

Catalog 2007-2008



Crafton Hills College

Your Future Is On The Rise

Crafton Hills College

2007-2008 Catalog



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A Public Community College in California



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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 the Student Services and the Marketing and Public Relations offices.

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Table of Contents

SECTION I - GENERAL INFORMATION	9	b. Assessment Waiver	19
About the College	9	c. Appeals	19
Background	10	d. Orientation - Refer to Student Information Services	19
Mission Statement	10	California Residency	19
Values	10	a. Determination of Residence	20
Educational Philosophy Statement	10	b. Becoming a Resident	20
Objectives and Functions	10	c. Required Documents For Residence Determination	20
Degrees	10	d. Exceptions To Residence Determination	20
CHC Foundation	10	e. Reclassification of Residency	20-21
CHC Alumni Association	10	f. Resident Status Appeal	21
SECTION II - POLICIES, REGULATIONS AND PROCEDURES	11	International Students	21
Discrimination and Harrassment	11	a. Required Materials for International Students	21
Standards of Student Conduct	11	b. Rules that apply to International Students	21
a. In the Classroom	11	Transfer Students	21
1. Respect for the Instructor	11	Admission of High School Students	21
2. Respect for Other Students	11	a. To be Eligible	21
3. Academic Honesty	11	b. Procedure	21
4. Instructor's Rights	11	c. Students Below Grade 11	22
5. Student's Rights	11	Student Classifications	22
b. On the Campus	11	a. New Students	22
c. Board Policy 5500 - Student Conduct	12	b. Returning Students	22
1. Types of Disciplinary Action	12	c. Continuing Students	22
2. Faculty - Initiated Suspension	12	Fees	22
Student Grievance Procedure	12	Refund Schedule	22
a. Board Policy 5530	12	SECTION IV - FINANCIAL AID	25
Student Grade Appeals	13	Financial Aid/Loans, Grants, and Work Study	25
a. Board Policy 5540	13	Types of Financial Aid	25
Time for Filing a Grievance Notice	13	a. Board of Governors Enrollment Fee Waiver	25
Cell Phone Use	13	b. Cal Grants	25
Family Education Rights & Privacy Act	13	c. Federal Pell Grant Program	25
Laws To Help Students	13	d. Federal Supplemental Educational Opportunity Grant ..	25
a. Title IX	13	e. Federal Work Study	26
b. Title II	13	f. Academic Competitiveness Grant	26
Refunds	13	g. Federal Family Education Loan Program	26
Computer Use	14	SECTION V - SERVICES FOR STUDENTS	27
a. General Principle for Computer Use	14	Academic Support Services	27
b. Specifically Acceptable Uses	14	a. Library	27
c. Unacceptable Uses	14	b. Learning Center (TLC)	27
d. E-mail	14	Counseling	27
e. Software Licensing	14	a. Educational Counseling	27
f. Individual Software Licenses	14	b. Career Counseling	27
g. User Names, Passwords, PIN's	14	c. Personal Counseling	27
h. Data Security	15	Matriculation Services	28
Distribution of Literature	15	a. Exemption Criteria	28
Animals/Pets on Campus	15	Transfer and Career Services	28
Use of Campus Facilities	15	a. Transfer Center	28
Collection of and Raising Funds	15	b. Careers/Job Referral Services	28
Student Right to Know	15	Student Success Program	28
College Police	15	Health and Wellness	29
Parking	15	Student Activities	29
a. General	15-16	a. Associated Students of Crafton Hills College/Clubs	29
b. Traffic Regulations	16	Cafeteria	29
c. Parking Regulations	16	Bookstore	29
d. Parking Permits	16	Disabled Student Programs and Services	30
SECTION III - ADMISSIONS AND REGISTRATION	19	a. Who Qualifies?	30
Who May Apply	19	Extended Opportunity Programs and Services (EOPS) and Cooperative Assistance Resource for Education (CARE) ..	30
Student Admissions Procedures	19	a. EOPS	30
a. Pre-enrollment Assessment	19	b. CARE	30

California Work Opportunities and Responsibility to Kids (CalWORKS)	30	Jerry Lewis San Bernardino Regional Emergency Training Center	41
Child Development Center	31		
Athletics	31		
Housing	31		
Veterans Educational Benefits	31		
SECTION VI - ACADEMIC POLICIES AND STANDARDS ... 33		SECTION VIII - ASSOCIATE DEGREE PROGRAMS AND GRADUATION REQUIREMENTS 43	
Prerequisites, Corequisites, and Departmental Recommendations	33	Catalog Rights for Graduation	43
a. Prerequisite/Corequisite Challenge Process	33	a. Continuous Attendance and Graduation	43
Cancelled Classes	33	b. Readmission and Graduation	43
Open Classes	33	c. Transfer Students and Graduation	43
Course Add and Drops	33	Graduation Requirements	43
a. Adding Courses	33	a. Degrees	43
b. Dropping Courses	33	b. Continuous Attendance	43
Students Should Not Rely on Instructors to Drop or Withdraw Them	34	c. Multiple Degrees	43
Class Attendance	34	d. Application for Graduation	43
Grading	34	e. Course Waivers and Substitutions	44
a. Grading System	34	f. Commencement Ceremony	44
b. Grade Changes	34	g. Diploma and Certificates	44
c. Credit/No Credit	34	Honors	44
d. Incompletes	34	a. Recognition	44
Honors	34	b. Honor Lists	44
a. Deans/Honor lists	34-35	c. Dean List	44
b. Calculating GPA for Graduation	35	d. Calculating GPA for graduation	44
c. At Commencement	35	e. Graduating with Honors	44
d. Alpha Gamma Sigma Honor Society	35	f. Honors at Commencement	44
Units of Credit	35	Associate Degrees (AA and AS)	45
Non-Degree Applicable Courses	35	Associate Degree Option #1	46-47
Credit by Examination	35	Associate Degree Option #2	47
Credit for Military Experience	35	Associate Degree Option #3	48-49
Unit Limitations	35	Majors	49
Class Level of Students	36	Academic Programs	50
Examinations	36	SECTION IX - TRANSFER PROGRAMS 51	
Final Examination	36	Completing a Transfer Program	51
Repeating Courses	36	Map of UC and CSU Campuses	52
Open Entry/Open Exit Courses	36	The California State University	53
Academic Renewal Without Course Repetition	36	a. CSU General Educ. Requirements 2007-2008	54-55
a. Petition for Academic Exceptions	36	The University of California	56
Probation and Dismissal	36	a. Minimum Admission Requirements for Transfer	56
a. Standards for Probation	36	Applicants	
b. Removal From Probationary Status	36-37	b. California Residents	56
c. Standards for Dismissal	37	c. Nonresidents	56
d. Re-Admission	37	Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 2007-2008	57-58
Transfer of Credit from Other Institutions for Associates Degree Credit	37	Private Colleges and Out-of-State Schools	59
a. Other Accreditation Types:		SECTION X - COURSE DESCRIPTIONS 60	
b. Evaluation of Transcripts from Foreign Institution ..	37-38	Course Abbreviations	60
General Procedures for Evaluation of Transcripts from Other Institutions	38	Numbering of Courses	60
Advancement Placement Policy	38	a. Course Transferability	60
Advancement Placement Examination Credits	39	b. California Articulation Number (CAN)	61
SECTION VII - INSTRUCTIONAL PROGRAMS 40		Course Listings	62-150
General Education	40	SECTION XI - COLLEGE PERSONNEL AND ADVISORY COMMITTEE 152	
a. General Education Philosophy	40	Faculty	152-155
Transfer Programs	40	Part time Faculty	155-160
Career and Technical Education Programs	40	Administrators	160
Evening College	40	President Emeritus	161
Distributed Education	40	Vice President Emeriti	161
a. Telecourses	40	Dean Emeriti	161
b. Online Computer Courses	40	Professor Emeriti	161
Worksite Experience	41	Classified Employees	161-164
		Advisory Committees	164-169
		SECTION XII - GLOSSARY OF TERMS 170-172	
		Index	173

San Bernardino Community College District

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Vacant	Chief Information Officer, Computing Services
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Crafton Hills College Foundation



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

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Dear Student:



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

The college offers more than 33 majors in 31 degree programs and 28 occupational certification plans. An excellent faculty supports the instructional programs and provides an outstanding learning environment. An expanded Learning Resources 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 Admissions and Records, Counseling, Financial Aid, Extended Opportunity Programs and Services (EOPS), Career Center, Transfer Center, Disabled Student Programs and Services (DSP&S), and Health Services. Opportunities for co-curricular activities are available through student government, campus clubs, and organizations.

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

An important priority at the college is technology, and the campus works diligently to ensure that its technology systems are state-of-the-art and user friendly. Our students have access to the internet in the Library, the Learning Resources Center and wireless connectivity in various centers throughout the campus. Additionally the college continues to add "smart classrooms" with high tech equipment so that instructors can provide the best means for delivering content to students.

A 20-year campus facilities master plan is now completed that includes the construction of a new library and technical building within the next five years. The architects, with faculty, staff, and public user groups, are involved in the actual programming of new facilities before entering the design and construction stages. An Educational Master plan is now complete and will guide our resource use for the next five years.

Crafton Hills College continues to work with its partners in K-12 and Higher Education in a P-16 Council, as well as with its business partners in the Alliance for Education, to increase communication and facilitate access to educational and training opportunities for the citizens of the Inland Empire. This year Crafton Hills College received two Title V grants, the development of a comprehensive Developmental Education Program is underway and an office of Resource Development has been established.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gloria M. Harrison".

Gloria Macías Harrison
President

Achievement





SECTION I

General Information - About the College

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

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

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

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

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

An important priority at the campus is technology, and the college has worked diligently to ensure that its technology systems are state-of-the-art and user-friendly. For example, a Voice Over IP (VOIP) network was installed to ensure that our students have fast and stable access to the Internet. Additionally, the college continues to add "smart classrooms," totaling 14. These classrooms include high tech equipment such as multimedia computers, smart boards, easy access Internet connectivity for laptops, enhanced sound, DVD players, and projection devices. The "smart classrooms" are in addition to the televisions and VCR/DVD players located in all of our classrooms to ensure that instructors can provide the best means for delivering content to the students. The third floor of the Library continues to be a technology hub for students on campus with over 80 computers. This year, a computer mall consisting of more than 60 computers will be added to the first floor of the Library. Wireless connectivity is also now available on campus in the Library, the campus quadrangle, the Cafeteria, and the emergency services area. The Counseling Assessment Center was also expanded, and 20 new computers were installed. The college has a fully functional Teaching and Learning Center that includes video conferencing capabilities.

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

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



BACKGROUND

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

In the fall of 1972, classes were held for the first time at Crafton Hills College. The campus buildings and grounds provide an environment essential to support a comprehensive community college. The areas from which the college generally attracts students include Yucaipa, Redlands, Highland, Loma Linda, San Bernardino, Rim of the World, Colton, Bloomington, Rialto, and Bear Valley. However, students also come from all over California, out-of-state, and foreign countries.

Some students come to the college directly from high school and pursue full-time transfer or occupational programs. Others study part time to prepare for return to work or to improve their chances for advancement. Some arrive with superior academic backgrounds, some in need of considerable remedial aid. The average age of CHC students is twenty-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

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

VALUES

The institution's values are creativity, inclusiveness, excellence, and learning centeredness.

EDUCATIONAL PHILOSOPHY STATEMENT

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

OBJECTIVES AND FUNCTIONS

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

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

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

DEGREES

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

CRAFTON HILLS COLLEGE FOUNDATION

In an effort to extend educational opportunities to CHC students, Crafton Hills College established the CHC Foundation during the same year the college opened in 1972. The CHC Foundation is a nonprofit corporation devoted exclusively to raising funds for student scholarships, grants and special projects. Philanthropy has been important to CHC from the very creation of the institution. The college began as a gift of property from brothers Ruben and Lester Finkelstein to the San Bernardino Community College District. Currently, the CHC Foundation is comprised of 24 volunteers representing a broad base of local community residents. For more information about the CHC Foundation, please call (909) 389-3260.

ALUMNI ASSOCIATION

Crafton Hills College invites you to continue your affiliation with the college by joining the Alumni Association. Working with the Crafton Hills College Foundation, the Alumni Association is committed to helping Crafton Hills College students obtain their educational objectives. For more information about the CHC Alumni Association, the CHC Foundation, and fund raising events at the college, please call the CHC Marketing and Public Relations Office at (909) 389-3260.

SECTION II

Policies, Regulations and Procedures

DISCRIMINATION AND HARASSMENT

Crafton Hills College is committed to the achievement of equal educational opportunity. All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as by the San Bernardino Community College District, and will not be tolerated. The college is committed to providing an academic and work environment that respects the dignity of individuals and groups.

Sexual harassment violates state and federal laws as well as district policy and will not be tolerated. Sexual harassment is defined as unwelcome conduct of a sexual nature or based on sex; gender harassment; and harassment based on pregnancy, childbirth or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser.

The college shall be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

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

Any student or employee who believes that he or she has been harassed or retaliated against in violation of district policy should immediately report such incidents by following the procedures described in SBCCD Administrative Regulation 3435 *Prohibition of Harassment*.

ACADEMIC FREEDOM

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional respon-

sibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. Academic employees have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the academic employees. While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements. (SBCCD Board Policy/Administrative Regulation 4030 *Academic Freedom*)

STANDARDS OF STUDENT CONDUCT

In the Classroom

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

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

On the Campus

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

Student Conduct

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

1. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of authority or persistent abuse of college personnel.
2. Assault, battery or any threat of force or violence upon a student, campus visitor or college personnel.
3. Willful misconduct which results in injury or death to a student, campus visitor, or college personnel; destruction, defacing, or otherwise harming any personal or real property owned by the SBCCD.
4. The use, sale, possession or the presence of anyone under the influence of an illegal substance; possession of any poison classified as such by Schedule D, Section 4160, of the Business and Professional Code.
5. The use or possession of alcoholic beverages on SBCCD property or at any college-sponsored event, or the presence of anyone under the influence of alcohol.
6. Willful or persistent smoking in any areas where smoking has been prohibited by law or by regulation of the SBCCD Board of Trustees.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college or college officials.
8. Forgery, alteration, or misuse of college documents, records or identification.
9. Violation of SBCCD or college regulations governing student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
10. Unauthorized entry to facilities or use of college supplies, equipment, and telephones.
11. Possession or use of any firearm, explosive device, dangerous chemical, or other deadly weapon while on SBCCD/college property or SBCCD/college sponsored event.
12. Driving of motorcycles and other off-road vehicles on SBCCD/college property, other than regular roads and parking lots.
13. Persistent, serious misconduct when other means of correction have failed to bring about proper conduct.
14. Obstruction of pedestrian and/or vehicular traffic while on SBCCD/college property or at college-sponsored events.

(SBCCD Board Policy/Administrative Regulation 5500 *Standards of Conduct and Disciplinary Procedures*)

Types of Disciplinary Action

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

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

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

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

Faculty-Initiated Suspension

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

STUDENT GRIEVANCE PROCEDURE

If you feel you have been treated unfairly, you have a right to complain. To ensure that your grievance receives a reasonable hearing, refer to SBCCD Board Policy/Administrative Regulation 5530. Refer to Administrative Regulation 5540 regarding grade appeals. Consult with the Student Services Office (SSA-306) to start the grievance procedures.

A. Student Grievances (SBCCD Board Policy/Administrative Regulation 5530)

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

1. Any act of threat or intimidation;
2. Any act of threat of physical aggression;
3. Any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures.

NOTICE:

- a. Grades are not grievable (see Administrative Regulation 5540).
- b. Sexual harassment complaints are filed in accordance with Administrative Regulation 3430 and are not covered under Student Grievances.
- c. Discrimination complaints are filed in accordance with Administrative Regulation 3430 and are not covered under Student Grievances.

B. Student Grade Appeals (SBCCD Administrative Regulation 5540)

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

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.” (Education Code 76224a)

This means that no individual or group, whether acting on a grievance or in some other manner, has the authority to change a grade determined by an instructor unless persuasive evidence is presented indicating mistake, fraud, bad faith, or incompetency on the instructor’s part. If mistake, fraud, bad faith, or incompetency is the reason for the grade dispute, the burden of proof lies with the student to produce facts that support this allegation, proceeding then to the formal process. If such evidence exists, the student must complete the Grade Appeal Form and make an appointment to see the Dean. See Administrative Regulation 5540 for more detail.

C. Time for Filing a Grievance Notice

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event’s occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

Only registered students may file a student grievance; non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process and the grievance is filed within thirty (30) calendar days of the alleged incident.

If more than one student files a grievance against an individual on the same issue or situation, members of the group shall select one person to serve as spokesperson/representative for the entire group.

A copy of all relevant Board Policies and Administrative Regulations can be obtained in the Student Services Office (SSA-306).

CELL PHONE USE

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Federal and State law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper court orders or written consent of the student. Crafton Hills College maintains a student record for everyone admitted; it contains the request for admission, transcripts of college work attempted, semester class enrollment

data, placement test data, requests for financial aid while attending college, student health information, and VA authorization benefit forms. The college does not maintain a public directory.

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

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

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

LAWS TO HELP STUDENTS:

Title IX

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

Title II

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

REFUNDS SCHEDULE

A. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student’s withdrawal from the college, the mandatory fees will also be refunded.

B. Withdrawal from the college

1. Enrollment Fee/Non Resident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and/or non resident fees will be refunded.

2. Parking, health, accident insurance, student body card, student center, and the student representation fees

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

C. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non resident fee will be refunded at the per-unit cost of the reduction.

- D.** A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.
- E. Refund Processing Fee**
A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, no charge applies for cancelled classes or over payments.
- F. Students who are dropped by instructors shall be eligible for a refund or credit pursuant to the district's refund policy.**

COMPUTER USE

General Principle for Computer Use

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

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

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

Specifically Acceptable Uses

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

Unacceptable Uses

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

E-mail

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

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

Software Licensing

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

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

Individual Software Licenses

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

Username, Passwords, Personal Identification Numbers (PINS)

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

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

Data Security

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

DISTRIBUTION OF LITERATURE

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

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

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

ANIMALS/PETS ON CAMPUS

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

USE OF CAMPUS FACILITIES

In order to provide maximum use, the college facilities may be rented by students, employees, citizens, and citizen groups. The use of district facilities may not interfere with the normal educational activities of the college nor may the use of district facilities be inconsistent with the purposes of the college program.

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

COLLECTION AND RAISING OF FUNDS

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

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

STUDENT RIGHT-TO-KNOW

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

COLLEGE POLICE

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

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

Crafton Hills College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police & Communications Office, located in LADM-150.

PARKING CONTROLS AND TRAFFIC REGULATIONS

(All regulations apply to Crafton Hills College and San Bernardino Valley 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 Crafton Hills College or San Bernardino Valley College property is done at the owner's risk. The San Bernardino Community College District assumes no liability for damage or theft of a vehicle or its contents.

- D. Crafton Hills College is situated on a hillside. Please take appropriate precautions when parking your vehicle on an incline. When headed downhill, turn your front wheels into the curb. When headed uphill turn your front wheels away from the curb. *Always set your parking brake.*

2. Traffic Regulations

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

3. Parking Regulations

- A. Staff and faculty lots are reserved for the sole use of personnel employed by the San Bernardino Community College District. **DEPENDENTS OF EMPLOYEES ARE PROHIBITED** from using staff and faculty parking lots.
- B. Parking stalls marked “VISITORS” ARE SOLELY FOR VISITORS. Students, staff, and faculty are prohibited from parking in these areas.
- C. Parking is prohibited in loading zones, posted areas along curbing, and/or red lined areas.
- D. Vehicles are to be parked in properly marked stalls only. Backing into or taking up more than one parking stall is prohibited.
- E. Physically handicapped students may be given special parking privileges, which will be evidenced by a San Bernardino Community College District handicapped permit affixed to a valid parking decal.
- F. Motorbikes, motorcycles, and other two-wheeled motorized vehicles must be parked in areas designed for this type of vehicle.

- G. Vehicles parking in prohibited areas that block the flow of traffic, fire-fighting/emergency equipment, driveways, roadways or in posted “No Parking” zones will be towed away at the owner’s expense and at no responsibility to the college district. (CVC 22702)
- H. Vehicles abandoned on college property for over 72 hours without prior college authorization may be removed at owner’s expense. (CVC 22702)

4. Parking Permits

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

Annual permits	\$45.00
Semester	\$20.00
Summer	\$15.00
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 the College Police Office at SBVC and in the Police Communications Office at Crafton Hills College.
- F. If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.
- G. Refunds will be made only to students and only when the following conditions are met:
1. That all classes in which the student is enrolled are cancelled by the college and the student is thus disenrolled from the college.
 2. That a portion of the decal bearing the number is returned to the College Police Office and
 3. That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).





SECTION III

Admissions and Registration

WHO MAY APPLY

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

1. Eighteen years of age or older and can benefit from instruction offered by the college, (Education Code: 48800-48802) or
2. A high school graduate, (Education Code: 48800-48802) or
3. Have a G.E.D. (General Education Development) Certificate, (Education Code: 48800-48802) or
4. Have a California High School Proficiency Certificate, (Education Code: 48800-48802) or
5. Out-of-state residents and citizens of other countries here on student visas may also attend Crafton Hills College, subject to regulations that can be obtained from the Admissions & Records Office. These students will be required to pay non-resident tuition fees. (Education Code: 68050)
3. Completed prerequisite courses with a grade of "C" or better. If you have not completed prerequisite courses in both mathematics and English, you must take the assessment in the area not met. (Provide Transcript)
4. Scored 3 or higher on the Advanced Placement Test (College Board) in English and/or mathematics. (Provide documentation)
5. Enrolling in courses at Crafton Hills College only to maintain certificate or license requirements.
6. Enrolling in only 6 units or less of courses for personal enrichment (e.g., PE, Music, Art) up to a cumulative total of 12 units (once you have reached 12 units of course work you will be required to participate in the assessment process).
7. Taken a placement exam at one of the other San Bernardino or Riverside County community colleges or taken the Accuplacer Assessment Test at another college in the last two years and provide scores and placement recommendations from the other college.

STUDENT ADMISSIONS PROCEDURES

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

Pre-enrollment Assessment

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

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

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

Assessment Waiver

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

1. Completed an Associate of Arts or Sciences degree or higher. (Provide Transcript)
2. Completed 30 or more semester units of college work at another college or university. (Provide Transcript)

Students may obtain an exemption at the Counseling Center.

Appeals

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

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

Orientation

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

CALIFORNIA RESIDENCY INFORMATION

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

Determination of Residence

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

Becoming A Resident

Intent to become a resident may be determined by complying with at least three of the conditions listed in the following section. Physical presence within the state solely for educational purposes does not constitute establishing California residence, regardless of the length of that presence. The one-year residence period which a person must meet to be classified as a resident does not begin until the person is both present in California and has manifested clear intent to become a California resident.
(Education Code: 54024)

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

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

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

Exceptions To Residence Determination

- A. A student who is a member of the Armed Forces on active duty in this state shall be entitled to residency status.
(Education Code: 54042)

- B. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident status until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution. Should the member of the armed forces of the United States be thereafter transferred on military orders directly to a place outside the United States, where the member continues to serve in the armed forces of the United States, the student shall not lose the resident status until he/ she has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution.
(Education Code: 68074.(a)(1)(2)(b))
- C. A student who is an adult alien will be entitled to resident status if lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the term for which he or she proposed to attend an institution.
- D. A student who is a minor alien will be entitled to resident status if both he/she and his/her parents have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided the parent has had residence in the state for more than one year after such admission, prior to the residence determination date for the term for which he or she proposes to attend an institution.
- E. A student who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident status for school attendance.
- F. A student holding a valid credential authorizing service in a public school and employed in a certificated full-time position by a community college district will be given resident status.
(Education Code: 54046)
- G. A student who is a full-time employee of an educational institution of higher learning or whose parent or spouse is a full-time employee will be entitled to resident status until he/she has resided in the state the minimum time necessary to become a resident.
- H. A student who (1) has not been an adult resident of California for more than one year and (2) is the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date shall be entitled to resident status. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, as long as continuous attendance is maintained at an institution.
(Education Code: 68076)

Reclassification of Residency

Students who have been classified as non-residents may be reclassified as residents by formally requesting such reclassification. The written request must be submitted to the Admissions & Records Office no later than the first day of registration for the term in which the student is seeking reclassification. The request must be accom-

panied by documentation verifying the student's intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the student applicant.

Resident Status Appeal

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

INTERNATIONAL STUDENTS

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

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

Required Materials:

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

The following rules apply to International Students at Crafton Hills College:

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

TRANSFER STUDENTS

Students who request credit for courses taken at another accredited college must submit **one** official transcript delivered in a sealed envelope to the Admissions and Records Office. Transcripts will be evaluated according to the scholastic standards policy of the San Bernardino Community College District and Crafton Hills College. For more information regarding evaluation of transcripts, see *Transfer of Credit from other Institutions for Associates Degree Credit* in section IX.

ADMISSIONS OF HIGH SCHOOL STUDENTS

Crafton Hills College may admit high school students who are capable of benefiting from advanced scholastic courses (i.e., college level), and are seeking educational opportunities not otherwise available to them.

To be eligible:

- You must have the recommendation of your high school principal.
- You must have parental consent.
- You must demonstrate adequate preparation in the discipline to be studied.
- You must have a GPA of 3.0 or higher (for vocational courses a 2.0 GPA is required).

Procedure:

Students who meet the eligibility requirements must submit (prior to the deadline) the following:

- Completed (and signed) CHC application
- Completed (and signed) Special Student Attendance form
- Completed health form
- Official high school transcripts in a sealed envelope

All applications will be reviewed and decided by the Dean of Student Services and Student Development. Upon approval, students may register for the **approved** classes beginning at open registration.

*** Course changes without prior approval by the Director/designee will result in an Administrative Withdrawal without refund.**

Crafton Hills College may restrict the admission/enrollment of high school students during any session based on any of the following criteria:

1. Age
2. Completion of a specified grade level, or
3. Demonstrated eligibility for instruction using assessment methods and procedures.

Once accepted into Crafton Hills College, all students records become property of the College and the student, regardless of age. Student records are administered in accordance with the **Family Educational Rights and Privacy Act (FERPA)**. Subsequently, no information will be disseminated to anyone other than the student. The student may give written permission to release information, however, in no case will information be released or discussed over the telephone. Regular attendance in class is a matter between the student and the instructor.

Students below Grade 11

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

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

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

STUDENT CLASSIFICATIONS

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

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

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

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

FEES

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

Below lists a sample of various types of fees:

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

REFUNDS SCHEDULE

A. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, the mandatory fees will also be refunded.

B. Withdrawal from the college

1. Enrollment Fee/Non Resident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and/or non resident fees will be refunded.

2. Parking, health, accident insurance, student body card, student center, and the student representation fees

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

C. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non resident fee will be refunded at the per-unit cost of the reduction.

D. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over payments.

F. Students who are dropped by instructors shall be eligible for a refund or credit pursuant to the district's refund policy.





Excellence



SECTION IV

Financial Aid

FINANCIAL AID/LOANS, GRANTS AND WORK STUDY

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

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be mailed to the federal processor after January 1, but no later than the last day of the previous spring semester, in order to ensure funds will be available for the beginning of fall semester in August. After receiving the FAFSA, the federal processors will forward a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on Part II of the SAR and return it to the Federal Student Aid Programs at P.O. Box 7004, Mt. Vernon, IL 62864. If no changes are necessary, the student should keep the SAR for his/her records. Students are not required to submit the SAR to the Financial Aid Office. It is important, however, that all requested documentation be returned as soon as possible. Financial aid awards are made only *after* a student's file is complete. On-time applicants (those who have complete applications by June 14, 2007 and who have returned all requested materials) can expect to receive a financial aid award letter by July. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes for which aid is received. The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office. For information call (909) 389-3223.

TYPES OF FINANCIAL AID

1. BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

This waiver is available to California residents to cover resident enrollment 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 fees.

2. CAL GRANTS

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

3. FEDERAL PELL GRANT PROGRAM

Crafton Hills College participates in the Federal Pell Grant Program, which provides federal grants of approximately \$4,050 per year for students, depending upon the financial ability of the family and/or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office. Students may apply for a Federal Pell Grant any time after January 1, 2007 until May 15, 2008.

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 \$2,000 per year for students who qualify. The average grant at Crafton Hills College is \$800. 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. ACADEMIC COMPETITIVENESS GRANT (ACG)

Students who are eligible for the Academic Competitiveness Grant must be in an eligible program that leads to an associate's or bachelor's degree. First year students receive \$750 per academic year. Second year students receive \$1300 per academic year. You must be a U.S. citizen; recipient of a PELL Grant for the same period; First or second year student in a two or four year degree program; Full time enrollment.

1st year students:

- May not have been previously enrolled in a program of undergraduate education
- Have graduated from a rigorous secondary school program of study after 01/01/06

2nd year students:

- Have graduated from a rigorous secondary school program of study after 01/01/05
- Have at least 3.0 G.P.A. in an eligible program

Other eligibility requirements need to be met.

7. 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 \$4,500 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 2006/2007 the interest rate is 6.80% for those in repayment. Interest rates change every July 1st, not to exceed 8.25%) begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan. To apply for a loan under the Federal Family Education Loan Program, a student must complete a Free Application for Federal Student Aid (FAFSA) and attend an "entrance and exit workshop" 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. Workshop schedule available every July and December.

Location: Classroom Building (CL-214)

Telephone: (909) 389-3223



SECTION V

Services for Students

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

ACADEMIC SUPPORT SERVICES

Support Services

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

- **Library**

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

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

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

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

7:30 a.m. – 4:00 p.m. Friday

9:00 a.m. – 1:00 p.m. Saturday

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

- **Learning Center (TLC)**

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

- **Counseling**

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

Educational Counseling

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

Career Counseling

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

Personal Counseling

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

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

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

Location: Student Services Building (SSB-201)

Telephone: (909) 389-3366

Email: counseling@craftonhills.edu

MATRICULATION SERVICES

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

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

Exemption Criteria

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

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

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

TRANSFER AND CAREER SERVICES

Transfer Center

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

Location: Student Services Building (SSB-201)

Telephone: (909) 389-3366

Email: careercenter@craftonhills.edu

Career Center/Job Referral Service

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

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

Location: Student Services Building (SSB 201)

Telephone: (909) 389-3366

Email: transfercenter@craftonhills.edu

STUDENT SUCCESS PROGRAM

The Student Success Program is designed to assist new and continuing students with negotiating the sometimes confusing and frustrating processes of the college learning environment. Student Success Advisors are available to answer questions and to connect students to the resources available at 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 students with successfully resolving their problems. Students are encouraged to give the Student Success Program a call or stop by the office if they have any questions or if they encounter any problems with attending class or successfully completing coursework.

Location: Student Services Building (SSB 201)

Telephone: (909) 389-3366

Email: studentsuccess@craftonhills.edu

HEALTH AND WELLNESS CENTER

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

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

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

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

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

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

Location: Student Services Building (SSB-101)

Telephone: (909) 389-3272

Email: studentservicescouncil@sbccd.cc.ca.us

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 AS cards.

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

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

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

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

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

Location: Student Center (SC 107)

Telephone: (909) 389-3410

Email: asbsensec@crafton.sbccd.cc.ca.us

CAFETERIA

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

Location: College Center

Telephone: (909) 389-3376

BOOKSTORE

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

Location: Bookstore (BK-101)

Telephone: (909) 389-3250

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

DISABLED STUDENT PROGRAMS & SERVICES (DSP&S)

Crafton Hills College offers a comprehensive program of support services to students with disabilities. Students who have physical or learning disabilities are eligible for services, which are provided according to individual need. Services include priority registration, special parking, tram services and tutors. In addition, specialized counseling, career and program guidance and community liaison activities are available.

Who Qualifies

In order to be served by Disabled Student Programs and Services, a person must:

- Be enrolled at Crafton Hills College
- Have a disability*
- Have an educational limitation that inhibits the student's ability to participate in the general offerings of the college without additional specialized services.

* *Verified by review of documents provided by appropriate agencies, certified or licensed professionals, or by assessment of an appropriated DSP&S professional staff member.*

Office hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m.

Location: Student Services Building (SSB-108)

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

Email: mliceri@craftonhills.edu

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

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

Some of the services offered are:

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

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

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

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

Cooperative Agencies Resources for Education (CARE Program)

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

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

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

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

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY FOR KIDS (CalWORKs PROGRAM)

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

Location: Student Services A (SSA-307)

Telephone: (909) 389-3239

Email: rchavira@craftonhills.edu

FINANCIAL AID - See Section IV

CHILD DEVELOPMENT CENTER

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

- Child care for children ages 2 years 10 months through 5 years 11 months
- State of the art developmental & educational program
- Reduced fees available to qualifying families
- AM & PM State Preschool program (FREE to qualifying families)
- Educated and highly trained staff
- Beautiful indoor and outdoor environments
- Full and part-time space available
- Open 7:00 a.m. to 5:30 p.m. Monday through Friday

Location: Child Development Center (CDC)

Telephone: (909) 389-3400

Email: mmclaren@craftonhills.edu

ATHLETICS

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

HOUSING

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

VETERANS EDUCATIONAL BENEFITS

Crafton Hills College is approved for the training of veterans and eligible dependents of deceased or disabled veterans. After completing an application for admission, a veteran should complete all necessary forms in the Admissions and Records Office.

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

The unit requirements (FALL and SPRING) for Chapter 30 (Montgomery GI Bill), for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), or Chapter 35 (Dependents' Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve; Educational Assistance), for Chapter 1606 (Montgomery GI Bill - Selected Reserve) and Chapter 1607 (REAP) are:

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

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

Veterans taking short-term courses will be paid only for the actual enrollment period. If the veteran receives an "F" or "W" grade for non-attendance, he or she must repay the VA from the date he or she stopped attending the class. In order to receive benefits veterans and dependents must submit a Request for VA Benefits Form to the Admissions and Records Office at the beginning of each semester. It is the veteran's responsibility to promptly notify the Admissions and Records Office of any change of program.

Veterans will be awarded seven units of credit for health and physical education (only for honorable discharge) by submitting a copy of their DD214 member 4 to the Admissions and Records Office.

Veterans on academic and/or progress probation for two consecutive semesters may not be certified for the following semester. Please see the VA counselor for details.

Certifying Official: Steve Rush

Location: Student Services Annex (SSA-213)

Telephone: (909) 389-3256

Email: srush@craftonhills.edu

For Further information visit www.gibill.va.gov



Knowledge



SECTION VI

Academic Policies & Standards

PREREQUISITES, COREQUISITES AND DEPARTMENTAL RECOMMENDATIONS

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

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

Students will not be allowed to enroll in a prerequisite course taken after the higher level course, except by petition for special privilege.

Prerequisite/Corequisite Challenge Process

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

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

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

CANCELLED CLASSES

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

OPEN CLASSES

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

COURSE ADD AND DROPS

The college district may allow students to add/drop courses during the term pursuant to district policy.

