

Crafton Hills College

2002-2003 Catalog

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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, LADM-300E, (909) 389-3210.

Cover by: Gloria Piggott and Patrick Fite

Crafton Hills College

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

Web Address: www.craftonhills.edu

A Public Community College in California



Crafton Hills
COLLEGE

CATALOG 2002 - 2003

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.

Credits

Catalog Committee

Dr. Susan Shodahl
Laurens Thurman
Dr. Arnie Kosmatka
Mark Snowwhite
Judi Harrington
Marco Cota
Kelly Bingham
Bev Hydorn
DyAnn Walter

Format Design: Victoria Barra
Photography: Patrick Fite
Photo Layout: Gloria Piggott

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San Bernardino Community College District

Crafton Hills College Administration

Gloria Macías Harrison, M.A.	President
Susan A. Shodahl, Ph.D.	Vice President, Instruction
Alex E. Contreras, M.S.Ed.	Vice President, Student Services
To be announced	Vice President, Administrative Services
Donna Ferracone, M.A.	Dean, Program Development
Kirsten Sondergaard Colvey, M.S.	Dean, Student Services/Counseling and Matriculation
Laurens K. Thurman, M.A.	Dean, Instructional Services
June C. Yamamoto, M.A.	Dean, Workforce and Economic Development
Patrick Fite, B.A.	Director, Marketing and Public Relations
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John Muskavitch, B.S.	Director, Financial Aid
To be announced.	Director, Admissions and Records

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Raymond G. Eberhard, Ed.D.	Business Manager
Frank G. Reyes, M.A.	Assistant to the Chancellor/Governmental Affairs
Lew Warren, M.A.	Director/Manager, Radio & T.V. Stations
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Crafton Hills College Foundation

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

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Dear Student:

Crafton Hills College is celebrating its 30th anniversary. For 30 years there has been a solid and unwavering commitment to quality service and excellence in its educational and training programs. We prepare students to meet their full potential and to become leaders and productive citizens in our community.

The college offers over 53 majors in 38 degree programs and 15 occupational certification plans. An excellent faculty supports the instructional programs and provides an outstanding learning environment. An expanded Learning Center that includes both a writing and a math center provides academic support and tutorial services. In addition, students receive support services within the areas of Counseling, Financial Aid, Extended Opportunity Programs and Services (EOPS), Career Center, Transfer Center, Disabled Student Programs and Services (DSPS), Health Services, Workforce Readiness Training, and Admissions and Records. Opportunities for co-curricular activities are available through student government, campus clubs, and organizations.

Over the last three decades, the transfer program has prepared students well for the four-year colleges and universities. The number of graduates receiving two-year Associate in Arts or Associate in Science degrees has increased by more than 1,000 percent since 1972. Our occupational education programs, such as Radiologic Technology, Respiratory Therapy, Emergency Medical Services, and Computer Information Systems have become cutting-edge programs in high technology and are preparing students for the challenges of the future. Our Fire Technology and Paramedic programs have earned regional and national recognition and are heavily subscribed. Cultural enrichment programs such as the Summer Redlands Theatre Festival and the annual CHC Baroque Festival have become mainstays of the College and of the community at large.

The last few years have been especially exciting and gratifying as the campus accomplishes its planning goals. The college continues to implement its High Technology Plan so that the college is at the cutting edge of computer technology. This fall, the Child Development Center will reopen as a college run operation that is integrated with the college's Early Childhood Development and Teacher Education programs. We have completed the centralization and remodeling of student services so that students may receive services more efficiently. This fall, a new bookstore and classroom facility will be completed on the east end of the campus. This will triple the size of the bookstore and provide four large classrooms to accommodate more students.

In the next few years, Crafton Hills College, in conjunction with its county and city partners, will continue its efforts to start construction of a San Bernardino Regional Emergency Training Center at the International Airport site. Additionally, Crafton Hills College is working with its partners in K-12 and Higher Education to increase communication and facilitate access to educational and training opportunities for the citizens of the Inland Empire.

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

We are proud that more than 90,000 students in the past and 5,300 current students have chosen the College as the place to pursue their dreams.

As we celebrate our 30th anniversary, we remain committed to providing access to higher education and training and to the advancement of our community.

Sincerely,

Gloria Macias Harrison
President

SECTION I

General Information

About the College

Crafton Hills College (CHC) is one of 108 campuses in the California Community College system, the largest college system of higher education in the world. Since its opening in 1972, learners of all ages, interests and backgrounds have passed through the doors of CHC, taking advantage of this first step to higher learning. As new businesses and industries settle in this region, CHC continues to increase in importance as a source for a college education and career training. Crafton Hills currently serves approximately 5,200 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 learning.

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

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

CHC has a Child Development Center for CHC students who need child care services while attending school. The CHC Child Development Center is operated by the college and cares for children from infancy through 5 years of age. It also has a preschool. The Center and the Child Development Program function collaboratively to provide the best education possible for the children and our child development students.

An important priority at the campus is technology. This year, CHC installed 100 new Intel Pentium 4 computers in two classrooms, paving the way for new computer courses and giving students access to the latest in computer technology and software. During the past six years, the college has purchased more than 750 new computers and state-of-the-art software for classrooms and college-wide computer labs. These computers bring CHC to the top of technology in the classroom. 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 renowned for its excellent productions of award-winning Broadway plays, musicals, and the classics. 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 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 directly enter the workplace.

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

MISSION STATEMENT

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.
- Economic Development programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.
- 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 to the baccalaureate degree;
2. Occupational programs for entry into specific vocations and further training for increased occupational effectiveness while pursuing a vocation;
3. General education that provides a fundamental learning foundation and stimulates intellectual curiosity;
4. Continuing education for citizens in the community who may desire further preparation in general education or in a vocational field;
5. Programs in basic skills for increased effectiveness in pursuing the basic objectives of the College;
6. Advising and counseling for educational, occupational, and personal planning.

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.

PRE-ENROLLMENT ASSESSMENT

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

Assessment is provided on a drop-in basis.

Plan on two hours to complete the assessment process.

For questions you may contact the assessment center at (909) 389-3267 or email at testcenter@craftonhills.org

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

1. You have completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. You have completed 30 or more semester units of college work at another college or university. (Provide Transcript)
3. You have completed pre-requisite courses with a grade of "C" or better. If you have not completed pre-requisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. You have scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide Transcript)
5. You are only enrolling in courses at Crafton Hills College to maintain certificate or license requirements.
6. You are only enrolling in 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. You have taken a placement exam at one of the other Region 9 community colleges or you have taken the Accuplacer Assessment Test at another college in the last two years and you provide scores and placement recommendations from the other college.

NEW STUDENTS

1. Fill out an application (inside schedule) or online at <http://mv.craftonhills.net> and (a) take it to the Admissions Office in the Student Services Administration Building (SSA), room 213, or (b) mail it to the address on the application. If you complete the application online or if you mail it you will need to visit the Admissions office to complete your residency verification.
2. Have your official high school/college/university transcripts sent to the Admissions Office at Crafton Hills College. You can request the transcripts from the records office at your high school or the college/university that you previously attended. You may want to request an additional copy for your records at the same time.

HIGH SCHOOL STUDENT SPECIAL ATTENDANCE POLICY AND PROCEDURES

Crafton Hills College may admit high school students who are capable of profiting from college courses.

To be eligible:

- 1) The student must take advanced scholastic or vocational course(s).
- 2) The student must have a Grade Point Average (G.P.A.) of 3.0 or better.

**Exceptions to this criteria may be considered for high school students requesting to enroll in articulated vocational education programs at Crafton Hills College. Petitions requesting this exception must be accompanied by a letter of recommendation from the high school counselor.*

To Petition for Special Attendance, students must submit:

1. A completed Crafton Hills College Application for each term requested.
2. A completed Special Attendance form (available from high school counselor), signed by a high school counselor and parent/guardian of the student for each term requested.
3. Official High School transcripts (delivered in a sealed envelope).
4. **All documentation must be submitted to the Admissions and Office no later than 3:00 p.m. the Friday before Arena Registration (refer to Class Schedule for Arena Registration dates).**

High school students approved for Special Attendance may register in transfer courses (course numbers 100-299) only and may not register before the last day of Arena registration.

Courses taken must not duplicate courses currently available in the high schools and may be taken for college credit only.

Requested college course loads will be reviewed and approved on an individual basis by the CHC Petitions Committee. Registration Appointments will be given upon approval of petition.

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 Counseling Department and 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 determined 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 re-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 residence elsewhere, shall be entitled to retain resident classification until he/she has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at the institution.
 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.

REQUIRED DOCUMENTS FOR 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.
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.

EXCEPTIONS TO RESIDENCE DETERMINATION

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

H. A student who (1) has not been an adult resident of California for more than one year and (2) is the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date shall be entitled to resident status. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. (ECS 68076)

RESIDENT STATUS APPEAL

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

COSTS

See class schedule for fees and other costs. People who are not legal residents of California must pay the current non-resident tuition fees.

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.
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 that indicates a negative tuberculosis test. Note: X-ray or skin test must be done in the United States. The results must be on file with the College within the first month of attendance.
8. An affidavit of financial support.
9. When all requirements have been met, a letter of acceptance will be mailed. An I-20 will be mailed upon receipt of the first semester's fees in American dollars in the form of a money order.

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

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

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.

Transfer/Career Center

Specialized services to assist students with transfer and career planning are available in Transfer/Career Center in the Counseling Office SSB 201. Students planning on transferring to a univer-

sity or other institution may explore options or identify the requirements necessary for a successful transfer. Representatives from local universities are available by appointment throughout the year to specifically advise students on transfer to their institution. Workshops on preparing applications as well as other topics related to transfer are provided in the Transfer/Career Center. Students who would like to participate in career exploration activities or need assistance in preparing a job search, writing a resume and interviewing techniques can receive assistance through the Center. The Center also provides a referral service for jobs available to students on campus and in the community.

Counseling

The college provides counseling services to current and prospective students. Students who wish to receive assistance with making career choices or with planning a program of study to complete a certificate, degree or transfer requirements are encouraged to see a counselor. Counselors will assist students with planning a program of study that will allow students to transfer to the university or other post-secondary institution of their choice using current articulation agreements and other pertinent information. For students who would like assistance with the selection of a career pathway, counselors have access to a wide assortment of resources, including instruments which evaluate achievement, aptitude and career interests, as well as professionally prepared career guidance materials. Students who may encounter personal issues that affect their ability to succeed in school are also encouraged to see a counselor who can assist the student with accessing appropriate support from college and community resources.

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. Consult a counselor 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 an unfair manner, he or she should consult with the Vice-President of Student Services or designee.**

- Orientation

PCD055 (Personal Career Development) is a course which meets the requirements of California's Matriculation Plan. The course is required for all new students. The course includes:

1. An introduction to college life and requirements.
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.
7. Debt management.

Disabled Student Services (DSS)

Crafton Hills College offers a comprehensive program of support services to students with disabilities. 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. These include 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.

Office: SSB-108

Office Hours: Monday-Thursday 8:00 am to 7:00 pm
Friday 8:00 am to 4:00 pm

For additional information, call the Disabled Student Services at (909) 389-3325, Fax: (909) 794-3684, TDD (909) 794-4105.

Distributed Education

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

- Telecourses

Telecourses air over KVCR-TV, 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 five on-campus meetings. They also take 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**

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

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 Opportunity 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. 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

Telephone: (909) 389-3239
Office: SSA-307

- **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 six week program will be awarded an EOPS/CARE grant.

As a supplemental component of the EOPS program, CARE provides educational support services designed for the academically under-prepared, low income, single parent population. Grants and allowances for educationally related expenses are available.

CARE

Cooperative Agencies Resources for Education

Financial Aid/Loans, Grants, and Employment

The Financial Aid office helps 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 7020, Lawrence, KS 66044-7020. If no changes are necessary, the student should keep the SAR for his/her records. Students are not required to submit the SAR to the Financial Aid Office. It is important, however, that all requested documentation be returned as soon as possible. Financial Aid awards are made only *after* a student's file is complete. On-time applicants (those who have complete applications by the last day of the previous spring semester and who have re-

turned 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. This includes completing all classes for which aid is received.

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

- TYPES OF FINANCIAL AID

1. BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

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

2. CAL GRANTS

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

3. FEDERAL PELL GRANT PROGRAM

Crafton Hills College participates in the Federal Pell Grant Program, which provides federal grants of approximately \$3,674 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, 2002 until June 1, 2003.

4. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Crafton Hills College participates in the Federal Supplemental Educational Opportunity Grant program, which provides federal grants to a maximum of \$1,000 per year for students who qualify. The average grant at Crafton Hills College is \$300. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

5. FEDERAL WORK STUDY

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

6. FEDERAL FAMILY EDUCATION LOAN PROGRAM

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Crafton Hills College students may borrow between \$500 and \$3,500 based on their need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after ceasing at least half-time enrollment, a variable interest rate (In 2001/2002 this interest rate was 5.99%.) begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan.

To apply for a loan under the Federal Family Education Loan Program, a student must complete a Free Application for Federal Student Aid (FAFSA) and attend an "entrance interview" with a member of the Financial Aid staff. Students may come to the Financial Aid office to receive a copy of the student loan policy.

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 at the center is to assist the student in maintaining health. The student learner who is at a high 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 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 from 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 that will qualify you for junior standing at most four-year colleges and universities in the United States. However, since the specific requirements of different institutions vary so widely 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 a variety of occupational programs. Some of these programs lead to associate degrees; others lead to certificates of achievement; and some offer a choice of degree or certificate, depending on the level of education attained. For listings and descriptions of specific programs, see 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, and to develop the student's awareness of societal concerns and the responsibilities of citizenship. All programs leading to the Associate Degree include a general education component.

Student Activities

• Associated Students of Crafton Hills College

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

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

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

- Accounting and Business Association
- Alpha Gamma Sigma (AGS)
- Black Student Union (BSU)
- Campus Christian Club (CCC)
- Movimiento Estudiantil Chicano de Aztlan (MEChA)
- BETA II (Respiratory Therapy Club)
- Student California Teachers Association (SCTA)
- C.H.A.N.G.E.S. Club
- American Indian Association (AIA)
- Terrestrial Investigation Club (TIC)

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

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

Office hours during Fall and Spring semesters are Monday through Thursday, 8:00 a.m. - 8:00 p.m. and Friday 8:00 a.m. - 2:30 p.m. Call for summer hours. The telephone number is (909) 389-3410.

Support Services

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

• Library

Located at the center of the campus, the Library supports the teaching program of the college with more than 63,000 book titles, 1900 full-text periodicals on ProQuest, and 20 Internet computers. Our online catalog of books, videos, music CD's, and some online reference materials can be accessed on the CHC website over the Internet. ProQuest can also be searched from our website over the Internet.

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, making it possible to check out the books of 20 other college libraries throughout the Southland.

• Learning Center (TLC)

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

• 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.-3:00 p.m. Friday. However, at the beginning of each academic term the Bookstore also maintains additional hours for a short period of time.

For our students convenience, the Bookstore has a website in which they can retrieve textbook information, reserve books at the beginning of the semester or purchase textbooks on line.

Web Address: <http://bookstore.crafton.sbccd.cc.ca.us>

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.

Student Success Program

The Student Success Program is designed to assist new and continuing students with negotiating the sometimes confusing and frustrating processes of the college learning environment. Student Success Advisors are available to answer student questions, and to connect students to the myriad of resources available to the college. New and continuing students who do not know where to begin to get their questions answered or problems solved are welcome to call the Student Success Advisors, who will lend a friendly ear and assist the student with successfully resolving their problems. Students are encouraged to give the Student Success Program a call or stop by the office if they have any questions or if they encounter any problems with attending class or successfully completing coursework. The Student Success Program is located in SSB 203. The Counseling Center is available Monday through Friday during counseling hours. Students may also call the office at (909) 389-3450 or email the program at embell@crafton.sbccd.cc.ca.us.

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. 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. One copy of your DD-214, for your initial enrollment;
3. Official transcripts from all colleges/military schools you have attended;
4. Meet with Veterans Counselor to receive help in developing your career plan and program of study.
5. Enroll in your classes.
6. Turn in Veterans Enrollment Approval Form.

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 designed to assist students in obtaining employment.
- Assist in employment experiences on and off campus.
- Assist with 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, Classroom Building, Room 215, or by calling (909) 389-3208.

- Cooperative Work Experience Education

Crafton Hills College offers working students the opportunity to receive two, three, or four units per semester based upon their employment. Students working 10 hours a week in paid positions or eight hours a week in volunteer positions are eligible for two units, three units are available for 15 hours a week in paid positions or 12 in volunteer positions, and four units may be taken if working 20 hours in paid positions or 16 in volunteer positions.

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

Occupational Work Experience is offered to students who are currently working in one of the following majors: Accounting, Administration of Justice, Allied Health, Business Administration, Business Information Systems, Child Development, Computer & Information Systems, Emergency Medical Services, Fire Technology and Marketing. Two to four units may be taken each semester for a maximum of 16 units.

Students may earn two to three units per semester for a total of six units and need not be enrolled in a related course for General Work Experience. Both Occupational and General Work Experience require students to maintain a minimum of 7 units, including Work Experience, throughout the semester. In addition, students must attend one class meeting during the first three weeks of school and meet once individually with the Coordinator. Classes are offered on Monday and Thursday afternoons from 1:00 – 2:00 p.m. and again in the evening from 6:00– 7:00 p.m.

Parking Controls and Traffic Regulations

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

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

1. General

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

2. Traffic Regulations

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

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.

CANCELLING CLASSES

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

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 that 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 seven 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 subject area.

3. Parking Regulations:

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

4. Parking Permits

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

Annual permits	\$35.00
Semester	\$20.00
Summer	\$15.00
Add'l staff decals	\$ 3.00
Daily parking	\$ 1.00

Daily parking will be verified by a current San Bernardino Community College District parking ticket placed on the dashboard of the car.

Additional non-staff and non-faculty permits will be charged at the same rate as the first permit.

- D. Permits for staff and faculty will be purchased in the Police Communications Office.
- E. Permits for students will be purchased in Registration during registration periods and in the College Police Office at SBVC and in the Police Communications Office at CHC.
- F. If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.
- G. Refunds will be made only to students and only when the following conditions are met:
 1. That all classes in which the student is enrolled are cancelled by the college and the student is thus disenrolled from the college.
 2. That a portion of the decal bearing the number is returned to the College Police Office and
 3. That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).

UNIT LIMITATIONS

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

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

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

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

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

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

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

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

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

INCOMPLETES

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 4th 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.** If you must miss a particular class, you should notify the instructor as soon as possible, but in no case later than the first day you return to school. An instructor may drop you from a course for excessive absences. Reinstatement is the prerogative of the instructor.

OPEN ENTRY/OPEN EXIT COURSES

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

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
CR	Credit (at least a "C")	0
NC	No Credit (less than satisfactory)	0

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

STANDARDS FOR PROBATION

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

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. (Petitions are available in the Admissions and Records office.)
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 2001-2002 followed by the fall semester 2002-2003 shall be considered consecutive if the student was not enrolled in the spring semester of 2001-2002.)

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:

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 student's 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. Neither grades nor courses will be "taken off" the student's record. Instead, courses under consideration will be indicated and annotated accordingly on the student's permanent record. The student's permanent records from other institutions will not be altered. The student may not request for Academic Renewal more than once.

• Petition for Special Privileges Procedure

Students may obtain further information and/or forms regarding the appeals process from the Counseling Center, SSB 201 or the Student Services Office, SSA 306.

The completed petition must include:

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

STANDARDS OF STUDENT CONDUCT

• In the Classroom

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

1. **Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor or another student is talking, not bringing food or drink into the classroom, and not being loud, boisterous, or argumentative.
2. **Respect for Other Students.** This includes not interfering with the rights of others to listen and participate, being respectful, and not using inappropriate language or harassing others in any way.
3. **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college are grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class 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. For more information, contact Student Services at 389-3355.

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 take simultaneously 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 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.

ADVANCED PLACEMENT POLICY

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

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

NOTE:

1. Some four-year institutions (e.g., out of state) may not accept AP credit.

The applicability and quantity of AP credits granted toward major/or baccalaureate degree requirements continues to be determined by the individual CSU or UC campus. Students planning to transfer should check the catalog of the transfer institution to determine how AP credit is awarded at that school.

ADVANCED PLACEMENT (AP) EXAMINATION CREDITS

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

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

Departments and Disciplines

ALLIED HEALTH SERVICES

Allied Health AH
 Radiologic Technology RADIOL
 Respiratory Care RESP
 Speech-Language Pathology Assistant SLPA

BIOLOGICAL SCIENCES

Anatomy ANAT
 Biology BIOL
 Chemistry CHEM
 Microbiology MICRO
 Physiology PHYSIO

BUSINESS

Accounting ACCT
 Business Administration BUSAD
 Marketing MARKET
 Real Estate REALST
 Work Experience WKEXP

CHILD DEVELOPMENT AND EDUCATION

Child Development CD
 Education EDU

LANGUAGE ARTS

American Sign Language ASL
 English ENGL
 French FRENCH
 German GERMAN
 Learning Resources LRC
 Reading and Study Skills READ
 Speech SPEECH
 Spanish SPAN

EMERGENCY SERVICES

Emergency Medical Services EMS
 Fire Technology FIRET
 Rotocraft-Helicopter Pilot Training ROTO

FINE ARTS

Art ART
 Music MUSIC
 Theatre Arts THART

HEALTH AND PHYSICAL EDUCATION

Health Education HEALTH
 Physical Education - Personal Activities PE
 Physical Education/Individual and
 Group Activities PE/I
 Physical Education/Team PE/T

INFORMATION TECHNOLOGIES

Business Information Systems BIS
 Computer Information Systems CIS

PHYSICAL SCIENCE/MATHEMATICS

Astronomy ASTRON
 Geography GEOG
 Geology GEOL
 Mathematics MATH
 Oceanography OCEAN
 Physics PHYSIC

SOCIAL SCIENCES

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

SECTION II

Course Descriptions

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

Numbering of Courses

010-099	Multipurpose courses, but not generally applicable to the Baccalaureate degree.
100-299	Basic lower division courses applicable to the Associate degree; may also apply to the Baccalaureate degree.
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.

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 2 - 4 UNITS

CSU*, Associate Degree Applicable

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

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

Work Experience: 150-300 hours Paid Employment

120-240 hours Unpaid Employment

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

205 BOOKKEEPING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942

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

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942

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

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942

Corequisite: ACCT 210

Laboratory: Minimum 48 hours per semester

Instructing students in the interpretation and use of computerized accounting practice case.

220 PRINCIPLES OF ACCOUNTING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ACCT 210, ACCT 211

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942

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, ACCT 211

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942

Corequisite: ACCT 220

Laboratory: Minimum 48 hours per semester

Instructing students in the interpretation and use of computerized accounting practice case.

225 INTERMEDIATE ACCOUNTING 3 UNITS

CSU, Associate Degree Applicable

Prerequisites: ACCT 210, ACCT 220

Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942

Lecture: Minimum 48 hours per semester

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

226 COST ACCOUNTING 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942**Lecture: Minimum 64 hours per semester*

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

227 ADVANCED INTERMEDIATE ACCOUNTING 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942, ACCT 225**Lecture: Minimum 48 hours per semester*

Instruction in the study of liabilities, contingencies, stockholders' equity, retained earnings, earnings per share, investments, revenue recognition, pensions, leases, accounting changes, error analysis, Statement of Cash Flows, and full disclosure. Emphasis will be on case learning reflecting a user perspective and developing team learning and decision-making skills.

228 AUDITING 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942, ACCT 225**Lecture: Minimum 48 hours per semester*

Instruction in the study and application of generally accepted auditing principles. Emphasis will be on case learning reflecting a user perspective and developing team learning and decision-making skills.

229 ADVANCED AUDITING 3 UNITS*Associate Degree Applicable**Prerequisite: ACCT 228 or acceptance into the program**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942, ACCT 225**Lecture: Minimum 48 hours per semester*

Instruction in the application of generally accepted auditing standards towards auditing computerized accounting information systems. Emphasis will be on case learning reflecting a user perspective and developing team learning and decision-making skills.

230ABCD STATE AND FEDERAL INCOME TAX ACCOUNTING 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: None (Courses must be taken in sequence)**Departmental Recommendations: 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.

231 GOVERNMENTAL AND NON-PROFIT ACCOUNTING 3 UNITS*Associate Degree Applicable**Prerequisite: ACCT 225 or the equivalent**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th Grade level, ENGL 015, MATH 942**Lecture: Minimum 48 hours per semester*

Instruction in the application of accounting principles, standards, and methods to governmental and non-profit organizations.

ADMINISTRATION OF JUSTICE (ADJUS)

101 INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

102 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

103 CONCEPTS OF CRIMINAL LAW 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

104 LEGAL ASPECTS OF EVIDENCE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

105 COMMUNITY RELATIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

106 PRINCIPLES OF INVESTIGATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

107 CONCEPTS OF ENFORCEMENT SERVICES 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

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

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

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

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

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.

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

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

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

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

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

Students are instructed in the usage, spelling, pronunciation, and meaning of terminology used to describe the human body. Accordingly, the class will explore terms pertaining to the structure and function of the body, the pathologic processes that affect it, and the diagnostic and therapeutic procedures that are used in health maintenance and disease management.

**111 ADVANCED PRACTITIONER EXAMINATIONS:
REVIEW AND SEMINAR** 1 UNIT*Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 48 hours per semester*

Hands-on review of computer-based Advanced-level Written Registry and Clinical Simulation Examinations. Offered for Credit or No Credit only.

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

Examination of current topics related to the allied health field. Specific topics will be announced in the schedule of classes for the semester in which this course is offered.

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

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

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.

AMERICAN SIGN LANGUAGE (ASL)

101 AMERICAN SIGN LANGUAGE I 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 16 hours per semester*

Introduction to American Sign Language as used by the Deaf Community in the United States and other parts of the world. A basic vocabulary of about 600 signs is presented. Typical ASL sentence structures are demonstrated. Social conventions involved in ASL use are discussed. The lectures discuss the history of deaf education and the Deaf community up to the end of the nineteenth century.

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

102 AMERICAN SIGN LANGUAGE II 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ASL 101**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 16 hours per semester*

Continuing introduction to American Sign Language as used by the Deaf Community in the United States and other parts of the world. A basic vocabulary of about 600 additional signs is presented. Additional typical ASL sentence structures are demonstrated. More of the social conventions involved in ASL use are discussed. The lectures discuss the history of deaf education and the Deaf community through the twentieth century. Particular attention is given to technological developments that have effects upon the Deaf community and on individuals.

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

ANATOMY (ANAT)

101 ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

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

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.

*Two courses in ANAT or PHYSIO maximum transferable to UC.

150 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.

*Two courses in ANAT or PHYSIO maximum transferable to UC.

159X4 HUMAN CADAVER DISSECTION 1 UNIT

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or ANAT 150 and 151

Laboratory: Minimum 48 hours per semester

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

SELECTED TOPICS IN ANATOMY AND PHYSIOLOGY 1 - 4 UNITS

236ABCD

237ABCD

238ABCD

239ABCD

CSU, Associate Degree Applicable

Prerequisite: None

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

Laboratory: Minimum 16-64 hours per semester

Study of topics of current interest in Anatomy and Physiology.

246 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 1 UNIT

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or ANAT 150

Independent Study: Minimum 48 hours per semester

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

247 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 2 UNITS

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or ANAT 150

Independent Study: Minimum 96 hours per semester

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

248 SPECIAL PROBLEMS IN ANATOMY AND PHYSIOLOGY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ANAT 101 or ANAT 150

Independent Study: Minimum 144 hours per semester

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

ANTHROPOLOGY (ANTHRO)

100 INTRODUCTION TO ARCHEOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

A general introduction to the history, objectives, and methods of modern archeology, prehistory and culture development of human groups, important archeological discoveries throughout the world, and the contributions of archeology to the understanding of the development of human culture from man's emergence as a culture-bearing animal millions of years ago to the beginning of written history.

102 CULTURAL ANTHROPOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Introduction to the nature of human culture through a survey of the range of cultural phenomena of tribal and peasant peoples, linguistics, and other related topics. The explanation of similarities and differences among human societies is explored through processes of cultural change, social organization, religion, art, economics, and political organization, together with the impact of Western culture on non-Western societies. (CAN ANTH 4)

106 PHYSICAL ANTHROPOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

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

107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

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

110 PRIMITIVE RELIGIONS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

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

ART (ART)

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

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

102 ART HISTORY II: RENAISSANCE TO MODERN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

105 HISTORY OF MODERN ART 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ART 100 and ART 102

Lecture: Minimum 48 hours per semester

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

120X4 BASIC DESIGN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 64 hours per semester

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

124X4 DRAWING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester and

Laboratory: Minimum 64 hours per semester

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

126X4 PAINTING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester and**Laboratory: Minimum 64 hours per semester*

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

132X4 LIFE DRAWING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 64 hours per semester*

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

175X4 SCULPTURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 64 hours per semester*

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

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 concepts, techniques, and skills of printmaking. Areas to be covered: linoleum, wood cuts, silk screening, etching, and stenciling. This course may be taken four times.

