

Crafton Hills College *Catalog* 1999-2000



Crafton Hills College

1999-2000 Catalog

CollegeSource

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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 Campus ADA-Coordinator, at the Administrative Services Office, LA-300E, (909) 389-3210.

CRAFTON HILLS COLLEGE

11711 Sand Canyon Road, Yucaipa, CA 92399 • (909) 794-2161

<http://www.sbccd.cc.ca.us/chc/index.htm>

A Public Community College in California

CATALOG 1999-2000

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

The catalog is produced by the Office of Instruction in conjunction with
Student Services and the Public Information Office

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CRAFTON HILLS COLLEGE FOUNDATION

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

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Dear Student,

Crafton Hills College is embarking on a journey to the frontier of the new millennium. And as it does, it brings with it the experience of over a quarter century of growth, progress, service, and quality education.

The frontier of the new millennium is replete with opportunities and options, and CHC is ready to prepare you to take advantage of them. As you explore, you will discover that 38 majors, 14 pre-professional preparation programs, and 14 occupational certification plans are available. And these programs are supported by 70 full-time and 120 adjunct faculty. In addition, services to students are provided within the areas of Admissions and Records, Career Center, Counseling, Disabled Student Program and Services (DSPS), Extended Opportunity Program and Services (EOPS), Financial Aid, Health Services, Transfer Center and Workforce Readiness Training. Opportunities for co-curricular activities will be available through Student Government, campus clubs, and organizations.

Over the last two and a half decades, the transfer program has prepared students well for the four-year colleges and universities. Yearly reports from the California State University and College System show our students who transfer to CSU earn higher grade point averages than native students. The number of graduates receiving two-year Associate in Arts or Associate in Science Degrees has increased by more than 1,000 percent since 1972. Occupational education such as Radiologic Technology, Respiratory Therapy, Emergency Medical Services, and Computer and Information Science have become cutting edge programs in high technology and are well prepared for the challenges of the new century. Fire Technology and the Paramedic program have earned regional training center status and are heavily subscribed. Cultural enrichment programs such as the Summer Redlands Theatre Festival and the annual CHC Baroque Festival have become mainstays of the College.

The last few years have been particularly exciting, gratifying, and successful in the quest to fulfill the college mission, but the next 10 are filled with resounding promise. Technology 2000, a high technology plan, has been implemented so that the College will be at the cutting edge of the computer age as it enters the new century; the Child Development Center has expanded its operations in partnership with Child Care America, a private firm, in order to increase its services to children; a new Student Senate office was constructed and furnished to accommodate our emerging leaders in student government; and the installation of the CHC Carillon Bells occurred bringing back tradition and great joy to the campus. In the next several months a new Student Services Annex will emerge with construction slated for this year; in the next three years, CHC will take the lead in the construction and operation of a San Bernardino Regional Emergency Training Center at the former Norton Air Force Base providing aircraft rescue and firefighting training for the western states. This will allow CHC the option of expanding and possibly relocating its Fire Science Program to the Norton site. In addition, the College is in the process of updating its entire Facilities Master Plan.

CHC acknowledges the commitment, dedication and hard work of the faculty, staff, and administrators who have contributed so much to CHC's Mission and to praise the more than 75,000 students in the past and 5,500 students currently who have chosen the College as the place to pursue their dreams.

We look forward with anticipation to the twenty-first century and the new millennium, continuing a tradition of growth, progress, service, and quality education within that vibrant, dynamic institution we know as Crafton Hills College!

Sincerely,

Luis S. Gómez, Ed.D.
President

SECTION I

GENERAL INFORMATION ABOUT THE COLLEGE

Crafton Hills College (CHC) is one of 106 campuses in the California Community College system, the largest college system of higher education in the world. Since its opening in 1972, learners of all ages, interests and backgrounds have passed through the doors of CHC, taking advantage of this first step to higher learning. As new businesses and industries settle in this region, CHC continues to increase in importance as a source for a college education and employee training. Crafton Hills currently serves approximately 5,200 students and offers both day and evening classes. CHC is accredited by The Western Association of Schools and Colleges, the accrediting body for California and the Western Pacific.

Located on rolling hills above the Yucaipa Valley and surrounded by an undisturbed natural environment, Crafton Hills offers more than 50 majors in the liberal arts and sciences, vocations and technical studies. With its imaginative architecture, manicured grounds and spectacular surroundings, the atmosphere of the college is one of serenity -- right for reflection, growth and for learning.

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

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

CHC has a Child Development Center for CHC students who need child care services while attending school. The CHC Child Development Center is operated by ChildCare America, a California corporation that specializes in managing child care centers at college sites.

An important priority at the campus is technology. The campus's Technology Committee, comprised of faculty and administrators, established Technology 2000, a plan to keep pace with the ever changing needs of the modern classroom. During the past four years, the college has purchased more than 300 new computers and state-of-the art software for classrooms and college-wide computer labs. The college will continue to upgrade its computer technology each year. CHC offers a wide-range of computer classes, including beginning classes.

In addition to student-centered classes and an able counseling and career guidance staff, CHC provides a variety of cultural, social and recreational opportunities. Each year, the college presents its Annual Baroque Festival, which features the art, music, dance and history of the world during the era of the Baroque. CHC also has a highly regarded Theatre Arts Department, which is renown for its excellent productions of award-winning Broadway plays, musicals, and the classics. CHC's jazz band is also highly respected. Its trumpet playing director pulls together musical greats from all over the region, as well as up-and-coming talent from among CHC students. Students have extra-curricular opportunities to explore their interests in clubs, student government and educational field trips to various locations in the world. For recreational activities, the college's P.E. Department oversees a six-hole golf course, outstanding gym facilities, and tennis courts.

Above all, CHC is a place for learning and personal growth. It has established a reputation for quality and a willingness to respond quickly and reasonably to community needs.

CHC operates on the semester system. Fall semester begins in August, spring term starts in January, and summer session opens in June.

BACKGROUND

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

In the fall of 1972, classes were held for the first time at Crafton Hills College. The campus buildings and grounds provide an environment essential to support a comprehensive community college.

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

Some students come to the College directly from high school and pursue full-time transfer or occupational programs. Others study part time to prepare for return to work or to improve their chances for advancement. Some arrive with superior academic backgrounds, some in need of considerable remedial aid. The average age is twenty-seven. More than half the students are females. Some students stay to complete a program; others prepare for eventual transfer to four-year colleges and universities or to go to work.

Students choose Crafton Hills College because of its setting, its dedicated faculty, its interesting courses, and its variety of educational training opportunities.

MISSION STATEMENT

The mission of Crafton Hills College is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved by providing to the students and communities we serve high quality, effective and accountable instructional programs and services in the following areas:

- Transfer education programs that ensure the greatest possibility of success in baccalaureate programs.
- General education designed to give students a substantial and coherent exposure to the broad domains of higher education.
- Vocational/Technical education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force and that support economic development.
- Comprehensive support services, enhanced by matriculation, that provide for counseling and guidance to encourage student growth and development through assessment, academic planning, career planning and personal development.

- A developmental program that provides underprepared students with the skills they need to enter transfer, general education or vocational / technical programs.
- Programs and services that provide disabled and disadvantaged students the opportunity for equitable access to the educational offerings of the college.
- A Workforce Development Program of fee-based classes that provides 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.
- A variety of delivery methods to meet the needs of a diverse student population.

This mission is carried out in an environment which encourages intellectual development, enhances personal growth, and fosters an openness to a wide range of ideas, culture and people.

OBJECTIVES AND FUNCTIONS

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

The College provides a variety of courses and programs designed to reach the institution's basic goal. As students pursue their programs of study, they should strive toward an understanding of their scientific and cultural heritage, the ability to define and solve problems on the basis of relevant facts and reasonable alternatives, the identification of a preferred pattern of living and a means of achieving it, occupational and professional proficiency, mental and physical health, the ability to interact effectively with other people intellectually, socially, and physically, the acceptance of responsibility and an awareness of the usefulness and desirability of further learning.

In pursuit of the goals stated above, the College offers course work and assistance to students in the following broad areas:

1. Lower division curricula for transfer to senior colleges and universities, applicable toward the baccalaureate degree;
2. Occupational programs for entry into specific vocations and further training for increased occupational effectiveness while pursuing a vocation;
3. General education which provides a fundamental learning foundation and stimulates intellectual curiosity;
4. Continuing education for citizens in the community who may desire further preparation in general education, or in a vocational field;

5. Remedial programs in fundamental skills for increased effectiveness in pursuing the basic objectives of the College;
6. Advising and counseling for educational, occupational, and personal planning.

ADMISSIONS PROCEDURES

ELIGIBILITY

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

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

HIGH SCHOOL STUDENTS

Crafton Hills College may admit high school students who are capable of profiting from college courses. To be eligible, the student must have completed the tenth grade.

Students must present the following:

1. Crafton Hills College application.
2. A fully completed Special Attendance form, signed by the high school counselor and a parent or guardian.
3. Official high school transcripts with a grade point average of 3.0 or better.

PRE-ENROLLMENT ASSESSMENT

As a result of California legislation, new students entering CHC who intend to complete any program offered at the College shall be assessed for competencies in English, Reading, and Mathematics skills prior to enrollment with the following exceptions:

1. Completion of an Associate of Arts Degree or higher.
2. Completion of 30 or more semester units of college work.
3. Presenting of scores from the SAT, ACT, SCAT, CGP, ASSET, CPT, APS, MDTP.
4. Presentation of CHC Nelson Denny Test scores.
5. Completion of courses meeting English and Mathematics requirements.
6. Referral to DSS assessment.
7. Enrollment in one of the following courses: PE, Applied Arts, Applied Music up to a cumulative total of 12 units.

HOW TO APPLY

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

1. Obtain, fill out, and turn in an official application form.
2. Make a registration / advisement appointment and an appointment to take the placement test at the Admissions and Records Office.
3. Submit official high school or college transcripts if you are a matriculated student.

TRANSFER STUDENTS

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

CALIFORNIA RESIDENCY

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

DETERMINATION OF RESIDENCE

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

EXCEPTIONS TO RESIDENCE DETERMINATION

- A. A student who is a member of the Armed Forces on active duty in this state shall be entitled to residency classification.
- B. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty, shall be entitled to resident classification until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. Should the member of the armed forces of the United States be thereafter transferred on military orders directly to a place outside the United States, where the member continues to serve in the armed forces of the United States, the student shall not lose the resident classification until he/she has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- C. A student who is an adult alien will be entitled to resident classification if lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the term for which he or she proposed to attend an institution.
- D. A student who is a minor alien will be entitled to resident classification if both he/she and his/her parents have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided that the parent has had residence in the state for more than one year after such admission, prior to the residence determination date for the term for which he or she proposes to attend an institution.
- E. A student who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification for school attendance.
- F. A student holding a valid credential authorizing service in a public school and employed in a certificated full-time position by a community college district will be given residence classification.
- G. A student who is a full-time employee of an educational institution of higher learning, or whose parent or spouse is a full-time employee, will be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- H. A student who (1) has not been an adult resident of California for more than one year and (2) is the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date, shall be entitled to resident classification. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution. (ECS 68076)

RESIDENCE CLASSIFICATION APPEAL

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

COSTS

See class schedule for fees and other costs. If you are not a legal resident of California, you must pay the current non-resident tuition fees.

RESIDENCE DETERMINATION

Students shall be required to present evidence of physical presence in California and intent to make California their home for other than a temporary purpose. To accomplish this, the following individual information may be used to establish personal identification and intent to be a California resident at the time applications are accepted:

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

NO ONE FACTOR IS DECISIVE

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

INTERNATIONAL STUDENTS

Crafton Hills College is approved by the Immigration and Naturalization Service to admit non-immigrant F-1 Visa international students. The number of such students permitted to enroll may be limited at the discretion of the President of the College.

In order to be considered for admission, all applicable materials must be submitted by the following deadlines:

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

REQUIRED MATERIALS:

1. A completed application form.
Note: An application form may be obtained by writing to
Admissions and Records Office
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, California 92399 U.S.A.
2. TOEFL Test Score (not required of students from a country where the native language is English). A minimum score of 500 is required. Note: Copies of the TOEFL Bulletin of Information for Candidates are available at most American embassies. The application to take the TOEFL test must be received by the Educational Testing Service at least four weeks before the testing date.
3. Official transcripts of all previous secondary school and college work, including an English translation. A letter of reference from a prominent person in your community, verifying character, background, and ability, must be submitted.
4. A non-refundable application processing fee of \$25.00 in the form of a money order made payable to Crafton Hills College.
5. Official documentation of birthdate. No international students under eighteen years of age will be admitted.
6. A recent photograph. Photocopies are not acceptable.
7. Verification of a recent chest X-ray or skin test which indicates a negative tuberculosis test. Note: X-ray or skin test must be done in the United States. The results must be on file with the college within the first month of attendance.
8. An affidavit of financial support.
9. When all requirements have been met, a letter of acceptance will be mailed. An I-20 will be mailed upon receipt of the first semester's fees in American dollars in the form of a money order.

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

1. You must be in the local area no later than August 1 for Fall Semester and January 4 for Spring Semester.
2. You are responsible for finding your own housing in nearby communities. The College does not have living facilities on campus.
3. You must report to the Student Services office at the College when you arrive in the area. The counseling and registration procedure will be explained at that time.
4. You must pay all required fees at the time of registration.
5. You may attend Crafton Hills College for a maximum of five semesters. You must take twelve or more units each semester.

STUDENT SERVICES

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

ATHLETICS

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

CAREER PLANNING AND JOB PLACEMENT

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

COUNSELING

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

STUDENT MATRICULATION

New, non-exempt students enrolling in California community colleges must participate in a matriculation procedure. 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 the provision of 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 may appeal through the existing Petition for Special Privileges procedure.

PETITION FOR SPECIAL PRIVILEGES PROCEDURE

Students may obtain further information and/or forms regarding the appeals process from the Counseling Center, SSA 212 or the Student Services Office, SSA 306.

The completed petition must include:

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

ORIENTATION

Psychology 955 is a required course for new students that provides for assessment of basic skills and interests in compliance with California's Matriculation Plan. The course includes:

1. Assessment of reading, writing and math skills (Placement Test).
2. Orientation to the services, policies, and philosophy of Crafton Hills College.
3. Explanation of the function and scope of a Community College.
4. Information on certificate programs, Associate Degree requirements and transfer requirements to four-year colleges and universities.
5. Career / Life planning, interest inventory test and occupational research.
6. Development of Student Educational Plan.

DISABLED STUDENT SERVICES (DSS)

Crafton Hills College offers a comprehensive program of support services to students with a disability. Students who have a hearing impairment, visual impairment, physical disability (permanent or temporary), or a learning disability are eligible for the services which are provided according to individual need.

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

DISTANCE EDUCATION

The mission of the Distance 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 quality educational opportunities and to facilitate the attainment of students' personal and academic goals. Students enroll in Distance Education courses at normal registration times, by mail, or through telephone registration. For additional information, call the Distance Education office at (909) 888-6511, Extension 1131.

TELECOURSES

Telecourses air over KVCR-TV, channel 24 or 12, which is carried widely on area cable systems. Students who enroll in these courses attend on-campus orientation meetings, discussion sessions, and special lectures (there are generally 5 on-campus meetings). They also participate in on-campus examinations, but the majority of the course activity is engaged in wherever students find it convenient to view the television lectures which are the key component of each of these courses. Students base their study in these courses on textbooks and specially prepared study guides that complement the TV lectures.

ON-LINE COMPUTER COURSES

Computer courses are available on-line by accessing a dedicated telephone number using a computer's modem. Students do not need an Internet Service Provider such as AOL or EEE to participate. All that is needed is a modem connected to a telephone line. Certain courses also use a CD-ROM. Although Distance Education courses generally have 5 on-campus meetings, the computer-based courses may have fewer. These courses are the college's attempt to further explore computer technology as a teaching tool. Check the current class schedule or the Distance Education schedule for information on the computer courses being offered.

EVENING COLLEGE

The college offers a wide range of courses during the evening hours. These offerings make it possible for students who cannot attend classes during the day to pursue their educational goals, whether to prepare for transfer to a four-year institution, prepare for a specific occupation, work toward an associate degree, or engage in studies which offer personal development and enrichment.

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

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

Supportive services include tutoring, academic counseling, and financial aid assistance and other college related expenses. Crafton Hills College admits the graduate of any high school and also any student who has not graduated from high school, but who is at least eighteen years of age and can benefit from instruction. Eligibility guidelines addressing annual family income levels are established by State regulations. Please check with the EOPS/CARE office or the current class schedule for the most recent income guidelines.

To apply for the program, just write the EOPS/CARE Office, Crafton Hills College, 11711 Sand Canyon Road, Yucaipa, California 92399, or telephone (909) 389-3239.

EOPS/CARE SUMMER READINESS PROGRAM

The Summer Readiness Program is designed to assist first-time students (with no previous college experience) with acquiring specific skills important in making a successful transition into college. The program provides a great opportunity for students to experience and become acquainted with the necessary college survival skills and avoid the typical adjustment problems encountered upon entering college for the first time.

There is no cost to qualified eligible students who enroll in the program. All educational costs (books, supplies, etc.) are paid by EOPS/CARE. Students who successfully complete the five week program will be awarded an EOPS/CARE grant.

FINANCIAL AID/ LOANS, GRANTS, AND EMPLOYMENT

The Financial Aid office assists students seeking financial help to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees and / or tuition, books, transportation, and partial living expenses. Students may be working and still qualify for financial assistance. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please ask for a copy of the Crafton Hills College loan policy

in the Financial Aid Office.) Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year. The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be mailed to the federal processor after January 1, but no later than the last day of the previous spring semester, in order to ensure funds will be available for the beginning of fall semester in August.

After receiving the FAFSA, the federal processors will forward a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on Part II of the SAR and return it to the Federal Student Aid Programs at P.O. Box 4008, Mt. Vernon, IL 62864-8608. If no changes are necessary, the student should keep the SAR for their records. Students are not required to submit the SAR to the Financial Aid Office. It is important, however, that all requested documentation be returned as soon as possible. Financial Aid awards are made only after a student's file is complete.

On-time applicants (those with complete applications by the last day of the previous spring semester and who have returned all requested materials) can expect to receive a financial aid award letter by the beginning of the fall semester. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal.

The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office. In addition, we offer group sessions on how to complete the required paperwork. Please contact the office for scheduled times and dates.

TYPES OF FINANCIAL AID

BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

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

CAL GRANTS

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

FEDERAL PELL GRANT PROGRAM

Crafton Hills College participates in the Federal, Pell Grant Program which provides federal grants of up to a maximum of \$3,125 per year for students, depending upon the financial ability of the family and / or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office. Students may apply for a Federal Pell Grant any time after January 1, 1999 until June 30, 2000.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Crafton Hills College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants to a maximum of \$2,000 per year for students who qualify. The average grant at Crafton Hills College is \$200. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

FEDERAL WORK STUDY

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

FEDERAL FAMILY EDUCATION LOAN PROGRAM

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Crafton Hills College students may borrow between \$500 and \$3,500 based on their need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after ceasing at least half-time enrollment, a variable interest rate (in 1998/99 this interest rate was 7.46%) begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan. The interest rate of a Stafford Student Loan borrowed prior to October 1, 1993 will be different than noted above; please contact your lender for more information.

To apply for a loan under the Federal Family Education Loan Program a student must complete a Free Application for Federal Student Aid (FAFSA).

Attend an "entrance interview" with a member of the Financial Aid staff. Please come to the Financial Aid office to receive a copy of the student loan policy.

HEALTH AND WELLNESS CENTER

Student Health Services contributes to the well being and educational aims of the students through health-oriented activities and services. A primary function is to assist the student to maintain health. The student learner who is at a higher level of health or wellness is better able to pursue his/her goals. Health is not limited to the absence of disease, but is a dynamic balance with physical, emotional and social health elements. Illnesses, injury and stress hinder the energy and attention that a student has to focus on learning, study and class attendance. Through supportive health services it is possible to assist and further the educational experience.

Services include but are not limited to the following: (a) Health education and counseling programs; (b) Assessment, intervention, and referral services which include health appraisal, screening, first aid and urgent care, nursing services, mental health counseling and crisis intervention; (c) Health promotion activities; (d) Communicable disease surveillance and control programs; (e) Illness and injury prevention programs and services; (f) Advisory and consultative activities for promotion of a safe and healthful campus environment.

HOUSING

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

INSTRUCTIONAL PROGRAMS AND SERVICES

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

TRANSFER PROGRAMS

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

OCCUPATIONAL PROGRAMS

Crafton Hills College offers you a variety of occupational programs. Some of these programs lead to associate degrees; others lead to certificates of achievement; and some offer a choice of degree or certificate, depending on the level of expertise attained. For listings and descriptions of specific programs, see Section II; Section III - Occupational Certificate Programs; Section IV - Associate Degree Programs; Section V - Transfer Programs.

GENERAL EDUCATION

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

STUDENT ACTIVITIES

ASSOCIATED STUDENTS OF CRAFTON HILLS COLLEGE

The Associated Students of Crafton Hills College (ASCHC) is recognized by the San Bernardino Community College District Board of Trustees and the administration of Crafton Hills College as the official student organization. Membership is open to all students. Many of the student activities and special programs on campus are services provided through the sale of ASB cards.

The governing body of ASCHC is the Student Senate. The Senate supervises all student activities and budgets student funds. Officers are elected for one-year terms. Senate meeting times and agendas are posted in the Senate office.

In addition to supporting various student activities and events on campus, the Student Senate provides assistance and use of the Senate office to many student clubs and associations. The Student Senate sells Knott's Berry Farm tickets and Omnitrans Bus passes, as well as providing Fax service (contact the Senate office for rates and more details) from their office. The Student Senate office is located next to the Cafeteria, on the west end of the campus. Office hours are Monday, Wednesday and Thursday, 8:30 - 5:00 p.m. and Tuesday, 8:30 - 7:00 p.m. The telephone number is (909)389-3410.

Some clubs which have been active on campus in the past are Alpha Gamma Sigma (AGS), Campus Crusade for Christ (CCC), Accounting and Business Association, Black Student Union (BSU), Movimiento Estudiantil Chicano de Aztlan (MEChA), BETA II, International Club, Student California Teachers Association, and American Indian Association (AIA). Contact the Student Senate office for more information, including club meeting times.

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 58,000 volumes plus 7,200 bound periodicals. Additionally, we have 20 internet computers as well as a collection of periodicals available on line.

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

LEARNING RESOURCES CENTER

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

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

BOOKSTORE

Textbooks and supplies are sold at the College Bookstore. For most of the academic year the Bookstore is open 7:45 a.m.-7:00 p.m. Monday-Thursday and 7:45 a.m.-4:00 p.m. Friday. However, at the beginning of each academic term the Bookstore also maintains additional hours for a short period of time. Check with the Switchboard for specific hours.

STUDENT GRIEVANCE PROCEDURE

If you feel you have been treated unfairly, you have a right to complain. To ensure that your grievance receives a reasonable hearing, the College has established certain procedures. Consult with the Student Services Office, Room SSA 306, for details.

VETERANS' SERVICES

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

1. A completed application for admission;
2. Two copies of your DD-214, if this is your initial enrollment;
3. Official transcripts from all colleges/military schools you have attended;
4. A Veterans Enrollment Approval Form signed by a Crafton Hills College counselor indicating that you have received help in developing your career plans and program of study.

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

WORKFORCE AND ECONOMIC DEVELOPMENT

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

WORKFORCE DEVELOPMENT

As an alternative to the college's regular occupational programs, the Workforce Development program provides a variety of fee-based classes aimed at helping people find employment. Courses are provided on a contract basis and are not academic equivalents to regular credit classes.

Workforce Development programs at Crafton Hills College provide an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment. Specific class offerings are not included in the college catalog, but a list of offerings is available each semester under the Workforce Development section of the schedule of classes. Information on how to register and the fee for each class is also included in the college schedule of classes.

WORKFORCE TRAINING/CALWORKS PROGRAM

This program is a statewide employment initiative designed to assist students who are on public assistance. It is a program that provides EDUCATION, TRAINING AND SUPPORTIVE SERVICES to eligible students.

FOCUS:

- Assist students to successfully complete an approved certificate/occupational program.
- Provide short-term educational training programs that are designed to assist students in obtaining employment.
- Assist in employment experiences on and off campus.
- Assist in childcare needs.
- Provide critical support services such as assessment, counseling, and tutoring.

CUSTOMIZED EDUCATION AND TRAINING

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

ECONOMIC DEVELOPMENT

The three main goals include:

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

Information on any of the above programs can be obtained in the Workforce and Economic Development Office, Lab/Administration Building, Room 220 or by calling (909) 389-3208.

WORK EXPERIENCE EDUCATION

Any student attending Crafton Hills College who is employed is eligible for Work Experience credit. The basic requirement is that you work 10 hours per week if paid or 8 hours per week if a volunteer and take at least 7 units a semester, including Work Experience.

The concept of issuing college credit for work experience is based on the premise that you will find your work an educational experience with well defined objectives. To be effective, it must be approached cooperatively and with enthusiasm by the student, his/her employer, and the Work Experience coordinator.

There are two classifications of work experience education at Crafton Hills College. They are Occupational Work Experience and General Work Experience. In Occupational Work Experience you earn up to four units per semester for a maximum of sixteen units. You must be enrolled in 7 units, including Work Experience units. In General Work Experience you may earn up to three units a semester, with a maximum of six, and need not be enrolled in a related course.

To participate, during the first week of the semester you must do two things. You must meet with the Work Experience coordinator and already have, or find a job. (While the coordinator will assist you, locating a job is primarily your responsibility.)

Work experience education is now offered in most occupational areas. Where available, course descriptions may be found after 198 and 099 course numbers.

POLICIES AND REGULATIONS

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

OPEN CLASSES

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

NONDISCRIMINATION

Crafton Hills College is committed to the achievement of equal educational opportunity. Decisions relating to your admission to the College, to student financing and student employment, or to participation in any college function will not be influenced by your race, religion, sex, age, disability, or national origin. If you believe that you have been the object of illegal discrimination, you may file a complaint for the purpose of correcting the improper treatment which you allege. The designated coordinator at Crafton Hills College for compliance with Section 504 of the Rehabilitation Act of 1973 for the Handicapped, as amended, and for compliance with Title IX prohibiting sex discrimination in schools and colleges, is the Vice President of Student Services in Room SSA-306, ext. 3355. Refer to Student Grievance Procedures.

CREDIT FOR MILITARY EXPERIENCE

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

UNITS OF CREDIT

Academic Work at Crafton Hills College is measured in units of credit. In general, to earn one unit of credit you attend a lecture class that meets one hour a week; a laboratory class that meets two or three hours a week; or clinic, field, or work experience for five hours a week.

An exception to this rule is credit by examination. You earn credit by examination by demonstrating in a test situation a mastery of a particular area.

UNIT LIMITATIONS

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

If you are a regular full-time student, you are restricted to a maximum of nineteen (19) units each semester.

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

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

If you wish an overload, that is, units in excess of the maximum, you must receive approval from a college counselor prior to registering for classes. Contact the Counseling Center for exceptions to this policy.

STUDENT CLASSIFICATION

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

CREDIT/NO CREDIT

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

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

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

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

INCOMPLETES

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

The Admissions and Records Office will provide the instructor a form in triplicate. On this form the instructor will state what the student must do to complete the course and what grade the student will receive if the required work is not completed. The Records Office will notify the student of the Incomplete and keep a copy of the form on file. The instructor will keep a copy of the form on file.

WITHDRAWAL FROM CLASSES OR FROM THE COLLEGE

If you withdraw prior to the end of the 3rd week (or 30% of a term, whichever is sooner), no entry will be made on your record.

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

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

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

CREDIT BY EXAMINATION

Currently enrolled students who feel that their knowledge is equivalent to the course content of a currently approved course, and who can present evidence of extensive background and experience in the subject area, may apply for course credit by examination. To qualify, the student must have completed twelve(12) or more units at Crafton Hills College, or be a permanent employee of the San Bernardino Community College District, and have the approval of a full-time instructor. To apply, the student must submit a fully completed and signed application for Credit by Examination for each course requested to the CHC Office of Instruction. Applications may be obtained in the Admissions and Records Office (Room SSA-213).

Credit by examination for foreign language courses will be granted only to students who take the next higher language course at CHC, and only with the approval of the appropriate foreign language instructor.

Students will be charged a fee in accordance with SBCCD Board Policy 7180.

Upon approval of the application by the Vice President of Instruction and full payment of fees, requests for credit by examination will be forwarded to appropriate instructors to administer examinations and determine grades. Grades will be consistent with the Grading System established by the College and will be submitted to the Admissions and Records Office by the end of the semester in which the examination is completed.

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

CONCURRENT ENROLLMENT

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

EXAMINATIONS

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

CLASS ATTENDANCE

It is the student's responsibility to attend classes regularly and on time. **Students who do not attend the first class session may be dropped from the class at the discretion of the instructor.** In the event of excessive absences, the instructor may drop a student from a course or may lower a student's grade. Students who are absent in excess of twenty percent of the total class hours or for two consecutive weeks shall be dropped from the class. The grade assigned will be in accordance with the policies guiding "Withdrawal from Classes" (see above). Such students may be reinstated only at the discretion of the instructor for extenuating circumstances.

OPEN ENTRY/OPEN EXIT COURSES

Students completing 0-74% of the work or time required in an open entry/open exit course will be given a grade of "W," which will be included in completion-ratio calculations. Students completing 75% or more of the work or time required will be assigned the grade earned, i.e., "A", "B", "C", "D", "F", "CR" or "NC."

GRADE CHANGES

Individual course instructors are responsible for assigning grades. All grades are final. As per Board Policy 5040, grades will not be changed for any reason or under any circumstance after 36 months from the end of the term in which the grade was assigned.

GRADING SYSTEM

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

Evaluative Symbols	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
C R	Credit (at least satisfactory)	0
N C	No Credit (less than satisfactory)	0

Non-Evaluative Symbols

Definition	Comments
I Incomplete	Instructor documentation required; student cannot initiate.
W Withdrawal	Student or instructor drop.
I P In Progress	Issued for classes which continue across semester and/or intersessions dates.
R D Report Delayed	Can only be assigned by the Registrar's Office.

STANDARDS FOR PROBATION

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

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

REMOVAL FROM PROBATIONARY STATUS

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

COUNSELING REQUIREMENTS

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

STANDARDS FOR DISMISSAL

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment (e.g., the fall semester of 1996-97 followed by the fall semester 1997-98 shall be considered consecutive if the student was not enrolled in the spring semester of 1996-97.)

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

1. The student has earned a cumulative grade point average of less than 2.0 in all units attempted, based on the grading scale, in each of three consecutive semesters;
2. The student has received non-evaluative symbols of **W**, **I**, or **NC** in 50% or more of the units for which he/she was enrolled in each of three consecutive semesters; or
3. The student receives a combination of the evaluative and/or non-evaluative patterns listed in 1 and 2 in each of three consecutive semesters.

RE-ADMISSION

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

REPEATING COURSES

Courses in which a substandard grade of 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 of 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.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Students of Crafton Hills College may alleviate certain previous substandard academic and skills training performance which is not reflective of present demonstrated abilities in accordance with the following educational principles and procedures.

Academic renewal without course repetition may be accomplished by submission of a petition to the appropriate campus committee. A student may petition to have any substandard grades for courses taken during two consecutive semesters of attendance at any accredited college eliminated from the computation of the total grade point average not to exceed a total of thirty (30) units.

Students submitting such petitions must have been enrolled and must have completed 24 units of college work at any accredited college with a grade point average of 2.5 or better, subsequent to the semester being petitioned. The semester(s) under consideration must have been completed at least two semesters prior to the time of submitting the petition.

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, being respectful, and not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college are

grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.

4. **Instructor's Rights.** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.
5. **Student's Rights.** All students have a right to due process. If a classroom conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in SBCCD Board Policy 6090, Student Grievances.

On the Campus

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

Crafton Hills College students have the right to review their educational records.

Students may challenge the content of records by filing the proper petition.

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.

CONTINUOUS ATTENDANCE AND GRADUATION

Students in continuous attendance at Crafton Hills College or students who have a break in attendance of less than five years may choose to meet either the graduation requirements in effect at the time they first attended the College or those in effect at the time they graduate.

READMISSION AND GRADUATION

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

TRANSFER STUDENTS AND GRADUATION

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

ALUMNI ASSOCIATION

We warmly invite you to join other alumni and friends of the college in carrying on the tradition and school spirit of Crafton Hills College by becoming a member of the Crafton Hills College Alumni Association. Half of the money raised from annual dues, which are tax deductible, will be placed into a scholarship fund for Crafton Hills College students, with the remaining half being used for operational costs.

PREREQUISITES, COREQUISITES, AND DEPARTMENTAL RECOMMENDATIONS

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

1. A **prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. Students registered in a class without having completed the prerequisite(s) may be dropped from the class. Prerequisite courses completed with a grade of D or F indicate unsatisfactory performance in the course and do not satisfy the prerequisite.

2. A **corequisite** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
3. A **prerequisite/corequisite** means a condition of enrollment consisting of a course that a student must either have taken previously or be taking simultaneously in order to enroll in another course.
4. A **departmental recommendation** means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or education program.

PREREQUISITE/COREQUISITE CHALLENGE PROCESS

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

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

SECTION II

COURSE DESCRIPTIONS

Accounting (ACCT)	Interdisciplinary Studies (INTDIS)
Administration of Justice (ADJUS)	Learning Resource Center (LRC)
Allied Health Sciences (AH)	Marketing (MARKET)
Anatomy/Physiology (ANAT)	Mathematics (MATH)
Anthropology (ANTHRO)	Microbiology (MICRO)
Art (ART)	Music (MUSIC)
Astronomy (ASTRON)	Oceanography (OCEAN)
Biology (BIOL)	Philosophy (PHIL)
Business Administration (BUSAD)	Physical Education (PE, PE/I, PE/T)
Business and Office Technology (B&OT)	Physics (PHYSIC)
Chemistry (CHEM)	Physiology (PHYSIO)
Child Development (CD)	Political Science (POLIT)
Computer and Information Sciences (C&IS)	Psychology (PSYCH)
Economics (ECON)	Radiologic Technology (RADIOL)
Emergency Medical Services (EMS)	Reading & Study Skills (READ)
English (ENGL)	Real Estate (REALST)
Fire Technology (FIRET)	Religious Studies (RELIG)
French (FRENCH)	Respiratory Care (RESP)
Geography (GEOG)	Sociology (SOC)
Geology (GEOL)	Spanish (SPAN)
German (GERMAN)	Speech (SPEECH)
Health Education (HEALTH)	Theatre Arts (THART)
History (HIST)	Work Experience (WKEXP)
Human Services (HUMSV)	

NUMBERING OF COURSES

010-099 Multipurpose courses, but not generally applicable to the Baccalaureate degree.

100-299 Basic lower division courses applicable to the Associate degree; may also apply to the Baccalaureate degree.

900-999 Courses not applicable to the Associate degree.

COURSE TRANSFERABILITY

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

CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number (CAN) System identifies many transferable, lower division, preparation courses commonly taught on California college and University campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications.

Check with counseling offices, departmental offices, or articulation officers for current listings of CAN courses and campuses participating in the CAN System. A CAN CATALOG listing campuses and courses is published biannually.

Every course at Crafton Hills College falls into one of the following Departments and Disciplines:

DEPARTMENTS

ALLIED HEALTH SCIENCES

Allied Health A H
Radiology Technology RAD IOL
Respiratory Care RESP

BIOLOGICAL SCIENCES

Anatomy AN AT
Biology BIOL
Microbiology MICRO
Physiology PHYSIO

BUSINESS

Accounting ACCT
Business Administration BUSAD
Business and Office Technology B&OT
Marketing MARKET
Real Estate REALST
Supervision SUP

COMMUNICATIONS

English ENGL
French FRENCH
German GERMAN
Learning Resource Center LRC
Reading and Study Skills READ
Speech SPEECH
Spanish SPAN

EMERGENCY SERVICES

Emergency Medical Services EMS
Fire Technology FIRET

FINE ARTS

Art ART
Music MUSIC
Theatre Arts THART

HEALTH AND PHYSICAL EDUCATION

Health Education HEALTH
Individual and Group Activities PE/I
Personal Activities PE
(PE/A - Effective Spring 2000)
Special Activities PE
(PE/S - Effective Spring 2000)
Team PE/T

PHYSICAL SCIENCE/MATHEMATICS

Astronomy ASTRON
Chemistry CHEM
Computer and Information Sciences C&IS
Geography GEOG
Geology GEOL
Mathematics MATH
Oceanography OCEAN
Physics PHYSIC

SOCIAL SCIENCES

Administration of Justice ADJUS
Anthropology ANTHRO
Child Development CD
Economics ECON
History HIST
Human Services HUMSV
Interdisciplinary Studies INTDIS
Philosophy PHIL
Political Science POLIT
Psychology PSYCH
Religious Studies RELIG
Sociology SOC

ACCOUNTING (ACCT)

102 FINANCE ACCOUNTING AND ANALYSIS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

198 ACCOUNTING WORK EXPERIENCE 1-4 UNITS

CSU*, Associate Degree Applicable

Prerequisite: None.

