**Date:** Saturday, December 17  
**Time:** 8:00 a.m. - 4:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$69

**Note:** There is a **\$40** material fee payable at the class, which includes the Notary Public Study-Guide + Workbook.

The following Notary supplies are *optional* and available in class:

<i>Notary Public Sequential Journal</i>	<b>\$25</b>
<i>Inkless thumb printer</i>	<b>\$15</b>
<i>3 1/2" disk of certificates</i>	<b>\$10</b>
<i>Questions to ask principals</i>	<b>\$ 5</b>

### The Notary Public - Loan Signing Specialist

California's Real Estate Industry is in need of Notaries and others that are familiar with the processing of Loan Documents!

The instructor will present information on the duties and responsibilities of the Notary Public entering the loan industry as a Loan Signing Specialist.

Upon completion of the class, the student will be eligible to take the open book certification examination and receive a Certificate of Completion for the course, with a passing score.

**A proctored examination will be given from 3:00 p.m. to 4:00 p.m.**

Christyne Byron is currently a commissioned Notary Public for the State of California and a Certified Loan Signing Specialist.

#### Session I CHC-2795

**Facilitator:** Christyne Byron  
**Date:** Saturday, September 24  
**Time:** 8:00 a.m.-4:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$69

#### Session II CHC-2797

**Facilitator:** Christyne Byron  
**Date:** Saturday, November 12  
**Time:** 8:00 a.m.-4:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$69

**Note:** Material Fee \$40, payable at the class, includes the Loan Signing Specialist Study Guide and workbook. Optional: CD-ROM of mortgage companies in 40 counties is **\$25**.

There is a **\$30** fee for the proctored certification examination payable in class.

**CHC-2799**

**CHC-2801**

**Family Law**

This course presents the law related to marriage, the creation of a family, and separation and the dissolution of marriage. Certificate of Completion will be issued.

**Facilitator: Theresa Thompson-Snow**  
**Date: Saturday, August 20**  
**Time: 9:00 a.m. - 1:00 p.m.**  
**Place: CHC-BC 104**  
**Fee: \$75**

**Note:** There is a **\$25** materials fee payable to the instructor at the time of class.

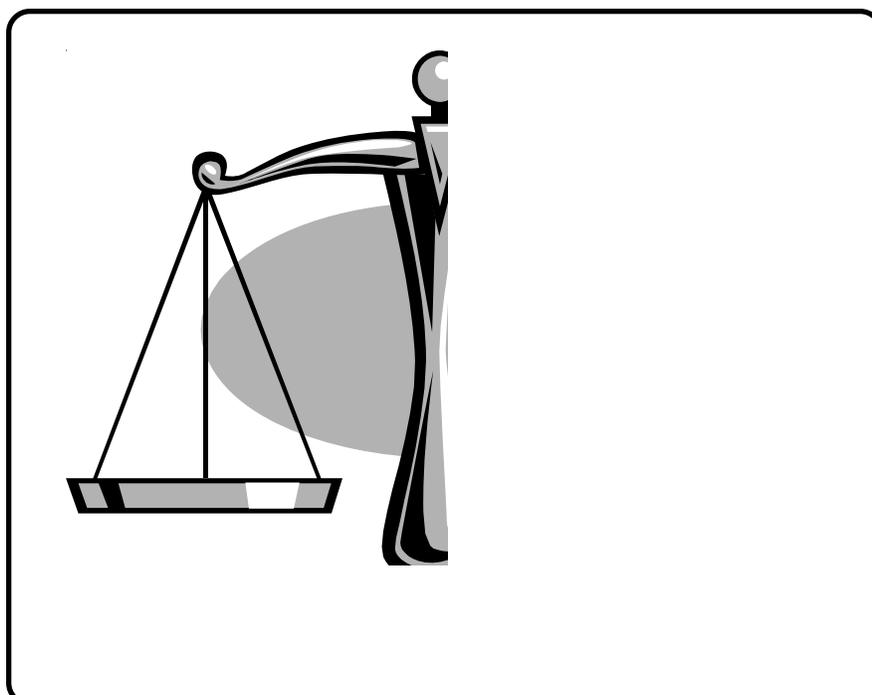
**How to Start and Manage a Home-Based Business**