247X4 SPECIAL PROJECTS IN ART 1 - 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: Completion of a studio art class or**Corequisite: Concurrent enrollment in an art class**Departmental Recommendation: Student must have the*

approval of a faculty member and cooperatively produce a contract outlining goals and content of the project(s) to be undertaken

Independent Study: Minimum 48-144 hours per semester

Independent study for selected students in any area of art, with projects determined jointly by student and instructor. This course may be taken four times. (Formerly ART 246X4, ART 248X4, ART 249X4)

275X4 CONTEMPORARY SCULPTURE TECHNIQUES 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ART 175X4**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.

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 INTRODUCTION TO ASTRONOMY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

160 ASTRONOMY LABORATORY 1 UNIT*UC, CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: ASTRON 150**Laboratory: Minimum 48 hours per semester*

Laboratory work to supplement 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, aquaculture, 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: Minimum 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 1.5 - 3 UNITS 152

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

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

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 Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level, ENGL 101

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.

103 HUMAN RESOURCES MANAGEMENT 3 UNITS*Associate Degree Applicable**Prerequisite: None*

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

Lecture: Minimum 48 hours per semester

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

104 INTRODUCTION TO FINANCIAL MANAGEMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None***Departmental Recommendation: BUSAD 100***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*

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

Lecture: Minimum 48 hours per semester

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

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.

120 FUNDAMENTAL PRESENTATION GRAPHICS CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisites: None***Departmental Recommendation: BIS 105 or equivalent***Lecture: Minimum 32 hours per semester*

Comprehensive training in the concepts and techniques of creating electronic multimedia slide shows. In-depth understanding and experience designing quality presentations. Experience designing presentations for the Web. This course prepares students for the *Expert*-level Microsoft Office User Special test for MOUS certification. This course is also offered as BIS 120 and MARKET 120.

125 FUNDAMENTAL WEB DESIGN CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None***Departmental Recommendation: BIS 105 or equivalent***Lecture: Minimum 32 hours per semester*

Comprehensive hands-on introduction to Web designing and publishing using Web authoring software. Although the source code to Web pages is examined, this course does not teach HTML, DHTML, or XHTML programming. After completing this course, students will be prepared to take the *Expert* level Microsoft Office User Specialist examination for MOUS certification in Microsoft FrontPage. This course is also offered as BIS 125 and MARKET 125.

130 FUNDAMENTAL SPREADSHEET CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None***Departmental Recommendation: BIS 105 or equivalent***Lecture: Minimum 32 hours per semester*

Comprehensive hands-on fundamental concepts and techniques for efficient spreadsheet design, processing, and application. This course covers topics such as creating and maintaining workbooks, analyzing and modifying spreadsheet-generated charts, integrating spreadsheet data with Office applications, creating professional-looking workbooks, adding hyperlinks to Worksheets, and publishing to the Web. After completing this course, students will be prepared to take the *Proficient* level Microsoft Office User Specialist examination for MOUS certification in Microsoft Excel. This course is also offered as BIS 130.

135 FUNDAMENTAL DATABASE CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Comprehensive hands-on fundamentals of the concepts and techniques of efficient database design, processing, and application. This course covers topics such as creating and maintaining database tables, building and modifying database-generated forms and reports, integrating database tables with Office applications, publishing reports to the Web, and enhancing forms with hyperlinks. After completing this course, students will be prepared to take the *Proficient*-level Microsoft Office User Specialist examination for MOUS certification in Microsoft Access.

This course is also offered as BIS 135.

140 FUNDAMENTAL GEOGRAPHIC INFORMATION SYSTEMS (GIS) CONCEPTS AND APPLICATION FOR BUSINESS 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Introduction to the concepts of automated map production and analysis using geographic information systems software. Hands-on training in the application of GIS to solve a variety of common business problems and to make business decisions. Study of GIS concepts and terminology. This course is also offered as BIS 140.

145 BUSINESS ENGLISH COMMUNICATION 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 914 or equivalent**Lecture: Minimum 64 hours per semester*

Instruction and improvement in and practical application of English grammar, word usage, and style skills as they relate to workplace written and verbal communication. Study of acceptable business document formats and vocabulary commonly used in business. Discussion and application of e-mail writing techniques for global communication. Experience in collaborative research, problem-solving, and composition skills that simulate workplace activities. This course is also offered as BIS 145.

155 HUMAN RELATIONS IN THE WORKPLACE 2 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester*

Examination of the organizational behavior techniques necessary for developing harmony and cooperation and for improving interpersonal effectiveness on the job. This course will explore such issues as workforce diversity, teamwork, and empowerment. This course is also offered as BIS 155.

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

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

200 BUSINESS MANAGEMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: BUSAD 100 or equivalent**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level, ENGL 015**Lecture: Minimum 48 hours per semester*

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

210 BUSINESS LAW 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level, ENGL 015**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. *Maximum UC credit for BUSAD 210 and BUSAD 211, one course.

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 BUSAD 211, one course.

230 USING COMPUTERS FOR BUSINESS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 16 hours per semester*

Fundamentals of information systems and software applications. Knowledge of essential computer concepts and technologies. Emphasis on application of Windows techniques and hands-on experience producing contextually accurate information with word processing, spreadsheet, database, presentation graphics, desktop publishing, and e-mail software. Introduction to creating a Web page with hyperlinks. Integration of documents in a multi-user client-server environment and over the Internet.

BUSINESS INFORMATION SYSTEMS (BIS)

007X4 BUSINESS AND OFFICE SKILLS LAB 1 UNIT

Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 48 hours per semester

Individualized instruction designed to help students improve business and office skills. Assistance with courseware, software, and computer hardware. Availability of program-related reference material and transcription tapes. Offered for Credit or No Credit only. This course may be taken four times.

008X4 BUSINESS AND OFFICE SKILLS LAB 2 UNITS

Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 96 hours per semester

Individualized instruction designed to help students improve business and office skills. Assistance with courseware, software, and computer hardware. Availability of program-related reference material and transcription tapes. Offered for Credit or No Credit only. This course may be taken four times.

009X4 BUSINESS AND OFFICE SKILLS LAB 3 UNITS

Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 144 hours per semester

Individualized instruction designed to help students improve business and office skills. Assistance with courseware, software, and computer hardware. Availability of program-related reference material and transcription tapes. Offered for Credit or No Credit only. This course may be taken four times.

090A-ZX3 SELECTED TOPICS IN BUSINESS INFORMATION SYSTEMS .5 - 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8-48 hours per semester

Examination of selected topics and technology of special interest to students in the field of business information systems. Specific topics and technology will be identified in the schedule of classes when this course is taught.

100 BEGINNING KEYBOARDING AND SKILLBUILDING 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 48 hours per semester

Comprehensive training in the operation of a keyboard by touch. This course is designed to teach the alphabetic, numeric, and symbol keys and the keypad; to apply keyboarding skills and basic word processing techniques to produce uncomplicated letters, memorandums, reports, and tabular documents; and to develop a minimum keyboarding speed of 45 words a minute. Keyboarding accuracy, speed, and the application of standard formatting principles are emphasized.

101 ADVANCED KEYBOARDING AND INFORMATION PROCESSING 3 UNITS

Associate Degree Applicable

Prerequisite: BIS 100 or equivalent

Lecture: Minimum 32 hours per semester and/or

Laboratory: Minimum 48 hours per semester

Comprehensive training in the production of accurately keyed and formatted business documents. This course emphasizes accuracy in preparing complex letters, memorandums, reports, tables, legal papers, financial reports, statistical material, and slide presentations. Also emphasized is speed and accuracy at a minimum rate of 65 words per minute.

105 COMPREHENSIVE WINDOWS CONCEPTS AND TECHNIQUES 2 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

In-depth training in the purpose for and use of Microsoft Windows. Hands-on exposure to all the features that help users increase speed and efficiency on any Windows-based personal computer. This course includes troubleshooting and problem-solving techniques. This course also provides a solid foundation of basic computer and software knowledge and experience upon which users can build.

108 TELECOMMUNICATIONS AND BUSINESS DATA COMMUNICATIONS 2 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Comprehensive introduction in layman terms to fundamental data communications and telecommunications concepts and systems. Improve understanding of electronic communication systems needed in today's business environment. Non-technical explanation of communications trends, issues, management, and the latest technologies for local area, wide area, and distributed networks, intranets, and the Internet.

110 BEGINNING WORD PROCESSING CONCEPTS AND APPLICATION 2 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: BIS 100 or BIS 105 or equivalents

Lecture: Minimum 32 hours per semester

Comprehensive introduction to the concepts of processing words electronically. This hands-on course teaches the efficient techniques used to create and modify many kinds of documents. Features covered in this introductory course are entering, proofing, editing, and saving text; formatting documents with font effects, paragraph alignment, bullets and numbers, and borders and shading; creating and working within tables; formatting pages for running heads and with autoformat and styles; merging documents; and working with graphics. Although recommended, keyboarding skills are not required.

111 ADVANCED WORD PROCESSING CONCEPTS AND APPLICATION 2 UNITS*Associate Degree Applicable**Prerequisite: BIS 110 or equivalent**Departmental Recommendations: BIS 100 or BIS 105 or equivalents**Lecture: Minimum 32 hours per semester*

Comprehensive word processing concepts and techniques for the advanced word processor. This hands-on course teaches the efficient techniques used to integrate word processing, documents with files created using other kinds of software, create Web pages, work with multi-page documents, collaborate with documents, arranging text with text objects, create and modify charts, create and use forms, and customize with autotext and macros. Although recommended, keyboarding skills are not required.

115 FUNDAMENTAL DESKTOP PUBLISHING CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Introduction to the essential principles of layout and design for business or personal publications. Applying appropriate fonts, choosing photographs and images, and understanding the impact of color, students learn to apply essential design principles that make reports, newsletters, proposals, forms, and other types of documents look more professional, attractive, and effective for standard distribution as well as over the Internet. This course is also offered as MARKET 115.

120 FUNDAMENTAL PRESENTATION GRAPHICS CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Comprehensive training in the concepts and techniques of creating electronic multimedia slide shows. In-depth understanding and experience designing quality presentations. Experience designing presentations for the Web. This course prepares students for the *Expert*-level Microsoft Office User Special test for MOUS certification. This course is also offered as BUSAD 120 and MARKET 120.

125 FUNDAMENTAL WEB DESIGN CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Comprehensive hands-on introduction to Web designing and publishing using Web authoring software. Although the source code to Web pages is examined, this course does not teach HTML, DHTML, or XHTML programming. After completing this course, students will be prepared to take the *Expert* level Microsoft Office User Specialist examination for MOUS certification in Microsoft FrontPage. This course is also offered as BUSAD 125 and MARKET 125.

130 FUNDAMENTAL SPREADSHEET CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Comprehensive hands-on fundamental concepts and techniques for efficient spreadsheet design, processing, and application. This course covers topics such as creating and maintaining workbooks, analyzing and modifying spreadsheet-generated charts, integrating spreadsheet data with Office applications, creating professional-looking workbooks, adding hyperlinks to Worksheets, and publishing to the Web. After completing this course, students will be prepared to take the Proficient level Microsoft Office User Specialist examination for MOUS certification in Microsoft Excel. This course is also offered as BUSAD 130.

135 FUNDAMENTAL DATABASE CONCEPTS AND APPLICATION 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Comprehensive hands-on fundamentals of the concepts and techniques of efficient database design, processing, and application. This course covers topics such as creating and maintaining database tables, building and modifying database-generated forms and reports, integrating database tables with Office applications, publishing reports to the Web, and enhancing forms with hyperlinks. After completing this course, students will be prepared to take the Proficient-level Microsoft Office User Specialist examination for MOUS certification in Microsoft Access. This course is also offered as BUSAD 135.

140 FUNDAMENTAL GEOGRAPHIC INFORMATION SYSTEMS (GIS) CONCEPTS AND APPLICATION FOR BUSINESS 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: BIS 105 or equivalent**Lecture: Minimum 32 hours per semester*

Introduction to the concepts of automated map production and analysis using geographic information systems software. Hands-on training in the application of GIS to solve a variety of common business problems and to make business decisions. Study of GIS concepts and terminology. This course is also offered as BUSAD 140.

145 BUSINESS ENGLISH COMMUNICATION 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 914 or equivalent**Lecture: Minimum 64 hours per semester*

Instruction and improvement in and practical application of English grammar, word usage, and style skills as they relate to workplace written and verbal communication. Study of acceptable business document formats, vocabulary commonly used in business, and state-of-the-art computer terms that are continually entering the language. Discussion and application of electronic-mail writing techniques for global communication. Experience in collaborative research, problem-solving, and composition skills that simulate workplace activities. This course is also offered as BUSAD 145.

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

Comprehensive training in the increasingly complex field of records management. This course covers local and remote maintenance and control of records and information; the retention and disposition of records; the application of alphabetic filing and indexing rules compatible with Association of Records Managers and Administrators (ARMA) guidelines; the methods of storing and retrieving alphabetic, subject, numeric, and geographic records; the application of database software to records management; coverage of filing and maintenance of automated microimage and electronic imaging records; information on disaster prevention; the records audit; staffing, supervising, and training employees; career opportunities; professional memberships; and professional certification.

155 HUMAN RELATIONS IN THE WORKPLACE 2 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester*

Examination of the organizational behavior techniques necessary for developing harmony and cooperation and for improving interpersonal effectiveness on the job. This course will explore such issues as workforce diversity, teamwork, and empowerment. This course is also offered as BUSAD 155.

160 GENERAL OFFICE PROCEDURES I 3.5 UNITS*Associate Degree Applicable**Prerequisite: BIS 100 or equivalent**Departmental Recommendations: BIS 105, BIS 110, BIS 115, BIS 120, BIS 130, BIS 135 or equivalents**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 32 hours per semester*

Preparation for comprehensive office simulation. Application of basic Microsoft Office and Outlook software. Review of English grammar and training in effective proofreading and editing skills. Training in efficient transcription from tape and 10-key techniques.

161 GENERAL OFFICE PROCEDURES II 3.5 UNITS*Associate Degree Applicable**Prerequisite: BIS 160 or equivalent**Departmental Recommendations: BIS 105, BIS 110, BIS 115, BIS 120, BIS 130, BIS 135 or equivalents**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 32 hours per semester*

Comprehensive training in performing general office functions, simulating an office environment. Enhancement of communication and interpersonal skills through office-simulated collaboration. Training includes efficient and effective ways to increase productivity on the job while using Microsoft Word, Excel, Access, PowerPoint, and Publisher with Internet integration; Microsoft Outlook E-mail; transcription equipment; and a 10-key numeric keypad.

**180 MEDICAL TERMINOLOGY AND TRANSCRIPTION I
3.5 UNITS***Associate Degree Applicable**Prerequisites: BIS 100 or BIS 110 or equivalents and a minimum keyboarding speed of 30 words per minute**Departmental Recommendations: BIS 105 and BIS 110 or equivalents**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 32 hours per semester*

Comprehensive introduction to building a working medical vocabulary and transcribing medical reports using word processing software. Study of medical terminology and abbreviations. Training in the application of proofreading and editing techniques, grammar and punctuation skills, and transcription speed and accuracy to produce professional-quality medical reports.

**181 MEDICAL TERMINOLOGY AND TRANSCRIPTION II
3.5 UNITS***Associate Degree Applicable**Prerequisites: BIS 180 or equivalent and BIS 100 or BIS 110 or equivalents and a minimum keyboarding speed of 40 words per minute**Departmental Recommendations: BIS 105 and BIS 110 or equivalents**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 32 hours per semester*

Comprehensive advanced instruction and techniques to help continue building a working medical vocabulary and transcription skills using word processing software. Continued study of medical terminology and abbreviations. Continued training in the application of proofreading and editing techniques, grammar and punctuation skills, and transcription speed and accuracy. Application of appropriate standard formats to all types of medical reports.

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

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

CHEMISTRY (CHEM)

087 PROBLEM SOLVING AND STUDY SKILLS FOR CHEMISTRY 1 UNIT

Associate Degree Applicable

Prerequisite: MATH 090 or eligibility for MATH 095

Corequisite: CHEM 101

Lecture: Minimum 16 hours per semester

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

101 INTRODUCTION TO CHEMISTRY 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MATH 090 or equivalent

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to college chemistry, with an emphasis on the general principles of chemistry, including critical thinking, analysis and problem solving in chemistry. Topics covered include but are not limited to, the study of matter and its properties, measurements, reactions, molecular structures, physical and chemical properties and laboratory techniques. * No UC credit granted if taken after CHEM 150.

102 INTRODUCTION TO ORGANIC CHEMISTRY 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: CHEM 101 or CHEM 150 or equivalent

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to college organic chemistry, with an emphasis on the fundamental principles of organic chemistry. Topics covered include the study of organic compounds, nomenclature, reactions, biochemistry and laboratory techniques. * No UC credit granted if taken after CHEM 212.

150 GENERAL CHEMISTRY I 5 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MATH 095 with a C or better or equivalent

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 96 hours per semester

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

151 GENERAL CHEMISTRY II 5 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: CHEM 150 with a grade of C or better or equivalent

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 96 hours per semester

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

212 ORGANIC CHEMISTRY I 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: CHEM 151 with a C or better

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

213 ORGANIC CHEMISTRY II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: CHEM 212 with a C or better

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

246 SPECIAL PROBLEMS IN CHEMISTRY I 1 UNIT

UC, CSU, Associate Degree Applicable*

Prerequisite: CHEM 101 or CHEM 150

Independent Study: Minimum 48 hours per semester

Independent projects for students with a special interest in chemistry, involving library research or laboratory projects.

247 SPECIAL PROBLEMS IN CHEMISTRY II 2 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: CHEM 101 or CHEM 150

Independent Study: Minimum 96 hours per semester

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

248 SPECIAL PROBLEMS IN CHEMISTRY III 3 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: CHEM 101 or CHEM 150

Independent Study: Minimum 144 hours per semester

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

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

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

101 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

This course presents a study of human development from conception through adolescence within cultural and family contexts. It examines cognitive, physical, social and emotional development, both typical and atypical. Students will be introduced to the theories, research and applications that constitute the field of child development by examining both traditional areas of the field and more recent innovations. Observational study of children included.

112 PROGRAMS AND PRACTICES IN CHILD DEVELOPMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CD 105

Lecture: Minimum 48 hours per semester

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

115 HEALTH, WELFARE, AND NUTRITION FOR CHILDREN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CD 105

Lecture: Minimum 48 hours per semester

Training in health, nutrition, disaster preparedness, 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

CSU, 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. This course may be taken twenty times.

126 CHILD, FAMILY, AND COMMUNITY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CD 105

Lecture: Minimum 48 hours per semester

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

130 MUSIC AND MOVEMENT FOR CHILDREN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CD 105

Lecture: Minimum 48 hours per semester

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

131 DEVELOPMENTAL ART FOR CHILDREN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: CD 105

Lecture: Minimum 48 hours per semester

Study of the artistic and aesthetic growth and development of children. Exploration of philosophy, theory and application of art concepts. 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.

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

Study of basic scientific theories and practices for teaching young children simple methods and processes of science and math. Classifying, simple reasoning, observing, making 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.

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*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

Study of artistic expression in children. Overview of artistic abilities in children. 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.

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

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

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

Course focuses on preparing and facilitating developmentally appropriate activities and curriculum for infants and toddler ages birth to 36 months. Satisfies licensing training requirements for infant/toddler child development workers.

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

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

**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.) This course may be taken two times.

**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 to 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 two times.

244 CHILDREN WITH SPECIAL NEEDS 3 UNITS*CSU, 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.

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

Methods and principles of supervising 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.)

**271 ADMINISTRATION: MANAGEMENT AND
ORGANIZATION OF CHILD DEVELOPMENT 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: CD 105, CD 126 and one of the following
curriculum classes: CD 130 through CD 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.)

**272 ADMINISTRATION: HUMAN RELATIONS IN
CHILD DEVELOPMENT PROGRAMS 3 UNITS***CSU, Associate Degree Applicable**Prerequisites: CD 105, CD 126 and one of the following
curriculum classes: CD 130 through CD 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.)

295 ELEMENTARY LABORATORY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Acceptance into program**Departmental Recommendation: CD 105**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 96 hours per semester*

This course offers supervised experience and participation in an elementary school setting. Emphasis is on understanding the role of the elementary school teacher, instructional methods, aiding literacy, cooperative relationships with staff, parents, children and professional ethics of teaching. This class is degree applicable and transferable. This course transfers to CSU and is required for the Liberal Studies/Education program at CSUSB.

COMPUTER INFORMATION SYSTEMS (CIS)

**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 including spreadsheets and databases. Includes program development using a high-level language. Discusses the impact of computers in society and the workplace. No previous computer background required.

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

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

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

Fundamentals of database concepts with an emphasis on the design and 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.

109 OPERATING SYSTEMS AND ENVIRONMENTS 3 UNITS*CSU, 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:** CIS 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.

111 WEB PAGE PROGRAMMING AND DESIGN 3 UNITS*CSU, Associate Degree Applicable***Prerequisite:** None**Lecture:** Minimum 48 hours per semester

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

112 BASIC LANGUAGE AND PROBLEM SOLVING II 3 UNITS*UC, CSU, Associate Degree Applicable***Prerequisite:** CIS 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 CIS 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.

113 JAVA AND J++ PROGRAMMING 3 UNITS*UC, CSU, Associate Degree Applicable***Prerequisite:** CIS 102**Lecture:** Minimum 48 hours per semester

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

114 C++ PROGRAMMING I 3 UNITS*UC, CSU, Associate Degree Applicable***Prerequisite:** CIS 102**Lecture:** Minimum 48 hours per semester

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

115 PROGRAMMING IN C 3 UNITS*UC, CSU, Associate Degree Applicable***Prerequisite:** CIS 102**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.

116 C++ PROGRAMMING II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: CIS 114 or CIS 115**Lecture: Minimum 48 hours per semester*

Introduction to object oriented programming using the C++ programming language. Includes program development, debugging, and implementation of programs to solve numerical and non-numerical problems on an interactive computer system. Course topics will include: Functions, Classes, operator overloading, inheritance, polymorphism, file input/output, templates, and string handling.

117 SCRIPTING 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Web page scripting and programming using current scripting languages. Includes program development, debugging, and implementation of programs to enhance web pages. Course topics will include: Client-side and Server-side scripts, ASP and database integration.

118 WEB SITE MANAGEMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Web Site Management and security. Includes management of server-side software, development of maintenance and security plans, server-side programming and existing web site updates and maintenance.

130 HARDWARE AND INFORMATION TECHNOLOGY 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: CIS 101 and CIS 109**Lecture: Minimum 48 hours per semester*

A hands-on course covering basic computer hardware, software, maintenance and training technologies. Certification type material will be presented in this course enabling students to understand the material as well as help them prepare to complete industry certification exams. Topics include hardware components, operating system functions, information systems maintenance, strategies for the organization, and end-user training options. Hands-on experience with different computer hardware, operating systems, and software utilities. Provides the foundation necessary for students to sit for the certification exams.

131 HELP DESK 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: CIS 101 and CIS 130**Lecture: Minimum 48 hours per semester*

An introductory course covering basic computer Help Desk technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification exams. Topics include using, administrating, deploying, supporting and troubleshooting end-user computer hardware and software, as well as providing a fundamental foundation in preparation for industry certification.

140 NETWORKING FUNDAMENTALS (CISCO NETWORKING ACADEMY) 3.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Semester I of Cisco CCNA certification preparation program. A hands-on course including classroom, and laboratory instruction in current and emerging networking technology. Topics to be covered include network topology, cabling, electrical considerations, the OSI model, Internet protocol addressing, bridges, switches, hubs, and routers.

141 BASIC ROUTING CISCO SEMESTER II (CISCO NETWORKING ACADEMY) 3.5 UNITS*Associate Degree Applicable**Prerequisite: CIS 140**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Introduction to basic routing and security, Cisco Semester II (Cisco Networking Academy). Includes management of server-side software, development of maintenance and security plans, server-side programming and existing web site updates and maintenance.

142 FUNDAMENTALS OF LANs CISCO SEMESTER III (CISCO NETWORKING ACADEMY) 3.5 UNITS*Associate Degree Applicable**Prerequisite: CIS 141**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Introduction to Fundamentals of LANs Cisco Semester III (Cisco Networking Academy). Includes management and configuration of routers for various industry standards. Includes segmentation of LANs using bridges, routers, and switches; and virtual LANs, Fast Ethernet, cut-through and store, and forward LAN switching.

143 FUNDAMENTALS OF WANs CISCO SEMESTER IV (CISCO NETWORKING ACADEMY) 3.5 UNITS*Associate Degree Applicable**Prerequisite: CIS 142**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Introduction to Fundamentals of WANs Cisco Semester IV (Cisco Networking Academy). Includes designing, configuring, installing and implementing a Wide Area Network. Topics covered include but are not limited to WAN topologies, interfaces, protocols, and frame encapsulation.

144 ADVANCED ROUTING-LANs CISCO SEMESTER V (CISCO NETWORKING ACADEMY) 3.5 UNITS*Associate Degree Applicable**Prerequisite: CIS 143**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Introduction to Advanced Routing-LANs Cisco Semester V (Cisco Networking Academy). Includes advanced concepts using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites.

**145 ADVANCED WANs-CISCO SEMESTER VI
(CISCO NETWORKING ACADEMY) 3.5 UNITS***Associate Degree Applicable**Prerequisite: CIS 144**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Introduction to Advanced WAN Cisco Semester VI (Cisco Networking Academy). Includes advanced concepts using Cisco routers connected to local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites.

**146 LAN SWITCHING - CISCO SEMESTER VII
(CISCO NETWORKING ACADEMY) 3.5 UNITS***Associate Degree Applicable**Prerequisite: CIS 144**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

LAN Switching Cisco Semester VII (Cisco Networking Academy). Includes advanced concepts using switches connected in local-area networks (LANs) typically found at small network sites.

**147 NETWORK TROUBLESHOOTING-CISCO SEMESTER
VIII (CISCO NETWORKING ACADEMY) 3.5 UNITS***Associate Degree Applicable**Prerequisite: CIS 144**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

Network troubleshooting, Cisco Semester VIII (Cisco Networking Academy). Includes troubleshooting concepts for networks using switches and routers connected in local-area networks (LANs) typically found at small network sites and wide-area networks (WANs) found in medium to large multi-site networks.

150 NETWORKING ESSENTIALS WITH TCP/IP 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: CIS 101 and CIS 109**Lecture: Minimum 48 hours per semester*

A hands-on course covering basic computer networking and TCP/IP technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification exams. Topics include network components, network configuration, network troubleshooting, and TCP/IP. Includes hands-on experience with a computer network, network software, and TCP/IP configurations as well as provides the foundation necessary for students to sit for industry certification exams.

151 NETWORK CLIENT ADMINISTRATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 150**Lecture: Minimum 48 hours per semester*

A hands-on course covering basic computer network client administration technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification exams. Topics include using, administering, deploying, and troubleshooting network client software, and TCP/IP. Includes hands-on experience with a computer network, network client software, and TCP/IP configurations as well as provides the fundamental foundation in preparation for industry certification.

152 NETWORK SERVER ADMINISTRATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 150**Lecture: Minimum 48 hours per semester*

A hands-on course covering basic computer network Server administration technology. Certification type material will be presented in this course enabling students to understand the material as well as help prepare them to complete the certification examinations. Topics include using, administering, deploying, and troubleshooting network Server software, and TCP/IP. Includes hands-on experience with a computer network, network Server software, and TCP/IP configurations as well as provides the fundamental foundation in preparation for industry certification.

160 AUTHORING ACCESSIBLE WEB PAGES 2 UNITS*Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 32 hours per semester*

This course provides additional expertise to students interested in furthering their skills in web page design and web site management by improving their skill set to include the design of web pages and sites accessible to individuals with disabilities. Students will develop a thorough understanding of the American's with Disabilities Act (ADA) and how the law pertains to web page/site development. Familiarization and use of tools, techniques and strategies that are used to comply with Section 508 of the ADA are the focus of the course.

171 INTRODUCTION TO ROBOTICS 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to robotic technology including the history, terminology, components and operation of robotic systems. Includes an overview and creation of robotics using selected software. Includes program development using a high-level language. Discusses the impact of robotics in society and the work place. No previous computer background required.

190A WEB MASTER INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in Web page design and web site management. This course will provide additional expertise to students interested in furthering their skills in web page design and web site management by exposing them to authentic product development, and coaching by a professional mentor in the field.

190B NETWORK ADMINISTRATION INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisites: CIS 130 and CIS 150**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in network implementation, design, setup, and administration. This course will provide additional expertise to students interested in furthering their skills in network administration by exposing them to network planning, development, wiring, implementation, maintenance and coaching by a professional mentor in the field.