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

Laboratory: Minimum 80-320 hours per semester

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

205 BOOKKEEPING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

210 PRINCIPLES OF ACCOUNTING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Corequisite: ACCT 211

Lecture: Minimum 48 hours per semester

Development of the basic principles and practices applicable to the general accounting process; application of these principles to the accounting cycle, statement preparation, and the problems of merchandise, depreciation, accounts receivable and payable as well as accruals and deferrals. Also includes coverage of the relationship of accounting to the economic environment and accounting information systems. Emphasis will be on case learning reflecting a user's perspective and on developing team learning and decision-making skills. (CAN BUS 2.)

211 PRINCIPLES OF ACCOUNTING COMPUTER LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Corequisite: ACCT 210.

Laboratory: Minimum 48 hours per semester

Laboratory accompaniment to ACCT 210.

220 PRINCIPLES OF ACCOUNTING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ACCT 210, 211.

Corequisite: ACCT 221.

Lecture: Minimum 48 hours per semester

Development of the basic principles and practices applicable to the general accounting processes; application of these concepts in the fields of cost, income tax, stockholder's equity, funds statements and financial statement analysis including the statement of cash flows. In addition, coverage of the conversion cycle, budgeting and the administrative cycle in accounting. Emphasis will be on case learning reflecting a user's perspective and on developing team learning and decision-making skills. (CAN BUS 4.)

221 PRINCIPLES OF ACCOUNTING COMPUTER LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: ACCT 210, 211.

Corequisite: ACCT 220.

Laboratory: Minimum 48 hours per semester

Laboratory accompaniment to ACCT 220.

225 INTERMEDIATE ACCOUNTING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ACCT 210, 220.

Lecture: Minimum 48 hours per semester

Study of adjustments, working papers, financial statements, cash and receivables, inventories, investments, plant assets, intangibles, liabilities, capital stock and retaining earnings, statement analysis and application of funds. Emphasis will be on case learning reflecting a user's perspective and on developing team learning and decision-making skills.

226 COST ACCOUNTING

CSU, Associate Degree Applicable

Prerequisite: ACCT 220, 221.

Lecture: Minimum 64 hours per semester

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

230 ABCD STATE AND FEDERAL INCOME TAX ACCOUNTING 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: None. Courses must be taken in sequence.

Departmental Recommendation: ACCT 205 and/or ACCT 210.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

ADMINISTRATION OF JUSTICE (ADJUS)

101 INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

102 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the roles, responsibilities, and procedures of law enforcement agencies, courts of law, and correctional institutions; examination of their interaction from an historical and contemporary perspective.

103 CONCEPTS OF CRIMINAL LAW 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

104 LEGAL ASPECTS OF EVIDENCE 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

105 COMMUNITY RELATIONS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

106 PRINCIPLES OF INVESTIGATION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

107 CONCEPTS OF ENFORCEMENT SERVICES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

108 JUVENILE PROCEDURES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

198 ADMINISTRATION OF JUSTICE WORK EXPERIENCE 1-4 UNITS

CSU*, Associate Degree Applicable

Prerequisite: None.

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

Laboratory: Minimum 80-320 hours per semester

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

ALLIED HEALTH (AH)

040 HOME HEALTH AIDE I 7 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 84 hours per semester

Laboratory: Minimum 32 hours per semester

Clinic: Minimum 60 hours per semester

Instruction in patient care appropriate for the home setting to include the requirements of state and federal government, role of the home health aide and home health agency, interpretation of medical and social needs of clients, personal care services, nutrition and cleaning tasks in the home. Includes laboratory and clinical experience. Prepares students for the state certification examination for home health aide.

045 HOME HEALTH AIDE II 1.5 UNITS**Associate Degree Applicable****Prerequisite:** Certified Nursing Assistant Certificate.**Lecture:** Minimum 20 hours per semester**Clinic:** Minimum 20 hours per semester

Designed for advancing the training of certified nurse assistants. Includes a review of portions of nursing assistant training with additional training in the role of the home health aide and the home health agency, interpretation of the medical and social needs of clients, personal care services, nutrition and cleaning care tasks in the home.

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

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

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

Instruction in terminology used to describe the human body, its functions, its normal state, its abnormal state, the diseases and injuries that affect it, and the various means, agents and procedures employed to prevent, minimize or cure the effects of disease or injury; mastery of fundamental terminology and correct pronunciation and usage of the medical vocabulary. This course is especially appropriate for students intending to enter the health professions.

119 ABCD SELECTED TOPICS IN ALLIED HEALTH SCIENCES .5-3 UNITS**CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 8-48 hours per semester and/or**Laboratory:** Minimum 24-144 hours per semester

Examination of current information on selected topics in allied health sciences.

198 ALLIED HEALTH WORK EXPERIENCE 1-4 UNITS**CSU*, Associate Degree Applicable****Prerequisite:** None.**Corequisite:** Concurrent enrollment in at least 7 units, including this course.**Laboratory:** Minimum 80-320 hours per semester

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

210 INTRODUCTION TO PATHOPHYSIOLOGY 3 UNITS**CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

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

ANATOMY/PHYSIOLOGY

(ANAT/PHYSIO)

101 ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS**CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester and**Laboratory:** Minimum 48 hours per semester

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

102 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY 4 UNITS**CSU, Associate Degree Applicable****Prerequisite:** ANAT 101.**Departmental Recommendation:** High School Chemistry or CHEM 101.**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 48 hours per semester

Cardiopulmonary Anatomy and Physiology is a lecture and laboratory course emphasizing the structure and function of the cardiovascular and respiratory systems. The course covers cardiovascular, respiratory, renal, and lymphatic systems and focuses on their interrelationships. High altitude and diving respiratory physiology are also covered.

150 HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester and**Laboratory:** Minimum 48 hours per semester

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

151 HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 48 hours per semester

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the 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.

SELECTED TOPICS IN ANATOMY AND PHYSIOLOGY
1-4 UNITS

236ABCD

237ABCD

238ABCD

239ABCD

CSU, Associate Degree Applicable

Prerequisite: None.

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

Laboratory: Minimum 16-64 hours per semester

Study of topics of current interest in Anatomy and Physiology.

**ANAT 246 SPECIAL PROBLEMS IN ANATOMY AND
PHYSIOLOGY** 1 UNIT

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or 150.

Independent: Minimum 48 hours per semester

Independent projects involving library research or laboratory projects for students with a special interest in anatomy and physiology.

247 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 2 UNITS

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or 150.

Independent: Minimum 96 hours per semester

Independent projects involving library research or laboratory projects for students with a special interest in anatomy and physiology.

248 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or 150.

Independent: Minimum 144 hours per semester

Independent projects involving library research or laboratory projects for students with a special interest in anatomy and physiology.

ANTHROPOLOGY(ANTHRO)

100 INTRODUCTION TO ARCHEOLOGY 3 UNITS
UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

102 CULTURAL ANTHROPOLOGY 3 UNITS
UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to the nature of culture through a survey of the range of cultural phenomena, linguistics, and other related topics. (CAN ANTH 4)

106 PHYSICAL ANTHROPOLOGY 3 UNITS
UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to human biology and evolution, the relationship of men to other primates, the origin and antiquity of man, fossil man, geochronological dating, anthropometry, race classification and racial problems. (CAN ANTH 2)

**107 THE UNITED STATES AND THE NORTH
AMERICAN INDIANS** 3 UNITS
UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

History of the North American Indian from first contact through conquest and reservation life to the present; examination of modern Indian communities, including red power, urban life and current problems, including material on traditional Indian culture. This course is also offered as HIST 107.

110 PRIMITIVE RELIGIONS 3 UNITS
UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Comparative study of supernaturalism in primitive societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the belief systems of selected tribal peoples. This course is also offered as RELIG 110.

246ABCD SPECIAL PROBLEMS IN ANTHROPOLOGY 1 UNIT
CSU, Associate Degree Applicable

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

Laboratory: Minimum 48 hours per semester

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

ART (ART)

100-102 ART HISTORY 3 UNITS

UC, CSU, Associate Degree Applicable

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

Lecture: Minimum 48 hours per semester

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

105 HISTORY OF 20TH CENTURY ART 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Departmental Recommendation: ART 100-102.

Lecture: Minimum 48 hours per semester

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

120A BASIC DESIGN I 1.5 -3 UNITS

120B BASIC DESIGN II 1.5 -3 UNITS

120C BASIC DESIGN III 1.5 -3 UNITS

120D BASIC DESIGN IV 1.5 -3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None. Courses must be taken in sequence.

Lecture: Minimum 16-32 hours per semester and

Laboratory: Minimum 32-64 hours per semester

Progressive exploration of both the spontaneous and the developmental creative process; discovery and development of resources necessary to visual communication; access to tools and experiences necessary for visual literacy.

124/4 DRAWING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 64 hours per semester

Progressive investigation and interpretation of form and space, using a variety of media and continuing the theory and application of perspective. This course may be taken four times. (Formerly ART 124ABCD.)

126A PAINTING I 1.5 -3 UNITS

126B PAINTING II 1.5 -3 UNITS

126C PAINTING III 1.5 -3 UNITS

126D PAINTING IV 1.5 -3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None. Courses must be taken in sequence.

Lecture: Minimum 16-32 hours per semester and

Laboratory: Minimum 32-64 hours per semester

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

132X4 LIFE DRAWING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

Progressive study of the functional qualities of the human figure, including an overview of anatomy in relation to figure drawing; graphic interpretations of the human figure, including contour, gesture, and volume drawings. This course may be taken four times. (Formerly ART 132ABCD.)

175X4 SCULPTURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 64 hours per semester

Progressive exploration in form and space, using stone, wood, clay, and plaster, development of skills in using the tools required for carving and life modeling methods typically employed in these media. This course may be taken four times. (Formerly ART 175ABCD.)

200X4 PRINTMAKING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 64 hours per semester

Focus on techniques and skills of printmaking. Areas to be covered: linoleum, woodcuts, silk screening and stenciling. This course may be taken four times. (Formerly ART 200ABCD.)

SPECIAL PROJECTS IN ART

246ABCD 1 UNIT

247ABCD 2 UNITS

248ABCD 3 UNITS

249ABCD 4 UNITS

UC, CSU, Associate Degree Applicable

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

Laboratory: Minimum 48 hours per semester.

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

275X4 CONTEMPORARY SCULPTURE TECHNIQUES 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ART 175#4.

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 64 hours per semester

Exploration of the use of contemporary tools and equipment necessary to execute stone sculptures in the environment of a working artist's studio. This course may be taken four times. (Formerly ART 275ABCD.)

ASTRONOMY (ASTRON)

050-051 ASTROPHOTOGRAPHY 1 UNIT
052-053

Associate Degree Applicable

Prerequisite: None. Courses must be taken in sequence.

Laboratory: Minimum 48 hours per semester

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

133 FRONTIERS IN ASTRONOMY .25 -4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

Lecture and field study of the most recent developments in astronomy with class activities conducted on campus or at field sites. Addressed to the examination of the origin and nature of the universe, its component parts and the methods of their exploration.

150 INTRODUCTORY ASTRONOMY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

160 ASTRONOMY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite or Corequisite: ASTRON 150.

Laboratory: Minimum 48 hours per semester

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

175ABCD SELECTED TOPICS IN ASTRONOMY 1-3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: To be determined by course topic.

Lecture: Minimum 16-48 hours per semester

Laboratory: Minimum 48-144 per semester

Current information on selected topics in astronomy.

246AB SPECIAL PROBLEMS IN ASTRONOMY 1 UNIT
247AB 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ASTRON 160.

Laboratory: Minimum 48-96 hours per semester

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

BIOLOGY (BIOL)

100 GENERAL BIOLOGY

4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and

Laboratory: Minimum 48 hours per semester

Study of the biological principles involved in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution and ecology. The use of the scientific method to gather and evaluate information and form conclusions regarding living organisms is also covered. (Course designed for students not majoring in biology.)

122 MARINE BIOLOGY

4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and

Laboratory: Minimum 48 hours per semester

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

123 ECOLOGY AND ENVIRONMENT

3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

127-128 SUBTIDAL MARINE BIOLOGY

2 UNITS

129

CSU, Associate Degree Applicable

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

Lecture: Minimum 16 hours per semester

Laboratory and Field Work: 32 hours per semester

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

130 CELL & MOLECULAR BIOLOGY

4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: CHEM 101.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

131 POPULATIONS AND ORGANISMS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and

Laboratory: Minimum 48 hours per semester

Study of classification, development, physiology and regulation at the level of the organism. Other topics are population dynamics, community ecology, evolution, and population genetics.

150-151 INTRODUCTION TO FIELD BIOLOGY

152

1.5 -3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 4-16 hours per semester

Laboratory: Minimum 12-96 hours per semester

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

209 BIOLOGY OF HAWAIIAN ISLANDS

3 UNITS

CSU, Associate Degree Applicable

Prerequisite: A college course in Biological Science with a grade of "C" or better, or equivalent.

Corequisite: GEOL 209.

Lecture: Minimum 16 hours per semester and

Laboratory: Minimum 96 hours per semester

Terrestrial and marine biology of the Hawaiian Islands, including tropical rain forests, marine biology and human impact on the ecology of the Islands.

SPECIAL PROBLEMS IN BIOLOGY

246AB

1 UNIT

247AB

2 UNITS

248AB

3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: BIOL 100.

Laboratory: Minimum 48-144 hours per semester

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

BUSINESS ADMINISTRATION (BUSAD)

053 BUSINESS COMPUTATIONS

3 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Emphasis on practical business application of mathematics in the areas of accounting, marketing, finance, including payroll, invoicing, insurance, taxes, depreciation, stocks, bonds, annuities, and management analysis.

094ABCD SEMINARS IN BUSINESS .25-3 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 4-48 hours per semester

Selected seminar topics in the field of business. Seminars are developed to meet specific group needs.

100 INTRODUCTION TO BUSINESS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Departmental Recommendation: ENGL 101, Reading: passing a standardized test of reading comprehension at or above the 12th grade level.

Lecture: Minimum 48 hours per semester

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

104 INTRODUCTION TO FINANCIAL MANAGEMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None. BUSAD 100 recommended.

Lecture: Minimum 48 hours per semester

Introduction to finance. Topics include taxes, present value analysis, valuation, risk-return trade-off, ROI, financial analysis, forecasting, budgeting, working capital management, capital budgeting, sources of financing, leverage, capital structure, dividend policies, and international financing.

105 SMALL BUSINESS MANAGEMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

108 PERSONAL FINANCE 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Preparation for managing personal finances, including budgeting, borrowing, insurance, investments and home ownership.

145 BUSINESS COMMUNICATIONS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: B&OT 144 or ENGL 144 or ENGL 015 or eligibility for ENGL 101.

Lecture: Minimum 48 hours per semester

Study of oral and written communication skills essential to the business industrial setting. This course is also offered as B&OT 145.

198 BUSINESS ADMINISTRATION WORK EXPERIENCE**1-4 UNITS**

CSU*, Associate Degree Applicable

Prerequisite: None.

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

Laboratory: Minimum 80-320 hours per semester

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

200 BUSINESS MANAGEMENT (ORGANIZATIONAL BEHAVIOR) 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: BUSAD 100 or equivalent.

Lecture: Minimum 48 hours per semester

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

210 BUSINESS LAW 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

211 BUSINESS LAW 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to the formation, operation and dissolution of partnerships and corporations. Included is a section on how various anti-trust legislation affects business (e.g., Sherman, Clayton Act, etc.) and how business is carried out through the use of commercial paper and secured transactions.

*Maximum UC credit for BUSAD 210 and 211, one course.

230 USING COMPUTERS FOR BUSINESS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ACCT 205 or BUSAD 100 or equivalent.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 16 hours per semester

Fundamentals of hardware and software principles and applications used in the business environment. Students will explore software for spreadsheet design, word processing, data base management graphics, and other business applications in a hands-on environment.

BUSINESS & OFFICE TECHNOLOGY (B&OT)

009ABCD OFFICE SKILLS LAB 1-3 UNITS

Associate Degree Applicable

Prerequisite: None. Courses must be taken in sequence.

Laboratory: Minimum 48-144 hours per semester

Individualized instruction designed to assist students improve office skills; assistance with equipment and materials provided.

090ABCD SELECTED TOPICS IN BUSINESS AND OFFICE TECHNOLOGY .5-3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8-48 hours per semester

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

100 BEGINNING KEYBOARDING 1-3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 16-32 hours per semester and/or

Laboratory: Minimum 32-48 hours per semester

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

101 INTERMEDIATE KEYBOARDING/FORMATting 1-3 UNITS

Associate Degree Applicable

Prerequisite: B&OT 100AB or ability to type at least 30 net words a minute.

Lecture: Minimum 16-32 hours per semester and/or

Laboratory: Minimum 32-48 hours per semester

Procedures for arranging and tabulating material using the computer; continued emphasis on accuracy and speed; preparation of letters, reports, tables, and a large volume of other diversified business documents. Designed to develop a minimum keyboarding speed of 40 words a minute.

102 ADVANCED KEYBOARDING / DOCUMENT PRODUCTION 1-3 UNITS

Associate Degree Applicable

Prerequisite: B&OT 101AB or ability to type at least 40 net words a minute.

Lecture: Minimum 16-32 hours per semester and/or

Laboratory: Minimum 32-48 hours per semester

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

103ABCD BEGINNING WORD PROCESSING APPLICATIONS: MICROSOFT WORD 2 UNITS

Associate Degree Applicable

Prerequisite: B&OT 100AB or 119 or equivalent.

Lecture: Minimum 32 hours per semester

Development of marketable skills in word processing using IBM or compatible microcomputers and Microsoft Word for DOS or Microsoft Word for Windows software. Training in basic functions such as executing commands, understanding the document screen, entering and editing text (hyphens, search/replace, spell-check), formatting text (page breaks, page numbers, text emphasis, margins and tabs, superscripts/subscripts, headers/footers), saving and printing documents.

104ABCD ADVANCED WORD PROCESSING APPLICATIONS: MICROSOFT WORD 2 UNITS

Associate Degree Applicable

Prerequisite: B&OT 103A or 103B or 103C or 103D.

Lecture: Minimum 32 hours per semester

Development of marketable skills in word processing using Microsoft Word for DOS or Microsoft Word for Windows software. Training in advanced functions such as managing print queues, merging documents, printing envelopes and labels, drawing lines, printing in columns, recording keyboard macros, using glossaries, entering and printing endnotes, generating outlines, working with math functions.

105ABCD BEGINNING WORD PROCESSING APPLICATIONS: WORDPERFECT 2 UNITS

Associate Degree Applicable

Prerequisite: B&OT 100 or 119 or equivalent.

Lecture: Minimum 32 hours per semester

Development of marketable skills in word processing using IBM or compatible microcomputers and WordPerfect for DOS or WordPerfect for Windows software. Training in basic functions such as executing commands, understanding the document screen, entering and editing text (hyphens, search/replace, spell-check), formatting text (page breaks, page numbers, text emphasis, margins and tabs, superscripts/ subscripts, headers/footers), saving and printing documents.

106ABCD ADVANCED WORD PROCESSING**APPLICATIONS: WORDPERFECT 2 UNITS****Associate Degree Applicable****Prerequisite: B&OT 105A or 105B or 105C or 105D****Lecture: Minimum 32 hours per semester (8-week course)**

Development of marketable skills in word processing using WordPerfect for DOS or WordPerfect for Windows software. Training in advanced functions such as working with column blocks, merging documents, recording keyboard macros, using the thesaurus, working with math functions.

**107 BASICS OF PC/MS DOS
(DISK OPERATING SYSTEM)****2 UNITS****Associate Degree Applicable****Prerequisite: None****Lecture: Minimum 32 hours per semester**

Basics of DOS in a hands-on environment. Exposure to important terms related to the most common software found in a PC setting. Understanding the syntax of basic DOS commands. Working knowledge of disk and file management, tree-structured directories, and batch processing. This course is also offered as C&IS 107.

**108 ADVANCED PC/MS DOS
(DISK OPERATING SYSTEM)****2 UNITS****Associate Degree Applicable****Prerequisite: B&OT 107.****Lecture: Minimum 32 hours per semester**

Study of advanced DOS techniques (program overlays; how DOS and programs use RAM; optimizing computer performance with extended memory, expanded memory, RAM disk, and disk caching). Survey of CONFIG. SYS commands and device drivers. Discussion of solutions to common problems (software, hardware, and data incompatibility; hard disk, efficiency; defragmenting disks; computer viruses). Exploration of the DOS Shell. Comparison of commercial utility programs.

109 USING MICROSOFT WINDOWS**2 UNITS****Associate Degree Applicable****Prerequisite: B&OT 108 or equivalent.****Lecture: Minimum 32 hours per semester**

Study of computer software and hardware necessary to understand and use Microsoft Windows graphical user interface. While gaining a working knowledge of Microsoft Windows, students will learn to use some of the more important advanced features of Windows, such as running multiple applications, transferring information between applications, and managing the files and subdirectories on a hard disk or diskette.

110 WORD/INFORMATION PROCESSING CONCEPTS**3 UNITS****Associate Degree Applicable**

Prerequisite: B&OT 100 or B&OT 100B or equivalent
Corequisite: B&OT 103A or 103B or 103C or 103D and B&OT 104A or 104B or 104C or 104D.

Lecture: Minimum 48 hours per semester

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

**112ABCD FUNDAMENTALS OF SPREADSHEET
APPLICATIONS****2 UNITS****Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 32 hours per semester**

Business applications and principles of designing spreadsheets; entering data, labels, formulas, and commands; working with mathematical, statistical, financial, and logical functions; creating graphs and keyboard macros.

113ABCD FUNDAMENTALS OF DATABASE APPLICATIONS**2 UNITS****Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 32 hours per semester**

Business applications and principles of creating, maintaining, and manipulating records of data for business applications; editing, appending, and deleting records from the database; sorting and indexing records; searching for particular records in the database; producing reports.

114ABCD BEGINNING BUSINESS DESKTOP PUBLISHING**2 UNITS****Associate Degree Applicable**

Prerequisite: B&OT 104A or 104B or 104C or 104D or B&OT 106A or 106B or 106C or 106D and B&OT 109.

Lecture: Minimum 32 hours per semester

Introduction to business desktop publishing concepts and activities utilizing a microcomputer-based page layout system. Practical basic understanding of templates, typography, and graphic integration.

115ABCD ADVANCED BUSINESS DESKTOP PUBLISHING**2 UNITS****Associate Degree Applicable****Prerequisite: B&OT 114A or 114B or 114C or 114D.****Lecture: Minimum 32 hours per semester**

Application of basic DTP concepts to the enhancement of text and graphics in the creation of business publications such as newsletters, graphic presentations, and other business reports.

116 TELECOMMUNICATIONS FOR BUSINESS**3 UNITS****Associate Degree Applicable****Prerequisite: BUSAD 230 or B&OT 110 or equivalent.****Lecture: Minimum 48 hours per semester**

Thorough examination of telecommunications technology, terms and concepts of transmission, applications, major issues, benefits and drawbacks. Description of basic network configurations; how companies utilize and manage networks; microwave and satellite communications systems; electronic mail; voice processing technology; facsimile transmission; evolution of videotext and teletext; teleconferencing; mobile communication service.

119 MICROCOMPUTER KEYBOARDING 1-3 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 16-32 hours per semester**Laboratory:** Minimum 16-48 hours per semester

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

140 GENERAL OFFICE PROCEDURES**3-6 UNITS****Associate Degree Applicable****Prerequisite:** B&OT 100 or equivalent.**Lecture:** Minimum 40-80 hours per semester**Laboratory:** Minimum 16-48 hours per semester

Knowledge and experience in office procedures and secretarial skills necessary for success in the modern office; emphasis and experience in the use of transcription equipment, electronic typewriters, and computers for completion of typical office tasks; understanding manual and electronic records management standards; review of language arts skills; experience in resume preparation and interviews.

140AB GENERAL OFFICE PROCEDURES**3 UNITS****Associate Degree Applicable****Prerequisite:** B&OT 100 or equivalent.**Lecture:** Minimum 40 hours per semester**Laboratory:** Minimum 24 hours per semester

Knowledge and experience in office procedures and secretarial skills necessary for success in the modern office; emphasis and experience in the use of transcription equipment, electronic typewriters, and personal computers applied in the completion of typical office tasks; experience in resume preparation and interviews; review language arts skills.

141 RECORDS AND DATABASE MANAGEMENT**2 UNITS****Associate Degree Applicable****Prerequisite:** None**Lecture:** Minimum 32 hours per semester

Development of skills for managing paper, film, and computer records; application of Association of Records Managers and Administrators (ARMA) rules to standard indexing techniques; practice in basic numeric, subject, and geographic filing procedures; design and analysis of records management systems.

144 BUSINESS ENGLISH**3 UNITS****CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

Review of basic grammar and the principles of effective English usage as applied in business, including skills and techniques of written communication. Written composition includes various types of business letters, memoranda, reports, employment applications and cover letters, and resumes. This course is also offered as ENGL 144.

145 BUSINESS COMMUNICATIONS**3 UNITS****Associate Degree Applicable****Prerequisite:** B&OT 144 or ENGL 144 or ENGL 015 or eligibility for ENGL 101.**Lecture:** Minimum 48 hours per semester

Study of oral and written communication skills essential to the business/industrial setting. This course is also offered as BUSAD 145.

146 HUMAN RELATIONS IN THE OFFICE ENVIRONMENT**1-3 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 16-48 hours per semester

Examination of the human relations problems encountered in the business office, especially those concerning the new employee, in dealing with employers, with peers and with the general public.

162 MEDICAL TERMINOLOGY AND TRANSCRIPTION I**1-6 UNITS****Associate Degree Applicable****Prerequisite:** B&OT 100 or equivalent.**Lecture:** Minimum 16-96 hours per semester**Laboratory:** Minimum 16 hours per semester

Instruction in medical terminology and utilization of word processing software as they relate to transcription of medical records in all phases, including history and physical examination reports, radiology reports, operation reports, pathology reports including autopsies, and discharge summary reports, transcription of reports, taking each type of separately; e.g., history and physical examination first, radiology second, etc.

163 MEDICAL TERMINOLOGY AND TRANSCRIPTION II**1-6 UNITS****Associate Degree Applicable****Prerequisite:** B&OT 162.**Lecture:** Minimum 16-96 hours per semester**Laboratory:** Minimum 16 hours per semester

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

198 BUSINESS AND OFFICE TECHNOLOGY**WORK EXPERIENCE****1-4 UNITS****CSU*, Associate Degree Applicable****Prerequisite:** None.**Corequisite:** Concurrent enrollment in at least 7 units, including this course.**Laboratory:** Minimum 80-320 hours per semester

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

CHEMISTRY (CHEM)

101 INTRODUCTORY CHEMISTRY 4 UNITS

UC*, CSU, Associate Degree Applicable

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

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to the principles of chemistry, with emphasis on discoveries, methods of refining, physical and chemical properties, and use of the more common elements and compounds. * No credit granted if taken after CHEM 150.

102 INTRODUCTION TO ORGANIC CHEMISTRY 4 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: CHEM 101 or 150.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to organic chemistry, with emphasis on understanding how and why the basic functional groups in the organic compounds function as they do, and on their application in biological systems. Designed for students who need two semesters of chemistry, including some biochemistry in organic chemistry. * No credit granted if taken after CHEM 212.

150 GENERAL CHEMISTRY 5 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: High school chemistry or CHEM 101.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 96 hours per semester

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

151 GENERAL CHEMISTRY 5 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: CHEM 150 with a grade of "C" or better.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 96 hours per semester

Continuation of CHEM 150, with special emphasis on the relations among chemical kinetics, thermochemistry and electrochemistry. Applications of these areas of chemistry are demonstrated.

212-213 ORGANIC CHEMISTRY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: CHEM 150-151 with a grade of "C" or better.

Courses must be taken in sequence.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

CHILD DEVELOPMENT (CD)

081 PARENTING THE INFANT 3 UNITS

Associate Degree Applicable

PREREQUISITE: None.

LECTURE: Minimum 48 hours per semester

This course presents an introduction to the basic development of the infant. The focus is on parenting roles and responsibilities for nurturing and caring for the infant. It specifically identifies current trends and issues concerning the development and parenting of the infant.

100 INTRODUCTION TO CHILD DEVELOPMENT 3 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to the field of children's studies; designed to familiarize students with the broad aspects of the profession, philosophy, and principles of caring for children in a variety of settings.

101 PARENT CHILD INTERACTION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

105 CHILD GROWTH AND DEVELOPMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the growth and development of children from the prenatal period through adolescence, with an emphasis on individual, physical, cognitive, and socioemotional needs of children. Practical experience observing and interacting with children.

112 PRINCIPLES AND PRACTICES IN CHILD DEVELOPMENT 3 UNITS

Associate Degree Applicable

PREREQUISITE: None.

LECTURE: Minimum 48 hours per semester

Studies the practices and principles of working with young children. Emphasis is on observation and evaluation, developing age appropriate lesson plans, guiding and understanding young children.

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

Training in health, nutrition, disaster preparedness, children with special needs, child abuse identification and prevention, and caring for the mildly ill child. (This course meets the recommended training requirements of county and state licensing agencies.)

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

Training and certification in pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety, and injury prevention. (Meets county and state licensing requirements for child care workers.) This course is also offered as EMS 116X20.

126 CHILD, FAMILY, AND THE COMMUNITY 3 UNITS**CSU, Associate Degree Applicable***Prerequisite: None.**Lecture: Minimum 48 hours per semester*

Essentials and principles of early childhood education programs as they relate to the interactions between the child, parent, teacher, family and community. Includes types and quality of early childhood programs, basic licensing regulations, services available to families and positive guidance techniques used with children.

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

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

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

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

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

In-depth study of creativity in children, including the rationale for creative development. Philosophy and theories of the general humanities are investigated, including art, music, movement, and drama as facilitators for developing basic skills, human interaction and aesthetic appreciation in children. (Formerly CD 128.)

133 CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN 3 UNITS*Associate Degree Applicable**Prerequisite: None.**DEPARTMENTAL RECOMMENDATION: CD 105.**LECTURE: Minimum 48 hours per semester*

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

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

Study and application of whole language, listening, literary and literature experiences for children. Use of conversations, literature, storytelling, flannel boards, finger plays, dramatic play and other varied media. Developmentally appropriate whole language reading and writing activities for children. (Formerly CD 230.)

135 CREATIVE DANCE EXPERIENCES FOR CHILDREN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None.**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Conceptual approach to teaching children's dance is explored. Emphasis is placed on principles, elements and techniques of jazz, ballet, modern dance and creative movement. The course prepares students to plan and facilitate developmentally appropriate dance experiences for children ages 3-12. This course is also offered as PE 135.

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

Study of artistic expression in children. Overview of artistic abilities in children. Includes in-depth exploration of diverse artistic mediums and materials used with children. Emphasis on planning, preparing and implementing developmentally appropriate art experiences for children ages 2 through 10.

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

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

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

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

180 INFANT DEVELOPMENT AND ACTIVITIES**3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None.**Lecture: Minimum 48 hours per semester*

Investigation of the developmental, sensory, cognitive and emotional development of children ages 0-36 months. Fulfills licensing requirements for Infant Center personnel. Content includes recordkeeping, parent issues and the development of needs and services, plan/activities.

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

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

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

Course focuses on preparing and facilitating developmentally appropriate activities and curriculum for infants and toddler ages birth through thirty-six months. Satisfies licensing training requirements for infant / toddler child development workers.

198 CHILD DEVELOPMENT WORK EXPERIENCE**1-4 UNITS***CSU*, Associate Degree Applicable**Prerequisite: None.**Corequisite: Concurrent enrollment in at least 7 units, including this course.**Laboratory: Minimum 80-320 hours per semester*

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

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

Supervised experience and participation in a group program for preschool children at the CHC Child Development Studies Center. Emphasis is on curriculum planning and evaluation, discipline, guidance techniques, instructional method, cooperative relationships with staff, parents, and children, and professional ethics. (Required for CHC Child Development Certificates for an Associate Teacher, Teacher, Master Teacher and Site Supervisor.) (Formerly CD 106.)

210X2 INFANT GROWTH AND DEVELOPMENT LABORATORY**4 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 185 or CD 186.**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 120 hours per semester*

Supervised experience and participation in a group program for infants and toddlers ages birth - 36 months old at the CHC Child Development Studies Center. Emphasis is on care giving as curriculum. Explores methods and curriculum planning for developmentally appropriate experiences in play, attachment, motor skills, cognition, language, emotional and social growth and development of infants. This course may be taken twice for credit. (Formerly CD 181.)

244 CHILDREN WITH SPECIAL NEEDS**3 UNITS***Associate Degree Applicable**Prerequisite: None.**Departmental Recommendation: CD 105.**Lecture: Minimum 48 hours per semester*

Study of the special needs child to include the entire spectrum from gifted to handicapped during the formative years. To aid the parent or professional worker in teaching social, emotional, physical and cognitive curricula to special needs children in an inclusive setting. A typical development is explored. Special emphasis is the adjustment of the child to home, school and community. (Formerly CD 275.)

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

Methods and principles of supervising student teachers in early childhood educational settings. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. (A required course for Master Teacher level of the Child Development Permit.) (Formerly CD 235.)

271 ADMINISTRATION: MANAGEMENT AND ORGANIZATION OF CHILD DEVELOPMENT 3 UNITS**Associate Degree Applicable****Prerequisite:** CD 105, 126 and one of the following curriculum classes: CD 130 through 137.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 48 hours per semester

Budgeting, licensing, planning, organizing and managing a variety of programs for young children. The administrator's role, site development, ongoing organization, personnel program components, working with staff, parents and volunteers will be included in the course. (Designed to meet California State Child Development Permit requirements for a Site Supervisor and Title 22 requirements for a Child Care Center Director.) (Formerly CD 124.)

272 ADMINISTRATION: HUMAN RELATIONS IN CHILD DEVELOPMENT PROGRAMS 3 UNITS**Associate Degree Applicable****Prerequisite:** CD 105, 126 and one of the following curriculum classes: CD 130 through 137.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 48 hours per semester

This course explores the overall operations and human relations aspect of administering children's programs. Funding, business management practices, community relations, professional responsibilities and growth, labor relations and staff management will be addressed. (Designed to meet California State Child Development Permit requirements for Site Supervisor.) (Formerly CD 125.)

COMPUTER AND INFORMATION SCIENCES (C&IS)

100 COMPUTER LITERACY**1.5-3 UNITS****UC*, CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 24-48 hours per semester

Study of basic computer technology; basic keyboarding; problem solving using microcomputers; practice in the operations and functions of a computer and writing simple programs; examination of social issues; discussion of the creative use of the computer in the home, in business, and in industry. * Must be taken for 3 units to transfer to UC.

101 INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

Introduction to computer and information technology including the history, terminology, components, and operation of computer systems. Includes an overview and use of selected software applications. Includes program development using a high-level language. Discusses the impact of computers in the changing work place and on society. (No previous computer background required.)

102 BASIC LANGUAGE AND PROBLEM SOLVING I**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** C&IS 101.**Lecture:** Minimum 48 hours per semester

Instruction in programming concepts and problem solving techniques applied to programming problem statements. Students' assignments will be to create programming problem documentation to include Visual Table of Contents, Input-Processing-Output Report, Logical Flowcharts, and Format Sheets applied to a problem statement and used to write, run, and debug both numeric and non-numeric programs in the interactive computer system. Concepts will include: structured programming with lower level modules, string and numeric variables, input and output statements, loops, conditional transfer statements, switches, screen processing, and arrays.

103 PROGRAMMING IN VISUAL BASIC**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** C&IS 112.**Lecture:** Minimum 48 hours per semester

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

104 FORTRAN 77 (COMPUTER PROGRAMMING) 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite: C&IS 102 or equivalent.****Lecture: Minimum 48 hours per semester**

Study of Fortran 77 as a language supporting any discipline using computer-mathematical methods; emphasis on business applications.

105 DATABASE CONCEPTS AND DESIGN 3 UNITS**CSU, Associate Degree Applicable****Prerequisite: C&IS 101.****Lecture: Minimum 48 hours per semester**

Fundamentals of database concepts with an emphasis on the design and creation of relational databases. Includes data querying, sorting, inserting, deleting, and report design and generation. Entity relationship diagrams, normalizing of database tables, implementing integrity rules, and developing data dictionaries will be emphasized. Microsoft Access or current database management software will be used to develop projects.

106 MICROCOMPUTERS 3 UNITS**CSU, Associate Degree Applicable****Prerequisite: C&IS 102.****Lecture: Minimum 48 hours per semester**

Study of the organization and programming of small computers, design conventions, microprocessor organization and hardware programs, control units (CPU), interrupt and input/output.