Adding Courses

- A. Students may add courses the first two weeks for a full-term course, or the first 10% of a short-term course.
 1. After add period concludes students may add a course only with the instructor's permission and through a petition approved by the Dean of Student Services and Student Development or designee.

Dropping Courses

- A. Students may drop courses during the first four weeks or 30% of a term, whichever is less, and there shall be no notation ("W" or other) on the academic records.
- B. Students may drop courses between the end of the fourth week and the last day of the fourteenth week (or 75% of a term, whichever is less) and there shall be a "W" recorded on the academic records.

Instructors shall clear their rolls of inactive enrollment no later than the end of the last business day before the census day for all students who have:

- A. been identified as no shows, or
- B. been officially withdrawn from the course, or
- C. not participated in the course and are therefore dropped by the instructor.

Notes: Students Should Not Rely On Instructors to Drop or Withdraw Them

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

CLASS ATTENDANCE

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

GRADING SYSTEM (Education Code: 55758)

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

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

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

Grade Changes

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

Credit/No Credit

If you wish to be graded in any class on a Credit/No Credit basis, you must so indicate by the end of the 5th week, or in the case of summer session or short-term course(s), no later than the end of the first 30% of the term. After the deadline, the only justification for a change from Credit/No Credit to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process (SBCCD Administrative Regulation 4231).

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

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

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

Units from Credit/No Credit courses will apply toward graduation but are not included in the grade point average. Instructions and forms may be obtained in the Admissions & Records Office, located in SSA-213.

Incompletes

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

HONORS

Recognition

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

Honor Lists

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

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

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

Calculating GPA for Graduation

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

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

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

Honors at Commencement

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

Alpha Gamma Sigma Honor Society

Students who are first semester college students with a GPA of 3.5 or higher or a lifetime member of the California Scholarship Federation or a student who has completed 12 units with a 3.0 or higher GPA may join AGS. Students who meet the membership requirement may apply for local and state AGS scholarships. Students may apply for permanent membership in AGS and may wear green and gold cords at graduation. For additional information, please contact Associated Student Government.

UNITS OF CREDIT

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

NON-DEGREE APPLICABLE COURSES

Courses numbered in the 900s do not apply toward a degree and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include precollegiate courses in reading, writing, computation, learning skills, and study skills. Non-degree applicable courses are indicated by numbers from 900 to 999. In accordance with Title 5, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree-applicable grade point average.

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic skills coursework earned in another community college district will not be counted toward the 30-unit limit.

CREDIT BY EXAMINATION

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

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

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

CREDIT FOR MILITARY EXPERIENCE

If you have served on active duty with the Armed Forces for at least one year, you are eligible to receive up to (7) units of Credit (CR) grades. Additional credit for military schools and college-level examinations may be earned in accordance with the recommendations of the American Council on Education. Inquire at the Counseling Center for full details.

UNIT LIMITATIONS

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

CLASS LEVEL OF STUDENTS

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

EXAMINATIONS

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

FINAL EXAMINATIONS

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

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

REPEATING COURSES

Generally students may take a course only once. The following are exceptions:

1. Certain activity-based courses may be repeated when the faculty have determined that students are best able to achieve the objectives of the course through repetition. If a course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times.
2. In accordance with Title 5, Section 55763 (b), students may also repeat courses that are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Grades issued for repeating a course under this circumstance shall be included in the computation of the GPA.
3. Courses in which a substandard grade (D, F, or NC) was issued may be repeated one time. Only the units and grade for the course taken the second time will be used to compute the GPA and to count for degree or certificate requirements.
4. Courses in which a standard grade (A, B, C, or 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.

Courses in which an "Incomplete" (I) has been recorded may not be repeated until a letter grade has been recorded.

Grades, once entered on a student's academic record remain permanent unless changed by the instructor of record or pursuant to Education Code Section 76224. No grade will be changed after 36 months.

Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record pursuant to Administrative Code, Title 5, Section 55761. Prior course repetition actions by other accredited colleges may be honored when a student's permanent record is reviewed for degree or certificate requirements.

OPEN ENTRY/OPEN EXIT COURSES

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

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Students of Crafton Hills College may alleviate certain previous substandard academic and skills training performance which is not reflective of present demonstrated abilities in accordance with the following educational principles and procedures. Academic renewal without course repetition may be accomplished by submission of a petition to the appropriate campus committee. A student may petition to have any substandard grades for courses taken during two consecutive semesters of attendance 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 Academic Exceptions

The Academic Exceptions Committee has been established for students who encounter circumstances outside the realm of normal college policy and procedures that affect their educational progress. Petitions or appeals may be addressed to the Academic Exceptions Committee. Instructions and forms for petition may be obtained in the Admissions and Records Office (SSA-212).

PROBATION AND DISMISSAL

Standards For Probation (Education Code: 55754)

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

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

Removal From Probationary Status (Education Code: 55755)

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

When a student earns a grade point average of less than 2.0 while on either academic or progress probation, he/she will not be allowed to register until after having met with a counselor for class scheduling approval.

Standards For Dismissal (Education Code: 55756)

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment in the fall semester followed by the spring semester (e.g., the fall semester of 2004-2005 followed by the fall semester 2005-2006 shall be considered consecutive if the student was not enrolled in the spring semester of 2005-2006). A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exists:

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

Re-Admission

1. A disqualified student may appeal his/her dismissal by filing a Petition for Special Privilege with the Student Services Petitions Committee. Petitions are available from the Admissions & Records Office (SSA-213).
2. A student may be reinstated after one semester from the date of disqualification.
3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.
4. If the scholastic achievement of a student readmitted after disqualification continues at a probationary level, the student may be disqualified for one year.

CRAFTON HILLS COLLEGE TRANSFER OF CREDIT FROM OTHER INSTITUTIONS FOR ASSOCIATES DEGREE CREDIT

This policy covers the evaluation of transcripts from other institutions for the purposes of application of credits earned at those institutions for application to the Associates of Arts and Associates of Science Requirements at **CRAFTON HILLS COLLEGE**. The policy also covers the application of credits from other institutions to **some** university transfer requirements.

1. CRAFTON HILLS COLLEGE only accepts credits from the following accrediting bodies:

MSA: Middle States Association of Colleges and Schools, Commission on Higher Education

NWCCU: Norwest Commission on Colleges and Universities (Predecessors NASC and NWASC are acceptable.)

NCA: North Central Association of Colleges and Schools, Higher Learning Commission

NEASC-CIHE: New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education

SACS: Southern Association of Colleges and School, Commission on Colleges

WASC-ACCJC: Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

WASC-ACSCU: Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-JR, WASC-ACCJC and WASC-ACSCU acceptable.)

Other Accreditation types:

U.S. Veterans/Dependents

A.C.E.: American Council on Education IS NOT an accrediting body under which designated accredited colleges are recognized, (ex. University of Maryland, Central Texas College, etc.)

2. CRAFTON HILLS COLLEGE will accept credit for pre-baccalaureate courses completed at a regionally accredited four-year institution to apply to the Associates Degree Requirements as long as such courses are deemed equivalent to courses identified as associate degree applicable in Title 5 §55805.5.
3. CRAFTON HILLS COLLEGE will accept credit for upper division courses completed at a regionally accredited four-year institution to apply to the Associates Degree Requirements for elective credit. Granting of this credit is made at the discretion of the Evaluation Advisory Committee. Credit may also be granted toward meeting major requirements at the discretion of the relevant discipline.
4. CRAFTON HILLS COLLEGE will accept credit for courses completed in religion and/or theology taken at a regionally accredited institution to apply towards the Associates Degree Requirements as elective credit.
5. CRAFTON HILLS COLLEGE does not accept in-coming transfer college units from technical & career colleges, non-accredited (dropped from accredited status) or colleges pending (candidates for) accreditation.
6. CRAFTON HILLS COLLEGE will accept all University of California and California State University extension units (100 through 900 levels) to apply to the Associates Degree Requirements as elective credit. Continuing Education Credits are calculated at a one-quarter unit per every ten hours of participation.

Evaluation of Transcripts from Foreign Institutions:

Foreign institutions are usually chartered and authorized by their national governments through a ministry of education. Although this provides for standardization within a country, it does not produce useful information about comparability from one country to another. As a result, all students who have attended a foreign institution must:

1. Have their transcripts evaluated by a member company of the Association of International Credentials Evaluators (AICE).

- The student must have an official copy of the evaluation sent to the Crafton Hills College Admissions and Records Office.

The following organizations can assist institutions by distributing general or specific guidelines on admission and placement of foreign students. Equivalency or placement recommendations are to be evaluated in the terms of the programs and policies of the individual receiving institution.

C.E.C.:	The National Council on the Evaluation of Foreign Students Credentials.
NAFSA:	The National Association for Foreign Student Affairs
NLC:	National Liaison Committee on Foreign Student Admissions.
AERC:	American Education Research Corporation

GENERAL PROCEDURES FOR EVALUATION OF TRANSCRIPTS FROM OTHER INSTITUTIONS

- Official transcripts from all colleges attended must be on file with the CRAFTON HILLS COLLEGE Admissions and Records Office prior to evaluation.
- Students must complete a *Request for Transcript Evaluation* at the Admissions and Records Office requesting a formal evaluation. You must have completed 12 units at Crafton Hills College before transfer work will be evaluated.
- Upon request of the student and receipt of official transcript(s), the evaluator will check the accreditation of the college or university (refer to A.C.E. Guide of Accredited Institutions of Postsecondary Education).
- Counselors may review unofficial transcripts on an appointment basis during non-peak times (between registration periods.) Any informal evaluation will be considered **unofficial** and for general advisement purposes only. Students should request an **official** evaluation as soon as possible in order to accurately determine what coursework is necessary to complete their educational goal.
- The evaluation will be available in imaged form to all counselors for use in advisement and development of a Student Education Plan (SEP).

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:

- Students must be enrolled at Crafton Hills College in order to apply for AP credit.
- Students are required to have completed twelve (12) units at Crafton Hills College prior to applying for AP credit. An exception will be made to this requirement if an AP course serves as a prerequisite for a more advanced course. See a counselor for details.
- Students will be granted credit for AP scores of three (3), four (4), or five (5) in specific subject areas. Students must 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.
- Units earned by AP examinations may be used to meet Certificate and Associate Degree requirements.
- Units earned by AP examinations may be used towards CSU General Education Breadth certification according to the CSU approved list.
- Units earned by AP examinations may be used to meet Inter-segmental 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. AP examinations taken for Biology, Chemistry or Physics will **not** be granted laboratory credit.
- Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
- Units of AP credit may not be used to satisfy the college's twelve (12) unit residency requirement or be added to a student's earned unit total for priority registration purposes.

NOTE:

Some four-year institutions 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 C2	Area C1	Area 3/Arts
Biology	4	BIOL 100	Area A	Area B2	Area 5 (no lab credit)
Chemistry	4	CHEM 101	Area A	Area B1	Area 5 (no lab credit)
Economics: Macro	3	ECON 200	Area B	Area D2	Area 4
Economics: Micro	3	ECON 201	Area B	Area D2	Area 4
English: Language and Composition	4	ENGL 101	Area D1	Area A2	Area 1, Group A
English: Literature and Composition	4	ENGL 101	Area D1	Area A2	Area 1, Group A
French Language	5	FRENCH 102	Area C1/F1	Area C2	UC Language requirement
Government and Politics: US	3	POLIT 100	Area B/F2	Area D8	Area 4
History: European	3	HIST 160 or HIST 161	Area B or C1	Area C2 or Area D6	Area 3/ Humanities or Area 4
History: United States	3	HIST 100 or HIST 101	Area B or C1/F2	Area C2 or Area D6	Area 3/ Humanities or Area 4
Mathematics: Calculus AB	4	MATH 250	Area D3	Area B4	Area 2
Mathematics: Calculus BC	4	MATH 251	Area D3	Area B4	Area 2
Physics B	4	PHYSIC 110	Area A	Area B1	Area 5 (no lab credit)
Physics C (Mechanics)	6	PHYSIC 200	Area A	Area B1	Area 5 (no lab credit)
Physics C (Electricity and Magnetism)	(no credit allowed)				
Psychology	3	PSYCH 100	Area B	Area D9	Area 4
Spanish Language	5	SPAN 102	Area C1/F1	Area C2	UC Language requirement
Statistics	4	MATH 108 or PSYCH 108	Area D3	Area B4 only	Area 2 only

SECTION VII

Instructional Programs

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

GENERAL EDUCATION

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

General Education Philosophy

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

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

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

TRANSFER PROGRAMS

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

CAREER AND TECHNICAL EDUCATION PROGRAMS

Crafton Hills College offers a variety of programs within its Division of Career and Technical Education. Some of these programs lead to associate degrees, others lead to certificates of achievement, and some offer a choice of degree or certificate, depending on the

level of education attained. For listings and descriptions of specific programs, see Sections on *Associate Degree Programs*, *Transfer Programs* and *Course Descriptions*.

EVENING COLLEGE

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

DISTRIBUTED EDUCATION

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

Telecourses

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

Online Computer Courses

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

WORKSITE EXPERIENCE (Formerly Cooperative Work Experience)

Crafton Hills College offers working students an opportunity to receive two, three or four units per semester based on their employment. Employment may be paid or volunteer. Units are available as follows:

Paid Positions

- 10 hours of work per week 2 units
- 15 hours of work per week 3 units
- 20 hours of work per week 4 units

Volunteer Positions

- 8 hours of work per week 2 units
- 12 hours of work per week 3 units
- 16 hours of work per week 4 units

With support and cooperation from the student's supervisor and the Worksite Experience Coordinator, each student will establish and accomplish well-defined objectives in the work place, develop work ethics, and develop an insight into the importance of good interpersonal skills.

Career and Technical Education Worksite Experience is offered to students whose work corresponds with their selected major area of study. The following majors offer this opportunity: Accounting, Administration of Justice, Allied Health, Business Administration, Child Development, Computer Information Systems, Emergency Medical Services, Fire Technology and Marketing. Two to four units may be taken each semester up to a maximum of sixteen units, which may be used to meet elective requirements for the associate's degree. These units are transferable, as elective credit, to CSU.

General Worksite Experience is offered to students whose work is not related to a particular major. Two to three units may be taken each semester up to a maximum of six units. Up to six units may be used to meet elective requirements for the associate's degree.

Throughout the semester, all students participating in Worksite Experience must enroll in and maintain a minimum of seven units, including the worksite experience units.

There is a mandatory meeting for all participating students during the first two weeks of the semester and an individual meeting with the coordinator. The classes are offered on Monday and Thursday from 1:00 - 3:00 p.m. and from 5:00 - 7:00 p.m.

JERRY LEWIS SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER

Funded by a \$12 million grant from the Federal Aviation Administration, the center is used for training fire fighting personnel nationwide in the proper tactics for fighting aircraft interior and exterior fires and proper rescue techniques for such emergencies.

Crafton Hills College, working jointly with the San Bernardino County and City Fire Departments, oversees the educational component of the program. In addition to an administration building with classrooms, the center utilizes a state of the art computerized live propane simulator. Propane fuel is used for fires so there will be no environmental hazards.

The live simulator, approved by the FAA, has two major props — a Fuel Spill Burn Area (FSBA) and a Specialized Aircraft Fire Fighting Trainer (SAFT).

Artificial Intelligent (AI) computer programming controls the 125 foot diameter fuel spill simulator. The computer senses when the trainee, using proper fire suppression techniques, defeats the fire, and it slowly reduces the flame to extinction.

The SAFT simulator, a 737 sized mock-up, provides students the experience of interior fire attack training. The simulation represents typical emergency situations that a firefighter may encounter in the event of an aircraft fire emergency.

The Emergency Training Center is located at 2235 E. Perimeter Road, San Bernardino, CA 92408. For more information call the Center at 909-382-0309.





Progressive



SECTION VIII

Associate Degree Programs and Graduation Requirements

GRADUATION REQUIREMENTS

CATALOG RIGHTS FOR GRADUATION (Education Code: 40401)

CONTINUOUS ATTENDANCE AND GRADUATION

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

READMISSION AND GRADUATION

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

TRANSFER STUDENTS AND GRADUATION

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

GRADUATION REQUIREMENTS

Degrees

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

Continuous Attendance

Graduation requirements contained in this catalog apply to students initially enrolled during the 2007-2008 college year.

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

MULTIPLE DEGREES

First degree from Crafton Hills College

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

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

First degree from another college

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

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

Application for Graduation

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

Application Deadlines:

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

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

Course Waivers and Substitutions

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

Commencement Ceremony

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

DIPLOMAS AND CERTIFICATES

Diplomas

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

Certificates

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

HONORS

Recognition

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

HONOR LISTS

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

Dean's List

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

Honor's List

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

Calculating GPA for Graduation

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

Graduating with Honors

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

Graduating with Highest Honors

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

Honors at Commencement

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

ASSOCIATE DEGREES (AA and AS)

ASSOCIATE DEGREE PROGRAMS

Graduation Requirements for all associate degree options:

1. Completion of a minimum of 60 units acceptable college work with at least a "C" (2.0) or better in each course.
NOTE: Courses numbered 900-999 are designated as non-degree applicable; however, units earned in these courses **DO COUNT** as student workload units. Courses numbered 001-299 and 500 are degree applicable.
2. Completion of twelve (12) semester units in residence at Crafton Hills College.
3. Reading competency as demonstrated by a grade of "C" or better in ENGL 101 (Freshman Composition) OR ENGL 146 (Writing for Business and the Professions) OR an equivalent course from another accredited institution (Effective Fall 2007)
4. Mathematics proficiency as demonstrated by achieving a passing score on the Mathematics Proficiency exam OR completion of MATH 095 (Intermediate Algebra) or MATH 096 (Understanding Our Quantitative World) or any higher level math course with a grade of "C" or better or an equivalent course from another accredited institution.
5. Writing competency as demonstrated by a grade of "C" or better in ENGL 101 (Freshman Composition) OR ENGL 146 (Writing for Business and the Professions) OR an equivalent course from another accredited institution.
6. The following restrictions apply to the 60 units required for graduation:
 - a. A maximum of **4 units** of physical education activities may be applied.
 - b. A maximum of **15 units** of credit (CR) grades may be applied. No course in the student's major or courses required for that major may be taken for credit (CR).
 - c. A maximum of **6 units** of reading and study skills courses numbered 001-099 may be applied.
 - d. A maximum of **16 units** of Career and Technical Education Work Experience or **6 units** of General Work Experience may be applied for elective credit **ONLY**.
7. Completion of a minimum of twenty-eight (28) units of general education must be distributed as indicated. No single course may be used to meet more than one general education requirement, except in the areas of American Heritage and Diversity and Multiculturalism. However, courses taken to complete a major may also apply to general education.

A. Natural Sciences (4 units)

Students successfully completing a course in this area will be able to apply a problem solving strategy such as the scientific method or other systematic process of inquiry and to recognize the contributions of science and technology in our world.

ANAT 101, 150, 151
 ASTRON 150 and 160
 BIOL 100, 130, 131
 CHEM 101, 102, 150, 151, 212, 213
 GEOG 110 and 111
 GEOL 100, 101, 112, 160,
 MICRO 102, 150
 OCEAN 100
 PHYSIC 100, 110, 111, 200, 201

B. Social and Behavioral Sciences (3 units)

Students successfully completing a course in this area will be able to recognize, describe and analyze individual behaviors and various social institutions that influence our world.

ADJUS 101
 ANTHRO 100, 102, 107
 BUSAD 100
 CD 105
 ECON 100, 200, 201
 GEOG 120
 HIST 100, 101, 107, 160, 161, 170, 171
 JOUR 135
 POLIT 100, 102, 104, 106, 110
 PSYCH 100, 101, 102, 103, 110, 112, 113, 116, 118, 150
 SOC 100, 105, 130, 141, 150
 SPEECH 135, 174

C. Humanities and Fine Arts (6 units)

1. Humanities – 3 units from the following:

Students successfully completing a course in this area will be able to identify and evaluate the historical and cultural context of the human experience as it relates to his/her perspective of that experience.

ANTHRO 107, 110
 ASL 101, 102
 ENGL 150, 152, 155, 160, 163, 175, 250, 260, 261, 270, 271, 275, 280, 281
 FRENCH 101, 102
 HIST 100, 101, 107, 135, 160, 161, 164, 170, 171
 INTDIS 101, 102, 140
 PHIL 101, 105
 RELIG 100, 101, 110, 135, 175, 176
 SPAN 101, 102, 103, 104

2. **Fine Arts** – 3 units from the following:
Students successfully completing a course in this area will be able to appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture.
ART 100, 102, 105
ENGL 170, 232
MUSIC 100, 103, 120, 134
SPEECH 120, 121
THART 100
- D. Language and Rationality (13-14 units)**
1. **Written Traditions** – 4 units from the following:
Students successfully completing a course in this area will be able to write competently for a variety of purposes and audiences.
ENGL 101, 146
2. **Oral Traditions** – 3 units from the following:
Students successfully completing a course in this area will be able to demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds.
BUSAD 145, 155
SPEECH 100, 111, 140, 145, 155
3. **Quantitative Reasoning** – 3-4 units from the following:
Students successfully completing a course in this area will be able to interpret quantitative reasoning and perform mathematical operations in an effort to demonstrate quantitative reasoning skills.
MATH 095, 096, 102, 103, 108, 115, 141, 151, 250, 251, 252, 265, 266
MATH/PSYCH 108
4. **Critical Thinking and Information Literacy** – 3 units from the following:
Students successfully completing a course in this area will be able to access, analyze, synthesize, evaluate and use various forms of information.
ENGL 102
LIBR 100
PHIL 103
SPEECH 125
- E. Health and Wellness (2-3 units)**
Students successfully completing a course in this area will be able to appreciate one's own physical, mental and emotional health and demonstrate the knowledge and/or skills associated with actions necessary for optimum health and physical efficiency.
HEALTH 102, 263
PE 263
PE/I 105x4, 106x4, 108x4, 120x4, 127x4, 130x4, 143x4, 148x4, 155x4, 159x4, 163x4, 168x4, 199A-Zx3, 200F-Zx3
PE/T 130x4
THART 130x4, 163x4
- F. As part of the 28 units of general education coursework, students must satisfy the following two requirements by taking one course in each of the following two categories:
1. **Diversity and Multiculturalism** - A minimum of one course chosen from this group may be taken as part of areas A-E above.
Students successfully completing a course in this area will be able to comprehend and appreciate cultural diversity, explore the multicultural nature of our world, and interact with other cultures in relation to one's own.
ANTHRO 107, 110
ASL 101, 102
ENGL 160, 163, 280, 281
FRENCH 101, 102
HIST 107, 170, 171
INTDIS 101, 102, 140
PSYCH 116, 150
RELIG 101, 110
SPAN 101, 102, 103, 104
SOC 105, 141, 150
SPEECH 174
2. **American Heritage** – A minimum of one course chosen from this group may be taken as a part of areas A-E above.
Students successfully completing a course in this area will be able to recognize and appreciate the unique contributions, history and collective heritage of the United States.
ENGL 260, 261
HIST 100, 101, 135
MUSIC 103, 134
POLIT 100
RELIG 135
- The following additional requirement applies ONLY to Associate Degree Option #1.
8. 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 using:
- Option #2: Liberal Arts degree
 - Option #3: Multidisciplinary degree
- Work Experience units may not be applied to the major. **Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring.**

ASSOCIATE DEGREE: OPTION #1 – DISCIPLINE - SPECIFIC DEGREES

ASSOCIATE OF ARTS

1. Completion of the requirements for an associate degree (see requirements **1 through 7** on page 45).
2. Completion of a minimum of eighteen (18) units with at least a "C" (2.0) or better in each course in one of the following discipline-specific programs. (Refer to the particular discipline for course descriptions and requirements for each major.)
 - a. Administration of Justice
 - b. Anthropology
 - c. Art
 - d. Business Administration
 - e. Child Development
 - f. Communication
 - g. Economics
 - h. English
 - i. History
 - j. Music
 - k. Philosophy
 - l. Political Science
 - m. Psychology
 - n. Religious Studies
 - o. Sociology
 - p. Spanish
 - q. Theatre Arts

ASSOCIATE OF SCIENCE

1. Completion of the requirements for an associate degree (see requirements **1 through 7** on pages 45-46).
2. Completion of a minimum of eighteen (18) units with at least a "C" (2.0) or better in each course in one of the following discipline-specific programs. (Refer to the particular discipline for course descriptions and requirements for each major.)
 - a. Astronomy
 - b. Biology
 - c. Business Administration
 - d. Chemistry
 - e. Computer Information Systems
 - f. Emergency Medical Services
 - g. Fire Technology
 - h. Geography
 - i. Geology
 - j. Mathematics
 - k. Physics
 - l. Radiologic Technology
 - m. Respiratory Care

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

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

LIBERAL ARTS ASSOCIATE DEGREE OPTION 2A.

1. Completion of the general requirements for an associate degree (see requirements **1 through 6** on page 45).
2. Completion of the requirements for the *Intersegmental General Education Transfer Curriculum (IGETC)* with at least a "C" (2.0) or better in each course. Refer to pages 57-58 of the catalog for the IGETC requirements.
3. Completion of a minimum of 2 units from the following: HEALTH 102, 263, PE/I, PE/T, PE 263.

NOTE: With careful planning, the courses required for general education at Crafton Hills College (see requirement number 7 on page 45) may also be used to complete either the IGETC or CSU GE requirements.

LIBERAL ARTS ASSOCIATE DEGREE OPTION 2B.

1. Completion of the requirements for an associate degree (see graduate requirements **1 through 6** on page 45).
2. Completion of the requirements for the *California State University General Education Breadth Requirements (CSU GE)* with at least a "C" (2.0) or better in each course. Refer to pages 54-55 of the catalog for the CSU GE requirements.
3. Completion of a minimum of 2 units from the following: HEALTH 102, 263, PE/I, PE/T, PE 263.

NOTE: With careful planning, the courses required for general education at Crafton Hills College (see requirement number 7 on page 45) may also be used to complete either the IGETC or CSU GE requirements.

ASSOCIATE DEGREE: OPTION #3 – MULTIDISCIPLINARY DEGREES

SOCIAL SCIENCE ASSOCIATE OF ARTS DEGREE OPTION 3A.

1. Completion of the general requirements for an associate degree (see requirements 1 through 7 on page 45).
2. Completion of a minimum of eighteen (18) units with at least a "C" (2.0) or better in each course in the following multidisciplinary program:

A minimum of three (3) units must be taken from each of the following groups:

History and Culture:

ANTHRO 102	Cultural Anthropology	3 units
ANTHRO 110	Early Religions	3 units
HIST 100	History of the U.S. to 1877	3 units
HIST 101	History of the U.S. 1865 to Present	3 units
HIST 160	History of Western Civilization: From the Neolithic Revolution to the Renaissance	3 units
HIST 170	World Civilizations (3500 BCE-1500CE)	3 units

Political and Social Institutions:

ADJUS 101	Introduction to Administration of Justice	3 units
ADJUS 102	Principles and Procedures of the Justice System	3 units
ECON 100	Introduction to Economics	3 units
POLIT 100	American Politics	3 units

Philosophy and Religion:

PHIL 101	Introduction to Philosophy	3 units
RELIG 100	Introduction to Religious Studies	3 units
RELIG 101	Introduction to World Religions	3 units

Behavioral Science:

CD 100	Introduction to Child Development	3 units
CD 105	Child Growth and Development	3 units
PSYCH 100	General Psychology	3 units
PSYCH 102	Personal and Social Adjustment	3 units
SOC 100	Introduction to Sociology	3 units
SOC 130	Marriage, Family and Intimate Relationships	3 units
SOC 141	Minority Relations	3 units

ENVIRONMENTAL SCIENCE ASSOCIATE OF SCIENCE DEGREE OPTION 3B.

1. Completion of the general requirements for an associate degree (see requirements 1 through 7 on page 45).
2. Completion of a minimum of twenty (20) units with at least a "C" (2.0) or better in each course from the following course list.

Required Courses:

BIOL 100	General Biology	4 units
CHEM 101	Introduction to Chemistry	(4 units)

OR

CHEM 150	General Chemistry I	(5 units)
GEOL 100	Physical Geology	4 units

In addition to the required coursework, each student must choose an emphasis and take at least an additional eight (8) units from one of the following emphasis areas:

Emphasis in Biological Studies:

BIOL 123	Ecology and Environment	3 units
BIOL 131	Populations and Organisms	4 units
BIOL 246AB	Special Problems in Biology	1 unit
CHEM 102	Introduction to Organic Chemistry	(4 units)

OR

CHEM 212	Organic Chemistry I	(4 units)
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Emphasis in Geoscience Studies:

GEOG 110	Physical Geography	3 units
GEOG 111	Physical Geography Laboratory	1 unit
GEOL 150	Geology and the Environment	3 units
GEOL 170X4	Geologic History of the Great Basin	1 unit
GEOL 175X4	Geology of the Eastern Mojave Desert	1 unit
GEOL 250	Geology of California	3 units
GEOL 270X4	Geology of the Eastern Sierra Nevada	1 unit
PHYSIC 100	Introduction to Physics	4 units

MULTIPLE SCIENCES ASSOCIATE OF SCIENCE DEGREE OPTION 3C.

1. Completion of the general requirements for an associate degree (see requirements 1 through 7 on page 45).
2. Completion of a minimum of eighteen (18) units with at least a "C" (2.0) or better in each course from the following course list.

Required – A minimum of six (6) units from the following:

ASTRON 150	Introduction to Astronomy	3 units
ASTRON 160	Astronomy Laboratory	1 unit
CHEM 101	Introduction to Chemistry	4 units
CHEM 102	Introduction to Organic Chemistry	4 units
CHEM 150	General Chemistry I	5 units
CHEM 151	General Chemistry II	5 units
CHEM 212	Organic Chemistry I	4 units
CHEM 213	Organic Chemistry II	4 units
PHYSIC 100	Introduction to Physics	4 units
PHYSIC 110	General Physics I	4 units
PHYSIC 111	General Physics II	4 units
PHYSIC 200	Physics I	6 units
PHYSIC 201	Physics II	6 units

Required – A minimum of six (6) units from the following:

GEOL 100	Physical Geology	4 units
GEOL 101	Introduction to Geology	3 units
GEOL 160	Geology Laboratory	1 unit
GEOL 170x4	Geologic History of the Great Basin	1 unit
GEOL 270x4	Geology of the Eastern Sierra Nevada	1 unit
GEOG 110	Physical Geography	3 units
GEOG 111	Physical Geography Laboratory	1 unit
OCEAN 101	Elements of Oceanography	3 units

Required – A minimum of six (6) units from the following:

ANAT 101	Essentials of Human Anatomy and Physiology	4 units
ANAT 150	Human Anatomy and Physiology I	4 units
ANAT 151	Human Anatomy and Physiology II	4 units
BIOL 123	Ecology and Environment	3 units
BIOL 130	Cell and Molecular Biology	4 units
HEALTH 263/ PE 263	Nutrition and Health	3 units
MICRO 102	Introductory Microbiology	4 units

MAJORS

ASSOCIATE OF ARTS

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

ASSOCIATE OF SCIENCE

- Astronomy
- Biology
- Business Administration
- Chemistry
- Computer Information Systems
- Emergency Medical Services
- Environmental Science
- Fire Technology
- Geography
- Geology
- Mathematics
- Multiple Sciences
- Physics
- Radiologic Technology
- Respiratory Care

ACADEMIC PROGRAM	DEGREE	CERT	PG	ACADEMIC PROGRAM	DEGREE	CERT	PG
Accounting		X	62	English	AA		97
Administration of Justice	AA	X	63	Fire Technology	AS		100
Anthropology	AA		66	California Fire Officer Training		X	100
Art	AA		67	Fire Inspection Academy		X	100
3D Computer Animation		X	68	Firefighter I Basic Training Academy		X	101
Computer Assisted Graphic Design		X	68	Geography	AS		109
Astronomy	AS		69	Geology	AS		110
Biology	AS		70	History	AA		112
Business Administration	AA,AS		71	Liberal Arts - CSU	AA		54
Business Management		X	71	Liberal Arts - IGETC	AA		57
Retail Management		X	72	Marketing Management		X	116
Chemistry	AS		73	Mathematics	AS		118
Child Development	AA		75	Multidisciplinary Degrees:			48
Child Home Day Care Provider		X	75	Environmental Science	AS		48
Associate Teacher		X	76	Multiple Sciences	AS		49
Teacher Certificate		X	76	Social Science	AA		48
Master Teacher		X	76				
Site Supervisor		X	77	Music	AA		122
Early Learning		X	75	Office Computer Applications:			125
Communication	AA		146	Office Assistant I		X	125
Computer Information Systems (pgs 81& 83)	AS	X	81	Office Assistant II		X	125
3D Computer Animation		X	82	Philosophy	AA		126
Computer Assisted Graphic Design		X	82	Physics	AS		128
Cisco Certified Network Associate		X	82	Political Science	AA		129
Cisco Certified Network Professional		X	82	Psychology	AA		130
Computer Hardware Technician		X	83	Radiologic Technology	AS	X	132
Programming		X	83	Religious Studies	AA		137
Webmaster		X	84	Respiratory Care	AS		138
Web Design		X	83	Respiratory Therapist (CRT)		X	139
Economics	AA		89	Registered Respiratory Therapist (RRT)		X	140
Emergency Medical Services	AS		90	Sociology	AA		144
Emergency Medical Technician I/EMT Basic		X	90	Spanish	AA		145
Emergency Medical Technician Paramedic		X	91	Theatre Arts	AA		148
Mobile Intensive Care Nurse		X	91				



SECTION IX

Transfer Programs - General Information

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

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

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

COMPLETING A TRANSFER PROGRAM

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

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

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

1. General Education or Breadth Requirements

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

A. California State University (CSU) General Education Requirements. See pages 54 and 55 of catalog.

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

B. Intersegmental General Education Transfer Curriculum (IGETC). See pages 57 and 58 of catalog.

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

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

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

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

2. Lower Division Courses for a Major

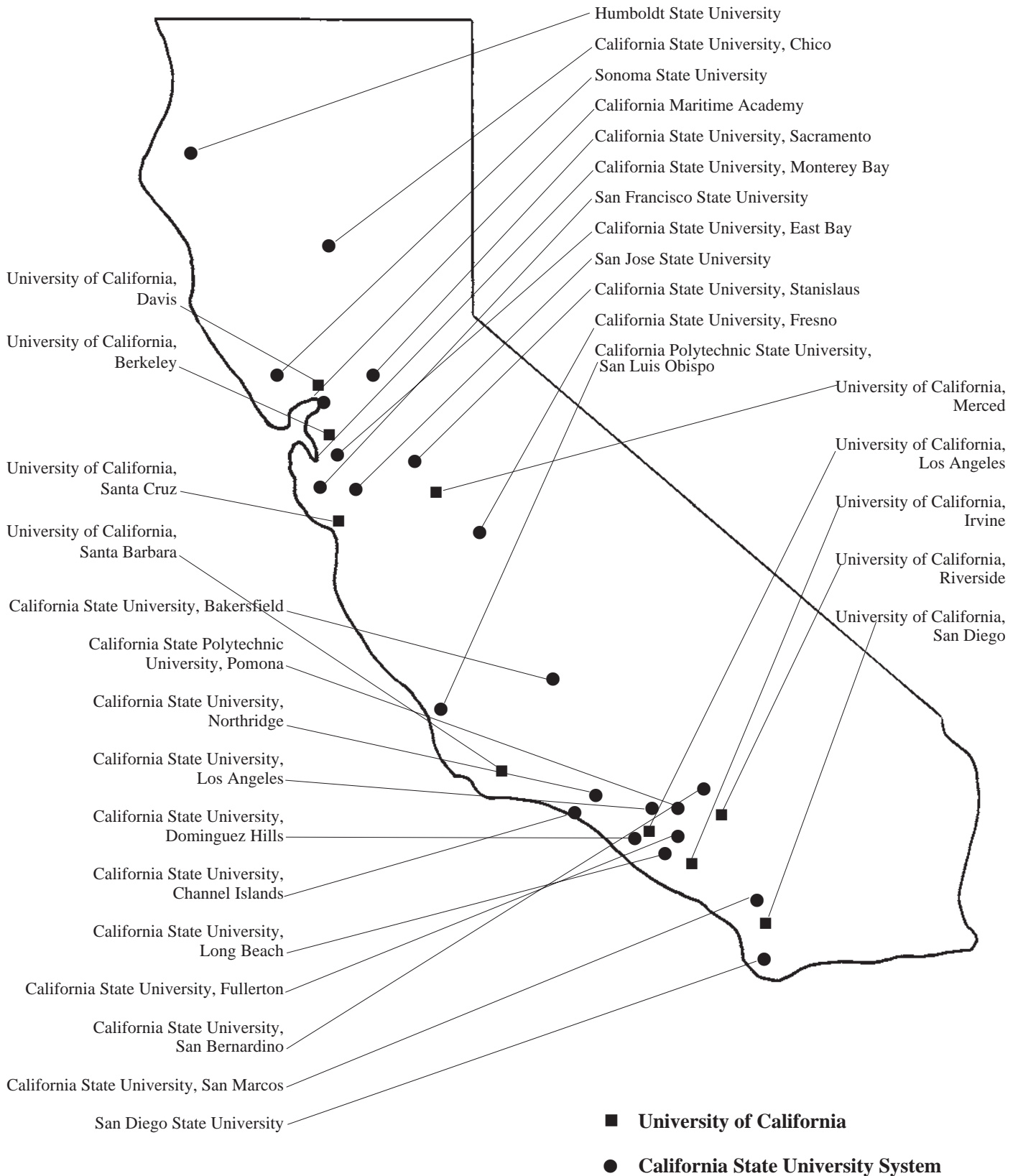
These courses provide the background and preparation needed to enter a college or university at the junior level. Crafton Hills College has articulated lower division major requirements with CSU San Bernardino, UC Riverside and many other CSU and UC schools. Information for a college's lower division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

3. Electives

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

4. Acceptable Grade Point Average

The CSU system requires **at least** a 2.0 GPA, while the UC system requires **at least** a 2.4 GPA. However, these figures are minimum GPA requirements! Many colleges and universities and impacted majors within some colleges expect higher grade point averages for admission. Non-residents of California must have **at least** a 2.4 GPA to apply to a CSU. A GPA of **at least** 2.8 is required to apply to a UC.