190C HARDWARE TECHNICIAN INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 130**Lecture: Minimum 8 hours per semester**Field: Minimum 200 hours per semester*

A one-semester course offering hands-on experience in computer hardware maintenance and user support. This course will offer further expertise to students interested in furthering their skills in hardware and end-user support by exposing them to authentic support scenarios, and coaching by a professional in the field.

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

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

**200 PROGRAMMING BUSINESS APPLICATIONS:
COBOL I 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: CIS 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: CIS 200**Lecture: Minimum 48 hours per semester*

Continuation of CIS 200; development of specialized programming techniques.

203 ADVANCED VISUAL BASIC 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 103**Lecture: Minimum 48 hours per semester*

Advanced Visual Basic concepts and methods as applied to the creation and maintenance of both single-user and client-server databases. Includes writing, debugging, and executing student created applications to solve both general purpose, and business database problems. Course also includes using SQL (Structured Query Language), ADO (Active X Data Objects), UDA (Universal Data Access), and using Windows API (Application Programming Interface).

**250 EXPLORING THE INFORMATION SUPERHIGHWAY
1.5 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 24 hours per semester*

Familiarization, use and customization of software tools that allow exploration and publication of information on the Internet. This includes Electronic Mail, the World Wide Web and USENET news group. Transfers to all CSU systems and is an elective for Liberal Studies/Education students who are transferring to the CSUSB seeking a teacher credential.

**255 INTRODUCTION TO COMPUTER TECHNOLOGY
FOR EDUCATORS 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to computer operations, terminology and components. Exploring technology and its instructional potential. Looks at computers and social issues, ethics and equity in education. Hands-on use of computers for basic understanding and application of database, word processing, desktop publishing, spreadsheets, visual aids, and use of graphics. No programming language required and no computer experience required. Transfers to all CSU systems and is required for all Liberal Studies/Education students who are transferring to CSUSB.

**916X10 LABORATORY FOR COMPUTER
INFORMATION SYSTEMS 0 UNIT***Not Applicable to Associate Degree**Prerequisite: None**Corequisite: Currently enrolled in a Computer Information Systems course**Laboratory: Variable hours*

Open-entry, open-exit computer laboratory to support the objectives of courses in Computer Information Systems. This course may be taken ten times.

ECONOMICS (ECON)

100 INTRODUCTION TO ECONOMICS 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101 and MATH 952**Lecture: Minimum 48 hours per semester*

A general education course emphasizing economic analysis applied to issues and problems facing the U.S. economy. Problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action. Topics covered include supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy and international trade. * No UC credit granted if taken after ECON 200 OR ECON 201.

200 PRINCIPLES OF MACROECONOMICS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Introduction to the basic mechanisms of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and the Keynesian theories, the Federal Reserve System and commercial banking. An examination of various contemporary economic growth, unemployment, inflation, and budget deficit are also presented. (CAN ECON 2)

201 PRINCIPLES OF MICROECONOMICS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy. Topics covered include supply and demand, consumer theory, production theory, and price formation in competitive and noncompetitive markets, theory of comparative advantage and international trade. Issues such as monopoly, public goods, unequal income distribution, and environmental problems are also studied in this course. (CAN ECON 4)

EDUCATION (EDU)

200 SOCIAL STUDIES FOR THE SCHOOL AGE CHILD 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: Acceptance into program**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to social studies curriculum and methods of instruction for the school age child. Overview of social studies in a diverse society. Includes designing instruction and meeting academic needs of children. 48 hours of lab in an elementary school setting required. This course transfers to CSU and is required for the Liberal Studies/Education program at CSUSB.

290 INTRODUCTION TO EDUCATION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CD 105**Lecture: Minimum 48 hours per semester*

This course is an introduction to the field of education. It is designed to familiarize students with the broad aspects of the profession, philosophy, and principles of teaching school age children. This course transfers to CSU and is required for the Liberal Studies/Education program at CSUSB.

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 Recommendations: Good dexterity and coordination abilities; the ability to work in small areas, in different positions and at times on the ground or floor; good physical condition with the ability to lift up to 150 pounds**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 64 hours per semester**Clinic: Minimum 16 hours per semester**Field: Minimum 24 hours per semester*

Instruction in all facets of 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.

030 EMERGENCY DEPARTMENT TECHNICIAN 4.25 UNITS*Associate Degree Applicable**Prerequisite: None**Corequisite: FIRET 903**Lecture: Minimum 44 hours per semester**Laboratory: Minimum 44 hours per semester**Clinic: Minimum 40 hours per semester.*

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

039 OUTDOOR EMERGENCY CARE 5.75 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 40 hours per semester*

Comprehensive emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only.

043X20 SKI PATROL - BASIC PATROL TRAINING
1.5 - 5.25 UNITS

Associate Degree Applicable

Prerequisite: Must pass a safety skiing and ski proficiency test the first day of class

Lecture: Minimum 15-36 hours per semester

Laboratory: Minimum 45-115 hours per semester

Classroom and ski slope training necessary to provide emergency medical care to victims of accidents or sudden illness at a ski resort or cross country facility. Offered for Credit or No Credit only.

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.

060 EMT-B FIELD PRACTICUM
7.25 UNITS

Associate Degree Applicable

Prerequisite: EMS 020; Must be pre-selected into the EMT-EMT-P, A.S. Degree Program

Corequisite: EMS 105

Lecture: Minimum 16 hours per semester

Field: Minimum 500 hours per semester

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

090A-ZX3 SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES
.25 - 4 UNITS

Associate Degree Applicable

Prerequisite: None

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

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

Clinic/Field: Minimum 5-240 hours per semester

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

091X3 CONTINUING EDUCATION FOR THE HEALTH PROFESSIONAL
.25 - 4 UNITS

Associate Degree Applicable

Prerequisite: Current EMT-P or MICN Certificate

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

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

Clinic/Field: Minimum 5-240 hours per semester

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

103 MOBILE INTENSIVE CARE NURSE
2.25 UNITS

Associate Degree Applicable

Prerequisites: As required by San Bernardino and Riverside County Emergency Medical Services: A current California R.N. license, one year experience as a registered nurse, 800 hours experience as a nurse in the emergency department, current ACLS certification, proof of cardiac dysrhythmia course, current employment in a base station hospital in San Bernardino, Riverside, Inyo, or Mono county and the ability to complete a written screening examination with 80 percent accuracy

Lecture: Minimum 20 hours per semester

Laboratory: Minimum 20 hours per semester

Clinic: Minimum 16 hours per semester

Field: Minimum 16 hours per semester

Orientation to prehospital advanced care protocols for San Bernardino, Inyo, Mono and Riverside counties and practice giving direction to prehospital care providers via one way or two way radio communication. Information on the roles and responsibilities of the mobile intensive care nurse. Offered for Credit or No Credit only.

105 PHYSICAL ASSESSMENT
2.25 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: EMT Certification or an ability to perform a basic patient assessment

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.

110X20 ADVANCED CARDIAC LIFE SUPPORT— PROVIDER
1 UNIT

Associate Degree Applicable

Prerequisite: EMS 910X20 and must be a MD, RN, EMT-P, RT or DDS (Must hold a current certificate in Basic Life Support from American Red Cross or American Heart Association)

Lecture: Minimum 12 hours per semester

Laboratory: Minimum 12 hours per semester

Improvement of the emergency Advanced Life Support skills of professional medical and paramedical personnel. This course may be taken twenty times.

112X20 ADVANCED CARDIAC LIFE SUPPORT— INSTRUCTOR
1 UNIT

Associate Degree Applicable

Prerequisite: EMS 110X20

Must be 18 years of age

Lecture: Minimum 14 hours per semester

Laboratory: Minimum 6 hours per semester

Instruction in the knowledge and skills essential to train qualified instructors to teach Advanced Life Support skills to the medical, nursing and paramedical community. This course may be taken twenty times.

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

Certification 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. This course may be taken twenty times.

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***Prerequisites:** Admission into the EMT-Paramedic Program,
EMS 050**Corequisites:** EMS 152, EMS 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***Prerequisites:** Admission into the EMT-Paramedic Program,
EMS 050 or equivalent**Corequisites:** EMS 151, EMS 153, EMS 154, EMS 155**Lecture:** Minimum 60 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***Prerequisites:** Admission into the EMT-Paramedic Program,
EMS 050 or equivalent**Corequisites:** EMS 151, EMS 152, EMS 154, EMS 155**Lecture:** Minimum 48 hours per semester

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

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

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

**155 SKILLS DEVELOPMENT FOR PARAMEDICS
3 UNITS***Associate Degree Applicable***Prerequisite:** Admission into the EMT-Paramedic Program**Corequisites:** EMS 151, EMS 152, EMS 153, EMS 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***Prerequisites:** EMS 151, EMS 152, EMS 153, EMS 154,
EMS 155**Clinic:** Minimum 164 hours per semester

Coordination of advanced paramedic training within the hospital setting. Opportunity to direct and engage in emergency intervention in traumatic and medical emergencies. This portion of the program will be in a clinical setting in San Bernardino or Riverside County. (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:** Minimum 600 hours per semester

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

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

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

**200A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**236A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic: Minimum 5-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**237A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic: Minimum 5-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**238A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic: Minimum 5-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**239A-ZX3 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES .25 - 4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic: Minimum 5-240 hours per semester*

Group investigation of a special topic in the area of pre-hospital emergency medicine, with special attention to large-scale crisis intervention. This course may be taken three times.

**246X4 SPECIAL STUDIES IN EMERGENCY MEDICAL
SERVICES 1 UNIT***Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48-192 hours per semester and/or**Clinic: Minimum 80-320 hours per semester*

Independent study for selected students in any area of emergency medical services, with projects determined jointly by student and instructor. This course may be taken four times.

**247X4 SPECIAL STUDIES IN EMERGENCY MEDICAL
SERVICES 1 UNIT***Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48-192 hours per semester and/or**Clinic: Minimum 80-320 hours per semester*

Independent study for selected students in any area of emergency medical services, with projects determined jointly by student and instructor. This course may be taken four times.

**248X4 SPECIAL STUDIES IN EMERGENCY MEDICAL
SERVICES 1 UNIT***Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48-192 hours per semester and/or**Clinic: Minimum 80-320 hours per semester*

Independent study for selected students in any area of emergency medical services, with projects determined jointly by student and instructor. This course may be taken four times.

**249X4 SPECIAL STUDIES IN EMERGENCY MEDICAL
SERVICES 1 UNIT***Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48-192 hours per semester and/or**Clinic: Minimum 80-320 hours per semester*

Independent study for selected students in any area of emergency medical services, with projects determined jointly by student and instructor. This course may be taken four times.

290 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.

**901X20 PREVENTING DISEASE TRANSMISSION FOR
EMERGENCY RESPONSE EMPLOYEES .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: None

Lecture: Minimum 8 hours per semester

Instruction in disease transmission, infection control practices. Occupational exposure management and legal concerns. Designed for emergency medical services, hospital and public safety personnel. Offered for Credit or No Credit only. This course may be taken twenty times.

**910X20 FUNDAMENTALS OF BASIC LIFE SUPPORT
FOR HEALTHCARE PROVIDERS .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: Be able to benefit from instruction

Must have physical abilities to perform required skills

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 8 hours per semester

Instruction in the skills of cardiopulmonary resuscitation for victims of all ages, including automated external defibrillator (AED) for those who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. Offered for Credit or No Credit only. This course may be taken twenty times.

**911X20 BASIC CARDIAC LIFE SUPPORT —
PROVIDER (RECERTIFICATION) 1.25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 910X20

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. This course may be taken twenty times.

**912X20 BASIC CARDIAC LIFE SUPPORT —
INSTRUCTOR .25 - .75 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 910X20

Lecture: Minimum 3-9 hours per semester

Laboratory: Minimum 3-9 hours per semester

Review and update of skills and knowledge necessary to perform Cardiopulmonary Resuscitation; techniques of teaching, including practice teaching. This course may be taken twenty times.

**913X20 BASIC CARDIAC LIFE SUPPORT —
INSTRUCTOR (RECERTIFICATION) .25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 912X20

Lecture: Minimum 3 hours per semester

Laboratory: Minimum 3 hours per semester

Provision of updated material for the Basic Life Support instructor; leads to recertification as designated by the American Heart Association. This course may be taken twenty times.

**916X4 LABORATORY FOR EMERGENCY MEDICAL
SERVICES 0 UNIT**

Not Applicable to the Associate Degree

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. This course may be taken four times.

**921X20 EMERGENCY MEDICAL TECHNICIAN
RECERTIFICATION 1 UNIT**

Not Applicable to the Associate Degree

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

Lecture: Minimum 12 hours per semester

Laboratory: Minimum 20 hours per semester

Review of all facets of basic life-support measures, CPR, automated external defibrillation, use of medical equipment and supplies, as well as instruction in new techniques and materials. Offered for Credit or No Credit only. This course may be taken twenty times.

**923X20 ADVANCED CARDIAC LIFE SUPPORT —
INSTRUCTOR (RECERTIFICATION) .25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 110X20

Lecture: Minimum 3 hours per semester

Laboratory: Minimum 3 hours per semester

Provision of updated material to the Advanced Cardiac Life Support instructor. Assessment of skills, new methods of presenting material, and a written test. This course may be taken twenty times.

**931X20 ADVANCED CARDIAC LIFE SUPPORT —
PROVIDER (RECERTIFICATION) .25 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 912X20

Lecture: Minimum 3 hours per semester

Laboratory: Minimum 3 hours per semester

Provision of updated material for the Advanced Life Support provider; leads to recertification as designated by the American Heart Association. This course may be taken twenty times.

**932X20 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES-OUTDOOR EMERGENCY
CARE REFRESHER "A" .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 6 hours per semester

Laboratory: Minimum 12 hours per semester

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only. This course may be taken twenty times.

**933X20 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES-OUTDOOR EMERGENCY
CARE REFRESHER "B" .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 6 hours per semester

Laboratory: Minimum 12 hours per semester

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only. This course may be taken twenty times.

**934X20 SELECTED TOPICS IN EMERGENCY
MEDICAL SERVICES-OUTDOOR EMERGENCY
CARE REFRESHER "C" .5 UNIT**

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 6 hours per semester

Laboratory: Minimum 12 hours per semester

Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries, and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered for Credit or No Credit only. This course may be taken twenty times.

ENGLISH (ENGL)

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.

101 FRESHMAN COMPOSITION 4 UNITS

UC, CSU, Associate Degree Applicable

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

Lecture: Minimum 64 hours per semester

Instruction in writing compositions from personal, reflective and argumentative perspectives. (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 reflecting critical thinking and employing rhetorical skills beyond those taught in ENGL 101, including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing.

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

CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Laboratory: Minimum 144 hours per semester

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

150 CLASSICAL MYTHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 015 OR a qualifying score on the placement test for English

Lecture: Minimum 48 hours per semester

Study of ancient Greek and Roman stories of gods, goddesses, heroes, and heroines as translated into English from the original sources. Special emphasis on the epics of the Trojan War by Homer.

**152 INTERMEDIATE COMPOSITION AND LITERATURE
4 UNITS**

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 64 hours per semester

Study of fiction, poetry, and drama with emphasis on the fundamental principles of literary criticism and interpretation. Instruction in writing compositions about literature. (CAN ENGL 4)

155 CHILDREN'S LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Study of literature written for children. Books discussed in the course are essentially books for children, but values common to all significant literature are emphasized.

Changes Effective SPRING 2003

155 CHILDREN'S LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 015 OR a qualifying score on the placement test for English

Lecture: Minimum 48 hours per semester

Study of literature written for children. Books discussed in the course are essentially books for children, but values common to all significant literature are emphasized.

160 LITERATURE BY WOMEN 3 UNITS

UC, CSU, Associate Degree Applicable

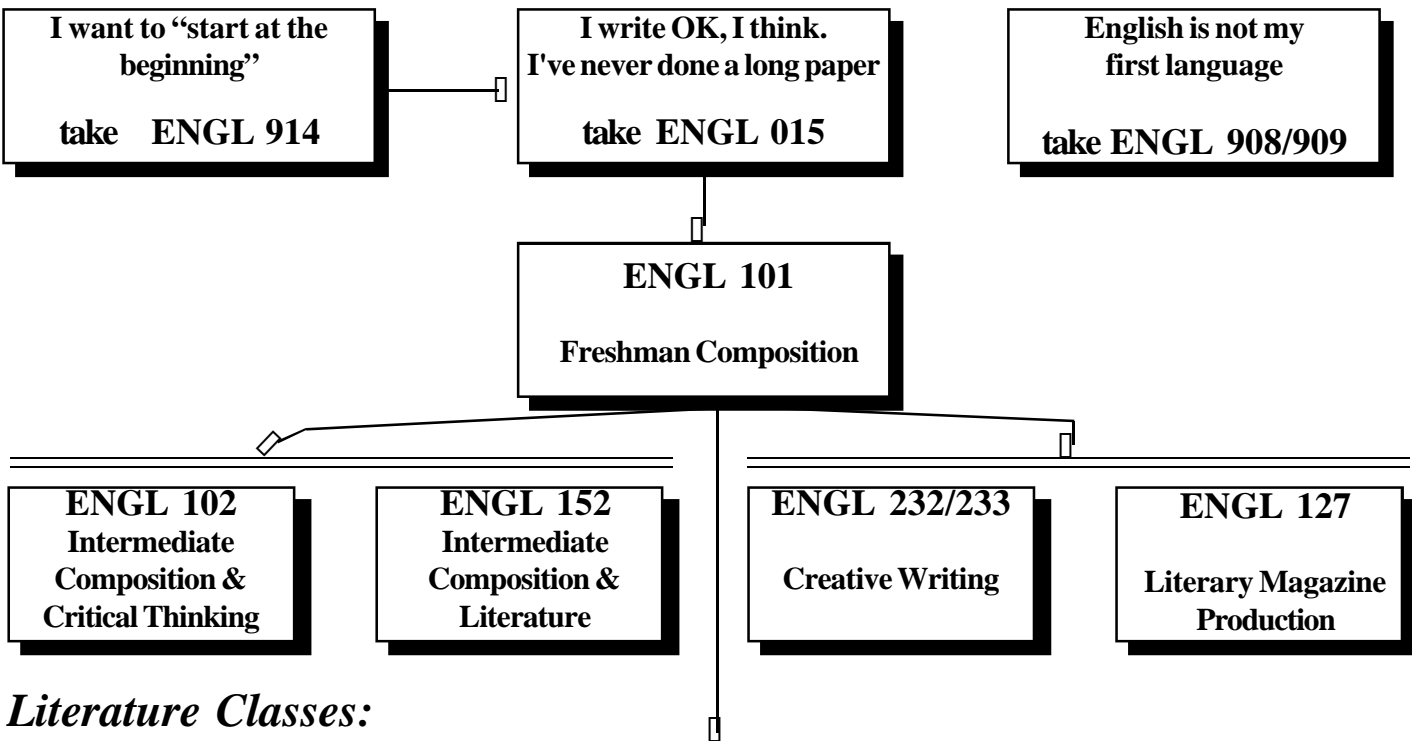
Prerequisite: ENGL 015 OR a qualifying score on the placement test for English

Lecture: Minimum 48 hours per semester

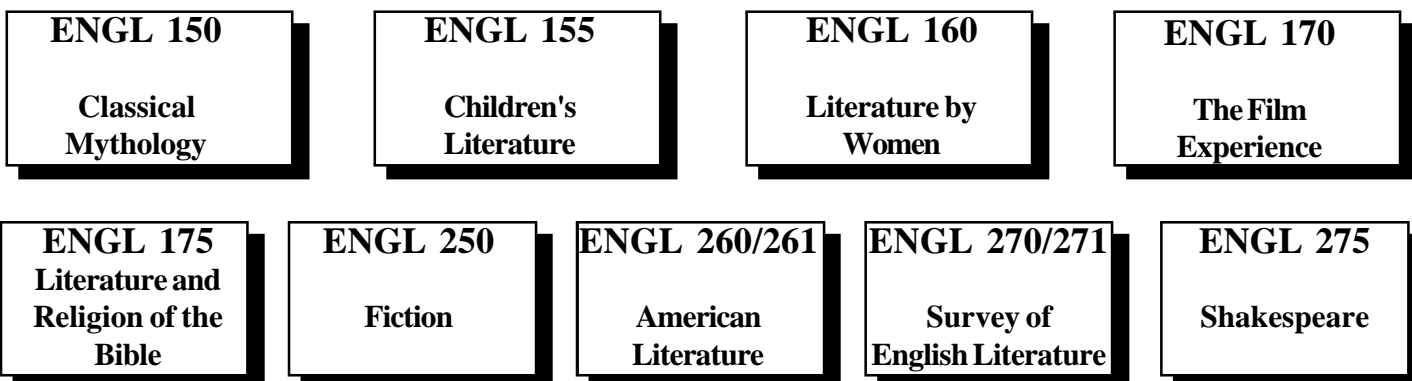
Survey and analysis of past and contemporary literature by women. Focuses on biographical and historical experiences of women as expressed in essays, poetry, fiction, and drama. Explores the depiction of women in historical and literary contexts as well as in art and film.

Levels and Order of English Classes

The ability to think and reason and communicate using written language is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. A Counselor can show you the skills needed for each class and help you decide. Also look for "Reading" classes on a different page in the schedule.



Literature Classes:



Visit The Writing Center



3rd floor of the Library

8 am to 10 pm M - TH - or - 8 am to 4 pm F

- 163 CHICANO LITERATURE** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 Study of the literature, plays, poetry, film, and lyrics representative of Chicano literature. This course includes written analyses.
- 170 THE FILM EXPERIENCE** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: ENGL 015 or a higher level composition course
Lecture: Minimum 48 hours per semester
 Study of the basic elements of film art, including directing, acting, editing, screen writing, cinematography, set design, lighting, sound effects and the musical score. Includes instruction in the critical analysis of feature films.
- 175 LITERATURE AND RELIGION OF THE BIBLE** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Study of the English Bible as literature and as religion. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as RELIG 175.
- 232-233 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 FICTION** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 Study of fiction as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of fiction (See the current class schedule for the specific sub-genre.)
- 260 SURVEY OF AMERICAN LITERATURE I** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 An analysis of representative literary works of significant American writers from the late fifteenth century through the Civil War that includes the study of the historical and social context of the literature as well as the lives of important writers.
- 261 SURVEY OF AMERICAN LITERATURE II** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 An analysis of representative literary works of significant American writers since the Civil War through the present that includes the study of the historical and social context of the literature, and lives of important writers.
- 270 SURVEY OF BRITISH LITERATURE I** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 Analysis of representative literary works of significant British writers from before the Norman Conquest through the eighteenth century that includes the study of the historical and social contexts of the literature as well as the lives of important writers.
- 271 SURVEY OF BRITISH LITERATURE II** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 Analysis of representative literary works of significant British writers from the Romantic Period to the present that includes the study of the historical and social contexts of the literature as well as the lives of important writers.
- 275 SHAKESPEARE** 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: ENGL 101
Lecture: Minimum 48 hours per semester
 Study of the plays and poems of Shakespeare, as well as the cultural context in which the works were created. Analysis of the literature from both historical and contemporary perspectives.
- 901-902 VOCABULARY IMPROVEMENT** 3 UNITS
Not Applicable to the Associate Degree
Prerequisite: None. Courses need not be taken in sequence
Lecture: Minimum 48 hours per semester
 Overview of the growth and structure of the English language, emphasizing development of skill in self-expression through vocabulary improvement.
- 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 SKILLS 4 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 64 hours per semester*

Instruction in basic English grammar, including parts of speech, sentence construction, subjects, predicates, objects, verb tenses, spelling rules, vocabulary development, agreement, case, active voice, usage, capitalization, and proper punctuation. Includes instruction in the principles of writing effective paragraphs, including framing topic sentences, developing appropriate support, using transitions, and citing texts.

916X4 WRITING LABORATORY 1 UNIT*Not Applicable to the Associate Degree**Prerequisite: None**Laboratory: Minimum 48 hours per semester per unit*

Diagnosis of specific weaknesses in basic writing and development of an individualized program to help students overcome their problems. This course may be taken four times.

FIRE TECHNOLOGY (FIRET)

049 BASIC FIREFIGHTER PHYSICAL FITNESS .75 UNITS*Associate Degree Applicable**Prerequisite: Acceptance into FIRET 115**Corequisite: FIRET 115**Laboratory: Minimum 40 hours per semester*

Physical fitness exercise, teamwork, disciplined precision cadence drilling and preparation for the fire agility physical fitness testing requirement for fire academy cadets. Offered for Credit or No Credit only.

050-061ABCD SELECTED TOPICS IN FIRE (except 060ABCD) TECHNOLOGY .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

FIRET 060 A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester**Laboratory: Minimum 2-96 hours per semester*

Examination of current topics related to the fire service. Specific topics to be announced in the schedule of classes for the semester in which this course is offered. Offered for Credit or No Credit only. This course may be taken three times.

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.

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 FIRET 083 fulfills the fire prevention requirements of State Officer certification.

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

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

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

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

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

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

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

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

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

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

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

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

090-097AZX3 SELECTED TOPICS IN FIRE TECHNOLOGY**.25-4 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

100 FIRE PROTECTION ORGANIZATION**3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher**Lecture: Minimum 48 hours per semester*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This course is a prerequisite for the Firefighter I Basic Training Academy.

101 FIRE PREVENTION TECHNOLOGY 3 UNITS**CSU, Associate Degree Applicable****Prerequisite: None****Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher****Lecture: Minimum 48 hours per semester**

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

102 FIRE BEHAVIOR AND COMBUSTION 3 UNITS**CSU, Associate Degree Applicable****Prerequisite: FIRET 100****Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher****Lecture: Minimum 48 hours per semester**

Theory and fundamentals of how and why fire start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

103 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 UNITS**CSU, Associate Degree Applicable****Prerequisite: FIRET 101****Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090****Lecture: Minimum 48 hours per semester**

Information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

104 FIRE APPARATUS AND EQUIPMENT 3 UNITS**CSU, Associate Degree Applicable****Prerequisite: FIRET 100****Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090****Lecture: Minimum 48 hours per semester**

Study of fire apparatus design including mobile and fixed apparatus; a review of construction specifications and performance capabilities; the effective deployment, utilization and performance of equipment under emergency conditions.

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

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

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

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

111 PUBLIC EDUCATION OFFICER I 2.5 UNITS**Associate Degree Applicable****Prerequisite: None****Lecture: Minimum 40 hours per semester**

Basic components of public fire education and fire prevention, and human behavior in fire as required by the California State Fire Marshal's Office. Partially completes the requirements for Public Education Officer I State certification.

115 FIREFIGHTER I BASIC TRAINING ACADEMY 12.5 UNITS**CSU, Associate Degree Applicable****Prerequisite: Admission to the Academy****Corequisite: FIRET 049****Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090 or higher****Lecture: Minimum 100 hours per semester****Laboratory: Minimum 308 hours per semester**

The Crafton Hills College Fire Academy includes introduction to basic fire-fighting theory and skills, study of the characteristics and behavior of fire, hazardous materials response techniques, incident command principles and rescue techniques.

116 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 UNITS**CSU, Associate Degree Applicable****Prerequisites: FIRET 100, 101****Departmental Recommendations: Eligibility for ENGL 101, eligibility for MATH 090****Lecture: Minimum 48 hours per semester**

Study of the components of building construction relating to fire safety, and the elements of construction and design of structures as they relate to building inspection, preplanning fire operation and operating at fires. Study of the development and evolution of building and fire codes.

118 WILDLAND FIRE CONTROL 3 UNITS**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****Lecture: Minimum 16 hours per semester****Laboratory: Minimum 48 hours per semester**

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

- 149 BASIC INCIDENT COMMAND SYSTEM** **1 UNIT**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 16 hours per semester
 Study of interagency response to emergency situations at local, state, and federal levels; examination of systematic interagency activities, including such organizational concerns as operations, planning, logistics, and finance under a single or unified command system.
- 170 BASIC WILDLAND FIRE FIGHTING** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Introduction to wildland fire suppression; overview of commonly used concepts and practices of fire fighting.
- 174 WILDLAND FIRE PREVENTION** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of the theories of wildland fire prevention; inspection techniques, surveying and mapping procedures; recognition of fire and life hazards; engineering solutions; enforcing solutions; public relations and wildland fire prevention.
- 175 WILDLAND FIRE INVESTIGATION** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of basic wildland fire investigation; instruction in determining fire causes and point of origin; study of investigative tools such as photography, interviewing techniques, and evidence collection; development of written and oral reporting skills.
- 176 WILDLAND FIRE BEHAVIOR** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of the basic factors, principles, and terminology for fuels, topography, and weather; application of theory in simulated field situations.
- 177 TACTICS AND STRATEGIES OF WILDLAND FIRE CONTROL** **4 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 36 hours per semester
Laboratory: Minimum 54 hours per semester
Field: 90 hours per semester
 Examination of the principles of fire control through the use of manpower, equipment, and extinguishing agents in the classroom, laboratory and field.
- 180 OIL AND GAS FIRES** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of the proper tactics and methods for response to oil and gas fires.
- 182 STRUCTURAL FIRES** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of how building construction influences fire behavior.
- 183 AIRCRAFT ACCIDENTS** **2.5 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of the methods and tactics used in response to potential or active aircraft fire.
- 198 FIRE TECHNOLOGY WORK EXPERIENCE** **2 - 4 UNITS**
CSU, Associate Degree Applicable*
Prerequisite: Enrolled in Fire Technology occupational program and working at a job directly related to student's major
Work Experience: Enrolled in at least 7 units, including this Work Experience course
Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment
 Integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals.
- 202 FIRE COMPANY ORGANIZATION AND MANAGEMENT** **3 UNITS**
Associate Degree Applicable
Prerequisite: Completion of FIRET 100 and 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.
- 220-245A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY** **.25-4 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 1-64 hours per semester and/or
Laboratory: Minimum 2-96 hours per semester and/or
Clinic/Field: Minimum 5-240 hours per semester
 Selected topics related to emergency services. Each semester the specific subject matter of the course will be announced in the schedule of classes. This course may be taken three times.