109 OPERATING SYSTEMS AND ENVIRONMENTS 3 UNITS**Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

An intensive study of a current operating system (WINDOWS 95 or newer versions as they are released) as it relates to personal users, business users, and computer programmers in a hands-on environment. Emphasis on system components, functions, and commands to include disk file management, system utilities, command line prompt, text editor, word processor, communications accessories, multimedia, graphics creation, data protection, printer control, desktop customizing, memory management (RAM), plug and play, and hardware configuration.

110 PASCAL 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite: C&IS 102 or equivalent.****Lecture: Minimum 48 hours per semester**

Examination of programming concepts, data expressions, and assignments; decisions, syntax and implementation; program design; and program standards.

112 BASIC LANGUAGE AND PROBLEM SOLVING II**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: C&IS 102.****Lecture: Minimum 48 hours per semester**

Instruction in advanced programming concepts and problem solving techniques applied to complex programming problem statements. Skills acquired in C&IS 102 will be used. The following additional concepts will be presented. File creation and processing programs with add, change, and delete capability, 2 and 3 dimensional arrays, multiple reports, and page numbering. Students assignments will be to create program documentation to include Visual Table of Contents, Input-Processing-Output Report, Logical Flowcharts, and Format Sheets applied to problem statement and used to write, run, and debug both numeric and non-numeric problems in various programs. The course will also include: structured programming with lower level modules, string and numeric variables, input and output statements, loops, conditional transfer statements, and switches.

115 PROGRAMMING IN C 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite: C&IS 112.****Lecture: Minimum 48 hours per semester**

Fundamentals of computer programming and problem solving using the C Language. Includes writing, debugging, and running programs in an interactive computer system to solve both numerical and nonnumerical problems. Microsoft C/C++ will be utilized to develop programs..

198 COMPUTER AND INFORMATION SCIENCES**WORK EXPERIENCE****1-4 UNITS****CSU*, Associate Degree Applicable****Prerequisite: None.****Corequisite: Concurrent enrollment in at least 7 units, including this course.****Laboratory: Minimum 80-320 hours per semester**

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

200 PROGRAMMING BUSINESS**APPLICATIONS COBOL I****3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: C&IS 102 or equivalent.****Lecture: Minimum 48 hours per semester**

Fundamentals of computer logic, flow charting, and documentation techniques; advanced techniques for large scale computing systems. Introduction to COBOL.

201 PROGRAMMING BUSINESS APPLICATIONS:**COBOL II****3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: C&IS 200.****Lecture: Minimum 48 hours per semester**

Continuation of C&IS 200; development of specialized program-

ming techniques.

230 ASSEMBLY LANGUAGE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: C&IS 102 or equivalent.

Lecture: Minimum 48 hours per semester

Study of organization and data structures typical of 6500 Apple assembly language and operating systems, and the knowledge of the inner workings of a computer and the effects of the instruction set on computer design.

236ABCD SELECTED TOPICS IN COMPUTER AND INFORMATION SCIENCES 1-3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 16-48 hours per semester.

Study of the components of modern information processing systems and microcomputer applications.

240 ADVANCED PROGRAMMING TECHNIQUES 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: C&IS 104, 110, 200.

Lecture: Minimum 48 hours per semester

Study of techniques for establishing the correctness of algorithms, estimating time and storage requirements, including file processing, list processing, data structured programming, and documentation.

250 NUMERICAL COMPUTING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: C&IS 104.

Lecture: Minimum 48 hours per semester

Survey of computer methods and techniques for solving practical numerical problems and pragmatics, including floating point arithmetic error analysis, integration, solutions of linear equations, least square and curve fitting, interpolation, infinite sums, iteration, and probability.

ECONOMICS (ECON)

100 INTRODUCTION TO ECONOMICS 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Survey of the American economy, with emphasis on the development, functioning and significance of economic institutions; special attention to economic growth, the national debt, inflation, and international economic problems. Designed for non-majors who desire to get economic perspective without intensive or technical investigation. Students majoring in Business Administration or Economics should not enroll in this course. * No credit granted if taken after ECON 200 or

ECON 201.

200 PRINCIPLES OF ECONOMICS (MACRO) 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to principles of economic analysis, economic institutions and issues of public policy. Macroeconomic analysis focuses on national income analysis, money and banking, and economic stabilization policies. (CAN ECON 2)

201 PRINCIPLES OF ECONOMICS (MICRO) 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to microeconomic theory. Elaboration of supply and demand analysis. Development of the models of industrial organization and factor pricing. (CAN ECON 4)

SPECIAL PROBLEMS IN ECONOMICS

246

1 UNIT

247

2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ECON 200 or 201.

Laboratory: Minimum 48-96 hours per semester

Independent projects for selected students with a special interest in economics, involving library research, laboratory projects, and/or field studies. Results are presented as a term paper and oral interview.

EMERGENCY MEDICAL SERVICES (EMS)

020 EMERGENCY MEDICAL TECHNICIAN - I 6 UNITS

Associate Degree Applicable

Prerequisite: Must be 18 years of age as required by Title 22 of the Health and Safety Code.

Departmental Recommendation: Good dexterity and coordination; with ability to work in small areas, on the ground or floor, and ability to lift up to 150 pounds.

Lecture: Minimum 68 hours per semester

Laboratory: Minimum 68 hours per semester

Clinic: 16 hours per semester

Field: 16 hours per semester

Instruction in all facets of basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies. Stresses hands-on emergency medical skills proficiency needed to enhance the EMS Delivery Systems in the field. Includes OSHA approved Hazardous Materials Awareness Level, Blood Borne Pathogens for Health Care Workers, state mandated SIDS Education and an introduction to Pharmacology for the EMT-I. (Formerly EMS 020 ABCD.)

030 EMERGENCY DEPARTMENT TECHNICIAN 3 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 32 hours per semester.**Laboratory:** Minimum 32 hours per semester.**Clinic:** Minimum 40 hours per semester.

Instructions in all facets of basic life support measures, CPR, and the use of appropriate clinical emergency equipment and supplies. Stresses hands on skills proficiency in assisting the physician with suturing, sterile set-up of trays, application of plaster and other types of splints. Includes confidentiality, professionalism, including a good work ethic. Introduces emergency equipment used in pre-hospital care and how it impacts care in the emergency department.

050 INTEGRATED SCIENCE AND BASIC MEDICAL LANGUAGE FOR PARAMEDICS 3 UNITS**Associate Degree Applicable****Prerequisite:** Must be pre-selected into the Paramedic Program.**Lecture:** Minimum 48 hours per semester.

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

EMS 060 EMT-B FIELD PRACTICUM 9.25 Units**Associate Degree Applicable****Prerequisite:** EMS 020; Must be pre-selected into the EMT-EMT-P A.S. DEGREE**Corequisite:** EMS 105.**Lecture:** 16 minimum hours per semester**Field:** 500 minimum hours per semester

Coordination of basic emergency medical technician training on a field unit with a mentor; opportunity to observe and assist in emergency medical intervention in traumatic and medical out of hospital emergencies. Provides the Emergency Medical Technician-B the field experience necessary to apply to the paramedic program.

090ABCD SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES .25-4 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 1-64 hours per semester and/or**Laboratory:** Minimum 2-96 hours per semester and/or**Clinic/Field:** 5-240 hours per semester

Current information on selected topics for the continuing education of Mobile Intensive Care Nurses and/or Paramedics; topics include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems.

091ABCD CONTINUING EDUCATION FOR THE HEALTH PROFESSIONAL .25-4 UNITS**Associate Degree Applicable****Prerequisite:** Current EMT-P or MICN Certificate.**Lecture:** Minimum 1-64 hours per semester and/or**Laboratory:** Minimum 2-96 hours per semester and/or**Clinic/Field:** 5-240 hours per semester

Current information on selected topics for the continuing education of Paramedics and Mobile Intensive Care Nurses (MICN); topics include cardiology, medical trauma, pharmacology, basic paramedic sciences, pediatrics, obstetrics, medical, surgical, and psychiatric problems.

103 MOBILE INTENSIVE CARE NURSE 2.25 UNITS**Associate Degree Applicable**

Prerequisite: 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 or Riverside, Iny, or Mono county and the ability to complete a written screening examination with 80% accuracy.

Lecture: Minimum 20 hours per semester**Laboratory:** Minimum 20 hours per semester**Clinic:** 16 hours per semester**Field:** 16 hours per semester

Orientation to pre-hospital advanced care protocols for San Bernardino, Riverside, Inyo and Mono counties and practice giving direction to pre-hospital care providers via one way radio or two way radio communication.

105 PHYSICAL ASSESSMENT 2.25 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 24 hours per semester**Laboratory:** Minimum 40 hours per semester

Instruction in medical and trauma patient assessment geared toward the entry level pre-hospital care provider.

110ABCD ADVANCED CARDIAC LIFE SUPPORT—PROVIDER 1 UNIT**Associate Degree Applicable**

Prerequisite: EMS 910 and must be a MD, RN, EMT-P, RT or DDS. (Must hold a current certificate in Basic Life Support from American Red Cross or American Heart Association.)

Lecture: Minimum 12 hours per semester**Laboratory:** Minimum 12 hours per semester

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

112ABCD ADVANCED CARDIAC LIFE SUPPORT—INSTRUCTOR 1 UNIT**Associate Degree Applicable****Prerequisite:** EMS 110. Must be 18 years of age.**Lecture:** Minimum 14 hours per semester**Laboratory:** Minimum 6 hours per semester

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

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

Certification in pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety, and injury prevention. Meets community and state licensing recommendations for child care workers. This course is also offered as CD 116X20.

150 PATIENT ASSESSMENT FOR PARAMEDICS
3 UNITS**Associate Degree Applicable****Prerequisite:** Admission into the EMT-Paramedic Program.**Lecture:** Minimum 48 hours per semester

Overview of pre-hospital patient assessment and pathophysiology for the Paramedic. This course provides the foundational knowledge and skills to effectively assess and treat patients in the pre-hospital setting. The skills will be used to make effective clinical care decisions.

151 INTRODUCTION TO EMERGENCY MEDICAL SERVICES
2 UNITS**Associate Degree Applicable****Prerequisite:** Admission into the EMT-Paramedic Program, EMS 050.**Corequisite:** EMS 152, 153.**Lecture:** Minimum 32 hours per semester

Overview of paramedicine, the ethics of patient care management, and the laws and policies of emergency services, including the relationship between the field providers and other health care professionals, the patient-family response to emergency care, and verbal and nonverbal behaviors and communications related to the delivery of emergency medical services.

152 CARDIOLOGY FOR THE EMT-PARAMEDIC
4 UNITS**Associate Degree Applicable****Prerequisite:** Admission into the EMT-Paramedic Program, EMS 050 or equivalent.**Corequisite:** EMS 151, 153, 154, 155.**Lecture:** Minimum 64 hours per semester**Laboratory:** Minimum 12 hours per semester

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

153 PHARMACOLOGY FOR THE EMT-PARAMEDIC
3 UNITS**Associate Degree Applicable****Prerequisite:** Admission into the EMT-Paramedic Program, EMS 050 or equivalent.**Corequisite:** EMS 151, 152, 154, 155.**Lecture:** Minimum 48 hours per semester

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

154 EMERGENCY MEDICAL SERVICES THEORY
8 UNITS**Associate Degree Applicable****Prerequisite:** Admission into the EMT-Paramedic Program, EMS 050 or equivalent.**Corequisite:** EMS 151, 152, 153, 155.**Lecture:** Minimum 128 hours per semester

Studies in the theory and practice of the diagnosis and treatment of trauma and medical emergencies; emphasis on the pathophysiology of disease processes as the basis for effective initial emergency management.

155 SKILLS DEVELOPMENT FOR PARAMEDICS**3 UNITS****Associate Degree Applicable****Prerequisite:** Admission into the EMT-Paramedic Program.**Corequisite:** EMS 151, 152, 153, 154.**Laboratory:** Minimum 120 hours per semester

Paramedic skills and the equipment used in the treatment of prehospital advanced life support. This course will enhance the student's knowledge of and ability to treat the various traumatic and/or medical emergencies in the prehospital setting.

156 CLINICAL EXTERNSHIP FOR THE PARAMEDIC
2 UNITS**Associate Degree Applicable****Prerequisite:** EMS 151, 152, 153, 154, 155.**Clinic:** 164 hours per semester

Coordination of advanced paramedic training with in the hospital setting. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be in a clinical setting in San Bernardino or Riverside County. (This course fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical internship).

157 FIELD EXTERNSHIP FOR THE PARAMEDIC**7.5 UNITS****Associate Degree Applicable****Prerequisite:** EMS 156.**Field:** 600 hours per semester.

Coordination of advanced paramedic training with a field advanced life support unit. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be on a paramedic unit in San Bernardino or Riverside County. (This course fulfills the requirements of Title 22 of the Health and Safety Code for paramedic field internship).

198 EMERGENCY MEDICAL SERVICES WORK EXPERIENCE**1-4 UNITS****CSU*, Associate Degree Applicable****Prerequisite:** None**Corequisite:** Concurrent enrollment in at least 7 units, including this course.**Laboratory:** Minimum 80-320 hours per semester

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

200ABCD SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES**.25 -4 UNITS****Associate Degree Applicable****Prerequisite:** None**Lecture:** Minimum 1-64 hours per semester and/or**Laboratory:** Minimum 2-96 hours per semester and/or**Clinic/Field:** 5-240 hours per semester

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

236-239ABCD SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES .25 -4 UNITS**Associate Degree Applicable****Prerequisite:** None**Lecture:** Minimum 1-64 hours per semester and/or**Laboratory:** Minimum 2-96 hours per semester and/or**Clinic:** 5-240 hours per semester

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

SPECIAL STUDIES IN EMERGENCY MEDICAL SERVICES**246ABCD 1 UNIT****247ABCD 2 UNITS****248ABCD 3 UNITS****249ABCD 4 UNITS****Associate Degree Applicable****Prerequisite:** None**Laboratory:** Minimum 48-192 hours per semester and/or**Clinic:** 80-320 hours per semester

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

290 TEACHING STRATEGIES 3.25 UNITS**Associate Degree Applicable****Prerequisite:** None**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 12 hours per semester

Combined lecture and lab course which offers instruction in teaching methodologies for the adult learner, including styles of learning, instructional methods, writing behavioral objectives, lesson plans and evaluation tools. It requires student teaching in the laboratory and classroom setting. This course is required for anyone wishing to teach in emergency medical services on or off campus.

910ABCD BASIC CARDIAC LIFE SUPPORT — PROVIDER .25 UNIT**Not Applicable to the Associate Degree****Prerequisite:** None**Lecture:** Minimum 4 hours per semester**Laboratory:** Minimum 4 hours per semester

Instruction in Basic Life Support, Cardiopulmonary Resuscitation, for groups with specific needs, such as policemen, firemen, lifeguards, rescue workers, high-risk industry workers, families of heart patients and others interested in rendering emergency cardiac care.

911ABCD BASIC CARDIAC LIFE SUPPORT — PROVIDER (RECERTIFICATION) 1.25 UNIT**Not Applicable to the Associate Degree****Prerequisite:** EMS 910.**Lecture:** Minimum 1 hour per semester**Laboratory:** Minimum 3 hours per semester

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

912ABCD BASIC CARDIAC LIFE SUPPORT — INSTRUCTOR .25-.75 UNIT**Not Applicable to the Associate Degree****Prerequisite:** EMS 910.**Lecture:** Minimum 3-9 hours per semester**Laboratory:** Minimum 3-9 hours per semester

Review and update of skills and knowledge necessary to perform Cardiopulmonary Resuscitation; techniques of teaching, including practice teaching.

913ABCD BASIC CARDIAC LIFE SUPPORT — INSTRUCTOR (RECERTIFICATION) .25 UNIT**Not Applicable to the Associate Degree****Prerequisite:** EMS 912.**Lecture:** Minimum 3 hours per semester**Laboratory:** Minimum 3 hours per semester

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

916 LABORATORY FOR EMERGENCY MEDICAL SERVICES 0 UNIT**Prerequisite:** None.**Corequisite:** Any *Emergency Medical Services* course.**Laboratory:** Variable hours

Open-entry, open-exit computer laboratory to support the objectives and content of courses in Emergency Medical Services.

921X20 EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION 1.00 UNIT**Not applicable to the Associate Degree**

Prerequisite: An EMT-B certification from any county or state in the United States or an EMT-B National Registry certification current within the last 2 years.

Lecture: Minimum 3 hours per semester**Laboratory:** Minimum 3 hours per semester

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

923ABCD ADVANCED CARDIAC LIFE SUPPORT — INSTRUCTOR (RECERTIFICATION) .25 UNIT**Not Applicable to the Associate Degree****Prerequisite:** EMS 110.**Lecture:** Minimum 3 hours per semester**Laboratory:** Minimum 3 hours per semester

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

931ABCD ADVANCED CARDIAC LIFE SUPPORT — PROVIDER (RECERTIFICATION) .25 UNIT**Not Applicable to the Associate Degree****Prerequisite:** EMS 912.**Lecture:** Minimum 3 hours per semester**Laboratory:** Minimum 3 hours per semester

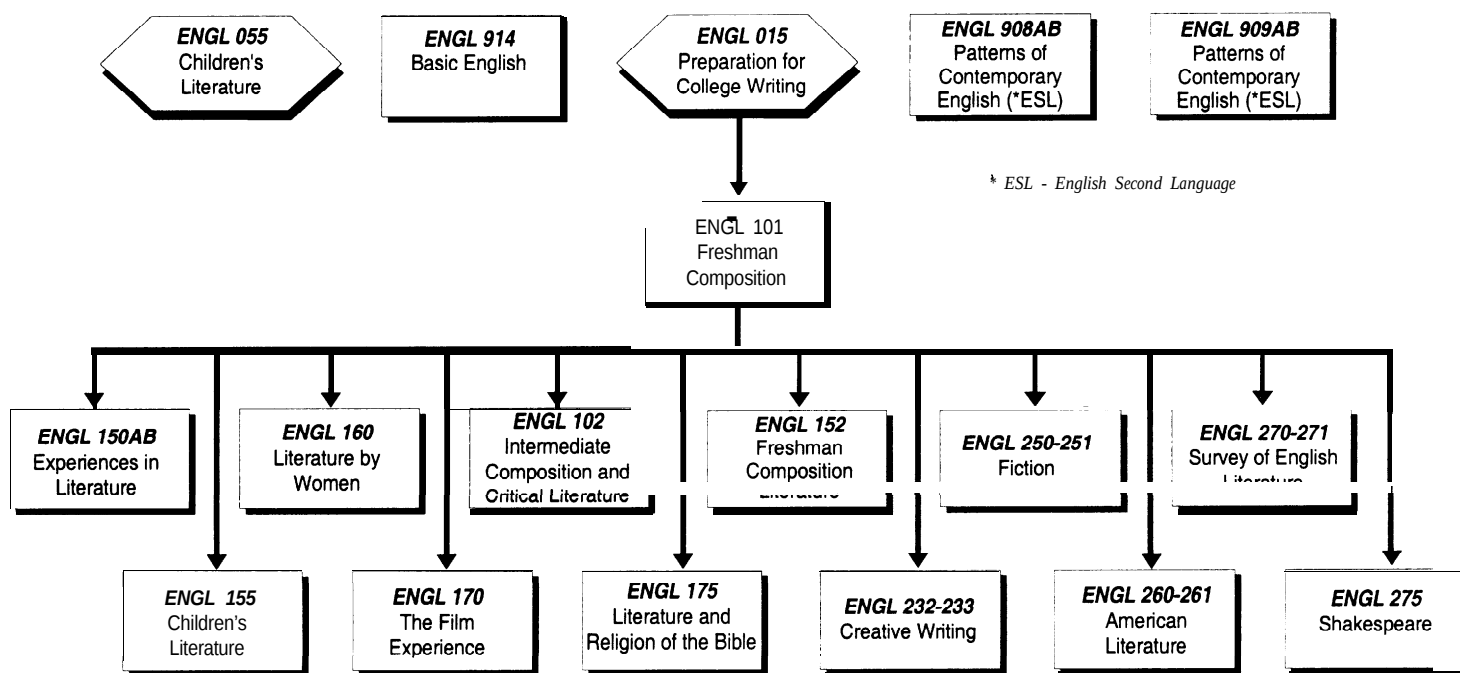
Provision of updated material for the Advanced Life Support provider; leads to recertification as designated by the American Heart Association.

CRAFTON HILLS COLLEGE

SEQUENCE OF CLASSES FOR ENGLISH

Students may follow this sequence of courses to develop proficiency in English or may be eligible to begin this sequence at any level depending on their previous background, ability (i.e. multiple measures) and the results on the CPTs assessment test.

(See a counselor for details)



ENGLISH (ENGL)

015 PREPARATION FOR COLLEGE WRITING 4 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 64 hours per semester

Study of the fundamental skills necessary for effective writing, with emphasis on clarity, correctness, and appropriate style. Basic grammar and usage will also be covered.

050AB EXPERIENCES IN LITERATURE 3 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of literature, emphasizing a specific author, genre or literary theme. The specific content of each section of the course will be announced in the class schedule. Assigned readings, class discussions and essay exams. No more than six units of credit may be earned in ENGL 050AB and/or ENGL 150AB (see ENGL 150AB).

055 CHILDREN'S LITERATURE 3 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of literature written for children. Books discussed in the course are essentially for children, but values common to all significant literature are emphasized. (See ENGL 155.)

101 FRESHMAN COMPOSITION 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 015 with a grade of C or better or a passing score on an accepted placement test.

Lecture: Minimum 64 hours per semester

Instruction in expository and argumentative writing. Includes substantial reading, as well as writing a variety of essays, including a multi-source research paper of 2,000 or more words. (CAN ENGL 2.)

102 INTERMEDIATE COMPOSITION AND CRITICAL THINKING 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101.

Lecture: Minimum 64 hours per semester

Instruction in writing compositions that reflect both critical thinking and rhetorical skills beyond the ENGL 101 level. Students will learn techniques used in persuasive and argumentative writing. This course will contain substantial analytical reading as well as writing.

127X4 LITERARY MAGAZINE PRODUCTION: THE SAND CANYON REVIEW 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ENGL 101.

Laboratory: Minimum 96 hours per semester

Production of the college literary magazine, including the study of the principles of short fiction, poetry, and drama, as well as the process of publishing, including selecting material, planning and executing format, defining and maintaining theme, developing design and layout, editing and desktop publishing.

144 BUSINESS ENGLISH 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Review of basic grammar and the principles of effective English usage as applied in business, including skills and techniques of written communication. Written composition includes various types of business letters, memoranda, reports, employment applications and cover letters, and resumes. This course is also offered as B&OT 144.

150AB EXPERIENCES IN LITERATURE 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: Eligibility for ENGL 101.

Lecture: Minimum 48 hours per semester

Study of literature, emphasizing a specific author, genre or literary theme. The specific content of each section of the course will be announced in the class schedule. Assigned readings, class discussions and essay exams. *No more than six units of credit may be earned in ENGL 050AB or ENGL 150AB. (See ENGL 050AB.)

152 FRESHMAN COMPOSITION AND LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101.

Lecture: Minimum 48 hours per semester

Study of fiction, poetry, and drama, with emphasis on the fundamental principles of literary criticism and interpretation including student writing based on critical reading. (CAN ENGL 4.)

155 CHILDREN'S LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101.

Lecture: Minimum 48 hours per semester

Survey of literature written for children. Books discussed in the course are essentially for children, but values common to all significant literature are emphasized. Students in English 155 are expected to do a significantly greater amount of college-level writing than are students in ENGL 055. (See ENGL 055.)

160 LITERATURE BY WOMEN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101.

Lecture: Minimum 48 hours per semester

Overview of contemporary literature by and about women.

170 THE FILM EXPERIENCE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the basic elements of filmmaking, including script, image, editing, sound, directing, and acting. Students also learn to criticize and evaluate the classic and contemporary films they view as part of the course.

175 LITERATURE AND RELIGION OF THE BIBLE**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: ENGL 101.****Lecture: Minimum 48 hours per semester**

Study of the English Bible as literature and as religion. Examination of the types of literature found in the Bible, the historic-religious context in which the literature developed, and an extensive reading of the two testaments. This course is also offered as RELIG 175.

232-233 CREATIVE WRITING**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: Eligibility for ENGL 101. Courses need not be taken in sequence.****Lecture: Minimum 48 hours per semester**

Study of the techniques of creative writing, with an emphasis on the improvement of the student's ability to write effectively within the framework of a literary genre — fiction, drama, or poetry. Students may concentrate on special interests.

250-251 FICTION**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: ENGL 101. Courses need not be taken in sequence.****Lecture: Minimum 48 hours per semester**

Intensive study of fiction as a literary form, using outside reading and in-class discussions of representative short stories and novels accompanied by short written analyses. Emphasis will usually be on a particular type of fiction; see the current schedule of classes for the specific emphasis.

260-261 AMERICAN LITERATURE**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: ENGL 101. Courses need not be taken in sequence.****Lecture: Minimum 48 hours per semester**

Analysis of representative literary works of significant American writers to illustrate the origin and development of American thought and culture.

270-271 SURVEY OF ENGLISH LITERATURE**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: ENGL 101. Courses need not be taken in sequence.****Lecture: Minimum 48 hours per semester**

Analysis of representative literary works of significant English writers from the beginning to the present, with a study of the historical and social background of the literature and lives of important writers.

275 SHAKESPEARE**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: ENGL 101.****Lecture: Minimum 48 hours per semester**

Study of the plays and poetry of Shakespeare, with additional study of Shakespeare's life and times.

901-902 VOCABULARY IMPROVEMENT**3 UNITS****Not Applicable to the Associate Degree****Prerequisite: None. Courses need not be taken in sequence.****Lecture: Minimum 48 hours per semester**

Overview of the growth and structure of the English language, emphasizing development of skill in self-expression through vocabulary improvement.

908AB PATTERNS OF CONTEMPORARY ENGLISH**3 UNITS****Not Applicable to the Associate Degree****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

Study of basic patterns of standard spoken and written English for the student whose cultural background has equipped him or her with a language or language patterns other than standard English.

909AB PATTERNS OF CONTEMPORARY ENGLISH**3 UNITS****Not Applicable to the Associate degree****Prerequisite: ENGL 908B with a grade of "C" or better.****Courses must be taken in sequence.****Lecture: Minimum 48 hours per semester**

Study of the basic patterns of standard written English for the student whose cultural background has not provided him or her with the necessary skills to write standard English.

914 BASIC ENGLISH**3 UNITS****Not Applicable to the Associate Degree****Prerequisite: None.****Departmental Recommendation: For ESL students, ENGL 908/909.****Lecture: Minimum 48 hours per semester**

Instruction in the fundamentals of writing. This course will provide instruction in practical grammar, punctuation, mechanics, spelling, sentence structure, and paragraph writing.

916ABCD WRITING LABORATORY**1-3 UNITS****Not Applicable to the Associate Degree****Prerequisite: None.****Laboratory: Minimum 48 hours per semester per unit**

Diagnosis of specific weaknesses in basic writing; design and provision of an individualized program to help the student overcome these problems.

FIRE TECHNOLOGY (FIRET)

050-061ABCD SELECTED TOPICS IN FIRE TECHNOLOGY

.25 -4 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 1-64 hours per semester and/or

Laboratory: Minimum 2-96 hours per semester and/or

Clinic/Field: 5-240 hours per semester

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

074 EMERGENCY MEDICAL TECHNICIAN I — FIRE SERVICE

5 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 60 hours per semester

Laboratory: Minimum 60 hours per semester

Preparation for fire service personnel to render pre-hospital basic life support services, including cardiopulmonary resuscitation under field emergency conditions; and to extricate and prepare victims for transport to an acute care hospital. In contrast to other EMS authority approved EMT-1 programs, the SBFS EMT-1 NA/FS program emphasizes those skills most used in the Fire Service, including extrication skills.

FIRET 075 FIRE FIGHTER I BASIC TRAINING ACADEMY

12.5 Units

Associate Degree Applicable

Prerequisite: Admission to the Academy. *Physical Agility Test (must complete each event within the established cutoff time.)*

Departmental Recommendation: PE-I 070.

Lecture: Minimum 100 hours per semester

Laboratory: Minimum 308 hours per semester

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.

078 FIRE INSPECTION ACADEMY

11 UNITS

Associate Degree Applicable

Prerequisite: None. FIRET 100 and FIRET 101 recommended.

Lecture: Minimum 176 hours per semester

Preparation of an entry-level fire inspector for conducting fire inspections in new and existing buildings, in the use of effective written and oral communications, and in effective public relations methods.

079 DRIVER/OPERATOR 1 ACADEMY

3 UNITS

Associate Degree Applicable

Prerequisite: Firefighter 1 Certification.

FIRET 106 recommended.

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 48 hours per semester

Information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. This is a State Certified course.

080 FIRE INSTRUCTOR 1A

2.5 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 40 hours per semester

Preparation for teaching fire service skills; development of course outlines, job breakdowns, behavioral objectives and lesson plans; study of occupational analysis, terms of instruction, teaching methods and the psychology of learning.

081 FIRE INSTRUCTOR 1B

2.5 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 40 hours per semester

Preparation for teaching technical fire service skills; technical lesson plans, supplementary instruction sheets, test planning sheets, and written and oral examinations; fundamentals of evaluation, lesson plan formats and the principles of effective instruction.

082 FIRE PREVENTION 1A

2.5 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 40 hours per semester

Study of fire prevention; focus on code use, improvement, enforcement and fire cause; consideration of flammable liquid, gases, and solids, combustible dust and metals, explosive materials, properties of plastics, portable and fixed fire protection equipment. Successful completion of Firet 082 and 083 fulfills the fire prevention requirements for State Officer certification.

083 FIRE PREVENTION 1B

2.5 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 40 hours per semester

Continuation of the study of fire prevention; focus on building construction, flame spread classifications, fire doors, exiting standards, calculation of occupant loads, smoke proof enclosures, sprinkler system design, basic electric and its hazards, fixed extinguishing systems, fire alarm systems, and detection systems and devices. Successful completion of FIRET 082 and 083 fulfills the fire prevention requirements of State Officer certification.

084 FIRE MANAGEMENT 1
Associate Degree Applicable
Prerequisite: None.**2.5 UNITS****Lecture: Minimum 40 hours per semester**

Study of fire ground and fire department management; issues in management; external influences; decision making; stress; characteristics and source of goals; management by objectives; task analysis; motivation inventories; demotivators; productivity; management control; setting policy; organizational structures; delegation; principles of leadership; counseling; Equal Employment Opportunity guidelines; communication; handling disputes and grievances.

085 FIRE COMMAND 1A
Associate Degree Applicable
Prerequisite: None.**2.5 UNITS****Lecture: Minimum 40 hours per semester**

Examination of fire command through the simulation of first-alarm structural fires, including the role of a command officer, the fire protection tree, building typology, experience/knowledge/synergistic effects, fire behavior, heat transfer, flashover assessment, command pressures, stress and distress, concepts of decision making, emergency levels, decision models, management styles, tactical operation modes, operational planning, principles of command, issuing orders, command placement, directing fire scene forces, operational control, fire ground performance standards, command and control components.

086 FIRE COMMAND 1B
Associate Degree Applicable
Prerequisite: None.**2.5 UNITS****Lecture: Minimum 40 hours per semester**

Examination of fire command through the simulation of emergencies involving hazardous materials; identification of hazardous materials; safety priorities; chemical hazard planning; hazardous materials legislation; responsibility for pollution; coordinating resources and agencies; use of the DOT Emergency Response Guide Book; protective clothing and equipment; using Chemtrec; shipping documents; decision making models for hazardous materials incidents; concept of alternatives; environmental conditions; decontamination; command posts and staging areas; containers; diking, sealing, and containment; evacuation procedures.

087 FIRE INVESTIGATION 1A
Associate Degree Applicable
Prerequisite: None.**2.5 UNITS****Lecture: Minimum 40 hours per semester**

Study of the principles of fire behavior; building construction; point of fire origin determination; motives of the fire setter; accidental ignition sources; incendiary fire indicators; structure of fire investigation; vehicle fire investigation; fire fatalities; investigation tools and documentation techniques; report writing; evidence recognition, documentation, and preservation; legal aspects of fire investigation; explosives and incendiary devices; juvenile fire setters; wild-land fire investigation.

088 FIRE INVESTIGATION 1B
Associate Degree Applicable
Prerequisite: FIRET 087.**2.5 UNITS****Lecture: Minimum 40 hours per semester**

Study of the principles of evidence collection and preservation, report writing, the juvenile firesetter, Penal Code, and other statutory provisions. Further develops principles learned in Fire Investigation 1A.

089 FIRE PREVENTION 1C
Associate Degree Applicable
Prerequisite: None.**2.5 UNITS****Lecture: Minimum 40 hours per semester**

Principles of the basic hazards associated with flammable and combustible liquids and gases. Bulk storage, handling and transportation of gases and liquids.

090-097ABCD SELECTED TOPICS IN FIRE TECHNOLOGY**.25-4 UNITS****Associate Degree Applicable**
Prerequisite: None.**Lecture: Minimum 1-64 hours per semester and/or****Laboratory: Minimum 2-96 hours per semester and/or****Clinic/Field: 5-240 hours per semester**

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

100 FIRE PROTECTION ORGANIZATION
Associate Degree Applicable
Prerequisite: None.**3 UNITS****Lecture: Minimum 48 hours per semester**

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and introduction to fire strategy and tactics. Is one of two courses required entrance into the Fire Academy.

101 FIRE PREVENTION TECHNOLOGY
Associate Degree Applicable
Prerequisite: None.**3 UNITS****Lecture: Minimum 48 hours per semester**

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. Is one of three courses required before entrance into the Fire Academy.

102 FIRE BEHAVIOR AND COMBUSTION
Associate Degree Applicable
Prerequisite: FIRET 100.**3 UNITS****Lecture: Minimum 48 hours per semester**

Fundamental information and knowledge of the physical and chemical characteristics of matter, fire hazardous materials, and basic extinguishment theory.

103 FIRE PROTECTION EQUIPMENT AND SYSTEMS**3 UNITS****Associate Degree Applicable****Prerequisite:** FIRET 101.**Lecture:** Minimum 48 hours per semester

Study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

104 FIRE APPARATUS AND EQUIPMENT**3 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

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

106 FIRE HYDRAULICS**3 UNITS****Associate Degree Applicable****Prerequisite:** Completion of FIRET 100 or appropriate work experience.**Lecture:** Minimum 48 hours per semester

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

109 INTRODUCTION TO HAZARDOUS MATERIALS**3 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

Basic information about the properties of hazardous materials and the methods that are most appropriate for handling various kinds of accidents that can occur during fixed facility or transportation emergencies.

116 BUILDING CONSTRUCTION FOR FIRE PROTECTION**3 UNITS****Associate Degree Applicable****Prerequisite:** FIRET 101.**Lecture:** Minimum 48 hours per semester

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

118 WILDLAND FIRE CONTROL**3 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

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

121 VEHICLE RESCUE**2 UNITS****Associate Degree Applicable****Prerequisite:** EMS 020 or FIRET 178.**Lecture:** Minimum 16 hours per semester**Laboratory:** Minimum 48 hours per semester

Study and practice of procedures of rescue of victims from vehicles, including preparation, response, assessment, hazard control, support operations, access, emergency care, disentanglement, removal, transfer, and operation termination.

149 BASIC INCIDENT COMMAND SYSTEM**1 UNIT****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 16 hours per semester

Study of interagency response to emergency situations at local, state, and federal levels; examination of systematic interagency activities, including such organizational concerns as operations, planning, logistics, and finance under a single or unified command system.

170 BASIC WILDLAND FIRE FIGHTING**2.5 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

Introduction to wildland fire suppression; overview of commonly used concepts and practices of fire fighting.

174 WILDLAND FIRE PREVENTION**2.5 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

Study of the theories of wildland fire prevention; inspection techniques, surveying and mapping procedures; recognition of fire and life hazards; engineering solutions; enforcing solutions; public relations and wildland fire prevention.

175 WILDLAND FIRE INVESTIGATION**2.5 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

Study of basic wildland fire investigation; instruction in determining fire causes and point of origin; study of investigative tools such as photography, interviewing techniques, and evidence collection; development of written and oral reporting skills.

176 WILDLAND FIRE BEHAVIOR**2.5 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

Study of the basic factors, principles, and terminology for fuels, topography, and weather; application of theory in simulated field situations.

177 TACTICS AND STRATEGIES OF WILDLAND FIRE CONTROL**4 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 36 hours per semester**Laboratory:** Minimum 54 hours per semester**Field:** 90 hours per semester

Examination of the principles of fire control through the use of manpower, equipment, and extinguishing agents in the classroom, laboratory and field.

180 OIL AND GAS FIRES**2.5 UNITS****Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

Study of the proper tactics and methods for response to oil and gas fires.

182 STRUCTURAL FIRES 2.5 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

Study of how building construction influences fire behavior.