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) 664-2011 • www.csub.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) 898-4636 • www.csuchico.edu

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS • S

1000 E. Victoria Street, Carson, CA 90747-0005
(310) 243-3300 • www.csudh.edu

***CALIFORNIA STATE UNIVERSITY, EAST BAY • Q**

25800 Carlos Bee Blvd., Hayward, CA 94542
(510) 885-3000 • www.csueastbay.edu

CALIFORNIA STATE UNIVERSITY, FRESNO • S

5150 N. Maple Avenue, Fresno, CA 93740
(559) 278-4240 • www.csufresno.edu

CALIFORNIA STATE UNIVERSITY, FULLERTON • S

800 N. State College Boulevard, Fullerton, CA 92834-9480
(714) 278-2021 • www.fullerton.edu

HUMBOLDT STATE UNIVERSITY • S

One Harpst Street, Arcata, CA 95521-4957
(707) 826-3011 • www.humboldt.edu

CALIFORNIA STATE UNIVERSITY, LONG BEACH • S

1250 Bellflower Blvd., Long Beach, CA 90840-0115
(562) 985-5471 • www.csulb.edu

CALIFORNIA STATE UNIVERSITY, LOS ANGELES • Q

5151 State University Drive, Los Angeles, CA 90032
(323)343-3000 • www.calstatela.edu

CALIFORNIA MARITIME ACADEMY • S

200 Maritime Academy Dr., Vallejo, CA 94590
(707) 654-1000 • www.csum.edu

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY • S

100 Campus Center Drive, Seaside, CA 93955-8001
(831) 582-3330 • www.csUMB.edu

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE • S

18111 Nordhoff Street, Northridge, CA 91330
(818) 677-1200 • www.csun.edu

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA • Q

3801 W. Temple Ave., Pomona, CA 91768
(909) 869-7659 • www.csupomona.edu

CALIFORNIA STATE UNIVERSITY, SACRAMENTO • S

6000 J Street, Sacramento, CA 95819
(916) 278-6011 • www.csus.edu

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO • Q

5500 University Parkway, San Bernardino, CA 92407-2397
(909) 537-5000 • www.csusb.edu

SAN DIEGO STATE UNIVERSITY • S

5500 Campanile Drive, San Diego, CA 92182
(619) 594-5000 • www.sdsu.edu

SAN FRANCISCO STATE UNIVERSITY • S

1600 Holloway Avenue, San Francisco, CA 94132
(415) 338-1111 • www.sfsu.edu

SAN JOSE STATE UNIVERSITY • S

One Washington Square, San Jose, CA 95192-0001
(408) 283-7500 • www.sjsu.edu

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO • Q

One Grand Avenue
San Luis Obispo, CA 93407
(805) 756-1111 • www.calpoly.edu

CALIFORNIA STATE UNIVERSITY, SAN MARCOS • S

333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001
(760) 750-4000 • www.csusm.edu

SONOMA STATE UNIVERSITY • S

1801 E. Cotati Ave., Rohnert Park, CA 94928-3609
(707) 664-2880 • www.sonoma.edu

CALIFORNIA STATE UNIVERSITY, STANISLAUS • 4-1-4

801 W. Monte Vista Ave., Turlock, CA 95382-0299
(209) 667-3122 • www.csustan.edu

S = Semester System

Q = Quarter System

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

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

CRAFTON HILLS COLLEGE

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2007-2008

General Provisions:

- Students are required to complete a minimum of 39 units in areas A-E for full certification of lower division general education requirements. **Upon request to the Counseling Office CHC will certify** completion of the following pattern to be applied toward the total general education requirement at any CSU.
- This pattern of general education **IS NOT** applicable to any campus of the University of California (UC). Please refer to the specific UC catalog of your choice, and/or the Intersegmental General Education Transfer Curriculum (IGETC) for transfer to CSU and UC.
- Completed courses **MAY NOT** be used in more than one area.
- COURSES IN BOLD PRINT ARE APPROVED FOR FALL 2007 AND THEREAFTER:**

A. COMMUNICATION/CRITICAL THINKING

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

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

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

B. PHYSICAL AND LIFE SCIENCE/MATHEMATICS

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

Laboratory courses are underlined.

1. Physical Science

- ASTRON 150 + 160
 CHEM 101, 102, 150, 151
212, 213
 GEOG 110 + 111, 114, 126
 GEOL 100, 101, 112, 113, 150,
160, 250
 OCEAN 100, 101
 PHYSIC 100, 110, 111, 200, 201

2. Life Science

- ANAT 101, 150, 151
ANTHRO 106
 BIOL 100, 119, 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. Laboratory courses are underlined.

4. Mathematics

One course required with a "C" or better **prior to transfer**.
 MATH 102, 103, 108, 115, 141, 151, 250, 251, 252, **265, 266**, PSYCH 108

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

C. ARTS/LITERATURE/PHILOSOPHY/FOREIGN LANGUAGE

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

- | | |
|--|--|
| <ol style="list-style-type: none"> ART 100, 102, 105
INTDIS 140
MUSIC 100, 103, 120, 134
SPEECH 120
THART 100, 108, 109 | <ol style="list-style-type: none"> ANTHRO 107, 110
ENGL 150, 152, 155, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275
ASL 101, 102, FRENCH 101, 102, SPAN 101, 102, 103, 104
HIST 100, 101, 107, 135, 160, 161, 170, 171
INTDIS 101, 102, 140
PHIL 101, 105
RELIG 100, 101, 110, 135, 175, 176 |
|--|--|

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

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

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

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

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 units required

- BUSAD 155
 CD 101, 105
 HEALTH 102, 263
 PHIL 105
 PE/I, PE/T (any - one unit maximum)
 PE 263
 PSYCH 103, 113, 116, 118
 SPEECH 155

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

Student _____ ID Number _____

Date _____ Counselor _____ **Total Units Certified** _____

Note: Unofficial unless signed by a counselor.

I. TRANSFER ADMISSION REQUIREMENTS

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

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

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

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

II. IMPACTED PROGRAMS:

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

III. LOWER DIVISION MAJOR REQUIREMENTS

Most majors require that you complete certain preparatory courses in your first two years of college. This can normally be accomplished at Crafton Hills College. 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 specific information about lower division major requirements **and consult with a counselor regarding transfer plans!**

IV. APPLICATION FILING PERIODS

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

Terms	Applications First Accepted
Summer Semester or Quarter 2008	February 1, 2008
Fall Semester or Quarter 2008	October 1, 2007
Winter Quarter 2009	June 1, 2008
Spring Semester or Quarter 2009	August 1, 2008

APPLICATION FEE

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

The University of California

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

UC BERKELEY

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

UC DAVIS

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

UC IRVINE

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

UC LOS ANGELES

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

UC MERCED

5320 N. Lake Road
Merced, CA 95343
(209) 724-4400 • www.ucmerced.edu

UC RIVERSIDE

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

UC SAN DIEGO

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

UC SANTA BARBARA

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

UC SANTA CRUZ

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

MINIMUM ADMISSION REQUIREMENTS FOR TRANSFER APPLICANTS

A transfer applicant, according to the University, is a student who has enrolled in a regular session at another college or university after high school. 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/she was eligible for admission to the University when he/she graduated from high school.

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

1. Students who were eligible for admission to the University when they graduated from high school -- meaning they satisfied the Subject, Scholarship and Examination Requirements -- are eligible to transfer if they have a "C" (2.0) average in transferable coursework.
2. Students who met the Scholarship Requirement but not the Subject Requirement must take transferable college courses in the missing subjects, earn a "C" or better in each required course and have an overall "C" 2.00 GPA in all transferable coursework to be eligible to transfer.
3. Students who wish to transfer to the university at the junior level must fulfill both of the following criteria:
 - a. Complete 60 semester units of transferable college credit with a grade point average of **at least 2.4** (no more than 14 semester units may be taken Credit/No Credit) and,
 - b. Complete the following seven course pattern, earning a grade of "C" or better in each course:
 - Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
 - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
 - Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences and the physical and biological sciences.

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

NONRESIDENTS

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

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 2007-2008

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

Completion and certification of all of the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements.

COURSES IN BOLD PRINT ARE APPROVED FOR FALL 2007 AND THEREAFTER.

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

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

CERTIFICATION: Be sure to request **CERTIFICATION** from the Counseling Office. 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. **IGETC is certified by the last Community College attended.**

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

AREA 1 - ENGLISH COMMUNICATION CSU - 3 courses required, one from each group below. UC - 2 courses required, one from group A and one from group B	OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
A: English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 101				
B: Critical Thinking - English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 102				
C: Oral Communication (CSU only), 1 course, 3 semester/ 4 -5 quarter units, SPEECH 100, 111, 140				
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 - 4 semester/ 4 - 5 quarter units) A. MATH 102**, 108, 115, 141**, 151**, 250, 251, 252, 265 , 266; PSYCH 108				
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.) A. ARTS: ART 100, 102, 105; MUSIC 100, 103, 120; 134; THART 100, 108, 109				
B. HUMANITIES: ANTHRO 107*, 110* ENGL 150, 152, 155, 160, 163, 170, 175, 250, 260, 261, 270, 271, 275; HIST 100*, 101*, 107*, 135*, 160*, 161*, 170*, 171*; INTDIS 101, 102, 140; PHIL 101, 105; RELIG 100, 101, 110*, 135*, 175, 176 SPAN 103, 104				

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

* 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.

Private Colleges and Out-of-State Schools

Students should 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.



SECTION X

Course Abbreviations

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

Numbering of Courses

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

COURSE TRANSFERABILITY

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

CAN

California Articulation Number System

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

Because course requirements may change, students should always check with Counseling, or the Transfer Center to determine how CAN-designated courses fit into their educational plans to transfer. Students should consult the ASSIST database at www.assist.org for specific information on course agreements. College staff will help students interpret this information. Although the CAN office closed in 2005, CAN numbers will continue to be honored through the 2008-09 school year.

CAN Course	Course ID	CAN Course	Course ID	CAN Course	Course ID
AJ 2	ADJUS 101	ECON 2	ECON 200	MATH 8	MATH 103
AJ 4	ADJUS 103	ECON 4	ECON 201	MATH 10	MATH 102
ANTH 2	ANTHRO 106	ENGL 2	ENGL 101	MATH 16	MATH 151
ANTH 4	ANTHRO 102	ENGL 4	ENGL 152	MATH 18	MATH 250
ANTH 6	ANTHRO 100	ENGL 6	ENGL 232	MATH 20	MATH 251
ART 2	ART 100	ENGL 8	ENGL 270	MATH 22	MATH 252
ART 4	ART 102	ENGL 10	ENGL 271	MATH 24	MATH 254
ART 8	ART 124X4	ENGL 14	ENGL 260	MATH SEQ B	MATH 250+251
ART 10	ART 126X4	ENGL 16	ENGL 261	MATH SEQ C	MATH 250+251+252
ART 12	ART 175X	ENGL SEQ A	ENGL 101 + 152	PHIL 2	PHIL 101
ART 20	ART 200X4	ENGL SEQ B	ENGL 270 + 271	PHIL 4	PHIL 105
ART 24	ART 132X4	ENGL SEQ C	ENGL 260 + 261	PHIL 6	PHIL 103
ART SEQ A	ART 100 + 102	FREN 2	FRENCH 101	PHYS 2	PHYSIC 110
BIOL 2	BIOL 130	FREN 4	FRENCH 102	PHYS 4	PHYSIC 111
BIOL 4	BIOL 131	FREN SEQ A	FRENCH 101 + 102	PHYS SEQ A	PHYSIC 110+111
BIOL 14	MICRO 150	GEOG 2	GEOG 110	PHYS SEQ B	PHYSIC 200+201
BIOL SEQ B	ANAT 150+151	GEOL 2	GEOL 100	PSY 2	PSYCH 100
BUS 2	ACCT 210 + 211	GOVT 2	POLIT 100	SOC 2	SOC 100
BUS 4	ACCT 220 + 221	HIST 2	HIST 160	SOC 4	SOC 105
BUS 8	BUSAD 210	HIST 4	HIST 161	SPAN 2	SPAN 101
BUS SEQ A	ACCT 210+211+220+221	HIST 8	HIST 100	SPAN 4	SPAN 102
CHEM 2	CHEM 150	HIST 10	HIST 101	SPAN 8	SPAN 103
CHEM 4	CHEM 151	HIST 14	HIST 170	SPAN 10	SPAN 104
CHEM 6	CHEM 101	HIST 16	HIST 171	SPAN SEQ A	SPAN 101+102
CHEM 8	CHEM 102	HIST SEQ A	HIST 160 + 161	SPAN SEQ B	SPAN 103+104
CHEM SEQ A	CHEM 150 + 151	HIST SEQ B	HIST 100 + 101	SPCH 4	SPEECH 100
CSCI 2	CIS 101	HIST SEQ C	HIST 170 + 171	SPCH 8	SPEECH 111
DRAM 18	THART 100			STAT 2	MATH 108

ACCOUNTING (ACCT)

Department: Business & Information Technology
 Faculty Chair: Catherine Pace-Pequeno, M.P.A.
 Faculty: Robert O'Toole, M.B.A.

ACCOUNTING CERTIFICATE

The objective of this certificate is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/ procedures used in the accounting field, and to acquaint the student with the various sub-functions within the overall career field of accounting. Completion of the certificate 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.

Completion of the following 22.00 units qualifies the student for the Accounting Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
ACCT 105	Accounting Concepts with Quickbooks	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
ACCT 226	Cost Accounting	(4.00)
OR		
ACCT 230	State and Federal Income Tax Accounting	(4.00)
BUSAD 100	Introduction to Business	3.00
BUSAD 145/ SPEECH 145	Business Communication	4.00
BUSAD 230	Using Computers for Business	(3.00)
OR		
CIS 101	Introduction to Computer and Information Technology	(3.00)
TOTAL UNITS		22.00

105 ACCOUNTING CONCEPTS WITH QUICKBOOKS 4 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 64 hours per semester

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

198 ACCOUNTING WORKSITE LEARNING 2 - 4 UNITS

CSU, Associate Degree Applicable*

Prerequisite: Completed or currently enrolled in an accounting course

Corequisites: Enrolled in at least seven units, including ACCT 198. Must be working either paid or unpaid at a job directly related to the student's accounting educational or occupational goal

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

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

208 INTRODUCTION TO FINANCIAL ACCOUNTING 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: ACCT 105

Lecture: Minimum 64 hours per semester

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

209 INTRODUCTION TO MANAGERIAL ACCOUNTING 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ACCT 105 or ACCT 208

Lecture: Minimum 64 hours per semester

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

226 COST ACCOUNTING 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015, MATH 942;

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

Lecture: Minimum 64 hours per semester

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

**230 STATE AND FEDERAL INCOME TAX
ACCOUNTING 4 UNITS***CSU, Associate Degree Applicable**Prerequisite: ACCT 208**Departmental Recommendations: ENGL 015;**Reading: Pass a standardized test of reading
comprehension at or above the 12th grade level**Lecture: Minimum 64 hours per semester*

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

ADMINISTRATION OF JUSTICE (ADJUS)

Department: Public Safety and Services
Faculty Chair: Daniel Word, A.S.**ASSOCIATE OF ARTS DEGREE
ADMINISTRATION OF JUSTICE**

REQUIRED COURSES:		UNITS
ADJUS 101	Introduction to Administration of Justice	3.00
ADJUS 102	Principles and Procedures of the Justice System	3.00
ADJUS 103	Concepts of Criminal Law	3.00
ADJUS 104	Legal Aspects of Evidence	3.00
ADJUS 105	Community Relations	3.00
<i>Select six units from the following list:</i>		
ADJUS 106	Principles of Investigation	(3.00)
ADJUS 107	Concepts of Enforcement Services	(3.00)
ADJUS 108	Juvenile Procedures	(3.00)
PHIL 103	Introduction to Logic: Argument and Evidence	(3.00)
SOC 141	Minority Relations	(3.00)
TOTAL UNITS		21.00

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

**ADMINISTRATION OF JUSTICE
CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills required for entry-level positions in a wide range of law enforcement services, including the courts, corrections, law enforcement, and private security.

Completion of the following 37.00 units qualifies the student for the Administration of Justice Certificate.

REQUIRED COURSES:		UNITS
ADJUS 101	Introduction to Administration of Justice	3.00
ADJUS 102	Principles and Procedures of the Justice System	3.00
ADJUS 103	Concepts of Criminal Law	3.00
ADJUS 104	Legal Aspects of Evidence	3.00
ADJUS 105	Community Relations	3.00
SPAN 015	Conversational Spanish I	3.00
SPEECH 100	Elements of Public Speaking	(3.00)
OR		
SPEECH 111	Interpersonal Communication	(3.00)
ENGL 101	Freshman Composition	4.00
SOC 100	Introduction to Sociology	3.00
SOC 141	Minority Relations	3.00

Select six units from the following list:

Any Political Science course	(3.00)
ADJUS 106	Principles of Investigation (3.00)
ADJUS 107	Concepts of Enforcement Services (3.00)
ADJUS 108	Juvenile Procedures (3.00)
PHIL 105	Introduction to Ethics: Moral Values in Today's Society (3.00)
TOTAL UNITS	37.00

**101 INTRODUCTION TO ADMINISTRATION
OF JUSTICE 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Exploration of the history and philosophy of the administration of justice system in America including the intricate workings of the police, the courts and corrections systems. Theories of crime, punishment, sentencing, rehabilitation, correction, restorative justice, specialty courts and the ethical standards in this field are explored.

(CAN AJ 2)

102 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

A study of the constantly changing and complex criminal procedure and how it must be applied to a variety of situations that do not always neatly conform to established principles. A study of the United States Constitution and court decisions.

103 CONCEPTS OF CRIMINAL LAW 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

A study of the historical development and philosophy of law, constitutional provisions, definitions, classification of crime and their application to the system of Administration of Justice. Includes legal research and study of case law, constitutional law, legal methodology and the discussion of law as a social force. (CAN AJ 4)

104 LEGAL ASPECTS OF EVIDENCE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**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 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

An overview of the various factors that comprise the relationships between the community and the criminal justice system. It examines some basic concepts of human relations and community misunderstandings, the lack of cooperation and mistrust that may paradoxically be generated to make the community a safer place.

106 PRINCIPLES OF INVESTIGATION 3 UNITS*CSU, Associate Degree Applicable**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Study of the history of investigation from the 19th century to today including investigation process, containing crime scenes, evidence, interrogation techniques, surveillance, technology and rules of evidence. A study of how technology has revolutionized the field.

107 CONCEPTS OF ENFORCEMENT SERVICES 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Exploration of the development of law enforcement dealing with the theories, philosophies and concepts related to the expectations of the law enforcement. There is a strong emphasis on patrol, traffic, pro-active policing and landmark Supreme Court cases.

108 JUVENILE PROCEDURES 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ADJUS 101; Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

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 WORKSITE LEARNING 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Completed or currently enrolled in an administration of justice course**Corequisites: Enrolled in at least seven units, including ADJUS 198. Must be working either paid or unpaid at a job directly related to the student's administration of justice educational or occupational goal**Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

ALLIED HEALTH (AH)

Department: Allied Health Services
Faculty Chair: Bradley Franklin, M.Ed.

050 INTRODUCTION TO HEALTH OCCUPATIONS 2 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

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

090 SURVEY OF RADIOLOGIC TECHNOLOGY 1.5 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 24 hours per semester

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

101 MEDICAL TERMINOLOGY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

119C-Z SELECTED TOPICS IN ALLIED HEALTH .50-11 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 8 to 176 hours per semester and/or

Laboratory: Minimum 24 to 528 hours per semester

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

198 ALLIED HEALTH 2 - 4 UNITS WORKSITE LEARNING

CSU, Associate Degree Applicable*

Prerequisite: Completed or currently enrolled in an allied health course

Corequisites: Enrolled in at least seven units, including AH 198. Must be working either paid or unpaid at a job directly related to the student's allied health educational or occupational goal

Work Experience: 150-300 hours Paid Employment

120-240 hours Unpaid Employment

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

AMERICAN SIGN LANGUAGE (ASL)

Department: Communication and Language
Faculty Chair: Richard Hogrefe, M.A.

101 AMERICAN SIGN LANGUAGE I 4 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Departmental Recommendation: ENGL 015

Lecture: Minimum 64 hours per semester

Introduction to American Sign Language as used by the deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community up to the end of the nineteenth century.

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

* No credit granted if taken after ASL 102.

102 AMERICAN SIGN LANGUAGE II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ASL 101

Departmental Recommendation: ENGL 015

Lecture: Minimum 64 hours per semester

Continuing introduction to American Sign Language as used by the deaf community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of the history of deaf education and the deaf community through the twentieth century as well as effect of technological developments upon the deaf community and deaf individuals. **Note:** This course corresponds to the second year of high school American Sign Language.

ANATOMY (ANAT)

Department: Biological Science
 Faculty Chair: Mark Jonasson, Ph.D.
 Faculty: Mark Jonasson, Ph.D.

ASSOCIATE OF SCIENCE DEGREE ANATOMY see BIOLOGY

101 ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Lecture and laboratory course emphasizing the basic structural, functional, and developmental stages of the human body. Introductory survey of the human body in one semester. Essentials of structure and function in each of the eleven body systems covered.

150 HUMAN ANATOMY AND PHYSIOLOGY I 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

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

151 HUMAN ANATOMY AND PHYSIOLOGY II 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ANAT 150

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

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

159X4 HUMAN CADAVER DISSECTION 1 UNIT

CSU, Associate Degree Applicable

Prerequisites: ANAT 101 or ANAT 150 and ANAT 151

Laboratory: Minimum 48 hours per semester

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

SELECTED TOPICS IN ANATOMY AND PHYSIOLOGY

236ABCD

237ABCD

238ABCD

239ABCD

1 - 4 UNITS

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.

246X4 PRACTICUM IN ANATOMY AND PHYSIOLOGY

Associate Degree Applicable

1 UNIT

Prerequisite: ANAT 101 or ANAT 150

Independent Study: Minimum 48 hours per semester

For students with special interest in Anatomy and Physiology and willingness to work in a mentor relationship with instructor and students.

247X4 PRACTICUM IN ANATOMY AND PHYSIOLOGY

Associate Degree Applicable

2 UNITS

Prerequisite: ANAT 101 or ANAT 150

Independent Study: Minimum 96 hours per semester

For students with special interest in Anatomy and Physiology and willingness to work in a mentor relationship with instructor and students.

248X4 PRACTICUM IN ANATOMY AND PHYSIOLOGY

Associate Degree Applicable

3 UNITS

Prerequisite: ANAT 101 or ANAT 150

Independent Study: Minimum 144 hours per semester

For students with special interest in Anatomy and Physiology and willingness to work in a mentor relationship with instructor and students.

ANTHROPOLOGY (ANTHRO)

Department: Behavioral Science
 Faculty Chair: T.L. Brink, Ph.D.

ASSOCIATE OF ARTS DEGREE ANTHROPOLOGY

REQUIRED COURSES:

UNITS

ANTHRO 100	Introduction to Archaeology	3.00
ANTHRO 102	Cultural Anthropology	3.00
ANTHRO 106	Physical Anthropology	3.00
ANTHRO 107	The United States and the North American Indians	3.00
ANTHRO 110	Early Religions	3.00
GEOG 110	Physical Geography	3.00
SOC 100	Introduction to Sociology	<u>3.00</u>
	TOTAL UNITS	21.00

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

100 INTRODUCTION TO ARCHAEOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

A general introduction to the history, objectives, methods and theory of modern archaeology, the prehistory and culture development of human groups, the process of archaeological research and data acquisition, important archaeological discoveries throughout the world, the contributions of archaeology 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, and the social relevance of archaeology to today's world.

(CAN ANTH 6)

102 CULTURAL ANTHROPOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**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 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

Introduction to human evolution and biology, a survey of past and contemporary human variation, the study of primates (our closest relatives), the origin and antiquity of humans, fossil humans, geochronological dating, anthropometry, race classification and racial problems, and contemporary issues in Physical Anthropology such as cloning and genetic engineering.

(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 as determined through the Crafton Hills College assessment process**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 EARLY RELIGIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**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, the religious context of drug usage, and the social and symbolic functions of beliefs and rituals. Examination of prehistoric religion as well as the belief systems of selected tribal peoples. This course is also offered as RELIG 110.

ART (ART)

Department:

Fine Arts

Faculty Chair:

Mark Dennis McConnell, M.M.

Faculty:

Snezana Petrovic, M.F.A.

**ASSOCIATE OF ARTS DEGREE
ART****REQUIRED COURSES:****UNITS**

ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ART 105	History of Modern Art	3.00
ART 120X4	Basic Design (must be taken twice)	6.00
ART 124X4	Drawing	3.00
ART 132X4	Life Drawing	<u>3.00</u>
	TOTAL UNITS	21.00

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

***3D COMPUTER ANIMATION CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of 3D Computer Animation. Through an introduction to software, theory, and principles of 3D animation, students acquire knowledge of modeling, lighting, rendering, and animation of 3D subjects.

Completion of the following 18.00 units qualifies the student for the 3D Computer Animation Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)
OR		
ART 132X4	Life Drawing	(3.00)
CIS 163	Introduction to PhotoShop	3.00
CIS 165X3	Introduction to Computer Animation	3.00
CIS 166	3D Animation with Maya	3.00
THART 176X4	Fundamentals of Stagecraft I	(3.00)
OR		
THART 179X4	Fundamentals of Stagecraft II	(3.00)
TOTAL UNITS		18.00

* Pending Chancellor's Office approval.

***COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory and abilities required to pursue a career in Computer Assisted Graphic Design.

Completion of the following 18.00 units qualifies the student for the Computer Assisted Graphic Design Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)
OR		
ART 132X4	Life Drawing	(3.00)
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 164	Introduction to Fireworks	3.00
MARKET 100	Marketing Principles	(3.00)
OR		
MARKET 110	Advertising	(3.00)
TOTAL UNITS		18.00

* Pending Chancellor's Office approval.

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.

(CAN ART 2)

(CAN ART SEQ A = ART 100 + ART 102)

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

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

(CAN ART 4)

(CAN ART SEQ A = ART 100 + ART 102)

105 HISTORY OF MODERN ART 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ART 100 and ART 102

Lecture: Minimum 48 hours per semester

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

119 DIGITAL VIDEO PRODUCTION 3 UNITS

CSU, Associates Degree Applicable

Prerequisite: None

Departmental Recommendations: ART 105, ART 120X4, CIS 162, and CIS 163

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 96 hours per semester

An introduction course that focuses on the world of digital video with the emphasis on visual impact through editing and composition. This course explores the visual language in documentary and video art. This course is also offered as MULTI 119.

120X4 BASIC DESIGN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

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

124X4 DRAWING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 64 hours per semester

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

(CAN ART 8)

126X4 PAINTING **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Exploration of concepts, techniques, and materials of painting. This course may be taken four times.
 (CAN ART 10)

132X4 LIFE DRAWING **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Progressive study of the qualities of the human figure, including an overview of anatomy in relation to figure drawing, graphic interpretation of the human figure, including contour, gesture, and volume drawings. This course may be taken four times.
 (CAN ART 24)

175X4 SCULPTURE **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Progressive exploration in form and space, using stone, wood, clay, and plaster. Developing of skills in using the tools required for carving and life modeling methods typically employed in these media. This course may be taken four times.
 (CAN ART 12)

200X4 PRINTMAKING **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Focus on concepts, techniques, and skills of printmaking. Areas to be covered: linoleum, wood cuts, silk screening, etching, and stenciling. This course may be taken four times.
 (CAN ART 20)

202X4 INTERMEDIATE TOPICS IN PAINTING **2 UNITS**
CSU, Associate Degree Applicable
Prerequisite: ART 126X4, and ART 132X4
Lecture: Minimum 16 hours per semester
Laboratory: Minimum 48 hours per semester
 Intensive study of different genres in paintings such as portrait, landscape, figuration or abstraction. 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.
 * UC will determine units granted AFTER transfer.

275X4 CONTEMPORARY SCULPTURE TECHNIQUES **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: ART 175X4
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 64 hours per semester
 Exploration of the use of contemporary tools and equipment necessary to execute stone sculptures in the environment of a working artist's studio. This course may be taken four times.

ASTRONOMY (ASTRON)

Department: Physical Science
 Faculty Chair: Kelly Boebinger, M.S.
 Faculty: Matthew Adams, Ph.D.

ASSOCIATE OF SCIENCE DEGREE ASTRONOMY

REQUIRED COURSES:		UNITS
ASTRON 150	Introduction to Astronomy	3.00
ASTRON 160	Astronomy Laboratory	1.00
PHYSIC 200	Physics I	6.00
PHYSIC 201	Physics II	6.00
CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00
TOTAL UNITS		39.00

RECOMMENDED COURSE:		UNITS
MATH 266	Introduction to Ordinary Differential Equations	3.00

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

150 INTRODUCTION TO ASTRONOMY **3 UNITS**
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: PHYSIC 100
Lecture: Minimum 48 hours per semester
 Introduction to the ideas, concepts, and theories of astronomy including celestial motion, properties and evolutions of the solar system, stars, galaxies, and cosmology.

160 ASTRONOMY LABORATORY **1 UNIT**
 UC, CSU, Associate Degree Applicable
 Prerequisite: None
 Corequisite: ASTRON 150
 Laboratory: Minimum 48 hours per semester
 Laboratory work to supplement ASTRON 150: identification of stars and star types, discussion of astronomical methods of observation, and additional work with the telescope and accessories. A one-evening lunar photography lab will be required.

100 GENERAL BIOLOGY **4 UNITS**
 UC, CSU, Associate Degree Applicable
 Prerequisite: None
 Lecture: Minimum 48 hours per semester
 Laboratory: Minimum 48 hours per semester
 Study of the biological principles involved in cellular biology, human anatomy and physiology, animal and plant structure and function, genetics, evolution, and ecology. The use of the scientific method to gather and evaluate information and form conclusions regarding living organisms is also covered.

119 EXPLORING BIOLOGY **3 UNITS**
 UC, CSU, Associate Degree Applicable
 Prerequisite: None
 Lecture: Minimum 48 hours per semester
 Introduction to the nature of life from the simplest single-celled organisms to complex plants and animals and human beings, describes the subject matter in biology, examines the scientific method and considers both its promises and limitations. Students will gain understanding of and appreciation for the natural world.

123 ECOLOGY AND ENVIRONMENT **3 UNITS**
 UC, CSU, Associate Degree Applicable
 Prerequisite: None
 Lecture: Minimum 48 hours per semester
 Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems. Environmental considerations include renewable and non-renewable energy, food resources, pest control, waste management, maintenance of air and water quality, sustaining the biodiversity of ecosystems, global climate, and political and economic considerations.

130 CELL AND MOLECULAR BIOLOGY **4 UNITS**
 UC, CSU, Associate Degree Applicable
 Prerequisites: CHEM 101 or CHEM 150 and MATH 095
 Lecture: Minimum 48 hours per semester
 Laboratory: Minimum 48 hours per semester
 Study of the principles of molecular and cell biology, with emphasis on cell structure, genetics, cellular respiration, photosynthesis, synthetic processes, and the role of physiology in maintaining homeostasis.
 (CAN BIOL 2)

131 POPULATIONS AND ORGANISMS **4 UNITS**
 UC, CSU, Associate Degree Applicable
 Prerequisite: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process
 Lecture: Minimum 48 hours per semester
 Laboratory: Minimum 48 hours per semester
 Study of classification, development, physiology and regulation at the level of the organism. Topics include population dynamics, community ecology, evolution and population genetics.
 (CAN BIOL 4)

BIOLOGY (BIOL)

Department: Biological Science
 Faculty Chair: Mark Jonasson, Ph.D.
 Faculty: Mark Jonasson, Ph.D.
 Roger Sadler, M.S.
 Lisa Shimeld, M.S.