250-263A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

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

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

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

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

277 HAZARDOUS MATERIALS FIRST RESPONDER 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 TRUCK COMPANY OPERATIONS 1A 1.5 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 24 hours per semester*

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

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.

902X4 FIREFIGHTER PHYSICAL AGILITY PREPARATION 2.5 UNITS*Not Applicable to Associate Degree**Prerequisite: None**Departmental Recommendation: PE/I 070X4**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Preparation of pre-entry level fire technology students to develop a program of fitness and wellness and successfully pass a job related physical agility examination. Instruction in nutrition, fitness, physical development and the necessary agility skills. This course may be taken four times.

903 HAZARDOUS MATERIALS FIRST RESPONDER AWARENESS .5 UNIT*Not applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 8 hours per semester*

Instruction in the recognition of hazardous materials events, actions responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers. Offered for Credit or No Credit only.

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. FRENCH 101AB corresponds to the first year of high school French.)

101 COLLEGE FRENCH I 5 UNITS*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 16 hours per semester*

Comprehension, conversation, reading and composition, including drill in essential grammar, at the elementary level. (This course corresponds to the first year of high school French.)

- 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. FRENCH 102AB corresponds to the second year of high school French.)
- 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. (This course corresponds to the second year of high school French.)
- 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.
- 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 interrelationship 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 (seashore, 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.

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.

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. GERMAN 101AB corresponds to the first year of high school German.)

101 COLLEGE GERMAN I **5 UNITS***UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 16 hours per semester*

Comprehension, conversation, reading, and composition, including drill in essential grammar, at the elementary level. (This course corresponds to the first year of high school German.)

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. (This course corresponds to the second year of high school German.)

HEALTH EDUCATION
(HEALTH)**102 BIOLOGICAL PRINCIPLES OF HEALTH** **3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Examines the nature and scope of healthful living, including the principles of health resources, trends in disease prevalence, infectious and noninfectious diseases and risk factors (i.e. smoking, substance abuse, improper diet and inactivity).

103 HEALTHY APPROACH TO LOSING BODY FAT **3 UNITS***Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Healthy Approach to Losing Body Fat is a lecture course designed for men and women who are interested in achieving ideal body fat. The class will provide information about nutrition principles, meal planning, resistance training, cardiovascular conditioning and daily activities. Students will learn essential skills that enable them to help themselves plan their own diet and exercise routine. This course does not include exercise.

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.

200 BIOLOGY OF SEXUALLY TRANSMITTED DISEASES
1.5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 24 hours per semester*

Study of the etiology and transmission of sexually transmitted diseases. Introductory material is presented regarding agent, treatment and prevention of prominent sexually transmitted diseases. Ethical issues related to this topic will be explored. This course transfers to CSU and is an elective for the Liberal Studies/Education program at CSUSB.

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**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

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

135 RELIGION IN AMERICA 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Reading Pass a standardized test of reading comprehension at or above the 12th grade level, ENGL 101**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.

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 HISTORY OF WESTERN CIVILIZATION: FROM THE NEOLITHIC REVOLUTION TO THE RENAISSANCE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

An introductory survey of the political, economic, social and intellectual developments in the near East and Western Europe from 3500 BC to 155 AD. HIST 160 traces the development of these institutions from the "cradle of civilization" to the Renaissance. (CAN HIST 2)

161 HISTORY OF WESTERN CIVILIZATION: FROM THE RENAISSANCE TO THE COLD WAR 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Survey of the political, economic, social, and intellectual developments that form the basis for Western Civilization from the Renaissance to the cold war. (CAN HIST 4)

170 WORLD CIVILIZATIONS (3500 BCE- 1500CE)
3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from the earliest societies through the classical to 1500CE. The course focuses on the ethno-cultural traditions of the Middle East, Asia, Greece, Rome and medieval Europe.

171 WORLD CIVILIZATIONS (1500CE TO THE PRESENT)
3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. HIST 171 focuses on modern western and non-western history, culture and socio-political structures and the affect of modern technology, colonialism and revolution in the world.

HUMAN SERVICES (HUMSV)**175 INTRODUCTION TO EATING DISORDERS** 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

An overview of the description, explanation, and treatment of eating disorders such as anorexia, bulimia, compulsive eating, obesity, chronic dieting, and the history of these disorders. Surveys biological, psychosocial, behavioral, and other theoretical perspectives, and treatment approaches.

181 ALCOHOL/DRUG STUDIES: INTRODUCTION
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Exploration of the physiological, personal, interpersonal and societal causes and effects of alcohol/drug abuse, society's images of substance abusers and the various prevention, treatment and recovery approaches and modalities.

**INTERDISCIPLINARY
STUDIES (INTDIS)****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.

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 environmental problems. Areas of study will vary each semester as new problems arise and others are solved. However, the environment and preservation of the ecosystem will be among the principal concerns. Lectures and discussions, augmented by videos and occasional field trips, will focus on global crises, but special emphasis will be placed on the continuing search for solutions.

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.

135 PEER EDUCATION: WELLNESS IN ACTION
3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 015, PSYCH 100 and/or SOC 100, SPEECH 100 and/or SPEECH 111**Lecture: Minimum 48 hours per semester*

Prepares students to become effective peer educators (e.g. Advocates for Better Body Image, Sexual Health Advocates, Students against Drinking and Driving, Dangers of Binge Drinking and Alcohol Poisoning, Peer Influence on Smoking Behaviors.) Students focus on various health issues that affect the college population. Students participate in the process of planning, implementing, and evaluating culturally sensitive educational programs for their peers. Students learn a variety of presentation styles and group facilitation skills and address issues such as, confidentiality, boundary setting and Para-professionalism.

140 HUMANITIES THROUGH THE ARTS
3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**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.

145X4 HUMANITIES THROUGH MUSICAL PERFORMANCE
1 UNIT*Associate Degree Applicable**Prerequisite: An intermediate ability in the playing of a string instrument and an ability to read music**Laboratory: Minimum 48 hours per semester*

Performance of orchestral musical achievements from the Baroque to the present including rehearsing, performing, and considering how these works of art reflect various historical and cultural periods. This course may be taken four times.

180 COMMUNITY SERVICE AND LEADERSHIP I
2 - 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: Active participation in a community based organization**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 – 96 hours per semester*

Principles and practices of effective and ethical leadership through community service. Topics of study include interpersonal skills, team building, goal setting, ethics, and valuing diversity, which students will apply in the context of their own service-learning experience. Lectures provide for planning, orientation, and analysis of leadership activities outside the classroom. Three-six hours of volunteer or community service work weekly are required.

181 COMMUNITY SERVICE AND LEADERSHIP II
2 - 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: Active participation in a community based organization**Departmental Recommendation: INTDIS 180**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 – 96 hours per semester*

Continued study of the principles and practices of effective and ethical leadership through community service. Topics of study include networking, event planning, conflict management, negotiation and consensus building, which students will apply in the context of their own service-learning experience. Lectures provide for planning, orientation, and analysis of leadership activities outside the classroom. Three-six hours of volunteer or community service work weekly are required.

LEARNING RESOURCES

(LRC)**050 LEARNING THEORIES**
1 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 12 hours per semester**Laboratory: Minimum 12 hours per semester*

Basic instruction in classic learning theories and differences in learning style; introduction to basic instructional methodology; highlights of specific problems that may interfere with learning.

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. Offered for Credit or No Credit only. This course may be taken four times.

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

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

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 4 UNITS*Associate Degree Applicable**Prerequisite: MATH 090 or equivalent*
Lecture: Minimum 64 hours per semester

Fundamentals of plane geometry developed by inductive and deductive processes, with emphasis on deductive reasoning. Topics addressed include basic definitions and axioms, geometric constructions, congruent triangles, similar triangles, parallel lines, quadrilaterals, circles and area.

095 INTERMEDIATE ALGEBRA 4 UNITS*Associate Degree Applicable**Prerequisite: MATH 090 or 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*UC*, 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. * (Transferable to UC only if taken in Fall 2000 or after.)

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 or equivalent*
Lecture: Minimum 48 hours per semester

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

141 CALCULUS FOR BUSINESS 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: MATH 102*
Lecture: Minimum 64 hours per semester

This is an introductory study, which includes graphing, differentiation and integration of rational, exponential, and logarithmic functions in single and multivariable forms. An emphasis is placed on applications of calculus in business and economics.

*No Credit for MATH 141 if taken after MATH 250 or 251.

151 PRECALCULUS 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 103 or equivalent*
Lecture: Minimum 64 hours per semester

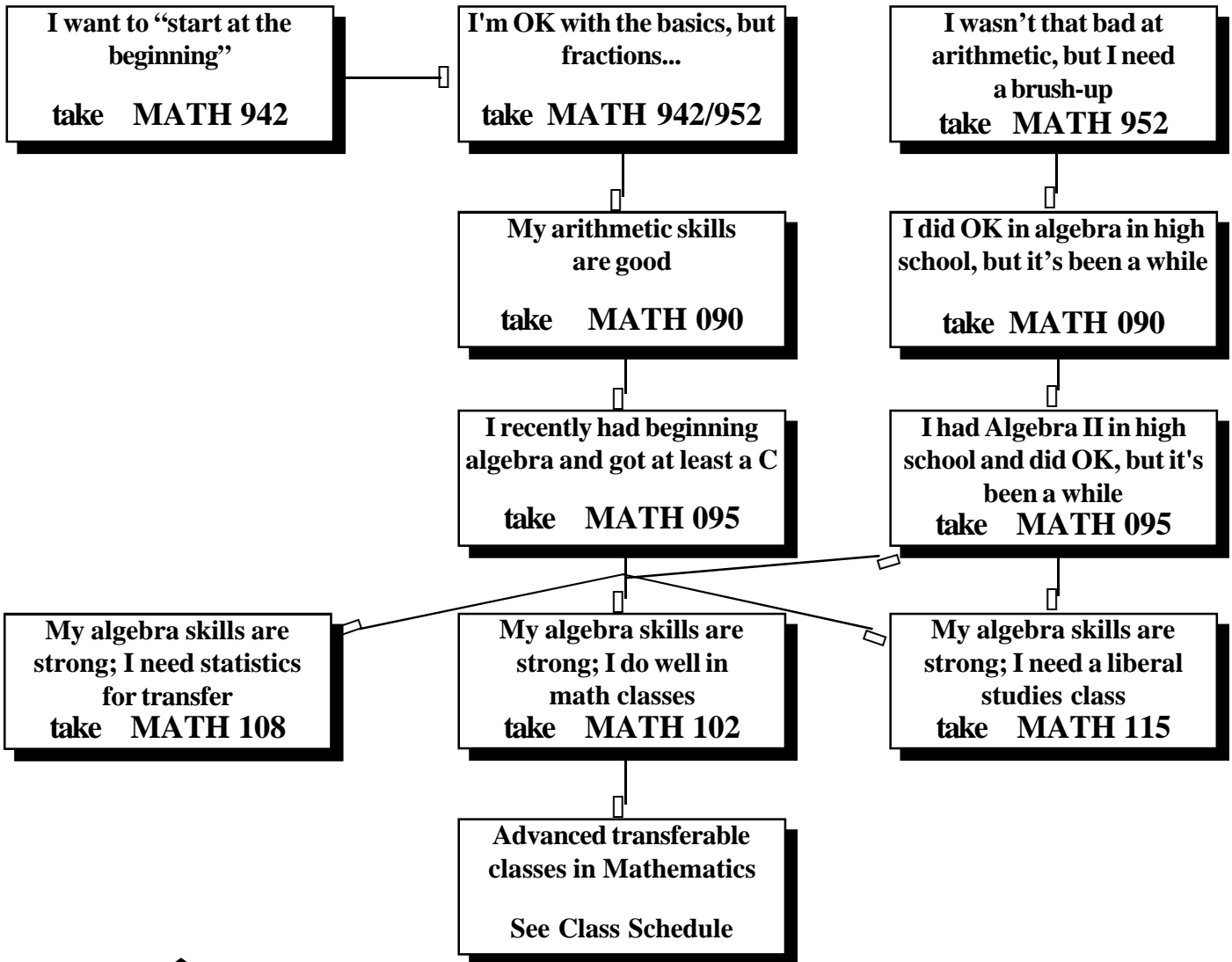
This course includes the study of inequalities; absolute value; functions and functional notation; quadratic equations (in two variables); sketching conic sections and rational functions; theory of equations; general forms of conic sections; induction, including the binomial theorem, an introduction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

Levels and Order of Mathematics Classes

The ability to think and reason using numerical concepts is an essential skill. There are several possible starting points for you to enter at the right level. Starting at the right class will let you move from class to class successfully and get to the point you need in the shortest amount of time. Choose the statement that best describes you and follow that path. A Counselor can show you the skills needed for each class.





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fractions

equations

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For the times, places, and a complete list of topics, come to the 3rd floor anytime from
8 am to 10 pm M - TH - OR - 8 am to 4 pm F

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. (CANMATH22)

254 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 251**Lecture: Minimum 64 hours per semester*

Introduction to first order equations, second order linear equations, systems of first order linear equations, series solutions, Laplace transforms and applications to the physical and biological sciences.

942 ARITHMETIC 4 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

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

952 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.

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

150 MEDICAL MICROBIOLOGY 5 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: CHEM 101**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 96 hours per semester*

Study of microbiology, emphasizing the biology of microorganisms including bacteria, fungi, protozoans, helminths, and viruses. Introduces 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 MICRO 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 I 1 UNIT****247AB II 2 UNITS****248AB III 3 UNITS***UC*, CSU, Associate Degree Applicable**Prerequisite: MICRO 150**Independent Study: Minimum 48 hours per semester*

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

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.

Changes Effective SPRING 2003 100 FUNDAMENTAL SKILLS IN MUSIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Basic music theory and practical applications to develop an understanding of the elements of music. Study of pitch, rhythm, notation, and sight reading. Includes sight singing and introduction to keyboard and simple rhythmic instruments.

101 MUSIC THEORY I 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 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.

Changes Effective SPRING 2003 101 MUSIC THEORY I 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

First course in a progressive study through four semesters includes work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Open to both music majors and non-majors.

102 MUSIC THEORY II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: MUSIC 101

Lecture: Minimum 40 hours per semester

Laboratory: Minimum 24 hours per semester

Second course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism.

103 INTRODUCTION TO AND 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.

112A JAZZ THEORY AND MUSICIANSHIP I 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Ability to read music

Lecture: Minimum 48 hours per semester

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

112B JAZZ THEORY AND MUSICIANSHIP II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Ability to read music

Lecture: Minimum 48 hours per semester

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

120 APPRECIATION OF MUSICAL LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to 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.

Changes Effective SPRING 2003 120 APPRECIATION OF MUSICAL LITERATURE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context.

130X2 ELEMENTARY VOICE 2 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: Ability to match pitches

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 32 hours per semester

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

132X4 GUITAR 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: 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.

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.

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.

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.

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, tone production, enunciation and musicianship; especially recommended for pre-teaching and liberal arts majors who desire vocal training. This course may be taken four times.

154X4 COLLEGE SINGERS 1 - 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Audition with instructor**Lecture: Minimum 8-16 hours per semester**Laboratory: Minimum 40-80 hours per semester*

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

156X4 CONCERT CHOIR 1 - 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Ability to match pitches.**Laboratory: Minimum 32-64 hours per semester*

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

Changes Effective SPRING 2003**156X4 CONCERT CHOIR 1 UNIT***UC, CSU, Associate Degree Applicable**Prerequisite: Faculty recommendation through audition**Departmental Recommendation: MUSIC 150X4 or equivalent**Laboratory: Minimum 48 hours per semester*

Performance and study of choral works from all periods of music. This course may be taken four times.

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.

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.

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.

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.

171X4 STAGE BAND 1-2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Intermediate or higher performance level on a traditional big band instrument**Laboratory: Minimum 32 hours per semester*

Study of the techniques and repertoire of the current jazz and stage band. This course may be taken four times.

174X4 JAZZ ENSEMBLE 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Advanced performance level on a traditional big band instrument**Laboratory: Minimum 64 hours per semester*

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

Changes Effective SPRING 2003**174X4 JAZZ ENSEMBLE 1 UNIT***UC, CSU, Associate Degree Applicable**Prerequisite: Demonstrate performance proficiency on instrument/voice through audition**Laboratory: Minimum 48 hours per semester*

Study and performance of Jazz literature, style, and interpretation. Open to instrumentalists and vocalist. Performance required. This course may be taken four times.

175X4 JAZZ BAND WORKSHOP 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Advanced performance level on a traditional big band instrument.**Laboratory: Minimum 64 hours per semester*

Continued study of new jazz literature style and interpretation. Advanced level performance course; performance required.

Changes Effective SPRING 2003**175X4 JAZZ BAND WORKSHOP 1 UNIT***UC, CSU, Associate Degree Applicable**Prerequisite: MUSIC 174X4 and/or faculty recommendation through audition**Departmental Recommendation: None**Laboratory: Minimum 48 hours per semester*

Continued study and performance of Jazz literature, style, and interpretation. Advanced performance level; performance required. This course may be taken four times.

180X4 REHEARSAL AND PERFORMANCE 1-2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Advanced performance ability on instrument or voice**Laboratory: Minimum 32 hours per semester*

Preparation and public performance and musical plays, operettas, operas and/or oratorios for both vocalists and instrumentalists. This course may be taken four times.

184X4 BROADWAY MUSICAL PRODUCTION 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Audition**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. This course may be taken four times.

201 MUSIC THEORY III 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MUSIC 102**Lecture: Minimum 40 hours per semester**Laboratory: Minimum 24 hours per semester*

Third course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Music Theory III includes detailed study of form, modulation, modal harmony, and extended compositional techniques.

202 MUSIC THEORY IV 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MUSIC 201**Lecture: Minimum 40 hours per semester**Laboratory: Minimum 24 hours per semester*

Fourth course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Music Theory IV includes detailed study of form, modulation, modal harmony, and extended compositional techniques.

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.

PERSONAL CAREER DEVELOPMENT (PCD)

055 MATRICULATION, ORIENTATION, AND CAREER LIFE PLANNING 1 UNIT

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 14 hours per semester

Laboratory: Minimum 6 hours per semester

Provides for assessment of basic skills, career interest and personal awareness. Includes orientation to the college services, liberal arts and vocational studies programs, information on degree requirements, and transfer to four-year institutions. Assists students in the process of career/life planning. Satisfies the freshman orientation segment of the state mandated Matriculation Process. This course is required of all students entering college for the first time. (Formerly PSYCH 055)

090 EDUCATION AND INTERPERSONAL GROWTH 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Designed to foster personal development through a decision making process which includes value systems, self awareness, changing lifestyles, patterns of communication, and how these factors affect the student's education, growth and goals.

111 CAREER LIFE PLANNING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Designed to cover theories and concepts of values, interests, skills and personality development as applied to the career/life planning process and its application to labor market trends for beginning or returning students. Short and long term career/life plans will be developed. As awareness of diversity is infused throughout the course as it relates to varied psychological and sociological forces within both college and the work place.

PHILOSOPHY (PHIL)

101 INTRODUCTION TO PHILOSOPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Comprehension at or above the 12th grade level, ENGL 015

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

Departmental Recommendations: Reading: Comprehension at or above the 12th grade level, ENGL 101

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.

PHYSICAL EDUCATION

INDIVIDUAL & GROUP ACTIVITIES

PERSONAL ACTIVITIES (PE)

(PE/I)

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.

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 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.

All courses in this section provide instruction in the basic skills and techniques of the sport or activity. Each course is designed to improve physical fitness; some provide recreational skills for life-long enjoyment of leisure time.

NOTE: A maximum of 4 units of activity classes will transfer to the UC or CSU. There are no limits on the number of units that will transfer to UC for the following dance classes: PE/I 130X4, PE/I 143X4, PE/I 163X4, PE/I 167X4

070X4 FITNESS EVALUATION .25 UNIT

Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 12 hours per semester

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 re-test to track health changes. This course may be taken four times.

105X4 AEROBICS .5 - 1 UNIT

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

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"). This course may be taken four times.

106X4 TOTAL BODY FITNESS .5 - 1 UNIT

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

Total body fitness is designed for men and women who are interested in improving both cardiovascular fitness and strength. The class will incorporate various cardiovascular and strength training regimens to promote optimal conditioning. Individual programs will be developed for each student. This course may be taken four times.

108X4 WEIGHT TRAINING .5 - 1 UNIT

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

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. This course may be taken four times.

120X4 GOLF .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

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. This course may be taken four times.

127X4 WALKING FOR FITNESS .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Walking for fitness is suited for men and women of all ages and fitness levels. Various walking routes on the campus will provide the backdrop for this class which is designed to promote weight loss through walking and to improve cardiovascular health and general well-being. This course may be taken four times.

130X4 JAZZ DANCE 1 - 2 UNIT*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. This course may be taken four times.

143X4 FUNK/HIP HOP DANCE .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course is designed for beginning students, with little or no experience in funk/hip hop dance, and for advanced students who wish to clarify technical problems and deficiencies. Students will develop skills that will enable them to perform dance steps in video dancing using techniques such as brake, pop style and up-tempo. This course may be taken four times.

148X4 TENNIS .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

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. This course may be taken four times.

159X4 KARATE .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course is designed to teach the principles of unarmed self-defense. Basic skills acquired will include blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. This course may be taken four times.

163X4 BALLROOM/SWING/SALSA .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course is designed to teach the basic principles of Ballroom/Swing/Salsa dance. Physical skills emphasized will include rhythm, syncopation, partnering and body expression. Dance forms include Polka, Waltz, Foxtrot, East Coast Swing, West Coast Swing, Cha-Cha and Salsa. This course may be taken four times.

167X4 TAP DANCE .5 - 1 UNIT*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This course is designed to teach the basic principles of the Tap idiom. Combinations and dances based upon Tap steps and movements is the framework of the class. Physical skills commonly used in musical and theatre productions will be emphasized. This course may be taken four times.

168X4 YOGA .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Yoga is suited for men and women of all ages and fitness levels. This class is designed to teach the basic principles of Yoga with emphasis on the practice and mastery of Yoga postures. Through a system of Yoga exercises, students will train to develop the interconnection between mind and body. This course may be taken four times.

186X4 STRETCHING AND STRESS REDUCTION .5 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

This is a gentle stretching and relaxation class for the physically disabled adult. The course will emphasize breathing exercises, mind-body awareness, stress reduction/relaxation and flexibility exercises. This course may be taken four times.

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. This course may be taken three times.

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. This course may be taken four times.

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 including mechanics, waves, heat, electromagnetism and atomic and nuclear structure; a nonmathematical course. * No UC credit 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 taken after PHYSIC 100, 107, 110, 111, 200 or 201.

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 taken after PHYSIC 100, 106, 110, 111, 200 or 201.

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 GENERAL PHYSICS I 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisites: PHYSIC 100 and MATH 103

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to mechanics, heat and waves.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

111 GENERAL PHYSICS II 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: PHYSIC 100

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to optics, electricity, and atomic and nuclear physics.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

200 PHYSICS I 6 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisites: PHYSIC 100 and MATH 250

Lecture: Minimum 80 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 or 200 + 201: Maximum UC credit one series.

201 PHYSICS II 6 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisites: PHYSIC 200 and MATH 251

Lecture: Minimum 80 hours per semester

Laboratory: Minimum 48 hours per semester

Study of physics, including optics, electricity, magnetism, Maxwell's Equations, relativity, vector analysis, quantum theory, structure of atoms, nuclei, molecules and solids.

* PHYSIC 110 + 111 or 200 + 201: Maximum UC credit one series.

246AB SPECIAL PROBLEMS IN PHYSICS 1 UNIT

247AB 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: 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.

* Two courses in ANAT or PHYSIO maximum transferable to UC.

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.

PSYCHOLOGY (PSYCH)

080 MATH WITHOUT FEAR .5 UNIT

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8 hours per semester and or

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.

100 GENERAL PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade), ENGL 101 and MATH 952

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. (CANPSYCH2)

102 PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendation: Reading: Pass

a standardized test of reading comprehension at or above the 12th grade level, ENGL 101

Lecture: Minimum 48 hours per semester

Examination of human capacity to change, adapt, and cope with a variety of circumstances over the life span. Special attention is paid to the sociocultural contexts of adjustment, the role of self understanding in adjustment, stress, adult development, careers, and family issues. A variety of theoretical perspectives will be used to review healthy and unhealthy behavior patterns as well as coping techniques for day-to-day concerns or issues.

103 PSYCHOLOGY OF PERSONALITY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: Reading: Pass a

standardized test of reading comprehension at or above the 12th grade level, 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 ABNORMAL PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Departmental Recommendations: Reading: Pass a Nelson-

Denny or comparable test at or above the 12th grade, ENGL 101, MATH 095

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 Recommendations: Reading: Pass 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: Pass 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.

132 COUNSELING AND INTERVIEWING TECHNIQUES 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: Reading: Pass a standardized reading test at or above the 12th grade level, ENGL 101**Lecture: Minimum 48 hours per semester*

Survey of and practice in counseling and interviewing techniques. This class introduces students to methods most commonly used in the helping professions.

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.

150 GERONTOLOGY 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Reading: Pass 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.

RADIOLOGIC TECHNOLOGY (RADIOL)

100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY .75 UNIT*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray**Technology program**Corequisites: RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 12 hours per semester*

Introduction to the general structure of medicine specifically applicable to radiologic technology; departmental administration, office procedures, radiation protection, equipment care, and basic medical techniques.

101 MEDICAL ETHICS FOR THE RADIOGRAPHER .5 UNIT*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray**Technology program**Corequisites: RADIOL 100, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 8 hours per semester*

Study and practice of professional ethics relative to radiologic technology; emphasis on personal appearance, attitudes, hygiene, and the code of ethics for radiologic technologists.

102 RADIOGRAPHIC MEDICAL TERMINOLOGY 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray**Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Introduction to the written and spoken language of medicine, including the elements of medical terminology, terms abbreviations, spelling, pronunciation and interpreting radiographic requests written in medical phraseology.

103 RADIOGRAPHIC POSITIONING I 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray**Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Study of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on chest, abdomen, upper and lower extremities and shoulder girdle.

104 RADIOLOGIC PHYSICS I 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program.**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 105, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Study of basic radiologic physics including units of measurement, energy, matter, atomic structure, magnetism and other concepts related to the production and control of high voltage.

105 RADIOGRAPHIC ANATOMY/PHYSIOLOGY I 1.5 UNITS*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 106, RADIOL 115A**Lecture: Minimum 24 hours per semester*

Study of basic human anatomy and physiology pertinent to Radiology.

106 RADIOGRAPHIC POSITIONING LAB I .5 UNIT*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 115A**Laboratory: Minimum 24 hours per semester*

Practice in positioning various anatomical parts for specific radiographic examinations.

107 BASIC RADIOLOGIC MEDICAL TECHNIQUES 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of basic nursing techniques and methods of patient care for Radiologic Technologists.

108 RADIATION PROTECTION I 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of the basic principles and application of radiation protection, physics, and radiation monitoring devices.

109 RADIOLOGIC PHYSICS II 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, 104, 105, 106, 115A**Corequisites: RADIOL 107, RADIOL 108, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of the production of X-rays, multiple energy transformation required for radiation production, the mechanics of interaction with matter, X-ray tubes, rectifiers, X-ray circuits, and the history of X-ray tubes.

110 RADIOGRAPHIC EXPOSURE I 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study of the fundamentals of radiographic exposure techniques, image formation, and technical conversions pertaining to radiography.

111 RADIOGRAPHIC FILM CRITIQUE I 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Introduction to analyzing radiographic examinations with emphasis on improving film quality and using proper identification labels.

112 RADIOGRAPHIC POSITIONING II 1.25 UNITS*Associate Degree Applicable**Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A**Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 113, RADIOL 114, RADIOL 115B**Lecture: Minimum 22 hours per semester*

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on pelvic structures and vertebral column.

113 RADIOGRAPHIC ANATOMY/PHYSIOLOGY II 1.25 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A

Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 114, RADIOL 115B

Lecture: Minimum 22 hours per semester

Study of human anatomy and physiology pertinent to radiology.