183 AIRCRAFT ACCIDENTS 2.5 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 40 hours per semester

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

198 FIRE TECHNOLOGY WORK EXPERIENCE 1-4 UNITS**CSU*, Associate Degree Applicable****Prerequisite:** None.**Corequisite:** Concurrent enrollment in at least 7 units, including this course.**Laboratory:** Minimum 80-320 hours per semester

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

202 FIRE COMPANY ORGANIZATION AND MANAGEMENT 3 UNITS**Associate Degree Applicable****Prerequisite:** Completion of FIRET 100 and FIRET 200 or appropriate work experience.**Lecture:** Minimum 48 hours per semester

Review of fire department organization, fire company organization, the company officer's duties and responsibilities; study of leadership and supervision control, company personnel administration, company communications, company training, company fire prevention, company fire fighting, company records and reports, and problem solving.

203 FIRE COMPANY OFFICER'S ACADEMY 5 UNITS**Associate Degree Applicable****Prerequisite:** None. FIRET 084 recommended.**Lecture:** Minimum 80 hours per semester

A preparation of Fire Company Officers in managing a fire company, including motivation as a positive tool, stress management, group communications, problem solving, individual and group behavior, conflict resolution, risk management, officer liability, and a variety of situation simulations.

220-245ABCD SELECTED TOPICS IN FIRE TECHNOLOGY .25-4 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 1-64 hours per semester and/or**Laboratory:** Minimum 2-96 hours per semester and/or**Clinic/Field:** 5-240 hours per semester

Selected topics related to emergency services. Each semester the specific subject matter of the course will be announced in the schedule of classes.

250-263ABCD SELECTED TOPICS IN FIRE TECHNOLOGY .25-4 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 1-64 hours per semester and/or**Laboratory:** Minimum 2-96 hours per semester and/or**Clinic/Field:** 5-240 hours per semester.

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

275 DRIVER OPERATOR 1A 2.5 UNITS**Associate Degree Applicable****Prerequisite:** Contract, paid-call, or documented volunteer fire fighting experience.**Lecture:** Minimum 40 hours per semester

Study of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures; maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions.

276 DRIVER OPERATOR 1B 2.5 UNITS**Associate Degree Applicable****Prerequisite:** FIRET 275.**Lecture:** Minimum 40 hours per semester

Study of the types and design of fire pumps; principles of pumping; review of applied mathematics, hydraulic laws; application of mental hydraulic calculations and operation of pumps under fire ground conditions.

277 HAZARDOUS MATERIALS FIRST RESPONDER 1.5 UNITS**Associate Degree Applicable****Prerequisite:** None**Lecture:** Minimum 24 hours per semester

Instruction in safe and competent response techniques for probable first responders to hazardous materials incidents. Includes instruction in safe containment techniques and protective actions designed to mitigate the incident as far as possible.

279 FIRE TRUCK COMPANY OPERATIONS 5.5 UNITS**Associate Degree Applicable****Prerequisite:** None**Lecture:** Minimum 88 hours per semester

Review of fire truck operations and the skills and techniques required in the use of apparatus, tools and equipment under emergency conditions.

901 FIRE SERVICE CAREER PREPARATION 3 UNITS**Not Applicable to the Associate Degree****Prerequisite:** None. Course need not be taken in sequence.**Corequisite:** FIRET 100 recommended.**Lecture:** Minimum 48 hours per semester

Preparation of students to successfully compete for a position in the Fire Service. Includes academic skills testing, taking written, oral and physical agility tests and how to market skills.

902 FIREFIGHTER FITNESS (PHYSICAL AGILITY PREPARATION) 2.5 UNITS

Not applicable to Associate Degree.

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

Corequisite: FIRET 901 recommended.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

Preparation of pre-entry level fire technology students to successfully pass a job related physical agility examination. Instruction through assessment and physical development.

FRENCH (FRENCH)

015AB-016AB CONVERSATIONAL FRENCH 3 UNITS

Associate Degree Applicable

Prerequisite: None. Courses must be taken in sequence.

Lecture: Minimum 48 hours per semester

Study of spoken French. No formal grammar study. Designed to suit the needs of persons who wish to learn to communicate orally in the French language for purposes of travel, business, personal pleasure, etc.

101A COLLEGE FRENCH I (PART 1) 2.5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 8 hours per semester

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

101B COLLEGE FRENCH I (PART 2) 2.5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: FRENCH 101A.

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 8 hours per semester

Continuation of FRENCH 101A. (FRENCH 101AB is equivalent to FRENCH 101.)

101 COLLEGE FRENCH I 5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 80 hours per semester

Laboratory: Minimum 16 hours per semester

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

102A COLLEGE FRENCH II (PART 1) 2.5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: FRENCH 101B or FRENCH 101, or one year of high school French.

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 8 hours per semester

Continuation of FRENCH 101B or FRENCH 101.

102B COLLEGE FRENCH II (PART 2) 2.5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: FRENCH 102A.

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 8 hours per semester

Continuation of FRENCH 102A. (FRENCH 102AB is equivalent to FRENCH 102.)

102 COLLEGE FRENCH II 5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: FRENCH 101 or FRENCH 101A and 101B, or one year of high school French.

Lecture: Minimum 80 hours per semester

Laboratory: Minimum 16 hours per semester

Continuation of FRENCH 101.

103 COLLEGE FRENCH III 4 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: FRENCH 102 or FRENCH 102A and 102B, or two years of high school French.

Lecture: Minimum 64 hours per semester

Laboratory: Minimum 16 hours per semester

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

104 COLLEGE FRENCH IV 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: FRENCH 103 or three years of high school French.

Lecture: Minimum 64 hours per semester

Laboratory: Minimum 16 hours per semester

Continuation of FRENCH 103.

166 SELECTED STUDIES IN FRENCH 1-3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: FRENCH 102 or FRENCH 102A and 102B, or two years of high school French.

Lecture: Minimum 1-48 hours per semester

Laboratory: Minimum 32 hours per semester per unit of independent study

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

242 FRENCH CULTURE AND CIVILIZATION 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

GEOGRAPHY (GEOG)

102 INTRODUCTION TO CULTURAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and field trips

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

110 PHYSICAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and field trips

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

111 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite or Corequisite: GEOG 110.

Laboratory: Minimum 48 hours per semester

Laboratory to accompany GEOG 110.

114 WEATHER AND CLIMATE 3-4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and field trips

Laboratory: Minimum up to 48 hours per semester

Study of the earth's atmospheric phenomena, emphasizing the causes and regional distribution of weather and climate. (4 unit course includes a lab.)

119ABCD SELECTED STUDIES IN GEOGRAPHY .25-1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 4-16 hours per semester and/or

Laboratory: Minimum 12-48 hours per semester

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

120 WORLD REGIONAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

An introduction to world geography emphasizing the nature of major world culture regions, their social structure, religions, governments and economies.

126 GEOGRAPHY OF CALIFORNIA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and field trips

Historical study of each general region in California (sea-shore, mountain, valley, desert) in terms of five ingredients: land, vegetative cover, fauna, water, and air.

GEOLOGY (GEOL)

100 PHYSICAL GEOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester and field trips
Introduction to earth materials and structures and the processes shaping the surface of the earth, including laboratory studies which are closely coordinated with lecture topics.

101 INTRODUCTION TO GEOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

112 HISTORICAL GEOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Completion of a geology course.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester and field trips
Study of the geologic history of the earth, including the chronological development of major continental features, the interpretation of earth history from rock records, and the evolutionary development of plant and animal life.

150 MAN AND HIS GEOLOGIC ENVIRONMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester and field trips

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

160 GEOLOGY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite or Corequisite: Any course in Geology.

Laboratory: Minimum 48 hours per semester

Laboratory to accompany various Geology courses in order to complete the laboratory science requirement.

170ABC GEOLOGIC HISTORY OF THE GREAT BASIN 1 UNIT

CSU, Associate Degree Applicable

Prerequisite: Any course in Geology.

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 32 hours during a four-day field trip.

Discussion and observation of the physical and historical geology of the Great Basin province of the United States, with specific emphasis on the geology of the Death Valley National Monument. Course work will include a series of lectures preparatory to a four-day field trip through parts of the Great Basin in and around Death Valley. Students must attend the field trip for successful completion of the course.

209 GEOLOGY OF THE HAWAIIAN ISLANDS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: Any course in Geology or equivalent.**Corequisite:** BIOL 209.**Lecture:** Minimum 16 hours per semester**Laboratory:** Minimum 96 hours per semester

Lecture and field trip study of the physical and historical geology of the Hawaiian Islands, with emphasis on Hawaii, Maui, Oahu and Kauai. Lecture topics are closely coordinated with laboratory and field study. Practice swimming pool sessions are conducted prior to field study.

246ABCD SPECIAL PROBLEMS IN GEOLOGY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite or Corequisite: Any course in Geology.**Laboratory:** Minimum 48 hours per semester

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

250 GEOLOGY OF CALIFORNIA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester and field trips

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

251 GEOLOGY OF NATIONAL PARKS AND MONUMENTS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester and field trips

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

252 GEOLOGY FOR THE SPACE AGE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

Survey of the problems raised by geologic studies related to the space age, including meteorites and meteorite impact craters, terrestrial geology done with the aid of satellites, geologic investigations on the moon, and the geologic nature of other planets in the solar system.

260ABC INTRODUCTION TO FIELD GEOLOGY 2 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: Any course in Geology.**Lecture:** Minimum 16 hours per semester**Laboratory:** Minimum 48 hours per semester

Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Students must attend the field studies for successful completion of the course. (*Maximum UC credit, one course).

270ABC GEOLOGY OF THE EASTERN SIERRA NEVADA**1 UNIT**

CSU, Associate Degree Applicable

Prerequisite: Any course in Geology.**Lecture:** Minimum 8 hours per semester**Laboratory:** Minimum 32 hours during a four-day field trip.

Physical and historical geology of the Eastern Sierra Nevada Province, with special emphasis on the volcanic and glacial features in and around the Mammoth-Mono Lakes region. Course work will involve a series of lectures preparatory to a four-day field trip along the eastern margin of the Sierra Nevada. Students must attend the field trip for successful completion of the course.

GERMAN (GERMAN)

101A COLLEGE GERMAN I (PART 1) 2.5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 40 hours per semester**Laboratory:** Minimum 8 hours per semester

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

101B COLLEGE GERMAN I (PART 2) 2.5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: GERMAN 101A.**Lecture:** Minimum 40 hours per semester**Laboratory:** Minimum 8 hours per semester

Continuation of GERMAN 101A. (GERMAN 101AB is equivalent to GERMAN 101.)

101 COLLEGE GERMAN I 5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 8 hours per semester**Laboratory:** Minimum 16 hours per semester

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

102 COLLEGE GERMAN II 5 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: GERMAN 101, or GERMAN 101A and 101B, or one year of high school German.

Lecture: Minimum 80 hours per semester**Laboratory:** Minimum 16 hours per semester

Continuation of GERMAN 101.

103 COLLEGE GERMAN III 4 UNITS

UC*, CSU*, Associate Degree Applicable

Prerequisite: GERMAN 102 or two years of high school German.

Lecture: Minimum 64 hours per semester**Laboratory:** Minimum 16 hours per semester

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

104 COLLEGE GERMAN IV **4 UNITS**
 UC, CSU, Associate Degree Applicable
Prerequisite: GERMAN 103 or three years of high school German.
Lecture: Minimum 64 hours per semester
Laboratory: Minimum 16 hours per semester
 Continuation of GERMAN 103.

166 SELECTED STUDIES IN GERMAN **1-3 UNITS**
 UC, CSU, Associate Degree Applicable
Prerequisite: GERMAN 102 or two years of high school German, or equivalent proficiency.
Lecture: Minimum 16-48 hours per semester
Laboratory: Minimum 32 hours per semester per unit of independent study
 Special studies in German which allows students to concentrate on increasing their proficiency in the language and/or broadening their knowledge of German civilization and culture, through a combination of independent study and meetings with the instructor.

HEALTH EDUCATION (HEALTH)

102 BIOLOGIC PRINCIPLES OF HEALTH **3 UNITS**
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and noninfectious diseases and risk factors (i.e. smoking, substance abuse, improper diet and inactivity).

107 NUTRITION FOR HEALTH PROFESSIONALS **2 UNITS**
Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 32 hours per semester

This course reviews the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals, and water. Students will have the opportunity to develop the skills necessary to analyze, evaluate and counsel "healthy" individuals regarding dietary intake. The relationship between nutrition and commonly occurring disease symptoms is also examined.

263 NUTRITION AND HEALTH **3 UNITS**
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 This course reviews the literature on the basic nutrients; protein, fat, carbohydrates, vitamins, minerals, and water. Students will have the opportunity to develop the skills necessary to analyze, evaluate and prescribe a dietary intake for "healthy" individuals. The class includes an in-depth analysis of emotional stress as a lifestyle factor in disease. This course is also offered as PE 263.

HISTORY (HIST)

100 HISTORY OF THE UNITED STATES TO 1877 **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None.

Departmental Recommendation: ENGL 101.
Lecture: Minimum 48 hours per semester

This is an introductory survey course of American History from the pre-Columbian period to the end of the Reconstruction Era in 1877. Students are introduced to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation.

101 HISTORY OF THE UNITED STATES 1865 TO PRESENT **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None.
Departmental Recommendation: ENGL 101.
Lecture: Minimum 48 hours per semester

This is an introductory survey course of American History from 1865 to present. Students are introduced to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global leading, consumer society.

107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS **3 UNITS**
 UC, CSU, Associate Degree Applicable
Prerequisite: None.

Lecture: Minimum 48 hours per semester
 History of the North American Indian from first contact through conquest and reservation life to the present; examination of modern Indian communities, including red power, urban life and current problems, including material on traditional Indian cultures. This course is also offered as ANTHRO 107.

135 RELIGION IN AMERICA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Departmental Recommendations: ENGL 101,

*Reading: passing a standardized test of reading comprehension at or above the 12th grade level.***Lecture: Minimum 48 hours per semester**

Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as RELIG 135.

139 AFRICAN-AMERICAN HISTORY II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

An historical survey of Black leadership in America since the 17th century with emphasis on the changing nature of the African-American community, the Civil Rights struggle, Black Nationalism, and the rise of Black politics in our contemporary society.

145 HISTORY OF CALIFORNIA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

151 HISTORY OF THE AMERICAS— THE NATIONAL PERIOD 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

History of the Americas both North and South from independence to the present, a survey of the Western Hemisphere including political, social, economic and cultural development, and the foreign relations of American republics.

153 HISTORY OF MEXICO 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

160-161 HISTORY OF WESTERN CIVILIZATION 3 UNITS

UC, CSU, Associate Degree Applicable

(160: CAN HIST 2) - (161: CAN HIST 4)

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

Lecture: Minimum 48 hours per semester

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

164 HISTORY OF ENGLAND AND GREAT BRITAIN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

165 HISTORY OF ENGLAND AND GREAT BRITAIN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Survey and analysis of the rise of the English people, with emphasis on the extension of British culture, economic and political influence over the world in the British Empire and the Commonwealth of Nations.

170-171 WORLD CIVILIZATIONS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of cross-cultural history emphasizing the art, music 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 and modern ages to the present. The first semester focuses on the ethno-cultural traditions of classical Asia, the Middle East, Greece, Rome and early Europe and briefly introduces the early African and American societies. The second semester focuses on modern western and non-western history, culture and socio-political structures and the impact of modern technology, colonialism and revolution in the world.

246 SPECIAL PROBLEMS IN HISTORY 1 UNIT**247 2 UNITS**

UC, CSU, Associate Degree Applicable

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

Laboratory: Minimum 48 hours per semester

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

HUMAN SERVICES (HUMSV)

175 INTRODUCTION TO EATING DISORDERS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to the description, explanation, and treatment of the eating disorders (e.g., bulimia, anorexia). Patterns of compulsive eating and chronic dieting are also included. The history and background of attitudes toward such disorders are surveyed. Biological, psychoanalytic, behavioral, and other theoretical perspectives are explored. Treatment approaches are described.

181 ALCOHOL/DRUG STUDIES: INTRODUCTION 3 UNITS
CSU, Associate Degree Applicable
Prerequisite: None.

Lecture: Minimum 48 hours per semester

Exploration of the causes and effects of alcohol/drug abuse (psychological/sociological/physical), investigation and interpretation of various prevention, treatment and recovery modalities; examination of "myths," images and stereotypes about substance abusers, and familiarization of terms.

INTERDISCIPLINARY STUDIES (INTDIS)

080 GROUP LEADERSHIP SKILLS 3 UNITS

Associate Degree Applicable

Prerequisite: None.

Departmental Recommendation: Active participation in the Associated Student Senate, student clubs and organizations, college sponsored activities or in a community based organization.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 96 hours per semester

Principles and practices for effective work in groups, group processes, and group leadership. Topics include parliamentary procedure, goal setting, planning and implementation of group objectives, budget development and management, interpersonal communication, group dynamics, public speaking, and responsibilities of membership. Students will be asked to apply knowledge through active participation in student organizations and activities.

081 GROUP LEADERSHIP SKILLS 3 UNITS

Associate Degree Applicable

Prerequisite: None.

Departmental Recommendation: Active participation in the Associated Student Senate, student clubs and organizations, college sponsored activities or in a community based organization.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 96 hours per semester

Continuing study of the principles and practices for effective group leadership. Topics include a review of parliamentary procedure, goal setting, planning and implementation of group objectives. Additional topics include group dynamics, consensus building, conflict management, ethics, leadership and public speaking. Students will be asked to apply knowledge through active participation in student organizations and activities.

101-102 THE HUMANITIES 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the human search for understanding and those efforts to achieve dimension and significance in human existence. Critical examination of certain philosophical, religious, scientific, and aesthetic attitudes as essential motivating influences upon the development of Eastern and Western cultures and examinations of major forces and issues involved in contemporary civilization.

106 INTRODUCTION TO SIGN LANGUAGE 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

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

108 OUR GLOBAL FUTURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the world's most significant problems, with input provided by experts from a variety of disciplines. The areas of study will vary each semester as new problems arise and others are solved. However, the environment and the preservation of the ecosystem will be principal concerns. Lectures and discussions, augmented by videos, will focus on global crises, but special emphasis will be placed on the continuing search for effective solutions. Disciplines most apt to be included in the curriculum include biology, economics, geology, political science, philosophy (ethics), sociology, psychology, and history.

122ABCD SELECTED STUDIES IN SIGN LANGUAGE 1-2 UNITS

CSU, Associate Degree Applicable

Prerequisite: INTDIS 106.

Lecture: Minimum 8-16 hours per semester

Laboratory: Minimum 24-48 hours per semester

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

130 CONTEMPORARY ISSUES IN MEDICAL ETHICS 3 UNITS
CSU, Associate Degree Applicable**Prerequisite:** None.**Departmental Recommendation:** ENGL 101.**Lecture:** Minimum 48 hours per semester

This is an introductory course in ethics of health care. The standard ethical theories will be presented and applied to various issues that arise in the health care context, such as euthanasia, abortion, informed consent, confidentiality, genetic testing and intervention, AIDS, distributive justice, and professional gatekeeping.

140 HUMANITIES THROUGH THE ARTS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

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

151 CREATIVE PROJECTS: DIRECTED INDEPENDENT STUDY 1-3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 16 hours per semester per unit

Opportunity for students with specific interests to develop projects of a creative nature, including either artistic or academic independent study.

984 PROJECT QUEST .25-4 UNITS

Not Applicable to the Associate Degree

Prerequisite: None.**Lecture:** Minimum 8-32 hours per semester and/or**Laboratory:** Minimum 8-32 hours per semester and/or**Clinic:** 20-80 hours per semester

Orientation to postsecondary education and to nontraditional careers; emphasis on the development of academic and job survival skills.

LEARNING RESOURCE CENTER (LRC)

900X4 LEARNING RESOURCES LABORATORY 0 UNIT*Not applicable to the Associate Degree.***Prerequisite:** None.**Corequisite:** Enrollment in at least one other course at CHC.**Laboratory:** Minimum 1-500 hours per semester

Provides academic support services to students enabling them to succeed in various content area classes, such as English, Math, Science, and Foreign Language, and vocational courses. Activities may include supervised individual or group tutorial services, computer assisted instruction, video viewing and testing to augment direct instruction and to facilitate student learning. Designed to meet the needs of students from various educational preparations, ethnic backgrounds, cultures, and socioeconomic levels.

MARKETING (MARKET)

100 MARKETING PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

Principles and methods of marketing as practiced by all successfully managed business firms; covers such topics as demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising and personal selling.

105 SALESMANSHIP PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

Study of the psychology involved in selling services, goods, ideas, and one's own personality; examination of the problems of analyzing the sales talk, making an adequate approach, meeting objections and excuses, closing the sale, and others.

110 ADVERTISING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

Principles, purposes, and practices of advertising; analysis of the channels of trade, the importance of the correct appeal, style, trademarks, headlines, typography, color, layout, ethics, and other problems involved in effective advertising. No artistic ability required.

198 MARKETING WORK EXPERIENCE 1-4 UNITS

CSU*, Associate Degree Applicable

Prerequisite: None.**Corequisite:** Concurrent enrollment in at least 7 units, including this course.**Laboratory:** Minimum 80-320 hours per semester

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

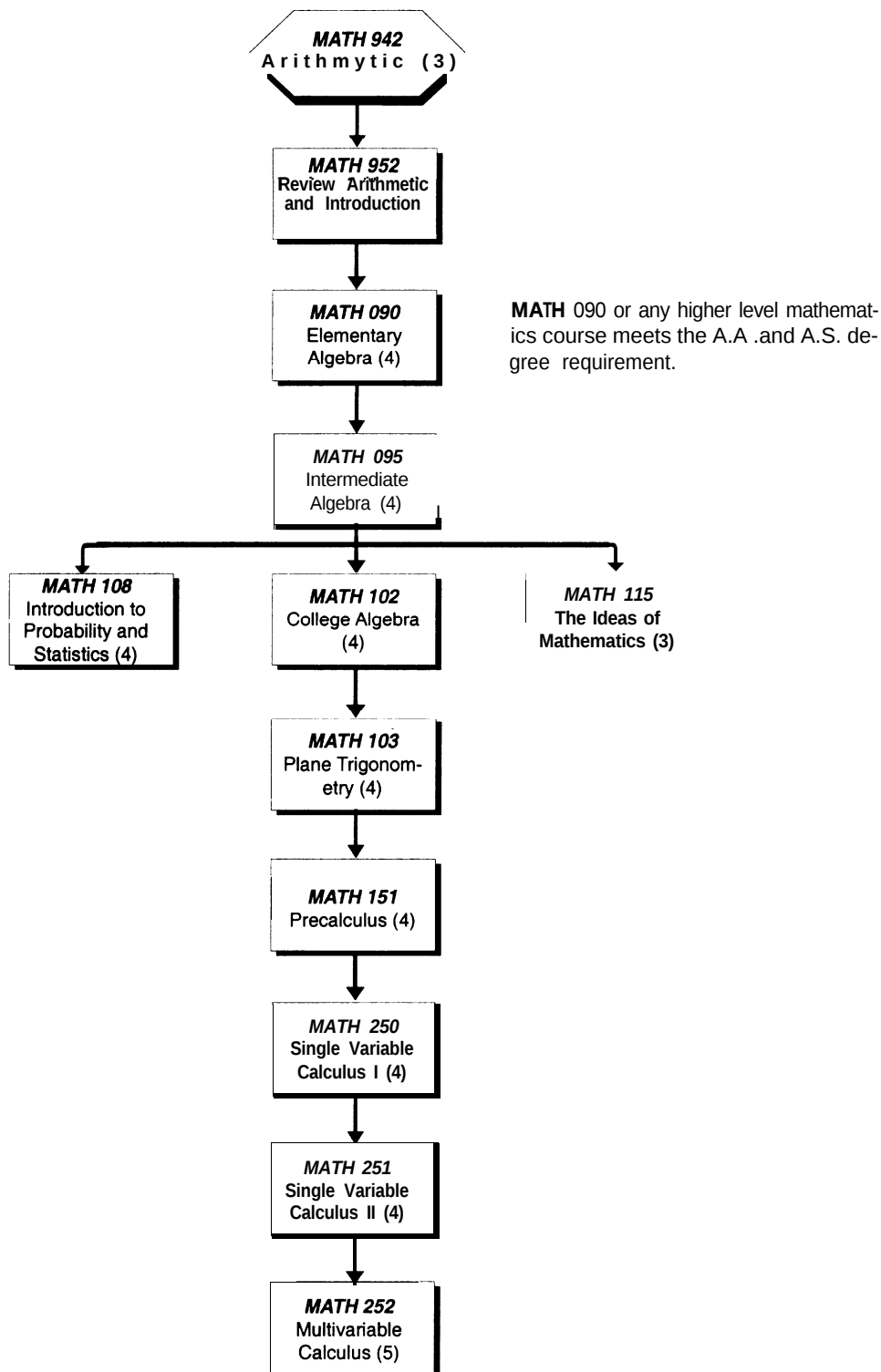
CRAFTON HILLS COLLEGE SEQUENCE OF CLASSES FOR MATHEMATICS

Students may follow this sequence of courses to develop proficiency in Mathematics

Or

may be eligible to begin this sequence at any level depending on their previous background, ability (i.e. multiple measures) and the results on the CPTs assessment test.

(See a counselor for details)



MATHEMATICS (MATH)

090 ELEMENTARY ALGEBRA 4 UNITS

Associate Degree Applicable

Prerequisite: MATH 952 or a high school (or GED) diploma.

Lecture: Minimum 64 hours per semester

This course includes basic topics of algebra: (a) operations with signed numbers and algebraic expressions, (b) algebra of integer exponents, (c) solutions of first degree, fractional, and literal equations, (d) factoring including common factors, difference of squares, sum and difference of cubes, trinomials, and grouping, (e) rational expressions, (f) first degree equations in two variables and their transformations into a graphical representation. Emphasis will be placed on factoring and rational expressions.

093 PLANE GEOMETRY 3 UNITS

Associate Degree Applicable

Prerequisite: MATH 090 or equivalent.

Lecture: Minimum 48 hours per semester

Fundamentals of plane geometry developed by inductive and deductive processes, with emphasis on deductive reasoning and the beauty of mathematical rigor. Topics addressed are construction, parallel and perpendicular lines, congruences, similar polygons, Pythagorean theorem, ratio, proportion, area, and circles.

095 INTERMEDIATE ALGEBRA 3-4 UNITS

Associate Degree Applicable

Prerequisite: MATH 090 or equivalent.

Lecture: Minimum 64 hours per semester

This course provides additional rigor above the level taught in Elementary Algebra in factoring, fractions, and equations. Students also study inequalities with absolute value, rational exponents, radicals, quadratic and exponential functions, linear and nonlinear systems of equations and functions and their inverses. Building linear equations from geometric characteristics is also taught.

102 COLLEGE ALGEBRA 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: MATH 095 or equivalent.

Lecture: Minimum 64 hours per semester

This course will include logarithms, sequences, series, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals with different indices, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants. There will also be an introduction to graphing rational function, and the theory of equations.

103 PLANE TRIGONOMETRY 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: MATH 102 or equivalent.

Lecture: Minimum 64 hours per semester

This course includes the definitions of the circular functions, their inverses, and their properties and graphs. Emphasis is placed on mastering trigonometric identities and the solution of trigonometric equations. Applications of these topics to the solution of triangles and vector representations are presented.

108 STATISTICS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095.

Lecture: Minimum 64 hours per semester

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

115 THE IDEAS OF MATHEMATICS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095.

Lecture: Minimum 48 hours per semester

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

140 FINITE MATHEMATICS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095 or equivalent.

Lecture: Minimum 64 hours per semester

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

141 CALCULUS FOR BUSINESS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095 or equivalent.

Lecture: Minimum 64 hours per semester

Differential and integral calculus with emphasis on applications in business, social sciences, and life sciences. Not open to students with credits in MATH 250, 251.

151 PRECALCULUS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 103 or equivalent.

Lecture: Minimum 64 hours per semester

This course includes the study of inequalities; absolute value; functions and functional notation; quadratic equations (in two variables); sketching conic sections and rational functions; theory of equations; general forms of conic sections; induction, including the binomial theorem, an introduction to analytic geometry and its proofs, and an introduction to limits and continuity.

250 SINGLE VARIABLE CALCULUS I 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 151 or equivalent.

Lecture: Minimum 64 hours per semester

The study of relations and functions, limits and continuity, derivatives of algebraic, trigonometric, implicit, exponential, logarithmic, and inverse trigonometric functions. Applications of the derivatives include maxima and minima, graphing relations and functions, and related rates. The curriculum also includes Rolle's Theorem, and the mean value theorem.

251 SINGLE VARIABLE CALCULUS II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 250 or equivalent.**Lecture:** Minimum 64 hours per semester

The study of integration of algebraic, trigonometric, exponential, logarithmic, and inverse trigonometric functions. Applications of the integrals include area between curves, volume of revolution, length of a plane curve, area of a surface of revolution, rectilinear motion, work done by a variable force (including Hooke's Law), and fluid pressure and force. Also addressed are improper integrals, conic sections, parametric equations, infinite series, and polar coordinates. The curriculum also includes both the First and the Second Fundamental Theorems of Calculus.

252 MULTIVARIABLE CALCULUS 5 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 251 or equivalent.**Lecture:** Minimum 80 hours per semester

The study of vectors and solid analytic geometry, functions of several variables, partial derivatives, multiple integrals, and line and surface integrals. The course includes Stoke's Theorem, Green's Theorem, and divergence theorem. (CAN MATH 22.)

254 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 251 or equivalent.**Lecture:** Minimum 64 hours per semester

Introduction to differential equations, first and second order differential equations, solutions of homogeneous and non homogeneous equations, applications of differential equations, series solutions of second order linear equations and systems of first order linear equations.

942 ARITHMETIC 3 UNITS

Not Applicable to the Associate Degree

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

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

952 REVIEW OF ARITHMETIC AND AN INTRODUCTION TO ALGEBRA 4 UNITS

Not applicable to the Associate Degree

Prerequisite: MATH 942 or equivalent.**Lecture:** Minimum 64 hours per semester

Review of fractions, decimals, ratio and proportions, percents, and an introduction to algebra.

MICROBIOLOGY(MICRO)

102 INTRODUCTORY MICROBIOLOGY 4 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 48 hours per semester

Introduction to microbiology, emphasizing the general characteristics of microorganisms, principles of microbial growth, identification, and control, and the relationships between human beings and microbes. Special attention is given to infectious diseases. Recommended for students in health occupations. Surveys of bacteria, fungi, viruses, and parasitic protozoans are included.

150 MEDICAL MICROBIOLOGY 5 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: CHEM 101.**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 96 hours per semester

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

* **MICRO 102 and 150 combined:** Maximum UC credit 5 units

151 ADVANCED MEDICAL MICROBIOLOGY 3 UNITS

Associate Degree Applicable

Prerequisite: MICRO 150.**Lecture:** Minimum 48 hours per semester

Advanced study of clinical microbiology. Microorganisms as agents of disease in humans and domestic animals, host-parasite relations, and chemotherapy, humoral and cell-mediated immunity, diagnosis, treatment, and the epidemiology of infectious diseases. Surveys of infectious diseases of humans and domestic animals caused by bacteria, viruses, fungi, parasitic protozoans, and helminths.

SPECIAL PROBLEMS IN MICROBIOLOGY**246AB****1 UNIT****247AB****2 UNITS****248AB****3 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: MICRO 150.**Laboratory:** Minimum 48 hours per semester

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

MUSIC (MUSIC)

100 FUNDAMENTAL SKILLS IN MUSIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

101-102 MUSIC THEORY I, II 3 UNITS

201-202 MUSIC THEORY III, IV

UC, CSU, Associate Degree Applicable

Prerequisite: Courses must be taken in sequence.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 16 hours per semester

Progressive study through four semesters includes work in sight-singing, dictation, rhythms, scales, signatures, elementary harmony from the common practice period, intermediate harmony through secondary dominants, advanced harmony through augmented sixths, extensions into scalar and chordal harmonies, extended chromaticism, elementary twelve tone relationships.

103 INTRODUCTION TO & APPRECIATION OF AMERICAN POPULAR MUSIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the history of American music with an emphasis on popular music of the past 80 years. Included are units on rock, jazz, and musical comedy.

105X2 MUSICIANSHIP 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 16 hours per semester

Study of melodic rhythmic dictation, drill in sight reading, and analysis of music of the masters using keyboard harmonies. This course may be taken two times. (Formerly MUSIC 105AB.)

112AB JAZZ THEORY AND MUSICIANSHIP 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to read music.

Lecture: Minimum 48 hours per semester

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

120 APPRECIATION OF MUSICAL LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

130X2 ELEMENTARY VOICE 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to match pitches.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

Introduction to the proper use of the voice in both singing and speaking, including techniques of posture, breathing, breath control, tone color, diction, use of the simple musical repertoire, and beginning interpretation. This course may be taken two times. (Formerly MUSIC 130AB.)

132X4 GUITAR 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Student must have his/her own guitar.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

Progressive study of the basic techniques of playing the guitar, including instruction in chords; arpeggios in all keys; improvisation; accompaniment; sightreading; transposition; folk, classical, jazz, and pop styles in major and minor scales; introduction to the literature and style of classical guitar; solo and ensemble guitar of the different periods of musical history; introduction of three octave scales in all keys; development of skills in rare time meters and rhythms. This course may be taken four times. (Formerly MUSIC 132ABCD.)

134 AMERICAN JAZZ MUSIC — PAST AND PRESENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Study of the evolution of jazz as an American musical art form; knowledge of the men and women who developed jazz from its early beginnings up to the present time; listening to all the major jazz artists and their innovations.

135X4 PIANO 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Departmental Recommendation: MUSIC 100.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

Progressive class instruction in piano, including scale techniques, sight-reading, ensemble playing, basic literature, keyboard techniques, and musicianship skills. This course may be taken four times. (Formerly MUSIC 135ABCD.)

137X4 CLASS ORGAN 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: 2 years piano or equivalent.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

Progressive instruction on the organ, to include two-part manual playing, manual and pedal work, hymn playing, phrasing, articulation, three voice compositions, and registration technique. This course may be taken four times. (Formerly MUSIC 137ABCD.)

143X4 WOODWIND, BRASS AND PERCUSSION INSTRUCTION 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to match pitches and perform basic manual skills.

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

Class instruction on wind and percussion instruments. A beginning level class open to all, but students must provide their own instruments. Music majors interested in learning a second instrument are encouraged to take advantage of this opportunity. This course may be taken four times. (Formerly MUSIC 143ABCD.)

147 AMERICAN CHORAL MUSIC 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 16 hours per semester

Examination and analysis of the basic requirements for the performance of both traditional and contemporary choral music with special emphasis on placement of singers, acoustics, and how each is affected by the performance of all styles of choral literature.

150X4 MIXED CHORUS 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Laboratory: Minimum 48 hours per semester

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. This course may be taken four times. (Formerly MUSIC 150ABCD.)

154ABCD COLLEGE SINGERS 1-3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Audition with instructor.

Departmental Recommendation: MUSIC 100.

Lecture: Minimum 8-16 hours per semester

Laboratory: Minimum 40-80 hours per semester

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

156ABCD CONCERT CHOIR 1-2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to match pitches. Courses must be taken in sequence.

Laboratory: Minimum 32-64 hours per semester

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

160X4 WIND INSTRUMENT ENSEMBLE 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Laboratory: Minimum 32 hours per semester

Acquaintance with standard literature for wind instrument ensemble, with performance opportunities according to the ability of the particular group. This course may be taken four times. (Formerly Music 160ABCD.)

164X4 COLLEGE CONCERT BAND(COMMUNITY) 1-2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Intermediate or high performance level on traditional band instrument.

Laboratory: Minimum 48 hours per semester per unit

Study of band literature, stressing the finest of concert literature for band use. This course may be taken four times. (Formerly MUSIC 164ABCD.)

168X4 WIND INSTRUMENT ENSEMBLE 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to match pitches and perform basic manual skills.

Laboratory: Minimum 32 hours per semester

Study of the literature available for the particular ensemble under consideration; studies in appreciation and performance of standard works. This course may be taken four times. (Formerly Music 168ABCD.)

169X4 COLLEGE CONCERT BAND 1-2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Intermediate or high performance level on a traditional band instrument.

Laboratory: Minimum 32 hours per semester

Study of band literature, including training and experience in traditional and contemporary repertoire. Previous band experience necessary. This course may be taken four times. (Formerly MUSIC 169ABCD.)

171ABCD STAGE BAND 1-2 UNITS

UC, CSU, Associate Degree Applicable

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

Laboratory: Minimum 32 hours per semester

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

174ABCD JAZZ ENSEMBLE 2 UNITS

UC, CSU, Associate Degree Applicable

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

Laboratory: Minimum 64 hours per semester

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

175ABCD JAZZ BAND WORKSHOP 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Advanced performance level on a "Big Band" instrument. Courses must be taken in sequence.

Laboratory: Minimum 64 hours per semester

Continued study of new jazz literature style and interpretation. Advanced level performance course; performance required.