A study of small business management and an overview of business basics, business plans, marketing techniques, business expansion, structure, financing, licenses and permits. Participants will learn the following:

- Business Basics
- How to Prepare a Business Plan
- Marketing Techniques
- How to Expand a Business
- Business Structure, Financing, Licenses and Permits

**Facilitator: Theresa Thompson-Snow**  
**Date: Saturday, August 27**  
**Time: 9:00 a.m. – 1:00 p.m.**  
**Place: CHC-BC 104**  
**Fee: \$75.00**

**Note:** There is a **\$25** materials fee payable to the instructor at the time of class.



CHC-2803

**Japanese Conversation I**

In this course, taught by a Japanese banker, now a certified language teacher, you will learn some elementary Japanese conversation and culture. It will not only be useful for your business career, but also for a vacation in Japan or hosting Japanese students.

**Facilitator:** Aki Nakamura  
**Day:** Wednesdays (4 meetings)  
**Date:** September 21, 28, October 5, 12  
**Time:** 6:00 p.m. - 8:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$60 or \$55 (discount if sign up for two or three Japanese Conversation classes)

**Spanish in the Workplace**

Have your employees learn Spanish phrases (work related) in a stress-free environment that requires no prior knowledge of Spanish. This method of language training uses English phonics for pronunciation and you will be speaking Spanish in just a few hours! This is not a conversational program and no grammar will be taught. All materials, including tapes, CDs, are provided to help you continue your practice and use of Spanish.

Call (909) 389-3208 for a customized, eight-hour class at

CHC-2805

**Japanese Conversation II**

Explore more Japanese! If you've tasted Japanese and want more, this is the class for you! We'll build on what we learned in Japanese Conversation I and explore more cultural issues. As usual, the emphasis is on SPEAKING! High School students welcome, along with those who didn't take Japanese Conversation I, but have had some previous exposure to Japanese.

**Facilitator:** Aki Nakamura  
**Day:** Wednesdays (4 meetings)  
**Date:** October 19, 26, November 2, 9  
**Time:** 6:00 p.m. - 8:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$60 or \$55 (discount if sign up for two or three Japanese Conversation classes)



CHC-2807

**Japanese Conversation III**

Put the pieces together! With the vocabulary and grammar learned in Japanese I and II, we try now to do more than speak Japanese, we start to CONVERSE in Japanese. Keep the adventure going!

**Facilitator:** Aki Nakamura  
**Day:** Wednesdays (4 meetings)  
**Date:** November 16, 30, December 7, 14  
**Time:** 6:00 p.m. - 8:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$60 or \$55 (discount if sign up for two or three Japanese Conversation classes)

**Real Estate Appraisal:  
A New Career/A New Business**

Real Estate sales may boom and bust, but appraisals are done everyday. Here's an opportunity that can lead to a high paying job or an independent profession. Skilled, experienced appraisers are always in demand and may earn \$100,000 or more each year. Spend a fast-paced evening learning about this exciting career, how to enter the field and advance to the higher professional levels.

**Facilitator:** William Mansfield  
**Date:** Thursday, September 15  
**Time:** 6:30 p.m. - 9:30 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$40

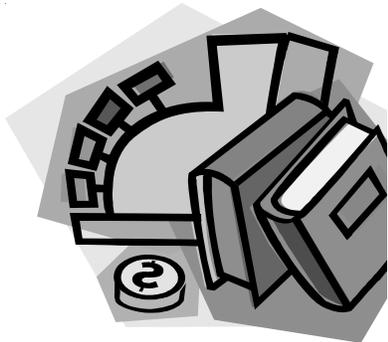
CHC-2809

**CHC-2811**

**How to Write Magazine Articles That Sell**

Writing every day is essential to a writer's life, but getting material published and paid for is also essential, and a lot tougher. Learn what the more than 20,000 generally circulated magazines look for, how to target the right markets, slant material to specific publications, sell the article on a variety of rights, and work with editors. Presenter Rita Robinson is a full-time writer and former reporter/columnist with more than 1200 published articles on three continents, and author of 11 books. She lectures and conducts workshops at several colleges, is an instructor for Writer's Digest School, and has taken part in numerous writers' conferences. Handouts are included in the fee.