114 RADIOGRAPHIC POSITIONING LAB II .5 UNIT

Associate Degree Applicable

Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A

Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 115B

Laboratory: Minimum 24 hours per semester

Practice of positioning anatomical parts for specific radiographic examinations.

115A RADIOGRAPHIC CLINIC I 11.25 UNITS

Associate Degree Applicable

Prerequisites: Must be pre-selected into the X-Ray Technology program

Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106

Clinic: Minimum 900 hours per semester

Observation and supervised clinical experience; emphasis on the development of primary basic skills in radiologic technology.

115B RADIOGRAPHIC CLINIC II 10.5 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 106, RADIOL 115A

Corequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114

Clinic: Minimum 840 hours per semester

Practice and development of basic radiographic skills within a hospital environment.

200 RADIATION PROTECTION II 1.5 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B

Corequisites: RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A

Lecture: Minimum 24 hours per semester

Study of the biological effects of radiation, cell structure, ionizing radiation, and government regulations regarding its use.

201 RADIOGRAPHIC EXPOSURE II 1.5 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B

Corequisites: RADIOL 200, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A

Lecture: Minimum 24 hours per semester

Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology.

202 RADIOGRAPHIC FILM CRITIQUE II 1.5 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B

Corequisites: RADIOL 200, RADIOL 201, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A

Lecture: Minimum 24 hours per semester

Analysis of radiographic examinations with emphasis on improving each student's ability to identify anatomical structures on radiographs.

203 RADIOGRAPHIC POSITIONING III 1.5 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B

Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 204, RADIOL 205, RADIOL 213A

Lecture: Minimum 24 hours per semester

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation; emphasis on the thorax and cranium.

204 RADIOGRAPHIC ANATOMY/PHYSIOLOGY III 1.5 UNITS

Associate Degree Applicable

Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B

Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 205, RADIOL 213A

Lecture: Minimum 24 hours per semester

Study of human anatomy and physiology pertinent to radiology.

205 RADIOGRAPHIC EXPOSURE LAB .5 UNIT

Associate Degree Applicable

Prerequisites: RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B

Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 213A

Laboratory: Minimum 24 hours per semester

Demonstration and experiments pertaining to the fundamentals of exposure techniques, image formation and technical conversations; demonstration of photographic and geometric properties of radiographic quality.

207 RADIOGRAPHIC IMAGING 1.25 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites:** RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester**

Study of the history and principles of radiology including nuclear medicine, clinical ultra-sonography, tomography, radiation therapy, computer tomography, and other imaging modalities.

208 REGISTRY REVIEW TEST IN RADIOLOGY 2.75 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites:** RADIOL 207, RADIOL 208, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 44 hours per semester**

Review and testing of all Radiologic Technology classes in preparation for board examination.

209 RADIOGRAPHIC FILM CRITIQUE III — PATHOLOGY 1.25 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites:** RADIOL 207, RADIOL 208, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester**

Study of disease, basic concepts of pathology, pathological conditions of the body and their impact on the radiographic process.

210 RADIOGRAPHIC POSITIONING IV 1.25 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites:** RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 211, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester**

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluations; emphasis on osseous structures of the face; genitourinary and gastrointestinal systems.

211 RADIOGRAPHIC ANATOMY/PHYSIOLOGY IV 1.25 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites:** RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 212, RADIOL 213B**Lecture: Minimum 22 hours per semester**

Advanced study and review of human anatomy and physiology pertinent to radiology.

212 SPECIAL PROCEDURES IN RADIOLOGY 1.25 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A**Corequisites:** RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 213B**Lecture: Minimum 22 hours per semester**

Study of the fundamentals of angiography and the special procedures, equipment, positioning, and techniques involved in producing diagnostic radiographs.

213A RADIOGRAPHIC CLINIC III 10.75 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 107, RADIOL 108, RADIOL 109, RADIOL 110, RADIOL 111, RADIOL 112, RADIOL 113, RADIOL 114, RADIOL 115B**Corequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205**Clinic: 872 hours per semester**

Advanced clinical experience; emphasis on further development of skills in radiologic technology.

213B RADIOGRAPHIC CLINIC IV 11 UNITS**Associate Degree Applicable****Prerequisites:** RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213B**Corequisites:** RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212**Clinic: 884 hours per semester**

Advanced clinical experience; emphasis on perfecting learned skills and techniques of radiography.

READING AND STUDY SKILLS (READ)

078X2 ADVANCED READING 3 UNITS**Associate Degree Applicable****Prerequisite:** None**Departmental Recommendation:** A minimum score of 65 on the reading portion of the college placement test or minimum of 10th grade level on the Nelson-Denny Reading Test**Lecture: Minimum 48 hours per semester**

Designed to enhance students' reading skills, this course involves attending lectures and doing in-class assignments. Students must also complete individualized laboratory activities designed to increase vocabulary and comprehension, based on assessed reading ability. This course may be taken two times.

090 COLLEGE READING IMPROVEMENT 1 UNIT**Associate Degree Applicable****Prerequisite: None***Departmental Recommendation: A score on an appropriate reading test that places the students' reading ability at or above the 12th grade level***Laboratory: Minimum 48 hours per semester**

A self-paced course in which students complete a variety of assigned reading activities designed to increase reading speed, depth of vocabulary and comprehension of college-level prose.

091 COLLEGE STUDY SKILLS 1 - 3 UNITS**Associate Degree Applicable****Prerequisite: None****Lecture: Minimum 48 hours per semester or****Laboratory: Minimum 48-144 hours per semester**

Instruction in the skills of listening, notetaking, class preparation and participation, organizing and analyzing textbook material, and using the library. Provides methods for the improvement of concentration, memory and test-taking.

925X2 INTRODUCTION TO READING 3 UNITS*Not Applicable to the Associate Degree***Prerequisite: None***Departmental Recommendation: Score between 0-34 on the reading portion of the CHC assessment test, or 4th, 5th, 6th grade level on the Nelson-Denny Reading Test***Lecture: Minimum 40 hours per semester****Laboratory: Minimum 24 hours per semester**

The first in a sequence of courses that introduce skills of vocabulary development, reading comprehension, phonetic awareness and usage. Practice in reading passages at a developmental level. This course may be taken two times.

956X2 INTERMEDIATE READING 3 UNITS*Not Applicable to the Associate Degree***Prerequisite: None***Departmental Recommendation: Score between 35-64 on the reading portion of the CHC assessment test, or 7th, 8th, or 9th grade level on the Nelson-Denny Reading Test***Lecture: Minimum 40 hours per semester****Laboratory: Minimum 24 hours per semester**

The second in a sequence of courses that introduce skills of vocabulary development, reading comprehension, phonetic awareness and usage. Practice in reading passages at an intermediate level. This course may be taken two times.

975X2 READING IMPROVEMENT 1 UNIT*Not Applicable to the Associate Degree***Prerequisite: None****Laboratory: Minimum 48 hours per semester***Departmental Recommendation: A score on an appropriate reading test that places the student's reading ability between the 9th and 11th grade levels*

A self-paced course in which students complete a variety of assigned reading activities designed to increase reading speed, depth of vocabulary and comprehension of college-level prose. This course may be taken two times.

REAL ESTATE (REALST)

**085-092ABCD SELECTED TOPICS IN REAL ESTATE
.125 - 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****Departmental Recommendations: Reading: Pass a***standardized test of reading comprehension at or above the 12th Grade level, ENGL 015***Lecture: Minimum 48 hours per semester**

Fundamentals of real estate covering basic laws and principles of California real estate. Required course for Real Estate Sales License. May also be used as one of the courses for the Broker's License.

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
Prerequisites: REALST 100 and REALST 200 or
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
Departmental Recommendations: Reading: Pass a
*standardized test of reading comprehension at or above the
 12th grade level, eligibility for ENGL 101*
Lecture: Minimum 48 hours per semester
 A study of the major components that all religions have in common. It explores such elements as the holy, sacred stories, ritual, faith, iconography, religious leaders, scripture, morality and ethics, individual and community in religious tradition, the arts and media, and phenomenology. An interdisciplinary approach to religion, utilizing a diversity of methodologies to integrate historical research and practical application.

101 INTRODUCTION TO WORLD RELIGIONS 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendations: Reading: Pass a Nelson-
*Denny or comparable test at or above the 12th grade
 level, ENGL 101*
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
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

135 RELIGION IN AMERICA 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendations: Reading: Pass a
*standardized test of reading comprehension at or above the
 12th grade level, ENGL 101*

Lecture: Minimum 48 hours per semester
 Study of the principal groups, figures, issues, and trends in religion from colonial times to the present, covering such topics as the Puritans, the growth of religious liberty in America, religion and social protest, the African-American religious experience, Catholic-Protestant-Jew, and contemporary religious phenomena. This course is also offered as HIST 135.

175 LITERATURE AND RELIGION OF THE BIBLE 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Eligibility for ENGL 101
Lecture: Minimum 48 hours per semester
 Study of the English Bible as literature and as religion. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as ENGL 175.

176 JESUS AND HIS INTERPRETERS 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendations: Reading: Pass a
*standardized test of reading comprehension at or above
 the 12th grade level, ENGL 101*
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).

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.

051X4 CARDIOPULMONARY RESUSCITATION: BASIC LIFE SUPPORT HEALTHCARE PROVIDER 1 UNIT

Associate Degree Applicable

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 24 hours per semester

Basic life support is that particular phase of emergency cardiac care that either: (a) Prevents circulatory or respiratory arrest (or insufficiency) through prompt recognition and intervention, early entry into the Emergency Medical Services system, or both, or (b) Externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation. A Basic Life Support Healthcare Provider is one who has successfully completed the written examination and all performance (skills) testing of an American Heart Association Basic Life Support Healthcare Provider Course according to American Heart Association requirements. Course completion is valid for a maximum of two years. This course may be taken four times.

101 FUNDAMENTALS OF RESPIRATORY CARE I 4 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program and completion of RESP 051X4 with a grade of "C" or higher

Corequisites: RESP 102, RESP 103, RESP 104

Departmental Recommendations: ANAT 101 and MICRO 102
Lecture: Minimum 64 hours per semester

Theoretical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides basic preparation of the respiratory care student consisting of: an introduction to basic respiratory physiology, pharmacology, arterial blood gas interpretation, infection control, and basis for treatment modalities, including physical principles relating to medical gases and equipment.

102 FUNDAMENTALS OF RESPIRATORY CARE SKILLS I 10.5 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program and completion of RESP 051X4 with a grade of "C" or higher

Corequisites: RESP 102, RESP 103, RESP 104

Lecture: Minimum 128 hours per semester

Laboratory: Minimum 128 hours per semester

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides an opportunity to learn and practice the required basic respiratory care clinical skills in a simulated patient-care environment including: medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation application; airway management techniques; pulmonary function; blood gas analysis; diagnostic tests interpretation; and therapeutic assessment.

103 PULMONARY ASSESSMENT AND PHARMACOLOGY 3 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program and completion of RESP 051X4 with a grade of "C" or higher

Corequisites: RESP 101, RESP 102, RESP 104

Lecture: Minimum 48 hours per semester

Preparation for the patient encounter through the understanding of basic interviewing and assessing techniques essential to the safe and effective practice of respiratory care. This course offers an introduction to basic medical terminology, followed by an intense study of terms specific to pulmonary medicine. Basic interview techniques and physical assessment of the patient are built upon this foundation.

104 RESPIRATORY CARE CLINICAL APPLICATION I 2.5 UNITS

Associate Degree Applicable

Prerequisites: Acceptance into the Respiratory Care Program and completion of RESP 051X4 with a grade of "C" or higher

Corequisites: RESP 101, RESP 102, RESP 103

Lecture: Minimum 18 hours per semester

Clinic: Minimum 126 hours per semester

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings.

105 FUNDAMENTALS OF RESPIRATORY CARE II 4 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, 102, 103, and 104 with a grade of "C" or higher

Corequisites: RESP 106, RESP 108 and RESP 110X4

Lecture: Minimum 64 hours per semester

Theoretical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides basic preparation of the respiratory care student that includes: introduction to cardiopulmonary dysfunction, pulmonary function testing, respiratory failure, ventilatory support and management, home care, and assessment and therapeutic treatment of the patient.

106 FUNDAMENTALS OF RESPIRATORY CARE SKILLS I
5.25 UNITS*Associate Degree Applicable***Prerequisites:** RESP 101, RESP 102, RESP 103, and RESP 104 with a grade of "C" or higher**Corequisites:** RESP 105, RESP 108, RESP 110X4**Lecture:** Minimum 64 hours per semester**Clinic:** Minimum 64 hours per semester

Laboratory application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Provides an opportunity to learn and practice the required basic respiratory care clinical skills in a simulated patient-care environment, including: recommending therapeutics, recommending therapeutic modification or discontinuance, arterial blood gas drawing and analysis, oximetry, co-oximetry, mechanical ventilation and related adjuncts, pulmonary function testing, positive end-expiratory pressure, continuous positive airway pressure, bi-level positive airway pressure, and electrocardiograms.

108 RESPIRATORY CARE CLINICAL APPLICATION II
5.25 UNITS*Associate Degree Applicable***Prerequisites:** RESP 101, RESP 102, RESP 103, and RESP 104 with a grade of "C" or higher**Corequisites:** RESP 105, RESP 106, RESP 110X4**Lecture:** Minimum 34 hours per semester**Clinic:** Minimum 238 hours per semester

Clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Student must demonstrate the ability to carry a full workload (16 units) in a critical care area for three assigned days.

109AX2 CLINICAL REFRESHER: CLINICAL APPLICATION I
1.75 UNITS*Associate Degree Applicable***Prerequisite:** RESP 104 with a grade of "C" or higher**Lecture:** Minimum 13 hours per semester**Clinic:** Minimum 91 hours per semester

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Offered for Credit or No Credit only. This course may be taken two times.

109BX2 CLINICAL REFRESHER: CLINICAL APPLICATION II
2.5 UNITS*Associate Degree Applicable***Prerequisite:** RESP 108 with a grade of "C" or higher**Lecture:** Minimum 18 hours per semester**Clinic:** Minimum 126 hours per semester

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Student must demonstrate the ability to carry a full workload (16 units) in a critical care area for three assigned days. Offered for Credit or No Credit only. This course may be taken two times.

110X4 CLINICAL MEDICINE I
1.5 UNITS*Associate Degree Applicable***Prerequisite:** None**Lecture:** Minimum 24 hours per semester

Selected topics related to the practice of cardiopulmonary medicine. Combination of lecture and case presentations provided by physicians who help define the clinical practice of pulmonary medicine. It is highly recommended that a student, upon entering this class, (1) be a Licensed Respiratory Care Practitioner in the State of California OR (2) be concurrently enrolled in Crafton Hills College's Certified Respiratory Therapist Program. This course may be taken four times.

112 CARE OF THE HIGH RISK NEONATE
4 UNITS*Associate Degree Applicable***Prerequisite:** None**Lecture:** Minimum 64 hours per semester

Preparation of the student 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, and procedures. (Formerly RESP 212)

201 ADVANCED THEORY OF RESPIRATORY CARE I
4 UNITS*Associate Degree Applicable***Prerequisites:** RESP 051X4 (only if Basic Life Support (BLS)

Healthcare Provider card has expired), RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 212 with a grade of "C" or higher

Corequisites: RESP 202, RESP 203, RESP 204, RESP 205**Lecture:** Minimum 64 hours per semester

The course covers advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care. Topics include: cardiopulmonary anatomy, continuous mechanical ventilation, patient assessment, oxygen transport, oxygen monitoring equipment, hyperbaric oxygen therapy, and interpersonal relationships regarding Respiratory Care Practitioner diversity, and ethics.

Changes Effective SPRING 2003
201 ADVANCED THEORY OF RESPIRATORY CARE I
4 UNITS

Associate Degree Applicable

Prerequisites: RESP 051X4 (only if Basic Life Support (BLS) Healthcare Provider card has expired), RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112 with a grade of "C" or higher

Corequisites: RESP 202, RESP 203, RESP 204, RESP 205

Lecture: Minimum 64 hours per semester

The course covers advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care. Topics include: cardiopulmonary anatomy, continuous mechanical ventilation, patient assessment, oxygen transport, oxygen monitoring equipment, hyperbaric oxygen therapy, and interpersonal relationships regarding Respiratory Care Practitioner diversity, and ethics.

202 ADVANCED RESPIRATORY CARE SKILLS LAB I
4 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 212 with a grade of "C" or higher

Corequisites: RESP 201, RESP 203, RESP 204, RESP 205

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 96 hours per semester

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment. Topics and skills include: advanced medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation techniques; airway management techniques; pulmonary function techniques; arterial puncture and lines; neonatal cardiopulmonary resuscitation; mechanical ventilation (adult and infant); and the electrocardiogram.

Changes Effective SPRING 2003
202 ADVANCED RESPIRATORY CARE SKILLS LAB I
4 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112 with a grade of "C" or higher

Corequisites: RESP 201, RESP 203, RESP 204, RESP 205

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 96 hours per semester

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment. Topics and skills include: advanced medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation techniques; airway management techniques; pulmonary function techniques; arterial puncture and lines; neonatal cardiopulmonary resuscitation; mechanical ventilation (adult and infant); and the electrocardiogram.

203 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE I
5 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 212 with a grade of "C" or higher

Corequisites: RESP 201, RESP 202, RESP 204, RESP 205

Lecture: Minimum 80 hours per semester

Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care, Inc. examinations.

Changes Effective SPRING 2003
203 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE I
5 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112 with a grade of "C" or higher

Corequisites: RESP 201, RESP 202, RESP 204, RESP 205

Lecture: Minimum 80 hours per semester

Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care, Inc. examinations.

204 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION I
5.25 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 212 with a grade of "C" or higher

Corequisites: RESP 201, RESP 202, RESP 203, RESP 205

Lecture: Minimum 36 hours per semester

Clinic: Minimum 252 hours per semester

Clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Student must demonstrate the ability to carry a full workload (18 units) in a critical care area for three assigned days.

Changes Effective SPRING 2003
204 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION I
5.25 UNITS

Associate Degree Applicable

Prerequisites: RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112 with a grade of "C" or higher

Corequisites: RESP 201, RESP 202, RESP 203, RESP 205

Lecture: Minimum 36 hours per semester

Clinic: Minimum 252 hours per semester

Clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Student must demonstrate the ability to carry a full workload (18 units) in a critical care area for three assigned days.

205 INTRODUCTION TO PHARMACOLOGY AND DRUG THERAPY 3 UNITS*Associate Degree Applicable***Prerequisites:** RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 212 with a grade of "C" or higher**Corequisites:** RESP 201, 202, 203, 204**Lecture:** Minimum 48 hours per semester

Study of the administration of medicine and drug therapy with an emphasis on cardio-respiratory drugs. Drugs and their actions and interactions. Basic drug mathematics and calculations as well as Advanced Cardiac Life Support drugs.

Changes Effective SPRING 2003**205 INTRODUCTION TO PHARMACOLOGY AND DRUG THERAPY 3 UNITS***Associate Degree Applicable***Prerequisites:** RESP 101, RESP 102, RESP 103, RESP 104, RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112 with a grade of "C" or higher**Corequisites:** RESP 201, RESP 202, RESP 203, RESP 204**Lecture:** Minimum 48 hours per semester

Study of the administration of medicine and drug therapy with an emphasis on cardio-respiratory drugs. Drugs and their actions and interactions. Basic drug mathematics and calculations as well as Advanced Cardiac Life Support drugs.

206 ADVANCED THEORY RESPIRATORY CARE II 4 UNITS*Associate Degree Applicable***Prerequisites:** RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205 with a grade of "C" or higher**Corequisites:** RESP 207, RESP 208, RESP 211X4, RESP 218**Lecture:** Minimum 64 hours per semester

Advanced theory, including oxygen transport, acid-base balance, renal function, electrolyte assessment, nutrition, pulmonary function testing, and pulmonary pathologies.

207 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE II 5 UNITS*Associate Degree Applicable***Prerequisites:** RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205 with a grade of "C" or higher**Corequisites:** RESP 206, RESP 208, RESP 211X4, RESP 218**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. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care, Inc. examinations.

208 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION II 5.25 UNITS*Associate Degree Applicable***Prerequisites:** RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205 with a grade of "C" or higher**Corequisites:** RESP 206, RESP 207, RESP 211X4, RESP 218**Lecture:** Minimum 36 hours per semester**Clinic:** Minimum 252 hours per semester

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Student must demonstrate the ability to carry a full workload (18 units) in a critical care area for three assigned days.

209AX2 CLINICAL REFRESHER: ADVANCED CLINICAL APPLICATION I 2.5 UNITS*Associate Degree Applicable***Prerequisite:** RESP 204 with a grade of "C" or higher**Lecture:** Minimum 18 hours per semester**Clinic:** Minimum 126 hours per semester

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Offered for Credit or No Credit only. This course may be taken two times.

209BX2 CLINICAL REFRESHER: ADVANCED CLINICAL APPLICATION II 2.5 UNITS*Associate Degree Applicable***Prerequisite:** RESP 208 with a grade of "C" or higher**Lecture:** Minimum 18 hours per semester**Clinic:** Minimum 126 hours per semester

Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Offered for Credit or No Credit only. This course may be taken two times.

211X4 CLINICAL MEDICINE II 1.5 UNITS*Associate Degree Applicable***Prerequisite:** None**Lecture:** Minimum 24 hours per semester

Continued study of clinical pulmonary medicine, using local physicians to present respiratory-related disease processes. This course uses a combination of lecture and case presentation to provide a pathophysiologic basis for respiratory care. It is highly recommended that a student, upon entering this class, (1) be a Licensed Respiratory Care Practitioner in the State of California or (2) be concurrently enrolled in Crafton Hills College's Registered Respiratory Therapist Program. This course may be taken four times.

218 ADVANCED RESPIRATORY CARE LABORATORY II
4 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205 with a grade of "C" or higher**Corequisites: RESP 206, RESP 207, RESP 208, and RESP 211X4**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 96 hours per semester*

Exposure to new procedures and the improvement of skills based on assessment of individual student performance. Specialized instruction to strengthen identified competencies as final preparation for professional practice, as well as Certification in Advanced Cardiac Life Support.

925X4 ENTRY LEVEL EXAMINATION: REVIEW AND SEMINAR
1.75 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 28 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.)

927X4 ADVANCED PRACTITIONER EXAMINATIONS: REVIEW AND SEMINAR
3 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 36 hours per semester**Laboratory: Minimum 36 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. This course may be taken four times.

ROTOCRAFT-HELICOPTER PILOT TRAINING (ROTO)

100 FUNDAMENTAL THEORIES OF HELICOPTER FLIGHT
3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Concurrently enrolled in ROTO 101, Reading skills recommended: 12th grade reading level**Lecture: Minimum 48 hours per semester*

Introduction to helicopter flights theory and is a Federal Aviation Administration prerequisite for helicopter pilot certificate. Covers principles of flight, helicopter systems and instruments, flight environment, communications and performance, meteorology for pilots, basic navigation, aviation physiology, and flight planning decision making.

101 HELICOPTER PRIVATE PILOT FLIGHT TRAINING
2 UNITS*Associate Degree Applicable**Prerequisite: Acceptance into the Helicopter Pilot Training Program**Departmental Recommendations: Concurrently enrolled in ROTO 100, Reading skills recommended: 12th grade reading level**Lecture: Minimum 20 hours per semester**Laboratory: Minimum 40 hours per semester*

Introduction to helicopter flight and flight environment. Provides the aeronautical skills and experience necessary to safely operate a piston engine helicopter. Federal Aviation Administration (FAA) prerequisite for helicopter pilot certificate.

200 ADVANCED THEORIES OF HELICOPTER FLIGHT
3 UNITS*Associate Degree Applicable**Prerequisite: Must hold a Private Helicopter License issued by the Federal Aviation Administration**Departmental Recommendation: Concurrently enrolled in ROTO 201**Lecture: Minimum 48 hours per semester*

Advanced course on helicopter flight theory and Federal Aviation Administration (FAA) prerequisite for helicopter commercial pilot certificate. Will reinforce and expand on concepts learned during private pilot certification. The focus will be on additional instruction in advanced navigation equipment, procedures and maneuvers applicable to commercial pilot certification, specifically 180 auto-rotation, confined area operations, pinnacle/platform operations, as well as float operations.

201 HELICOPTER COMMERCIAL PILOT FLIGHT
2 - 4 UNITS*Associate Degree Applicable*

Prerequisites: Must hold a Private Helicopter License, Must hold a valid FAA Medical Certificate (2nd or 3rd Class)
Departmental Recommendation: Concurrently enrolled in ROTO 200

*Lecture: Minimum 20 hours per semester**Laboratory: Minimum 30-115 hours per semester*

Builds upon the fundamentals of helicopter flight and flight environment taught in ROTO 100, 101 and 200. Provides the aeronautical skills and experience necessary for professional helicopter operations. Federal Aviation Administration (FAA) prerequisite for commercial pilot certificate.

SOCIOLOGY (SOC)

100 INTRODUCTION TO SOCIOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level), MATH 952, ENGL 101

Lecture: Minimum 48 hours per semester

Survey of the concepts and theories of society and culture, social organization, social stratification, everyday life, social change, and social policy; the study of the structure and function, and the patterns and processes, of human social life. (CAN SOC 2)

105 SOCIAL PROBLEMS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level), MATH 952, ENGL 101

Lecture: Minimum 48 hours per semester

Sociological study of significant structural problems in the contemporary United States such as poverty, family issues, minority relations, criminality, substance abuse, health care, sexual orientation, environmental degradation, warfare, their interrelationships, and global implications.

130 MARRIAGE, FAMILY AND INTIMATE RELATIONSHIPS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level), ENGL 101

Lecture: Minimum 48 hours per semester

Analytical and functional study of the structure and process of the institution of the family, with special emphasis on contemporary marriages and families, as well as alternative forms of intimate relationships, in the United States.

141 MINORITY RELATIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Reading: Pass a Nelson-Denny or comparable test at or above the 30th percentile (12th grade level), ENGL 101

Lecture: Minimum 48 hours per semester

Sociological study of multiculturalism and diversity in the United States, social stratification, ethnic and other minorities, intergroup relations, and their global dimensions.

150 GERONTOLOGY 3 UNITS*CSU, Associate Degree Applicable**Prerequisites: None*

Departmental Recommendations: Reading: Pass 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 PSYCH 150.

SPANISH (SPAN)

015 CONVERSATIONAL SPANISH I 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

The first semester of Conversational Spanish. Some formal grammar study. Designed to suit the needs of persons who wish to learn to communicate orally in the Spanish language for purposes of travel, business, personal pleasure, etc.

016 CONVERSATIONAL SPANISH II 3 UNITS*Associate Degree Applicable**Prerequisite: SPAN 015**Lecture: Minimum 48 hours per semester*

The second semester of Conversational Spanish. Some formal grammar study. Designed to suit the needs of persons who wish to learn to communicate orally in the Spanish language for purposes of travel, business, personal pleasure, etc.

101 COLLEGE SPANISH I 5 UNITS*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 16 hours per semester*

An introductory course which begins the development of the student's listening, speaking, reading and writing skills in Spanish. The course also involves the study of Spanish pronunciation, vocabulary, idioms, grammar and the Hispanic culture. (This course corresponds to the first year of high school Spanish.)

102 COLLEGE SPANISH II 5 UNITS*UC*, CSU*, Associate Degree Applicable**Prerequisite: SPAN 101**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 16 hours per semester*

A continuation of SPAN 101 and a continued development of the student's listening, speaking, reading and writing skills in Spanish. The course also continues the study of Spanish vocabulary, idioms, grammar and the Hispanic culture. (This course corresponds to the second year of high school Spanish.)

103 COLLEGE SPANISH III 4 UNITS*UC*, CSU*, Associate Degree Applicable**Prerequisite: SPAN 102**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 16 hours per semester*

A continuation of SPAN 102 and the further development of the student's listening, speaking, reading and writing skills in Spanish. The course includes a further study of Spanish vocabulary, idioms, more complex grammatical structures and the Hispanic culture, as it is reflected in cultural and literary readings.

104 COLLEGE SPANISH IV 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: SPAN 103**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 16 hours per semester*

A continuation of SPAN 103 and an in depth study of Spanish grammar and the continued development of the student's listening, speaking, reading and writing skills. The course also involves an enhancement of the student's cultural awareness through reading, discussion and written analysis of Hispanic cultural and literary readings.

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.

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)

050 FUNDAMENTALS OF ORAL COMMUNICATION 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the basic skills necessary for communicating in our world. Focuses on the most essential parts of the communication process including language, nonverbal communication, voice and articulation and listening in interpersonal, small group and public situations. Addresses the specific needs of non-native speakers of English, non-transfer students and students needing additional preparation before taking SPEECH 100.

100 ELEMENTS OF PUBLIC SPEAKING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: 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 ADVANCED PUBLIC SPEAKING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: SPEECH 100**Lecture: Minimum 48 hours per semester*

Development of critical thinking and listening skills through advanced public speaking in specific communication environments. Understanding of rhetorical traditions and technological advances as a means of crafting communication messages, emphasizing audience analysis, language use and delivery.