180ABCD REHEARSAL AND PERFORMANCE 1-2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Advanced performance ability on instrument or voice. Courses must be taken in sequence.

Laboratory: Minimum 32 hours per semester

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

184ABC D BROADWAY MUSICAL PRODUCTION 2 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: Audition. Courses must be taken in sequence.
Laboratory: Minimum 64 hours per semester
 Designed to train and/or coach students in the presentation of musical theatre performances, emphasizing proper solo and ensemble vocal techniques as they pertain to the musical theatre.

201-202 MUSIC THEORY III, IV 3 UNITS
 UC, CSU, Associate Degree Applicable
 (See MUSIC 101-102.)

OCEANOGRAPHY(OCEAN)

101 ELEMENTS OF OCEANOGRAPHY 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Study of the basic principles included in the physics, chemistry, biology and geology of the oceans. Topics include the structure of the earth and sea floor, the physics and chemistry of sea water, atmospheric and ocean circulation, wind, waves, currents and tides, marine plants and animals, ecological concepts and environmental concerns.

160-161-162 INTRODUCTION TO FIELD OCEANOGRAPHY 2 UNITS
 CSU, Associate Degree Applicable
Prerequisite: A college course in life or physical sciences with a grade of "C" or better. Courses need not be taken in sequence.
Lecture: Minimum 16 hours per semester and
Laboratory: Minimum 48 hours per semester
 Demonstration and practice of field techniques in oceanography, including water sampling and testing for salinity, temperature, oxygen and pH. Collection and analysis of plankton and nekton samples, use of taxonomic keys, and a study of the geologic processes of the marine environment.

PHILOSOPHY (PHIL)

101 INTRODUCTION TO PHILOSOPHY 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Introduction to the major problems of philosophy, utilizing classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics, and aesthetics.

103 INTRODUCTION TO LOGIC: ARGUMENT AND EVIDENCE 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Introduction to the techniques of critical thought, including language analysis, inductive and deductive logic, symbolic logic, and the development of the scientific method.

105 MORAL VALUES IN TODAY'S SOCIETY 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Departmental Recommendation: ENGL 101; 12th grade reading level.
Lecture: Minimum 48 hours per semester
 Study of moral philosophy, with analysis of the basic ideas and principles involved in moral conduct, including the concepts of good, right, virtue obligation and conscience. Problems of truthfulness, race, sex, marriage and war or peace are examined in relation to moral philosophy. Special attention is given to contemporary problems.

190-191 SELECTED STUDIES IN PHILOSOPHY 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Introduction to philosophical thinking through study of a specific philosophical theme, period, or culture. The specific emphasis of the course is announced in the class schedule for semesters it is taught.

SPECIAL PROBLEMS IN PHILOSOPHY
246ABC 1 UNIT
247ABC 2 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: Completion of/or concurrent enrollment in a philosophy course.
Laboratory: Minimum 48 hours per semester per unit
 Independent projects for selected students with a special interest in philosophy, involving assigned readings, papers, and conferences.

PHYSICAL EDUCATION

INDIVIDUAL AND GROUP ACTIVITIES (PE/I)

All courses in this section provide instruction in the basic skills and techniques of the sport or activity. Each course is designed to improve physical fitness; some provide recreational skills for life-long enjoyment of leisure time.

070X4 HEALTH EVALUATION .25 UNIT

Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 12 hours per semester

Health evaluation is a testing regime that assesses cardiovascular fitness, strength, flexibility, health history, hydration, body fat, body lean, and dietary intake. Recommendations for an exercise and nutrition program are given to students based on stated personal needs. Students then follow a prescribed program and retest to track health changes. (Formerly PE-I 070ABCD.)

076 PHYSICAL TRAINING FOR FIREFIGHTERS 1 UNIT

Associate Degree Applicable
Prerequisite: Admission to the Fire Academy.
Laboratory: Minimum 48 hours per semester

Advanced physical training for Fire Academy students, emphasizing running, interval training, circuit training, muscle endurance and tasks specific to the enhancement of the physical ability of firefighters.

077 HEALTH AND FITNESS TRAINING FOR FIREFIGHTERS 3 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 48 hours per semester

Preparation for agility testing and the physical training portion of the Fire Academy. Designed also to teach the knowledge and skills needed to maintain physical health and fitness throughout a firefighter's career.

105X4 AEROBICS .5-1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester

This course is designed for beginners, with little/no aerobic fitness knowledge and/or experience and for advanced students who desire a more vigorous exercise regiment. The specific aerobic fitness class is described in the current class schedule (i.e. boot camp, interval, step & pump, kick boxing, sculpt & define and "tae bo").

108X4 WEIGHT TRAINING .5-1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester

This course is designed for beginners, with little/no weight training knowledge and/or skills and for advanced students who desire more sophisticated routines (negative workouts, giant setting, pyramids, split routines, etc.) Included in instruction are basic principles, body mechanics and dietary prescription. A complete, individualized program will be developed for each student.

120X4 GOLF .5-1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester

This course develops playing and competitive skills for the life-time benefits of participation in the sport of golf. Included in instruction will be skills, techniques, strategies, rules, and etiquette.

130X4 JAZZ DANCE 1-2 UNITS

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Lecture: Minimum 8-16 hours per semester

Laboratory: Minimum 16-32 hours per semester

This course is designed for beginning students, with little or no experience in jazz dance, and for advanced students who wish to clarify technical problems and deficiencies. The physical and historical perspectives of jazz are emphasized with instruction in jazz techniques using various styles and approaches within the jazz idiom. This course is also offered as THART 130X4.

131X4 BALLET .5-1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester

This course may be taken four times. This course is also offered as THART 180X4. (Formerly PE-I 131ABCD.)

148X4 TENNIS .5-1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester

This course develops playing and competitive skills for the life-time benefits of participation in the sport of tennis. Included in instruction will be skills, techniques, strategies, rules, and etiquette.

200A-ZX3 SELECTED TOPICS IN PHYSICAL EDUCATION .5 - 1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester

Courses in sports, dance or conditioning that reflect current trends.

200AX3 TAP/STOMP DANCE .5 - 1 UNIT

River Dance style tap dancing with some training in choreography. (Beginning Spring 2000, Course I.D. number will change to PE/I 167X4.)

200BX3 BALLROOM/SWING DANCE .5 - 1 UNIT
 Fundamentals and techniques of ballroom / swing dancing, the waltz, and the foxtrot. (Beginning Spring 2000, Course I.D. number will change to PE / I 163X4.)

200CX3 KARATE/SELF DEFENSE .5 - 1 UNIT
 Practice in the fundamental skills of unarmed self defense. (Beginning Spring 2000, Course I.D. number will change to PE / I 159X4.)

200DX3 YOGA .5 - 1 UNIT
 Training in yoga postures and styles. (Beginning Spring 2000, Course I.D. number will change to PE / I 168X4.)

200EX3 WALKING FOR FITNESS .5 - 1 UNIT
 Improve cardiovascular fitness, strength, and muscular endurance through walking. (Beginning Spring 2000, Course I.D. number will change to PE / I 127X4.)

SPECIAL ACTIVITIES (PE)

246ABCD SPECIAL ACTIVITIES IN PHYSICAL EDUCATION 1 UNIT

UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 48 hours per semester
 Independent, appropriate exercise for students who should not be enrolled in a conditioning class due to health concerns, physical limitations, or poor physical condition. Students will meet with the staff of the health evaluation lab to monitor progress and oversee fitness program.

TEAM ACTIVITIES (PE/T)

130X4 TEAM SPORTS (CO-ED) .5-1 UNIT
UC*, CSU*, Associate Degree Applicable
Prerequisite: None.

Laboratory: Minimum 24-48 hours per semester
 This course develops playing skills for the lifetime benefit of participants in a variety of team sports. Included in instruction will be rules, basic skills, techniques, and strategies. The specific sport for each class will be announced in the class schedule.

PERSONAL ACTIVITIES (PE)

135 CREATIVE DANCE EXPERIENCES FOR CHILDREN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 48 hours per semester

Conceptual approach to teaching children's dance is explored. Emphasis is placed on principles, elements and techniques of jazz, ballet, modern dance and creative movement. The course prepares students to plan and facilitate developmentally appropriate dance experiences for children ages 3-12. This course is also listed as CD 135.

263 NUTRITION AND HEALTH 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

This course reviews the literature on the basic nutrients; protein, fat, carbohydrates, vitamins, minerals, and water. Students will have the opportunity to develop the skills necessary to analyze, evaluate and prescribe a dietary intake for "healthy" individuals. The class includes an in-depth analysis of emotional stress as a lifestyle factor in disease. This course is also offered as HEALTH 263.

264 HEALTH TESTING LAB 2-3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 16-64 hours per semester

Instruction in the purpose, functions and mechanics of testing in the health evaluation laboratory. After competence is demonstrated, lab experience will comprise the remainder of the course. Students will become technicians and will play a role in the health education of clients.

PHYSICS (PHYSIC)

100 INTRODUCTION TO PHYSICS 4 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to the ideas, concepts, and theories of physics; a nonmathematical course. No UC credit granted if taken after PHYSIC 106, 107, 110, 111, 200 or 201.

106 THE MECHANICAL UNIVERSE, AN INTRODUCTION TO PHYSICS 3 UNITS**UC*, CSU, Associate Degree Applicable****Prerequisite:** Elementary Algebra.**Lecture:** Minimum 48 hours per semester

Introduction to the concepts, techniques and historical development of physics, using algebra. Topics covered include the laws of motion, energy, momentum, forces, rotation, and thermodynamics. *No UC credit if PHYSIC 100 or 107 is taken.

107 THE MECHANICAL UNIVERSE LABORATORY 1 UNIT**UC*, CSU, Associate Degree Applicable****Prerequisite:** Elementary Algebra.**Corequisite:** PHYSIC 106.**Laboratory:** Minimum 48 hours per semester

Laboratory course to accompany PHYSIC 106. The student will conduct experiments in motion forces, momentum, energy, rotation, and thermodynamics. *No UC credit if PHYSIC 100 or 106 is taken.

108AB PHYSICS IN THE CLASSROOM 3 UNITS**CSU, Associate Degree Applicable****Prerequisite:** None. Courses must be taken in sequence.**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 16 hours per semester

Overview of physics, including mechanics, energy, heat, sound, light, electricity, and the structure of matter, with particular emphasis on the use of physics in the classroom. This course is designed to introduce teachers and others interested in education to physics and to provide insight on ways to use physics in the classroom in elementary and junior high schools.

110-111 GENERAL PHYSICS 4 UNITS**UC*, CSU, Associate Degree Applicable****Prerequisite:** High school Physics or PHYSIC 100 or PHYSIC 108AB and intermediate algebra and trigonometry. Courses must be taken in sequence.**Lecture:** Minimum 48 hours per semester**Laboratory:** Minimum 48 hours per semester

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

* **PHYSIC 110 + 111 and 200 + 201:** Maximum UC credit one series.

200-201 PHYSICS 5 UNITS**UC*, CSU, Associate Degree Applicable****Prerequisite:** High school Physics or PHYSIC 100. Courses must be taken in sequence.**Prerequisite or Corequisite:** For 200, MATH 250; for 201, MATH 251.**Lecture:** Minimum 64 hours per semester**Laboratory:** Minimum 48 hours per semester

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

* **PHYSIC 110 + 111 and 200 + 201:** Maximum UC credit one series.

246AB SPECIAL PROBLEMS IN PHYSICS 247AB**1 UNIT
2 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** One semester of college physics.**Laboratory:** Minimum 48-96 hours per semester

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

PHYSIOLOGY (PHYSIO)

161 HUMAN PHYSIOLOGY**4 UNITS****UC*, CSU, Associate Degree Applicable****Prerequisite:** ANAT 160, CHEM 101.**Lecture:** Minimum 48 hours per semester and**Laboratory:** Minimum 48 hours per semester

Introductory study of the functions of human cells, organ systems and of the human body as a whole.

POLITICAL SCIENCE (POLIT)

100 AMERICAN POLITICS**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** None.**Departmental Recommendation:** ENGL 101.**Lecture:** Minimum 48 hours per semester

This is an introductory course in the fundamentals of American government and politics, which meets the state requirements in the United States and California government. Students are introduced to basic concepts in political science; to key institutions in the American political system; to the major problems in United States foreign policy; and to political issues that confront the nation and state today.

101ABCD CONTEMPORARY POLITICAL ISSUES**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

Introduction to political studies through an examination and analysis of basic questions and problems dealing with contemporary political life, including such main topics as government, authority, power, law, right, war, revolution, racial and class conflict and contemporary issues of public policy.

204 WORLD POLITICS 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite:** POLIT 100 or 101 or academic equivalent.**Lecture:** Minimum 48 hours per semester

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

PSYCHOLOGY (PSYCH)

052 PRACTICAL PSYCHOLOGY 3 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 48 hours per semester

Study of the principles of psychology as applied to everyday living, communication with others and effective behavior.

055 MATRICULATION, ORIENTATION AND CAREER LIFE PLANNING .5 UNIT**Prerequisite:** None.**Lecture:** Minimum 7 hours per semester**Laboratory:** Minimum 3 hours per semester

This course provides for assessment of basic skills, career interest and personal awareness. It includes an orientation to the philosophy, regulations and services at Crafton Hills College in order to understand the scope and function of the community college. (Formerly PSYCH 955.)

065 SELF-CONFIDENCE FOR SUCCESSFUL ACHIEVEMENT 1-3 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 16-48 hours per semester

Examination of the thinking habits involved in common anxiety-causing situations and some alternative thought patterns which can lead to increasing self-understanding and self-confidence. Study of specific techniques for achieving academic success in the postsecondary educational environment.

080 MATH WITHOUT FEAR .5 UNIT**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 8 hours per semester**Laboratory:** Minimum 8 hours per semester

Examination of the problem of math anxiety. This is a course for students at any level of mathematics who have avoided the subject or have developed a fear of mathematics. A variety of appropriate mathematical and psychological topics will be discussed through individual, small group, and large group activities. This class is not a review course in mathematics. It is designed to help students in a non-intimidating environment, to recognize, understand, and deal with the fear of mathematics.

090ABCD SELECTED TOPICS IN APPLIED PSYCHOLOGY 1-3 UNITS**Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 16-48 hours per semester

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

100 GENERAL PSYCHOLOGY 3 UNITS**UC, CSU, Associate Degree Applicable****(CAN PSYCH 2)****Prerequisite:** None.**Departmental Recommendations:** ENGL 101, MATH 952,**Reading:** passing Nelson-Denny or comparable test at or above the 12th grade.**Lecture:** Minimum 48 hours per semester

Survey of the nature and scope of psychology as a science including the principles of neurophysiology, sensation, perception, learning, altered states of consciousness, memory, cognition, intelligence, language, creativity, emotion, motivation, personality, psychopathology, testing, treatment, attitudes, and human development.

101 EXPERIMENTAL PSYCHOLOGY 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite:** PSYCH 100.**Lecture:** Minimum 48 hours per semester

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

102 PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite:** PSYCH 100.

Departmental Recommendation: Reading - passing a standardized test of reading comprehension at or above the 12th grade level, ENGL 101, MATH 095.

Lecture: Minimum 48 hours per semester

Human-centered approach to the study of general psychology, with primary emphasis upon the whole person and selected topics such as creativity, self-actualization, growth, love, loneliness, and being.

103 PSYCHOLOGY OF PERSONALITY 3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite:** PSYCH 100.

Departmental Recommendation: Reading - passing a standardized test of reading comprehension at or above the 12th grade level, ENGL 101, MATH 095.

Lecture: Minimum 48 hours per semester

Survey of the theoretical attempts to describe and explain human nature, especially the models of the mind (and/or behavior) developed by psychoanalytic, behavioral, humanistic, and cognitive psychologists.

110 AB NORMAL PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

*Prerequisite: PSYCH 100.**Departmental Recommendation: ENGL 101, MATH 095,**Reading: passing Nelson-Denny or comparable test at or above the 12th grade.***Lecture: Minimum 48 hours per semester**

Survey of the field of mental disturbances: their symptomatology, prevalence, etiology, classification, diagnosis, prevention, and treatment. Psychodynamic, humanistic, cognitive, behavioral, neuroscience, and cross-cultural models will be considered.

112 CHILD AND ADOLESCENT PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

*Prerequisite: PSYCH 100.**Departmental Recommendation: ENGL 101.***Lecture: Minimum 48 hours per semester**

Survey of the psychological development of individuals from infancy through adolescence, emphasizing influential psychological theories, contemporary research methods and trends, and applications of theory and research to everyday life.

116 PSYCHOLOGY OF SEX ROLES 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100.

Departmental Recommendation: Reading - passing a standardized test of reading comprehension at or above the 12th grade level, ENGL 101, MATH 095.

Lecture: Minimum 48 hours per semester

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

118 HUMAN SEXUAL BEHAVIOR 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100.

Departmental Recommendation: Reading - passing a standardized test of reading comprehension at or above the 12th grade level, ENGL 101, MATH 095.

Lecture: Minimum 48 hours per semester

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

119AB SELECTED TOPICS IN PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

*Prerequisite: None.***Lecture: Minimum 48 hours per semester**

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

132 INTERVIEWING AND COUNSELING TECHNIQUES**3 UNITS**

CSU, Associate Degree Applicable

*Prerequisite: PSYCH 100.***Lecture: Minimum 48 hours per semester**

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

133 GROUP DYNAMICS**3 UNITS**

UC, CSU, Associate Degree Applicable

*Prerequisite: PSYCH 100.***Lecture: Minimum 48 hours per semester**

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

PSYCH 150 GERONTOLOGY**3 UNITS**

CSU, Associate Degree Applicable

Prerequisite(s): None.

Departmental Recommendation(s): Reading: passing a standardized test of reading comprehension at or above the 12th grade level; ENGL 101, MATH 095, PSYCH 100

LECTURE: Minimum 48 hours per semester

Physical, emotional, cognitive, social, and economic perspectives on aging, including a review of how roles change with age, and the opportunities available to people over age 55. Recommended for students seeking careers in human services. This course is also offered as SOC 150.

SPECIAL PROBLEMS IN PSYCHOLOGY**246AB****1 UNIT****247AB****2 UNITS**

UC, CSU, Associate Degree Applicable

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

Laboratory: Minimum 48 hours per semester per unit

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

RADIOLOGIC TECHNOLOGY (RADIOL)

100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**.25 UNITS**

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 101, 102, 103, 104, 105, 106, 115A.**Lecture: Minimum 12 hours per semester**

Introduction to the general structure of medicine specifically applicable to radiologic technology; departmental administration, office procedures, radiation protection, equipment care, and basic medical techniques.

101 MEDICAL ETHICS FOR THE RADIOGRAPHER.5 UNIT

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 100, 102, 103, 104, 105, 106, 115A.

Lecture: Minimum 8 hours per semester

Study and practice of professional ethics relative to radiologic technology; emphasis on personal appearance, attitudes, hygiene, and the code of ethics for radiologic technologists.

102 RADIOGRAPHIC MEDICAL TERMINOLOGY 1.5 UNITS

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 100, 101, 103, 104, 105, 106, 115A.

Lecture: Minimum 24 hours per semester

Introduction to the written and spoken language of medicine, including the elements of medical terminology, terms abbreviations, spelling, pronunciation and interpreting radiographic requests written in medical phraseology.

103 RADIOGRAPHIC POSITIONING I 1.5 UNITS

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 100, 101, 102, 104, 105, 106, 115A.

Lecture: Minimum 24 hours per semester

Study of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on chest, abdomen, upper and lower extremities and shoulder girdle.

104 RADIOLOGIC PHYSICS I 1.5 UNITS

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 100, 101, 102, 103, 105, 106, 115A.

Lecture: Minimum 24 hours per semester

Study of basic radiologic physics including units of measurement, energy, matter, atomic structure, magnetism and other concepts related to the production and control of high voltage.

105 RADIOGRAPHIC ANATOMY/ PHYSIOLOGY I 1.5 UNITS

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 100, 101, 102, 103, 104, 106, 115A.

Lecture: Minimum 24 hours per semester

Study of basic human anatomy and physiology pertinent to Radiology.

106 RADIOGRAPHIC POSITIONING LAB I .5 UNIT

Associate Degree Applicable

Prerequisite: Must be pre-selected into the X-Ray Technology program.

Corequisites: RADIOL 100, 101, 102, 103, 104, 105, 115A.

Laboratory: Minimum 24 hours per semester

Practice in positioning various anatomical parts for specific radiographic examinations.

107 BASIC RADIOLOGIC MEDICAL TECHNIQUES**1.25 UNITS**

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 108, 109, 110, 111, 112, 113, 114, 115B.

Lecture: Minimum 22 hours per semester

Study of basic nursing techniques and methods of patient care for Radiologic Technologists.

108 RADIATION PROTECTION I 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 107, 109, 110, 111, 112, 113, 114, 115B.

Lecture: Minimum 22 hours per semester

Study of the basic principles and application of radiation protection, physics, and radiation monitoring devices.

109 RADIOLOGIC PHYSICS II 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 107, 108, 110, 111, 112, 113, 114, 115B.

Lecture: Minimum 22 hours per semester

Study of the production of X-rays, multiple energy transformation required for radiation production, the mechanics of interaction with matter, X-ray tubes, rectifiers, X-ray circuits, and the history of X-ray tubes.

110 RADIOGRAPHIC EXPOSURE I 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 107, 108, 109, 111, 112, 113, 114, 115A.

Lecture: Minimum 22 hours per semester

Study of the fundamentals of radiographic exposure techniques, image formation, and technical conversions pertaining to radiography.

111 RADIOGRAPHIC FILM CRITIQUE I 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 107, 108, 109, 110, 112, 113, 114, 115B.

Lecture: Minimum 22 hours per semester

Introduction to analyzing radiographic examinations with emphasis on improving film quality and using proper identification labels.

112 RADIOGRAPHIC POSITIONING II 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 107, 108, 109, 110, 111, 113, 114, 115B.

Lecture: Minimum 22 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on pelvic structures and vertebral column.

113 RADIOGRAPHIC ANATOMY/PHYSIOLOGY II 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.

Corequisites: RADIOL 107, 108, 109, 110, 111, 112, 114, 115B.

Lecture: Minimum 22 hours per semester

Study of human anatomy and physiology pertinent to radiology.

114 RADIOGRAPHIC POSITIONING LAB II .50 UNIT
 Associate Degree Applicable
Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.
Corequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 115B.
Laboratory: Minimum 24 hours per semester
 Practice of positioning anatomical parts for specific radiographic examinations.

115A RADIOGRAPHIC CLINIC I 11.25 UNITS
 Associate Degree Applicable
Prerequisites: Must be pre-selected into the X-Ray Technology program.
Corequisites: RADIOL 100, 101, 102, 103, 104, 105, 106.
Clinic: 900 hours per semester
 Observation and supervised clinical experience; emphasis on the development of primary basic skills in radiologic technology.

115B RADIOGRAPHIC CLINIC II 10.5 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 100, 101, 102, 103, 104, 105, 106, 115A.
Corequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114.
Clinic: 840 hours per semester
 Practice and development of basic radiographic skills within a hospital environment.

200 RADIATION PROTECTION II 1.5 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.
Corequisites: RADIOL 201, 202, 203, 204, 205, 213A.
Lecture: Minimum 24 hours per semester
 Study of the biological effects of radiation, cell structure, ionizing radiation, and government regulations regarding its use.

201 RADIOGRAPHIC EXPOSURE II 1.5 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.
Corequisites: RADIOL 200, 202, 203, 204, 205, 213A.
Lecture: Minimum 24 hours per semester
 Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology.

202 RADIOGRAPHIC FILM CRITIQUE II 1.5 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.
Corequisites: RADIOL 200, 201, 203, 204, 205, 213A.
Lecture: Minimum 24 hours per semester
 Analysis of radiographic examinations with emphasis on improving each student's ability to identify anatomical structures on radiographs.

203 RADIOGRAPHIC POSITIONING III 1.5 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.
Corequisites: RADIOL 200, 201, 202, 204, 205, 213A.
Lecture: Minimum 24 hours per semester
 Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on the thorax and cranium.

204 RADIOGRAPHIC ANATOMY/ PHYSIOLOGY III 1.5 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.
Corequisites: RADIOL 200, 201, 202, 203, 205, 213A.
Lecture: Minimum 24 hours per semester
 Study of human anatomy and physiology pertinent to radiology.

205 RADIOGRAPHIC EXPOSURE LAB .5 UNIT
 Associate Degree Applicable
Prerequisites: RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.
Corequisites: RADIOL 200, 201, 202, 203, 204, 213A.
Laboratory: Minimum 24 hours per semester
 Demonstration and experiments pertaining to the fundamentals of exposure techniques, image formation and technical conversations; demonstration of photographic and geometric properties of radiographic quality.

207 RADIOGRAPHIC IMAGING 1.25 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 200, 201, 202, 203, 204, 205, 213A.
Corequisites: RADIOL 208, 209, 210, 211, 212, 213B.
Lecture: Minimum 22 hours per semester
 Study of the history and principles of radiology including nuclear medicine, clinical ultra-sonography, tomography, radiation therapy, computer tomography, and other imaging modalities.

208 REGISTRY REVIEW TEST IN RADIOLOGY 2.75 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 200, 201, 202, 203, 204, 205, 213A.
Corequisites: RADIOL 207, 209, 210, 211, 212, 213B.
Lecture: Minimum 44 hours per semester
 Review and testing of all Radiologic Technology classes in preparation for board examination.

209 RADIOGRAPHIC FILM CRITIQUE III — PATHOLOGY 1.25 UNITS
 Associate Degree Applicable
Prerequisites: RADIOL 200, 201, 202, 203, 204, 205, 213A.
Corequisites: RADIOL 207, 208, 210, 211, 212, 213B.
Lecture: Minimum 22 hours per semester
 Study of disease, basic concepts of pathology, pathological conditions of the body and their impact on the radiographic process.

210 RADIOGRAPHIC POSITIONING IV 1.25 UNITS
 Associate Degree Applicable
Prerequisites: Radiology 200, 201, 202, 203, 204, 205, 213A.
Corequisites: Radiology 207, 208, 209, 211, 212, 213B.
Lecture: Minimum 22 hours per semester
 Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluations; emphasis on osseous structures of the face; genitourinary and gastrointestinal systems.

211 RADIOGRAPHIC ANATOMY/ PHYSIOLOGY IV **1.25 UNITS***Associate Degree Applicable***Prerequisites:** RADIOL 200, 201, 202, 203, 204, 205, 213A.**Corequisites:** RADIOL 207, 208, 209, 210, 212, 213B.**Lecture:** Minimum 22 hours per semester

Advanced study and review of human anatomy and physiology pertinent to radiology.

212 SPECIAL PROCEDURES IN RADIOLOGY **1.25 UNITS***Associate Degree Applicable***Prerequisites:** RADIOL 200, 201, 202, 203, 204, 205, 213A.**Corequisites:** RADIOL 207, 208, 209, 210, 211, 213B.**Lecture:** Minimum 22 hours per semester

Study of the fundamentals of angiography and the special procedures, equipment, positioning, and techniques involved in producing diagnostic radiographs.

213A RADIOGRAPHIC CLINIC III **10.75 UNITS***Associate Degree Applicable***Prerequisites:** RADIOL 107, 108, 109, 110, 111, 112, 113, 114, 115B.**Corequisites:** RADIOL 200, 201, 202, 203, 204, 205.**Clinic:** 872 hours per semester

Advanced clinical experience; emphasis on further development of skills in radiologic technology.

213B RADIOGRAPHIC CLINIC IV **11 UNITS***Associate Degree Applicable***Prerequisites:** RADIOL 200, 201, 202, 203, 204, 205, 213B.**Corequisites:** RADIOL 207, 208, 209, 210, 211, 212.**Clinic:** 884 hours per semester

Advanced clinical experience; emphasis on perfecting learned skills and techniques of radiography.

READING AND STUDY SKILLS (READ)

079ABCD DEVELOPMENTAL READING **3 UNITS***Associate Degree Applicable***Prerequisite:** None. Courses must be taken in sequence.**Lecture:** Minimum 48 hours per semester

Development of college reading skills — retention, comprehension, and vocabulary development — utilizing individualized and/or small-group instruction, based on the student's score on the Nelson-Denny Reading Test. (A student may receive a maximum of twelve units of credit for courses in Reading and Study Skills.)

090 COLLEGE READING IMPROVEMENT **1-3 UNITS***Associate Degree Applicable***Prerequisite:** None.**Lecture:** Minimum 48 hours per semester or**Laboratory:** Minimum 48-144 hours per semester

Improvement of college level reading skills including increased reading rate, increased comprehension, and improved vocabulary. Students will learn to apply critical reading skills to college material.

091 COLLEGE STUDY SKILLS **1-3 UNITS***Associate Degree Applicable***Prerequisite:** None.**Lecture:** Minimum 48 hours per semester or**Laboratory:** Minimum 48-144 hours per semester

Instruction in the skills of listening, notetaking, class preparation and participation, organizing and analyzing textbook material, and using the library. Provides methods for the improvement of concentration, memory and test-taking.

960ABCD STUDY TECHNIQUES **.25 UNIT***Not Applicable to the Associate Degree***Prerequisite:** None. Courses must be taken in sequence.**Laboratory:** Minimum 12 hours per semester

Participation in individually planned programs designed to help students master basic learning skills necessary for successful achievement in college classes. Also designed to prepare advanced students to become effective peer tutors. (A student may receive a maximum of 12 units of credit for any combination of Reading and Study Skills courses.)

961ABCD STUDY TECHNIQUES **.5 UNIT***Not Applicable to the Associate Degree***Prerequisite:** None. Courses must be taken in sequence.**Laboratory:** Minimum 24 hours per semester

(See description under 960ABCD.)

962ABCD STUDY TECHNIQUES **1 UNIT***Not Applicable to the Associate Degree***Prerequisite:** None. Courses must be taken in sequence.**Lecture:** Minimum 48 hours (Summer Session only: 3 Units)**Laboratory:** Minimum 48 hours Fall and Spring semesters

(See description under 960ABCD.)

963ABCD STUDY TECHNIQUES **2 UNITS***Not Applicable to the Associate Degree***Prerequisite:** None. Courses must be taken in sequence.**Laboratory:** Minimum 96 hours per semester

(See description under 960ABCD.)

964ABCD STUDY TECHNIQUES **3 UNITS***Not Applicable to the Associate Degree***Prerequisite:** None. Courses must be taken in sequence.**Laboratory:** Minimum 144 hours per semester

(See description under 960ABCD.)

975ABCD DEVELOPMENTAL READING **1 UNIT***Not Applicable to the Associate Degree***Prerequisite:** None. Courses must be taken in sequence.**Laboratory:** Minimum 48 hours per semester

Supervision of assigned activities closely coordinated to ensure maximum improvement in reading comprehension.

976 DEVELOPMENTAL READING **2 UNITS***Not Applicable to the Associate Degree***Prerequisite:** None.**Laboratory:** Minimum 96 hours per semester

(See description under 975ABCD.)

977 DEVELOPMENTAL READING **3 UNITS***Not Applicable to the Associate Degree***Prerequisite:** None.**Laboratory:** Minimum 144 hours per semester

(See description under 975ABCD.)

REAL ESTATE (REALST)

085-092ABCD SELECTED TOPICS IN REAL ESTATE

1/8-4 UNITS

Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 2-64 hours per semester

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

100 REAL ESTATE PRINCIPLES

3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

200 REAL ESTATE PRACTICE

3 UNITS

CSU, Associate Degree Applicable

Prerequisite: REALST 100 or Real Estate License.

Lecture: Minimum 48 hours per semester

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

205 REAL ESTATE APPRAISAL: RESIDENTIAL

3 UNITS

CSU, Associate Degree Applicable

Prerequisite: REALST 100 or Real Estate License.

Lecture: Minimum 48 hours per semester

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

210 REAL ESTATE FINANCE

3 UNITS

Associate Degree Applicable

Prerequisite: REALST 100 or Real Estate License.

Lecture: Minimum 48 hours per semester

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

215 LEGAL ASPECTS OF REAL ESTATE I

3 UNITS

Associate Degree Applicable

Prerequisite: REALST 100 or Real Estate License.

Lecture: Minimum 48 hours per semester

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

230 REAL ESTATE ECONOMICS

3 UNITS

Associate Degree Applicable

Prerequisite: REALST 100 and 200; Real Estate License.

Lecture: Minimum 48 hours per semester

Intensive study of factors which influence changes in real estate values as an aid to brokers and sales personnel.

901 REAL ESTATE PRE-LICENSE

3 UNITS

Not Applicable to the Associate Degree

Prerequisite: REALST 100.

Lecture: Minimum 48 hours per semester

Preparation for the Real Estate Salesman License examination given weekly by the California Department of Real Estate and covering legal procedures, California real estate law, listing and deposit receipts, appraising, financing, taxation and mathematics of real estate.

902 BROKER'S LICENSE REVIEW

3 UNITS

Not Applicable to the Associate Degree

Prerequisite: Salesman's License or equivalent.

Lecture: Minimum 48 hours per semester

Review of legal procedure, law, contracts, appraising, financing, taxation, business practices, syndication subdivision, and liens. Designed for individuals who qualify to take the California Real Estate Broker's examination. A multitude of review test questions will be studied.

RELIGIOUS STUDIES (RELIG)

100 INTRODUCTION TO RELIGIOUS STUDIES

3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

Introduction to religious beliefs, practices, and organizations, with an emphasis on myths, rituals, symbols, and beliefs concerning God, evil, and human destiny.

101 INTRODUCTION TO WORLD RELIGIONS

3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Departmental Recommendations: ENGL 101,

Reading: passing Nelson-Denny or comparable test at or above the 12th grade level;

Lecture: Minimum 48 hours per semester

Origins, myths, doctrines, practices, historical development and contemporary concerns of the major world religions, with particular attention to Hindu, Taoist, Confucian, Judaic, Christian, and Islamic traditions.

110 PRIMITIVE RELIGIONS**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

Comparative study of supernaturalism in primitive societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

135 RELIGION IN AMERICA**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: None.**

Departmental Recommendation: ENGL 101, Reading: passing a standardized test of reading comprehension at or above the 12th grade level;

Lecture: Minimum 48 hours per semester

Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as HIST 135.

150 INTRODUCTION TO MYTHOLOGY**3 UNITS****CSU, Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

An overview of myth and its function in culture through an introduction to origin and end-time stories from many traditions including native American, the classical mythology of Greece and the major living religions (Formerly RELIG 150A.)

175 LITERATURE AND RELIGION OF THE BIBLE**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: ENGL 101.****Lecture: Minimum 48 hours per semester**

Study of the English Bible as literature and as religion, including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed, and an extensive reading of the two testaments. This course is also offered as ENGL 175.

176 JESUS AND HIS INTERPRETERS**3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite: None.**

Departmental Recommendation: ENGL 101, Reading: passing a standardized test of reading comprehension at or above the 12th grade level.

Lecture: Minimum 48 hours per semester

Study of images and interpretations of Jesus with three principle divisions: Jesus and the gospels or biblical tradition; Jesus and the historians, including the quest of historians and theologians for the Jesus of history; and Jesus and the arts, that is, Jesus in art, music, film, and the literary arts (novels, poems, and plays).

SPECIAL PROBLEMS IN RELIGIOUS STUDIES**246ABC****1 UNIT****247ABC****2 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite or Corequisite: Any course in Religious Studies.****Laboratory: Minimum 48 hours per semester per unit**

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

RESPIRATORY CARE

(RESP)

050 INTRODUCTION TO RESPIRATORY CARE**2 UNITS****Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 32 hours per semester**

Introduction and orientation to the field of Respiratory Care, the professional organizations, the regulatory bodies, and the policies that govern respiratory treatment. Also provides the pre-entry student with program information critical to the decision to enter the Respiratory Care Program.

101 FUNDAMENTALS OF RESPIRATORY CARE I**4 UNITS****Associate Degree Applicable****Prerequisites: RESP 050, ANAT 101, MICRO 102.****Corequisites: RESP 102, 103, 104.****Lecture: Minimum 64 hours per semester**

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

102 FUNDAMENTALS OF RESPIRATORY CARE SKILLS I**11 UNITS****Associate Degree Applicable****Prerequisites: RESP 050, ANAT 101, MICRO 102.****Corequisites: RESP 101, 103, 104.****Lecture: Minimum 132 hours per semester****Laboratory: Minimum 132 hours per semester**

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

103 PULMONARY ASSESSMENT AND TERMINOLOGY**3 UNITS****Associate Degree Applicable****Prerequisite:** Acceptance into the Respiratory Care Program.**Lecture:** Minimum 48 hours per semester

A special focus of this course is preparing for the patient encounter through the understanding of basic interviewing and assessment techniques essential to the safe and effective practice of respiratory care. This course offers an introduction to basic medical terminology, followed by an intense study of terms specific to pulmonary medicine. Basic interviewing techniques and physical assessment of the patient are built upon this foundation.