**Facilitator:** Rita Robinson  
**Date:** Saturday, October 22  
**Time:** 10:00 a.m. - 1:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$40



**CHC-2813**

**Get in Tune with Today's Book Publishing World**

Book publishing is not the same today as it was five years ago, or even last year. Learn what publishers want and expect from writers, and how to package your proposal or synopsis. Also find out the important differences between e-publishing, self-publishing and traditional publishing. Handouts included in the fee.

**Facilitator:** Rita Robinson  
**Date:** Saturday, October 29  
**Time:** 10:00 a.m. - 1:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** \$40

**CHC-2815**

**Screenwriting Workshop**

**Description of Activity:**

Students will learn the basics of how to write a screenplay for film or television. The format of scripts, as well as the outline and treatment, will be discussed. Actual recent Oscar-nominated scripts will be examined as well as scripts by the instructor. Students are encouraged to write scenes and outlines.

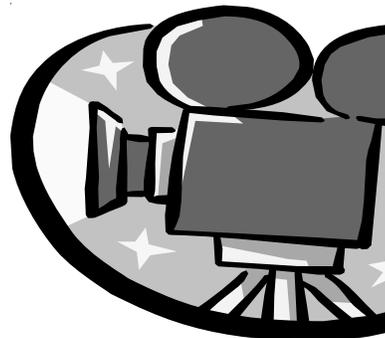
**Objective of Activity:**

Students will learn how to sell or option a story, screenplay, treatment or outline. Students will be instructed in the business of film, the Writers Guild rules and how to obtain agents and sell work in the industry.

**About the Instructor:**

Richard Boyle, who won an Oscar nomination for his screenplay, *Salvador*, has been a writer and film maker for thirty years. He has been an adjunct professor at University of Southern California's famed Film Writing School, where one of his students, John Singleton, sold his class project script, *Boyz in the Hood*, for several million dollars. He has worked with Oliver Stone, Richard Gere and James Woods. Mr Boyle has taught at Stanford and San Francisco State, is a member of the Academy of the Motion Pictures Arts and Sciences, and is a judge for its acclaimed Nichol Committee, as well as the Writers Guild.

**Facilitator:** Richard Boyle  
**Date:** Saturday, October 22  
**Time:** 10:00 a.m. to 3:00 p.m.  
 (with a one-hour lunch break)  
**Place:** CHC-Room to be announced  
**Fee:** \$59



The following energy efficient workshops are being cosponsored by Edison Customer Technology Application Center (CTAC) and Crafton Hills College Energy Efficiency Education Partnership.

**CHC-2817**

### **Commercial and Industrial Lighting**

See the light, energy efficient lighting. See the difference, lower energy costs. Commercial and Industrial Lighting, a Commercial and Industrial workshop. Attend this free workshop and see how efficient lighting can help reduce your energy costs, make your business operations more energy efficient, and conserve electricity. Learn how to take advantage of several limited-time rebates and qualify for many incentives, including lower energy bills.

**Date:** Tuesday, October 4  
**Time:** 5:30 p.m. - 9:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** FREE - no charge but participants must register

**CHC-2819**

### **How to Manage Your Business' Energy Costs**

This class is designed for small and medium-sized business owners (under 500kw) and non-technical personnel who want to learn how to conduct energy-use surveys at their place of business. Participants will receive practical information on identifying lighting and HVAC issues and discuss ways to reduce energy costs. This class will also include the main steps of an energy survey, utility bills, rates, and work plan to implement survey recommendations.

**Date:** Thursday, October 13  
**Time:** 5:30 p.m. - 9:00 p.m.  
**Place:** CHC-Room to be announced  
**Fee:** FREE - no charge but participants must register

The following popular business seminars are a collaboration among Crafton Hills College, the Inland Empire Small Business Development Center (SBDC) and local Chambers of Commerce. All classes are being sponsored by CitiBank.