ASSOCIATE OF SCIENCE DEGREE BIOLOGY

REQUIRED COURSES:	UNITS
BIOL 130 Cell and Molecular Biology	4.00
BIOL 131 Populations and Organisms	4.00
CHEM 150 General Chemistry I	5.00
CHEM 151 General Chemistry II	5.00
PHYSIC 110 General Physics I	4.00
PHYSIC 111 General Physics II	4.00
TOTAL UNITS	26.00

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

EMPHASIS IN ANATOMY AND PHYSIOLOGY:

ANAT 150 Human Anatomy and Physiology I	4.00
ANAT 151 Human Anatomy and Physiology II	4.00
TOTAL UNITS	34.00

EMPHASIS IN MICROBIOLOGY:

MICRO 150 Medical Microbiology	5.00
MICRO 247X4 Special Problems in Microbiology	(2.00)
OR	
MICRO 102 Introductory Microbiology	(4.00)
TOTAL UNITS	33.00 - 35.00

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

SPECIAL PROBLEMS IN BIOLOGY

246AB	1 UNIT
247AB	2 UNITS
248AB	3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: BIOL 100

Independent Study: Minimum 48-144 hours per semester

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

* UC will determine units granted AFTER transfer.

BUSINESS ADMINISTRATION (BUSAD)

Department: Business & Information Technology
Faculty Chair: Catherine Pace-Pequeno, M.P.A.
Faculty: Robert O'Toole, M.B.A.

ASSOCIATE OF ARTS DEGREE BUSINESS ADMINISTRATION

Candidates must successfully complete the prescribed course work with a "C" or better. AA degree for those students who are planning to transfer to a four-year institution and pursue a degree in Business Administration.

REQUIRED COURSES:	UNITS
ACCT 208 Introduction to Financial Accounting	4.00
ACCT 209 Introduction to Managerial Accounting	4.00
BUSAD 145/ Business Communication	4.00
SPEECH 145	
BUSAD 210 Business Law	3.00
BUSAD 230 Using Computers for Business	(3.00)
OR	
CIS 101 Introduction to Computer and Information Technology	(3.00)
ECON 200 Principles of Macroeconomics	3.00
ECON 201 Principles of Microeconomics	3.00
MATH 108/ Statistics	4.00
PSYCH 108	
TOTAL UNITS	28.00

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

ASSOCIATE OF SCIENCE DEGREE BUSINESS ADMINISTRATION

Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES	UNITS
ACCT 208 Introduction to Financial Accounting	4.00
BUSAD 100 Introduction to Business	3.00
BUSAD 145/ Business Communication	4.00
SPEECH 145	
BUSAD 200 Business Management	3.00
BUSAD 210 Business Law	3.00
BUSAD 213 Applied Business Concepts	3.00
BUSAD 230 Using Computers for Business	(3.00)
OR	
CIS 101 Introduction to Computer and Information Technology	(3.00)
MARKET 100 Marketing Principles	3.00
ECON 100 Introduction to Economics	3.00
TOTAL UNITS	29.00

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

BUSINESS MANAGEMENT CERTIFICATE

The objective of this certificate 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 will prepare the student for entry-level employment in a variety of related occupations including supervision, small business ownership, and management trainee.

Completion of the following 37.00 units qualifies the student for the Business Management Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
ACCT 208 Introduction to Financial Accounting	4.00
ACCT 209 Introduction to Managerial Accounting	4.00
BUSAD 100 Introduction to Business	3.00
BUSAD 145/ Business Communication	4.00
SPEECH 145	
BUSAD 155/ Human Relations in the Workplace	(3.00)
SPEECH 155	

OR

SPEECH 111	Interpersonal Communication	(3.00)
OR		
SPEECH 140	Small Group Communication	(3.00)
BUSAD 200	Business Management	3.00
BUSAD 210	Business Law	3.00
BUSAD 230	Using Computers for Business	(3.00)
OR		
CIS 101	Introduction to Computer and Information Technology	(3.00)
MARKET 100	Marketing Principles	3.00
MATH 108	Statistics	4.00
ECON 100	Introduction to Economics	(3.00)
OR		
ECON 200	Principles of Macroeconomics	(3.00)
OR		
ECON 201	Principles of Microeconomics	<u>(3.00)</u>
TOTAL UNITS		37.00

RETAIL MANAGEMENT CERTIFICATE

Western Association of Food Chains (WAFC)

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. Fullfills requirements for the Western Association of Food Chains (WAFC).

Completion of the following 29.00 units qualifies the student for the Retail Management Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 103	Human Resources Management	3.00
BUSAD145/ SPEECH 145	Business Communication	4.00
BUSAD155/ SPEECH 155	Human Relations in the Workplace	3.00
BUSAD 200	Business Management	3.00
BUSAD 230	Using Computers for Business	3.00
MARKET 100	Marketing Principles	3.00
MARKET 106	Retail Management	3.00
SPEECH 111	Interpersonal Communication	<u>3.00</u>
TOTAL UNITS		29.00

039 FOUNDATIONS FOR SUCCESSFUL EMPLOYMENT

Associate Degree Applicable **3 UNITS**
Prerequisite: None

Lecture: Minimum 48 hours per semester

Skills and attitude development necessary to obtain and retain successful employment. Includes job search skills, career pathway development, application process skills, personal professional presentation skills and mock employment interviews.

053 BUSINESS COMPUTATIONS 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Emphasis on developing proficiency in solving business mathematics problems for consumers and entry-level workers. Includes markups, payroll discounts, simple and compound interest.

100 INTRODUCTION TO BUSINESS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015;

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

Lecture: Minimum 48 hours per semester

Provides a survey of the field of business; 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: ENGL 015;

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

Lecture: Minimum 48 hours per semester

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

105 SMALL BUSINESS MANAGEMENT 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015;

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

Lecture: Minimum 48 hours per semester

Small Business Management provides a background and hands-on experience in the field of entrepreneurship and a foundation for all business majors.

145 BUSINESS COMMUNICATION 4 UNITS

CSU, Associate Degree Applicable

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

Lecture: Minimum 64 hours per semester

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

155 HUMAN RELATIONS IN THE WORKPLACE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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

198 BUSINESS ADMINISTRATION WORKSITE LEARNING 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Completed or currently enrolled in a business administration course*

Corequisites: Enrolled in at least seven units, including BUSAD 198. Must be working either paid or unpaid at a job directly related to the student's business administration educational or occupational goal

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

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

200 BUSINESS MANAGEMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Pass BUSAD 100 or the equivalent

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 Recommendations: ENGL 015;*

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

Lecture: Minimum 48 hours per semester

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

(CAN BUS 8)

213 APPLIED BUSINESS CONCEPTS 3 UNITS*Associate Degree Applicable**Prerequisites: BUSAD 100, MARKET 100, and ACCT 208**Departmental Recommendations: BUSAD 145 or ENGL 015;*

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

Lecture: Minimum 48 hours per semester

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

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

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

CHEMISTRY (CHEM)

Department:

Physical Science

Faculty Chair:

Kelly Boebinger, M.S.

Faculty:

Kelly Boebinger, M.S.
Kim Salt, Ph.D.**ASSOCIATE OF SCIENCE DEGREE CHEMISTRY**

The chemistry program prepares students with an understanding of the fundamental principles of chemistry in a variety of applications. Students learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life.

REQUIRED COURSES:		UNITS
CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
CHEM 212	Organic Chemistry I	4.00
* PHYSIC 110	General Physics I	4.00
* PHYSIC 111	General Physics II	4.00
TOTAL UNITS		22.00

**Students may substitute PHYSIC 200 and 201. Transfer students should check four-year institution requirements.*

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

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

Discussion and problem-solving sessions to be taken in conjunction with CHEM 101. Presents 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 problems related to CHEM 101. Offered for Credit or No Credit only.

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

Introduction to college chemistry with an emphasis on general principles of chemistry, including critical thinking, analysis and problem solving. Topics include the study of matter, atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, nomenclature and organic chemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized.

* No UC credit granted if taken after CHEM 150.
(CAN CHEM 6)

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

Introduction to college organic chemistry with an emphasis on the fundamental principles of organic compounds. Topics include structure, nomenclature, properties, reactions, synthesis and biochemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized.

* No UC credit granted if taken after CHEM 212.
(CAN CHEM 8)

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

First semester in a year-long general chemistry sequence. Study of the fundamental principles of chemistry. Topics include atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, enthalpy and nomenclature. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification, and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary and pre-engineering majors.

(CAN CHEM 2)

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

Continuation of CHEM 150. Topics include kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, nuclear reactions and chemistry of coordination compounds. Laboratory portion will include a variety of experiments to supplement and reinforce class work. Critical thinking, writing, measurement, identification and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary and pre-engineering majors.
(CAN CHEM 4)

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

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

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

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

CHILD DEVELOPMENT (CD)

Department: Child Development and Education
 Faculty Chair: JoAnn Jones, M.Ed.
 Faculty: JoAnn Jones, M.Ed.
 Meridyth McLaren, M.S.

ASSOCIATE OF ARTS DEGREE CHILD DEVELOPMENT

Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 250 Child Guidance and Development Laboratory	3.00
CD 205X2 Child Growth and Development Laboratory	(4.00)
OR	
CD 295 Elementary Laboratory	(3.00)
CD 211 Observation and Methods in School-Age Development	(2.00)
OR	
CD 212 Observation and Methods in Early Child Development	(2.00)

RECOMMENDED COURSES: UNITS

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

CD 100 Introduction to Child Development	3.00
CD 101 Family Interactions	3.00
CD 115 Health, Welfare, and Nutrition for Children	3.00
CD 116X20 Pediatric CPR, First Aid and Safety for Children	2.00
CD 130 Music and Movement for Children	3.00
CD 131 Developmental Art for Children	3.00
CD 133 Creative Science and Math Activities for Children	3.00
CD 134 Language and Listening, Literacy and Literature for Children	3.00
CD 136 Creative Art Activities for Children	3.00
CD 137 Play and Materials in Early Learning	3.00
CD 175 Home Day Care Practices, Programs and Business Principles	3.00
CD 185 Infant/Toddler Growth and Development	3.00
CD 186 Infant/Toddler Activities	3.00
CD 244 Children with Special Needs	3.00
CD 270 Mentor Teacher/Adult Supervision	3.00
CD 271 Administration: Management and Organization of Child Development Programs	3.00
CD 272 Administration: Human Relations in Child Development Programs	3.00
TOTAL UNITS:	20-21

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

CHILD HOME DAY CARE PROVIDER CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary to work in a home environment serving young children. Students will be able to apply their knowledge of the development of children, health and safety practices, business principles and curriculum.

Completion of the following 11.00 units qualifies the student for the Child Home Day Care Provider Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 175 Home Day Care Practices, Programs and Business Principles	3.00
CD 116X20 Pediatric CPR, First Aid and Safety for Children	2.00
TOTAL UNITS	11.00

EARLY LEARNING CERTIFICATE

Completion of the following 21.00 units qualifies the student for the Early Learning Certificate. Additionally, this certificate provides many of the lower division major requirements for students interested in transferring into the Human Development/Child Development Track II program at California State University, San Bernardino. See a counselor for guidance and additional course work requirements. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 185 Infant/Toddler Growth and Development	3.00
CD 205X2 Child Growth and Development Laboratory	4.00
CD 211 Observation and Methods in School-Age Development	(2.00)
OR	
CD 212 Observation and Methods in Early Child Development	(2.00)
CD 250 Child Guidance and Early Learning	3.00
TOTAL UNITS:	21.00

ASSOCIATE TEACHER CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary to work in programs serving young children. Students will meet the entry-level requirements of a preschool associate teacher for the Title 5 Child Development Permit Matrix. These courses also include those identified in Title 22 – 191216.1 as required for teacher qualifications.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 16.00 units plus the Laboratory course as well as mandated experience qualify the student for the Associate Teacher Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
<i>Laboratory with Young Children</i>	
CD 205X2 Child Growth and Development Laboratory	4.00
TOTAL UNITS	16.00

TEACHER CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary to work/teach in early childhood education/early learning programs serving young children.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 27.00-28.00 units as well as the 16 general education units (plus the Laboratory course) and experience required to apply for the Title 5 Child Development Permit Matrix qualify the student for the Teacher Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 205X2 Child Growth and Development Laboratory	4.00

Select four courses from the following list:

CD 100 Introduction to Child Development	(3.00)
CD 101 Family Interactions	(3.00)
CD 115 Health, Welfare, and Nutrition for Children	(3.00)
CD 130 Music and Movement for Children	(3.00)
CD 131 Developmental Art for Children	(3.00)
CD 133 Creative Science and Math Activities for Children	(3.00)
CD 134 Language and Listening, Literacy and Literature for Children	(3.00)
CD 136 Creative Art Activities for Children	(3.00)
CD 137 Play and Materials in Early Learning	(3.00)
CD 175 Home Day Care Practices, Programs, and Business Principles	(3.00)
CD 185 Infant/Toddler Growth and Development	(3.00)
CD 186 Infant/Toddler Activities	(3.00)
CD 212 Observation and Methods in Early Child Development	(2.00)
TOTAL UNITS	27.00 - 28.00

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

MASTER TEACHER CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary to work/teach with a specialization in an early childhood education/early learning program.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 36.00-38.00 units as well as the 16 general education units and experience required to apply for the Title 5 Child Development Permit Matrix qualify the student for the Master Teacher Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3.00
CD 112 Programs and Practices in Child Development	3.00
CD 126 Child, Family and Community	3.00
CD 132 Creative Experiences for Children Across the Curriculum	3.00
CD 205X2 Child Growth and Development Laboratory	4.00
CD 270 Mentor Teacher/Adult Supervision	3.00

Select six or seven units from the following list to complete at least one specialization.

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

MUSIC SPECIALIZATION

CD 130 Music and Movement for Children	(3.00)
AND	
MUSIC 100 Fundamental Skills in Music	(3.00)

ART SPECIALIZATION

CD 131	Developmental Art for Children	(3.00)
AND		
CD 136	Creative Art Activities for Children	(3.00)

LANGUAGE AND LITERACY SPECIALIZATION

CD 134	Language and Listening, Literacy and Literature for Children	(3.00)
AND		
ENGL 155	Children's Literature	(3.00)

INFANT/TODDLER SPECIALIZATION

CD 185	Infant/Toddler Growth and Development	(3.00)
AND		
CD 186	Infant/Toddler Activities	(3.00)

SPECIAL NEEDS SPECIALIZATION

CD 244	Children with Special Needs	(3.00)
AND		
ASL 101	American Sign Language I	(4.00)

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

CD 100	Introduction to Child Development	(3.00)
CD 101	Family Interactions	(3.00)
CD 115	Health, Welfare and Nutrition for Children	(3.00)
CD 130	Music and Movement for Children	(3.00)
CD 131	Developmental Art for Children	(3.00)
CD 133	Creative Science and Math Activities for Children	(3.00)
CD 134	Language and Listening, Literacy and Literature for Children	(3.00)
CD 136	Creative Art Activities for Children	(3.00)
CD 137	Play and Materials in Early Learning	(3.00)
CD 175	Home Day Care Practices, Programs and Business Principles	(3.00)
CD 185	Infant/Toddler Growth and Development	(3.00)
CD 186	Infant/Toddler Activities	(3.00)
CD 212	Observation and Methods in Early Child Development	<u>(2.00)</u>
TOTAL UNITS		36.00 - 38.00

SITE SUPERVISOR CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary to work as a site supervisor in an early childhood education/early learning program.

See Department of Child Development and Education for State Licensing requirements.

Completion of the following 36.00-37.00 units as well as the 16 general education units and experience required to apply for the Title 5 Child Development Permit Matrix qualify the student for the Site Supervisor Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:**UNITS**

CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205X2	Child Growth and Development Laboratory	4.00
CD 270	Mentor Teacher/Adult Supervision	3.00
CD 271	Administration: Management and Organization of Child Development Programs	3.00
CD 272	Administration: Human Relations in Child Development Programs	3.00
<i>Select four courses from the following list:</i>		
CD 100	Introduction to Child Development	(3.00)
CD 101	Family Interactions	(3.00)
CD 115	Health, Welfare, and Nutrition for Children	(3.00)
CD 130	Music and Movement for Children	(3.00)
CD 131	Developmental Art for Children	(3.00)
CD 133	Creative Science and Math Activities for Children	(3.00)
CD 134	Language and Listening, Literacy and Literature for Children	(3.00)
CD 136	Creative Art Activities for Children	(3.00)
CD 137	Play and Materials in Early Learning	(3.00)
CD 175	Home Day Care Practices, Programs and Business Principles	(3.00)
CD 185	Infant/Toddler Growth and Development	(3.00)
CD 186	Infant/Toddler Activities	(3.00)
CD 212	Observation and Methods in Early Child Development	<u>(2.00)</u>
TOTAL UNITS		36.00 - 37.00

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

100 INTRODUCTION TO CHILD DEVELOPMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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

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

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

105 CHILD GROWTH AND DEVELOPMENT 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

An introduction to in-home child care business practices, general development of children and California licensing practices. This course focuses on advertising, fees, collections and record keeping systems for home daycare. Also included are childcare food program regulations and licensing standards. This course covers strategies for organizing the child's day in family daycare. Includes a review of age level development, suggests activities for each age, addresses the importance of establishing routines, offers techniques for arrangements of the physical environment and for working with parents.

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

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

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

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

198 CHILD DEVELOPMENT WORKSITE LEARNING 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Completed or currently enrolled in a child development course*

Corequisites: Enrolled in at least seven units, including CD 198. Must be working either paid or unpaid at a job directly related to the student's child development educational or occupational goal

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

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

205X2 CHILD GROWTH AND DEVELOPMENT LABORATORY 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: CD 105*

Departmental Recommendations: CD 132, CD 250, and ENGL 101

*Lecture: Minimum 24 hours per semester**Laboratory: Minimum 120 hours per semester*

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

211 OBSERVATION AND METHODS IN SCHOOL-AGE DEVELOPMENT 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: CD 105**Departmental Recommendation: ENGL 101**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

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

212 OBSERVATION AND METHODS IN EARLY CHILD DEVELOPMENT 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: CD 105**Departmental Recommendation: ENGL 101**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

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

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

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

250 CHILD GUIDANCE AND EARLY LEARNING 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of theory, research, and application of child guidance and discipline. Exploration of the basic elements of positive guidance and discipline with an emphasis on attachment, human regard and communication. Aggressive and antisocial behaviors, disruptive behaviors, destructive behaviors, emotional and dependent behaviors, school behaviors, eating behaviors and multiple problem behaviors are all examined.

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

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

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

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

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

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

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

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

COLLEGE LIFE (CHC)

Department: Technology and Learning Resources

Dean: Ted Phillips, Ed.D

100 STUDENT SUCCESS AND THE COLLEGE EXPERIENCE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to the college experience, including academic and self-assessment and strategies for success. Survey of college programs and services as well as the tools necessary to excel academically, socially, physically and emotionally. Goal setting and development of plans relating to education, career and life.

COMPUTER INFORMATION SYSTEMS (CIS)

Department: Business & Information Technology
 Faculty Chair: Catherine Pace-Pequeno, M.P.A.
 Faculty: Michael Davenport, B.S.
 Denise Hoyt, M.A.
 Catherine Pace-Pequeno, M.P.A.

ASSOCIATE OF SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS

Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
BUSAD/145 Business Communication	4.00
SPEECH 145	
CIS 101 Introduction to Computer and Information Technology	3.00
CIS 103 Visual Basic	(3.00)
OR	
CIS 114 C++ Programming I	(3.00)
CIS 130 Hardware and Information Technology	3.00
CIS 140X2 Network Associate (CCNA 1)	<u>3.75</u>
TOTAL UNITS	16.75

AND

EMPHASIS IN 3D COMPUTER ANIMATION:

ART 120X4 Basic Design	3.00
ART 124X4 Drawing	(3.00)
OR	
ART 132X4 Life Drawing	(3.00)
CIS 163 Introduction to PhotoShop	3.00
CIS 165X3 Introduction to Computer Animation	3.00
CIS 166 3D Animation with Maya	3.00
THART 176X4 Fundamentals of Stagecraft I	(3.00)
OR	
THART 179X4 Fundamentals of Stagecraft II	<u>(3.00)</u>
TOTAL UNITS	34.75

OR

EMPHASIS IN COMPUTER ASSISTED GRAPHIC DESIGN:

ART 120X4 Basic Design	3.00
ART 124X4 Drawing	(3.00)
OR	
ART 132X4 Life Drawing	(3.00)
CIS 162 Introduction to Flash	3.00
CIS 163 Introduction to PhotoShop	3.00
CIS 164 Introduction to Fireworks	3.00
MARKET 100 Marketing Principles	(3.00)
OR	
MARKET 110 Advertising	<u>(3.00)</u>
TOTAL UNITS	34.75

OR

EMPHASIS IN PROGRAMMING:

Students must complete at least nine additional units from the following list:

CIS 103 Visual Basic	(3.00)
CIS 113 Java and J++ Programming	(3.00)
CIS 114 C++ Programming I	(3.00)
CIS 116 C++ Programming II	(3.00)
CIS 117 Scripting	(3.00)
CIS 125 Introduction to C#.NET Programming	(3.00)
CIS 203 Advanced Visual Basic	(3.00)
MATH 151 Precalculus	(4.00)
MATH 250 Single Variable Calculus I	(4.00)
MATH 251 Single Variable Calculus II	(4.00)
MATH 252 Multivariable Calculus	(5.00)
MATH 266 Introduction to Ordinary Differential Equations	<u>(3.00)</u>
TOTAL UNITS	25.75

OR

EMPHASIS IN WEBMASTER:

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

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

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

***3D COMPUTER ANIMATION CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of 3D Computer Animation. Through an introduction to software, theory, and principles of 3D animation, students acquire knowledge of modeling, lighting, rendering, and animation of 3D subjects.

Completion of the following 18.00 units qualifies the student for the 3D Computer Animation Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
ART 120X4 Basic Design	3.00
ART 124X4 Drawing	(3.00)
OR	
ART 132X4 Life Drawing	(3.00)
CIS 163 Introduction to PhotoShop	3.00
CIS 165X3 Introduction to Computer Animation	3.00
CIS 166 3D Animation with Maya	3.00
THART 176X4 Fundamentals of Stagecraft I	(3.00)
OR	
THART 179X4 Fundamentals of Stagecraft II	(3.00)
TOTAL UNITS	18.00

***Pending Chancellor's Office approval.**

***COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE**

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory and abilities required to pursue a career in Computer Assisted Graphic Design.

Completion of the following 18.00 units qualifies the student for the Computer Assisted Graphic Design Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
ART 120X4 Basic Design	3.00
ART 124X4 Drawing	(3.00)
OR	
ART 132X4 Life Drawing	(3.00)
CIS 162 Introduction to Flash	3.00
CIS 163 Introduction to PhotoShop	3.00
CIS 164 Introduction to Fireworks	3.00
MARKET 100 Marketing Principles	(3.00)
OR	
MARKET 110 Advertising	(3.00)
TOTAL UNITS	18.00

***Pending Chancellor's Office approval.**

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for the Cisco Certified Network Associate (CCNA) Certification Examination. Satisfactory passing of the examination will lead to employment in entry-level positions in the small office and/or home office (SOHO) market. The CCNA Certificate indicates the ability to work in small businesses or organizations using networks that have fewer than 100 nodes. The certificate holder is able to install and configure Cisco switches and routers in multi-protocol internetworking using LAN and WAN interfaces, can provide Level 1 troubleshooting service, can improve network performance and security and can perform entry-level tasks in the planning, design, installation, operations, and troubleshooting of Ethernet and TCP/IP networks.

Completion of the following 15.00 units qualifies the student for the Cisco Certified Network Associate Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
CIS 140X2 Network Associate (CCNA 1)	3.75
CIS 141X2 Routers and Routing Basics: Cisco Certified Network Associate (CCNA 2)	3.75
CIS 142X2 Switching Basics and Intermediate Routing: Cisco Certified Network Associate (CCNA 3)	3.75
CIS 143X2 WAN Technologies: Cisco Certified Network Associate (CCNA 4)	3.75
TOTAL UNITS	15.00

CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for the Cisco Certified Network Professional Certification Examination. Satisfactory passing of the examination will lead to employment in entry-level positions in the small office, the home office (SOHO), and/or the enterprise market using networks that have between 100 and 500 nodes. The certificate holder is able to implement appropriate technologies to plan, design, install, operate and troubleshoot scalable Ethernet and TCP/IP networks, build campus networks using multilayer switching technologies, create and deploy a global intranet, improve traffic flow, reliability, redundancy, and performance for campus LANs, routed and switched WANs, and remote access networks, and troubleshoot an environment that uses Cisco routers and switches for multi-protocol client hosts and services.

Completion of the following 14.00 units qualifies the student for the Cisco Certified Network Professional Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

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

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

CIS 113	Java and J++ Programming	(3.00)
CIS 114	C++ Programming I	(3.00)
CIS 116	C++ Programming II	(3.00)
CIS 117	Scripting	(3.00)
CIS 118	Web Site Management	(3.00)
CIS 140X2	Network Associate (CCNA 1)	(3.75)
CIS 171	Introduction to Robotics	(3.00)
CIS 203	Advanced Visual Basic	<u>(3.00)</u>
TOTAL UNITS		27.00-28.50

COMPUTER HARDWARE TECHNICIAN CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions as Computer Hardware Technicians.

Completion of the following 13.75 units qualifies the student for the Computer Hardware Technician Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
BUSAD 105	Small Business Management	(3.00)
OR		
BUSAD 200	Business Management	(3.00)
BUSAD 145/ SPEECH 145	Business Communication	4.00
CIS 130	Hardware and Information Technology	3.00
CIS 140X2	Network Associate (CCNA 1)	<u>3.75</u>
TOTAL UNITS		13.75

COMPUTER INFORMATION SYSTEMS CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, databases and web design.

Completion of the following 27-28.5 units qualifies the student for the Computer Information Systems Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
CIS 101	Introduction to Computer and Information Technology	3.00
CIS 103	Visual Basic	3.00
CIS 105	Database Concepts and Design	3.00
CIS 111	Web Page Programming and Design	3.00
CIS 130	Hardware and Information Technology	3.00
CIS 140X2	Network Associate (CCNA 1)	(3.75)
OR		
CIS 153	Network Operating Systems	(3.00)

PROGRAMMING CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. The Programming Certificate indicates the student has acquired knowledge of various programming languages including basic language structures, syntax, debugging, and application development.

Completion of the following 15.00 units qualifies the student for the Programming Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

CIS 103	Visual Basic	(3.00)
CIS 113	Java and J++ Programming	(3.00)
CIS 114	C++ Programming I	(3.00)
CIS 116	C++ Programming II	(3.00)
CIS 117	Scripting	(3.00)
CIS 125	Introduction to C#.NET Programming	(3.00)
CIS 203	Advanced Visual Basic	<u>(3.00)</u>
TOTAL UNITS		15.00

WEB DESIGN CERTIFICATE

This certificate program provides a background in Web page design and development with an emphasis on graphic and visual elements. Individuals seeking entry-level positions or those who have been given the additional responsibility of Web site design will find these courses to be helpful.

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

REQUIRED COURSES:		UNITS
CIS 111	Web Page Programming and Design	3.00
CIS 160	Authoring Usable and Accessible Web Pages	3.00
CIS 161	Web Site Design and Programming Using Dreamweaver	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	<u>3.00</u>
TOTAL UNITS		15.00

***WEBMASTER I CERTIFICATE**

Webmasters are practitioners of communication via the World Wide Web, who are proficient in the technical aspects of Web site design and development. This certificate prepares a student for employment as a member of a Web development team. This certificate was developed following the standards recommended by the World Wide Web Consortium.

Completion of the following 27.00 units qualifies the student for the Programming Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:		UNITS
CIS 111	Web Page Programming and Design	3.00
CIS 117	Scripting	3.00
CIS 118	Web Site Management	3.00
CIS 160	Authoring Usable and Accessible Web Pages	3.00
CIS 161	Web Site Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 168	E-Commerce Programming and Design	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00
TOTAL UNITS		27.00

***Pending Chancellor's Office approval.**

062 INTRODUCTION TO ONLINE LEARNING 1 UNIT

Associate Degree Applicable

Prerequisite: None

Corequisite: None

Departmental Recommendation: None

Lecture: Minimum 16 hours per semester

Includes basics of E-mail, discussion boards, Internet access, equipment needs, software skills, learning styles and strategies for becoming a successful online learner. NOTE: This course should be taken before enrolling in an online course.

091 COLLEGE KEYBOARDING AND FILE MANAGEMENT 2 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

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

101 INTRODUCTION TO COMPUTER AND INFORMATION TECHNOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to computer and information technology including the history, terminology, components and operation of computer systems. Includes an overview and use of selected software including spreadsheets, presentation applications, operating systems, word processors and databases. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as BUSAD 230. (CAN CSCI 2)

103 VISUAL BASIC 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

104 OBJECT ORIENTED PROGRAMMING WITH VISUAL BASIC 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: None

Lecture: Minimum 48 hours per semester

Introduction to object oriented programming using Visual Basic. Includes defining the problem, planning the solution, coding, testing, debugging and documenting programs using Visual Basic.

105 DATABASE CONCEPTS AND DESIGN 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: CIS 101

Lecture: Minimum 48 hours per semester

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

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, CSS and scripting languages. Students will design, create, publish and maintain web pages.

113 JAVA AND J++ PROGRAMMING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

114 C++ PROGRAMMING I 3 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: None

Departmental Recommendation: CIS 101

Lecture: Minimum 48 hours per semester

Introduction to object-oriented programming using the C++ programming language. Includes program development, compiling, debugging, and implementation of programs that effectively meet application requirements. Course topics include: the C++ programming environment, control structures, functions, classes, stream input/output, and array processing.

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

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

An advanced study of the syntax and semantics of the C++ programming language and the methodology of Object-Oriented program development. Includes program development, compiling, debugging, and implementation of programs that effectively meet application requirements. Course topics include: functions, classes, overloading, inheritances, polymorphism, stream input/output, templates, data structures and algorithms, and file processing.

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.

125 INTRODUCTION TO C#.NET PROGRAMMING 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to object oriented programming using the C# programming language and the .NET platform environment. Includes program development, debugging, and implementation of software components including Windows desktop, console-based and web-based applications. Topics include the C# programming environment, program control structures, functions, classes, stream input/output, array processing, event-driven, and web-based applications.

130 HARDWARE AND INFORMATION TECHNOLOGY 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 101**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. Provides hands-on experience with different computer hardware, operating systems, and software utilities as well as the fundamental foundation in preparation for industry certification.

140X2 NETWORK ASSOCIATE (CCNA 1) 3.75 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 101**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 36 hours per semester*

First of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. Includes networking terminology, network protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Opens System Interconnection (OSI) model, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Emphasis on the proper care, maintenance, and use of networking software, tools, and equipment. This course may be taken two times.

141X2 ROUTERS AND ROUTING BASICS: CISCO CERTIFIED NETWORK ASSOCIATE (CCNA 2) 3.75 UNITS*Associate Degree Applicable**Prerequisite: CIS 140X2**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 36 hours per semester*

Second of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. Includes WANs and routers, router fundamentals, router configuration, routed and routing protocols, router operating systems, distance vector routing protocols, Transmission Control Protocol/Internet Protocol (TCP/IP) error and control messages, basic router troubleshooting, intermediate TCP, and Access Control Lists (ACLs). Particular emphasis on the use and configuration of Cisco routers. This course may be taken two times.

142X2 SWITCHING BASICS AND INTERMEDIATE ROUTING: CISCO CERTIFIED NETWORK ASSOCIATE (CCNA 3) 3.75 UNITS*Associate Degree Applicable**Prerequisite: CIS 141X2**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 36 hours per semester*

The third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment or further education and/or training. This is a hands-on course focusing on Variable Length Subnet Masking (VLSM), Intermediate routing protocols (RIPv2, OSPF, and EIGRP), Command Line Interface (CLI) switch configuration, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), VLAN Trunking Protocol (VTP). Students will learn how to configure and troubleshoot switches, manage Cisco IOS switch software, and configure switch-based VLANs. This course may be taken two times.

**143X2 WAN TECHNOLOGIES: CISCO 3.75 UNITS
CERTIFIED NETWORK ASSOCIATE (CCNA 4)***Associate Degree Applicable**Prerequisite: CIS 142X2**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 36 hours per semester*

Last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces students to the networking field and helps prepare them for employment of further education and/or training. Includes, Network Address Translation (NAT) and Port Address Translation (PAT), WAN technologies, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial-on-demand routing (DDR), Frame Relay, and network management. Emphasis on the components and services available for the implementation of Wide Area Networks. Students will apply information from CCNA 1, CCNA 2, and CCNA 3 to a network and will be required to explain how and why a particular strategy is used. Will include CCNA exam preparation. This course may be taken two times.

**144 ADVANCED ROUTING-LANs CISCO 3.50 UNITS
SEMESTER V(CISCO NETWORKING ACADEMY)***Associate Degree Applicable**Prerequisite: CIS 143X2**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester V focuses on advanced routing and teaches students how to install, configure and manage local and wide area networks and for medium to large networks. Upon completion of this course, students will be able to select and implement the appropriated Cisco IOS services required to build a scalable routed network. Instruction includes, but is not limited to, selecting and configuring scalable IP addresses, implementing technologies to redistribute and support multiple, advanced, IP routing protocols such as OSPF, EIGRP and BGP, configuring access lists, and designing and testing edge router connectivity into a BGP network. This course is designed to help prepare students for the CCNP Advanced Routing exam.

**145 ADVANCED WANs-CISCO SEMESTER VI 3.50 UNITS
(CISCO NETWORKING ACADEMY)***Associate Degree Applicable**Prerequisite: CIS 144**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester VI focuses on Remote Access and teaches students how to install and configure remote access links for medium to large networks. Upon completion of this course, students will be able to select and implement the appropriated Cisco IOS services required to implement any one of several remote access options. Instruction includes, but is not limited to, configuring asynchronous connections, Point-to-Point Protocol (PPP) architecture, PPP protocol, callback, and compression, ISDN architecture, protocol layers, BRI and DDR, and configuring x.25, Frame Relay, and AAA. This course is designed to help prepare students for the CCNP Remote Access exam.

**146 LAN SWITCHING - CISCO SEMESTER VII 3.50 UNITS
(CISCO NETWORKING ACADEMY)***Associate Degree Applicable**Prerequisite: CIS 144**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester VII focuses on the technologies required to build campus networks using multi-layer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. Upon completion of this course, students will be able to implement the multi-layer switching. Instruction includes, but is not limited to, fast Ethernet, gigabit Ethernet, VLAN basics, types, identification, and trunking protocol, Spanning Tree Protocol, MLS processes, and configuration, and Multicasting protocols, routing, and tasks. This course is designed to help prepare the students for the CCNP Switching exam.