104 RESPIRATORY CARE CLINICAL APPLICATION I**2.25 UNITS****Associate Degree Applicable****Prerequisites:** RESP 050, ANAT 101, MICRO 102.**Corequisites:** RESP 101, 102, 103.**Lecture:** Minimum 16 hours per semester and**Clinic:** 126 hours per semester

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

105 FUNDAMENTALS OF RESPIRATORY CARE II**4 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 103, 104, with a grade of "C" or better.**Corequisites:** RESP 106, 108, 110.**Lecture:** Minimum 64 hours per semester.

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

106 FUNDAMENTALS OF RESPIRATORY CARE SKILLS II**6 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 103, 104, with a grade of "C" or better.**Corequisites:** RESP 105, 108, 110.**Lecture:** Minimum 64 hours per semester**Laboratory:** Minimum 64 hours per semester

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

108 RESPIRATORY CARE CLINICAL APPLICATION II**5.25 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 103, 104, with a grade of "C" or better.**Corequisites:** RESP 105, 106, 110.**Lecture:** Minimum 36 hours per semester and**Clinic:** 252 hours per semester

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

110 CLINICAL MEDICINE I**1.5 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 103, 104, with a grade of "C" or better.**Corequisites:** RESP 105, 106, 108.**Lecture:** Minimum 24 hours per semester

Study of clinical medicine, using local physicians to present respiratory-related disease processes. This class uses a combination of lecture and case presentation to provide a pathophysiology basis for respiratory care.

201 ADVANCED THEORY OF RESPIRATORY CARE I**4 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110 with a grade of "C" or better.**Corequisites:** RESP 202, 203, 204, 205.**Lecture:** Minimum 64 hours per semester

Advanced Theory and procedures in the areas of oxygen administration, humidity of aerosol therapies, airway management, department organization and management, medical legal aspects of Respiratory Care, and respiratory rehabilitation/home care.

202 ADVANCED RESPIRATORY CARE SKILLS LAB I**4 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110 with a grade of "C" or better.**Corequisites:** RESP 201, 203, 204, 205.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 96 hours per semester

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

203 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE I**5 UNITS****Associate Degree Applicable****Prerequisites:** Completion of RESP 101, 102, 104, 105, 106, 108, 110, with a grade of "C" or better.**Corequisites:** Resp 201, 202, 204, 205.**Lecture:** Minimum 80 hours per semester

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

204 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION I 5.25 UN ITS

Associate Degree Applicable

Prerequisites: Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110 with a grade of "C" or better.**Corequisites:** RESP 201, 202, 203, 205.**Lecture:** Minimum 36 hours per semester**Clinic:** 252 hours per semester

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

205 INTRODUCTION TO PHARMACOLOGY AND DRUG THERAPY 3 UNITS

Associate Degree Applicable

Prerequisites: Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110 with a grade of "C" or better.**Corequisites:** RESP 201, 202, 203, 204.**Lecture:** Minimum 48 hours per semester

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

206 ADVANCED THEORY RESPIRATORY CARE II 4 UNITS

Associate Degree Applicable

Prerequisites: Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110, 201-205 with a grade of "C" or better.**Corequisites:** RESP 207, 208, 211, 212.**Lecture:** Minimum 64 hours per semester

Advanced theory and procedures in the areas of neonatal and pediatric care, pulmonary function application, advanced critical care management and patient assessment techniques.

207 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE II 5 UNITS

Associate Degree Applicable

Prerequisites: Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110, 201-205 with a grade of "C" or better.**Corequisites:** RESP 206, 208, 211, 212.**Lecture:** Minimum 80 hours per semester

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

208 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION II 5.25 UNITS

Associate Degree Applicable

Prerequisites: Completion of RESP 101, 102, 103, 104, 105, 106, 108, 110, 201-205 with a grade of "C" or better.**Corequisites:** RESP 206, 207, 211, 212.**Lecture:** Minimum 36 hours per semester**Clinic:** 252 hours per semester

Practice of advanced clinical skills, including pulmonary function, Neonatal and Intubation procedures.

211 CLINICAL MEDICINE II 1.5 UN ITS

Associate Degree Applicable

Prerequisites: Completion of Resp 101, 102, 103, 104, 105, 106, 108, 110, 201-205 with a grade of "C" or better.**Corequisites:** RESP 206, 207, 208.**Lecture:** Minimum 24 hours per semester

Case history approach to advanced clinical medicine in respiratory-related decision processes.

212 CARE OF THE HIGH RISK NEONATE 3 UNITS

Associate Degree Applicable

Prerequisite: None.**Lecture:** Minimum 48 hours per semester

Preparation of the respiratory care student and other medical practitioners for clinical practice in Neonatal and Pediatric Intensive Care Units. A special focus of this class is understanding the extent to which the immature cardiopulmonary system can be augmented by the application of diagnostic techniques, equipment, medications and procedures.

218 ADVANCED RESPIRATORY CARE LABORATORY II 4 UNITS

Associate Degree Applicable

Prerequisites: Completion of Resp 101, 102, 103, 104, 105, 106, 108, 110, 201-205 with a grade of "C" or better.**Corequisites:** RESP 206, 207, 208, 211, 212.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 96 hours per semester

Improvement of skill levels based on assessment of individual student performance. Specialized instruction to strengthen identified competencies as final preparation for professional practice.

915ABCD RESPIRATORY CARE: SUPERVISION AND IN-SERVICE TRAINING 1 UNIT

Not Applicable to the Associate Degree

Prerequisite: None.**Lecture:** Minimum 12 hours per semester**Laboratory:** Minimum 20 hours per semester

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

916ABCD ADVANCED PRACTITIONER WRITTEN EXAMINATION: REVIEW AND SEMINAR 1-3 UNITS

Not Applicable to the Associate Degree

Prerequisite: None.**Lecture:** Minimum 16-48 hours per semester

Preparation of Respiratory Care Practitioners for the Written Registry Examination; discussion of the structure of the examination; practice sessions, including self-evaluation tests designed by the NBRC.

925 ENTRY LEVEL EXAMINATION: REVIEW AND SEMINAR
1.75 UNITS**Not Applicable to the Associate Degree****Prerequisite: None.****Lecture: Minimum 16-48 hours per semester**

Preparation and review for the National Board for Respiratory Care (NBRC) Entry Level Examination; discussion of examination structure, content, and site requirements, and review of sample NBRC test questions for remediation. Self-evaluation practice examinations will be key features. (If a first year candidate for the Technician certificate does not successfully complete the end-of-the-year summative evaluation, successful completion of this course will be required to secure the Technician Certificate.) (Formerly 925ABCD.)

926ABCD CLINICAL SIMULATION EXAMINATION REVIEW
1.5 UNITS**Not Applicable to the Associate Degree****Prerequisite: None.****Laboratory: Minimum 72 hours per semester**

Preparation of Respiratory Care Practitioners for the NBRC Clinical Simulation Examination (CSE); extensive coverage of the CSE. NBRC type CSE's are available on computer discs for staff development as well as review purposes.

**927X4 ADVANCED PRACTITIONER EXAMINATIONS:
REVIEW AND SEMINAR**
3 UNITS**Not Applicable to the Associate Degree****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

Preparation for the National Board for Respiratory Care, Inc. Advanced Level Written Registry and Clinical Simulation Examination; discussion of examination structure, content, examination site requirements, and review of sample test questions, self-evaluation practice examinations are featured.

SOCIOLOGY (SOC)

100 INTRODUCTION TO SOCIOLOGY
UC, CSU, Associate Degree Applicable
(CAN SOC 2)
3 UNITS**Prerequisite: None.****Lecture: Minimum 48 hours per semester**

Principles, concepts and theories of culture, social organization, social roles and stratification, social change, and social planning; the structure, function, pattern, and process of man's social life.

105 SOCIAL PROBLEMS
UC, CSU, Associate Degree Applicable
Prerequisite: None.
3 UNITS**Lecture: Minimum 48 hours per semester**

Study of vital current problems in American society such as alcoholism, crime, divorce, ethnic and minority relations, population, and poverty — their probable causes, tangible effects on the social order, and possible treatment.

130 MARRIAGE AND THE FAMILY
3 UNITS**CSU, Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

Descriptive and analytical survey of the structure and process of the family as an institution, with special emphasis on contemporary marriages and families.

141 MINORITY RELATIONS
3 UNITS**UC, CSU, Associate Degree Applicable****Prerequisite: None.****Lecture: Minimum 48 hours per semester**

Study of racial, ethnic, and religious groups in American society, with an emphasis on the problems of acceptance and prejudice in a multi-group society.

SOC 150 GERONTOLOGY
3 UNITS**CSU, Associate Degree Applicable****Prerequisite(s): None.**

Departmental Recommendation(s): ENGL 101, MATH 095, PSYCH 100, Reading: passing a standardized test of reading comprehension at or above the 12th grade level;

LECTURE: Minimum 48 hours per semester

Physical, emotional, cognitive, social, and economic perspectives on aging, including a review of how roles change with age, and the opportunities available to people over age 55. Recommended for students seeking careers in human services. This course is also offered as PSYCH 150.

SPANISH (SPAN)

015-016 CONVERSATIONAL SPANISH
3 UNITS**Associate Degree Applicable****Prerequisite: None. Courses must be taken in sequence.****Lecture: Minimum 48 hours per semester**

Study of spoken Spanish. No formal grammar study. Designed to suit the needs of persons who wish to learn to communicate orally in the Spanish language for purposes of travel, business, personal pleasure, etc.

101A COLLEGE SPANISH I (PART 1)
2.5 UNITS**UC*, CSU*, Associate Degree Applicable****Prerequisite: None****Lecture: Minimum 40 hours per semester****Laboratory: Minimum 8 hours per semester**

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

101B COLLEGE SPANISH I (PART 2)
2.5 UNITS**UC*, CSU*, Associate Degree Applicable****Prerequisite: SPAN 101A.****Lecture: Minimum 40 hours per semester****Laboratory: Minimum 8 hours per semester**

Continuation of SPAN 101A.

(SPAN 101 AB is equivalent to SPAN 101.)

101 COLLEGE SPANISH I**5 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** None.**Lecture:** Minimum 80 hours per semester**Laboratory:** Minimum 16 hours per semester

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

102A COLLEGE SPANISH II (PART 1)**2.5 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** SPAN 101B, or SPAN 101, or one year of high school Spanish.**Lecture:** Minimum 40 hours per semester**Laboratory:** Minimum 8 hours per semester

Continuation of SPAN 101.

102B COLLEGE SPANISH II (PART 2)**2.5 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** SPAN 102A.**Lecture:** Minimum 40 hours per semester**Laboratory:** Minimum 8 hours per semester

Continuation of SPAN 102A. (SPAN 102AB is equivalent to SPAN 102.)

102 COLLEGE SPANISH II**5 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** SPAN 101 or SPAN 101A and 101B, or one year of high school Spanish.**Lecture:** Minimum 80 hours per semester**Laboratory:** Minimum 16 hours per semester

Continuation of SPAN 101.

103A COLLEGE SPANISH III (PART 1)**2 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** SPAN 102, or SPAN 102A and 102B, or two years of high school Spanish.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 8 hours per semester

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

103B COLLEGE SPANISH III (PART 2)**2 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** SPAN 103A.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 8 hours per semester

Continuation of SPAN 103A. (SPAN 103AB is equivalent to SPAN 103.)

103 COLLEGE SPANISH III**4 UNITS****UC*, CSU*, Associate Degree Applicable****Prerequisite:** SPAN 102, or SPAN 102A and 102B, or two years of high school Spanish.**Lecture:** Minimum 64 hours per semester**Laboratory:** Minimum 16 hours per semester

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

104A COLLEGE SPANISH IV (PART I)**2 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** SPAN 103, or SPAN 103B, or three years of high school Spanish.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 8 hours per semester

Continuation of SPAN 103.

104B COLLEGE SPANISH IV (PART II)**2 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** SPAN 104A.**Lecture:** Minimum 32 hours per semester**Laboratory:** Minimum 8 hours per semester

Continuation of SPAN 104A. (SPAN 104AB is equivalent to SPAN 104.)

104 COLLEGE SPANISH IV**4 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** SPAN 103 or three years of high school Spanish.**Lecture:** Minimum 64 hours per semester**Laboratory:** Minimum 16 hours per semester

Continuation of SPAN 103.

130AB SPANISH FOR PUBLIC EMPLOYEES**3 UNITS****CSU, Associate Degree Applicable****Prerequisite:** None. Courses must be taken in sequence.**Lecture:** Minimum 48 hours per semester

Study and practice in spoken Spanish, designed to meet the specific needs of public employees who need a speaking knowledge of Spanish in order to communicate with their Spanish speaking clientele. Recommended for nurses, social workers, policemen, firemen, and other public employees.

166 SELECTED STUDIES IN SPANISH**1-3 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** SPAN 102, or SPAN 102A and 102B, or two years of high school Spanish, or equivalent proficiency.**Lecture:** Minimum 16-48 hours per semester**Laboratory:** Minimum 32 hours per semester of independent study.

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

235 DIRECTED READING IN SPANISH**2 UNITS****UC, CSU, Associate Degree Applicable****Prerequisite:** SPAN 104 or equivalent**Lecture:** Minimum 32 hours per semester

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

236 DIRECTED READING IN SPANISH 2 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: SPAN 104 or equivalent.
Lecture: Minimum 32 hours per semester
 Independent reading and research under the supervision of the instructor, with conferences and oral and written reports.

242 SPANISH CULTURE AND CIVILIZATION 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Introduction to the major trends and characteristics of Spanish culture and civilization as reflected through the centuries in literature, art, and history. (Class is conducted in English.)

SPEECH (SPEECH)

100 ELEMENTS OF PUBLIC SPEAKING 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Departmental Recommendation: ENGL 101.
Lecture: Minimum 48 hours per semester
 Introductory study and training in public communication. Instruction in preparing relevant, well researched, organized and audience-centered speeches. Methods of and practice in delivery techniques which will assist in developing confidence and result in effective informative and persuasive presentations.

101 INTERMEDIATE PUBLIC SPEAKING 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: SPEECH 100.
Lecture: Minimum 48 hours per semester
 Practice in various forms of public speaking, with emphasis on audience analysis, and study-analysis of selected famous speeches.

111 INTERPERSONAL COMMUNICATION 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Departmental Recommendation: ENGL 101.
Lecture: Minimum 48 hours per semester
 Examination of the dynamics of the communication process; principles of effective communication; accurate expression of ideas; the place of self-disclosure, listening, and feedback in the communication process; non-verbal communication; assertive speech patterns; conflict resolution. Speech activities will emphasize the development of skill in these areas through dyadic, small group, and class discussions, lectures, activities, exercises, interviews, and analyses of relational communication. (Formerly SPEECH 111ABCD.)

120 ORAL INTERPRETATION I 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Analysis of literature for oral interpretative reading, with practice on the presentation of materials to an audience. Drill on minor voice problems as necessary.

121 ORAL INTERPRETATION II 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: SPEECH 120.
Lecture: Minimum 48 hours per semester
 History, theory, and practice of the art of oral interpretative reading. Preparation and presentation of four lecture-recital programs.

140 ELEMENTS OF GROUP DISCUSSION LEADERSHIP SKILLS I 3 UNITS
 CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 48 hours per semester
 Training in basic principles and techniques of discussion, including participation in panel discussions, problem-solving committees, and symposiums and skill development in agenda preparation, group leadership, and individual speaking. Emphasis on efficiency of group process and meaningful communication, as they apply to business and community group action, are stressed.

142 ADVANCED GROUP COMMUNICATION 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: SPEECH 140.
Lecture: Minimum 48 hours per semester
 Advanced training in basic principles and techniques of discussion. Participation in panel discussions, problem-solving committees, and symposiums; development of skill in agenda preparation, group leadership and individual speaking. Efficient and meaningful communication, as it applies to business and community group action, is stressed.

SPECIAL STUDIES IN COMMUNICATION
246AB 1 UNIT
247AB 2 UNITS
248ABC 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite or Corequisite: Any speech course.
Laboratory: Minimum 48 hours per semester per unit
 Independent projects for students with a special interest in speech, involving assigned readings, research, conferences, and public speaking. Projects to be determined jointly by the student and instructor prior to registration.

250ABC FACILITATING GROUP INTERACTION AND PERFORMANCE 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: Completion of SPEECH 100.

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Individual projects for students with a special interest in the areas of public speaking and facilitating group communication skills. Projects will involve some of or all of the following activities: group facilitating, public speaking, conferencing and tutoring, assigned readings and research. Projects will be determined jointly by the student and the instructor prior to registration.

THEATRE ARTS (THART)

100 INTRODUCTION TO THEATRE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

108-109 WORLD DRAMA 3 UNITS

UC, CSU, Associate Degree Applicable

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

Lecture: Minimum 48 hours per semester

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

116ABCD REPERTORY THEATRE 3 UNITS

UC, CSU, Associate Degree Applicable

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

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 16 hours per semester

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

117ABCD TOURING REPERTORY THEATRE WORKSHOP 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: THART 116. Courses must be taken in sequence.

Lecture: Minimum 24 hours per semester

Laboratory: Minimum 48 hours per semester

Practice in the concepts and procedures of the professionally produced touring show. Preparation and presentation of productions designed for touring.

120 ACTING FUNDAMENTALS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 48 hours per semester

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

130X4 JAZZ DANCE 1-2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Lecture: Minimum 8-16 hours per semester

Laboratory: Minimum 16-32 hours per semester

Study of the principles of jazz and theatrical dance techniques, with emphasis on body placement, principles of kinesiology, and motor learning. This course may be taken four times. This course is also offered as PE-I 130X4. (Formerly THART 130ABCD.)

140-141-142-143 THEATRE WORKSHOP 3 UNITS

UC, CSU, Associate Degree Applicable

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

Lecture: Minimum 24 hours per semester

Laboratory: Minimum 60 hours per semester

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

145ABCD ADVANCED THEATRE WORKSHOP 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: THART 143. Courses must be taken in sequence.

Lecture: Minimum 24 hours per semester

Laboratory: Minimum 48 hours per semester

Advanced practice in the development of a professionally mounted production, the interpretation of varied roles in dramatic literature, designing of costumes and settings for plays.

146ABCD ACTING: ADVANCED PERFORMANCE WORKSHOPS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: THART 145. Courses must be taken in sequence.

Lecture: Minimum 24 hours per semester

Laboratory: Minimum 48 hours per semester

Supervised applied theory in acting, singing, and dancing for the stage through projects for public presentation.

150X4 SUMMER THEATRE WORKSHOP 2-4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None.

Laboratory: Minimum 64-128 hours per semester

Instruction in the areas of stage production, acting, promotion, and publicity. Designed as theatrical experience for high school graduates and college freshmen. This course may be taken four times. (Formerly THART 150-151-152-153.)

174X4 DANCE PRODUCTION WORKSHOP 2 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 16 hours per semester
Laboratory: Minimum 32 hours per semester
 Instruction and practice in the development of dance as an integral part of a theatrical production. This course may be taken four times. (Formerly THART 174ABCD.)

175 STAGE MAKE-UP 1 UNIT
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Laboratory: Minimum 48 hours per semester
 Introduction to the theories and practice of make-up through changing the appearance of the actor to correspond to an interpretation of the character.

176X4 FUNDAMENTALS OF STAGECRAFT 1-4 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Laboratory: Minimum 32 hours per semester
 Basic theories and practice of construction, painting, assembly, shifting and lighting of stage scenery and properties. This course may be taken four times. (Formerly THART 176ABCD.)

**179X4 FUNDAMENTALS OF STAGECRAFT —
 ADVANCED PRACTICUM** 2 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Laboratory: Minimum 64 hours per semester
 Continuation of THART 176, designed to extend the student's vocational opportunities in the theatrical profession. Emphasizes special projects in the theatre (lighting, special effects, special designs), black and white photography which uses the actual theatre production as a subject exclusively. Includes camera familiarization and shooting techniques, negative and print darkroom procedures, finishing and presentation. This course may be taken four times. (Formerly THART 179ABCD.)

180X4 BALLET 1-2 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None.
Lecture: Minimum 8 -16 hours per semester
Laboratory: Minimum 16-32 hours per semester
 Study of the techniques of classical ballet, including basic barre and center work, basic body and arm positions, port de bras, allegro, adagio, and development of a working knowledge of ballet terminology. This course may be taken four times. This course is also offered as PE/I 131X4. (Formerly THART 180ABCD.)

220-221 ADVANCED ACTING 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: THART 120. Courses must be taken in sequence.
Lecture: Minimum 48 hours per semester
 Theory and practice of characterization in solo and ensemble scenes.

225ABCD CHARACTER ANALYSIS 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: THART 140 or equivalent. Courses must be taken in sequence.
Lecture: Minimum 48 hours per semester
 Study of the analytical steps involved in the development of characters preparatory to rehearsals and performances, followed by evaluation of performances and post-play discussion.

231ABCD JAZZ DANCE II 1-2 UNITS
 UC*, CSU*, Associate Degree Applicable
Prerequisite: THART 130X4 or PE-I 130X4. Courses must be taken in sequence.
Lecture: Minimum 8-16 hours per semester
Laboratory: Minimum 16-32 hours per semester
 Continuation of THART 130, with student choreography and performance added.

246X4 SPECIAL PROJECTS IN THEATRE ARTS 1 UNIT
 UC, CSU, Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in a theatre arts course.
Laboratory: Minimum 48 hours per semester.
 Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student. This course may be taken four times. (Formerly THART 246ABCD.)

WORK EXPERIENCE (WKEXP)

099 GENERAL WORK EXPERIENCE 1-3 UNITS
 Associate Degree Applicable
Prerequisite: None.
Laboratory: Minimum 80-240 hours per semester
 Supervised general work experience education to assist students in acquiring desirable work habits, career awareness, and job attitudes consonant with contemporary community standards.

OCCUPATIONAL WORK EXPERIENCE
 Work experience education credit can be earned through supervised activities in each of the occupational disciplines. (Listed as 198 in each appropriate discipline.)

SECTION III OCCUPATIONAL CERTIFICATE PROGRAMS

Certificates are closely tied to the work world. A certificate in a particular field – for example, Secretary – is an important credential for securing a job or a promotion. It tells an employer that you have been trained and have mastered competencies in a specific area.

In this section, you will find the precise course requirements for each certificate. Certain basic English, mathematics, and reading skills are related to success in both the training and practice of an occupation. Check with a counselor for individual guidance.

Should your career plans change, courses taken to earn a certificate may also be applied to an associate degree. For more information, read Section IV (Associate Degree Programs) and Section V (Transfer Programs) or contact a counselor.

CREDIT FOR OTHER TRAINING

If you have had appropriate non-college experience, such as military courses or apprenticeship training, you may request that the training be evaluated for credit toward a certificate. However, before you apply for evaluation, you must have successfully completed twelve units at Crafton Hills College.

OBTAINING A CERTIFICATE

During the latter half of the semester in which you plan to complete the last course toward a certificate, you should apply for that certificate. Pick up an application form in the Office of Admissions and Records.

APPLICATION FOR AND COMPLETION OF OCCUPATIONAL CERTIFICATES

For admission and completion of occupational programs please follow the guidelines provided below.

ACCOUNTING CERTIFICATE

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

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

Completion of 5 core courses plus the completion of **6 specialty courses.** Contact the Office of Admissions and Records for application materials.

Certificate requirements include a minimum of 5 core courses from the list below. (No more than 1 course from each group).

CORE COURSES			UNITS
1.	ACCT 210 / ACCT 211	Principles of Accounting Principles of Accounting Computer Laboratory	3.0 1.0
	OR		
	ACCT 205	Bookkeeping	3.0

2.	MARKET 100	Marketing Principles	UNITS 3.0
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3.	BUSAD 100	Introduction to Business	UNITS 3.0
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4.	ECON 200	Principles of Economics (Macro)	UNITS 3.0
	OR		
	ECON 201	Principles of Economics (Micro)	3.0

5.	BUSAD 210	Business Law	UNITS 3.0
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6.	BUSAD 053	Business Computations	UNITS 3.0
	OR		
	MATH 108	Statistics	4.0

7.	B&OT 100	Beginning Typewriting	UNITS 3.0
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8.	One Computer Language Course		UNITS 3.0
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9.	BUSAD 230	Using Computers for Business	UNITS 3.0
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REQUIRED SPECIALTY COURSES			UNITS
ACCT 210	Principles of Accounting		3.0
ACCT 211	Principles of Accounting Computer Laboratory		1.0
ACCT 220	Principles of Accounting		3.0
ACCT 221	Principles of Accounting Computer Laboratory		1.0
ACCT 225	Intermediate Accounting		3.0
ACCT 226	Cost Accounting		(4.0)
	OR		
ACCT 230	State and Federal Income Tax Accounting		(4.0)
	TOTAL		15.0

ADMINISTRATION OF JUSTICE CERTIFICATE

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

Completion of **37 units** of instruction in the catalog. The certificate is issued only through San Bernardino Valley College. Therefore, application for this certificate must be made at the Office of Admissions and Records at San Bernardino Valley College.

REQUIRED COURSES			
		UNITS	
ADJUS 101	Introduction to Administration of Justice		3.0
ADJUS 102	Principles and Procedures of the Justice System		3.0
ADJUS 103	Concepts of Criminal Law		3.0
ADJUS 104	Legal Aspects of Evidence		3.0
ADJUS 105	Community Relations		3.0
SPAN 015	Conversational Spanish		3.0
SPEECH 100	Elements of Public Speaking		3.0
OR			
SPEECH 111	Interpersonal Communication	(3.0)	
ENGL101	Freshman Composition		4.0
SOC 100	Introduction to Sociology		3.0
SOC 141	Minority Relations		3.0
6 units from the following list:			6.0
Any Political Science Course		(3.0)	
ADJUS 106	Principles of Investigation	(3.0)	
ADJUS 107	Concepts of Enforcement Services	(3.0)	
ADJUS 108	Juvenile Procedures	(3.0)	
B&OT 100	Beginning Keyboarding	(3.0)	
*OIS 100	Beginning Keyboarding	(3.0)	
*PE 231	First Aid and Medical Self-Help	(3.0)	
PHIL 105	Moral Values in Today's Society	(3.0)	
		TOTAL	37.0

(*SBVC Course)

ASSOCIATE TEACHER CERTIFICATE

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

RECOMMENDED COURSE		
		UNITS
CD 116#20	Pediatric CPR, First Aid and Safety for Children	2.0

Completion of the following **16 units** qualifies the student for the Associate Teacher Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES			
		UNITS	
CD 105	Child Growth and Development		3.0
CD 126	Child, Family and the Community		3.0
CD 132	Creative Experiences for Children		3.0
CD 205#2	Child Growth and Development Laboratory		4.0
3 units from the following list:			3.0
CD 100	Introduction to Child Development	(3.0)	
CD 101	Parent Child Interaction	(3.0)	
CD 112	Principles and Practices in Child Development	(3.0)	
CD 115	Health, Welfare and Nutrition for Children	(3.0)	
CD 130	Music and Movement for Children	(3.0)	
CD 131	Developmental Art for Children	(3.0)	
CD 133	Creative Science and Math Activities for Children	(3.0)	
CD 134	Language and Listening, Literacy and Literature Experiences for Children	(3.0)	
CD 135	Creative Dance Experiences for Children	(3.0)	
CD 136	Creative Art Activities for Children	(3.0)	
CD 137	Play and Materials in Early Learning	(3.0)	
CD 175	Home Day Care Practices, Programs and Business Principles	(3.0)	
CD 185	Infant/Toddler Growth and Development	(3.0)	
CD 186	Infant/Toddler Activities	(3.0)	
CD 244	Children with Special Needs	(3.0)	
		TOTAL	16.0 – 18.0

BUSINESS MANAGEMENT CERTIFICATE

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

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

Completion of **5 core courses plus** the completion of **6 specialty courses**. Contact the Office of Admissions and Records for application materials.

Certificate requirements include a minimum of 5 core courses from the list below. (No more than 1 course from each group).

CORE COURSES		
1.		UNITS
ACCT 210 /	Principles of Accounting	3.0
ACCT 211	Principles of Accounting	1.0
	Computer Laboratory	
OR		
ACCT 205	Bookkeeping	3.0

2.		UNITS
MARKET 100	Marketing Principles	3.0

3.		UNITS
BUSAD 100	Introduction to Business	3.0

4.		UNITS
ECON 200	Principles of Economics (Macro)	3.0
OR		
ECON 201	Principles of Economics (Micro)	3.0

5.		UNITS
BUSAD 210	Business Law	3.0

6.		UNITS
BUSAD 053	Business Computations	3.0
OR		
MATH 108	Statistics	4.0

7.		UNITS
B&OT 100	Beginning Typewriting	3.0

8.		UNITS
One Computer Language Course		3.0

9.		UNITS
BUSAD 230	Using Computers for Business	3.0

REQUIRED SPECIALTY COURSES		
		UNITS
BUSAD 200	Business Management (Organizational Behavior)	3.0
BUSAD 105	Small Business Management	3.0
BUSAD 210	Business Law	3.0
BUSAD 230	Using Computers for Business	3.0
ACCT 220	Principles of Accounting	3.0
ACCT 221	Principles of Accounting Computer Laboratory	1.0
	TOTAL	16.0

CALIFORNIA FIRE OFFICER TRAINING CERTIFICATE

The objective of this certificate is to provide students with a wide range of cognitive, affective, and psychomotor skills necessary to become an effective Fire Officer.

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

Completion of following **20 units** may qualify the student to test for the position of First Line Fire Officer by applying to the California Fire Service Training and Education System through the California State Fire Marshal's Office in Sacramento, California.

REQUIRED COURSES		
		UNITS
FIRET 080	Fire Instructor 1A	2.5
FIRET 081	Fire Instructor 1B	2.5
FIRET 082	Fire Prevention 1A	2.5
FIRET 083	Fire Prevention 1B	2.5
FIRET 084	Fire Management 1	2.5
FIRET 085	Fire Command 1A	2.5
FIRET 086	Fire Command 1B	2.5
FIRET 087	Fire Investigation 1A	2.5
	TOTAL	20.0

CERTIFIED RESPIRATORY THERAPIST (CRT) CERTIFICATE

Admission: Enrollment is limited to 50 students. Registration passes will be issued on a point system. Students completing the required RESP 050 and the recommended ANAT 101 **and** MICRO 102 will have three points and first call on a registration pass. Students completing the required RESP 050 and the recommended ANAT 101 **or** MICRO 102 will have two points and second call on a registration pass. Students completing only RESP 050 will have one point and third call on a registration pass. It is definitely to your advantage to have all three points.

Contact the Respiratory Care Program Director for information on application materials and registration pass.

PRE-ADMISSION COURSES		
Required prior to admission into program.		
		UNITS
RESP 050	Introduction to Respiratory Care	2.0
AH 119A	Basic Life Support Cardiopulmonary Resuscitation	1.0
Recommended prior to admission into program.		
		UNITS
ANAT 101	Essentials of Human Anatomy and Physiology	4.0
MICRO 102	Introductory Microbiology	4.0

Completion of the CRT courses with a "C" or higher qualifies the student for the Certified Respiratory Therapist Certificate and prepares the student for the Entry-Level Examination and entry-level employment.

REQUIRED COURSES		
		UNITS
AH 119A	Basic Life Support Cardiopulmonary Resuscitation	1.0
*ANAT 101	Essentials of Human Anatomy and Physiology	4.0
*ANAT 102	Cardiopulmonary Anatomy and Physiology	4.0
*ENGL 015	Preparation for College Writing	4.0
*MATH 090	Elementary Algebra	4.0
*MICRO 102	Introductory Microbiology	4.0
RESP 050	Introduction to Respiratory Care	2.0
RESP 101	Fundamentals of Respiratory Care I	4.0
RESP 102	Fundamentals of Respiratory Care Skills I	11.0
RESP 103	Pulmonary Assessment and Terminology	3.0
RESP 104	Respiratory Care Clinical Application I	2.25
RESP 105	Fundamentals of Respiratory Care II	4.0
RESP 106	Fundamental of Respiratory Care Skills II	6.0
RESP 108	Respiratory Care Clinical Application II	5.25
RESP 110	Clinical Medicine I	1.5
TOTAL		60.0

*Students may substitute equivalent or advanced-level courses.

NOTES:

- Program begins Fall Semester only.
- Students must complete the course work for the CRT Program within a five-year period in order to receive a Certificate of Completion.
- A successful passing score on the Self-Assessment Entry-Level Examination is required to receive a Certificate of Completion in the CRT Program.
- An A.S. Degree in addition to Certificate of Completion for CRT Program is required to take Entry-Level Examination for a certificate/license to work.

CHILD HOME DAY CARE PROVIDER CERTIFICATE

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

Completion of the following **11 units** qualifies the student for the Child Home Day Care Provider Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES		UNITS
CD 105	Child Growth and Development	3.0
CD 132	Creative Experiences for Children	3.0
CD 175	Home Day Care Practices, Programs and Business Principles	3.0
CD 116#20	Pediatric CPR, First Aid and Safety for Children	2.0
TOTAL		11.0

CLERICAL ASSISTANT CERTIFICATE

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

Completion of the following courses qualifies the student for the Clerical Assistant Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES		UNITS
B&OT 100	Beginning Keyboarding	3.0
B&OT 101	Intermediate Keyboarding/ Formatting	3.0
B&OT 102	Advanced Keyboarding/ Document Production	3.0
B&OT 103	Beginning Word Processing Applications: Microsoft Word	2.0
B&OT 109	Using Microsoft Windows	2.0
B&OT 140	General Office Procedures	3.0
B&OT 141	Records and Database Management	2.0
B&OT 144	Business English	3.0
B&OT 146	Human Relations in the Office Environment	2.0
BUSAD 053	Business Computations	3.0
TOTAL		26.0

COMPUTER AND INFORMATION SCIENCE CERTIFICATE

The objective of this certificate is to provide comprehensive training in computer programming and information systems. Completion of the certificate will prepare the student for entry-level positions in occupations dependent on computer technology and systems, especially in the areas of programming and information management. It also provides an important foundation for students going into hardware repair areas and/or network administration.

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

Completion requires **24 units** of instruction to be completed with a grade of "C" or higher. Contact the Office of Admissions and Records for application materials.

24 units from the following list:		
		UNITS
BUSAD 100	Introduction to Business	3.0
C&IS 101	Introduction to Computers and Information Technology	3.0
C&IS 102	Basic Language and Problem Solving I	3.0
C&IS 103	Programming in Visual Basic	3.0
C&IS 104	FORTAN 77 (Computer Programming)	3.0
C&IS 105	Database Concepts and Design	3.0
C&IS 109	Operating Systems and Environments	3.0
C&IS 110	PASCAL	3.0
C&IS 112	Basic Language and Problem Solving II	3.0
C&IS 115	Programming in C	3.0
C&IS 200	Programming Business Applications: COBOL I	3.0
C&IS 201	Programming Business Applications: COBOL II	3.0
C&IS 230	Assembly Language	3.0

EMERGENCY MEDICAL TECHNICIAN – I CERTIFICATE

The objectives of this certificate are to train students with the necessary skills to perform basic life support and patient assessment and treatment skills in the prehospital setting and to provide students with part of the prerequisite knowledge and skills necessary to enter the Paramedic Program. Completion of the certificate program will prepare the student for entry-level employment as an Emergency Medical Technician or an Emergency Department Technician.

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

Completion of the following course qualifies the student for the Emergency Medical Technician - I Certificate.

REQUIRED COURSE		
		UNITS
EMS 020	Emergency Medical Technician - I	6.0
	TOTAL	6.0

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC CERTIFICATE

The objectives of this certificate are to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the prehospital setting and to provide the necessary course work to be licensed in the state of California. Completion of the certificate program will prepare the students for entry-level employment as an Emergency Medical Technician - Paramedic and other occupations requiring Paramedic level license.

ENTRANCE COMPETENCIES	
1.	Reading level of 12 th grade or higher;
2.	Math proficiency level of 10 th grade or higher;
3.	Written EMT-basic competency of 80 percent or higher;
4.	Written anatomy and physiology competency of 80 percent or higher;
5.	Oral judgment of simulated field situations of 80 percent or higher;
6.	Eligible to be licensed/accredited by state and local EMS agency.

REQUIRED COURSES		
		UNITS
EMS 150	Patient Assessment for Paramedics	3.0
EMS 151	Introduction to Emergency Medical Services – Paramedic	2.0
EMS 152	Cardiology for the EMT – Paramedic	4.0
EMS 153	Pharmacology for the EMT – Paramedic	3.0
EMS 154	Emergency Medical Services Theory	8.0
EMS 155	Skills Development for Paramedics	3.0
EMS 156	Clinical Externship for the Paramedic	2.0
EMS 157	Field Externship for the Paramedic	7.5
	TOTAL	32.5

ENTRANCE REQUIREMENTS	
1.	Valid CA EMT-Basic Certificate;
2.	Minimum of six months full-time experience or 1000 hours of part-time EMT experience;
3.	ANAT 100 or ANAT 150 and ANAT 151 or equivalent;
4.	High School diploma or GED;
5.	Current TB test within one year or chest x-ray within two years;
6.	Completion of Hepatitis B immunization series;
7.	Rubella titer showing immunity or proof of MMR immunization.