**CHC-2821**

### **Marketing Your Small Business**

Want to increase your bottom line? Attend this workshop and learn how to increase sales, profitability, and efficiently manage your marketing dollar. Topics such as customer profiling, analyzing your competition and target marketing will also be discussed.

**Date:** Wednesday, August 17  
**Time:** 9:00 a.m. - 12:00 p.m.  
**Place:** Highland City Hall, 27215 Baseline, Highland  
**Fee:** FREE - no charge but participants must register

**CHC-2823**

### **Doing Business with the Government**

There are numerous opportunities for small businesses to do business with the government! This workshop will provide you with a simple overview of how to sell your products and services to the Federal, State and Local government.

**Date:** Wednesday, October 12  
**Time:** 9:00 a.m. - 12:00 p.m.  
**Place:** Highland Chamber of Commerce,  
 7750 Palm Avenue, Highland

**CHC-2825**

### **Overview: Develop Your Plan for Success**

A business plan is a necessity for the success of your small business! This three-hour comprehensive seminary provides a solid basis for creating your business plan and will detail the various aspects of the business plan including product development, marketing and financial statements.

**Date:** Wednesday, November 16  
**Time:** 9:00 a.m. to 12:00 p.m.  
**Place:** Yucaipa Valley Chamber of Commerce,  
 35139 Yucaipa Blvd., Yucaipa  
**Fee:** FREE - no charge but participants must register

**Crafton Hills College**  
**11711 Sand Canyon Road Yucaipa, CA 92399**

**Workforce Development Programs**  
**(909) 389-3208**

## Food Worker Certificate Course

San Bernardino County Department of Environmental Health Food Worker Certification Course

San Bernardino County Code requires that all foodworkers employed in San Bernardino County **MUST** possess a valid, unexpired Food Worker's Certification. This includes (but is not limited to) cooks, dishwashers, hosts, hostesses, managers, meat cutters, deli persons, caterers, etc. Students will receive the required certificate upon successful completion of this class. Certificates are valid for three years.

### COURSES AVAILABLE

<b>1<sup>st</sup> Tuesday each month</b>	<b>6:00-8:00 p.m.</b>
<b>1<sup>st</sup> Thursday each month</b>	<b>2:00-4:30 p.m. at Redlands EDD</b>
<b>Segundo Lunes de cada mes</b>	<b>4:30-6:30 de la tarde (en Espanol)</b>
<b>2<sup>nd</sup> Wednesday each month</b>	<b>6:00-8:00 p.m.</b>
<b>3<sup>rd</sup> Tuesday each month</b>	<b>2:00-4:30 p.m. at Redlands EDD</b>
<b>4<sup>th</sup> Saturday each month</b>	<b>9:30-11:30 a.m.</b>
<b>4<sup>th</sup> Thursday each month</b>	<b>4:30-6:30 p.m.</b>
<b>4<sup>th</sup> Monday each month</b>	<b>6:00-8:00 p.m.</b>

**FEE: \$20.00**

On-site classes at  
your facility  
can be arranged for  
large groups of 20 or  
more people.

Call us at 389-3208

If you have 12 or more  
employees who need a  
Chinese or Spanish  
speaking class,  
call us at 389-3208

- Room number will be provided at time of registration.
- **Pre-registration is required.**
- **Entry into class is on a first-come, first-served basis by paid registration.**
- On-Campus weekday classes must be paid no later than 5:00 p.m. on the day of the class.
- Saturday Classes must be paid no later than 3:00 p.m. on the Thursday before class.
- For more information, call 389-3510

**To register – use the Workforce Development Program Registration Form.**

## Food Safety Management Certification Class

AB 1978- California Uniform Retail Food Facilities Law and California Health and Safety Code, Division 104, Part 7, Chapter 4 now requires all food facilities shall have at least one certified owner or employee who has passed an approved and accredited food safety certification examination.