**147 NETWORK TROUBLESHOOTING-CISCO 3.50 UNITS
SEMESTER VIII (CISCO NETWORKING ACADEMY)***Associate Degree Applicable**Prerequisite: CIS 144**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 24 hours per semester*

One of four courses in the Cisco Certified Network Professional (CCNP) certification curriculum. CCNP Semester VIII focuses on developing the advanced skills necessary for successfully troubleshooting Cisco routers and Catalyst switches. Students are taught how to baseline and troubleshoot an environment using Cisco routers and switches for multi-protocol client hosts and servers connected with: Ethernet, Fast Ethernet, Token Ring, Serial, Frame Relay, and/or ISDN BRI. Instruction includes, but is not limited to, OSI Layers 1, 2, and 3, TCP/IP, LAN switching, VLANs, Frame Relay, ISDN, Appletalk, Novell, IEGRP, OSPF, BGP. This course is designed to help prepare students for the CCNP Support exam.

151 NETWORK CLIENT ADMINISTRATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**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 helping prepare them to complete the certification exams. Topics include using, administrating, deploying, and troubleshooting network client software, and TCP/IP. Includes hands-on experience with a computer network, network client software, and TCP/IP configurations as well as providing 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 helping prepare them to complete the certification exams. Topics include using, administrating, deploying, and troubleshooting network Server software, and TCP/IP. Includes hands-on experience with a computer network, network Server software, and TCP/IP configurations as well as providing the fundamental foundation in preparation for industry certification.

153 NETWORK OPERATING SYSTEMS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: CIS 101**Lecture: Minimum 48 hours per semester*

An introduction to networking fundamentals and multiuser/multitasking network operating systems. Characteristics of the Linux and Windows network operating systems will be discussed. Students will explore a variety of topics including installation and configuration procedures. More advanced administrative tasks such as troubleshooting issues, security issues, and remote access will also be covered.

160 AUTHORIZING USABLE AND ACCESSIBLE WEB PAGES 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 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 web sites that are accessible to individuals with disabilities. Students will develop a thorough understanding of the Americans 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 will be examined. Student will learn the principles behind web site usability and how to design and conduct both usability and accessibility testing. This course maps to the World Organization of Webmasters certification exams and is required for the Webmaster Certificate.

161 WEB SITE DESIGN AND PROGRAMMING USING DREAMWEAVER 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

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

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

Introduction to Flash and its use in animation and Web site design. Design, creation and publication of Flash animations, icons, navigation buttons and Web sites.

163 INTRODUCTION TO PHOTOSHOP 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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

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

Introduction to Fireworks and its use to create, modify, animate and optimize graphic files for publishing on the Web.

165X3 INTRODUCTION TO COMPUTER ANIMATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Lab: Minimum 96 hours per semester*

Introduction to 3D animation using Maya. Focuses on computer animation, rendering and modeling. Principles and skills for building objects in a landscape and changing environmental conditions. Overviews on model sheets, storyboarding, keyframing, in-betweening and 3D conversion techniques. This course may be taken three times.

166 3D ANIMATION WITH MAYA 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 165**Lecture: Minimum 48 hours per semester*

3D animation using Maya, character development, modeling, storyboarding and animation. Includes the development of Maya Expression Language (MEL) scripting.

168 E-COMMERCE PROGRAMMING AND DESIGN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to E-Commerce site design and programming. Includes site development, debugging, and implementation of programs to enhance E-Commerce sites. Course topics will include: Client-side and Server-side scripts, ASP and database integration.

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

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

175 INTRODUCTION TO INFORMATION MAPPING 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to GIS using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization. This course is also offered as GEOG 175.

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

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

190B NETWORK ADMINISTRATION INTERNSHIP 3 UNITS*Associate Degree Applicable**Prerequisite: CIS 130 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 mentor in the field.

195A-Z SELECTED TOPICS IN COMPUTER INFORMATION SYSTEMS 1 - 3 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16-48 hours per semester*

Examination of current topics related to computer information systems. Specific topics to be announced in the schedule of classes for the semester in which the course is offered.

198 COMPUTER INFORMATION SYSTEMS WORKSITE LEARNING 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Completed or currently enrolled in a computer information systems course**Corequisites: Enrolled in at least seven units, including**CIS 198. Must be working either paid or unpaid at a job directly related to the student's computer information/**computer science educational or occupational goal**Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

203 ADVANCED VISUAL BASIC 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: 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 instruction in using SQL (Structured Query Language), ADO (Active X Data Objects), UDA (Universal Data Access) and Windows API (Application Programming Interface).

211 CASCADING STYLE SHEET (CSS) WEB DESIGN 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: CIS 111**Lecture: Minimum 48 hours per semester*

Introduction to Cascading Style Sheets (CSS) and their application to the design and creation of Web sites. Topics include CSS syntax, selectors, positioning, and internal and external style sheets.

900X4 BEGINNING COMPUTING 2 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Lecture: Minimum 32 hours per semester*

A basic, non-technical entry-level course providing the student with an overview of the components of a personal computer, the use of these components, and use of software. This course is for the student who is not familiar with the use of the personal computer and its applications. Topics will include basic introduction to personal computer hardware, software, digital pictures and the Internet. Hands-on use of the personal computer. This course may be taken four times.

ECONOMICS (ECON)

Department: Social Science
 Faculty Chair: Mario Perez, M.A.
 Faculty: Farhad Mansourian, M.A.

ASSOCIATE OF ARTS DEGREE ECONOMICS

REQUIRED COURSES:		UNITS
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	3.00
ECON 201	Principles of Microeconomics	3.00
ENGL 101	Freshman Composition	4.00
MATH 090	Elementary Algebra	4.00
MATH 108	Statistics	4.00
TOTAL UNITS		21.00

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

100 INTRODUCTION TO ECONOMICS 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None

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

Lecture: Minimum 48 hours per semester

Economic analysis applied to issues and problems facing the U.S. economy. Problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action. Topics include supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy, and international trade.

*No UC credit granted if taken after ECON 200 OR ECON 201.

200 PRINCIPLES OF MACROECONOMICS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process

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 problems such as economic fluctuations, economic growth, unemployment, inflation, and budget deficit are also presented. Other topics covered include supply and demand, fiscal policy, and monetary policy.

(CAN ECON 2)

201 PRINCIPLES OF MICROECONOMICS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 as determined through the Crafton Hills

College assessment process

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)

Department: Child Development and Education
 Faculty Chair: JoAnn Jones, M.Ed.
 Faculty: JoAnn Jones, M.Ed.
 Meridyth McLaren, M.S.

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 class is required for all students transferring to CSUSB seeking a multiple subject credential.

EMERGENCY MEDICAL SERVICES (EMS)

Department: Public Safety and Services
 Faculty Chair: Daniel Word, B.V.E.
 Faculty: Sandra Andrews, A.S.
 Kathy Crow, B.V.E.
 James Holbrook, Ed.D.
 Gary Reese, B.S.M.
 Daniel Word, B.V.E.

ASSOCIATE OF SCIENCE DEGREE EMERGENCY MEDICAL SERVICES

Candidates must successfully complete a minimum of 33.00 units of prescribed course work. A minimum grade of "C" must be maintained in all course work related to Emergency Medical Services. NOTE: A "C" in these courses is considered to be 80% or higher.

REQUIRED COURSES: UNITS

Consult with a counselor to develop an appropriate course of study.

EMS 150	Patient Assessment for Paramedics	3.00
EMS 151	Introduction to EMS for Paramedics	2.00
EMS 152	Cardiology for the EMT-Paramedic	4.50
EMS 153	Pharmacology for the EMT-Paramedic	3.00
EMS 154	Emergency Medical Services Theory for the Paramedic	8.00
EMS 155	Skills Development for Paramedics	3.00
EMS 156	Clinical Externship for the Paramedic	2.00
EMS 157	Field Externship for the Paramedic	<u>7.50</u>
	TOTAL UNITS	33.00

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

EMERGENCY MEDICAL TECHNICIAN-I/EMT -BASIC CERTIFICATE

The objective of this certificate is to train students to perform basic life support in the pre-hospital setting. Successful completion of the certificate identifies the student has met the educational requirements as an Emergency Medical Technician-Basic. The certificate prepares students to take the National Registry examinations necessary for state certification.

Admission: Open to all students who are 18 years old at the time of registration and able to meet the physical requirements.

Completion of the following 7.50 units and passing the EMT-Basic National Registry written and skills examinations qualify the student for the Emergency Medical Technician-I/ EMT-Basic Certificate. A minimum grade of "C" or better must be maintained in all course work

NOTE: A "C" in these courses is considered to be 80% or higher.

REQUIRED COURSES:		UNITS
EMS 020	Emergency Medical Technician-I/ EMT-Basic	6.00
EMS 021X20	Preventing Disease Transmission for Emergency Medical Technician-I/ EMT Basic	.50
EMS 022	Basic Life Support for Emergency Medical Technician-I/EMT-Basic	.50
EMS 023	Hazardous Materials First Responder Awareness for Emergency Medical Technician-I/EMT-Basic	<u>.50</u>
	TOTAL UNITS	7.50



EMERGENCY MEDICAL TECHNICIAN- PARAMEDIC CERTIFICATE

The objective of this certificate is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the pre-hospital setting and to provide the necessary coursework to be licensed in the state of California. Completion of the certificate will prepare students for entry-level employment as Emergency Medical Technician-Paramedic and other occupations requiring Paramedic-level license.

Contact the Emergency Medical Services Office for application materials.

Candidates must successfully complete a minimum of 33.00 units of prescribed course work. A minimum grade of "C" must be maintained in all course work related to Emergency Medical Services. NOTE: A "C" in these courses is considered to be 80% or higher.

ENTRANCE REQUIREMENTS:

1. Current, CA EMT-Basic Certification
2. Must meet the age, physical and licensure requirements
3. Minimum of six months full-time experience or 1000 hours of part-time EMS experience
4. ANAT 101 or ANAT 150 and ANAT 151 or CSU transferable equivalent
5. High school diploma or GED
6. Current negative TB test within six months or chest x-ray within two years
7. Tetanus-diphtheria (T-D) booster within the last ten years
8. Completion of Hepatitis B immunization series or titer showing immunity
9. Completion of varicella (chickenpox) vaccination or titer showing immunity
10. MMR titer showing immunity or proof of MMR immunization
11. Physical examination within the last year; must be performed by a physician or nurse practitioner and must include a statement that you "are free to participate in the Paramedic Program without restriction."

ENTRANCE COMPETENCIES:

1. Reading level of 12th grade or higher
2. Math proficiency level of 10th grade or higher
3. Written EMT-Basic competency of 80 percent or higher
4. Written anatomy and physiology competency of 80 percent or higher
5. Oral judgment of simulated field situations of 80 percent or higher
6. Eligible to be licensed/accredited by state and local EMS agency

In order to be eligible for licensure as a paramedic in the state of California, students must complete the following 33.00 units, pass National Registry written and skills examinations, and meet all other licensure requirements established by the state.

REQUIRED COURSES:		UNITS
EMS 150	Patient Assessment for Paramedics	3.00
EMS 151	Introduction to EMS for Paramedics	2.00
EMS 152	Cardiology for the EMT- Paramedic	4.50
EMS 153	Pharmacology for the EMT- Paramedic	3.00
EMS 154	Emergency Medical Services Theory for the Paramedic	8.00
EMS 155	Skills Development for Paramedics	3.00
EMS 156	Clinical Externship for the Paramedic	2.00
EMS 157	Field Externship for the Paramedic	<u>7.50</u>
TOTAL UNITS		33.00

MOBILE INTENSIVE CARE NURSE CERTIFICATE

The objective of this certificate is to prepare experienced emergency room nurses in San Bernardino and Riverside Counties to interact via two-way radio communication with paramedics to assist in directing the care of patients in the pre-hospital setting.

Admission: Open to students possessing a current California Registered Nurse License who have completed the following entrance requirements

Contact the Emergency Medical Services Office for application materials.

Completion of the following 2.25 units and satisfactory completion of County requirements qualify the student for the Mobile Intensive Care Nurse Certificate. Candidates must successfully complete a minimum of 2.25 units of prescribed course work. A minimum grade of "C" or better must be maintained in all required courses. NOTE: A "C" in these courses is considered to be 80% or higher.

ENTRANCE REQUIREMENTS:

1. EMS 110, Advanced Cardiac Life Support – Provider (ACLS) or have a current ACLS card
2. One year experience as a registered nurse
3. Have 800 hours experience as a registered nurse in the Emergency Department
4. Proof of a cardiac dysrhythmia course
5. Current employment in a base station hospital in San Bernardino or Riverside County
6. Ability to complete a written screening examination with 80 percent accuracy

REQUIRED COURSE:	UNITS
EMS 103	Mobile Intensive Care Nurse
TOTAL UNITS	
	<u>2.25</u>
	2.25

**020 EMERGENCY MEDICAL TECHNICIAN-I/
EMT-BASIC 6 UNITS**

Associate Degree Applicable

Prerequisite: Must be 18 years of age at the time of registration. Must be able to provide proof of clear Department of Justice background check upon completion.

Corequisites: EMS 021X20, EMS 022, EMS 023, and meet U.S. DOT Requirements

Departmental Recommendations: Good dexterity and coordination abilities, the ability to work in small areas in different positions and at times on the ground or floor, and good physical condition with the ability to lift up to 150 pounds

Lecture: Minimum 64 hours per semester

Laboratory: Minimum 64 hours per semester

Clinic: Minimum 16 hours per semester

Field: Minimum 24 hours per semester

Instruction in all facets of U.S. Department of Transportation T22CCR required basic life support measures, CPR, and the use of appropriate emergency medical equipment and supplies. Stresses hands-on emergency medical skills proficiency needed to enhance the EMS Delivery Systems in the field. Includes state mandated Sudden Infant Death Syndrome (SIDS) Education and introduction to pharmacology for the EMT-I.

**021X20 PREVENTING DISEASE TRANSMISSION
FOR EMERGENCY MEDICAL TECHNICIAN-I/
EMT-BASIC .50 UNIT**

Associate Degree Applicable

Prerequisite: None

Corequisites: EMS 020, EMS 022, and EMS 023

Lecture: Minimum 8 hours per semester

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

**022 BASIC LIFE SUPPORT FOR EMERGENCY
MEDICAL TECHNICIAN-I/EMT-BASIC .50 UNIT**

Associate Degree Applicable

Prerequisite: None

Corequisites: EMS 020, EMS 021X20, and EMS 023

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 8 hours per semester

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the most current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level. Offered for Credit or No Credit only.

**023 HAZARDOUS MATERIALS FIRST
RESPONDER AWARENESS FOR EMERGENCY
MEDICAL TECHNICIAN-I/EMT-BASIC .50 UNIT**

Associate Degree Applicable

Prerequisite: None

Corequisites: EMS 020, EMS 021X20, and EMS 022

Lecture: Minimum 8 hours per semester

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

024 AMBULANCE STRIKE TEAM LEADER 1 UNIT

Associate Degree Applicable

Prerequisite: FIRET 506

Lecture: Minimum 16 hours per semester

Preparation of leaders in the ambulance industry for the role of Ambulance Strike Team (AST) Leader. Meets the requirements of the State of California Office of Emergency Services (OES) and the Emergency Medical Services Authority (EMSA).

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
.50 - 2.50 UNITS**

Associate Degree Applicable

Prerequisite: Must pass a safety skiing and ski proficiency

test the first day of class

Departmental Recommendation: EMS 039

Laboratory: Minimum 30-120 hours per semester

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

060 EMT-B FIELD PRACTICUM 7.25 UNITS

Associate Degree Applicable

Prerequisite: EMS 020; Must be pre-selected into the

EMT-EMT-P, A.S. Degree Program

Corequisite: EMS 105

Lecture: Minimum 16 hours per semester

Field: Minimum 500 hours per semester

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

090A-ZX3 SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

091X3 CONTINUING EDUCATION FOR THE HEALTH PROFESSIONAL .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: Current EMT-P or MICN Certificate**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

103 MOBILE INTENSIVE CARE NURSE 2.25 UNITS*CSU, 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 pre-hospital care providers via one way or two way radio communication. Information on the roles and responsibilities of the mobile intensive care nurse. Offered for Credit or No Credit only.

105 ASSESSMENT OF THE MEDICAL AND TRAUMA PATIENT 2.25 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: EMT Certification**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 40 hours per semester*

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

110X20 ADVANCED CARDIAC LIFE SUPPORT— PROVIDER 1 UNIT*Associate Degree Applicable*

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

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

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

112X20 ADVANCED CARDIAC LIFE SUPPORT— INSTRUCTOR 1 UNIT*Associate Degree Applicable**Prerequisite: EMS 110X20; Must be 18 years of age**Lecture: Minimum 14 hours per semester**Laboratory: Minimum 6 hours per semester*

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

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

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

150 PATIENT ASSESSMENT FOR PARAMEDICS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 151, EMS 152, EMS 153, EMS 154,**and EMS 155**Lecture: Minimum 48 hours per semester*

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

151 INTRODUCTION TO EMS FOR PARAMEDICS 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 152, EMS 153, EMS 154,**and EMS 155**Lecture: Minimum 32 hours per semester*

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

152 CARDIOLOGY FOR THE EMT-PARAMEDIC 4.50 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 153, EMS 154, and EMS 155**Lecture: Minimum 72 hours per semester*

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

153 PHARMACOLOGY FOR THE EMT-PARAMEDIC 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 152, EMS 154, and EMS 155**Lecture: Minimum 48 hours per semester*

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

154 EMERGENCY MEDICAL SERVICES THEORY 8 UNITS FOR THE PARAMEDIC*CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 155**Lecture: Minimum 128 hours per semester*

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

155 SKILLS DEVELOPMENT FOR PARAMEDICS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission into the EMT-Paramedic Program**Corequisites: EMS 150, EMS 151, EMS 152, EMS 153, and EMS 154**Laboratory: Minimum 144 hours per semester*

Paramedic skills and the equipment used in the treatment of pre-hospital 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 pre-hospital setting.

156 CLINICAL EXTERNSHIP FOR THE PARAMEDIC 2 UNITS*CSU, Associate Degree Applicable**Prerequisites: EMS 150, EMS 151, EMS 152, EMS 153, EMS 154, and EMS 155**Clinic: Minimum 164 hours per semester*

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

157 FIELD EXTERNSHIP FOR THE PARAMEDIC 7.50 UNITS*CSU, Associate Degree Applicable**Prerequisite: EMS 156**Field: Minimum 600 hours per semester*

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

198 EMERGENCY MEDICAL SERVICES WORKSITE LEARNING 2 - 4 UNITS*CSU*, Associate Degree Applicable**Prerequisite: Completed or currently enrolled in an emergency medical services course**Corequisites: Enrolled in at least seven units, including EMS 198. Must be working either paid or unpaid at a job directly related to the student's emergency medical services educational or occupational goal**Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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

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

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

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

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

290 EMERGENCY SERVICES EDUCATOR 3.75 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Emergency Services or a related profession**Lecture: Minimum 60 hours per semester*

Exploration of the theories and practices of education and teaching in the emergency services classroom as required by state regulations. Use of a variety of strategies including case studies, analysis, and critical thinking scenarios to explore educational issues. Presentation and class dialogue will define the challenges facing an educator in today's diverse and dynamic emergency medical services organizations. This class meets the 2002 National Guidelines for Educating EMS Instructors (National Association of EMS Educators, U.S. Department of Transportation, U.S. Department of Health and Human Services).

901X20 PREVENTING DISEASE TRANSMISSION .50 UNIT FOR EMERGENCY RESPONSE EMPLOYEES*Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be emergency service personnel or employed in a related healthcare profession**Lecture: Minimum 8 hours per semester*

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

910X20 BASIC LIFE SUPPORT - HEALTH CARE .50 UNIT PROVIDER*Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be emergency service personnel or employed in a related healthcare profession**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 8 hours per semester*

Knowledge and skills of cardiopulmonary resuscitation (CPR) for victims of all ages, including ventilation devices, automated external defibrillator, and foreign-body airway obstruction. This course meets the 2000 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level. Offered for Credit or No Credit only. This course may be taken twenty times.

912X20 BASIC CARDIAC LIFE SUPPORT — .25 - .75 UNIT INSTRUCTOR*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 — .25 UNIT INSTRUCTOR (RECERTIFICATION)*Not Applicable to the Associate Degree**Prerequisite: EMS 912X20**Lecture: Minimum 3 hours per semester**Laboratory: Minimum 3 hours per semester*

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

921X20 EMERGENCY MEDICAL TECHNICIAN 1 UNIT RECERTIFICATION*Not Applicable to the Associate Degree**Prerequisite: An EMT-B certification from any county or state in the United States current within the last 2 years or an EMT-B National Registry certification current within the last 2 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 — .25 UNIT INSTRUCTOR (RECERTIFICATION)*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 — .25 UNIT PROVIDER (RECERTIFICATION)*Not Applicable to the Associate Degree**Prerequisite: EMS 912X20**Lecture: Minimum 3 hours per semester**Laboratory: Minimum 3 hours per semester*

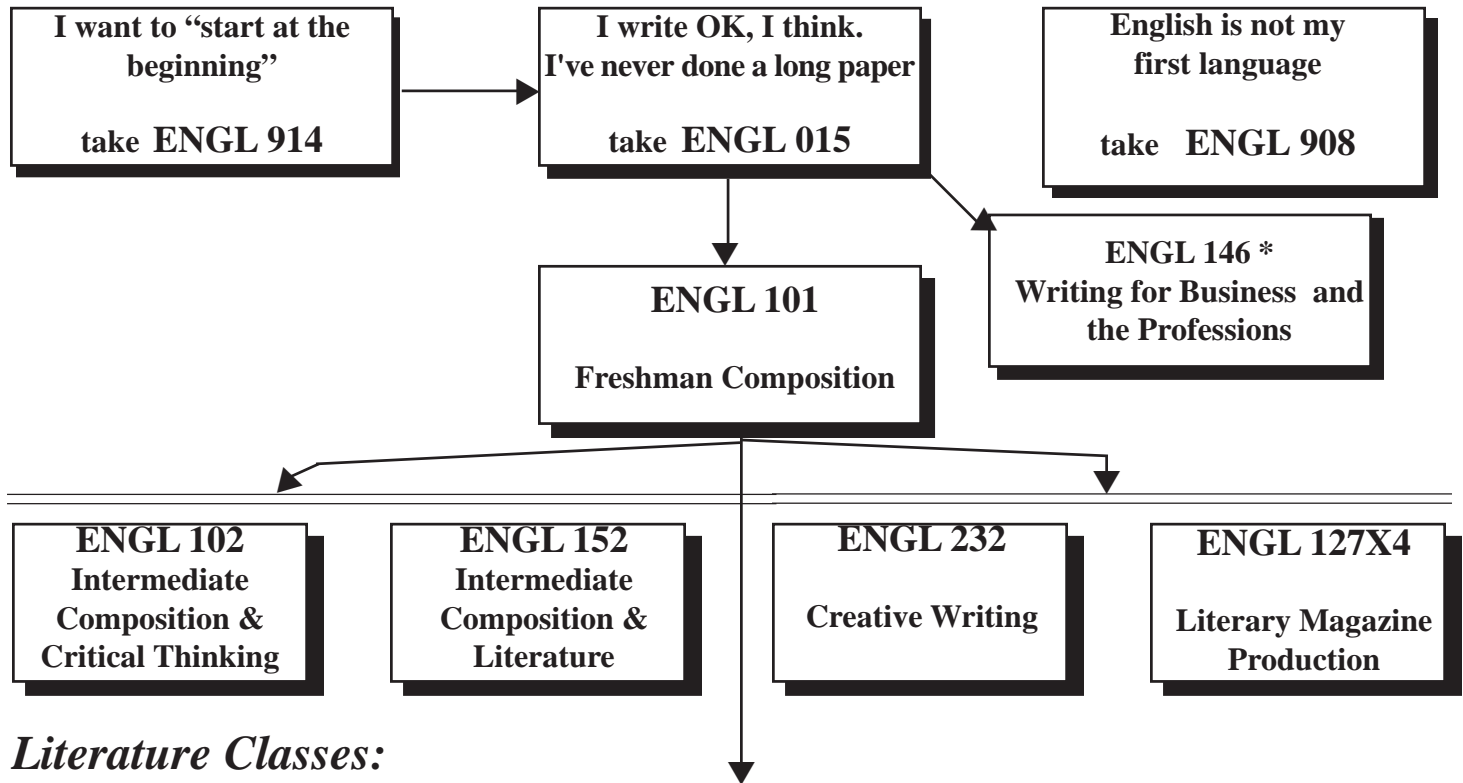
Provision of updated material for the Advanced Life Support provider; leads to recertification as designated by the American Heart Association. This course may be taken twenty times.

932X20 SELECTED TOPICS IN EMERGENCY .50 UNIT MEDICAL SERVICES—OUTDOOR EMERGENCY CARE REFRESHER "A"*Not Applicable to the Associate Degree**Prerequisite: EMS 039**Lecture: Minimum 4 hours per semester**Laboratory: Minimum 16 hours per semester*

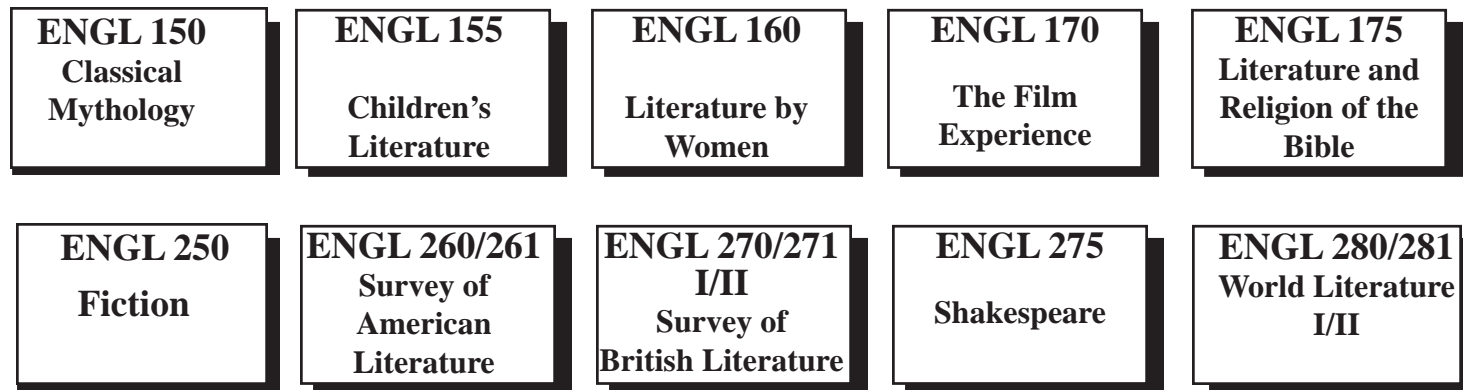
Review of emergency care training applied to the outdoor environment. Covers environmental effects on humans, patient assessment, respiratory and circulatory impairment, bone and joint injuries and ski injuries. Complies with National Ski Patrol training requirements for Ski Patrol candidates. Offered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

Levels and Order of English Classes

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



Literature Classes:



*Meets associate degree graduation requirement in English but does not fulfill the transfer requirement to CSU or UC.



Visit The Writing Center

In the Learning Center
3rd floor of the Library Building

Monday - Thursday	7:30 a.m. - 4:30 p.m.
Friday	7:30 a.m. - 4:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.

933X20 SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES-OUTDOOR EMERGENCY CARE REFRESHER "B" .50 UNIT

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 4 hours per semester

Laboratory: Minimum 16 hours per semester

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

934X20 SELECTED TOPICS IN EMERGENCY MEDICAL SERVICES-OUTDOOR EMERGENCY CARE REFRESHER "C" .50 UNIT

Not Applicable to the Associate Degree

Prerequisite: EMS 039

Lecture: Minimum 4 hours per semester

Laboratory: Minimum 16 hours per semester

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

ENGLISH (ENGL)

Department: English and Reading
 Faculty Chair: Mark Snowwhite, M.A.
 Faculty: Kris Acquistapace, M.Ed., M.A.
 Ryan Bartlett, M.F.A.
 Gwendolyn DiPonio, M.A.
 Elizabeth Langenfeld, M.A.
 Aaron Race, M.F.A.
 Bret Scaliter, M.A.
 Mark Snowwhite, M.A.

ASSOCIATE OF ARTS DEGREE ENGLISH

REQUIRED COURSES:

UNITS

ENGL 101	Freshman Composition	4.00
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
OR		
ENGL 152	Intermediate Composition and Literature	(4.00)

Select six units from the following list:

ENGL 260	Survey of American Literature I	(3.00)
ENGL 261	Survey of American Literature II	(3.00)
ENGL 270	Survey of British Literature I	(3.00)
ENGL 271	Survey of British Literature II	(3.00)

Select six additional units from the following list:

ENGL 150	Classical Mythology	(3.00)
ENGL 155	Children's Literature	(3.00)
ENGL 160	Literature by Women	(3.00)
ENGL 163	Chicano Literature	(3.00)
ENGL 170	The Film Experience	(3.00)
ENGL 175	Literature and Religion of the Bible	(3.00)
ENGL 232	Creative Writing	(3.00)
ENGL 250	Fiction	(3.00)
ENGL 260	Survey of American Literature I	(3.00)
ENGL 261	Survey of American Literature II	(3.00)
ENGL 270	Survey of British Literature I	(3.00)
ENGL 271	Survey of British Literature II	(3.00)
ENGL 275	Shakespeare	(3.00)

TOTAL UNITS 20.00

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



015 PREPARATION FOR COLLEGE WRITING 4 UNITS*Associate Degree Applicable**Prerequisite: ENGL 914 or eligibility for ENGL 015 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Study of the fundamental skills necessary for effective expository writing.

101 FRESHMAN COMPOSITION 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 and READ 078X2 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

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

(CAN ENGL 2)

(CAN ENGL SEQ A = ENGL 101 + ENGL 152)

102 INTERMEDIATE COMPOSITION AND CRITICAL THINKING 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 64 hours per semester*

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

120 FUNDAMENTALS OF NEWS WRITING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the basic principles of journalism. Development of skills associated with evaluating, gathering and writing news in accepted journalistic style. Introduction to the role of the reporter in news organizations, news reporting techniques and legal and ethical issues related to journalism. This course is also offered as JOUR 120.

127X4 LITERARY MAGAZINE PRODUCTION: THE SAND CANYON REVIEW 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Laboratory: Minimum 144 hours per semester*

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

146 WRITING FOR BUSINESS AND THE PROFESSIONS*CSU, Associate Degree Applicable***4 UNITS***Prerequisite: READ 078X2 and ENGL 015 or BUSAD 145/SPEECH 145 or eligibility for ENGL 101 or ENGL 146 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Instruction, study, and application in writing business compositions, from personal, reflective, and argumentative perspectives for producing clear, correct, and logically organized written communication. Stress on developing writing fluency and professional tone in handling business communications including proposals, letters, memorandums, research documents and directives as well as developing a personal resume.

150 CLASSICAL MYTHOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as**determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

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

152 INTERMEDIATE COMPOSITION AND LITERATURE*UC, CSU, Associate Degree Applicable***4 UNITS***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)

(CAN ENGL SEQ A = ENGL 101 + ENGL 152)

155 CHILDREN'S LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as**determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

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

160 LITERATURE BY WOMEN 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

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

163 CHICANO LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the literature, plays, poetry, films, 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 eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

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

175 LITERATURE AND RELIGION OF THE BIBLE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the English Bible as literature and as religion. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as RELIG 175.

232 CREATIVE WRITING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the techniques of creative writing, with an emphasis on the improvement of the student's ability to write effectively within the framework of a literary genre — fiction, drama, or poetry. Students may concentrate on special interests.
(CAN ENGL 6)

250 FICTION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Study of fiction as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of fiction (See the current class schedule for the specific sub-genre.)

260 SURVEY OF AMERICAN LITERATURE I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

An analysis of representative literary works of significant American writers from the sixteenth 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.
(CAN ENGL 14)
(CAN ENGL SEQ C = ENGL 260 + ENGL 261)

261 SURVEY OF AMERICAN LITERATURE II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

An analysis of representative literary works of significant American writers since the Civil War through the present that includes the study of the historical and social context of the literature, and lives of important writers.
(CAN ENGL 16)
(CAN ENGL SEQ C = ENGL 260 + ENGL 261)

270 SURVEY OF BRITISH LITERATURE I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Analysis of representative literary works of significant British writers from before the Norman Conquest through the eighteenth century that includes the study of the historical and social contexts of the literature as well as the lives of important writers.
(CAN ENGL 8)
(CAN ENGL SEQ B = ENGL 270 + ENGL 271)

271 SURVEY OF BRITISH LITERATURE II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: ENGL 101**Lecture: Minimum 48 hours per semester*

Analysis of representative literary works of significant British writers from the Romantic Period to the present that includes the study of the historical and social contexts of the literature as well as the lives of important writers.
(CAN ENGL 10)
(CAN ENGL SEQ B = ENGL 270 + ENGL 271)

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

Study of the plays and poems of Shakespeare, as well as the cultural context in which the works were created. Analysis of the literature from both historical and contemporary perspectives.

280 WORLD LITERATURE TO THE 17TH CENTURY 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

A comparative study of masterworks of world literature in modern English translation from antiquity to the seventeenth century.

281 WORLD LITERATURE FROM THE 17TH CENTURY TO THE PRESENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills assessment process**Lecture: Minimum 48 hours per semester*

A comparative study of selected masterworks of world literature in English translation from the seventeenth century to the present.

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

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

914 BASIC ENGLISH SKILLS 4 UNITS

Not Applicable to the Associate Degree

Prerequisite: None

Lecture: Minimum 64 hours per semester

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

FIRE TECHNOLOGY (FIRET)

Department: Public Safety and Services
 Faculty Chair: Daniel Word, A.S.
 Faculty: John Koeper, B.A.
 Daniel Sullivan, B.S.

**ASSOCIATE OF SCIENCE DEGREE
 FIRE TECHNOLOGY**

Candidates must successfully complete a minimum of 20.50 units of prescribed course work. A minimum grade of "C" must be earned in all prescribed course work related to Fire Technology.

REQUIRED COURSES:	UNITS
FIRET 100 Fire Protection Organization	3.00
FIRET 101 Fire Prevention Technology	3.00
FIRET 102 Fire Behavior and Combustion	3.00
FIRET 103 Fire Protection Systems	3.00
FIRET 116 Building Construction for Fire Protection	3.00
 <i>Select 5.50 units from the following list:</i>	
FIRET 087 Fire Investigation IA	(2.50)
FIRET 104 Fire Apparatus and Equipment	(3.00)
FIRET 106 Fire Protection Hydraulics and Water Supply	(3.00)
FIRET 118 Wildland Fire Control	(3.00)
TOTAL UNITS	20.50

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

**CALIFORNIA FIRE OFFICER TRAINING
 CERTIFICATE**

The objective of this certificate is to provide students with a wide range of cognitive, affective, and psychomotor skills necessary to become an effective Fire Officer.