FIRE INSPECTION ACADEMY CERTIFICATE

The objectives of this certificate are to provide the student with an introduction to fire prevention practices, human relation skills, inspection skills, knowledge of applicable codes and regulations, and a working knowledge of public education. Completion of this certificate program may lead to employment as an entry-level fire inspector or fire safety specialist in the public or private sectors.

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

Completion of the following **11 units** with a grade of "C" or higher qualifies the student to apply for the Fire Inspection Academy Certificate. Contact the Office of Admissions and Records for application materials.

RECOMMENDED COURSES		
		UNITS
FIRET 100	Fire Protection Organization	3.0
FIRET 101	Fire Prevention Technology	3.0

REQUIRED COURSE		
		UNITS
FIRET 078	Fire Inspection Academy	11.0
	TOTAL	11.0

FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE

The objectives of this certificate are to develop all the skills required for Firefighter I certification and to develop teamwork attitudes and public service commitment. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an accredited Regional Training Center.

Admission: Open to all students who have completed the prerequisite courses. Registration is limited to class size restrictions.

Completion of the following **12.5 units** with a grade of "C" or higher qualifies the student to apply for the Firefighter I Basic Training Academy Certificate. Contact the Office of Admission and Records for application materials.

PREREQUISITES	
1.	Admission to the Academy
2.	Physical Agility Test (must complete each event within the established cutoff time.)

RECOMMENDED COURSE		
		UNITS
PE-I 070	Health Evaluation	.25

REQUIRED COURSE		
		UNITS
FIRET 075	Firefighter I Basic Training Academy	12.5
	TOTAL	12.5

MARKETING MANAGEMENT CERTIFICATE

The objectives of this certificate program are to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the marketing field, and to acquaint the student with the various sub-functions within the overall field of marketing. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including retail sales clerk, outside sales representative, advertising, merchandiser, distribution, or customer service representative.

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

Completion of 5 core courses plus the completion of **5 specialty courses.** Contact the Office of Admissions and Records for application materials.

Certificate requirements include a minimum of 5 core courses from the list below. (No more than 1 course from each group).

CORE COURSES			UNITS
1.	ACCT 210 / ACCT 211	Principles of Accounting Principles of Accounting Computer Laboratory	3.0 1.0
	OR		
	ACCT 205	Bookkeeping	3.0
2.	MARKET 100	Marketing Principles	3.0
3.	BUSAD 100	Introduction to Business	3.0
4.	ECON 200 OR ECON 201	Principles of Economics (Macro) Principles of Economics (Micro)	3.0 3.0
5.	BUSAD 210	Business Law	3.0
6.	BUSAD 053 OR MATH 108	Business Computations Statistics	3.0 4.0
7.	B&OT 100	Beginning Typewriting	3.0
8.	One Computer Language Course		3.0
9.	BUSAD 230	Using Computers for Business	3.0

REQUIRED SPECIALTY COURSES			UNITS
BUSAD 200	Business Management (Organizational Behavior)		3.0
MARKET 105	Salesmanship Principles		3.0
MARKET 110	Advertising		3.0
BUSAD 105	Small Business Management		3.0
BUSAD 230	Using Computers for Business		(3.0)
OR			
Business Elective (Student's Choice)			(3.0)
TOTAL			15.0

MASTER TEACHER CERTIFICATE

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

Completion of the Teacher Certificate plus the following 9 units qualifies the student for the Master Teacher Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES			UNITS
CD 270	Mentor Teacher/Adult Supervision		3.0
6 units from the following list to complete at least one specialization:			6.0
CD 130	Music and Movement for Children	(3.0)	
CD 131	Developmental Art for Children	(3.0)	
CD 134	Language and Listening, Literacy and Literature Experiences for Children	(3.0)	
CD 135	Creative Dance Experiences for Children	(3.0)	
CD 136	Creative Art Activities for Children	(3.0)	
CD 185	Infant/Toddler Growth and Development	(3.0)	
CD 186	Infant/Toddler Activities	(3.0)	
ENGL 155	Children's Literature	(3.0)	
TOTAL			9.0

If any of these classes have been taken previously as an elective, students must makeup the units with other elective choices.

Units include the following:

Teacher Certificate	28 – 30 units
Master Teacher Certificate	9 units
TOTAL	37 – 39 units

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

MICROAPPLICATIONS SPECIALIST CERTIFICATE

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

Completion of the following courses qualifies the student for the Microapplications Specialist Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES		
		UNITS
B&OT 090	Selected Topics in Business and Office Technologies	2.0
B&OT 109	Using Microsoft Windows	2.0
B&OT 112	Fundamentals of Spreadsheet Applications	2.0
B&OT 113	Fundamentals of Database Applications	2.0
B&OT 114	Beginning Business Desktop Publishing	2.0
B&OT 115	Advanced Business Desktop Publishing: Presentation Graphics	2.0
B&OT 116	Telecommunications for Business	3.0
B&OT 119	Microcomputer Keyboarding	2.0
BUSAD 230	Using Computers in Business	3.0
TOTAL		20.0

MOBILE INTENSIVE CARE NURSE CERTIFICATE

Admission: Open to students possessing a **current California Registered Nurse License** who have completed the following entrance requirement.

Completion of the following courses with a grade of "C" or higher qualifies the student for the Mobile Intensive Care Nurse Certificate. Contact the Emergency Medical Services Department for application materials.

ENTRANCE REQUIREMENTS	
1.	EMS 110, Advanced Cardiac Life Support - Provider (ACLS) or have a current ACLS card;
2.	Have 800 hours experience as a nurse in the Emergency Department;
3.	Proof of a cardiac dysrhythmia course;
4.	Current employment in a base station hospital in San Bernardino or Riverside County;
5.	Ability to complete a written screening examination of 80 percent accuracy.

REQUIRED COURSE		
		UNITS
EMS 103	Mobile Intensive Care Nurse	2.25
TOTAL		2.25

OFFICE ASSISTANT CERTIFICATE

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

Completion of the following courses qualifies the student for the Office Assistant Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES		
		UNITS
B&OT 100	Beginning Keyboarding	3.0
B&OT 103	Beginning Word Processing Applications: Microsoft Word	2.0
B&OT 140	General Office Procedures	6.0
B&OT 141	Records and Database Management	2.0
B&OT 146	Human Relations in the Office Environment	2.0
TOTAL		15.0

RADIOLOGIC TECHNOLOGY CERTIFICATE

The objective of this certificate program is to prepare students as competent practitioners in the field of radiography. Completion of the certificate program will prepare the student for entry-level employment in the fields of diagnostic radiologic technology and fluoroscopy. Radiologic Technology is a fully accredited, hospital-based program operated cooperatively by Crafton Hills College and the Arrowhead Regional Medical Center.

Program applications, transcripts, and site visit forms must be filed by March 1st. Application packets are available from October through January of each year. Contact the Radiology Program Director for information on application materials and interview process.

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

Completion of the following courses with a grade of "C" or higher qualifies the student to apply for the Radiologic Technology Certificate.

The following **6 courses** are recommended as preparation before admission to the Radiology Program.

RECOMMENDED PREPARATION		
		UNITS
AH 101	Medical Terminology	3.0
ANAT 101	Essentials of Human Anatomy and Physiology	4.0
CHEM 101	Introductory Chemistry	4.0
C&IS 100	Computer Literacy	3.0
MATH 090	Elementary Algebra	4.0
AH 090	Survey of Radiologic Technology	1.5

REQUIRED COURSES		
FIRST SEMESTER		UNITS
RADIOL 100	Introduction to Radiologic Technology	.75
RADIOL 101	Medical Ethics for the Radiographer	.50
RADIOL 102	Radiographic Medical Terminology	1.5
RADIOL 103	Radiographic Positioning I	1.5
RADIOL 104	Radiologic Physic I	1.5
RADIOL 105	Radiographic Anatomy/Physiology I	1.5
RADIOL 106	Radiographic Positioning Lab I	.50
RADIOL 115A	Radiographic Clinic I	11.25

SECOND SEMESTER		
RADIOL 107	Basic Radiologic Medical Techniques	1.25
RADIOL 108	Radiation Protection I	1.25
RADIOL 109	Radiologic Physics II	1.25
RADIOL 110	Radiographic Exposure I	1.25
RADIOL 111	Radiographic Film Critique I	1.25
RADIOL 112	Radiographic Positioning II	1.25
RADIOL 113	Radiographic Anatomy/Physiology II	1.25
RADIOL 114	Radiographic Positioning Lab II	.50
RADIOL 115B	Radiographic Clinic II	10.5

THIRD SEMESTER		
RADIOL 200	Radiation Protection II	1.5
RADIOL 201	Radiographic Exposure II	1.5
RADIOL 202	Radiographic Film Critique II	1.5
RADIOL 203	Radiographic Positioning III	1.5
RADIOL 204	Radiographic Anatomy/Physiology III	1.5
RADIOL 205	Radiographic Exposure Lab	.50
RADIOL 213A	Radiographic Clinic III	10.75

FOURTH SEMESTER		
RADIOL 207	Radiographic Imaging	1.25
RADIOL 208	Registry Review Test in Radiology	2.75
RADIOL 209	Radiographic Film Critique III – Pathology	1.25
RADIOL 210	Radiographic Positioning IV	1.25
RADIOL 211	Radiographic Anatomy/Physiology IV	1.25
RADIOL 212	Special Procedures in Radiology	1.25
RADIOL 213B	Radiographic Clinic IV	11.0
TOTAL		77.50

REGISTERED RESPIRATORY THERAPIST (RRT) CERTIFICATE

Admission: Open to all students who have **completed the CRT Program courses and RESP 212** with a "C" or higher. Students who possess a valid California Respiratory Care Practitioner License OR who have been accepted into another RRT Program may petition Respiratory Care faculty for admission to the program.

Contact the Respiratory Care Program Director for information on application materials and registration pass.

Completion of all **CRT and RRT** courses with a "C" or higher and completion of the **Associate of Science Degree** with a **major in Respiratory Care** qualifies the student for the Registered Respiratory Therapist Certificate.

REQUIRED COURSES		
		UNITS
AH 119A	Basic Life Support Cardiopulmonary Resuscitation	1.0
*ANAT 101	Essentials of Human Anatomy and Physiology	4.0
*ANAT 102	Cardiopulmonary Anatomy and Physiology	4.0
*ENGL 015	Preparation for College Writing	4.0
*MATH 090	Elementary Algebra	4.0
*MICRO 102	Introductory Microbiology	4.0
RESP 050	Introduction to Respiratory Care	2.0
RESP 101	Fundamentals of Respiratory Care I	4.0
RESP 102	Fundamentals of Respiratory Care Skills I	11.0
RESP 103	Pulmonary Assessment and Terminology	3.0
RESP 104	Respiratory Care Clinical Application I	2.25
RESP 105	Fundamentals of Respiratory Care II	4.0
RESP 106	Fundamental of Respiratory Care Skills II	6.0
RESP 108	Respiratory Care Clinical Application II	5.25
RESP 110	Clinical Medicine I	1.5

		UNITS
RESP 201	Advanced Theory of Respiratory Care I	4.0
RESP 202	Advanced Respiratory Care Skills Lab I	4.0
RESP 203	Physiologic Basis of Respiratory Disease I	5.0
RESP 204	Advanced Respiratory Care Clinical Application I	5.25
RESP 205	Introduction to Pharmacology and Drug Therapy	3.0
RESP 206	Advanced Theory Respiratory Care II	4.0
RESP 207	Physiologic Basis of Respiratory Disease II	5.0
RESP 208	Advanced Respiratory Care Clinical Application II	5.25
RESP 211	Clinical Medicine II	1.5
RESP 212	Care of the High Risk Neonate	3.0
RESP 218	Advanced Respiratory Care Laboratory II	4.0
	TOTAL	104.0

* Students may substitute equivalent or advanced-level courses.

NOTES:

- Program begins Fall Semester only.
- All courses in Respiratory Care must be completed within a five-year period.
- A successful passing score on both the Registry Written and the Clinical Simulation Self-Assessment Examinations are required to receive a two-year Certificate of Completion from the RRT Program.

SECRETARY CERTIFICATE

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

Completion of the following courses qualifies the student for the Secretary Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES		
		UNITS
B&OT 100	Beginning Keyboarding	3.0
B&OT 101	Intermediate Keyboarding/ Formatting	3.0
B&OT 102	Advanced Keyboarding/ Document Production	3.0
B&OT 103	Beginning Word Processing Applications: Microsoft Word	2.0
B&OT 104	Advanced Word Processing Applications: Microsoft Word	2.0
B&OT 109	Using Microsoft Windows	2.0
B&OT 112	Fundamentals of Spreadsheet Applications	2.0
B&OT 140	General Office Procedures	3.0
B&OT 141	Records and Database Management	2.0
B&OT 144	Business English	3.0
B&OT 146	Human Relations in the Office Environment	2.0
BUSAD 053	Business Computations	3.0
	TOTAL	30.0

SITE SUPERVISOR CERTIFICATE

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

Completion of Teacher Certificate plus the following 9 units qualifies the student for the Site Supervisor Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES		
		UNITS
CD 270	Mentor Teacher/ Adult Supervision	3.0
CD 271	Administration: Management and Organization of Child Development	3.0
CD 272	Administration: Human Relations in Child Development Programs	3.0
	TOTAL	9.0

Units include the following:

Teacher Certificate	28 – 30 units
Site Supervisor Certificate	9 units
TOTAL	37 – 39 units

TEACHER CERTIFICATE

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

Completion of the Associate Teacher Certificate plus 12 units qualifies the student for the Teacher Certificate. Contact the Office of Admissions and Records for application materials.

REQUIRED COURSES			
		UNITS	
CD 112	Principles and Practices in Child Development		3.0
9 units from the following list:			9.0
CD 100	Introduction to Child Development	(3.0)	
CD 101	Parent Child Interaction	(3.0)	
CD 115	Health, Welfare and Nutrition for Children	(3.0)	
CD 130	Music and Movement for Children	(3.0)	
CD 131	Developmental Art for Children	(3.0)	
CD 133	Creative Science and Math Activities for Children	(3.0)	
CD 134	Language and Listening, Literacy and Literature Experiences for Children	(3.0)	
CD 135	Creative Dance Experiences for Children	(3.0)	
CD 136	Creative Art Activities for Children	(3.0)	
CD 137	Play and Materials in Early Learning	(3.0)	
CD 185	Infant/Toddler Growth and Development	(3.0)	
CD 186	Infant/Toddler Activities	(3.0)	
CD 244	Children with Special Needs	(3.0)	
	TOTAL		12.0

Units include the following:

Associate Teacher Certificate	16 – 18 units
Teacher Certificate	12 units
TOTAL	28 – 30 units

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

SECTION IV

ASSOCIATE DEGREE PROGRAMS

GRADUATION REQUIREMENTS

ASSOCIATE DEGREES (AA and AS)

REQUIREMENTS:

1. Completion of a minimum of **60 units** acceptable college work with at least a "C" or better grade point average.

NOTE: Courses numbered 900-999 are designated as non-degree applicable; however, units earned in the courses **DO COUNT** as student workload units.

2. Completion of **eighteen (18)** semester units (a major) as identified by the college catalog. Students who have not yet selected a major field can graduate as a Liberal Studies major. (See "Majors" on page 84.)
3. Completion of **twelve (12)** semester units in residence at Crafton Hills College.
4. Demonstrated reading capability at the 12th grade level, or higher on the Nelson-Denny test, completion of a reading course numbered 079, 090, 975, 976 or 977 with a grade of "C" or better, or a score of 85 or better on the reading portion of the placement test (Accuplacer).
5. Mathematics proficiency as demonstrated by achieving a passing score on the mathematics proficiency exam or completion of MATH 090 or any higher level math course with a grade of "C" or better.
6. Writing competency as demonstrated by a grade of "C" or better in ENGL 015, 101 or 144.
7. The following restrictions apply to the **60 units** required for graduation:
 - a. A maximum of 4 units of physical education activities may be applied.
 - b. A maximum of 15 units of credit (CR) grades may be applied. No course in the student's major or required for that major may be taken for CR.
 - c. A maximum of 6 units of Reading and Study Skills courses may be applied.
 - d. A maximum of 16 units of Occupational Work Experience or 6 units of General Work Experience may be applied for elective credit.
8. Completion of **twenty-six (26)** units of general education must be distributed as indicated: three-four units in category A, two units in category B, and three to six units in categories C, D, E, and F. No single course may be used to meet more than one general education requirement.
 - a. **English** (3-4 units minimum) to be selected from ENGL 015, 101, 144
 - b. **Physical Education/Nutrition/Health Education** (2 units)
HEALTH 102, 263
PE/I, PE/T
PE 262 or 263

c. **Natural Sciences** (3-6 units)

ANAT 101, 150, 151
ASTRON
BIOL
CHEM
GEOG 110/111, 114, 126
GEOL
MICRO
OCEAN
PHYSIC

d. **Humanities** (3-6 units) Students must take at least one course from section i:

- i. ANTHRO 110
ART 100, 102, 105
ENGL 055, 150AB, 152, 155, 160, 170, 175, 250, 251, 260, 261, 270, 271, 275
FRENCH, GERMAN, SPAN
HIST 160, 161, 164, 165, 170, 171
INTDIS 101, 102, 108, 130, 140
MUSIC 100, 103, 120, 134
PHIL
RELIG
SPEECH 120, 121
THART 100, 108, 109
- ii. **Applied Arts**
Art, Music or Theatre Arts majors may not use applied courses to fulfill the Humanities requirement.
ART: All courses may apply except 100, 102 and 105
MUSIC: All courses may apply except 100, 103, 120 and 134
THART All courses may apply except 100, 108 and 109

e. **Social Sciences** (3-6 units)

ANTHRO
ECON
GEOG (except 114)
HIST
POLIT
PSYCH (except 055)
SOC

f. **Communication & Analytical Thinking** (3-6 units)

BUSAD 053
C&IS (except 100, 101, 105, 106)
ENGL 015, 101, 102, 144
MATH (except 942, 952)
PHIL 103
SPEECH 100, 101, 111, 140, 142

The following Associate Degree majors are available at Crafton Hills College. The choice of major determines if the degree granted will be an Associate of Arts (AA) or an Associate of Science (AS). A minimum of 18 semester units as defined by the college catalog is required to complete a major. General Education and graduation requirements are the SAME for every major.

MAJORS

ASSOCIATE OF ARTS

- Accounting
- Administration of Justice
- Anthropology
- Art
- Business Administration
- Business and Office Technology
- Child Development
- Economics
- English
- French
- German
- History
- Liberal Studies
- Marketing
- Mathematics
- Music
- Philosophy
- Physical Education
- Political Science
- Psychology
- Radiologic Technology
- Religious Studies
- Sociology
- Spanish
- Speech
- Theatre Arts

ASSOCIATE OF SCIENCE

- Anatomy and Physiology
- Astronomy
- Biology
- Chemistry
- Computer and Information Sciences
- Emergency Medical Services
- Fire Technology
- Geography
- Geology
- Microbiology
- Physics
- Certified Respiratory Therapist
- Registered Respiratory Therapist

ACCOUNTING (AA)

Recommended Core Courses for Associate Degree Students:

- ACCT 205, 210/211, 220/221, 225, 230
- BUSAD 053, 100, 105, 210
- C&IS 101
- ECON 200, 201
- B&OT 100

ADMINISTRATION OF JUSTICE (AA)

Recommended Core Courses:

- ADJUS 101, 102, 103, 104, 105

ANATOMY/PHYSIOLOGY (AS)

Recommended Core Courses:

- AH 101
- ANAT/PHYSIO 150, 151
- CHEM 101
- MICRO 150

ANTHROPOLOGY (AA)

Recommended Core Courses:

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

ART (AA)

Recommended Core Courses:

- ART 100, 102, 120A, 120B, 124#4

ASTRONOMY (AS)

Recommended Core Courses:

- ASTRON 150
- CHEM 150, 151
- MATH 250, 251, 252, 254
- PHYSIC 200, 201

BIOLOGY (AS)

Recommended Core Courses:

- BIOL 130, 131
- CHEM 150, 151, 212, 213
- MATH 103, 108, 151, 250, 251
- PHYSIC 200, 201

BUSINESS ADMINISTRATION (AA)

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

Recommended Core Courses:

- ACCT 210/211, 220/221
- BUSAD 210, 230
- ECON 200, 201
- MATH 102, 108

BUSINESS AND OFFICE TECHNOLOGY (AA)

Recommended Core Courses:

- B&OT 100, 101, 103 or 105, 110, 140, 141, 144, 146

CHEMISTRY (AS)

Recommended Core Courses:

- CHEM 150, 151, 212, 213
- MATH 250, 251, 252, 254
- PHYSIC 200, 201

CHILD DEVELOPMENT (AA)

Required Core Courses:

- CD 105, 115, 126, 132, 205#2, 210#2

Students must choose at least 2 more CD units. It is highly recommended that students take CD 112.

Recommended CD electives to include four of the following:

- CD 100, 101, 116, 130, 131, 133, 134, 135, 136, 137, 175, 185, 186, 244

COMPUTER AND INFORMATION SCIENCE (AS)

Recommended Core Courses:

- C&IS 101, 102, 103, 104, 105, 106, 110, 115, 200, 201, 230, 240, 250

ECONOMICS (AA)

Recommended Core Courses:

- ECON 200, 201
- PHIL 103
- MATH 108, 140

EMERGENCY MEDICAL SERVICES (AS)

Consult your counselor to develop an appropriate course of study.

ENGLISH (AA)

Recommended Core Courses:

- ENGL 101, 102, 260, 261, 270, 271
- FOREIGN LANGUAGE

FIRE TECHNOLOGY (AS)

Required Core Courses:

- FIRET 100, 101, 102, 103, 116
- Elective Courses (5.5 units of your choice):
- FIRET 087, 104, 106, 118

FRENCH (AA)

Recommended Core Courses:

- ENGL 101, 102, 152
- FRENCH 101, 102, 103, 04
- Second Foreign Language 101, 102

GEOGRAPHY (AS)

Recommended Core Courses:

- GEOG 102, 110, 111, 114
- GEOL 100
- OCEAN 101
- MATH 103

GEOLOGY (AS)

Recommended Core Courses:

- CHEM 150, 151
- GEOG 110, 111
- GEOL 100, 112, 250 or 251
- MATH 250, 251
- PHYSIC 200, 201

GERMAN (AA)

Recommended Core Courses:

- ENGL 101, 102, 152
- GERMAN 101, 102, 103, 04
- Second Foreign Language 101, 102

HISTORY (AA)

Recommended Core Courses:

- GEOG 110
- HIST 100, 101, 160 & 161 or 170 & 171
- POLIT 100

LIBERAL STUDIES (AA)

Completion of all graduation requirements and a total of 60 degree applicable units which MUST include a minimum of 26 units of General Education.

MARKETING (AA)

Recommended Core Courses:

- ACCT 205, 210/211, 220/221
- BUSAD 053, 100, 210
- C&IS 101
- MARKET 100, 105, 110
- SPEECH 100, 101

MATHEMATICS (AA)

Recommended Core Courses:

- C&IS 102, 104
- MATH 250, 251, 252, 254
- PHYSIC 200, 201

MICROBIOLOGY (AS)

Recommended Core Courses:

- BIOL 130, 131
- CHEM 150, 151, 212, 213
- MATH 250
- MICRO 150
- PHYSIC 110, 111

MUSIC (AA)

Recommended Core Courses:

- MUSIC 101-102, 120, 201-202 (recommended for the second year of study), and 135#4 (may be waived in part or whole by examination), and a performance group.

PHILOSOPHY (AA)

Recommended Core Courses:

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

PHYSICAL EDUCATION (AA)

Recommended Core Courses:

- ANAT/PHYSIO 150 AND 151
- BIOL 100
- EMS 910
- HEALTH 102
- PE 263
- PSYCH 100
- SOC 100

Minimum of one activities course per semester.

PHYSICS (AS)

Recommended Core Courses:

- CHEM 150, 151
- MATH 250, 251, 252, 254
- PHYSIC 200, 201

POLITICAL SCIENCE (AA)

Recommended Core Courses:

- ECON 200, 201
- HIST 100, 101
- POLIT 100

PSYCHOLOGY (AA)

Recommended Core Courses:

- MATH 108
- PSYCH 100, 101, 103, 112
- SOC 100

RADIOLOGIC TECHNOLOGY (AA)

Required Core Courses:

- RADIOL 100, 101, 102, 103, 104, 105, 106, 115A, 107, 108, 109, 110, 111, 112, 113, 114, 115B, 200, 201, 202, 203, 204, 205, 213A, 207, 208, 209, 210, 211, 212, 213B (Radiologic Technology is a fully accredited, hospital-based program operated cooperatively by Crafton Hills College and the San Bernardino County Medical Center.)

Recommended Prerequisite Courses:

- AH 090, 101
- ANAT 101
- CHEM 101
- C&IS 101
- MATH 090

RELIGIOUS STUDIES (AA)

Recommended Core Courses:

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

RESPIRATORY CARE (AS)**CERTIFIED RESPIRATORY THERAPIST (CRT) and/or REGISTERED RESPIRATORY THERAPIST (RRT)**

Admission: Open to all students who have completed the prerequisite courses.

Contact the Respiratory Care Program Director for information on application materials and registration pass. The two courses that must be completed before admission to the Respiratory Care Program are:

- RESP 050
- AH 119A

Highly recommended are:

- ANAT/PHYSIO 101
- MICRO 102

Completion of the CRT courses with a C or higher will qualify the student for the CRT Certificate of Completion.

SOCIOLOGY (AA)

Recommended Core Courses:

- ANTHRO 102
- MATH 108
- PSYCH 100
- SOC 100, 105, 141

SPANISH (AA)

Recommended Core Courses:

- ENGL 101, 102, 152
- SPAN 101, 102, 103, 104
- Second Foreign Language 101, 102

SPEECH (AA)

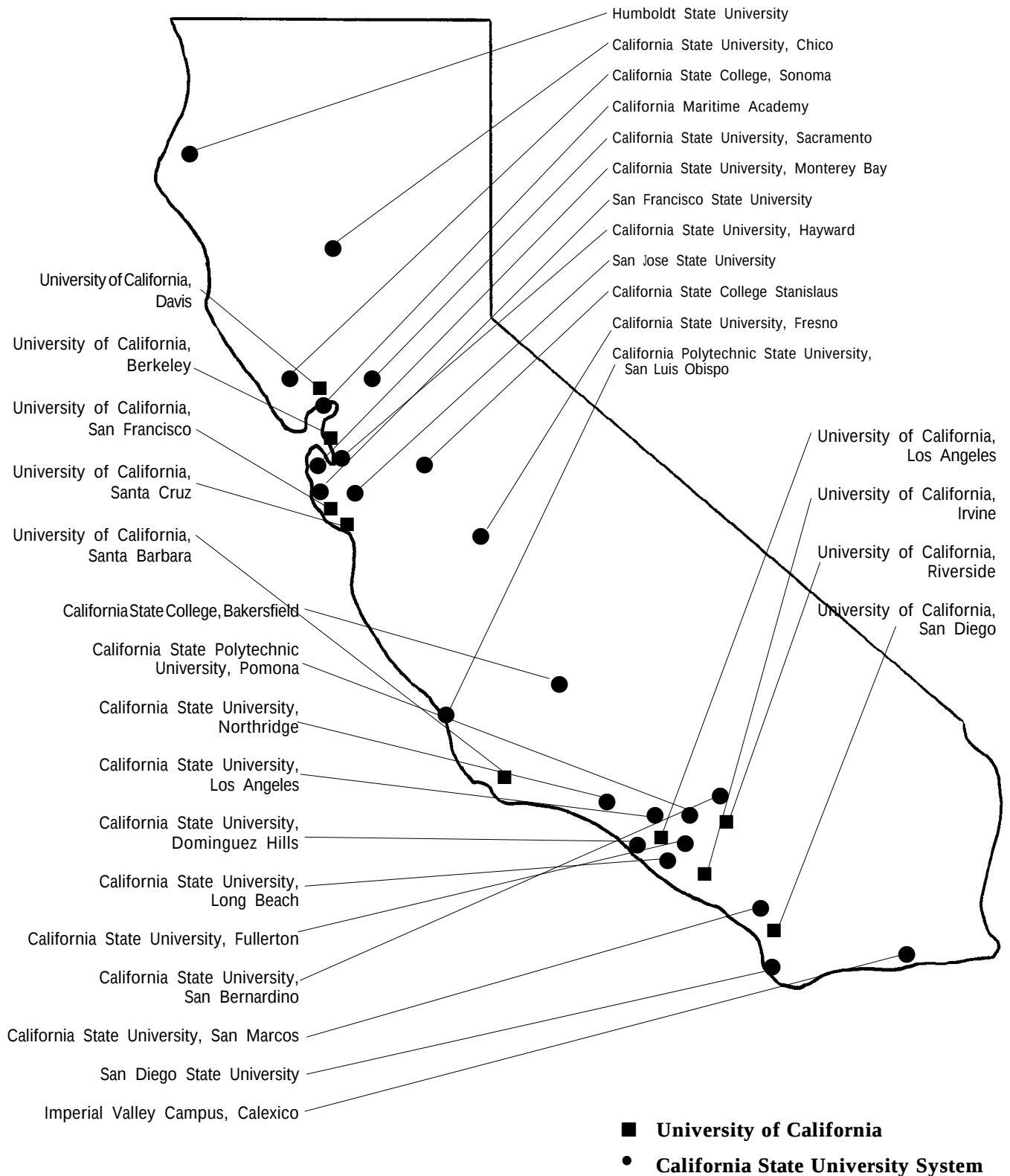
Recommended Core Courses:

- ENGL 260, 261, 270, 271
- SPEECH 100, 101, 111, 120, 121, 140
- THART 120

THEATRE ARTS (AA)

Recommended Core Courses:

- ENGL 260, 275
- SPEECH 120
- THART 100, 108, 120, 176X4, 220



SECTION V

TRANSFER PROGRAMS — GENERAL INFORMATION

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

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

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

COMPLETING A TRANSFER PROGRAM

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

- California State University System (22 campuses)
- University of California System (9 campuses)
- Private or Out-of-State Colleges and Universities

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

1. General Education or Breadth Requirements

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

A. California State University (CSU) General Education Requirements. (See Page ____ of catalog).

This plan applies to all 22 CSU campuses. In order to receive full certification and not be held to additional courses at the transfer university, students must complete at least 39 units of General Education in specific areas. When General Education classes are completed, and all grades have been reported, see a counselor for certification.

B. Intersegmental General Education Transfer Curriculum (IGETC). See page ____ of catalog.

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

Also, students with majors in Engineering, Science, Math or other high-unit majors are advised not to use IGETC. See a counselor for

information. A **minimum** of 37 units of General Education with **at least** a "C" in each course is required to complete the IGETC. When General Education classes are completed, and all grades have been reported, see a counselor for certification.

C. Private or Out-of-State Colleges

General Education requirements.

Consult the specific catalog of the college of interest and see a counselor. General Education courses for most colleges would include ENGL 101, a transfer level math course, and selections from the Arts, Humanities, Social Sciences and Biological and Physical Sciences.

2. Lower Division Courses for a Major.

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

3. Electives

These are courses of choice that are taken to fill in the areas not covered by General Education or major requirements. Students must take enough "elective" courses to meet the minimum number of units required for transfer. The CSU requires at least 56 units to transfer while the UC system requires at least 60 units. (At least 60 transferrable units are required to transfer with junior status.) Private schools vary widely regarding the number of units required for transfer.

4. Acceptable Grade Point Average

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

THE CALIFORNIA STATE UNIVERSITY

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

California Maritime Academy (1929) • S • (707) 648-4222
200 Maritime Academy Dr., Vallejo 94590
www.csum.edu

California State University Bakersfield • Q • (661) 664-2011
9001 Stockdale Highway, Bakersfield 93311
www.csubak.edu

California Polytechnic State University, San Luis Obispo
• Q • (805) 756-1111 • San Luis Obispo 93407
www.csupomona.edu

California State Polytechnic University, Pomona • Q •
(909) 869-7659 • 3801 W. Temple Ave., Pomona 91768
www.calpoly.edu

California State University, Chico • S • (530) 898-6116
1st & Normal Street, Chico 95929
www.csuchico.edu

California State University, Dominguez Hills • S •
(310) 243-3300 • 1000 E. Victoria Street, Carson 90747
www.csudh.edu

California State University, Fresno • S • (559) 278-4240
5241 N. Maple Avenue, Fresno 93740
www.csufresno.edu

California State University, Fullerton • S • (714) 278-2011
P.O. Box 34080, Fullerton 92634
www.fullerton.edu

California State University, Hayward • Q • (510) 885-3000
Hayward 94542
www.csuhayward.edu

California State University, Long Beach • S • (562) 985-4111
1250 Bellflower Blvd., Long Beach 90840
www.csulb.edu

California State University, Los Angeles • Q • (213) 343-3901
5151 State University Drive, Los Angeles 90032
www.calstatela.edu

California State University, Monterey Bay • S • (831) 582-3330
100 Campus Center Drive, Seaside 93955
www.csumonterey.edu

California State University, San Marcos • S • (760) 750-4000
Admissions & Records Office, San Marcos 92096

California State University, Northridge • S • (818) 677-1200
18111 Nordhoff Street, Northridge 91330
www.csun.edu

California State University, Sacramento • S • (916) 278-3901
6000 J Street, Sacramento 95819
www.csus.edu

California State University, San Bernardino • Q •
(909) 880-5200 • 5500 University Parkway,
San Bernardino 92407
www.csusb.edu

California State University, Stanislaus • Q • (209) 667-3122
801 W. Monte Vista Ave., Turlock 95382
www.lead.csustan.edu

Humboldt State University • S • (707) 826-4402
Admissions & Records Office, 1 Arcata 95521
www.humboldt.edu

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

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

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

Sonoma State University • S • (707) 664-2880
1801 E. Cotati Ave., Rohnert Park 94928
www.sonoma.edu

S = Semester System

Q = Quarter System

CRAFTON HILLS COLLEGE

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 1999-2000

General Provisions:

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

A. COMMUNICATION/CRITICAL THINKING

9 units required. Students **MUST** complete one course in the three areas listed.

ENGL 101

ENGL 102 or PHIL 103

SPEECH 100

COMMENT: _____

Met	IP	Need
-----	----	------

B. PHYSICAL AND LIFE SCIENCE/MATHEMATICS

9 - 12 units required, **MUST** include at least one course in biological science and one course in physical science and one of the courses **MUST** include a laboratory. **MUST** complete one MATH course with a "C" or better prior to transfer.

Biological Science

ANAT 101, 150, 151

BIOL 100, 122 123* 130, 131

MICRO 102, 150

OCEAN 101*

Physical Science

ASTRON 150 + 160

CHEM 101, 102, 150, 151

GEOG 110 + 111, 114*, 126*

GEOL 100, 101*, 112, 150*, 160, 250*, 252*

OCEAN 101*

PHYSIC 100, 110, 111, 200, 201

Mathematics

MATH 102, 103, 108, 115, 140, 141, 151, 250, 251, 252, 254

* Non-lab course

+ May be taken with or without a lab

COMMENTS: _____

Met	IP	Need
-----	----	------

C. ARTS/LITERATURE/PHILOSOPHY/FOREIGN LANGUAGE

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

Area 1

ART 100, 102, 105

MUSIC 100, 120, 134

THART 100, 108, 109

Area 2

ENGL 152, 155, 160, 170, 175, 232, 233, 250, 251, 260, 261, 270, 271, 275

FRENCH / GERMAN / SPAN 101A, 101B, 101, 102A, 102B, 102, 103A, 103B, 103, 104A, 104B, 104, 242

HIST 160, 161, 170, 171

INTDIS 101, 102, 140

PHIL 101, 105

RELIG 100, 101, 110, 135, 150, 175, 176

SPEECH 120, 121

COMMENTS: _____

Met	IP	Need
-----	----	------

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

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

NOTE: Political Science 100 or 101 **PLUS** either HIST 100 or 101 fulfills the U.S. History, Constitution & American Ideals requirements.

(Title V, CAC, Section 40404)

ANTHRO 100, 102, 106, 107, 110

ECON 100, 200, 201

GEOG 102, 120

HIST 100, 101, 107, 135, 139, 145, 153, 160, 161, 164, 165, 170, 171

INTDIS 108

POLIT 100, 101, 204

PSYCH 100, 101, 102, 103, 110, 112, 116, 118, 133

SOC 100, 105, 130, 141

SPEECH 111

COMMENTS: _____

Met	IP	Need
-----	----	------

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 units required

HEALTH 102, 263

PHIL 105

PE/I, PE/T (any - 1 unit maximum)

PE 262, 263

PSYCH 103, 116, 118, 133

SPEECH 111, 140

COMMENTS: _____

Met	IP	Need
-----	----	------

I. TRANSFER ADMISSION REQUIREMENTS - CALIFORNIA STATE UNIVERSITY (CSU)

A. Lower Division Transfer Requirements: If you have completed fewer than 56 transferable semester units, you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshman.