- The training materials are from the National Environmental Health Association
- Certification examination is given at the end of the class
- Participants must register 1 week in advance. The textbook must be read prior to class
- On-site classes are available for groups of 15 or more people
- Certification is valid for three years

**Facilitator:** Susana Ramirez

**Dates:** Saturday: September 10 (CHC-2827), November 5 (CHC-2829)

**Time:** 7:45 a.m. – 5:00 p.m.

**Place:** CHC-Room to be announced

**Fee:** \$125 (includes class, exam, textbook, and certification upon passing the exam)

**Note:** Registration must be received 1 week prior to the class. Re-test fee is \$30.

**CRAFTON HILLS COLLEGE ADMINISTRATION**

President .....	Gloria M. Harrison, M.A.
Vice President, Instruction .....	Susan A. Shodahl, Ph.D.
Vice President, Student Services .....	Alex E. Contreras, M.S.
Vice President, Administrative Services .....	Charlie Ng, Jr., M.B.A.
Dean, Program Development .....	Donna Ferracone, M.A.
Dean, Instruction and Economic Development .....	June Yamamoto, M.A.
Dean, Student Services/Counseling and Matriculation .....	Kirsten Colvey, M.A.
Director, Marketing and Public Affairs .....	Patrick Fite, B.A.
Director, Financial Aid .....	John Muskavitch, B.A.
Director, Research and Planning .....	Virginia Moran, M.A.
Director, Admissions and Records .....	Joe Cabrales, M.A.

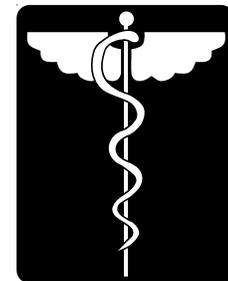
**DISTRICT ADMINISTRATION**

Chancellor .....	Donald F. Averill, Ed.D
Interim Vice Chancellor, Human Resources and Employee Relations .....	John M. Matulich, M.S.
Vice Chancellor, Fiscal Services .....	Robert J. Temple, M.A.
Interim Executive Director, Facilities and Planning .....	Laurens K. Thurman, M.A.
Assistant to the Chancellor/Governmental Affairs .....	Frank Reyes, M.A.
Director of Distributed Education and Technology Services .....	Glen Kuck, Ed.D.
Director/Manager, Radio and TV Stations .....	Larry Ciecalone, M.A.
Director of Human Resources .....	Mary Nemnich, M.A.
Chief Information Officer, Computing Services .....	Gary Van Voorhis, M.A.
District Marketing Director .....	Donna Hoffmann, M.A.
Director, Fiscal Services .....	Crispina Ongoco, B.S.
Manager, Business Services .....	Ron Gerhard, M.B.A.

**SBCCD BOARD OF TRUSTEES**

President .....	Mary E. Sampson
Vice President .....	Dr. Donald L. Singer
Clerk .....	Dr. Charles S. Terrell, Jr.
Trustees .....	Charles H. Beeman, Allen B. Gresham, Carleton W. Lockwood, Jr., Robert Percy
CHC Student Trustee .....	Michael J. Pasillas

## Do You and/or Your Family Need Health Insurance?



**You may be eligible for free or low cost health insurance and not know it.**

**Information and Counseling is available in the Health & Wellness Center, SSB-101**

- There may be help if you are 21 years of age and younger, over 65 years of age, have children under 21 years of age, pregnant, disabled, low-income working, diagnosed with a chronic health condition lasting for more than one year and documented by your doctor, and more.
- Some services available are Medi-Cal; Healthy Families; California Kids; County Services Medical Plan (MIA); Access for Infants and Mothers (AIM); Kaiser Permanente Cares; STEPS; Health Insurance Premium Payment (HIPP); Breast and Cervical Treatment Program; Women, Infant and Children (WIC); Child Health and Disability Prevention (CHDP); Public Health Department; Social Action Corp Clinic (SAC); Redlands Community Family Clinics; San Bernardino County Family Planning; Planned Parenthood; Inland Empire Community Clinic; and Low-Cost Insurances: Student Insurance & Somerton Insurance.