Completion of the following 20.00 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. Candidates must successfully complete the prescribed course work with a grade of "C" or better.

REQUIRED COURSES:	UNITS
FIRET 080 Fire Instructor 1A	2.50
FIRET 081 Fire Instructor 1B	2.50
FIRET 082 Fire Prevention 1A	2.50
FIRET 083 Fire Prevention 1B	2.50
FIRET 084 Fire Management 1	2.50
FIRET 085 Fire Command 1A	2.50
FIRET 086 Fire Command 1B	2.50
FIRET 087 Fire Investigation 1A	<u>2.50</u>
TOTAL UNITS	20.00

FIRE INSPECTION ACADEMY CERTIFICATE

The objective of this certificate is to provide students with an introduction to fire prevention practices, human relations 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.

RECOMMENDED COURSES:	UNITS
FIRET 100 Fire Protection Organization	3.00
FIRET 101 Fire Prevention Technology	3.00

Completion of the following 11.00 units qualifies the student to apply to the State Fire Marshal's Office for the Fire Inspection Academy Certificate. Candidates must successfully complete the prescribed course work in the certificate with a grade of "C" or better.

REQUIRED COURSE:	UNITS
FIRET 078 Fire Inspection Academy	<u>11.00</u>
TOTAL UNITS	11.00

FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop the teamwork skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an accredited Regional Training Center.

Contact the Fire Technology Office for application materials.

PREREQUISITES:	UNITS
Medical Clearance for Firefighters	
FIRET 100 Fire Protection Organization	3.00
FIRET 101 Fire Prevention Technology	3.00
EMT-I Emergency Medical Technician Certification	
OR	
Medical First Responder Certification	

Certification of successful completion of a CPAT, Biddle, or Crafton Hills College Agility Test within six months prior to the start of the academy

Completion of Math, Reading and English Assessment Tests.

RECOMMENDED COURSES:	UNITS
ENGL 101 Freshman Composition	4.00
MATH 090 Elementary Algebra	4.00

Candidates must successfully complete a minimum of 14.50 units of prescribed course work. A minimum grade of "C" must be maintained in all required course work to apply for the Firefighter I Basic Training Academy Certificate. NOTE: A "C" or better in these courses is considered to be 80% or higher.

REQUIRED COURSES:	UNITS
FIRET 049 Basic Firefighter Physical Fitness	2.00
FIRET 115 Firefighter I Basic Training Academy	<u>12.50</u>
TOTAL UNITS	14.50

049 BASIC FIREFIGHTER PHYSICAL FITNESS 2.00 UNITS

Associate Degree Applicable

Prerequisite: None

Corequisite: FIRET 115

Lecture: Minimum 8 hours per semester

Laboratory: Minimum 72 hours per semester

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

060A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY

Associate Degree Applicable

.25 - 4 UNITS

Prerequisite: None

Lecture: Minimum 4-64 hours per semester and/or

Laboratory: Minimum 12-192 hours per semester and/or

Clinic/Field: Minimum 15-240

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

078 FIRE INSPECTION ACADEMY

11 UNITS

Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: FIRET 100 and FIRET 101

Lecture: Minimum 176 hours per semester

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

079 DRIVER/OPERATOR 1 ACADEMY

3 UNITS

Associate Degree Applicable

Prerequisite: Firefighting 1 Certification

Departmental Recommendation: FIRET 106

Lecture: Minimum 32 hours per semester

Laboratory: Minimum 48 hours per semester

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

080 FIRE INSTRUCTOR 1A

2.50 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

2.50 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

2.50 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 FIRET 083 fulfills the fire prevention requirements for State Officer certification.

083 FIRE PREVENTION 1B 2.50 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 2.50 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 2.50 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 2.50 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 2.50 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 2.50 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 fire setter, Penal Code, and other statutory provisions. Further develops principles learned in Fire Investigation 1A.

089 FIRE PREVENTION 1C 2.50 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

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

090-097A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

100 FIRE PROTECTION ORGANIZATION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

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

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

This course 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 relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

102 FIRE BEHAVIOR AND COMBUSTION 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 or higher**Lecture: Minimum 48 hours per semester*

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

103 FIRE PROTECTION SYSTEMS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 100 and FIRET 101 with a minimum grade of C or better**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or higher**Lecture: Minimum 48 hours per semester*

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

104 FIRE APPARATUS AND EQUIPMENT 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095 or higher**Lecture: Minimum 48 hours per semester*

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

106 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: FIRET 100**Lecture: Minimum 48 hours per semester*

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

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 2.50 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.

112 FIRE CONTROL FIRE AIRCRAFT RESCUE AND FIREFIGHTING 2.50 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Basic aircraft rescue including airport geography, airport firefighting communications, firefighting methods, aircraft types, firefighting apparatus and equipment and aircraft firefighting procedure.

113 FIRE SERVICE CAREER PREPARATION 3 UNITS*Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: FIRET 100**Lecture: Minimum 48 hours per semester*

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

115 FIREFIGHTER I BASIC TRAINING ACADEMY 12.50 UNITS*CSU, Associate Degree Applicable**Prerequisite: Admission to the Academy**Corequisite: FIRET 049**Departmental Recommendations: Eligibility for ENGL 101 and MATH 090 or higher**Lecture: Minimum 100 hours per semester**Laboratory: Minimum 308 hours per semester*

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

116 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 UNITS*CSU, Associate Degree Applicable**Prerequisites: FIRET 100 and FIRET 101**Departmental Recommendations: Eligibility for ENGL 101 and 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*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 and MATH 095**Lecture: Minimum 48 hours per semester*

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

- 121 VEHICLE RESCUE** **2 UNITS**
Associate Degree Applicable
Prerequisite: EMS 020
Lecture: Minimum 16 hours per semester
Laboratory: Minimum 48 hours per semester
 Study and practice of procedures of rescue of victims from vehicles, including preparation, response, assessment, hazard control, support operations, access, emergency care, disentanglement, removal, transfer, and operation termination.
- 149 BASIC INCIDENT COMMAND SYSTEM** **1 UNIT**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 16 hours per semester
 Study of interagency response to emergency situations at local, state, and federal levels; examination of systematic interagency activities, including such organizational concerns as operations, planning, logistics, and finance under a single or unified command system.
- 170 BASIC WILDLAND FIRE ACADEMY** **3 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 32 hours per semester
Laboratory: Minimum 48 hours per semester
 Introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires, equipment use, basic wildland tactics, and incident command principles.
- 174 WILDLAND FIRE PREVENTION** **2.50 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** **2.50 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** **2.50 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** **2.50 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** **2.50 UNITS**
Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
 Study of how building construction influences fire behavior.
- 183 AIRCRAFT ACCIDENTS** **2.50 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. Utilizing past aircraft accidents, case studies and post accident reports to evaluate and learn from tactics and strategies used during fire and rescue operations.
- 186 AIRCRAFT RESCUE FIREFIGHTING BASIC ACADEMY** **7.25 UNITS**
Associate Degree Applicable
Prerequisite: FIRET 115 or proof of graduation from a state accredited basic firefighter academy or possession of a CA State Firefighter certificate. Proof of successful completion of the Crafton Hills College, Biddle, or C-Pat physical ability course within the last six months, or a statement of fitness from the current employer
Lecture: Minimum 98 hours per semester
Laboratory: Minimum 62 hours per semester
 Introduction to the basic firefighting theory and skills as required by the National Firefighting Protection Association for Aircraft Rescue firefighters.
- 198 FIRE TECHNOLOGY WORKSITE LEARNING 2 - 4 UNITS**
CSU, Associate Degree Applicable*
Prerequisite: Completed or currently enrolled in a fire technology course
Corequisites: Enrolled in at least seven units, including FIRET 198. Must be working either paid or unpaid at a job directly related to the student's fire technology educational or occupational goal
Work Experience: 150-300 hours Paid Employment
120-240 hours Unpaid Employment
 Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.
 * Transfer credit limits apply. See a counselor for details.

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

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

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

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

204 DEVELOPING A PERSONAL PHILOSOPHY OF LEADERSHIP 2.50 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Public Safety or Related Profession**Lecture: Minimum 40 hours per semester*

Introduces the California Public Safety Leadership Certificate Program, provides a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Personal exploration of self-core values and the development of a personal philosophy of leadership.

205 ORGANIZATIONAL LEADERSHIP 2.50 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Public Safety or Related Profession**Lecture: Minimum 40 hours per semester*

Exploration of the leadership process within organizational settings. Leader-follower relationship and influence of organizational culture on leadership effectiveness, concept of defensive reasoning within organizations and theories and principles of organizational leadership.

206 LEADING OTHERS 2 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Public Safety or Related Profession**Lecture: Minimum 32 hours per semester*

Provide the participant with the knowledge, skills, and abilities to effectively lead others. Explores the various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship between leaders and followers.

207 ETHICS AND THE CHALLENGE OF LEADERSHIP 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Employment in Public Safety or Related Profession**Lecture: Minimum 48 hours per semester*

Exploration of the theories and practices of ethical leadership including the use of ethical decision-making models. Use of a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define the challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Development of strategies for leading in the challenging environment of public safety.

220-245A-ZX3 SELECTED TOPICS IN FIRE TECHNOLOGY .25 - 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 1-64 hours per semester and/or**Laboratory: Minimum 2-96 hours per semester and/or**Clinic/Field: Minimum 5-240 hours per semester*

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

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

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

275 DRIVER OPERATOR 1A 2.50 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 2.50 UNITS*Associate Degree Applicable**Prerequisite: FIRET 275**Lecture: Minimum 40 hours per semester*

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

277 HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL 1 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester*

Instruction in safe and competent response techniques for probable first responders on hazardous materials incidents at an operational level. Includes proper safe containment and protective action options, effective safety, isolation and notifications, identifying and assessing the hazard, and demonstrating proper information flow.

279 TRUCK COMPANY OPERATIONS 1A 1.50 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.

280 TRUCK COMPANY OPERATIONS 1B 1.50 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 18 hours per semester**Laboratory: Minimum 26 hours per semester*

Review of fire truck operations and the skills and techniques required in the use of fire apparatus, ventilation tools and equipment under emergency conditions. Offered for Credit or No Credit only.

THE FIRE TECHNOLOGY 500-LEVEL CLASSES DESCRIBED BELOW ARE OFFERED BY VARIOUS LOCAL FIRE AGENCIES THROUGH ADMISSIONS AND REGISTRATION PROCESSES AT CRAFTON HILLS COLLEGE

500X4 SWIFTWATER RESCUE 2.50 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 40 hours per semester*

Characteristics and variables of swiftwater; related terminology and equipment, hazards of and techniques for performing a swiftwater rescue. Offered for Credit or No Credit only. This course may be taken four times.

501X4 TRENCH RESCUE .25 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 4 hours per semester**Field: Minimum 12 hours per semester*

Instruction in the methods of evaluation and preparation to complete a trench rescue operation. Offered for Credit or No Credit only. This course may be taken four times.

502X20 FIRST RESPONDER OPERATIONS: DECONTAMINATION .50 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 6 hours per semester**Laboratory: Minimum 2 hours per semester*

Firefighter preparation to perform "Full/Primary" Decontamination in "Level B" personal protective equipment. Offered for Credit or No Credit only. This course may be taken twenty times.

503X4 CONFINED SPACE RESCUE OPERATIONS*Associate Degree Applicable***1.25 UNITS***Prerequisite: None**Lecture: Minimum 12 hours per semester**Laboratory: Minimum 28 hours per semester*

Firefighter preparation to perform rescue operations in confined spaces, including regulations, safety, team evaluation, preplanning, assessment and pre-entry operations, atmospheric monitoring and monitoring devices, self-contained breathing apparatus, flash protection, personal protective equipment, confined space communications equipment. Offered for Credit or No Credit only. This course may be taken four times.

505 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS (S-390) 1-3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Fire Behavior Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Concepts required in calculating wildland fire behavior for safe and effective fire management operations. Includes local and regional fire behavior issues critical to wildland firefighting, comparison of the effects of daytime solar radiation and nighttime heat losses from various sources, descriptions of the effects of terrain, vegetation, clouds, and wind on relative humidity, three types of inversions, and their effects on wildland fire behavior. Offered for Credit or No Credit only.

506 INTRODUCTION TO INCIDENT COMMAND SYSTEM (I-100) 0.50 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester*

Principles of the Incident Command System (ICS) and basic ICS structure and terminology. Offered for Credit or No Credit only.

507 CREW BOSS (S-230) 1-3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Identifies the hazards and risks on wildland fires and teaches the tactics appropriate for the crew boss during various wildland fire situations, crew boss responsibilities. Offered for Credit or No Credit only.

509 INTERMEDIATE FIRE BEHAVIOR (S-290) 1-3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group.**Lecture: Minimum 16-48 hours per semester*

Study of wildland fire behavior and effective and safe fire management operations. Offered for Credit or No Credit only.

510 SAFETY OFFICER (S-404) 1-3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Instruction and training in the requirements necessary to perform the duties of a safety officer. Offered for Credit or No Credit only.

511 BASIC INCIDENT COMMAND SYSTEM (200)

Associate Degree Applicable **.05-2 UNITS**
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 8-32 hours per semester

Basic introduction to the Incident Command System. Provides the foundation for taking an active part as a member of a fire incident. Offered for Credit or No Credit only.

512 INTERMEDIATE INCIDENT COMMAND SYSTEM (I-300) 1-3 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 16-48 hours per semester

Instruction for providers who will be assigned to the Incident Command System supervisory positions. Includes management of resources, description of duties of all positions, and the essential principles necessary for incident and event planning. Offered for Credit or No Credit only.

513 ADVANCED INCIDENT COMMAND SYSTEM (I-400)

Associate Degree Applicable **1-3 UNITS**
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 16-48 hours per semester

Instruction in the principle responsibilities, guidelines, and the purpose of the command and general staff in the Incident Command System. Offered for Credit or No Credit only.

514 ENGINE BOSS (S-231) 0.5-2 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 8-32 hours per semester

Prepares advanced firefighters/squad bosses to function as an engine boss in the control of wildland fires. Offered for Credit or No Credit only.

515 DISPLAY PROCESSOR (S-245) .50-2 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 8-32 hours per semester

Prepares participants to assume the function of Display Processor on a wildland fire incident. Includes determination of logistical needs, work material and work area, identification of sources of information, data collection, creation of maps, overlays and displays. Offered for Credit or No Credit only.

516 FIRE BUSINESS MANAGEMENT PRINCIPLES (S-260) 1.5-3 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 24-48 hours per semester

Introduction to the fiscal issues of wildland firefighting. Includes employee responsibilities and conduct, recruitment of personnel and equipment, provision of fiscally sound equipment and personnel time recording. Offered for Credit or No Credit only.

517 FIRE OPERATIONS IN THE URBAN INTERFACE (S-205)

Associate Degree Applicable **2-3 UNITS**
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 32-48 hours per semester

Prepares initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property, and improvements. Offered for Credit or No Credit only.

518 ADVANCED FIREFIGHTER TRAINING (S-131) .50-2 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 8-32 hours per semester

Provides advanced wildland firefighting training and education for firefighters to become qualified in the first level supervision position of Advanced Firefighter/Squad Boss. Offered for Credit or No Credit only.

519 CHECK-IN RECORDER/STATUS RECORDER (S-248) 0.50 - 2 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 8-32 hours per semester

Instruction in Resource Unit organization, resource coding, check-in, resource status, operational planning worksheet, and keeping current status. Offered for Credit or No Credit only.

520 FIREFIGHTER TRAINING (S-130) 2 - 3 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 32-48 hours per semester

Training for new firefighters in basic firefighting skills, and the knowledge necessary to effectively handle wildland fire situations. Offered for Credit or No Credit only.

521 BASE/CAMP MANAGER (S-254) 2 - 3 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 32-48 hours per semester

Instruction in the skills necessary to perform the functions as a Base/Camp Manager on a wildland fire incident. Offered for Credit or No Credit only.

522 FIRING METHODS AND PROCEDURES (S-234) 1.50 - 3 UNITS

Associate Degree Applicable
Prerequisite: As required by the National Wildfire Coordinating Group

Lecture: Minimum 24-48 hours per semester

Application of safety considerations involved in a firing operation, maintenance and use of firing devices, the use of backfire, and the application of fire suppressions firing methods and practices. Offered for Credit or No Credit only.

523 DEMOBILIZATION UNIT LEADER (S-347) 1-3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 16-48 hours per semester*

Introduction to objectives, priorities, and constraints on demobilization from the planning chief, agency representative, and contractors. Obtaining identification and description of surplus resources and probable release times, developing release procedure and coordination and supervision of the immobilization process. Offered for Credit or No Credit only.

524 SUPPLY UNIT LEADER (S-356) 1.5-3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 24-48 hours per semester*

Introduction to activities of the Supply Unit, setup and staff. Supply Unit organization and staffing and demobilization. Offered for Credit or No Credit only.

525 FOOD UNIT LEADER (S-357) 1.5 - 3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 24-48 hours per semester*

Introduction to the methodology for determining the method of feeding, obtaining the equipment and supplies to operate food service facilities at base and camps. Appropriate health and safety measures. Offered for Credit or No Credit only.

526 RESOURCES UNIT LEADER (S-348) 1.5 - 3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum of 24-48 hours per semester*

Instruction in gathering, posting, and maintaining incident resource status. Gathering, posting and maintaining transportation of support vehicles and personnel and the maintenance of a master list of all resources checked in at an incident. Offered for Credit or No Credit only.

527X20 MEDICAL FIRST RESPONDER UPDATE/RECERTIFICATION .05 UNIT*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum of 8 hours per semester*

Meets the California Code of Regulations Title 22 requirements for the recertification of medical first responders. Offered for Credit or No Credit only. This course may be taken twenty times.

528 MEDICAL UNIT LEADER (S-359) 1.50 - 3 UNITS*Associate Degree Applicable**Prerequisite: As required by the National Wildfire Coordinating Group**Lecture: Minimum 24-48 hours per semester*

Instruction in the determination of the level of emergency medical activities, activating the medical unit, preparation of the medical emergency plan and response to the requests for medical aid. Offered for Credit or No Credit only.

902X4 FIREFIGHTER PHYSICAL AGILITY PREPARATION 2.50 UNITS*Not Applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: PE/I 070X4**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

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

903X20 HAZARDOUS MATERIALS FIRST RESPONDER AWARENESS .50 UNIT*Not applicable to the Associate Degree**Prerequisite: None**Departmental Recommendation: Participants should be**emergency responders or any other individual who, in the course of their job, may respond to a hazardous materials incident**Lecture: Minimum 8 hours per semester*

Instruction in the recognition of hazardous materials events, action responses to the events and hazard assessment techniques. Satisfies the requirements for all healthcare workers at the hazardous materials awareness level. Offered for Credit or No Credit only. This course may be taken twenty times.

FRENCH (FRENCH)

Department:

Communication and Language

Faculty Chair:

Richard Hogrefe, M.A.

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

Study of introductory French to develop linguistic and cultural proficiency and comprehension through conversation, reading, writing short compositions, and grammar exercises.

NOTE: This course corresponds to the first year of high school French.

* No credit granted if taken after FRENCH 102.

(CAN FREN 2)

(CAN FREN SEQ A = FRENCH 101 + FRENCH 102)

102 COLLEGE FRENCH II 5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: FRENCH 101**Lecture: Minimum 80 hours per semester*

Study of advanced introductory French, focused also on speech arts in both oral and written expression promoting linguistic and cultural proficiency. Includes instruction in comprehension, conversation, reading, composition writing and grammar.

NOTE: This course corresponds to the second year of high school French.

(CAN FREN 4)

(CAN FREN SEQ A = FRENCH 101 + FRENCH 102)

GEOGRAPHY (GEOG)

Department: Physical Science
 Faculty Chair: Kelly Boebinger, M.S.
 Faculty: Richard Hughes, M.S.

ASSOCIATE OF SCIENCE DEGREE GEOGRAPHY

REQUIRED COURSES:		UNITS
GEOG 110	Physical Geography	3.00
GEOG 111	Physical Geography Laboratory	1.00
GEOL 100	Physical Geology	4.00
OCEAN 101	Elements of Oceanography	3.00
<i>Select at least 12 units from the following list:</i>		
CHEM 102	Introduction to Organic Chemistry	(4.00)
CHEM 150	General Chemistry I	(5.00)
CHEM 151	General Chemistry II	(5.00)
GEOG 120	World Regional Geography	(3.00)
GEOG/CIS 175	Introduction to Information Mapping	(3.00)
GEOL 112	Historical Geology	(4.00)
GEOL 170X4	Geologic History of the Great Basin	(1.00)
GEOL 175X4	Geology of the Eastern Mojave Desert	(1.00)
GEOL 270X4	Geology of the Eastern Sierra Nevada	(1.00)
MATH 103	Plane Trigonometry	(4.00)
TOTAL UNITS		23.00

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

110 PHYSICAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Concurrent enrollment in GEOG 111

Lecture: Minimum 48 hours per semester and field trips

A spatial study of Earth's dynamic physical systems and processes. Topics include Earth-sun relationships, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and fieldtrips. (CAN GEOG 2)

111 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite/Corequisite: GEOG 110

Laboratory: Minimum 48 hours per semester

Laboratory to accompany GEOG 110. Geographic tools will be utilized to explore, understand, and identify the interrelationships of our atmosphere, hydrosphere, lithosphere, and biosphere. Topics include spatial location, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, aerial photographs, remote sensing, Geographic Information Systems (GIS), Global Positional Systems (GPS), and fieldtrips.

114 WEATHER AND CLIMATE 3 - 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester and field trips

Laboratory: Minimum up to 48 hours per semester

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

119X4 SELECTED STUDIES IN GEOGRAPHY 1 UNIT

UC, CSU, Associate Degree Applicable*

Prerequisite: GEOG 110

Independent Study: Minimum of 48 hours per semester

This course allows students with an interest in geography to pursue further knowledge in a specific topic of their choice with the help of the instructor. Assigned topics will involve both library/Internet research and field work. This course may be taken four times.

* UC will determine units granted AFTER transfer.

120 WORLD REGIONAL GEOGRAPHY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

126 GEOGRAPHY OF CALIFORNIA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester and field trips

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

175 INTRODUCTION TO INFORMATION MAPPING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to GIS using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization. This course is also offered as CIS 175.

GEOLOGY (GEOL)

Department: Physical Science
 Faculty Chair: Kelly Boebinger, M.S.
 Faculty: Richard Hughes, M.S.

ASSOCIATE OF SCIENCE DEGREE GEOLOGY

REQUIRED COURSES: UNITS

CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
GEOL 100	Physical Geology	4.00
GEOL 112	Historical Geology	4.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
PHYSIC 200	Physics I	6.00
	TOTAL UNITS	32.00

RECOMMENDED COURSES: UNITS

GEOG 175/ CIS 175	Introduction to Information Mapping	3.00
GEOG 110	Physical Geography	3.00
GEOG 111	Physical Geography Laboratory	1.00
GEOL 170X4	Geologic History of the Great Basin	1.00
GEOL 175X4	Geology of the Eastern Mojave Desert	1.00
GEOL 250	Geology of California	3.00
GEOL 251	Geology of National Parks and Monuments	3.00
GEOL 270X4	Geology of the Eastern Sierra Nevada	1.00
OCEAN 101	Elements of Oceanography	3.00
PHYSIC 201	Physics II	6.00

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

100 PHYSICAL GEOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester and field trips

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that create the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field studies. The laboratory studies are closely coordinated with the lecture topics.

(CAN GEOL 2)

101 INTRODUCTION TO GEOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that form the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks. Aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field studies.

112 HISTORICAL GEOLOGY 4 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

The course will provide the student with the opportunity to recognize basic scientific principles and to apply those principles to historical geology. Each student will be able to understand geologic time and how the Earth has evolved throughout its geologic history.

*GEOL 112 and GEOL 113, maximum UC credit one course.

113 EARTH AND LIFE HISTORY 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester

Introduction to the study of geologic history. Evolution of the Earth both geologically and biologically from its inception through the present day and the geologic processes responsible for its constant reshaping and continued morphological change of the planet and its life forms. Emphasis will be on the historical and geological development of North America. Field studies are required.

* GEOL 112 and GEOL 113, maximum UC credit one course.

150 GEOLOGY AND THE ENVIRONMENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160

Lecture: Minimum 48 hours per semester and field trips

Introduction to the interrelationships among geologic processes, earth materials and humans, emphasizing geologic hazards (mass movements such as landslides, earthquakes, volcanoes, etc.), the problems of urbanization (waste management, energy and the environment, and desertification), and natural resources, including the issues involved with their extraction. Emphasis will be on case studies within California. Field studies are required.

160 GEOLOGY LABORATORY 1 UNIT

UC, CSU, Associate Degree Applicable

Prerequisite/Corequisite: GEOL 101

Laboratory: Minimum 48 hours per semester

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

170X4 GEOLOGIC HISTORY OF THE GREAT BASIN 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Great Basin province of the United States, with specific emphasis on the geology of Death Valley National Park. Lectures preparatory to the field study and geologic tools will be utilized to explore, understand, and observe the geology in the Great Basin and around Death Valley. Tools of geologic inquiry include field notes, hand lens, Brunton compass, topographic maps, aerial photographs, remote sensing, Geographic Information System (GIS), and Global Positional Systems (GPS). Students must attend the field study for successful course completion. This course may be taken four times. (Formerly GEOL 170ABC)

175X4 GEOLOGY OF THE EASTERN MOJAVE DESERT 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 32 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Great Basin of the United States, with specific emphasis on the geology of the Eastern Mojave Desert. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geology of the Eastern Mojave Desert. Students must attend a field trip to successfully complete the course. This course may be taken four times.

246X4 SPECIAL PROBLEMS IN GEOLOGY 1 UNIT*UC*, CSU, Associate Degree Applicable**Prerequisite: GEOL 100 or GEOL 101**Independent Study: Minimum 48 hours per semester*

This course allows students with an interest in geography to pursue further knowledge in a specific topic of their choice with the help of the instructor. Assigned topics will involve both library/Internet research and field work. This course may be taken four times.

* UC will determine units granted AFTER transfer.

250 GEOLOGY OF CALIFORNIA 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: GEOL 100 or GEOL 101 and GEOL 160**Lecture: Minimum 48 hours per semester and field trips*

Introduction to the interrelationship among the geologic processes that created the state of California. Each of the twelve geomorphic provinces will be examined with respect to their physical and historical geologic background. The geologic hazards of California will be discussed. Case studies will be focused on southern California.

251 GEOLOGY OF NATIONAL PARKS AND MONUMENTS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester and field trips*

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

260ABC INTRODUCTION TO FIELD GEOLOGY 2 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: Any course in Geology**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Students must attend the field studies for successful completion of the course.

*Maximum UC credit, one course.

270X4 GEOLOGY OF THE EASTERN SIERRA NEVADA 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with specific emphasis on the geology of Eastern Sierra Nevada. Lectures preparatory to the field study and geologic tools will be utilized to explore, understand, and observe the geology in the Pacific Coast province and around the Eastern Sierra Nevada. Tools of geologic inquiry include field notes, hand lens, Brunton compass, topographic maps, aerial photographs, remote sensing, Geographic Information Systems (GIS), and Global Positional Systems (GPS). Students must attend the field trip for successful course completion. This course may be taken four times. (Formerly GEOL 270ABC)

HEALTH EDUCATION (HEALTH)

Department:
Faculty Chair:
Faculty:

Health and Physical Education
Ralph Rabago, M.S.
Janine Ledoux, Dr.P.H.

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

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

263 NUTRITION AND HEALTH 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None

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

Lecture: Minimum 48 hours per semester

Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for healthy individuals. Study of the relationship between lifestyle factors and disease in America. In-depth analysis of emotional stress with practical application of principles for stress reduction. This course is also offered as PE 263.

HISTORY (HIST)

Department: Social Science
 Faculty Chair: Mario Perez, M.A.
 Faculty: Jane Beitscher, Ph.D.
 Mario Perez, M.A.

ASSOCIATE OF ARTS DEGREE HISTORY

REQUIRED COURSES:	UNITS
HIST 100 History of the United States to 1877	3.00
HIST 101 History of the United States 1865 to Present	3.00
HIST 160 History of Western Civilization: From the Neolithic Revolution to the Renaissance	3.00
HIST 161 History of Western Civilization: From the Renaissance to the Cold War	3.00
HIST 170 World Civilizations (3500 BCE-1500 CE)	3.00
HIST 171 World Civilizations (1500 CE to the Present)	3.00
<i>Select six units from the following list:</i>	
GEOG 110 Physical Geography	(3.00)
PHIL 103 Introduction to Logic: Argument and Evidence	(3.00)
POLIT 100 American Politics	(3.00)
TOTAL UNITS	24.00

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

100 HISTORY OF THE UNITED STATES TO 1877 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation.

(CAN HIST 8)

(CAN HIST SEQ B = HIST 100 + HIST 101)

101 HISTORY OF THE UNITED STATES 1865 TO PRESENT 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of American history 1865 to the present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society.

(CAN HIST 10)

(CAN HIST SEQ B = HIST 100 + HIST 101)

107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

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

135 RELIGION IN AMERICA 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

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

**160 HISTORY OF WESTERN CIVILIZATION:
FROM THE NEOLITHIC REVOLUTION
TO THE RENAISSANCE 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101
as determined through the Crafton Hills College assessment
process**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 BCE to 1500 CE. Traces the development of these institutions from the "cradle of civilization" to the Renaissance. (CAN HIST 2)

(CAN HIST SEQ A = HIST 160 + HIST 161)

**161 HISTORY OF WESTERN CIVILIZATION:
FROM THE RENAISSANCE TO THE COLD WAR 3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101
as determined through the Crafton Hills College assessment
process**Lecture: Minimum 48 hours per semester*

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

(CAN HIST 4)

(CAN HIST SEQ A = HIST 160 + HIST 161)

**164 HISTORY OF GREAT BRITAIN FROM
PREHISTORIC TIMES TO 1688 3 UNITS***CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101
and Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Political, economic and cultural study of Great Britain (England, Scotland, Ireland, Wales) from Stonehenge to the Glorious Revolution.

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

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

(CAN HIST 14)

(CAN HIST SEQ C = HIST 170 + HIST 171)

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

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

(CAN HIST 16)

(CAN HIST SEQ C = HIST 170 + HIST 171)

HUMAN SERVICES (HUMSV)

Department:

Behavioral Science

Faculty Chair:

T.L. Brink, Ph.D.

175 INTRODUCTION TO EATING DISORDERS 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: MATH 095; Eligibility for
ENGL 101 as determined by the Crafton Hills College as
essment process**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: MATH 095; Eligibility for
ENGL 101 as determined by the Crafton Hills College assessment
process**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.

INTERDISCIPLINARY STUDIES (INTDIS)

Department: Social Science
Faculty Chair: Mario Perez, M.A.

101 THE HUMANITIES I: PRESHISTORIC TO MEDIEVAL 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

The study of humanities through the arts and idea of earliest civilization through the Medieval period. Development of the understanding of historical context, basic elements, meaning, form, and critical evaluation skills as they relate to the humanities.

102 THE HUMANITIES II: RENAISSANCE TO POST MODERN 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Study of humanities through the arts and ideas of the Renaissance through the present. Development of the understanding of historical context basic elements, meaning, form, and critical evaluation skills as they relate to the humanities.

135 PEER EDUCATION: WELLNESS IN ACTION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ENGL 015, PSYCH 100 and/or SOC 100, SPEECH 100 and/or SPEECH 111

Lecture: Minimum 48 hours per semester

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

140 HUMANITIES THROUGH THE ARTS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101

Lecture: Minimum 48 hours per semester

Study of humanities through seven major arts: film, drama, music, literature, painting, sculpture, and architecture. Development of the understanding of historical context, basic elements, meaning, form, and critical evaluation skills as they relate to art.

180 COMMUNITY SERVICE AND LEADERSHIP I 2 - 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Corequisite: Active participation in a community based organization

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 – 96 hours per semester

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

200A THE HONORS EXPERIENCE: WORLD WAR I 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 48 hours per semester

Seminar experience for students participating in the college honors program. Advanced study of an interdisciplinary theme synthesizing knowledge from the natural sciences, humanities and/or social sciences. Exploration accomplished through substantial analytical reading and writing, in-class discussions, oral presentations, and other activities. Introduction to methods of original research. See the current schedule of classes for specific theme.

200B-Z THE HONORS EXPERIENCE 3 UNITS

Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 48 hours per semester

Seminar experience for students participating in the college's honors program. Advanced study of an interdisciplinary theme synthesizing knowledge from the natural sciences, humanities and/or social sciences. Exploration accomplished through substantial analytical reading and writing, in-class discussions, oral presentations, and other activities. Introduction to methods of original research. See the current schedule of classes for specific theme.

JOURNALISM (JOUR)

Department: Communication and Language
 Faculty Chair: Richard Hogrefe, M.A.
 Faculty: Richard Hogrefe, M.A.

120 FUNDAMENTALS OF NEWS WRITING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: ENGL 101

Lecture: Minimum 48 hours per semester

Study of the basic principles of journalism. Development of skills associated with evaluating, gathering and writing news in accepted journalistic style. Introduction to the role of the reporter in news organizations, news reporting techniques and legal and ethical issues related to journalism. This course is also offered as ENGL 120.

135 MASS COMMUNICATION IN SOCIETY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as SPEECH 135.

LEARNING RESOURCES (LRC)

Department: Technology and Learning Resources
 Dean: Ted Phillips, Ed.D.
 Faculty: Damaris Matthews, M.A.

050 TUTOR TRAINING 1 UNIT

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 12 hours per semester

Laboratory: Minimum 12 hours per semester

Basic tutoring instruction using classic learning theories and differences in learning style. Designed for current peer tutors and those interested in tutoring; introduction to basic instructional methodology and its applications to different tutoring situations; highlights of specific problems that may interfere with learning and tutoring.

900X4 LEARNING RESOURCES LABORATORY 0 UNIT

Not applicable to the Associate Degree

Prerequisite: None

Corequisite: Enrollment in at least one other course at CHC Laboratory: Minimum 1-500 hours per semester

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

960X4 DEVELOPMENTAL STUDY TECHNIQUES .50 - 2 UNITS

Not applicable to the Associate Degree

Prerequisite: None

Laboratory: Minimum 24-96 hours per semester

This course provides participation in programs individually designed to assist students in their mastery of basic study techniques necessary for successful achievement in college courses. Some topics that may be addressed are note-taking, test preparation, textbook reading, and time management. This course may be taken four times. (Formerly READ 960ABCD, READ 961ABCD, READ 962ABCD and READ 963ABCD)

LIBRARY SCIENCE (LIBR)

Department: Technology and Learning Resources
 Dean: Ted Phillips, Ed.D.
 Faculty: Catherine Hendrickson, M.L.S., J.D.
 Samuel Job, M.L.S.
 Laura Winningham, M.A., M.S.