B. Upper Division Transfer: If you have completed at least 56 transferable semester units, have a grade point average of 2.0 (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may be eligible one of two ways:

1. You have completed **at least 30 semester units of college courses with a grade of C or better in each course** to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester units must include all of the general education requirements in communication in the English language (at least 9 semester units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester units in English composition, oral communication, and critical thinking) and the requirements in mathematics (at least 3 semester units).

2. You have completed all subject requirements required for first-time freshmen; if you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects.

Applicants who graduated from high school in 1987 or earlier who have not completed the subject requirements in (1) or (2) above should contact the admissions office at the campus to which they plan to submit an application to inquire about alternative admission programs.

II. IMPACTED PROGRAMS

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

III. LOWER DIVISION MAJOR REQUIREMENTS

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

IV. APPLICATION FILING PERIODS

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

TERMS	APPLICATIONS FIRST ACCEPTED
Summer Quarter	February 1
Fall Semester or Quarter	November 1
Winter Quarter	June 1
Spring Semester or Quarter	August 1

APPLICATION FEE

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

THE UNIVERSITY OF CALIFORNIA

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

UC, Davis, CA 95616 • (530) 752-1011
www.ucdavis.edu

UC, Berkeley • (510) 642-6000
110 Sproul Hall, Berkeley, CA 94720
www.berkeley.edu

UC, San Francisco • (415) 476-9000
San Francisco, CA 94143
www.ucsf.edu

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

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

UC, Los Angeles • (310) 825-4321
P.O. Box 951436, Los Angeles, CA 90095
www.ucla.edu

UC, Irvine, Irvine, CA 92717 • (949) 824-5011
www.uci.edu

UC, Riverside, Riverside, CA 92521 • (909) 787-1012
www.ucr.edu

UC, San Diego, La Jolla, CA 92093 • (619) 534-2230
www.ucsd.edu

MINIMUM ADMISSION REQUIREMENTS FOR TRANSFER APPLICANTS

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

NEW TRANSFER REQUIREMENTS FOR FALL 1998

New minimum admission requirements for transfer students go into effect beginning with students who transfer to the University in fall 1998.

CALIFORNIA RESIDENTS*

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

If the student is a California resident*, he or she must have at least a C (2.0) average in all transferable college coursework. The Subject, Scholarship, and Examination Requirements referred to below can be explained by a counselor.

REQUIREMENTS FOR STUDENTS TRANSFERRING TO UC IN FALL 1998 AND LATER

1. Students who were eligible for admission to the University when they graduated from high school - meaning they satisfied the Subject, Scholarship, and Examination Requirements - are eligible to transfer if they have a C (2.0) average in transferable coursework.
2. Students who met the Scholarship Requirement but not the Subject Requirement must take transferable college courses in the missing subjects earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer. Students who met the Scholarship Requirement but not the Examination Requirement must complete a minimum of 12 semester (18 quarter) units of transferable work and earn an overall C (2.0) average in all transferable college coursework completed.
3. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
 - a. Complete 90 quarter units or 60 semester units of transferable college credit with a grade point average of **at least 2.4**, and;
 - b. Complete the following course pattern, earning a grade of "C" or better in each course:
 - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
 - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 3b above of the new transfer admission requirements.)

NONRESIDENTS

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

*** Residency Status:** The requirements for bonafide California residents also apply to dependents of University of California graduates and employees. The manner in which legal residence is defined for tuition purposes is different. For questions about your residency status, contact the Admissions or Registrar's Office at the appropriate campus.

CRAFTON HILLS COLLEGE

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 1999-00

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

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

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

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

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

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

AREA 1 - ENGLISH COMPOSITION CSU - 3 courses required, one from each group below. UC - 2 courses required, one from group a and one from group b	OTHER COLLEGES	COMPLETED	INPROGRESS	REMAINING
Group a: English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 101				
Group b: Critical Thinking - English Composition, 1 course, 3 semester/ 4 - 5 quarter units each course, ENGL 102				
Group c: Oral Communication (CSU only), 1 course, 3 semester/ 4 -5 quarter units, SPEECH 100 or SPEECH 111***				
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 - 4 semester/ 4 - 5 quarter units) MATH 108, 115, 140, 141**, 151, 250, 251, 252, 254				
AREA 3 - ARTS AND HUMANITIES (At least 3 courses with at least one from the Arts and one from the Humanities, 9 semester/12 - 15 quarter units.) ARTS: ART 100, 102, 105; MUSIC 100, 120; 134; THART 100, 108, 109				
HUMANITIES: ANTHRO 110* ENGL 152, 155, 160, 170, 175, 250, 251, 260, 261, 270, 271, 275; FOREIGN LANGUAGE 242; History 100*, 101*, 135*, 145*, 160*, 161*, 164*, 165*, 170*, 171*; INTDIS 101, 102, 140; PHIL 101, 105; RELIG 100, 101, 110*, 135*, 175				

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES (At least 3 courses from a least two disciplines, 9 semester / 12 - 15 quarter units) ANTHRO 100, 102, 106, 110* ECON 100**, 200, 201; GEOG 102, 120; HIST 100*, 101*, 135*, 145*, 160*, 161*, 164*, 165*, 170*, 171*; POLIT 100*, 101ABCD*; PSYCH 100, 101, 102, 103, 110, 112, 116, 118, 133 RELIG 110*, 135* SOC 100, 105, 141	OTHER COLLEGES	COMPLETED	IN PROGRESS	REMAINING
AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES (2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory. 7 - 9 semester / 9 - 12 quarter units.) PHYSICAL: ASTRON 150, 160; CHEM <u>101**</u> , <u>102**</u> , 150, 151, 212, 213; GEOG 110, <u>111</u> , 114, <u>114</u> , 126; GEOL <u>100</u> , 101, <u>112</u> , 150, <u>160</u> , 250; OCEAN 101; PHYSIC <u>100*</u> , <u>110**</u> , <u>111**</u> , <u>200**</u> , <u>201**</u>				
BIOLOGICAL: <u>ANAT 150, 151</u> , BIOL <u>100, 122</u> , 123, <u>130, 131</u> ; MICRO ** <u>102, 150</u> ; MICRO <u>102**</u> , <u>150</u> ; NOTE: Lab courses and Labs are underlined.				
UC REQUIREMENT ONLY - Language Other Than English Proficiency equivalent to two years of high school or 1 year of college study in the same language. The following courses at this institution fulfill the requirement. FRENCH 102, GERMAN 102, SPAN 102				
CSU REQUIREMENT ONLY - U.S. History, Constitution and American Ideals (Not a part of IGETC; may be completed prior to transfer) (6 semester units, one course from group 1 and one course from group 2) Group 1 - POLIT 100*, 101ABCD* Group 2 - HIST 100*, 101*				

* Course may be listed in more than one area, but shall not be certified in more than one area.

** Indicates that transfer credit may be limited by UC or CSU or both. Please see the catalog or consult a counselor.

*** Applicable if taken Fall 1999 or after.

PRIVATE COLLEGES AND OUT-OF-STATE SCHOOLS

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

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

FACULTY AND ADMINISTRATORS

The dates in parentheses indicate the year of appointment to the San Bernardino Community College District.

ACQUISTAPACE, Kris (1997) English
Instructor

B.A., Washington University, St. Louis, Missouri
M.E., University of Southern Mississippi

ANDREWS, Sandra (1985) Emergency Medical Services
Assistant Professor

A.S., Weber State College

BAHNER, Daniel (1991) English
Associate Professor

B.A., Humboldt State University
M.A., California State University, Long Beach

BEITSCHER, Jane (1991) History
Associate Professor

B.A., Pennsylvania State University
Ph.D., University of Wisconsin

BIFFLE, James (1971) Philosophy/Religious Studies
Professor

B.A., University of California, Santa Cruz
M.A., California State University, San Francisco

BOATMAN, Ron (1994) Geology/Geography
Assistant Professor

B.S. University of Nevada, Reno

BOEBINGER, Kelly (1999) Chemistry
Instructor

A.A., Riverside Community College
B.A., California State University, San Bernardino
M.S., University of California, Riverside

BOOTH, Richard (1972) English
Professor

B.A., University of California, Santa Barbara
M.A., California State University, San Diego
M.A., University of Birmingham
M.F.A., University of Southern California

BRAINARD, Tony (1976) Respiratory Care
Professor

B.A., University of Redlands

BRINK, T.L. (1989) Psychology
Professor

B.A., Claremont Men's College
A.M., Ph.D., University of Chicago
M.B.A., Santa Clara University

BRYSON, Kenneth L. (1979) Respiratory Care
Professor

A.A., Loma Linda University
B.V.E., California State College, San Bernardino
M.A., University of Redlands

BYRON, Elizabeth J. (1979) Library
Professor

B.A., University of Redlands
M.S., California State University, Fullerton

CABANILLA, Clifford D. (1966) Theatre Arts
Professor

B.S., M.A., Brigham Young University

CISMOWSKI, Robert D. (1998) Mathematics
Professor

M.S., California Polytechnic University, Pomona
M.S., University of Alaska

CLARK, Kristy (1998) . Computer & Information Sciences
Instructor

B.B.A., Boise State University
M.C.S.M., Creighton University

COLVEY, Kirsten (1981) Handicapped Services
Professor

B.A., University of California, Santa Cruz
M.S., Pepperdine University

CONTRERAS, Alexander E. (1997) Student Services
Vice President

A.A., Southwestern College, Chula Vista
B.B.A., M.S.Ed., National University, San Diego

COTA, Marco (1993) Counseling
Management Intern

A.A., College of the Desert
B.A., M.A., California State University, San Bernardino

CREAGH, Carolyn (1990) Computer and
Information Sciences

Associate Professor
B.A., University of Redlands

CROW, Kathy (1998) Emergency Medical Services
Instructor

A.S., Riverside Community College

DEMING, Merrill (1978) Mathematics
Professor

B.A., The George Washington University
M.A., California State University, San Bernardino

DE SALLIERS, Deborah (1976) Health and
Physical Education

Professor
B.S., Pepperdine University
M.S., University of California, Los Angeles
DrPH, Loma Linda University

FERRACONE, Donna (1989) Emergency Medical
Services

Assistant Professor
R.N., Queen of Angels Hospital, Los Angeles
B.A., California State University, San Bernardino

FRANKLIN, Bradley H. (1979) Respiratory Care
Associate Professor

B.S., University of Missouri
M.A., University of Redlands

GIACONA, Judith A. (1981) College Nurse
Associate Professor

B.S., Walla Walla College, Washington
M.A., University of Redlands

GIBSON, Kathleen R. (1994) Mathematics
Assistant Professor

A.S., Crafton Hills College
B.A., University of Redlands
M.A., California State University, San Bernardino

GIST, John (1998) Counseling
Counselor

A.A., Santa Ana College
B.A., M.S., California State University, San Bernardino

GOMEZ, Luis (1976) **President**
B.A., M.A., California State University, San Bernardino

Ed.D., University of Southern California, Los Angeles

GONZALEZ, Raymond (1972) Foreign Languages
Professor

B.A., M.A., University of California, Riverside

GRIFFITH, Barton L. (1976) Marketing &
Business Administration

Professor

B.S., University of Denver
M.A., Northern Colorado State University

HARRINGTON, Judith (1990) Counseling
Associate Professor

B.A., California State University, Fullerton
M.A., Loyola Marymount University

HARRISON, Gloria M. (1968) Instruction
Vice President

A.A., San Bernardino Valley College
B.A., M.A., University of California, Riverside

HENSLEY CORREA, Heather (1994) Speech
Assistant Professor

B.A., Biola University
M.A., California State University, Long Beach

HOLBROOK, James (1984) Emergency Medical Services
Professor

National Registry Emergency Medical Paramedic,
Loma Linda University
B.V.E., M.A., California State University, San Bernardino

HOLTKE, Gerald A. (1975) Accounting
Professor

B.B.A., University of Cincinnati
M.B.A., University of Santa Clara

HULTEN, Gary A. (1977) Respiratory Care
Associate Professor

B.V.E., California State University, San Bernardino

JOB, Samuel (1984) Library
Professor

A.A., Merced College
B.A., M.L.S., Brigham Young University

JONASSON, Mark (1998) Biology
Instructor

B.A., M.A., Pacific Union College
M.S., California State University, San Bernardino
Ph.D., Loma Linda University

JONES, Patricia (1998) Counseling
Counselor

B.A., M.A., California State University, San Bernardino

KIBBY, Ronald O. (1977) Instruction

Dean, Instruction/Occupational Education

A.A., Stockton College

A.B., University of Southern California

M.A.T., University of Redlands

Ed.D., Nova University

KOEPEL, John (1998) Fire Technology
Instructor

A.S., Chaffey College

B.A., National University

KOSMATKA, Arnold L. (1978) Respiratory Care
Professor

A.A.S., Southern Oregon University

B.A., Johnston College

M.A., University of Redlands

Ed.D., Nova University

KOZANOVA, Marina (1999) Spanish
Instructor

B.A., M.A., Moscow State University

LEDoux, Janine (1991) Health and Physical Education
Associate Professor

B.S., M.Ed., Bridgewater State College

DrPH, Loma Linda University

LESIGHT, Kenneth (1979) Music
Professor

B.S., The Pennsylvania State University

M.A., Stephen F. Austin State University

LICERIO, Mamerto D. (1979) ..Disabled Student Services
Professor

B.A., M.A., San Francisco State University

LOWE, Lynn (1999) Reading
Instructor

A.A., San Bernardino Valley College

B.A., M.A., California State University, San Bernardino

MANSOURIAN, Farhad (1990) Economics
Associate Professor

B.S., M.A., University of California, Riverside

MATTHEWS, Damaris (1985) Learning Resource Center
Associate Professor

B.A., Oakwood College

M.A., California State University, San Bernardino

MILLOY, Wayne (1976) Mathematics
Professor

B.S., M.A.T., University of Redlands

Ed.D., Nova University

MOLINO, Gloria S. (1990) Counseling
Associate Professor

B.A., University of Redlands

M.A., California State University, San Bernardino

MOORE, Sandra B. (1990) Psychology
Associate Professor

B.A., Northwestern University

M.S., Ph.D., University of California, Santa Cruz

MUNRO, Gordon D. (1966) Politics
Professor

B.S., Antioch College

M.A., California State University, Los Angeles

Ph.D., Claremont Graduate School

MUSKAVITCH, John (1999) Financial Aid
Financial Aid Director

A.A., Northern Essex, Haverhill, MA

B.S., California State University, Long Beach

NEAL, Letitia D. (1988) Counseling
Professor

B.S., Bluefield State College

M.S., Long Island University, New York

ORR, Bill (1971) Administrative Services
Vice President

B.S., California State Polytechnic University, Pomona

M.S., University of Oregon, Eugene

Ed.D., Nova University

PEREZ, Mario A. (1974) History
Professor

A.A., San Bernardino Valley College

B.A., M.A., University of California, Riverside

RABAGO, Ralph J. (1989) Health and Physical Education
Professor

B.A., University of Redlands

M.S., University of Idaho

RIOS, Agustin J. (1999) EOPS/CARE Coordinator
Associate Professor

B.A., University of California, Riverside

SALT, Kimberly (1999) Chemistry
Instructor

B.S., M.S., Ph.D., University of California, Riverside

SEARLE, Jean (1995) Child Development
Assistant Professor

CDA, Santa Monica College

B.A., M.S., Pacific Oaks College

SHIMELD, Lisa A. (1989) Microbiology
Professor

B.A., M.S., California State University, San Bernardino

SHODAHL, Susan A. (1977) Instruction
Dean, Instructional Services and Special Projects

B.A., University of San Francisco

Ph.D., University of Nevada, Reno

SMITH, Eddie (1991) Fire Technology
Assistant Professor

A.S., Chaffey College

B.A., California State University, San Bernardino

SNOWHITE, Mark S. (1967) English
Professor

B.A., University of Maryland

M.A., University of California, Riverside

TAYLOR, Katharyn K. (1979) Respiratory Care
Associate Professor

B.S., California State Polytechnic University, Pomona

THOMERSON, C. Benson (1969) English
Professor

B.A., M.A., California State University, San Diego

THURMAN, Laurens K. (1972) Physics/Astronomy
Professor

B.A., M.A., University of California, Riverside

TUNG, Linda P. (1972) Mathematics
Professor

B.S., Chiao-tung University

B.S., Hong Kong Baptist College

M.S., California State University, Los Angeles

Ph.D., University of California, Riverside

TURLEY, Robert (1976) Sociology
Professor

B.A., M.A., Michigan State University

VAJNA, Susan (1986) Business and Office Technology
Associate Professor

A.A., San Bernardino Valley College

B.A., California State University, San Bernardino

WHITE, Frances (1998) Counseling
Counselor

A.A., San Bernardino Valley College

B.A., M.A., California State University, San Bernardino

WILSON, Sherri (1999) Mathematics
Instructor

B.A., M.S., University of California, Riverside

WINNINGHAM, Laura (1983) Library
Associate Professor

B.A., B.S., California State Polytechnic University

M.A., University of Southern California

M.S., California State University, Fullerton

WURMBRAND, Marc (1972) Art
Professor

B.F.A., Cooper Union

M.F.A., Yale University

YAMAMOTO, June (1988) Dean, Workforce and
 Economic Development

A.A., Orange Coast College

B.A., California State University, Long Beach

M.A., California State University, San Bernardino

ADJUNCT FACULTY

The dates in parentheses indicate the year of appointment to the
 San Bernardino Community College District.

ABEL-COOPER, Tabitha (1997) Respiratory Care
 M.A., Loma Linda University, Loma Linda

ALLEN, Douglas H. (1983) Fire Technology
 Community College Limited Service Credential—Valid
 for Life

ALBRIGHT, Gavan (1996) Anatomy
 B.S., University of California, Riverside

ANDERSON, Angela (1997) English
 M.A., California State University, San Bernardino

ANDERSON, Jonathan (1999) English
 M.A., California State University, San Bernardino

ANDREWS, Gretchen (1997) Child Development
 B.A., California State University, Long Beach

ANDREWS, Marc D. (1989) Emergency Medical Services
 A.S., Crafton Hills College

ANTONIO, Janys (1997) Physical Education
 M.A., University of California, Irvine

BACHMAN, Bruce (1989) Art
 M.F.A., California State University, Fullerton

BARNES, Benjamin (1996) Psychology
 M.A., National University, Irvine

BARNES, Steven P. (1998) Astronomy / Physics
 B.S., California State University, San Bernardino

BATES, Debra (1997) Child Development
 B.A., University of Redlands, Redlands

BEARDEN, Linda A. (1989) Physical Education
 B.S., California State University, San Bernardino
 M.S., Azusa Pacific University

BELDING, Don III (1983) Interdisciplinary Studies
 M.A., California State University, Northridge

BELLAS, Monica (1998) Anthropology
 Ph.D., University of California, Riverside

BEST, Nancy Olson (1996) English
 M.F.A., San Diego State University

BOTTROFF, Stephen (1997) Speech
 Ed.D., La Sierra University

BOURDAGES, DeAnna (1997) English
 M.A., California State University, San Bernardino

BOUSLOUGH, Gail (1997) English
 M.A., California Polytechnic University, Pomona

- BOYNS, David** (1997) Sociology
M.A., University of California, Riverside
- BRYAN, Leslie** (1999) Child Development
M.A., California State University, San Bernardino
- BURNS, Carole** (1997) Microbiology
A.A., Crafton Hills College
- CAGLAYAN, Saim** (1997) Art
B.A., California State University, Long Beach
- CAMPBELL, Robert G.** (1988) Mathematics
M.A., University of Redlands
- CARRION, Nestor** (1999) Art
B.A., University of La Verne
- CASALE, William L.** (1996) Anatomy
Ph.D., Michigan State University
- CASS, Kelsy** (1997) History
M.A., Brigham Young University, Provo, Utah
- CERECERES, Virginia** (1997) Spanish
M.A., University of Southern California
- CHAND, Pansy** (1997) Child Development
M.A., Penn State University, Pennsylvania
- CHANG, James** (1997) Physics
Ph.D., University of California, Riverside
- CHAVANDO, Gustavo** (1990) Spanish
M.A., University of California, Riverside
- CHLEBNICK, John** (1997) Accounting
B.S., Wayne State University
- CHRISTENSEN, David** (1978) Music
M.M., University of Redlands
- CLARK, Ronald A.** (1996) Physical Education
M.A., University of Redlands
- CLEMENTS, Kristen** (1997) Emergency Medical Services
B.A., University of California, Riverside
- COBOS, Margarita E.** (1999) Spanish
M.A., University of California, San Bernardino
- COLE, Edith** (1999) Business & Office Technology
B.A., Southern Illinois University at Carbondale
- COLEMAN, Myralynn** (1994) Psychology
M.A., California State University, San Bernardino
- COMMANDER, John** (1989) Fire Technology
M.A., California State University, San Bernardino
- COOK, Linda M.** (1996) Psychology
B.A., University of California, Riverside
- COOKE, Mitchel** (1998) Spanish
M.A., University of California, Riverside
- CORTNER, Kimberly** (1997) English
M.A., Loma Linda University, Loma Linda
- COX, James R.** (1981) Administration of Justice
A.A., San Bernardino Valley College
- COWLES, Randee Teresa** (1999) English
M.A., California State University, San Bernardino
- CRANDELL, Judith** (1997) . Computer & Information Sciences
B.A., University of Houston, Texas
- CRAW, Robert L.** (1995) Mathematics
M.A., University Nebraska, Kearney
- CRISE, Robert Dean Jr.** (1989) Mathematics
M.A., California State University, Fullerton
- CROWDER, William** (1999) Health Education
- DAVISON, Lynn L.** (1999) Psychology
M.A., Claremont Graduate University
- DAVIS, Tracy L.** (1994) History
M.A., University of California, Riverside
- DILLARD, Kristin** (1997) Mathematics
B.A., California State University, San Bernardino
- DRAKE, Penny** (1998) Speech
M.A., California State University, San Bernardino
- ESCALANTE, Sandi** (1994) .. Business & Office Technology
M.A., California State University, San Bernardino
- ESCOBAR-PONI, Bertha C.** (1999) Anatomy
M.D., Universidad Centro-Occidental, Venezuela, S.A.
- ESQUIVEL, Eric** (1995) Fire Technology
A.A., San Bernardino Valley College
- FOERSTER, Richard** (1997) ... Computer & Info. Sciences
B.A., California State University, Fullerton
- FLINT, Richard** (1990) Emergency Medical Services
M.A., Chapman College
- FRANKLIN, William J.** (1995) Politics
Ph.D., Claremont Graduate School
- FRANKO, Karla** (1997) Religion
M.A., Azusa Pacific University, Azusa
- GONZALES, Brent** (1997) Physical Education
B.A., California State University, San Bernardino
- GRANDE, Charles W.** (1969) History / Philosophy / Religion
M.A., Boston University
S.T.B., Boston University School of Theology

- GUNDERSON, Howard** (1997) Anatomy / Physiology
Ph.D., University of California, Riverside
- GUTIERREZ, Michael** (1997) Fire Technology
B.S., Cogswell Polytechnical College
- HADDAD-RHOADES, Myriam** (1994) Mathematics
M.A., California State University, Fullerton
- HAKALA, Gary R.** (1989) Mathematics
B.S., University of Wyoming
- HARTMANN, Adam** (1999) English
M.A., California State University, San Bernardino
- HARTMANN, Melissa** (1999) English
M.A., California State University, San Bernardino
- HAWKINS, Judith** English
M.A., California State University, San Bernardino
- HAZARD, ROLAND F.** (1979) Administration of Justice
B.V.E., California State University, San Diego
- HENDRIX, Thomas T.** (1992) Fire Technology
State Chief Officer, Certified State Fire Marshal
- HERRERA, Veronica G.** (1996) Spanish
M.A., University of California, Riverside
- HEUMANN, Michael** (1997) English
M.A., University of California, Riverside
- HOBSON, Richard H.** (1995) Mathematics
Ph.D., Pennsylvania State University at University Park
- HODGES, Peter** Philosophy
M.A., National University, San Diego
- HOPKINS, Lisa** (1997) Speech
B.A., California State University, Fullerton
- HUFF, James** (1996) Child Development /
Emergency Medical Services
Ph.D., Clayton School of Natural Healing & the
American Holistic
- JACOBSON, Christine P.** (1998) English
M.A., California State University, San Bernardino
- JOHNSON, David** Mathematics
M.S., Air Force Institute of Technology
- JOHNSTON, C. J.** (1974) Mathematics
M.S., University of Arizona, Tucson
- JONES, M. JoAnn** (1991) Child Development
M.Ed., Azusa Pacific University
- JONES, Robert** (1997) English
M.A., University of California, Riverside
- KADOW, Eugene** (1997) Economics
M.A., Fresno State, Fresno
- KEITH, Thomas** Philosophy
M.A., Claremont Graduate School, Claremont
- KIBBY, Janice A.** (1990) Child Development
B.A., University of Redlands
- KIMBALL, Suzanne** (1998) Fire Technology
A.S., Victor Valley College
- KORTE, Robert B.** (1998) Physical Education
M.A., Azusa Pacific University
- LARMON, Robert C.** (1995) Politics
M.A., University of Southern California, Los Angeles
- LA VALLE, James M.** (1998) Sociology
M.A., University of California, Riverside
- LOCKARD, Kandy** (1997) English
B.A., Seattle Pacific University, Seattle, Washington
- LOYD, Rene** (1997) Mathematics
M.A., Univeristy of California, Riverside
- LYNCH, Brock** (1997) Mathematics
M.A., University of California, Riverside
- MARTIN, Debra** (1997) Health
M.A., Azusa Pacific University, Azusa
- MATELJAN, Theresa** (1998) English
M.S., Ed. University of Souther California
- MCALLISTER, Caroline** (1997) Child Development
M.A., University of Redlands
- McDONOUGH, Judith** Health / PE
P.H., Loma Linda University, La Verne
- MCGEE, Richard** (1997) Sociology
M.A., Mississippi St. University
- McKINNEY, William R.** (1981) Psychology
M. Div., Vanderbilt University, Nashville
- MEAD, Carol L.** (1998) Health Education
M.A., California State Univesity, San Bernardino
- MERRITT, Steven** (1999) History
M.A., University of California, Riverside
- METZINGER, Nancy** (1991) Business & Office
Technology
M.S., Governors State University, Park Forest
- MINAR, Cynthia J.** (1998) Anthropology
M.A., University of California, Riverside

- MINOR, Christopher** (1997) Mathematics
M.A., University of California, Riverside
- MOBLEY, Ernest W.** (1978) Physical Education
M.A., California State University, Long Beach
- MOEHLMAN, David** (1999) Sociology
- MORGAN, Edwin M.** (1997) Mathematics
M.S., University of Oregon, Eugene
- MORRIS, Donna J.** (1995) Mathematics
M.A., Fresno Pacific College, Fresno
- MOWER, Frances E.** (1989) Child Development
M.A., Pacific Oaks College, Pasadena
- MOULDS, Lenel G.** (1990) English
M.A., M.Th., Andrews University, Michigan
- MURILLO, Charles R.** (1994) English
M.A., California State University, San Bernardino
- MUNRO, Theresa** (1997) History
M.A., University of California, Riverside
- NAMEKATA, James S.** (1999) Physical Education
M.A., University of California, Riverside
- NASTASE, Doina** (1998) French
M.A., California State University, Long Beach
- NGUYEN, Phong** (1996) Emergency Medical Services
M.D., University of California, Irvine
- NIELSEN, William C.** (1980) Physics
M.S., Air Force Institute of Technology
- NOBLE, Alan P.** (1988) Chemistry
M.S., University of Redlands
- O'TOOLE, Robert L.** (1990) Accounting
B.S., Arizona State University
- OVERSTREET-MURPHY, Penni Kaye** (1994) Fire
Technology
M.A., California State University, San Bernardino
- OYLER, Michele** French
M.A., California State University, Fullerton
- PAULEY, Blaga S.** (1999)
M.A., Bulgaria State Conservatory
- PEQUENO, Catherine L.** (1995) Computer &
Information Sciences
B.S., California State University, San Bernardino
- PETERS, Lincoln** (1999) English
M.A., California State University, San Bernardino
- PIERCE, Leah C.** (1990) Mathematics
B.A., California State University, San Bernardino
- POFFEK, Christine M.** (1984) Physical Education
California State University, Fullerton
- PLAXTON, Charity** Psychology
M.A., Loma Linda University
- POWELL, Wallace W.** (1977) Physical Education
M.A., Northern Arizona University
- PRESZLER, Julie** (1999) Allied Health / Radiologic
Technology
- PROVANSAL, Gary** (1997) Fire Technology
Community College Limited Service Credential
- RAMIREZ, Donald M.** (1998) Mathematics
M.A., Ph.C. University of California, Los Angeles
- RAWLEY, James M.** (1996) English
M.A., University of California, Riverside
- REYES, Henry L.** (1997) Administration of Justice
B.A., California State University, San Bernardino
- ROBERSON, Darren** (1997) Fire Technology
B.A., Humboldt State University, Arcata
- ROBINSON, James L.** (1997) Politics
Ph.D., University of California, Los Angeles
- ROMANO, Nicholas** (1997) C&IS
A.S., Crafton Hills College
- ROSENBUAUM, Nicole M.** (1998) English
M.A., California State University, San Bernardino
- ROSENTHAL, Mary** (1998) Mathematics
B.S., Union College, New York
- ROSS, Michael** (1996) Mathematics
M.A., University of Southern California, Los Angeles
- SADLER, Roger M.** (1995) Biology
M.S., Loma Linda University at Loma Linda
- SANCHEZ, Wallace A.** (1997) Physical Education
M.A., California State University, San Bernardino
- SCHUERMANN, Patricia G.** (1989) Business & Office
Technology
M.A., University of Redlands
- SCHLICHTENMYER, Steve** (1998) Art
M.F.A., Stanford University
- SCHWARTZ, Penny E.** (1999) English
M.A., University of Redlands
- SCHWENNESEN, Carol** Art
M.F.A., Claremont Graduate School

SHELBY, Patricia Sociology
M.A., California State University, Fullerton

SHERMAN, Sylvia J. (1964) History
B.A., M.A., University of California, Riverside

SHOOK, William .. Business Administration / Marketing
M.A., California State University, San Bernardino

SKOUSEN, James (1997) Theatre Arts
M.A., California State University, Fullerton

SMITH, Kathleen (1997) Fire Technology
B.A., California State University, San Bernardino

SMYTH, Pamela English
M.A., California State University, San Bernardino

STONE, Clarence E. (1988) Business Administration
M.P.A., University of Southern California

SULLIVAN, Jacquelyn (1997) Physical Education
B.A., California State Polytechnic University, Pomona

SWANSON, William Eric (1977) English / Psychology
M.A., Claremont Graduate School
M.B.A., California State University, San Bernardino

THOMERSON, Katherine J. (1988) English
M.A., Wesleyan University, Connecticut

TOY, James E. (1983) Fire Technology
A.S., Chaffey College, Rancho Cucamonga

TYSON, Robert (1994) Emergency Medical Services
B.A., Fort Lewis College, Durango

URIA, José L. (1989) Spanish
M.Ed., Azusa Pacific University

VASQUES, Henry(1991) Emergency Medical Services

VERDON, Richard (1986) Mathematics
M.A., University of Redlands

VOLDMAN, Aleksandr (1997) Mathematics
M.A., California State University, San Bernardino

WALKER, Judith L. (1999) Child Development
M.A., California State University, Los Angeles

WAREHAM, Arlan K. (1995) Mathematics
Ph.D., University of California, Riverside

WATERS, Madeleine S. (1997) English
M.A., Loma Linda University

WATTS, Howard (1999) . Allied Health / Radiologic Tech.
B.S., Pacific Union College

WEBSTER, Linda (1994) Computer & Information
Sciences
B.S., California State University, San Bernardino

WHEELOCK, Donald Accounting
M.A. Ed., California State University, San Bernardino

WORD, Dan (1997) Emergency Medical Services
B.A., Cogswell Polytech. College, Sunnyvale

WRIGHT, Steven English
M.A., California State University, San Bernardino

WYSOWSKI, Michael E. (1986) Physical Education
B.S., Illinois State University at Normal

YOUNG, Galen (1997) Fire Technology
B.A., Cogswell Polytech College, Sunnyvale

YOUNG, Stephen (1992) Fire Technology
M.A., California State University, San Bernardino

VICE PRESIDENTS EMERITI

JAMES G. BISI ((1968) ... Vice President, Student Services

GORDON A. CLOPINE (1961) Vice President,
Administrative Services and Professor of Geology/
Geography

DEAN EMERITUS

DON A. YOWELL (1972-1987) . Dean, Student Personnel
Services

PROFESSORS EMERITI

JOSEPH T. ALLEN (1954-1984) Geology

H.D. ANDERSON (1946-1978) Foreign Language

ROGER C. ANTON (1946-1976) President
Named Professor Emeritus (posthumously) by the Board of
Trustees, June 3, 1977.

GEORGE ASHTON (1957-1978) History

OLEN BAGGETT (1965-1986) Physical Education

JAMES G. BISI (1968-1997) Counseling

DORIS BOARDMAN (1961-1982) Library

JOSEPHINE E. BROHOLM (1947-1975) Speech

MARIAN T. CARTER (1970-1993) Speech

EDWARD L. CHAPIN, JR. (1953-1987) Assistant Dean, Continu-
ing Education and Community Services

GORDON A. CLOPINE (1961-1997) Geology

ROBERT T. GALBRAIGHT (1972-1999) Biology/
Oceanography

RICHARD H. GACHEL (1971-1987) Philosophy/Religious
Studies

VIRGINIA M. GAUSTAD (1970-1987) Office Administration

KENNETH L. GRUB (1965-1982) History

WILLIAM H. HOYT (1955-1987) Physical Education

EUGENE V. KADOW (1966-1995) Economics

FRANCIS J. KLING (1965-1992) Sociology

CLARENCE D. LAMBERT (1965-1987) Chemistry

ARTHUR F. MILLER (1974-1989) Psychology

VIOLET NEUMAN (1976-1999) Counseling

HAROLD B. PIGOTT (1946-1975) English

SYLVESTER L. PATRICK (1964-1987) Counseling

WALTER C. SCHULING (1964-1984) History and Politics

V. DEAN STEWART (1950-1981) Chemistry

DONALD R. WIRZ (1972-1999) Chemistry

WILLIAM R. WRIGHT (1977-1999) Work Experience

CLASSIFIED EMPLOYEES

AGUILAR, Juanita
Admissions / Registration & Records Clerk II

ALBRIGHT, Gavan
Laboratory Technician, Science

APONTE, Christina
Admissions / Registration & Records Clerk III

AZELTON, Jim
Golf Course / Tennis Court Attendant

BALTZ, Stephen P.
Custodial & Warehouse Supervisor

BARRA, Victoria
Secretary I, Instruction Office

BARTH, Clifford E. Jr.,
Maintenance Person

BENJAMIN, Veda
Admissions / Registration & Records, Clerk I

BINGHAM, Kelly
Administrative Secretary, Occupational Education

BIRD, WANDA
Food Service Worker II

BOATMAN, John
Grounds Caretaker II

BOGH, Wayne
Department Network Specialist

BREAZILE, Sue
Secretary I, Fire Science

BRISENO, Humberto S.
Grounds Caretaker II

BRUNER-JONES, Sherri
Clerk Typist II, Teaching Aids

BURGESS, William
College Police Officer

BURNHAM, Janet
Teaching Assistant, Reading / Study Skills

BURNS, Carole A.
Laboratory Technician, Microbiology

CALDERON, Gene
Golf Course / Tennis Court Attendant

CAO, Truc
Custodian I

COLE, Judith
Learning Resource Assistant

COVINO, Darryl J.
Grounds Supervisor

COX, Cheryl
Administrative Assistant to the President

COX, Gerard
Cafeteria Manager

CROOKS, Beth
Account Clerk I, Campus Business Office

DE LA FUENTA, Norma
Food Service Worker I

DIEHL, Carol
Bookstore Assistant II

DONNELL, Ruby
Administrative Assistant I, Instruction Office

EDGAR, Ellen C.
College Registrar

EDWARDS, Leroy
Maintenance Person

EELLS, Robert L.
Maintenance Supervisor

FISCHER, Henry
Custodian I

FITE, Patrick
Public Information Officer

FURTADO, Trudy
Account Clerk II, Campus Business Office

GIMPLE, Tina
Job Placement / Career Guidance Specialist

HALL, Christina
Clerk Typist, Financial Aid

HEEMSTRA, Diana K.
Bookstore Manager

HOLMAN, Florence
Electronic Switchboard Operator

HYDORN, Beverly A.
Administrative Secretary, Continuing Education

JAURE, Lucy
Secretary II, Counseling

JOHNSON, Richard L.
Grounds Caretaker, II

JOHNSTON, Dennis
College Police Supervisor

KARR, Deborah
Admissions / Registrations & Records Clerk I

KIESEWETTER, Nancy A.
Library Technical Assistant I

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