111 INTERPERSONAL COMMUNICATION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others.

120 ORAL INTERPRETATION OF LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: SPEECH 100**Lecture: Minimum 48 hours per semester*

Basic principles of oral communication are explored through analysis and interpretative performance of prose, poetry and dramatic literature. Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of literature. Improvement of minor vocal problems.

121 ADVANCED INTERPRETATION AND READERS THEATRE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: SPEECH 120**Lecture: Minimum 48 hours per semester*

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

140 SMALL GROUP COMMUNICATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Introductory principles and techniques of small group interaction including participation in panel discussions, symposiums and cooperative problem solving. Development of skills in agenda setting, decision-making, group leadership, conflict management and individual speaking. Emphasis on critical thinking and meaningful communication as they apply to work in business and the community.

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*

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.

SPEECH-LANGUAGE PATHOLOGY ASSISTANT (SLPA)

119 INTRODUCTION TO SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to the field of communication disorders, including adult and child language disorders, adult and child speech disorders, voice, hearing and fluency disorders. Course includes development of normal speech and language from infancy through adolescence.

120 TRANSCRIPTION PHONETICS 2 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester*

Development of transcription skills using the International Phonetic Alphabet (IPA).

121 OBSERVATION LABORATORY 1 UNIT*Associate Degree Applicable**Prerequisites: Acceptance into the Speech Language**Pathology Assistant Program, CD 105 and SLPA 119**Corequisite: SLPA 122**Laboratory: Minimum 48 hours per semester*

Students are required to formally observe the speech and language therapy process in a variety of clinical and school sites. Observations will cover speech, language, and hearing assessment and intervention with a full range of disorders and settings. In addition, students will observe and perform language interaction activities with children in the Crafton Hills College Child Development Center.

122 ASSESSMENT AND INTERVENTION OF COMMUNICATION DISORDERS IN CHILDREN 3 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Speech-Language**Pathology Assistant Program and SLPA 120**Corequisite: SLPA 121**Lecture: Minimum 48 hours per semester*

Study of articulation, phonological, fluency, and voice disorders in children. Also a study of language disorders in children from infancy through adolescence. Students will learn and discuss treatment strategies for various disorders and age levels.

123 ASSESSMENT AND INTERVENTION OF COMMUNICATION DISORDERS IN ADULTS 3 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Speech-Language**Pathology Assistant Program, ANAT 101, SLPA 121 and one of the following: PSYCH 102, PSYCH 103, PSYCH 113, PSYCH 150, SOC 100**Corequisite: SLPA 124**Lecture: Minimum 48 hours per semester*

Study of basic anatomy and physiology of the head and neck. Study of motor speech disorders, voice, and swallowing disorders. This course also covers acquired language disorders including aphasia, right hemisphere disorders, and traumatic brain injury. Students will discuss and learn treatment strategies.

124 WORKPLACE ISSUES, ETHICS, AND PRACTICES 3 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Speech Language**Pathology Assistant Program and SLPA 122**Corequisite: SLPA 123**Lecture: Minimum 48 hours per semester*

Principles and procedures for management of individuals with communicative disorders with consideration for cultural and linguistic variations. Legal and ethical considerations as well as requirements for employment in various work settings, including interdisciplinary and supervisory relationships and scope of responsibilities.

125 ASSISTIVE TECHNOLOGY 1 UNIT
Associate Degree Applicable
Prerequisites: Acceptance into the Speech-Language Pathology Assistant Program, SLPA 122 and SLPA 124
Lecture: Minimum 16 hours per semester
 An introductory course which will cover the development and use of assistive technology for individuals in need of augmentative or alternative means of communication.

126 BILINGUAL AND BICULTURAL ISSUES IN COMMUNICATION 1 UNIT
Associate Degree Applicable
Prerequisites: Acceptance into the Speech-Language Pathology Assistant Program, SLPA 122 and SLPA 124
Lecture: Minimum 16 hours per semester
 Addresses the clinical competencies and cultural sensitivity needed in interaction with bicultural and bilingual clients/patients. Discusses the impact of such knowledge on assessment and intervention.

127 PRACTICUM LABORATORY 3 UNITS
Associate Degree Applicable
Prerequisites: Acceptance into the Speech-Language Pathology Assistant Program, SLPA 122 and SLPA 124
Laboratory: Minimum 144 hours per semester
 This course will help fulfill the California Speech-Language Pathology and Audiology Board requirement of a minimum of 70 hours of supervised clinical practice in at least two settings. In addition, the American Speech-Language Hearing Association (ASHA) requires a minimum of 100 hours of supervised practice.

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 back ground and helping students develop an appreciation of theatre production, film, and television.

108 WORLD DRAMA I 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
 Survey of the masterworks of the theatre, covering great dramatic literature from the classical Greek period to the neoclassical period during the first semester and from the Restoration to the present during the second semester.

109 WORLD DRAMA II 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: THART 108
Lecture: Minimum 48 hours per semester
 Survey of the masterworks of the theatre, covering great dramatic literature from the classical Greek period to the neoclassical period during the first semester and from the Restoration to the present during the second semester.

116X4 REPERTORY THEATRE 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Audition
Lecture: Minimum 40 hours per semester
Laboratory: Minimum 16 hours per semester
 Program offering for the superior career-oriented student performer. This eight week summer course differs from the regularly scheduled performance laboratory program in the degree of professionalism expected and the intensity of the work required. This course may be taken four times.

117X4 TOURING REPERTORY THEATER WORKSHOP 3 UNITS
CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: THART 116X4
Lecture: Minimum 24 hours per semester
Laboratory: Minimum 48 hours per semester
 Practice in the concepts and procedures of the professionally produced touring show. Preparation and presentation of productions designed for touring. This course may be taken four times.

120 ACTING FUNDAMENTALS 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
 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.

140X4 THEATRE WORKSHOP 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 24 hours per semester
Laboratory: Minimum 60 hours per semester
 Practice in the interpretation of varied roles in dramatic literature, plotting of action on stage, designing of costumes and settings for plays, and the use of make-up. This course may be taken four times.

145X4 ADVANCED THEATRE WORKSHOP 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: THART 140X4
Lecture: Minimum 24 hours per semester
Laboratory: Minimum 48 hours per semester
 Advanced practice in the development of a professionally mounted production, the interpretation of varied roles in dramatic literature, designing of costumes and settings for plays. This course may be taken four times.

146X4 ACTING: ADVANCED PERFORMANCE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 145X4**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 48 hours per semester*

Supervised applied theory in acting, singing, and dancing for the stage through projects for public presentation. This course may be taken four times.

150X4 SUMMER THEATRE WORKSHOP 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.

174X4 DANCE PRODUCTION WORKSHOP 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Instruction and practice in the development of dance as an integral part of a theatrical production. This course may be taken four times.

175 STAGE MAKE-UP 1 UNIT*UC, CSU, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 48 hours per semester*

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

176X4 FUNDAMENTALS OF STAGECRAFT 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.

179X4 FUNDAMENTALS OF STAGECRAFT — ADVANCED PRACTICUM 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 64 hours per semester*

Continuation of THART 176X4, 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 dark-room procedures, finishing and presentation. This course may be taken four times.

220 ADVANCED ACTING I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Theory and practice of characterization in solo and ensemble scenes.

221 ADVANCED ACTING II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 220**Lecture: Minimum 48 hours per semester*

Theory and practice of characterization in solo and ensemble scenes.

225X4 CHARACTER ANALYSIS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 140X4 or equivalent**Lecture: Minimum 48 hours per semester*

Study of the analytical steps involved in the development of characters preparatory to rehearsals and performances, followed by evaluation of performances and post-play discussion. This course may be taken four times.

231X4 JAZZ DANCE II 1 - 2 UNITS*UC, CSU*, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 130X4 or PE/I 130X4**Lecture: Minimum 8-16 hours per semester**Laboratory: Minimum 16-32 hours per semester*

Continuation of THART 130X4, with student choreography and performance added. This course may be taken four times.

246X4 SPECIAL PROJECTS IN THEATRE ARTS 1 UNIT*UC*, CSU, Associate Degree Applicable**Prerequisite: Completion of or concurrent enrollment in a Theatre Arts course**Laboratory: Minimum 48 hours per semester*

Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student. This course may be taken four times.

WORK EXPERIENCE (WKEXP)

099 GENERAL WORK EXPERIENCE 2 - 3 UNITS*Associate Degree Applicable**Prerequisite: None**Corequisite: Enrolled in at least 7 units, including this Work Experience course**Work Experience: 150-225 Paid Employment**120-180 Unpaid Employment*

Supervised general work experience education to assist students in acquiring desirable work habits, career awareness, and job attitudes 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 Program

Certificates are closely tied to the work world. A certificate in a particular field – for example, Business Administration – is an important credential for securing a job or promotion. It tells an employer you have been trained and have mastered competencies in a specific area. The precise course requirements for each certificate are found on the following pages.

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 the certificate, you should apply for the certificate at the Admissions Office. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

Should your career plans change; courses taken to earn a certificate may also be applied to an Associate Degree. For more information contact a counselor.

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE CERTIFICATE

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

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

REQUIRED COURSES		UNITS	
ADJUS 101	Introduction to Administration of Justice		3.0
ADJUS 102	Principles and Procedures of the Justice System		3.0
ADJUS 103	Concepts of Criminal Law		3.0
ADJUS 104	Legal Aspects of Evidence		3.0
ADJUS 105	Community Relations		3.0
SPAN 015	Conversational Spanish I		3.0
SPEECH 100	Elements of Public Speaking		(3.0)
OR SPEECH 111	OR Interpersonal Communication		OR (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)	
BIS 100	Beginning Keyboarding and Skillbuilding	(3.0)	
PHIL 105	Moral Values in Today's Society	(3.0)	
TOTAL			37.0

BUSINESS

ACCOUNTING CERTIFICATE

The objective of this certificate program is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the 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.

Certificate requirements include the completion of 5 core courses (no more than 1 course from each group) and the completion of 6 specialty courses.

CORE COURSES		UNITS
1.	ACCT 205 Bookkeeping	3.0
2.	MARKET 100 Marketing Principles	3.0
3.	BUSAD 100 Introduction to Business	3.0
4.	ECON 200 Principles of Macroeconomics OR ECON 201 Principles of Microeconomics	3.0 OR 3.0
5.	BUSAD 210 Business Law	3.0
6.	BUSAD 053 Business Computations OR MATH 108 Statistics	3.0 OR 4.0
7.	BIS 100 Beginning Keyboarding and Skillbuilding	3.0
8.	Computer Language Course OR Applications Software Course	3.0 OR 2.0
9.	BUSAD 230 Using Computers for Business	3.0

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

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	OR	OR
ACCT 230A	State and Federal Income Tax Accounting	(4.0)
TOTAL		15.0

BUSINESS MANAGEMENT CERTIFICATE

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

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

Certificate requirements include the completion of 5 core courses (no more than 1 course from each group) and the completion of 6 specialty courses.

6.	BIS 100	Beginning Keyboarding and Skillbuilding	UNITS 3.0
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7.	Computer Language Course	UNITS 3.0
	OR	OR
	Applications Software Course	2.0

REQUIRED SPECIALTY COURSES		
		UNITS
BUSAD 200	Business Management	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

CORE COURSES			
		UNITS	
1.	ACCT 210 /	Principles of Accounting	3.0
	ACCT 211	Principles of Accounting Computer Laboratory	1.0
	OR	OR	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 Macroeconomics	UNITS 3.0
	OR	OR	OR
	ECON 201	Principles of Microeconomics	3.0

5.	BUSAD 053	Business Computations	UNITS 3.0
	OR	OR	OR
	MATH 108	Statistics	4.0

Contact the Admission's Office to request a certificate. if you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

MARKETING MANAGEMENT CERTIFICATE

The objective of this certificate program is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the marketing field, and to acquaint the student with the various sub-functions within the overall field of marketing. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including retail sales clerk, outside sales representative, advertising, merchandiser, distribution, or customer service representative.

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

Certificate requirements include the completion of 5 core courses (no more than 1 course from each group) and the completion of 5 specialty courses.

CORE COURSES			UNITS
1.	ACCT 210 / ACCT 211	Principles of Accounting Principles of Accounting Computer Laboratory	3.0 1.0
	OR	OR	OR
	ACCT 205	Bookkeeping	3.0

2.	MARKET 100	Marketing Principles	3.0
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3.	BUSAD 100	Introduction to Business	3.0
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4.	ECON 200	Principles of Macroeconomics	3.0
	OR	OR	OR
	ECON 201	Principles of Microeconomics	3.0

5.	BUSAD 210	Business Law	3.0
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6.	BUSAD 053	Business Computations	3.0
	OR	OR	OR
	MATH 108	Statistics	4.0

7.	BIS 100	Beginning Keyboarding and Skillbuilding	3.0
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8.	Computer Language Course		3.0
	OR	OR	OR
	Applications Software Course		2.0

REQUIRED SPECIALTY COURSES		
		UNITS
BUSAD 200	Business Management	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	OR	OR
Business Course		(3.0)
TOTAL		15.0

RETAIL MANAGEMENT CERTIFICATE

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

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

Completion of the following 31 Units qualifies the student for the Retail Management Certificate.

REQUIRED COURSES		
		UNITS
BUSAD 053	Business Computations	3.0
BUSAD 103	Human Resources Management	3.0
BUSAD 145	Business English Communication	4.0
BUSAD 155	Human Relations in the Workplace	2.0
BUSAD 200	Business Management	3.0
BUSAD 230	Using Computers for Business	3.0
ACCT 210	Principles of Accounting	3.0
ACCT 211	Principles of Accounting Computer Laboratory	1.0
MARKET 100	Marketing Principles	3.0
MARKET 106	Retail Management	3.0
SPEECH 100	Elements of Public Speaking	3.0
TOTAL		31.0

Contact the Admission's Office to request a certificate. if you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

BUSINESS INFORMATION SYSTEMS

ADMINISTRATIVE ASSISTANT CERTIFICATE

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

Completion of the following 30 Units qualifies the student for the Administrative Assistant Certificate.

RECOMMENDED COURSES		
		UNITS
ACCT 205	Bookkeeping	3.0
BIS 115	Fundamental Desktop Publishing Concepts and Application	2.0
BIS 120	Fundamental Presentation Graphics Concepts and Application	2.0
BIS 130	Fundamental Spreadsheet Concepts and Application	2.0
BIS 135	Fundamental Database Concepts and Application	2.0
BIS 180	Medical Terminology and Transcription I	3.5
SPAN 015	Conversational Spanish I	3.0

REQUIRED COURSES		
		UNITS
BIS 100	Beginning Keyboarding and Information Processing	3.0
BIS 101	Advanced Keyboarding and Information Processing	3.0
BIS 105	Comprehensive Windows Concepts and Techniques	2.0
BIS 110	Beginning Word Processing Concepts and Application	2.0
BIS 111	Advanced Word Processing Concepts and Application	2.0
BIS 145	Business English Communication	4.0
BIS 150	Records and Information Management	2.0
BIS 155	Human Relations in the Workplace	2.0
BIS 160	General Office Procedures I	3.5
BIS 161	General Office Procedures II	3.5
BUSAD 053	Business Computations	3.0
TOTAL		30.0

MICROAPPLICATIONS SPECIALIST CERTIFICATE

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

Completion of the following 18 Units qualifies the student for the Microapplications Specialist Certificate.

REQUIRED COURSES		
		UNITS
BIS 105	Comprehensive Windows Concepts and Techniques	2.0
BIS 108	Telecommunications and Business Data Communications	2.0
BIS 110	Beginning Word Processing Concepts and Application	2.0
BIS 115	Fundamental Desktop Publishing Concepts and Application	2.0
BIS 120	Fundamental Presentation Graphics Concepts and Application	2.0
BIS 125	Fundamental Web Design Concepts and Application	2.0
BIS 130	Fundamental Spreadsheet Concepts and Application	2.0
BIS 135	Fundamental Database Concepts and Application	2.0
BIS 140	Fundamental GIS Concepts and Application for Business	2.0
TOTAL		18.0

OFFICE ASSISTANT CERTIFICATE

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

Completion of the following 12.5 Units qualifies the student for the Office Assistant Certificate.

RECOMMENDED COURSES		
		UNITS
BIS 007x4- BIS 009x4	Business and Office Skills Lab	1-3
SPAN 015	Conversational Spanish I	3.0

REQUIRED COURSES		
		UNITS
BIS 100	Beginning Keyboarding and Skillbuilding	3.0
BIS 110	Beginning Word Processing Concepts and Application	2.0
BIS 150	Records and Information Management	2.0
BIS 155	Human Relations in the Workplace	2.0
BIS 160	General Office Procedures I	3.5
TOTAL		12.5

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

CHILD DEVELOPMENT

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.

REQUIRED COURSES		
		UNITS
CD 105	Child Growth and Development	3.0
CD 132	Creative Experiences for Children	3.0
CD 175	Home Day Care Practices, Programs and Business Principles	3.0
CD 116x20	Pediatric CPR, First Aid and Safety for Children	2.0
TOTAL		11.0

ASSOCIATE TEACHER CERTIFICATE

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

Completion of the following 16 Units qualifies the student for the Associate Teacher Certificate. See Child Development Department for State Licensing requirements.

REQUIRED COURSES		
		UNITS
CD 100	Introduction to Child Development	3.0
CD 105	Child Growth and Development	3.0
CD 112	Principles and Practices in Child Development	3.0
CD 126	Child, Family and the Community	3.0
Laboratory OR Work Experience with Young Children		4.0
CD 205x2	Child Growth and Development Laboratory	(4.0)
OR	OR	OR
CD 210x2	Infant Growth and Development Laboratory	(4.0)
TOTAL		16.0

TEACHER CERTIFICATE

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

Completion of the following 28 Units qualifies the student for the Teacher Certificate. See Child Development Department for State Licensing requirements.

REQUIRED COURSES		
		UNITS
CD 100	Introduction to Child Development	3.0
CD 105	Child Growth and Development	3.0
CD 112	Principles and Practices in Child Development	3.0
CD 126	Child, Family, and the Community	3.0
4 Courses from the Following List		12.0
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 132	Creative Experiences for Children	(3.0)
CD 133	Creative Science and Math Activities for Children	(3.0)
CD 134	Language and Listening, Literacy and Literature 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)
Laboratory with Young Children		4.0
CD 205x2	Child Growth and Development Laboratory	(4.0)
OR	OR	OR
CD 210x2	Infant Growth and Development Laboratory	(4.0)
TOTAL		28.0

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

Contact the Admission's Office to request a certificate. if you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

MASTER TEACHER CERTIFICATE

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

Completion of the following 37 Units qualifies the student for the Master Teacher Certificate. See Child Development Department for State Licensing requirements.

REQUIRED COURSES			
		UNITS	
CD 100	Introduction to Child Development		3.0
CD 105	Child Growth and Development		3.0
CD 112	Principles and Practices in Child Development		3.0
CD 126	Child, Family, and the Community		3.0
CD 270	Mentor Teacher/Adult Supervision		3.0
6 or 7 Units from the Following List to Complete at least One Specialization:			6.0 OR 7.0
Note: A Specialization Consists of Completing a Pair of Courses (6 or 7 Units) from the Topics Below.			
MUSIC SPECIALIZATION			
CD 130	Music and Movement for Children	(3.0)	
AND	AND	AND	
CD 135	Creative Dance Experiences for Children	(3.0)	
OR	OR	OR	
MUSIC 100	Fundamentals Skills in Music	(3.0)	
ART SPECIALIZATION			
CD 131	Developmental Art for Children	(3.0)	
AND	AND	AND	
CD 136	Creative Art Activities for Children	(3.0)	
LANGUAGE AND LITERACY SPECIALIZATION			
CD 134	Language and Listening, Literacy and Literature Experiences for Children	(3.0)	
AND	AND	AND	
ENGL 155	Children's Literature	(3.0)	
INFANT/TODDLER SPECIALIZATION			
CD 185	Infant/Toddler Growth and Development	(3.0)	
AND	AND	AND	
CD 186	Infant/Toddler Activities	(3.0)	

SPECIAL NEEDS SPECIALIZATION			
CD 244	Children with Special Needs	(3.0)	
AND	AND	AND	
ASL 101	American Sign Language I	(4.0)	
4 Courses from the Following List (Selected Courses Can Not be Included in your Specialization)			12.0
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 132	Creative Experiences for Children	(3.0)	
CD 133	Creative Science and Math Activities for Children	(3.0)	
CD 134	Language and Listening, Literacy and Literature 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)	
Laboratory with Young Children			4.0
CD 205x2	Child Growth and Development Laboratory	(4.0)	
OR	OR	OR	
CD 210x2	Infant Growth and Development Laboratory	(4.0)	
		TOTAL	37.0 OR 38.0

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

SITE SUPERVISOR CERTIFICATE

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

Completion of the following 37 Units qualifies the student for the Site Supervisor Certificate. See Child Development Department for State Licensing requirements.

REQUIRED COURSES			UNITS
CD 100	Introduction to Child Development		3.0
CD 105	Child Growth and Development		3.0
CD 112	Principles and Practices in Child Development		3.0
CD 126	Child, Family, and the Community		3.0
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
4 Courses from the Following List			12.0
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 132	Creative Experiences for Children	(3.0)	
CD 133	Creative Science and Math Activities for Children	(3.0)	
CD 134	Language and Listening, Literacy and Literature 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)	
Laboratory with Young Children			4.0
CD 205x2	Child Growth and Development Laboratory	(4.0)	
OR	OR	OR	
CD 210x2	Infant Growth and Development Laboratory	(4.0)	
TOTAL			37.0

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

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

COMPUTER INFORMATION SYSTEMS

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

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

Completion of 14 Units qualifies the student for the Cisco Certified Network Associate Certificate.

		UNITS
CIS 140	Networking Fundamentals	3.5
CIS 141	Basic Routing Cisco Semester II	3.5
CIS 142	Fundamentals of LANs Cisco Semester III	3.5
CIS 143	Fundamentals of WANs Cisco Semester IV	3.5
TOTAL		14.0

CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE

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

Completion of 14 Units qualifies the student for the Cisco Certified Network Professional Certificate.

		UNITS
CIS 144	Advanced Routing – LANs Cisco Semester V	3.5
CIS 145	Advanced WAN – Cisco Semester VI	3.5
CIS 146	LAN Switching – Cisco Semester VII	3.5
CIS 147	Network Troubleshooting – Cisco Semester VIII	3.5
TOTAL		14.0

COMPUTER HARDWARE TECHNICIAN CERTIFICATE

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

Completion of 12 Units qualifies the student for the Computer Hardware Technician Certificate

		UNITS
CIS 130	Hardware and Information Technology	3.0
CIS 131	Help Desk	3.0
CIS 150	Network Essentials with TCP/IP	3.0
CIS 190C	Hardware Technician Internship	3.0
TOTAL		12.0

COMPUTER INFORMATION SYSTEMS CERTIFICATE

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

Completion of 24 Units qualifies the student for the Computer Information Science Certificate.

		UNITS
CIS 101	Introduction to Computers and Information Technology	3.0
CIS 102	Basic Language and Problem Solving I	3.0
CIS 103	Programming in Visual Basic	3.0
CIS 105	Database Concepts and Design	3.0
CIS 109	Operating Systems and Environments	3.0
CIS 111	Web Page Programming and Design	3.0
CIS 112	Basic Language and Problem Solving II	3.0
CIS 113	Java and J++ Programming	3.0
CIS 114	Programming in C++I	3.0
CIS 115	Programming in C	3.0
CIS 116	Programming in C++II	3.0
CIS 117	Scripting	3.0
CIS 118	Web Site Management	3.0
CIS 130	Hardware and Information Technology	3.0
CIS 131	Help Desk	3.0
CIS 150	Network Essentials with TCP/IP	3.0
CIS 151	Network Client Administration	3.0
CIS 152	Network Server Administration	3.0
CIS 171	Introduction to Robotics	3.0
CIS 203	Advanced Visual Basic	3.0

NETWORK TECHNICIAN CERTIFICATE

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

Completion of 15 Units qualifies the student for the Network Technician Certificate.

		UNITS
CIS 130	Hardware and Information Technology	3.0
CIS 150	Network Essentials with TCP/IP	3.0
CIS 151	Network Client Administration	3.0
CIS 152	Network Server Administration	3.0
CIS 190B	Network Administration Internship	3.0
TOTAL		15.0

PROGRAMMING CERTIFICATE

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

Completion of 18 Units qualifies the student for the Programming Certificate.

		UNITS
CIS 102	Basic Language and Problem Solving I	3.0
CIS 103	Programming in Visual Basic	3.0
CIS 113	Java and J++ Programming	3.0
CIS 114	C++ Programming I	3.0
CIS 115	Programming in C	3.0
CIS 116	C++ Programming II	3.0
CIS 117	Scripting	3.0
CIS 203	Advanced Visual Basic	3.0

WEBMASTER CERTIFICATE

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

Completion of 14 Units qualifies the student for the Webmaster Certificate

		UNITS
CIS 111	Web Page Programming and Design	3.0
CIS 117	Scripting	3.0
CIS 118	Web Site Management	3.0
CIS 160	Authoring Accessible Web Pages	2.0
CIS 190A	Web Master Internship	3.0
TOTAL		14.0

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN - I CERTIFICATE

The objective of this certificate is to train students to perform basic life support in the prehospital setting. Successful completion of the certificate program identifies the student has met the educational requirements as an Emergency Medical Technician. This is a state certificate program.

Admission: Open to all students who meet the age and physical requirements. Registration is limited to class size restrictions.

Completion of the following 6 Units qualifies the student for the Emergency Medical Technician - I' completion Certificate.

REQUIRED COURSE		UNITS
EMS 020	Emergency Medical Technician – I	6.0
TOTAL		6.0

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC CERTIFICATE

The objective of this certificate is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the 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 REQUIREMENTS
1. Current, CA EMT-Basic Certification;
2. Minimum of six months full-time experience or 1000 hours of part-time EMT experience;
3. ANAT 101 or ANAT 150 and ANAT 151 or CSU transferable equivalent;
4. High School diploma or GED;
5. Current negative TB test within one year or chest x-ray within two years;
6. Completion of Hepatitis B immunization series or titer showing immunity;
7. Rubella titer showing immunity or proof of MMR immunization.

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

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 course 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 registered 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

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

FIRE TECHNOLOGY

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

FIRE INSPECTION ACADEMY CERTIFICATE

The objective of this certificate is to provide students with an introduction to fire prevention practices, human relation skills, inspection skills, knowledge of applicable codes and regulations, and a working knowledge of public education. Completion of this certificate program may lead to employment as an entry-level fire inspector or fire safety specialist in the public or private sectors.

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

Completion of the following 11 Units with a grade of "C" or higher qualifies the student to apply for the Fire Inspection Academy Certificate.

RECOMMENDED COURSES		
		UNITS
FIRET 100	Fire Protection Organization	3.0
FIRET 101	Fire Prevention Technology	3.0

REQUIRED COURSE		
		UNITS
FIRET 078	Fire Inspection Academy	11.0
TOTAL		11.0

FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop 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.

PREREQUISITES		
		UNITS
PE/I 070x4	Fitness Evaluation	.25
FIRET 100	Fire Protection Organization	3.0
FIRET 101	Fire Prevention Technology	3.0
EMT-I Certification or First Responder Certification		(0-6)
CHC Physical Agility Certification or Biddle or CPAT		-
Completion of English, Reading and Math Placement Tests		-

Completion of the following 13.25 Units with a grade of "C" or higher qualifies the student to apply for the Firefighter I Basic Training Academy Certificate.

RECOMMENDED COURSES		
		UNITS
Eligibility for ENGL 101	Freshman Composition	4.0
Eligibility for MATH 090 or Higher	Elementary Algebra	4.0

REQUIRED COURSES		
		UNITS
FIRET 049	Basic Firefighter Physical Fitness	.75
FIRET 115	Firefighter I Basic Training Academy	12.50
TOTAL		13.25

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

RADIOLOGIC TECHNOLOGY

RADIOLOGIC TECHNOLOGY CERTIFICATE

The objective of this certificate is to prepare students to be competent practitioners in the field of radiography. Completion of the certificate will prepare the student to be eligible for the state and national board examinations, and for entry-level employment in radiography.

Radiologic Technology is an accredited, hospital-based program operated cooperatively by Crafton Hills College and the Arrowhead Regional Medical Center (ARMC).

Program applications, transcripts, and site visit forms must be filed at ARMC School of Radiologic Technology by March 1st. Application packets are available from October through January of each year.

Contact the Program Director at ARMC (909) 580-3540 for information on the program, application materials, and interview process.

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

Completion of the following courses with a GPA of 2.5 and no grade below a "C" qualifies the student to apply for the Radiologic Technology Program.

The following 7 courses are recommended as preparation before admission to the Radiologic Technology Program.