100 INTRODUCTION TO LIBRARY RESEARCH AND INFORMATION COMPETENCY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

An introduction to information competency and development of skills necessary to perform academic and personal research using library resources, electronic databases and the Internet. Includes guidance through the process of selecting, analyzing and citing various information sources and application of the research process to a variety of information needs: term papers, coursework, careers, and lifelong learning. This course will prepare students for college-level research in all disciplines.

MARKETING (MARKET)

Department: Business & Information Technology
 Faculty Chair: Catherine Pace-Pequeno, M.P.A.
 Faculty: Robert O'Toole, M.B.A.

MARKETING MANAGEMENT CERTIFICATE

The objective of this certificate is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in the 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.

Completion of the following 32.00 units qualifies the student for the Marketing Management Certificate. Candidates must successfully complete the prescribed course work with a "C" or better.

REQUIRED COURSES:	UNITS
ACCT 208 Introduction to Financial Accounting	4.00
BUSAD 100 Introduction to Business	3.00
BUSAD 105 Small Business Management	3.00
BUSAD 145/ SPEECH 145 Business Communication	4.00
BUSAD 155/ SPEECH 155 Human Relations in the Workplace	(3.00)
OR	
SPEECH 111 Interpersonal Communication	(3.00)
OR	
SPEECH 140 Small Group Communication	(3.00)
AND	
BUSAD 230 Using Computers for Business	(3.00)
OR	
CIS 101 Introduction to Computer and Information Technology	(3.00)
CIS 111 Web Page Programming and Design	3.00
CIS 163 Introduction to PhotoShop	3.00
MARKET 100 Marketing Principles	3.00
MARKET 110 Advertising	3.00
TOTAL UNITS	32.00

100 MARKETING PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

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

Lecture: Minimum 48 hours per semester

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

105 SALESMANSHIP PRINCIPLES 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

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

Lecture: Minimum 48 hours per semester

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

106 RETAIL MANAGEMENT 3 UNITS

Associate Degree Applicable

Prerequisite: None

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

Lecture: Minimum 48 hours per semester

Principles and practices used in the management of retail stores. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques and all aspects of the critical buying function.

110 ADVERTISING 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

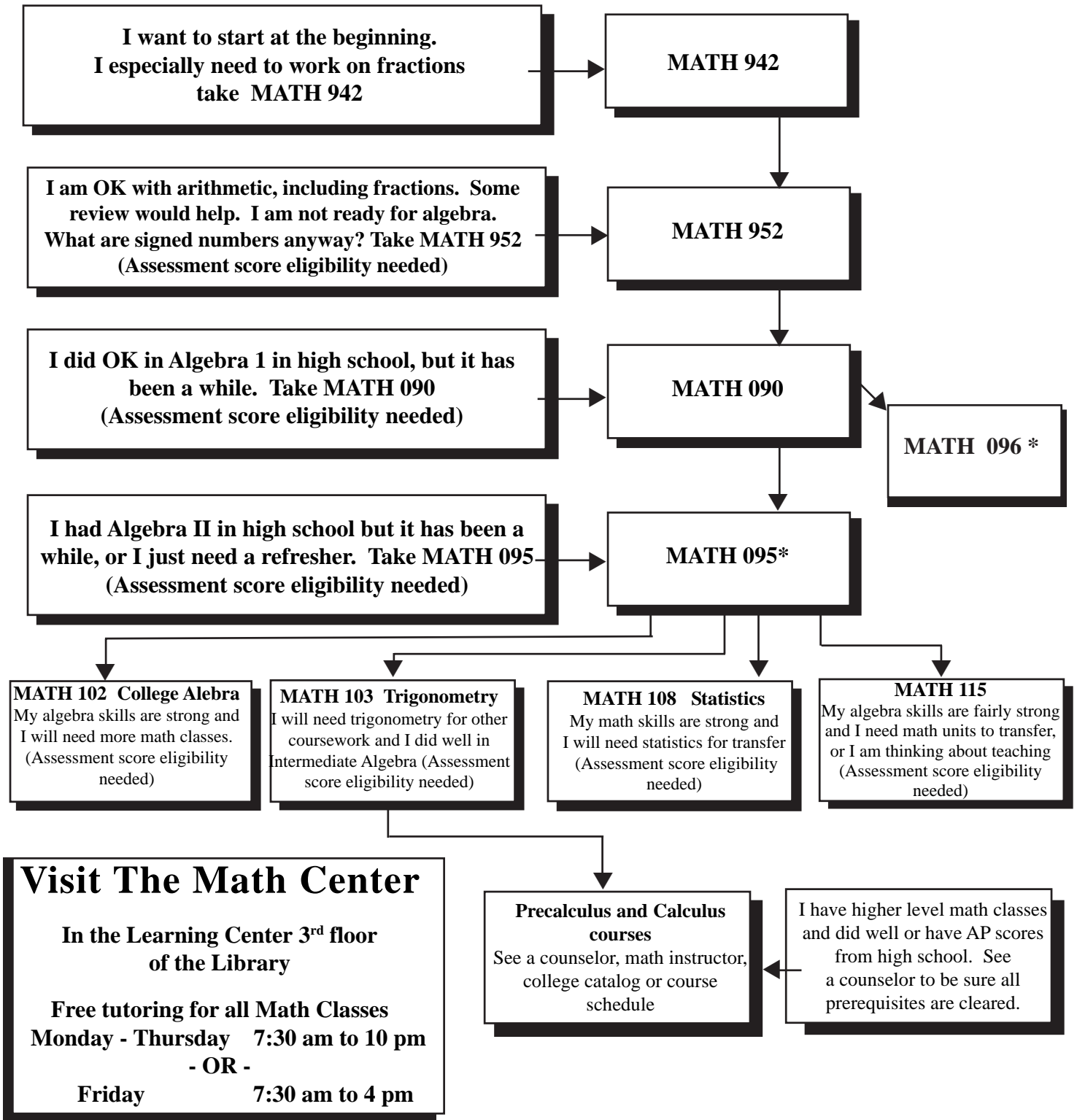
Departmental Recommendations: ENGL 015; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level or equivalent

Lecture: Minimum 48 hours per semester

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

Levels and Order of Mathematics Classes

The ability to think and reason using mathematical concepts is an essential skill. There are several starting points for you to enter at the right level. Starting at the right class will let you move successfully from class to class and to get to the point you need in the shortest amount of time. Start with the assessment test in the Counseling Center. Based on your eligibility determined on the assessment, choose the statement that best describes you, meet with a counselor to discuss the path and to be sure all prerequisites are cleared and follow that path. A counselor can also show you a sheet with the skills needed for each class and help you interpret the assessment scores. They also have a more detailed sheet explaining the differences between MATH 102, 108 and 115.



* Meets associate degree graduation requirement for Mathematics

198 MARKETING WORKSITE LEARNING 2 - 4 UNITS

CSU, Associate Degree Applicable*

Prerequisite: Completed or currently enrolled in a marketing course

Corequisites: Enrolled in at least seven units, including MARKET 198. Must be working either paid or unpaid at a job directly related to the student's marketing educational or occupational goal

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

Employment in approved jobs related to the student's major. All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on-the-job performance. This course may be repeated three times for a maximum of 16 units or four total enrollments since course content varies and skills are enhanced by supervised repetition and practice.

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



MATHEMATICS (MATH)

Department: Mathematics
 Faculty Chair: Sherri Wilson, M.S. (Fall 2007)
 Jodi Hanley, M.A. (Spring 2008)
 Faculty: Robert Crise, M.A.
 Merrill Deming, M.A.
 Kathleen Gibson, M.A.
 Jodi Hanley, M.A.
 Matthew Henes, M.A.
 Stephen Ramirez, M.A.
 Sherri Wilson, M.S.

**ASSOCIATE OF SCIENCE DEGREE
MATHEMATICS**

The mathematics department offers a major program which may be adapted to serve a variety of needs and interests. Students may develop elective patterns which will prepare them to transfer to an upper division mathematics program or for employment.

REQUIRED COURSES:		UNITS
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00
<i>Select five units from the following list:</i>		
MATH 108/ PSYCH 108	Statistics	(4.00)
MATH 115	The Ideas of Mathematics	(3.00)
MATH 265	Linear Algebra	(3.00)
MATH 266	Introduction to Ordinary Differential Equations	(3.00)
CIS 103	Visual Basic(3.00)	
CIS 114	C++ Programming I	(3.00)
CIS 116	C++ Programming II	(3.00)
PHYSIC 110	General Physics I	(4.00)
PHYSIC 111	General Physics II	(4.00)
PHYSIC 200	Physics I	(6.00)
PHYSIC 201	Physics II	(6.00)
TOTAL UNITS		18.00

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

090 ELEMENTARY ALGEBRA 4 UNITS

Associate Degree Applicable

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

Lecture: Minimum 64 hours per semester

Operations with algebraic expressions emphasizing polynomials. The algebra of integer exponents, the solution of first degree and literal equations, methods of factoring, an introduction to the solution of quadratic equations by factoring, graphing linear equations, systems of first degree equations in two variables, and introduction to rational expressions. Applications of these topics are included.

093 GEOMETRY**4 UNITS***Associate Degree Applicable**Prerequisite: MATH 090 or eligibility for MATH 093 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

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

095 INTERMEDIATE ALGEBRA**4 UNITS***Associate Degree Applicable**Prerequisite: MATH 090 or eligibility for MATH 095 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Study of rational exponents and radicals; quadratic, absolute value, rational and radical equations; complex numbers; absolute value, linear, non-linear and systems of inequalities; operations with functions; introduction to exponential and logarithmic functions; graphs of the basic functions and their translations.

096 UNDERSTANDING OUR QUANTITATIVE WORLD**4 UNITS***Associate Degree Applicable**Prerequisite: MATH 090 or eligibility for MATH 096 as determined through the Crafton Hills College assessment process**Departmental Recommendations: READ 078X2 and eligibility for ENGL 015 or equivalent as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Introduction to functions, graphing and modeling using applications involving linear, quadratic, exponential, and logarithmic functions; introduction to statistical terms and basic applications. Use of a graphing calculator will be required.

102 COLLEGE ALGEBRA**4 UNITS***UC*, CSU, Associate Degree Applicable**Prerequisite: MATH 095 or eligibility for MATH 102 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Study of logarithms, sequences, series, mathematical induction, the Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants; introduction to graphing rational functions, and the theory of equations.

* MATH 102 and MATH 151, maximum UC credit one course. (CAN MATH 10)

103 PLANE TRIGONOMETRY**4 UNITS***CSU, Associate Degree Applicable**Prerequisite: MATH 095 or eligibility for MATH 103 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Study of the definitions of the circular functions, their inverses, properties, and graphs. Emphasis on mastering trigonometric identities and the solution of trigonometric equations. Applications of these topics to the solution of triangles and vector representations are presented. An introduction to polar coordinates and DeMoivre's Theorem are also included. (CAN MATH 8)

108 STATISTICS**4 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: MATH 095 or eligibility for MATH 108 as determined through the Crafton Hills College assessment process**Departmental Recommendation: MATH 117**Lecture: Minimum 64 hours per semester*

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences. This course is also offered as PSYCH 108.

(CAN STAT 2)

115 THE IDEAS OF MATHEMATICS**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: MATH 095**Lecture: Minimum 48 hours per semester*

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

117 COMPUTER APPLICATIONS IN RESEARCH **1 UNIT***CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: MATH 108**Lab: Minimum 48 hours per semester*

Introduction to computer use as a research tool using the Statistical Package for the Social Sciences (SPSS) and Excel. Training will include variable and data entry, test selection and running statistical analyses. Additional preparation will include generating tables, diagrams, graphs, charts and final report presentation. This course is also offered as PSYCH 117.

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

Concepts of function and limit, differentiation and integration of polynomial rational, exponential, and logarithmic functions; an emphasis on applications of calculus in business and economics, partial derivatives. No UC credit granted for MATH 141 if taken after MATH 250 or MATH 251.

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

151 PRECALCULUS**4 UNITS***UC*, CSU, Associate Degree Applicable**Prerequisite: MATH 103 or eligibility for MATH 151 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits. * MATH 102 and MATH 151, maximum UC credit one course. (CAN MATH 16)

250 SINGLE VARIABLE CALCULUS I 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 151 or eligibility as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Introduction to differential and integral calculus; functions, limits, and continuity; techniques and applications of differentiation including derivatives of algebraic and transcendental functions, chain rule, implicit differentiation, The Mean Value Theorem, curve sketching, extremum problems, related rates; introduction to integration, The Fundamental Theorem of Calculus.

(CAN MATH 18)

(CAN MATH SEQ B = MATH 250 + MATH 251)

(CAN MATH SEQ C = MATH 250 + MATH 251 + MATH 252)

251 SINGLE VARIABLE CALCULUS II 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 250 or eligibility for MATH 251 as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

Integration of algebraic, trigonometric, exponential, logarithmic, and inverse trigonometric functions; area between curves, volume of revolution, length of a plane curve, area of a surface of revolution, rectilinear motion, work done by a variable force (including Hooke's Law), fluid pressure; improper integrals, conic sections, parametric equations, infinite series, and polar coordinates.

(CAN MATH 20)

(CAN MATH SEQ B = MATH 250 + MATH 251)

(CAN MATH SEQ C = MATH 250 + MATH 251 + MATH 252)

252 MULTIVARIABLE CALCULUS 5 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 251 or eligibility for MATH 252 as determined through the Crafton Hills College assessment process**Lecture: Minimum 80 hours per semester*

Study of vectors and solid analytic geometry, functions of several variables, partial derivatives, multiple integrals, and line and surface integrals. Green's Theorem, Divergence Theorem, Stokes' Theorem.

(CAN MATH 22)

(CAN MATH SEQ C = MATH 250 + MATH 251 + MATH 252)

265 LINEAR ALGEBRA 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 250 or eligibility for MATH 265 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

An introduction to linear algebra that complements advanced courses in calculus. Topics include systems of linear equations, matrix operations, determinants, vectors and vector spaces, eigenvalues and eigenvectors and linear transformations.

266 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 251 or eligibility for MATH 266 as determined through the Crafton Hills College assessment process**Lecture: Minimum 48 hours per semester*

An introduction to differential equations complementing advanced courses in calculus. Topics include first order differential equations and applications, linear differential equations and some applications of second-order linear differential equations, linear systems, an introduction to series solutions and the Laplace Transforms. (Formerly MATH 254).

903X2 MATH SUPPORT LAB 1 UNIT*Corequisite: Math 952, Math 090 or Math 095**Laboratory: Minimum 48 hours per semester*

Support materials, workshops and individual tutoring related to the linked math course. Students will be taught math specific study skills, strategies to overcome math avoidance, and approaches to reduce math anxiety. These skills will be practiced in the linked math lecture course. Offered for Credit or No Credit only.

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

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

943X2 REVIEW ARITHMETIC TOPICS .50 UNIT*Not Applicable to the Associate Degree**Prerequisite: None**Laboratory: Minimum 24 hours per semester*

The review of a few specific fundamental operations involving whole numbers, fractions, or decimals, as determined by diagnostic information.

Note: Students requiring extensive review will be directed to MATH 942. Offered for Credit or No Credit only. This course may be taken two times.

952 PREALGEBRA 4 UNITS*Not Applicable to the Associate Degree**Prerequisite: MATH 942 or equivalent as determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

This course prepares students for elementary algebra, MATH 090, providing a transition from arithmetic to algebra, covering operations with signed numbers, solving simple single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

MICROBIOLOGY (MICRO)

Department: Biological Science
 Faculty Chair: Mark Jonasson, Ph.D.
 Faculty: Lisa Shimeld, M.S.

ASSOCIATE OF SCIENCE DEGREE MICROBIOLOGY see BIOLOGY

102 INTRODUCTORY MICROBIOLOGY 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

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

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

150 MEDICAL MICROBIOLOGY 5 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: CHEM 101

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 96 hours per semester

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

*MICRO 102 and MICRO 150 combined:

Maximum UC credit - 5 units

(CAN BIOL 14)

246AB SPECIAL PROBLEMS IN MICROBIOLOGY 1 UNIT

UC, CSU, Associate Degree Applicable*

Prerequisite: MICRO 150

Independent Study: Minimum 48 hours per semester

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

*UC will determine units granted AFTER transfer.

247X4 SPECIAL PROBLEMS IN MICROBIOLOGY 2 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MICRO 102 or MICRO 150

Independent Study: Minimum 96 hours per semester

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

*UC will determine units granted AFTER transfer.

248X4 SPECIAL PROBLEMS IN MICROBIOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: MICRO 102 or MICRO 150

Independent Study: Minimum 144 hours per semester

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

*UC will determine units granted AFTER transfer.

MULTIMEDIA (MULTI)

Department: Business & Information Technology
 Faculty Chair: Catherine Pace-Pequeno, M.P.A.
 Faculty: Catherine Pace-Pequeno M.P.A.

119 DIGITAL VIDEO PRODUCTION 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: ART 105, ART 120X4, CIS 162, CIS 163

Lecture: Minimum 16 hours per semester

Lab: Minimum 96 hours per semester

An introduction course that focuses on the world of digital video with the emphasis on visual impact through editing and composition. This course explores the visual language in documentary and video art. This course is also offered as ART 119.



MUSIC (MUSIC)

Department: Fine Arts
 Faculty Chair: Mark McConnell, M.M.
 Faculty: Mark McConnell, M.M.

ASSOCIATE OF ARTS DEGREE MUSIC

The Crafton Hills College Music Program provides basic training in Common Practice Era Theory, Western history, and practice/performance techniques. There are two ensembles (Jazz Ensemble and Choir) that perform 6-8 concerts each year and the Music Program hosts a Music Major recital each semester.

REQUIRED COURSES:	UNITS
MUSIC 101 Music Theory I	3.00
MUSIC 102 Music Theory II	3.00
MUSIC 120 Appreciation of Musical Literature	3.00
*MUSIC 135X4 Piano	8.00
*MUSIC 141X4 Applied Music	8.00

Select eight units from the following list:

MUSIC 132X4 Guitar	(2.00)
MUSIC 150X4 Mixed Chorus	(2.00)
MUSIC 156X4 Concert Choir	(2.00)
MUSIC 174X4 Jazz Ensemble	(2.00)
MUSIC 175X4 Jazz Band Workshop	(2.00)
MUSIC 179X4 Contemporary Ensemble	(2.00)

Select three units from the following:

MUSIC 100 Fundamental Skills in Music	(3.00)
MUSIC 103 Appreciation of American Popular Music	(3.00)
MUSIC 134 Jazz History	(3.00)
MUSIC 140X4/ Theatre Workshop	(3.00)
THART 140X4	
MUSIC 180X4 Rehearsal and Performance	(2.00)
MUSIC 247X4 Special Projects in Music	(1.00-3.00)
TOTAL UNITS	36.00

*Must be taken four times. MUSIC 135x4 may be taken as Credit by Exam (CBE).

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

100 FUNDAMENTAL SKILLS IN MUSIC 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
 Basic music theory and practical applications to develop an understanding of the elements of music. Study of pitch, rhythm, notation, and sight reading. Includes sight singing and introduction to keyboard and simple rhythmic instruments.

101 MUSIC THEORY I 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 40 hours per semester
Laboratory: Minimum 24 hours per semester
 First course in a progressive study through four semesters includes work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism. Open to both music majors and non-majors.

102 MUSIC THEORY II 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: MUSIC 101
Lecture: Minimum 40 hours per semester
Laboratory: Minimum 24 hours per semester
 Second course in a progressive study through four semesters including work in sight singing, dictation, rhythm, scales, intervals, key signatures, and harmonic techniques from the Common Practice Era to Serialism.

103 APPRECIATION OF AMERICAN POPULAR MUSIC 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
 History of American popular music with an emphasis on the music of the current and past century.

105X2 MUSICIANSHIP 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
Laboratory: Minimum 16 hours per semester
 Study of melodic rhythmic dictation, drill in sight reading, and analysis of music of the masters using keyboard harmonies. This course may be taken two times.

112A JAZZ THEORY AND MUSICIANSHIP I 3 UNITS
UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: Ability to read music
Lecture: Minimum 40 hours per semester
Lab: Minimum 24 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: MUSIC 112A
Departmental Recommendation: Ability to read music
Lecture: Minimum 40 hours per semester
Lab: Minimum 24 hours per semester
 Advanced study of the elements of contemporary jazz theory, emphasizing techniques of jazz improvisation.

120 APPRECIATION OF MUSICAL LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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

130X4 ELEMENTARY VOICE 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Introduction to the proper use of the voice, including techniques of posture, breathing, breath control, tone color, diction, and performance of musical repertoire. This course may be taken four times.

132X4 GUITAR 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: MUSIC 100**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Progressive study of the basic techniques of playing the guitar, including instruction in chords, arpeggios, scales, improvisation, sight reading, and performance. The course will cover many styles, including popular, folk, and classical. Students must provide their own instruments. This course may be taken four times.

134 JAZZ HISTORY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

This course is a survey of Jazz music and musicians. Students will study the birth and evolution of jazz as an American musical art form, the key historical figures in Jazz, and the major components of Jazz music.

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.

140X4 THEATRE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Audition**Lecture: Minimum 24 hours per semester**Lab: Minimum 72 hours per semester*

Preparation, rehearsal, production and performance of plays, musicals and dance pieces. Participation in a variety of activities including performing, executing technical production work in the areas of scenery, costumes, lights and sound, stage management, design, musical accompaniment or directing. This course may be taken four times. This course is also offered as THART 140X4.

141X4 APPLIED MUSIC 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: MUSIC 100**Independent Study: Minimum 96 hours per semester*

Applied private music lessons in piano/keyboards, percussion, strings/guitar, brass, woodwinds, and voice with an approved off-campus instructor. Students are required to have 14 one-hour lessons during the semester, and are responsible for the cost of private instruction. Students must perform in two assessment juries. Students must provide their own instruments. This course may be taken four times.

143X4 WOODWIND, BRASS AND PERCUSSION INSTRUCTION 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Ability to perform on an instrument at a fundamental level**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 32 hours per semester*

Class instruction on wind, brass, and percussion instruments. A beginning level class open to all, but students must provide their own instruments. This course may be taken four times.

150X4 MIXED CHORUS 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Foundational techniques in such aspects of choral music as breathing, tone production, enunciation and musicianship, especially recommended for pre-teaching and liberal arts majors who desire vocal training. This course may be taken four times.

154X4 COLLEGE SINGERS 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Audition with instructor**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Study and performance of choral literature and advanced technique. Performance required. This course may be taken four times.

156X4 CONCERT CHOIR 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Faculty recommendation through audition**Departmental Recommendation: MUSIC 150X4 or equivalent**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

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

164X4 CONCERT BAND 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Intermediate or high performance level on traditional band instrument**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Study and performance of band literature. This course may be taken four times.

174X4 JAZZ ENSEMBLE 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: Demonstrate performance proficiency on instrument/voice through audition**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

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

175X4 JAZZ BAND WORKSHOP 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MUSIC 174X4 and/or faculty recommendation through audition**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

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

179X4 CONTEMPORARY ENSEMBLE 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 96 hours per semester*

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

180X4 REHEARSAL AND PERFORMANCE 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Advanced performance ability on instrument or voice**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Rehearsal and public performance of musicals, operettas, operas and/or oratorios for both vocalists and instrumentalists. This course may be taken four times.

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

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

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

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

247X4 SPECIAL PROJECTS IN MUSIC 1 - 3 UNITS*CSU, Associate Degree Applicable**Prerequisites/Corequisites: MUSIC 101, MUSIC 102, MUSIC 120, MUSIC 132X4, MUSIC 135X4, MUSIC 150X4, or MUSIC 175X4**Independent Study: Minimum 48-144 hours per semester*

Independent study for advanced students in any area of music with projects determined jointly by student and instructor. This course may be taken four times.

OCEANOGRAPHY (OCEAN)

Department: Physical Science
 Faculty Chair: Kelly Boebinger, M.S.
 Faculty: Richard Hughes, M.S.

100 INVESTIGATIONS IN OCEANOGRAPHY 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Basic computer abilities including familiarity with windows operating systems**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Study of the oceans and seas, with an additional Geographic Information Systems (GIS) computer lab component. Includes geological and tectonic processes, bathymetry, chemistry, physics, and dynamic influences on oceans and seas. Covers in detail topics related to marine biology, and the relationships between marine communities and their physical environment, structures of the earth and sea floor, atmospheric wind and ocean circulation, waves, currents, tides, marine plants and animals, ecological concepts, and environmental concerns. Also covers tools of oceanographic inquiry including maps, remote sensing, Geographic Information Systems (GIS), Global Positioning Systems (GPS), and other data collection analysis and display methods. *OCEAN 100 and OCEAN 101, maximum UC credit one course.

101 ELEMENTS OF OCEANOGRAPHY 3 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the basic principles of oceanography, including geology, physics, chemistry, and biology of the oceans. Topics include the structure of the earth and sea floor, the physics and chemistry of the ocean, atmospheric wind and ocean circulation, waves, currents, tides, marine plants, and animals, ecological concepts, and environmental concerns. Tools of oceanographic inquiry include maps, remote sensing, Geographic Information Systems, Global Positional Systems, and field trips.

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

*OCEAN 100 and OCEAN 101, maximum UC credit one course.

OFFICE COMPUTER APPLICATIONS (OCA)

Department: Business & Information Technology
Faculty Chair: Catherine Pace-Pequeno, M.P.A.

Office Assistant I Certificate

The objective of this certificate is to provide the basic skills necessary for entry into the business field as a receptionist or office assistant.

REQUIRED COURSES:	UNITS
BUSAD 039 Foundations for Successful Employment	3.00
BUSAD 053 Business Computations	3.00
BUSAD 145/ Business Communication	4.00
SPEECH 145	
OCA 180 Word Processing	<u>3.00</u>
TOTAL UNITS	13.00

Office Assistant II Certificate

The objective of this certificate is to provide students who have completed the Office Assistant I Certificate with additional skills necessary to advance in their career.

REQUIRED COURSES:	UNITS
BUSAD 155/ Human Relations in the Workplace	3.00
SPEECH 155	
ACCT 105 Accounting Concepts with Quickbooks	4.00
OCA 182 Introduction to Spreadsheet Concepts and Application	3.00
OCA 184 Access and Database Management	<u>3.00</u>
	13.00

180 WORD PROCESSING 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introduction to the production of professional documents using Microsoft Word. Includes memos, reports, letters, labels, tables, merging.

182 INTRODUCTION TO SPREADSHEET CONCEPTS AND APPLICATION 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Comprehensive hands-on concepts and techniques for efficient spreadsheet design, processing and application. Includes designing, creating, maintaining, modifying and analyzing spreadsheets data. Entering labels, formulas, numbers, creating graphs, formatting worksheets, what-if-analysis, and functions are covered.

184 ACCESS AND DATABASE MANAGEMENT 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Development and maintenance of a relational database using Access. Includes setting field properties, storing, retrieving, printing, querying and modifying databases.

PERSONAL CAREER DEVELOPMENT (PCD)

Department: Behavioral Science
Faculty Chair: T.L. Brink, Ph.D.

050 FRESHMAN ORIENTATION .25 UNIT

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 4 hours per semester

Provides necessary information on assessment of basic skills, career interest, personal awareness and how to use the college catalog, schedule and Internet resources. Provides students with registration and Internet instruction for all student-accessible information on the Crafton Hills College website and includes an orientation to the philosophy, regulations and services at Crafton Hills College.

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. Both short and long term career/life plans will be developed. An awareness of diversity is infused throughout the course as it relates to varied psychological and sociological forces within both college and work place.

PHILOSOPHY (PHIL)

Department: Social Science
 Faculty Chair: Mario Perez, M.A.
 Faculty: J. Christopher Biffle, M.A.

ASSOCIATE OF ARTS DEGREE PHILOSOPHY		
REQUIRED COURSES:		UNITS
PHIL 101	Introduction to Philosophy	3.00
PHIL 103	Introduction to Logic: Argument and Evidence	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society	3.00
RELIG 101	Introduction to World Religions	3.00
RELIG 110	Early Religions	3.00
INTDIS 101	The Humanities I: Prehistoric to Medieval	(3.00)
OR		
INTDIS 102	The Humanities II: Renaissance to Post Modern	(3.00)
TOTAL UNITS		<u>18.00</u>

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

101 INTRODUCTION TO PHILOSOPHY 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendations: ENGL 015;
Reading: Pass a standardized test of reading comprehension at or above the 12th grade level
Lecture: Minimum 48 hours per semester
 Introduction to the major problems of philosophy, utilizing classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics and aesthetics.
 (CAN PHIL 2)

103 INTRODUCTION TO LOGIC: ARGUMENT AND EVIDENCE 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None
Lecture: Minimum 48 hours per semester
Departmental Recommendations: ENGL 101;
Reading: Pass a standardized test of reading comprehension at or above the 12th grade level
 Introduction to the techniques of critical thought including language analysis, inductive and deductive logic, symbolic logic and the development of the scientific method.
 (CAN PHIL 6)

105 INTRODUCTION TO ETHICS: MORAL VALUES IN TODAY'S SOCIETY 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level
Lecture: Minimum 48 hours per semester
 Study of the history and application of moral philosophy that analyzes prominent ethical traditions and applies them to contemporary moral issues. Discussion of philosophical topics, including goodness, virtue, duty, obligation, utility and conscience and contemporary moral issues, including the death penalty, drug legalization, truthfulness, race, sex, marriage and war.
 (CAN PHIL 4)

PHYSICAL EDUCATION

Department: Health and Physical Education
 Faculty Chair: Ralph Rabago, M.S.
 Faculty: Janine Ledoux, Dr.P.H.
 Ralph Rabago, M.S.

PERSONAL ACTIVITIES (PE)

263 NUTRITION AND HEALTH 3 UNITS
 UC, CSU, Associate Degree Applicable
Prerequisite: None
Departmental Recommendation: MATH 952 or eligibility for MATH 090 as determined through the Crafton Hills College assessment process
Lecture: Minimum 48 hours per semester
 Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for healthy individuals. Study of the relationship between lifestyle factors and disease in America. In-depth analysis of emotional stress with practical application of principles for stress reduction. This course is also offered as HEALTH 263.

INDIVIDUAL & GROUP ACTIVITIES (PE/I)

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

NOTE: A maximum of 4 units of activity classes will transfer to the UC or CSU.

070X4 FITNESS EVALUATION .25 UNIT*Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 12 hours per semester*

Fitness testing regime that assesses cardiorespiratory fitness, strength, flexibility, muscle endurance, health history, hydration, body fat, body lean and dietary intake. Recommendations for an exercise and nutrition program based on stated personal needs. Offered for Credit or No Credit only. This course may be taken four times.

105X4 AEROBICS .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Aerobics training for beginning through advanced students. Activities to improve flexibility and strength with an emphasis on cardiorespiratory conditioning. The specific aerobic fitness classes offered (boot camp, step, kickboxing, Taebo, strength training, and combination) are described in the current class schedule. This course may be taken four times.

106X4 TOTAL BODY FITNESS .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Designed for individuals interested in improving cardiovascular fitness, flexibility and strength. The class will incorporate various cardiovascular, stretching 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 .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Weight training for beginners with little or no weight training knowledge and skills and advanced students who desire more sophisticated routines including negative workouts, giant setting, pyramids, split routines, etc. Basic weight training principles, body mechanics and dietary prescription. A complete, individualized program will be developed for each student. This course may be taken four times.

120X4 GOLF .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in the skills, techniques, strategies, rules, and etiquette of golf. Development of skills leading to lifetime benefits associated with participation in the sport of golf. This course may be taken four times.

127X4 WALKING FOR FITNESS .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Walking for fitness suitable for individuals of all ages and fitness levels. Incorporation of various walking routes on the campus designed to promote weight loss through walking and improve cardiovascular health and general well being. This course may be taken four times.

130X4 JAZZ DANCE .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in jazz dance for beginning students with little or no experience in jazz dance, and for advanced students who wish to identify technical problems and correct deficiencies. Jazz techniques using a variety of styles and approaches within the jazz idiom. This course may be taken four times. This course is also offered as THART 130X4.

143X4 FUNK/HIP HOP DANCE .50 - 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 .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Instruction in the skills, techniques, strategies, rules, and etiquette of tennis. Development of skills leading to lifetime benefits associated with participation in the sport of tennis. This course may be taken four times.

155X4 CONDITIONING WITH THE PILATES METHOD*UC*, CSU*, Associate Degree Applicable .50 - 1 UNIT**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

The Pilates Method of exercise is a combination of yoga and strength training. The training regime focuses on improving strength and flexibility with minimal stress to the body. It is an excellent form of exercise for any student, including students with physical limitations. This course may be taken four times.

159X4 KARATE .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Practice in the fundamental skills of unarmed self-defense. Basic skills including blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. This course may be taken four times.

163X4 BALLROOM/SWING/SALSA .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Basic principles of Ballroom/Swing/Salsa dance. Development of physical skills including rhythm, syncopation, partnering and body expression. Dance forms include Waltz, Foxtrot, Salsa, East Coast Swing, West Coast Swing, Cha Cha Cha and Night Club Two Step. This course may be taken four times. This course is also offered as THART 163X4.

168X4 YOGA .50 - 1 UNIT

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

Yoga training suitable for individuals of all ages and fitness levels. Basic principles of yoga with an emphasis on the practice and mastery of yoga postures. Development of relaxation inter-connection between mind and body, and static strength. This course may be taken four times.

174X4 DANCE PRODUCTION WORKSHOP 2 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: None

Departmental Recommendation: Audition

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

Preparation, rehearsal, production and performance of dance pieces. This course meets only one unit of the physical education nutrition health education requirement for an Associate Degree. This course may be taken four times. This course is also offered as THART 174x4.

199AX3 MODERN DANCE I 2 UNITS

CSU, Associate Degree Applicable*

Prerequisite: None

Lecture: Minimum 16 hours per semester

Laboratory: Minimum 48 hours per semester

A comprehensive survey of the beginning techniques in Modern Dance with a focus on vocabulary, placement and alignment, strength and flexibility exercise, musicality and simple combinations of movement across the floor. This course may be taken three times.

199B-ZX3 SELECTED TOPICS IN DANCE 1 - 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 0-48 hours per semester

Laboratory: Minimum 0-144 hours per semester

Instruction in the technique and history of various styles of dance. This course may be taken three times.

200FX3 TAI CHI .50-1 UNIT

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

This course of Selected Topics in Physical Education is designed to study and practice the ancient art of Tai Chi (a moving meditation) from the introductory through advanced levels. Tai Chi will be used to increase strength, endurance and flexibility. The history, research, and benefits will be examined. This course may be taken three times.

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

200G-ZX3 SELECTED TOPICS IN PHYSICAL EDUCATION .50 - 1 UNIT

Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

Courses in sports, dance or conditioning that reflect current trends. This course may be taken three times.

* A maximum of 4 units of activity classes will transfer to the UC or CSU.