RECOMMENDED PREPARATION		
		UNITS
ENGL 101	Freshman Composition	4.0
AH 101	Medical Terminology	3.0
ANAT 101	Essentials of Human Anatomy and Physiology	4.0
CHEM 101	Introduction to Chemistry	4.0
CIS 101	Introduction to Computers and Information Technology	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	Radiographic Physics 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		UNITS
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		UNITS
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		UNITS
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	1.25
RADIOL 212	Special Procedures in Radiology	1.25
RADIOL 213B	Radiographic Clinic IV	11.0
TOTAL		77.50

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

RESPIRATORY CARE

CERTIFIED RESPIRATORY THERAPIST (CRT) CERTIFICATE

Admission: Enrollment is limited to 40 students. Registration passes will be issued on a point system. Students completing the required RESP 050, AH 101, and ANAT 101 will have three points and first call on a registration pass. Students completing the required RESP 050 as well as ANAT 101 or AH 101 will have two points and second call on a registration pass. It is definitely to a student's advantage to have all three points.

Contact the Respiratory Care Program Director for information on application materials and registration pass at 389-3286.

*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 Respiratory Care in addition to the Certificate of Completion for the CRT Program is required to take the Entry-Level Examination for a license to work.
- All courses applied to the A.S. Degree in Respiratory Care and the Certificate of Completion must be completed with a grade of "C" or higher.
- The A.S. Degree in Respiratory Care must be awarded before the awarding of the Certificate of Completion.

PRE-ADMISSION COURSES		
Required prior to admission into program.		
		UNITS
RESP 050	Introduction to Respiratory Care	2.0
RESP 051x4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.0

AH 101	Medical Terminology	3.0
AND/OR	AND/OR	AND/OR
ANAT 101	Essentials of Human Anatomy and Physiology	4.0

REQUIRED COURSES		
		UNITS
*AH 101	Medical Terminology	3.0
*ANAT 101	Essentials of Human 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 051x4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.0
RESP 101	Fundamentals of Respiratory Care I	4.0
RESP 102	Fundamentals of Respiratory Care Skills I	10.5
RESP 103	Pulmonary Assessment and Pharmacology	3.0
RESP 104	Respiratory Care Clinical Application I	2.5
RESP 105	Fundamentals of Respiratory Care II	4.0
RESP 106	Fundamental of Respiratory Care Skills II	5.25
RESP 108	Respiratory Care Clinical Application II	5.25

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

REGISTERED RESPIRATORY THERAPIST (RRT) CERTIFICATE

Admission: Open to all students who have completed the CRT Program courses with a "C" or higher. Students who possess a valid California Respiratory Care Practitioner License or who have been accepted into another RRT Program may petition Respiratory Care faculty for admission to the program.

Contact the Respiratory Care Program Director for information on application materials at 389-3286

Completion of all CRT and RRT required courses with a "C" or higher, a successful passing score on both the Registry Written and the Clinical Simulation Self-Assessment Examinations, CHEM 101 with a grade of "C" or higher, and completion of the Associate of Science Degree with a major in Respiratory Care qualify the student for the Registered Respiratory Therapist Certificate.

REQUIRED COURSES		
		UNITS
*AH 101	Medical Terminology	3.0
*ANAT 101	Essentials of Human Anatomy and Physiology	4.0
*CHEM 101	Introduction to Chemistry	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 051x4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.0
RESP 101	Fundamentals of Respiratory Care I	4.0
RESP 102	Fundamentals of Respiratory Care Skills I	10.5
RESP 103	Pulmonary Assessment and Pharmacology	3.0
RESP 104	Respiratory Care Clinical Application I	2.5
RESP 105	Fundamentals of Respiratory Care II	4.0
RESP 106	Fundamental of Respiratory Care Skills II	5.25
RESP 108	Respiratory Care Clinical Application II	5.25
RESP 110x4	Clinical Medicine I	1.5
RESP 112	Care of the High Risk Neonate	4.0
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

Contact the Admission's Office to request a certificate. If you wish to participate in the Graduation Ceremony, contact the Program Development Office at 389-3240 by March 1, 2003.

RESP 206	Advanced Theory of 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 211x4	Clinical Medicine II	1.5
RESP 218	Advanced Respiratory Care Laboratory II	4.0
TOTAL		107.0

* 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.
- CHEM 101 is also required for the certificate of completion.
- All courses applied to the A.S. Degree in Respiratory Care and the Registered Respiratory Therapy Certificate must be completed with a grade of "C" or higher.
- The A.S. Degree in Respiratory Care must be awarded before the awarding of the Registered Respiratory Therapy Certificate of Completion.

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" (2.0) or better grade point average.
NOTE: Courses numbered 900-999 are designated as non-degree applicable; however, units earned in these courses **DO COUNT** as student workload units.
2. Completion of a minimum of **eighteen (18)** semester units in a major discipline as identified by the college catalog. Students who have not yet selected a major field may graduate as a Liberal Studies major. (See "Majors" on page 104.)
Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring.
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 OR completion of a reading course numbered 078X4, 090, or 975X2 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 or 101.
7. Completion of the Orientation course (PCD 055) that is required, as of FALL 2001, for all NEW students in compliance with California's Matriculation Plan. Students with proof of previous college work MAY be exempt. See a counselor for details.
8. The following restrictions apply to the **60 units** required for graduation:
 - a. A maximum of **4 units** of physical education activities may be applied.
 - b. A maximum of **15 units** of credit (CR) grades may be applied. No course in the student's major or required for that major may be taken for credit (CR).
 - c. A maximum of **6 units** of reading and study skills courses 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.
9. Completion of a minimum of **twenty-six (26)** units of general education must be distributed as indicated: three to four units in category A, two units in category B and a minimum of six units in three of the following four categories (C, D, E and F). A minimum of three units must be earned in the remaining category. No single course may be used to meet more than one general education requirement.
 - a. **English** (3-4 units minimum) to be selected from ENGL 015 or 101
 - b. **Physical Education/Nutrition/Health Education** (2 units) HEALTH 102, 103, 263
PE/I, PE/T
PE 263
 - c. **Natural Sciences** (3-6 units)
ANAT 101, 150, 151
ASTRON
BIOL
CHEM
GEOG 110/111, 114, 126
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 150, 152, 155, 160, 163, 170, 175, 232, 233, 250, 260, 261, 270, 271, 275
FOREIGN LANGUAGE (including ASL)
HIST 160, 161, 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 102, 120
HIST
POLIT
PSYCH (055)
SOC

f. Communication & Analytical Thinking (3-6 units)

BUSAD 053
 BUSAD/BIS 145
 CIS
 ENGL 015, 101, 102
 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 Information Systems
- Child Development
- Economics
- English
- French
- German
- History
- Liberal Studies
- Liberal Studies/Education
- Marketing
- Music
- Philosophy
- Physical Education
- Political Science
- Psychology
- Radiologic Technology
- Religious Studies
- Sociology
- Spanish
- Speech
- Theatre Arts

ASSOCIATE OF SCIENCE

- Anatomy and Physiology
- Astronomy
- Biology
- Certified Respiratory Therapist
- Chemistry
- Computer Information Systems
- Emergency Medical Services
- Fire Technology
- Geography
- Geology
- Mathematics

- Microbiology
- Physics
- Registered Respiratory Therapist
- Speech-Language Pathology Assistant

ACCOUNTING (AA)

Recommended Core Courses for Associate Degree Students:

- ACCT 205, 210/211, 220/221, 225, 230
- BUSAD 053, 100, 105, 210
- CIS 101
- ECON 200, 201
- BIS 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 • SOC 100
- GEOG 110

ART (AA)

Recommended Core Courses:

- ART 100, 102, 120X4, 124X4

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 INFORMATION SYSTEMS (AA)

Recommended Core Courses:

- BIS 100, 101, 105, 110, 145, 150, 155, 160

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, 126, 205X2 or 210X2

Students must choose at least 2 courses from the following list:

- CD 101, 112, 115, 130, 131, 132, 133, 134, 135, 136, 137, 185, 186

It is highly recommended that students take CD 112 and 132.

Recommended CD electives to include four of the following:

- CD 100, 101, 116, 130, 131, 132, 133, 134, 135, 136, 137, 175, 185, 186, 244

COMPUTER INFORMATION SYSTEMS (AS)

Recommended Core Courses:

- CIS 101, 102, 103, 105, 110, 115, 200, 201

ECONOMICS (AA)

Recommended Core Courses:

- ECON 200, 201
- MATH 108
- PHIL 103

EMERGENCY MEDICAL SERVICES (AS)

Consult with your counselor to develop an appropriate course of study.

Required Core Courses:

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

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, 104
- Second Foreign Language 101, 102

GEOGRAPHY (AS)

Recommended Core Courses:

- GEOG 102, 110, 111, 114
- GEOL 100
- MATH 103
- OCEAN 101

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
- CIS 101
- MARKET 100, 105, 110
- SPEECH 100, 101

MATHEMATICS (AS)

Recommended Core Courses:

- CIS 102
- 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 135X4 (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
- CIS 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 about application materials and registration pass. The two courses that must be completed before admission to the Respiratory Care Program are:

- RESP 050

Highly recommended are:

- ANAT/PHYSIO 101
- MICRO 102

Completion of the CRT courses and courses that lead to the awarding of Associate of Science degree in Respiratory Care 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 (23 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 and the University of California System, and some information about transferring to a private or out-of-state institution.

A. *California State University (CSU) General Education Requirements. (See Page 122 of catalog).*

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

B. *Intersegmental General Education Transfer Curriculum (IGETC). See pages 125 and 126 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 you have completed your General Education classes and all your grades have been reported, see a counselor for certification.

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

Consult the specific catalog of the college of interest and see a counselor. General Education courses for most colleges include ENGL 101, a transfer level math course, and selections from the Arts, Humanities, Social Sciences and Biological and Physical Sciences.

2. Lower Division Courses for a Major.

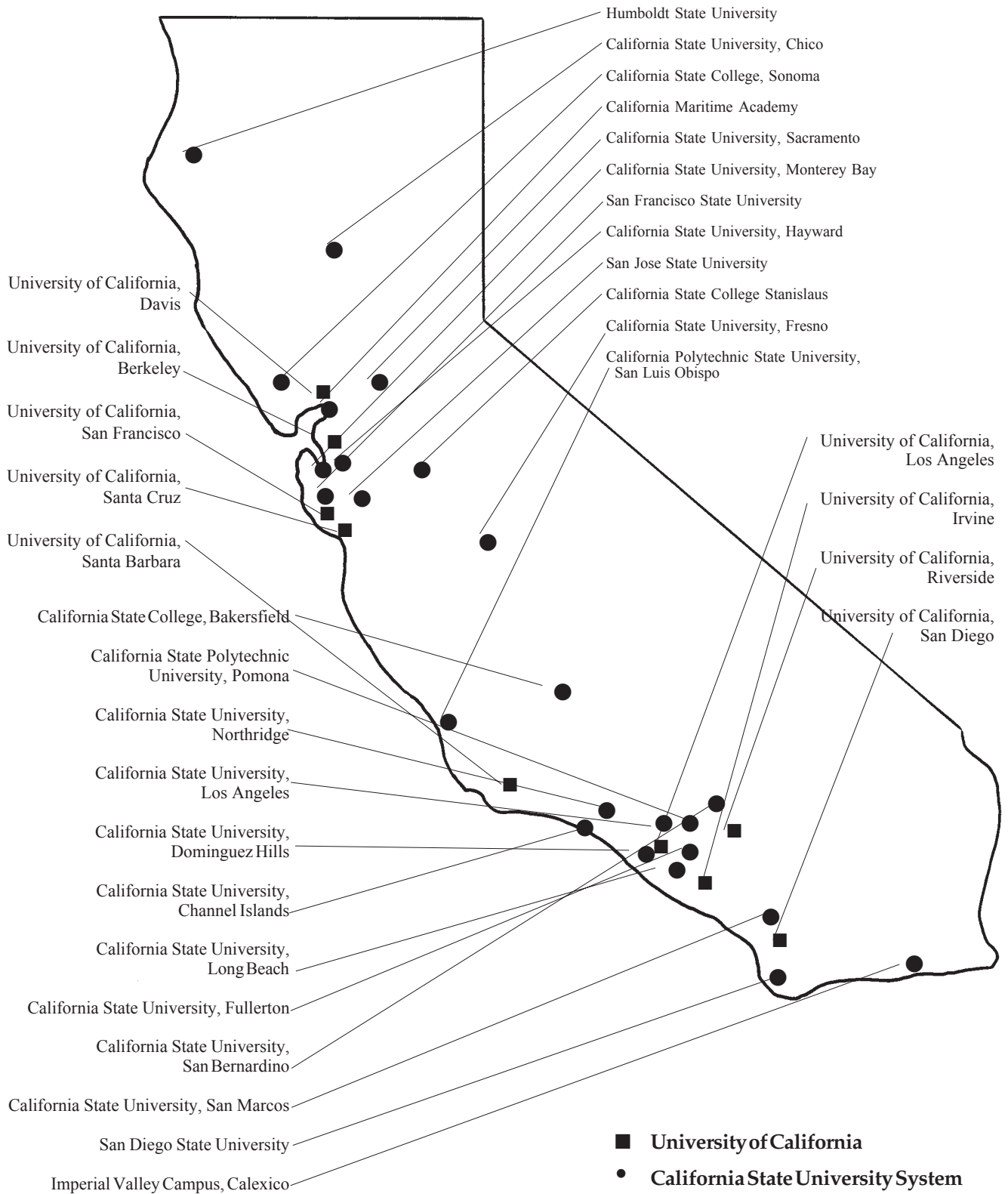
These courses provide the background and preparation needed to enter a college or university at the junior level. Crafton Hills College has articulated lower division major requirements with CSU San Bernardino and UC Riverside. Information for other colleges' lower division requirements is available 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 three campuses in the system:

CALIFORNIA STATE UNIVERSITY BAKERSFIELD • Q

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

CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS • S

One University Drive, Camarillo, CA 93012
(805) 437-8400 • www.csuci.edu

CALIFORNIA STATE UNIVERSITY, CHICO • S

400 W. First Street, Chico, CA 95929-0150
(530) 898-6321 • www.csuchico.edu

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS • S

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

CALIFORNIA STATE UNIVERSITY, FRESNO • S

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

CALIFORNIA STATE UNIVERSITY, FULLERTON • S

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

CALIFORNIA STATE UNIVERSITY, HAYWARD • Q

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

HUMBOLDT STATE UNIVERSITY • S

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

CALIFORNIA STATE UNIVERSITY, LONG BEACH • S

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

CALIFORNIA STATE UNIVERSITY, LOS ANGELES • Q

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

CALIFORNIA MARITIME ACADEMY • S

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

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY • S

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

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE • S

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

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA • Q

3801 W. Temple Ave., Pomona, CA 91768-4003
(909) 869-2000 • www.csupomona.edu

CALIFORNIA STATE UNIVERSITY, SACRAMENTO • S

6000 J Street, Sacramento, CA 95819-6112
(916) 278-6011 • www.csus.edu

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO • Q

5500 University Parkway, San Bernardino, CA 92407-2397
(909) 880-5200 • www.csusb.edu

SAN DIEGO STATE UNIVERSITY • S

5500 Campanile Drive, San Diego, CA 92182-8225
(619) 594-6871 • www.sdsu.edu

SAN FRANCISCO STATE UNIVERSITY • S

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

SAN JOSE STATE UNIVERSITY • S

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

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO • Q

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

CALIFORNIA STATE UNIVERSITY, SAN MARCOS • S

333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001
(760) 750-4800 • www.csusm.edu

SONOMA STATE UNIVERSITY • S

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

CALIFORNIA STATE UNIVERSITY, STANISLAUS • Q

801 W. Monte Vista Ave., Turlock, CA 95382
(209) 667-3155 • www.csustan.edu

S = Semester System

Q = Quarter System

CRAFTON HILLS COLLEGE

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2002 - 2003

General Provisions:

1. 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.
2. 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.
3. Completed courses **MAY NOT** be used in more than one area.
4. **COURSES IN BOLD PRINT ARE APPROVED FOR FALL 2002 AND THEREAFTER:**

A. COMMUNICATION/CRITICAL THINKING

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

1. SPEECH 100 or 111
2. ENGL 101
3. ENGL 102 or PHIL 103

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

B. PHYSICAL AND LIFE SCIENCE/MATHEMATICS

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

Laboratory courses are underlined.

1. Physical Science

ASTRON 150 + 160
 CHEM 101, 102, 150, 151
 GEOG 110 + 111, 114, 126
 GEOL 100, 101, 112, 150,
160, 250, 252
 OCEAN 101
 PHYSIC 100, 110, 111, 200, 201

2. Life Science

ANAT 101, 150, 151
 BIOL 100, 122, 123, 130, 131
 MICRO 102, 150
 OCEAN 101

3. Laboratory Activity

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

4. Mathematics

One course required with a "C" or better.
 MATH 102, 103, 108, 115, 141, 151, 250, 251, 252, 254

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

C. ARTS/LITERATURE/PHILOSOPHY/FOREIGN LANGUAGE

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

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. ART 100, 102, 105
INTDIS 140
MUSIC 100, 120
THART 100, 108, 109 | <ol style="list-style-type: none"> 2. ANTHRO 110
ASL 101, 102, ENGL 150, 152, 155, 160, 163, 170, 175, 232, 233, 250, 260, 261, 270, 271, 275
 HIST 135, 160, 161, 170, 171
 INTDIS 101, 102, 140
 PHIL 101, 105
 RELIG 100, 101, 110, 135, 175, 176
 SPEECH 120, 121 |
|--|--|

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

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

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

1. ANTHRO 100, 102, 106, 107, 110, HIST 107, RELIG 110
2. ECON 100, 200, 201
3. SOC 141
4. PSYCH 112, 116
5. GEOG 102, 120
6. ANTHRO 107, HIST 100, 101, 107, 135, 153, 160, 161, 170, 171, RELIG 135
7. No comparable courses
8. INTDIS 108, POLIT 100
9. PSYCH 100, 102, 103, 110, 112, 116, 118, 133, 150, SOC 150
10. PSYCH 150, SOC 100, 105, 130, 141, 150

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 Units required

HEALTH 102, 263
 PHIL 105
 PE/I, PE/T (any - one unit maximum)
 PE 263
 PSYCH 103, 116, 118, 133
 SPEECH 140

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

Student _____ Social Security Number _____

Date _____ Evaluator _____ Total Units Certified _____

I. TRANSFER ADMISSION REQUIREMENTS

- A. Lower Division Transfer Requirements:** If you have complete 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 admission 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. Refer to ASSIST (www.assist.org) for information about lower division major requirements.

IV. APPLICATION FILING PERIODS

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

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 term at any campus.

V. CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

The Counseling Center has completed information regarding lower-division major requirements for California State University, San Bernardino. Consult with a counselor for details.

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 BERKELEY

Berkeley, CA 94720-5800
(510) 642-6000 • www.berkeley.edu

UC DAVIS

One Shields Avenue, Davis, CA 95616-8507
(530) 752-1011 • www.ucdavis.edu

UC IRVINE

Irvine, CA 92697-1075
(949) 824-5011 • www.uci.edu

UC LOS ANGELES

Los Angeles, CA 90095-1436
(310) 825-4321 • www.ucla.edu

UC RIVERSIDE

Riverside, CA 92521-0119
(909) 787-1012 • www.ucr.edu

UC SAN DIEGO

9500 Gilman Drive, La Jolla, CA 92093-0021
(858) 534-2230 • www.ucsd.edu

UC SAN FRANCISCO

San Francisco, CA 94143-0404
(415) 476-9000 • www.ucsf.edu

UC SANTA BARBARA

Santa Barbara, CA 93106-2016
(805) 893-2485 • www.ucsb.edu

UC SANTA CRUZ

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

MINIMUM ADMISSION REQUIREMENTS FOR TRANSFER APPLICANTS

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

CALIFORNIA RESIDENTS*

To qualify for admission to the University as a transfer student, a student **must meet one of the three sets of requirements** described below. The pathway the student follows depends upon whether he or she was eligible for admission to the University when he or 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.

1. Students who were eligible for admission to the University when they graduated from high school -- meaning they satisfied the Subject, Scholarship, and Examination Requirements - are eligible to transfer if they have a C (2.0) average in transferable coursework.
2. Students who met the Scholarship Requirement but not the Subject Requirement must take transferable college courses in the missing subjects, earn a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer. 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 transfer admission requirements.)

NONRESIDENTS

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

* 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 2002-2003

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. **COURSES IN BOLD PRINT ARE APPROVED FOR FALL 2002 AND THEREAFTER.**

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

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

	OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
<p>AREA 1 - ENGLISH COMMUNICATION</p> <p>CSU - 3 courses required, one from each group below. UC - 2 courses required, one from group A and one from group B</p>				
<p>Group A: English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 101</p>				
<p>Group B: Critical Thinking - English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units each course, ENGL 102</p>				
<p>Group C: Oral Communication (CSU only), 1 course, 3 semester/ 4 -5 quarter units, SPEECH 100 or SPEECH 111</p>				
<p>AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 - 4 semester/ 4 - 5 quarter units) MATH 102, 108, 115, 141**, 151, 250, 251, 252, 254</p>				
<p>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</p>				
<p>HUMANITIES: ANTHRO 107*, 110* ENGL 150, 152, 155, 160, 163, 170, 175, 250, 260, 261, 270, 271, 275; Foreign Language 242; HIST 100*, 101*, 107*, 135*, 160*, 161*, 170*, 171*; INTDIS 101, 102, 140; PHIL 101, 105; RELIG 100, 101, 110*, 135*, 175, 176 SPAN 103, 104</p>				

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES (At least 3 courses from at least two disciplines, 9 semester/ 12 - 15 quarter units) ANTHRO 100, 102, 106, 107*, 110* ECON 100**, 200, 201; GEOG 102, 120; HIST 100*, 101*, 107*, 135*, 160*, 161*, 170*, 171*; POLIT 100* PSYCH 100, 102, 103, 110, 112, 116, 118, 133 RELIG 110*, 135* SOC 100, 105, 141	OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES (2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory. 7 - 9 semester/ 9 - 12 quarter units.) PHYSICAL: <u>ASTRON 150, 160</u> ; <u>CHEM 101**, 102**, 150, 151, 212, 213</u> ; <u>GEOG 110, 111, 114, 126</u> ; <u>GEOL 100, 101, 112, 150, 160, 250</u> ; <u>OCEAN 101</u> ; <u>PHYSIC 100, **110**, 111**, 200**, 201**</u> BIOLOGICAL: <u>ANAT 150, 151</u> , <u>BIOL 100, 122, 123, 130, 131</u> ; <u>MICRO 102**, 150</u> ; NOTE: Lab courses and Labs are underlined.				
UC REQUIREMENT ONLY - Language Other Than English Proficiency equivalent to two years of high school with grades of "C" or better, or one year of college study in the same language. The following courses at this institution fulfill the requirement. ASL 102 , FRENCH 102, 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* Group 2 - HIST 100*, 101*				

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

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

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

Private Colleges and Out-of-State Schools

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

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

Faculty and Administrators

The dates in parentheses indicate the year of appointment to the San Bernardino Community College District.

ACQUISTAPACE, Kris (1997) English
Assistant Professor
B.A., Washington University, St. Louis, Missouri
M.E.D., University of Southern Mississippi
M.A., California State University, Dominguez Hills

ADAMS, Matthew C. (2001) Physics/Astronomy
Instructor
A.A., Riverside City College, Riverside
B.A., University of California, Riverside
M.S., Ph.D., University of California, Irvine

ANDREWS, Sandra (1985) Emergency Medical Services
Assistant Professor
A.S., Weber State College

ANTONE, Letitia D. (1988) Counseling
Professor
B.S., Bluefield State College
M.S., Long Island University, New York

BEITSCHER, Jane (1991) History
Associate Professor
B.A., Pennsylvania State University
Ph.D., University of Wisconsin

BELL, Reynaldo V. (2002) Respiratory Therapy
Instructor
A.S., Victor Valley Community College
B.S., California State University, San Bernardino

BIFFLE, Christopher (1971) Philosophy/Religious Studies
Professor
B.A., University of California, Santa Cruz
M.A., California State University, San Francisco

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 University, San Bernardino
M.A., University of Redlands

BYRON, Elizabeth J. (1979) Library/Philosophy
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
- CHAVIRA, Rejoice** (1999) EOPS/CARE Counselor
Instructor
B.A., Chapman University
M.A., California State University, Dominguez Hills
- CISMOWSKI, Robert D.** (1978) Mathematics
Professor
B.S., California Polytechnic University, Pomona
M.S., University of Alaska
- CONTRERAS, Alex 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
Associate Professor
A.A., College of the Desert
B.A., M.A., California State University, San Bernardino
- CREAGH, Carolyn** (1990) Computer Information Systems
Associate Professor
B.A., University of Redlands
- CRISE, Robert D.** (2001) Mathematics
Instructor
B.S., University of California, Riverside
M.A., California State University, Fullerton
- CROW, Kathy** (1998) Emergency Medical Services
Assistant Professor
A.S., Riverside Community College
B.V.E., California State University, San Bernardino
- DAVENPORT, Michael W.** (2002) Computer Info. Systems
Instructor
A.A., Fullerton Community College
B.S., California Polytechnic University, San Luis Obispo
- DEMING, Merrill** (1978) Mathematics
Professor
B.A., The George Washington University
M.A., California State University, San Bernardino
- DE SALLIERS, Deborah** (1976) ... Health & Physical Education
Professor
B.S., Pepperdine University
M.S., University of California, Los Angeles
DrPH, Loma Linda University
- DOUTHIT, Mildred M.** (2001) Disabled Student Services
Instructor
A.A., Henderson State University
B.A., California State University, San Bernardino
M.A., Chapman University
- FERRACONE, Donna** (1989) Instruction
Dean, Program Development
R.N., Queen of Angels School of Nursing, Los Angeles
B.V.E., California State University, San Bernardino
M.A., University of Redlands
- FITE, Patrick Y.** (2001) Marketing & Public Relations
Director
B.A., Auburn University, Auburn, Alabama
- FRANKLIN, Bradley H.** (1979) Respiratory Care
Professor
B.S., University of Missouri
M.Ed., University of Redlands
- GIACONA, Judith A.** (1981) College Nurse
Professor
B.S., Walla Walla College, Washington
M.A., University of Redlands
- GIBSON, Kathleen R.** (1994) Mathematics
Assistant Professor
A.S., Crafton Hills College
B.A., University of Redlands
M.A., California State University, San Bernardino
- GIST, John E.** (1998) Counseling
Assistant Professor
A.A., Santa Ana College
B.A., M.S., California State University, San Bernardino
- GONZALEZ, Raymond** (1972) Foreign Languages
Professor
B.A., M.A., University of California, Riverside
- GRIFFITH, Barton L.** (1976) Marketing & Business Admin.
Professor
B.S., University of Denver
M.A., Northern Colorado State University
- HARRINGTON, Judith** (1990) Counseling
Professor
B.A., California State University, Fullerton
M.A., Loyola Marymount University
- HARRISON, Gloria M.** (1968) **President**
A.A., San Bernardino Valley College
B.A., M.A., University of California, Riverside
- HEIST, Jeremy W.** (2002) English
Instructor
B.A., Harvard College
M.A., Washington University, St. Louis
- HOGREFFE, Richard K.** (2001) Speech
Instructor
B.S., Texas Christian University
M.A., Eastern Michigan University
- 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
Ed.D., Nova Southeastern University
- HOLTKE, Gerald A.** (1975) Accounting
Professor
B.B.A., University of Cincinnati
M.B.A., University of Santa Clara

- HOYT, Denise R.** (1998) Computer Info. Systems
Instructor
A.A., Cypress College
B.A., California State University, Chico
M.A., University of Redlands
- JOB, Samuel** (1984) Library
Professor
A.A., Merced College
B.A., M.L.S., Brigham Young University
- JONASSON, Mark** (1998) Biology
Assistant Professor
B.A., M.A., Pacific Union College
M.S., California State University, San Bernardino
Ph.D., Loma Linda University
- KOEPER, 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
- 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
Professor
B.A., Oakwood College
M.A., California State University, San Bernardino
- McATEE, Robert** (2000) Counseling
Counselor
B.S., M.A., California State University, San Bernardino
- McCONNELL, Mark D.** (2001) Music
Instructor
B.A., University of Northern Colorado, Greeley
M.M., University of New Mexico, Albuquerque
- McCORMICK, Kim** (1999) Work Experience
Instructor
A.A., Chaffey College
B.S., M.S., University of La Verne
- McLAREN, Meridyth** (2002) Child Development
Director
B.A., Denison University
M.S., Purdue University
- MILLOY, Wayne** (1976) Mathematics
A.A., San Bernardino Valley College
B.S., M.A.T., University of Redlands
Ed.D., Nova University
- MOLINO, Gloria S.** (1990) Counseling
Professor
B.A., University of Redlands
M.A., California State University, San Bernardino
- MOORE, Sandra B.** (1990) Psychology
Professor
B.A., Northwestern University
M.S., Ph.D., University of California, Santa Cruz
- MORAN, Virginia** (2000) Research and Planning
Director
B.A., M.A., California State University, San Bernardino
- MUNRO, Gordon D.** (1966) Politics
Professor
B.S., Antioch College
M.A., California State University, Los Angeles
Ph.D., Claremont Graduate University
- MUSKAVITCH, John** (1999) Financial Aid
Financial Aid Director
A.A., Northern Essex, Haverhill, MA
B.S., California State University, Long Beach
- PACE-PEQUENO, Catherine** (2001) Computer Information
Systems
Instructor
A.S., Crafton Hills College
B.S., M.P.A., California State University, San Bernardino
- PEREZ, Mario A.** (1974) History
Professor
A.A., San Bernardino Valley College
B.A., M.A., University of California, Riverside
- PETROVIC, Snezana** (2002) Art
Instructor
B.F.A., University of Belgrade, Yugoslavia
M.F.A., University of California, Irvine
- PHILLIPS, Theodore P.** (2001) Instructional Design/
Assistive Technology Specialist
Instructor
B.S., California Polytechnic University, Pomona
M.A., California State University, San Bernardino
Ed.D., Pepperdine University
- RABAGO, Ralph J.** (1989) Health and Physical Education
Professor
B.A., University of Redlands
M.S., University of Idaho

- RACE, Aaron J.** (2002) English
Instructor
A.A., Crafton Hills College
B.A., California State University, San Bernardino
M.F.A., Southern Illinois University Carbondale
- RAMIREZ, Stephen J.** (2001) Mathematics
Instructor
A.A., A.S., Mt. San Jacinto Community College
B.A., M.A., California State University, San Bernardino
- RIOS, Agustin J.** EOPS/CARE Coordinator
Associate Professor
B.A., University of California, Riverside
- SADLER, Roger** (1999) Biology
Instructor
B.S., Loma Linda University
M.S., California State University, San Bernardino
- SALT, Kimberly** (1999) Chemistry
Instructor
B.S., M.S., Ph.D., University of California, Riverside
- SCALITER, Bret** (2000) English
Instructor
A.A., Crafton Hills College
B.A., M.A., California State University, San Bernardino
- SEARLE-GRASSICK, Jean** (1995) Child Development
Assistant Professor
CDA, Santa Monica College
B.A., M.A., Pacific Oaks College
- SHIMELD, Lisa A.** (1989) Microbiology
Professor
B.A., M.S., California State University, San Bernardino
- SHODAHL, Susan A.** (1977) Instruction
Vice President
B.A., University of San Francisco
Ph.D., University of Nevada, Reno
- 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
- SONDERGAARD-COLVEY, Kirsten** (1981) .. Student Services
Dean
B.A., University of California, Santa Cruz
M.A., California State University, San Bernardino
M.S., Pepperdine University
- TAYLOR, Katharyn K.** (1979) Respiratory Care
Professor
B.S., California State Polytechnic University, Pomona
- THURMAN, Laurens K.** (1972) Instruction
Dean, Instructional Services
B.A., M.A., University of California, Riverside
- TURLEY, Robert** (1976) Sociology
Professor
B.A., M.A., Michigan State University
- VAJNA, Susan** (1986) Business Information Systems
Professor
A.A., San Bernardino Valley College
B.A., California State University, San Bernardino
- WHITE, Frances** (1998) Counseling
Assistant Professor
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
Professor
B.A., B.S., California State Polytechnic University
M.A., University of Southern California
M.S., California State University, Fullerton
- WORD, Daniel** (2001) Emergency Medical Services
Instructor
A.S., Crafton Hills College
- WURMBRAND, Marc** (1972) Art
Professor
B.F.A., Cooper Union
M.F.A., Yale University
- YAMAMOTO, June** (1988) Instruction
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, Susan S.** (2002)... Child Development
Ph.D., Claremont Graduate University
- BACHMAN, Bruce** (1989) Art
M.F.A., California State University, Fullerton
- BELL, Patricia** (1981) Accounting
M.B.A., California State University, San Bernardino
- BELL, Reynaldo V.** (2000) Allied Health
B.S., California State University, San Bernardino
- BELL, Thomas M.** (1989) Respiratory Care
A.S., Crafton Hills College
- BINKS, Gwenolyn D.** (2001) English
M.A., California State University, San Bernardino
- BIDDIX, Walter** (1991) Fire Technology
A.S., Riverside Community College
B.S., Southern Illinois University, Carbondale
M.S., California State University, Fullerton

- BOTTROFF, Stephen** (1997) Speech
Ed.D., La Sierra University
- BOUSLOUGH, Gail** (1997) English
M.A., California Polytechnic University, Pomona
- BUCHMANN, Peter W.** (2000) Mathematics
M.A., University of Southern California
- CASALE, William L.** (1996) Anatomy
Ph.D., Michigan State University
- CHRISTENSEN, David** (1978) Music
M.M., University of Redlands
- COOKE, L. Mitchell, Jr.** (1997) Spanish
M.A., University of California, Riverside
- CRAW, Robert L.** (1995) Mathematics
M.A., University of Nebraska, Kearney
- CRAWFORD, Barry C.** (1999) English
Ph.D., University of California, Riverside
- DAVENPORT, Michael W.** (2000) Computer Information
Systems
B.S., California Polytechnic University, San Luis Obispo
- DAVIS, Julie L.** (1999) Sociology
M.A., California State University, Fullerton
- DECKER, Georgia L.** (1998) English
M.A.T., School for International Training, Vermont
M.B.A., Golden Gate University, San Francisco
- DE MEYER, Maria** (2002) Spanish
B.A., California State University, Chico
- DRAKE-GREEN, Penny M.** (1996) Speech
M.A., California State University, San Bernardino
- DUDASH, Leigh** (1999) Geography
M.A., University of Texas, Austin
- ESCOBAR-PONI, Bertha C.** (1999) Anatomy
M.D., Universidad Centro-Occidental, Venezuela, S.A.
- FLEMISTER-WHITE, Cassandra** (2000) English
M.A., California State University, San Bernardino
- FRANKO, Karla J.** (1997) History/Religious Studies
M.A., Azusa Pacific University, Azusa
- GEORGE, Debbie A.** (1999) Anthropology
M.A., University of California, Riverside
- GOUGH, Alan** (2001) Mathematics
M.A., University of California, Riverside
- HADDAD, Myriam S.** (1996) Mathematics
M.A., California State University, Fullerton
- HAYNES, Michael P.** (2000) History
M.A., California State University, Long Beach
- HEUMANN, Michael** (1997) English
Ph.D., University of California, Riverside
- HODGES, Peter B.** (1993) Philosophy
M.A., University of California, Riverside
- JENSEN, DeAnna** (1997) English
M.A., California State University, San Bernardino
- JOHNSTON, Claude J., Jr.** (1974) Mathematics
M.S., University of Arizona, Tucson
- KADOW, Eugene** (1964) Mathematics
M.A., Fresno State
- KELLER, Daniel L.** (2000) Administration of Justice
M.A., California State University, San Bernardino
- LLOYD, Gordon** (1976) Political Science
Ph.D., Claremont Graduate School
- MC CHESNEY, Hershey** (1999) Human Services
M.A., California State University, San Bernardino
- MC KINNEY, William R.** (1994) Psychology
M. Div., Vanderbilt University, Nashville
- MAINESS, Karen J.** (2001) Allied Health
Ph.D., Teachers College, Columbia University, N.Y.
- MEAD, Carol L.** (1999) Health Education
M. Ed., California State University, San Bernardino
- METZINGER, Nancy** (1992) Business Information Systems
M.S., Governors State University, Park Forest
- NAMEKATA, James S.** (1999) Physical Education
M.A., University of California, Riverside
- NIELSEN, William C.** (1980) Physics
M.S., Air Force Institute of Technology
- O'TOOLE, Robert L.** (1990) Accounting
M.B.A., Azusa Pacific University
- PASTUSCHEK, Susanne L.** (2000) Administration of
Justice
M.F.A., Antioch University, Los Angeles
- POFFEK, Christine M.** (1984) Physical Education
B.S., California State University, Fullerton
- RACE, Aaron** (1999) English
M.F.A., Southern Illinois University, Carbondale
- RADAK, Tim** (2001) Health Education/PE
M.P.H., Loma Linda University

RAMSEYER, Diana M. (2000) English
M.A., California State University, San Bernardino

RAWLEY, James M. (1996) English
Ph.D., University of California, Riverside
J.D., University of California, Los Angeles

REICHMANN, Myralynn (1992) Child Development
M.A., California State University, San Bernardino

RHOADS, Laurel A. (2000) Art
M.F.A., Claremont Graduate University

ROCHE, John T. (2002) Mathematics
M.A., Boston College

ROSENTHAL, Mary (1998) Mathematics
B.S., Union College, Nebraska

SHELBY, Patricia A. (1997) Sociology
M.A., California State University, Fullerton

SHOOK, William B. (1976) Business Admin./Marketing
M.A., California State University, San Bernardino

SIDHUM, Yehia F. (1999) Mathematics
B.S., University of Cairo, Egypt

SULLIVAN, John M. (1997) English
M.A., California State University, San Bernardino

SWATZEL, James P. (2002) Mathematics
B.S., University of Redlands

THOMERSON, Katherine J. (1987) English
M.A., Wesleyan University, Connecticut

TYSON, Robert (1993) Emergency Medical Services
B.A., Fort Lewis College, Durango

URIA, José L. (1987) Spanish
M.Ed., Azusa Pacific University

VANDERMEIDEN, Sharon S. (1997) Art
M.F.A., Claremont Graduate University

WASHINGTON, Deborah (1997) Sociology
M.A., California State University, Dominguez Hills

WHEELOCK, Donald C. (1998) Accounting
M.S./M.B.A., California State University, San Bernardino

WILSON, Michael J. (2000) History
M.A., California State University, Fullerton

WRIGHT, John (1978) Physical Education
A.A., San Bernardino Valley College

YARBROUGH, Ted J. (1983) Fire Technology
H.S., San Geronio

YARNELLE, Edward (1994) Interdisciplinary Studies
D.A., Ball State University Psychology

YOUNG, Andrew J. (1982) Mathematics
M.A., University of California, San Diego

PRESIDENT EMERITUS

Luis S. Gomez (1976-2000) President

VICE PRESIDENTS EMERITI

James G. Bisi (1968-1997) Vice President, Student Services

Gordon A. Clopine (1961-1997) Vice President,
Administrative Services & Professor of
Geology/Geography

DEAN 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, Continuing
Education and Community Services

Gordon A. Clopine (1961-1997) Geology

Jay C. Edwards (1982-1997) Computer & Information
Sciences

Robert T. Galbraith (1972-1999) Biology/
Oceanography

Richard H. Gatchel (1971-1987) . Philosophy/Religious Studies

Virginia M. Gustad (1970-1987) Office Administration

Luis S. Gomez (1976-2000) President
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 (1976-1997) Counseling
Harold B. Pigott (1946-1975) English
Sylvester L. Patrick (1964-1987) Counseling
Walter C. Schuiling (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

ALBRIGHT, Gavan

Laboratory Technician, Science

APONTE, Christina

Admissions/Registration & Records, Clerk III

AYCOCK, Lary

Admissions/Registration & Records, Clerk I

AZELTON, Jim

Golf Course/Tennis Court Attendant

BALTZ, Stephen P.

Custodial & Warehouse Supervisor

BARABANI, Gino

Departmental Network Specialist

BEDOYA, Michael

Art Assistant

BENJAMIN, Veda

Admissions/Registration & Records, Clerk I

BIDNEY, Cynthia

Secretary I, Workforce & Economic Development

BINGHAM, Kelly

Secretary III, Occupational Education

BIRD, Wanda

Food Service Specialist

BLANTON, Reed

Bookstore Assistant I

BOATMAN, John

Grounds Caretaker II

BOGH, Wayne

Enterprise Network Specialist

BREAZILE, Sue

Secretary I, Fire Science

BRISENO, Humberto S.

Grounds Caretaker II

BROWN, Barbara

Bookstore Assistant I

BRUNER-JONES, Sherri

Clerical Assistant II, Teaching Aids

BRYSON, Richard

Custodian/Delivery Driver

BURGESS, William

College Police Officer

BURNHAM, Janet

Teaching Assistant, Reading/Study Skills

BURNS, Carole A.

Laboratory Technician, Microbiology

CAMARENA, Patricia

Campus Police

CALDERON, Gene

Golf Course/Tennis Court Attendant

CAO, Truc

Custodian I

COLE, Judith

Learning Resource Assistant

COLE, Michelle

Office Assistant, Student Center

COVINO, Darryl J.

Grounds Supervisor

COX, Cheryl

Administrative Assistant II, President's Office

COX, Gerard

Cafeteria Manager

CROOKS, Beth

Account Clerk I, Campus Business Office

CROOKS, Jeremy

Custodian Delivery Driver

DELA FUENTE, Norma
Food Service Worker I

DIEHL, Carol
Book Buyer

DONNELL, Ruby
Administrative Assistant I, Instruction Office

EDWARDS, Leroy
Maintenance Person

EELLS, Robert L.
Maintenance Supervisor

FORRELL, Valerie
Bookstore Customer Assistant

FUENTES, Gloria
Secretary I, Research & Planning

FURTADO, Tudy
Account Clerk II, Campus Business Office

GARCIA, Stacy
Secretary I, Emergency Medical Services

GIMPLE, Tina
Instructional Assessment Tech., DSP&S

HALL, Christina
Clerical Assistant II, Financial Aid

HEEMSTRA, Diana K.
Bookstore Manager

HYDORN, Beverly A.
Secretary III, Instructional Services & Special Projects

IRGANG, Peggy
Food Service Worker I

JAURE, Lucy
Secretary II, Counseling

JOHNSON, Richard L.
Grounds Caretaker, II

JOHNSTON, Dennis
College Police Supervisor

KARR, Deborah
Admissions/Registrations & Records Clerk II

KIESEWETTER, Nancy A.
Library Technical Assistant II

KIRKHART, Patrick M.
Grounds Caretaker II

KIRKHART, Richard
Grounds Caretaker II

LABAGNARA, Kathleen
Admissions/Registration & Records, Coordinator

LITVINOFF, Linda
Secretary I, Respiratory Care

LOVINGFOSS, Stanley W.
Laboratory Technician, Physics & Astronomy

MARTIN, Nicole
Switchboard Operator

McINTOSH, Cheryl
Secretary I, Campus Police

MECHIKOFF, Carmen
Library Technical Assistant II

MILLER, Greg
Laboratory Technician, Chemistry

MOLNAR, David
Laboratory Technician, Biology

MORABITO, Elizabeth
Secretary III, Workforce & Economic Development

MORENO, Joe
Maintenance Person

MOSELEY, Linda K.
Clerical Assistant II, Instruction

NAPOLITANO, John
College Police Officer

NGUYEN, Ben
Custodian I

NGUYEN, Long
Custodian I

OLMOS, Jose G.
Grounds Caretaker II

PIERCE, Leah
Instructional/Assessment Technician, Mathematics

QUARLES, Lloyd
College Police Officer

- REA, Marty**
Food Service Specialist I
- RECORD, Laura E**
EOPS/CARE Program Assistant
- REGALADO, Arnold**
Storekeeper II
- ROBERTS, Sandra**
Financial Aid Specialist I
- SAENZ, Patricia**
Clerical Assistant II, Teaching Aids
- SANBORN, Ruth**
Bookstore Assistant I
- SANFORD, Ervin C.**
Custodian I
- SHERMAN, Marilyn**
Administrative Assistant I, Student Services
- SOSA, Paul E., Jr.**
Custodian I
- SOUSA, Juana**
Financial Aid Coordinator
- SOUTHERLAND, Frances**
Assessment Technician
- SOWERS, Vickie**
Library Technical Assistant II
- STEWART, Gwenn**
Senior Account Clerk, Campus Business Office
- SUTHERLAND, S. Gary**
Theatre Technician
- TRAILL, Laurel E.**
Learning Resources Assistant
- TROST, Susan**
Instructional/Assessment Technician, Learning Disabilities
- VELONI, Shane**
Instructional Media Technician
- VIEIRA, Ezequias**
Custodian II
- VINE, Laurie**
Bookstore Customer Service Assistant
- WAGNER, June**
Admissions/Registration Clerk I
- WEISCHADLE, Betty**
Teaching Assistant, Reading Skills
- WILLIAMS, Barbara**
Program Assistant, Disabled Student Services
- WILLIAMS, Miriam**
Office Assistant, Student Center
- WINGLER, Jacquelyn**
Clerical Assistant II, Campus Business Office

CalWorks Workforce Training Advisory Committee

Alvarez, Lupe
Crafton Hills College Student

Bidney, Cindi
Crafton Hills College
Workforce & Economic Development Department

Bogh, Debbie
Redlands Adult School

Booth, Richard
Crafton Hills College
Academic Senate President,
English Department

Bordelon, Cheryl
Redlands Adult School

Button, Jan
Yucaipa Adult School

Colvey, Kirsten
Crafton Hills College
Dean of Student Services

Contreras, Alex
Crafton Hills College
Vice President of Student Services

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Giacona, Judy
Crafton Hills College
Health Services Department

Gimple, Tina
Crafton Hills College
Disabled Student Program & Services Department, President of
Classified Senate

Ginez, Sairah
Crafton Hills College Student

Griffin, Becky
San Bernardino County JESD

Griffith, Bart
Crafton Hills College
Business Department

Griswold, Tom
State of California EDD

Harrison, Gloria
Crafton Hills College
President

Holmlund, Linda
Redlands GAIN

Houston, Stephanie
Redlands ROP

Jones, JoAnn
Crafton Hills College
Child Development Department

Licerio, Marty
Crafton Hills College
Disabled Student Program & Services Department

Likens, Mike
Yucaipa/Calimesa School District

Likens, Christine
Craig & Sons Termite & Pest Control

Lynch, Juliette
San Bernardino County Superintendent of Schools

Matthews, Damaris
Crafton Hills College
Learning Resource Center

McCormick, Kim
Crafton Hills College
Work Experience Department

Morabito, Beth
Crafton Hills College
Workforce & Economic Development Department

Moran, Ginny
Crafton Hills College
Research and Planning Department

Moreno, Serena
San Bernardino County Superintendent of Schools

Morris, Dalene
Redlands ROP

Muskavitch, John
Crafton Hills College
Financial Aid Department

Orta, Rebecca
Crafton Hills College
Student Services Advisor

Pace-Pequeno, Catherine
Crafton Hills College
Computer Information Systems Department

Rios, Agustin
Crafton Hills College
EOPS/CARE Department

Rodriguez, Al
State of California EDD

Searle-Grassick, Jean
Crafton Hills College
Child Development Department

Shodahl, Susan
Crafton Hills College
Vice President of Instruction

Sousa, John
Cal State San Bernardino EOP

Swanston, Shellie
Redlands JESD

Todaro, Joan
Banning GAIN

Vajna, Susan
Crafton Hills College
Business Information Systems Department

Yamamoto, June
Crafton Hills College
Dean of Workforce & Economic Development Department

Child Development Advisory Committee

Ahrens, Kay
Director, Ahrens Child Care Center

Andrews, Gretchen
Crafton Hills College
Adjunct Instructor, Child Development Department

Antone, Letitia
Crafton Hills College
Counseling Department

Bates, Debbie
San Bernardino Valley College
Instructor, Child Development Department

Brayton, Shelly
Instructor, Redlands East Valley High School

Brunean, Cathy
Director, Christ the King Child Care Center

Christopherson, Christina
Principal, Franklin Elementary School

Coleman-Reichman, Myralynn
Crafton Hills College
Adjunct Instructor
Child Development Department

Connolly, Leo
Liberal Studies Coordinator
Cal State University San Bernardino

Drew, Linda
Teddy Bear Tymes

Engelfried, Gena
Director, Redlands Montessori

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Fuentes, Linda
Instructor, Pacific High School

Galvon, Patricia
Director, First ABC Preschool

Hawkins, Deborah
Director, Piagetian Peppercreek School

JoAnn Jones
Crafton Hills College
Child Development Department

Kamptner, Laura
Director, California State University,
San Bernardino

Kloepher, Luana
Principal, Bryn Mawr Elementary School

Lara, Millie
Director, Redlands Day Nursery II

Mallady, Judy
Instructor, Eisenhower High School

Mangee, Julie
Instructor, San Bernardino City Schools

Martin, Julie
San Bernardino Valley College
Coordinator of Child Development Department

Matthew, Kathy
Instructor, Cajon High School

McLaren, Meridyth
Crafton Hills College
Child Development Center Director

Moore, Randy
Pacific High School

Muskavitch, John
Crafton Hills College
Financial Aid Department

O'Neill, Jim
Principal, Lugonia Elementary School

Porterfield, Steven
Principal, Kingsbury Elementary School

Prentice, Cindy
Program Manager, CRY/ROP

Rea, Anita
District Coordinator, All Red Child Development Center

Requejo, Erma
Redlands Community Hospital

Salinas, Joan
Banning GAIN

Searle-Grassick, Jean
Crafton Hills College
Department Head of Child Development

Silvestry, Annie
Director, Tender Care Children's Center of Redlands

Sobray, Kimberly
Director, Bright Beginnings Preschool of Loma Linda

Torres, Tammy
Director, Kinder Care Learning Center

Upshaw, Annie
Principal, Victoria Elementary School

Wilcox, Amanda
Director, Cal State University San Bernardino

Wooley, Linda
Coordinator, Redlands East Valley High School

Yamamoto, June
Crafton Hills College
Dean of Workforce & Economic Development Department

Emergency Medical Services Advisory Committee

Chao, Kevin
Chao and Associates

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Holbrook, Jim
Crafton Hills College
Department Head of Emergency Services

LaRusso, Lisa
American Medical Response

McKee, Mitchall
Battalion Chief, Redlands Fire Department

Momsen, Sara
Inland Counties Emergency Medical Agency

Nguyen, Phong, M.D.
Crafton Hills College Medical Director

Ortega, David
California Department of Forestry
Emergency Medical Technician-Paramedic

Petrilla, Karen
Riverside County, Emergency Medical Services

Reese, Gary
Crafton Hills College
Emergency Medical Services Department

Rose, Eric
Captain, California Department of Forestry

Smith, Virginia
San Antonio Community Hospital
Paramedic Liaison Nurse

Tyson, Bob
Redlands Community Hospital
Paramedic Liaison Nurse

Vasquez, Henry
Coordinator, San Bernardino City Fire Department

Fire Technology Advisory Committee

Bennett, Howard
Association of Black Firefighters

Brooks, Gene
Division Chief, Loma Linda City Fire Department

Campos, Jess
Battalion Chief, San Bernardino City Fire Department

Cota, Art
Chief, State Fire Training California Fire Service Training
Education Systems, California Department of Forestry

Crawford, Rolland
Chief, Loma Linda Fire Department

Egan, Larry
Battalion Chief, Redlands City Fire Department

Enslow, Mel
Chief, Redlands City Fire Department

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Golder, Dave
Battalion Chief, California Department of Forestry and Fire
Protection

Groff, Rick
Vice President, San Bernardino County Firefighters Association

Hendrix, Tom
Chief, Colton City Fire Department

Hills, Peter
Chief, San Bernardino County Fire Department

Holbrook, Jim
Crafton Hills College
Department Head of Emergency Services

Munsey, Robert
Chief, Yucca Valley Fire Protection District

Nelson, Fred
Chief, Ontario Fire Department

Lane, Brad
Chief, Big Bear City County Service District

Lugo, David
Chief, Rialto City Fire Department

Morley, John
Chief, Big Bear Lake Fire Protection District

O'Keefe, Tom
Chief, California Department of Forestry,
San Bernardino

Pompa, Leslie
Firefighter, San Bernardino City Fire Department

Pitzer, Larry
Chief, San Bernardino City Fire Department

Stacey, Richard
Chief, Hemet City Fire Department

Smith, Bill
Chief, Running Springs County Water District

Smith, Terry
Lake Arrowhead Fire Protection District

Warren, Mike
Chief, Corona City Fire Department

Welch, Terry
President, International Association of
Firefighters

Zendejas, Ray
Latino Firefighters Association

Information Technology Advisory Committee

Blades, Robert
Loma Linda University Medical Center
Vice President and Chief Information Officer

Davenport, Michael
Crafton Hills College
Computer Information Systems Department

Easton, Renee
Loma Linda University Medical Center, Administrative
Director, Human Resources Information Services

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Hoyt, Denise
Crafton Hills College
Computer Information Systems Department

Jensen, Matthew

Krisco, Andrea
Operations Manager, Kelly Services

Mack, Stacy
Office Manager, Arrow Staff Services

Mesa, Ben
San Bernardino County Superintendent of Schools

Pace-Pequeno, Catherine
Crafton Hills College
Computer Information Systems Department

Patterson, Terri
Office Manager, Arrow Staff Services

Sharp, Larry
EDD - Redlands

Stewart, Walt, Dr.
Cal State University San Bernardino

Vajna, Susan
Crafton Hills College
Business Information Systems Department

Radiologic Technology Advisory Committee

Cairney, John
Manager of Medical Imaging
Arrowhead Regional Medical Center

Ellis, Meaghan
Associate Administrator of Professional Services
Arrowhead Regional Medical Center

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Fujimoto, Byron, M.D.
Program Medical Director
Arrowhead Regional Medical Center

Hanson, Barbara
Contract Compliance Officer
Arrowhead Regional Medical Center

Kroetz, Arthur, Ph.D.
Radiation Technology Department Chair
School of Allied Health
Loma Linda University

Preszler, Julie
Clinical Coordinator
Arrowhead Regional Medical Center

Watts, Howard
Crafton Hills College Program Director

Senior Class Representative
Curtis, Ryan
Crafton Hills College

Junior Class Representative
Unavailable at this time
Crafton Hills College

Respiratory Care Advisory Committee

Ardila, Edgar, M.D.
Riverside Community Hospital

Bell, Reynaldo, R.R.T.
Crafton Hills College
Respiratory Care Department

Brainard, Tony, R.R.T.
Crafton Hills College
Respiratory Care Department

Bryson, Ken, R.R.T.
Crafton Hills College
Department Head of Allied Health

Broman, Don, R.R.T.
St. Bernardine Medical Center

Davidson, James, R.R.T.
Foothill Oxygen Services, Inc.

Ferracone, Donna
Crafton Hills College
Dean of Program Development

Franklin, Brad, R.R.T.
Crafton Hills College
Respiratory Care Department

Haller, Colene, R.R.T.
Arrowhead Regional Medical Center

Hartman, Lynne, R.R.T.
Riverside County Regional Medical Center

Hulten, Gary, R.R.T.
Crafton Hills College
Respiratory Care Department

Kosmatka, Arnie, R.R.T.
Crafton Hills College
Respiratory Care Department

Langa, Leo, R.R.T.
Loma Linda University Medical Center

Langdon, Ed, R.R.T.
St. Bernardine Medical Center

Lockridge, Hank, R.R.T.
Riverside County Regional Medical Center

Molle, Cindy, R.R.T.
Arrowhead Regional Medical Center

Musselman, Susan, R.R.T.
Riverside Community Hospital

Robinson, Mark, M.D.
Arrowhead Regional Medical Center

Scott, Randy, R.R.T.
Loma Linda University Medical Center

Sheldon, Richard, M.D.
Beaver Medical Clinic, Inc.,
Crafton Hills College Medical Director

Shepard, Bruce, M.D.
St. Bernardine Medical Center

Taylor, Kathy, R.R.T.
Crafton Hills College
Respiratory Care Department

Wulff, Ron, R.R.T.
Arrowhead Regional Medical Center

First-Year Student
Crafton Hills CollegeBeta II Club

Second-Year Student
Crafton Hills CollegeBeta II Club

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Legend On-Campus

(See map on inside back cover)

- BC.....Bookstore Complex
- BK.....Bookstore
- CL.....Classroom Building
- CC.....College Center
- CHS.....Chemistry & Health Science Building
- CDC.....Child Development Center
- G.....Gymnasium
- LADM.....Laboratory/Administration Building
- LR.....Learning Resources/Library
- OE 1, OE 2.....Occupational Education
- PAC.....Performing Arts Center
- SSA.....Student Services A
- SSB.....Student Services B
- SCC.....Student Center/Cafeteria
- SCCSTFL.....Student Center/Staff Lounge

Legend Off-Campus

- CLNC.....Clinic
- DE.....Distance Education
- FLD.....Off-Campus Field
- HOSP.....Hospital
- SBCMC.....San Bernardino County Medical Center
- SBNO RSTC.....San Bernardino Richard Sewell Training Center
- VETS.....Veterans Hospital

NOTE: Parking Controls are in effect in all Parking Lots and along all campus streets. MONDAY-THURSDAY 8 AM TO 10 PM FRIDAY 8 AM TO 4:30 PM

CRAFTON HILLS COLLEGE



11711 SAND CANYON RD.
YUCAIPA, CA 92399
(909) 794-2161

H HANDICAPPED PARKING
→ HANDICAPPED RAMP