TEAM ACTIVITIES (PE/T)

130X4 TEAM SPORTS (CO-ED) .50 - 1 UNIT

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

Development of playing skills for the lifetime benefit of participation in a variety of team sports. Included in instruction will be rules, basic skills, techniques, and strategies. The specific sport for each class will be announced in the class schedule. This course may be taken four times.

PHYSICS (PHYSIC)

Department: Physical Science
 Faculty Chair: Kelly Boebinger, M.S.
 Faculty: Matthew Adams, Ph.D.

ASSOCIATE OF SCIENCE DEGREE PHYSICS		
REQUIRED COURSES:		UNITS
PHYSIC 200	Physics I	6.00
PHYSIC 201	Physics II	6.00
CHEM 150	General Chemistry I	5.00
CHEM 151	General Chemistry II	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	<u>5.00</u>
TOTAL UNITS		35.00
RECOMMENDED COURSE:		UNITS
MATH 266	Introduction to Ordinary Differential Equations	3.00

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

100 INTRODUCTION TO PHYSICS 4 UNITS

UC, CSU, Associate Degree Applicable*

Prerequisite: None

Lecture: Minimum 48 hours per semester

Laboratory: Minimum 48 hours per semester

Introduction to the ideas, concepts, and theories of physics including mechanics, waves, heat, electromagnetism, and atomic and nuclear structure. This course does not require students to have extensive knowledge of mathematics.

* No UC credit if taken after PHYSIC 110, 111, 200 or 201.

110 GENERAL PHYSICS I 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisites: MATH 103 or eligibility for MATH 151 as determined through the Crafton Hills College assessment process**Departmental Recommendation: PHYSIC 100**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

Introduction to mechanics, heat and waves.

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

(CAN PHYS 2)

(CAN PHYS SEQ A = PHYSIC 110 + 111)

111 GENERAL PHYSICS II 4 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: PHYSIC 110**Lecture: Minimum 48 hours per semester**Laboratory: Minimum 48 hours per semester*

A continuation of PHYSIC 110. Introduction to optics, electricity, and atomic and nuclear physics.

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

(CAN PHYS 4)

(CAN PHYS SEQ A = PHYSIC 110 + 111)

200 PHYSICS I 6 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: MATH 250**Departmental Recommendation: PHYSIC 100**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 48 hours per semester*

Study of physics, including mechanics, conservation laws, fluids, thermodynamics, and wave motion.

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

(CAN PHYS SEQ B = PHYSIC 200 + PHYSIC 201)

201 PHYSICS II 6 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisites: PHYSIC 200 and MATH 251**Lecture: Minimum 80 hours per semester**Laboratory: Minimum 48 hours per semester*

A continuation of PHYSIC 200. Study of physics, including optics, electricity, magnetism, Maxwell's Equations, relativity, vector analysis, quantum theory, structure of atoms, nuclei, molecules and solids.

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

(CAN PHYS SEQ B = PHYSIC 200 + PHYSIC 201)

POLITICAL SCIENCE (POLIT)

Department: Social Science
 Faculty Chair: Mario Perez, M.A.
 Faculty: Steven Helleman, M.A.

**ASSOCIATE OF ARTS DEGREE
POLITICAL SCIENCE**

REQUIRED COURSES		UNITS
POLIT 100	American Politics	3.00
ECON 200	Principles of Macroeconomics	3.00
ECON 201	Principles of Microeconomics	3.00
GEOG 110	Physical Geography	3.00
HIST 100	History of the United States to 1877	3.00
HIST 101	History of the United States 1865 to Present	3.00
PHIL 103	Introduction to Logic: Argument and Evidence	<u>3.00</u>
TOTAL UNITS		21.00

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

100 AMERICAN POLITICS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Introductory course in the fundamentals of American government and politics. Introduction to basic concepts in political science; key institutions in the American political system; major problems in U.S. foreign policy; and political issues that confront the nation and state today.

(CAN GOVT 2)

102 CALIFORNIA POLITICS AND CULTURE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None*

Departmental Recommendation: Eligibility for ENGL 101 through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; POLIT 100

Lecture: Minimum 48 hours per semester

Introductory course in the fundamentals of California government and politics. Introduction to state, county and local government institutions; interest groups and relevant cultural and historical influences within the state and region; and political, social and economic issues that confront the state, region and Inland Empire today.

104 INTRODUCTION TO COMPARATIVE POLITICS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101 through the Crafton Hills College assessment process; **Reading:** Pass a standardized test of reading comprehension at or above the 12th grade level; **POLIT 100**

Introductory course in comparative political systems, movements and ideologies, including politics in the industrialized democracies, post-communist countries, and the Third World. Analysis of the cross-cultural similarities and differences of various countries and their politics. Introduction to the comparative method.

106 INTRODUCTION TO WORLD POLITICS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101; **Reading:** Pass a standardized test of reading comprehension at or above the 12th grade level; **POLIT 100**

Lecture: Minimum 48 hours per semester

Introductory course in recent and contemporary world politics, including foreign policies of the major countries, international diplomacy, and trans-national institutions; problems of developing nations and the interdependence of globalization. Examination of important areas of international conflict, conflict resolution, and cooperation.

110 INTRODUCTION TO POLITICAL THEORY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101;

Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; **POLIT 100**

Lecture: Minimum 48 hours per semester

Introductory course on political theory, using primary texts to survey Western political thought, exploring issues such as the purpose of politics, the nature of justice and political authority, the social contract, natural rights, the responsibility of community and citizenship, the paradox of democracy, the morality of political ambition and power, the future of the bourgeois state, and the virtues, failings and challenges of political diversity. Exposes students to some classic pieces in the field with training in how to work with and critically considered theoretical and philosophical texts addressing politics.

PSYCHOLOGY (PSYCH)

Department: Behavioral Science
 Faculty Chair: T.L. Brink, Ph.D.
 Faculty: T.L. Brink, Ph.D.
 Diane Pfahler, Ph.D.
 Sandra Moore, Ph.D.

**ASSOCIATE OF ARTS DEGREE
PSYCHOLOGY****REQUIRED COURSES UNITS**

PSYCH 100 General Psychology 3.00

Select six units from the following list:

PSYCH 102 Personal and Social Adjustment (3.00)

PSYCH 110 Abnormal Psychology (3.00)

PSYCH 112 Child and Adolescent Psychology (3.00)

PSYCH 150 Gerontology (3.00)

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

PSYCH 103 Theories of Personality (3.00)

PSYCH 116 Psychology of Gender Roles (3.00)

PSYCH 118 Human Sexual Behavior (3.00)

PSYCH 132 Counseling and Interviewing Techniques (3.00)

SOC 100 Introduction to Sociology (3.00)

SOC 105 Social Problems (3.00)

TOTAL UNITS 18.00

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

100 GENERAL PSYCHOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101;

MATH 090; **Reading:** Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Survey of the nature and scope of psychology including the topics of neurophysiology, sensation, perception, learning, memory, cognition, intelligence, language, emotion, motivation, personality, psychopathology, treatment and social psychology. (CAN PSY 2)

101 RESEARCH METHODS 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: PSYCH 100

Lecture: Minimum 48 hours per semester

Designed primarily for psychology and other behavioral science majors, this course focuses on quantitative research methods: surveys and experiments (Formerly Experimental Psychology).

102 PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: Successful completion of or concurrent enrollment in 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 THEORIES OF PERSONALITY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: ENGL 101;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Survey of the theoretical attempts to describe and explain human nature, especially the models of the mind and behavior developed by psychoanalytic, behavioral, humanistic, and cognitive psychologists.

108 STATISTICS 4 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: MATH 095 or eligibility for MATH 108 as determined through the Crafton Hills College assessment process**Departmental Recommendations: PSYCH 117**Lecture: Minimum 64 hours per semester*

Introduction to probability, descriptive and inferential statistics, with application to the natural sciences, business, economics, and behavioral sciences. This course is also offered as MATH 108.

110 ABNORMAL PSYCHOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: ENGL 101, MATH 095;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Survey of the field of mental disturbances; their symptomatology, prevalence, etiology, classification, diagnosis, prevention, and treatment. Exploration of psychodynamic, humanistic, cognitive, behavioral, neuroscience, and cross-cultural models.

112 CHILD AND ADOLESCENT PSYCHOLOGY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: Reading: Pass a standardized test of reading comprehension at or above the 12th grade level; Successful completion of or concurrent enrollment in ENGL 101**Lecture: Minimum 48 hours per semester*

Survey of the psychological development of individuals from infancy through adolescence, emphasizing influential psychological theories, contemporary research methods and trends, and applications of theory and research to everyday life.

113 ADULTHOOD AND OLD AGE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: ENGL 101, MATH 090, PSYCH 112; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Physical, emotional, cognitive, clinical, social, and cultural perspectives on early adulthood, midlife, and aging, including a review of how roles change with age. Recommended for students seeking careers in human services.

116 PSYCHOLOGY OF GENDER ROLES 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendations: Successful completion of or concurrent enrollment in ENGL 101**Lecture: Minimum 48 hours per semester*

Survey of major psychological theories and modern research results regarding gender roles. Interdisciplinary approach considering major theoretical perspectives and research on gender from other areas such as sociology, anthropology, and biology as well as psychology.

117 COMPUTER APPLICATIONS IN RESEARCH 1 UNIT*CSU, Associate Degree Applicable**Prerequisite: None**Corequisite: PSYCH 108**Lecture: Minimum 48 hours per semester*

Introduction to computer use as a research tool using the Statistical Package for the Social Sciences (SPSS) and Excel. Training will include variable and data entry, test selection and running statistical analyses. Additional preparation will include generating tables, diagrams, graphs, charts and final report presentation. This course is also offered as MATH 117.

118 HUMAN SEXUAL BEHAVIOR 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: PSYCH 100**Departmental Recommendation: Successful completion of or concurrent enrollment in ENGL 101**Lecture: Minimum 48 hours per semester*

Survey of selected factors in human sexual behavior. Emphasis on the psychology of sex and an analysis of assumptions and attitudes toward human sexuality. Theoretical perspectives and research from the areas of sociology, anthropology, and biology as well as psychology.

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

Survey of counseling and interviewing methods based on theory and research on applications of these methods. Introduction to techniques that are most commonly used and considered most effective in the helping professions. Limited experience in applying interviewing and counseling techniques.

150 GERONTOLOGY

3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: SOC 100, MATH 952;

Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level

Lecture: Minimum 48 hours per semester

Examination of aging and the life course. Exploration of how the aging process is influenced and shaped by societal forces, including physical, psychological, and economic as well as social aspects of aging. Effects of the aging process on individuals, families, cohorts and societies. This course is also offered as SOC 150.

**RADIOLOGIC TECHNOLOGY
(RADIOL)**

Department: Allied Health Services
Faculty Chair: Bradley Franklin, M.Ed.

**ASSOCIATE OF SCIENCE DEGREE
RADIOLOGIC TECHNOLOGY**

Radiologic Technology is a fully accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

REQUIRED COURSES:		UNITS
RADIOL 100	Introduction to Radiologic Technology	.75
RADIOL 101	Medical Ethics for the Radiographer	.50
RADIOL 103	Radiographic Positioning I	1.50
RADIOL 104	Radiographic Physics I	1.50
RADIOL 105	Radiographic Anatomy/Physiology I	1.50
RADIOL 106	Radiographic Positioning Lab I	.50
RADIOL 115A	Radiographic Clinic I	11.25
RADIOL 107	Basic Radiologic Medical Techniques	1.25
RADIOL 108	Radiation Protection I	1.25
RADIOL 109	Radiologic Physics II	1.25
RADIOL 110	Radiographic Exposure I	1.25
RADIOL 111	Radiographic Film Critique I	1.25
RADIOL 112	Radiographic Positioning II	1.25
RADIOL 113	Radiographic Anatomy/Physiology II	1.25
RADIOL 114	Radiographic Positioning Lab II	.50
RADIOL 115B	Radiographic Clinic II	10.50
RADIOL 200	Radiation Protection II	1.50
RADIOL 201	Radiographic Exposure II	1.50
RADIOL 202	Radiographic Film Critique II	1.50
RADIOL 203	Radiographic Positioning III	1.50
RADIOL 204	Radiographic Anatomy/Physiology III	1.50
RADIOL 205	Radiographic Exposure Lab	.50
RADIOL 213A	Radiographic Clinic III	10.75
RADIOL 207	Radiographic Imaging	1.25
RADIOL 208	Registry Review Test in Radiology	2.75
RADIOL 209	Radiographic Film Critique III –Pathology	1.25
RADIOL 210	Radiographic Positioning IV	1.25
RADIOL 211	Radiographic Anatomy/Physiology IV	1.25
RADIOL 212	Special Procedures in Radiology	1.25
RADIOL 213B	Radiographic Clinic IV	<u>11.00</u>
TOTAL UNITS		76.00

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



RADIOLOGIC TECHNOLOGY CERTIFICATE

NOTE: Prior to starting this program the student must show proof of a clear criminal background check.

The objective of this certificate is to provide students the knowledge and skills necessary to be competent practitioners in the field of radiography. Students earning the certificate will be eligible to take state and national board examinations. Passing scores will lead to entry-level employment in the field.

Radiologic Technology is an accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).

Program applications, transcripts, and site visit forms must be filed at ARMC School of Radiologic Technology by May 1st. Application packets are available from October through March of each year.

Contact the Program Director at ARMC at (909) 580-3540 for information on the program and application materials.

Admission: The Admissions Committee selects students on the basis of their college grades, satisfactory completion of prerequisite courses, and a personal interview. Interviews are granted to thirty applicants who have completed all prerequisite courses with a minimum 2.5 GPA and have submitted a complete application package with the non-refundable fee. The Admissions Committee selects ten students and three alternates.

MINIMUM QUALIFICATIONS:

To be considered for a personal interview, Applicants must: Submit a completed application package and fee; provide a copy of their high school diploma or GED; successfully complete the college prerequisites listed below:

PREREQUISITES:	UNITS
*AH 090 Survey of Radiologic Technology	1.50
*AH 101 Medical Terminology	3.00
*ANAT 101 Essentials of Human Anatomy and Physiology	4.00
*ENGL 101 Freshman Composition	4.00
*CIS 101 Introduction to Computer and Information Technology	3.00
*MATH 090 Elementary Algebra	4.00
*Students may substitute equivalent or advanced level courses.	

Completion of the following 76.00 units qualifies the student for the Radiologic Technology Certificate.

REQUIRED COURSES: UNITS**FIRST SEMESTER**

RADIOL 100 Introduction to Radiologic Technology	.75
RADIOL 101 Medical Ethics for the Radiographer	.50
RADIOL 103 Radiographic Positioning I	1.50
RADIOL 104 Radiographic Physics I	1.50
RADIOL 105 Radiographic Anatomy/Physiology I	1.50
RADIOL 106 Radiographic Positioning Lab I	.50
RADIOL 115A Radiographic Clinic I	11.25

SECOND SEMESTER

RADIOL 107 Basic Radiologic Medical Techniques	1.25
RADIOL 108 Radiation Protection I	1.25
RADIOL 109 Radiologic Physics II	1.25
RADIOL 110 Radiographic Exposure I	1.25
RADIOL 111 Radiographic Film Critique I	1.25
RADIOL 112 Radiographic Positioning II	1.25
RADIOL 113 Radiographic Anatomy/Physiology II	1.25
RADIOL 114 Radiographic Positioning Lab II	.50
RADIOL 115B Radiographic Clinic II	10.50

THIRD SEMESTER

RADIOL 200 Radiation Protection II	1.50
RADIOL 201 Radiographic Exposure II	1.50
RADIOL 202 Radiographic Film Critique II	1.50
RADIOL 203 Radiographic Positioning III	1.50
RADIOL 204 Radiographic Anatomy/Physiology III	1.50
RADIOL 205 Radiographic Exposure Lab	.50
RADIOL 213A Radiographic Clinic III	10.75

FOURTH SEMESTER

RADIOL 207 Radiographic Imaging	1.25
RADIOL 208 Registry Review Test in Radiology	2.75
RADIOL 209 Radiographic Film Critique III – Pathology	1.25
RADIOL 210 Radiographic Positioning IV	1.25
RADIOL 211 Radiographic Anatomy/Physiology IV	1.25
RADIOL 212 Special Procedures in Radiology	1.25
RADIOL 213B Radiographic Clinic IV	11.00
TOTAL UNITS	76.00

100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY

Associate Degree Applicable **.75 UNIT**

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 .50 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 1.50 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 1.50 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 1.50 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 1.50 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 .50 UNIT*Associate Degree Applicable**Prerequisite: Must be pre-selected into the X-Ray**Technology program**Corequisites: RADIOL 100, RADIOL 101, RADIOL 102, RADIOL 103, RADIOL 104, RADIOL 105, RADIOL 115A**Laboratory: Minimum 24 hours per semester*

Practice in positioning various anatomical parts for specific radiographic examinations.

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

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

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

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

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

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

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

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

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

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

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

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

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

Study of human anatomy and physiology pertinent to radiology.

114 RADIOGRAPHIC POSITIONING LAB II .50 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**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 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 1.50 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 1.50 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 1.50 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 1.50 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 1.50 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 .50 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 conversions; demonstration of photographic and geometric properties of radiographic quality.

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

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

208 REGISTRY REVIEW TEST IN RADIOLOGY 2.75 UNITS*Associate Degree Applicable*

Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A
Corequisites: RADIOL 207, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B

Lecture: Minimum 44 hours per semester

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

209 RADIOGRAPHIC FILM CRITIQUE III — PATHOLOGY 1.25 UNITS*Associate Degree Applicable*

Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A
Corequisites: RADIOL 207, RADIOL 208, RADIOL 210, RADIOL 211, RADIOL 212, RADIOL 213B

Lecture: Minimum 22 hours per semester

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

210 RADIOGRAPHIC POSITIONING IV 1.25 UNITS*Associate Degree Applicable*

Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A
Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 211, RADIOL 212, RADIOL 213B

Lecture: Minimum 22 hours per semester

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

211 RADIOGRAPHIC ANATOMY/PHYSIOLOGY IV 1.25 UNITS*Associate Degree Applicable*

Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A
Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 212, RADIOL 213B

Lecture: Minimum 22 hours per semester

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

212 SPECIAL PROCEDURES IN RADIOLOGY 1.25 UNITS*Associate Degree Applicable*

Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213A
Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 213B

Lecture: Minimum 22 hours per semester

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

213A RADIOGRAPHIC CLINIC III 10.75 UNITS*Associate Degree Applicable*

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

Corequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205

Clinic: 872 hours per semester

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

213B RADIOGRAPHIC CLINIC IV 11 UNITS*Associate Degree Applicable*

Prerequisites: RADIOL 200, RADIOL 201, RADIOL 202, RADIOL 203, RADIOL 204, RADIOL 205, RADIOL 213B
Corequisites: RADIOL 207, RADIOL 208, RADIOL 209, RADIOL 210, RADIOL 211, RADIOL 212

Clinic: 884 hours per semester

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

READING AND STUDY SKILLS (READ)

Department: English and Reading
 Faculty Chair: Mark Snowwhite, M.A.
 Faculty: Lynn Lowe, M.A.

078X2 ADVANCED READING 3 UNITS*Associate Degree Applicable**Prerequisite: None*

Departmental Recommendation: A minimum score of 65 on the reading portion of the college placement test or minimum of 10th grade level on the Nelson-Denny Reading Test

Lecture: Minimum 48 hours per semester

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

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

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

925X2 INTRODUCTION TO READING 3 UNITS*Not Applicable to the Associate Degree**Prerequisite: None*

Departmental Recommendation: Score between 0-34 on the reading portion of the Crafton Hills College assessment test, or 4th, 5th, 6th grade level on the Nelson-Denny Reading Test

*Lecture: Minimum 40 hours per semester**Laboratory: Minimum 24 hours per semester*

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

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

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

REAL ESTATE (REALST)

Department: Business & Information Technology
 Faculty Chair: Catherine Pace-Pequeno, M.P.A.

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

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

RELIGIOUS STUDIES (RELIG)

Department: Social Science
 Faculty Chair: Mario Perez, M.A.
 Faculty: J. Christopher Biffle, M.A.
 T.L. Brink, Ph.D.

**ASSOCIATE OF ARTS DEGREE
RELIGIOUS STUDIES**

REQUIRED COURSES:	UNITS
ENGL 150 Classical Mythology	3.00
RELIG 100 Introduction to Religious Studies	3.00
RELIG 101 Introduction to World Religions	3.00
HIST 135 Religion in America	3.00
HIST 160 History of Western Civilization: From the Neolithic Revolution to the Renaissance	(3.00)
OR	
HIST 161 History of Western Civilization: From the Renaissance to the Cold War	(3.00)
PHIL 101 Introduction to Philosophy	3.00
PHIL 103 Introduction to Logic: Argument and Evidence	<u>3.00</u>
TOTAL UNITS	21.00

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

100 INTRODUCTION TO RELIGIOUS STUDIES 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Study of the major components all religions have in common, exploring such elements as the holy, sacred stories, ritual, iconography, religious leaders, scripture, morality and ethics, individual and community in religious tradition, the arts and media, and phenomenology. Use of diverse methodologies to integrate historical research and practical application.

101 INTRODUCTION TO WORLD RELIGIONS 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

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



110 EARLY RELIGIONS**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**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, the religious context of drug usage, and the social and symbolic functions of beliefs and rituals. Examination of prehistoric religion as well as the belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

135 RELIGION IN AMERICA**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process; Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

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

175 LITERATURE AND RELIGION OF THE BIBLE**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101**Lecture: Minimum 48 hours per semester*

Study of the English Bible as literature and as religion. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as ENGL 175.

176 JESUS AND HIS INTERPRETERS**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: ENGL 101;**Reading: Pass a standardized test of reading comprehension at or above the 12th grade level**Lecture: Minimum 48 hours per semester*

Study of images and interpretations of Jesus: Exploration of Jesus through the perspectives of the gospels, history and theology, and the arts.

RESPIRATORY CARE (RESP)

Department:
Faculty Chair:
Faculty:

Allied Health Services
Kenneth Bryson, M.Ed.
Reynaldo Bell, B.S.
Thomas Bell, A.S.
Tony Brainard, B.A.
Kenneth Bryson, M.Ed.
Bradley Franklin, M.Ed.

**ASSOCIATE OF SCIENCE DEGREE
RESPIRATORY CARE**

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

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

PREREQUISITE COURSES:**UNITS**

High school diploma or its equivalent		
RESP 050	Introduction to Respiratory Care	2.0
*AH 101	Medical Terminology	3.0
	AND/OR	
*ANAT 101	Essentials of Human Anatomy and Physiology	4.0

**Both are highly recommended.*

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

CERTIFIED RESPIRATORY THERAPIST (CRT) CERTIFICATE

The objective of this certificate is to provide students the necessary cognitive, psychomotor, and affective behaviors to, upon successfully passing their national licensing examination, safely practice as entry-level Respiratory Care Practitioners.

IMPORTANT: Prior to starting this program the student must show proof of a clear criminal background check.

Admission: Enrollment is limited to 35 students. Admission is based on a point system. Students completing the required RESP 050, AH 101 and ANAT 101 will have three points and be accepted first. Students completing the required RESP 050 as well as AH 101 **OR** ANAT 101 will have two points and be accepted based on seat availability. It is definitely to a student's advantage to have all three points.

Contact the Respiratory Care Program Director for information on application materials and registration procedures at (909)389-3286.

PRE-ADMISSION COURSES:

Required prior to admission into program:

	High school diploma or its equivalent	
RESP 050	Introduction to Respiratory Care	2.00
RESP 051X4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
AH 101	Medical Terminology	(3.00)
	AND/OR	
ANAT 101	Essentials of Human Anatomy and Physiology	(4.00)

REQUIRED COURSES:

	UNITS	
*AH 101	Medical Terminology	3.00
*ANAT 101	Essentials of Human Anatomy and Physiology	4.00
*MICRO 102	Introductory Microbiology	4.00
RESP 050	Introduction to Respiratory Care	2.00
RESP 051X4	Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
RESP 101	Fundamentals of Respiratory Care I	4.00
RESP 102	Fundamentals of Respiratory Care Skills I	0.50
RESP 103	Pulmonary Assessment and Pharmacology	3.00
RESP 104	Respiratory Care Clinical Application I	2.50
RESP 105	Fundamentals of Respiratory Care II	4.00
RESP 106	Fundamentals of Respiratory Care Skills II	5.25
RESP 108	Respiratory Care Clinical Application II	5.25
RESP 110X4	Clinical Medicine I	1.50
RESP 112	Care of the High Risk Neonate	4.00
	TOTAL UNITS	60.00-61.00

*Students may substitute equivalent or advanced level courses.

NOTES:

- Prior to starting this program the student must show proof of a clear criminal background check.
- Program begins Fall Semester only
- Students must complete the coursework for the CRT Program within a five-year period in order to receive a Certificate of Completion.
- A successful passing score on the Self-Assessment Entry-Level Examination is required to receive a Certificate of Completion in the CRT Program. Failure to pass the exam will require enrollment in RESP 925X4, Entry-Level Examinations: Review and Seminar in the upcoming summer session.
- An A.S. Degree in Respiratory Care in addition to the Certificate of Completion for the CRT Program is required to take the Entry-Level Examination for a license to work.
- All courses applied to the A.S. Degree in Respiratory Care and the Certificate of Completion must be completed with a grade of "C" or higher.
- The A.S. Degree in Respiratory Care must be awarded before the awarding of the Certificate of Completion.



REGISTERED RESPIRATORY THERAPIST (RRT) CERTIFICATE

The objective of this certificate is to provide students the necessary cognitive, psychomotor, and affective behaviors to, upon successfully passing the required national licensing examinations, safely practice as advanced-level Respiratory Care Practitioners.

INTERESTED STUDENTS PLEASE NOTE: Effective July 1, 2007, the point system for entry into the Registered Respiratory Therapist (RRT) Program in Fall 2008 will be:

All students must complete the following classes with grades of "C" or higher:

1. RESP 050 Introduction to Respiratory Care
2. ANAT 101 Essentials of Human Anatomy and Physiology
3. AH 101 Medical Terminology

Students completing the above courses with grades of "C" or higher will be credited with three (3) points towards entry into the Registered Respiratory Therapist (RRT) Program. Additional points up to six (6) total points can be earned by completing the following classes with grades of "C" or higher:

4. MICRO 102 Introductory Microbiology
5. CHEM 101 Introduction to Chemistry
6. Completion of all general education courses required for the Associate Degree OR completion of an Associate Degree or higher

Acceptance into the program is based on the number of points completed.

IMPORTANT: Prior to starting this program the student must show proof of a clear criminal background check.

Admission: Open to all students who have completed the CRT Program with a "C" or higher. Students who possess a valid California Respiratory Care Practitioner License or who have been accepted into another RRT Program may petition Respiratory Care faculty for admission to the program.

Contact the Respiratory Care Program Director for information on application materials at (909) 389-3286.

Completion of all CRT and RRT required courses with a "C" or higher, a successful passing score on both the Registry Written and the Clinical Simulation Self-Assessment Examinations, CHEM 101 with a grade of "C" or higher, and completion of the A.S. Degree with a major in Respiratory Care qualify the student for the Registered Respiratory Therapist (RRT) Certificate.

REQUIRED COURSES:

	UNITS
*AH 101 Medical Terminology	3.00
*ANAT 101 Essentials of Human Anatomy and Physiology	4.00
*CHEM 101 Introduction to Chemistry	4.00
*MICRO 102 Introductory Microbiology	4.00

RESP 050 Introduction to Respiratory Care	2.00
RESP 051X4 Cardiopulmonary Resuscitation: Basic Life Support Healthcare Provider	1.00
RESP 101 Fundamentals of Respiratory Care I	4.00
RESP 102 Fundamentals of Respiratory Care Skills I	10.50
RESP 103 Pulmonary Assessment and Pharmacology	3.00
RESP 104 Respiratory Care Clinical Application I	2.50
RESP 105 Fundamentals of Respiratory Care II	4.00
RESP 106 Fundamentals of Respiratory Care Skills II	5.25
RESP 108 Respiratory Care Clinical Application II	5.25
RESP 110X4 Clinical Medicine I	1.50
RESP 112 Care of the High Risk Neonate	4.00
RESP 201 Advanced Theory of Respiratory Care I	4.00
RESP 202 Advanced Respiratory Care Skills Laboratory I	5.25
RESP 203 Physiologic Basis of Respiratory Disease I	5.00
RESP 204 Advanced Respiratory Care Clinical Application I	5.25
RESP 205 Introduction to Pharmacology and Drug Therapy	3.00
RESP 206 Advanced Theory of Respiratory Care II	4.00
RESP 207 Physiologic Basis of Respiratory Disease II	5.00
RESP 208 Advanced Respiratory Care Clinical Application II	5.25
RESP 218 Advanced Respiratory Care Skills Laboratory II	5.25
RESP 927X4 Advanced Practitioner Examinations: Review and Seminar	<u>3.00</u>
TOTAL UNITS	103.00

***Students may substitute equivalent or advanced level courses.**

NOTES:

- Prior to starting this program the student must show proof of a clear criminal background check.
- Program begins Fall Semester only
- All courses in Respiratory Care must be completed within a five-year period.
- A successful passing score on both the Registry Written and the Clinical Simulation Self-Assessment Examinations is required to receive a two-year Certificate of Completion from the RRT Program. Failure to pass the exams will require re-enrollment in RESP 927X4, Advanced Practitioner Examinations: Review and Seminar in the upcoming summer session.
- CHEM 101 is also required for the certificate of completion.
- All courses applied to the A.S. Degree in Respiratory Care and the Registered Respiratory Therapist (RRT) Certificate must be completed with a grade of "C" or higher.
- The A.S. Degree in Respiratory Care must be awarded before the awarding of the Registered Respiratory Therapist Certificate (RRT) of Completion.

050 INTRODUCTION TO RESPIRATORY CARE 2 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 32 hours per semester

Introduction and orientation to the field of respiratory care, professional organizations, regulatory bodies, and policies that govern respiratory treatment. Provides pre-entry students program information critical to the decision to enter the Certified Respiratory Therapist Program.

051X4 CARDIOPULMONARY RESUSCITATION: BASIC LIFE SUPPORT HEALTHCARE PROVIDER 1 UNIT*Associate Degree Applicable**Prerequisites: Acceptance into Respiratory Care Program**Lecture: Minimum 8 hours per semester**Laboratory: Minimum 24 hours per semester*

Instruction in basic life support that either (a) prevents circulatory or respiratory arrest (or insufficiency) through prompt recognition and intervention, early entry into the Emergency Medical Services system, or both, or (b) externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation. A Basic Life Support Healthcare Provider is one who has successfully completed the written examination and all performance (skills) testing of an American Heart Association Basic Life Support Healthcare Provider Course according to American Heart Association requirements. The card that comes as a result of this course is good for two years. This course may be taken four times.

101 FUNDAMENTALS OF RESPIRATORY CARE I 4 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Respiratory Care Program, Proof of a clear Department of Justice background check, RESP 051X4, RESP 050, ANAT 101 or AH 101**Corequisites: RESP 102, RESP 103, RESP 104**Lecture: Minimum 64 hours per semester*

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

102 FUNDAMENTALS OF RESPIRATORY CARE SKILLS I 10.50 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check and RESP 051X4**Corequisites: RESP 101, RESP 103, and RESP 104**Lecture: Minimum 128 hours per semester**Laboratory: Minimum 128 hours per semester*

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

103 PULMONARY ASSESSMENT AND PHARMACOLOGY 3 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check and RESP 051X4**Corequisites: RESP 101, RESP 102, RESP 104**Lecture: Minimum 48 hours per semester*

Preparation for the patient encounter through the understanding of basic interviewing and assessing techniques essential to the safe and effective practice of respiratory care. This course also offers the student the introductory knowledge of drugs and medications pertinent to patient care today.

104 RESPIRATORY CARE CLINICAL APPLICATION I 2.50 UNITS*Associate Degree Applicable**Prerequisites: Acceptance into the Respiratory Care Program, proof of a clear Department of Justice background check and RESP 051X4**Corequisites: RESP 101, RESP 102, RESP 103**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

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

105 FUNDAMENTALS OF RESPIRATORY CARE II 4 UNITS*Associate Degree Applicable**Prerequisites: RESP 101, RESP 102, RESP 103, and RESP 104**Corequisites: RESP 106, RESP 108 and RESP 110X4**Lecture: Minimum 64 hours per semester*

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

106 FUNDAMENTALS OF RESPIRATORY CARE SKILLS II 5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 101, RESP 102, RESP 103, and RESP 104**Corequisites: RESP 105, RESP 108, RESP 110X4**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 64 hours per semester*

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

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

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

109AX2 CLINICAL REFRESHER: CLINICAL APPLICATION I 1.75 UNITS*Associate Degree Applicable**Prerequisite: RESP 104**Lecture: Minimum 13 hours per semester**Clinic: Minimum 91 hours per semester*

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Follows the First-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Offered for Credit or No Credit only. This course may be taken two times.

109BX2 CLINICAL REFRESHER: CLINICAL APPLICATION II 2.50 UNITS*Associate Degree Applicable**Prerequisite: RESP 108**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*

Continued clinical application of diagnostic techniques, equipment, medications, and procedures based on the national *Clinical Practice Guidelines* as well as local standards of practice. Continues to follow the First-Year Clinical Syllabus, providing instruction under direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings. Offered for Credit or No Credit only. This course may be taken two times.

110X4 CLINICAL MEDICINE I 1.50 UNITS*Associate Degree Applicable**Prerequisite: None*

Departmental Recommendations: It is highly recommended that a student, upon entering this class, be a Licensed Respiratory Care Practitioner in the State of California or be concurrently enrolled in Crafton Hills College's Certified Respiratory Therapist Program

Lecture: Minimum 24 hours per semester

Selected topics related to the practice of cardiopulmonary medicine. Combination of lecture and case presentations provided by physicians who help define the clinical practice of pulmonary medicine. This course may be taken four times.

112 CARE OF THE HIGH RISK NEONATE 4 UNITS*Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 64 hours per semester*

Preparation of the students for clinical practice in Neonatal and Pediatric Intensive Care units. Focus on understanding the extent to which the immature cardiopulmonary system can be augmented by the application of diagnostic techniques, equipment, and procedures. (Formerly RESP 212)

201 ADVANCED THEORY OF RESPIRATORY CARE I 4 UNITS*Associate Degree Applicable*

Prerequisites: RESP 051X4 (only if Basic Life Support (BLS) Healthcare Provider card has expired), RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112

*Corequisites: RESP 202, RESP 203, RESP 204, RESP 205**Lecture: Minimum 64 hours per semester*

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care. Topics include cardiopulmonary anatomy, continuous mechanical ventilation, patient assessment, oxygen transport, oxygen monitoring equipment, hyperbaric oxygen therapy, and interpersonal relationships regarding Respiratory Care Practitioner diversity and ethics.

202 ADVANCED RESPIRATORY CARE SKILLS LABORATORY I 5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 203, RESP 204, RESP 205**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 64 hours per semester*

Advanced assessment, diagnosis, and treatment of diseases and conditions as they relate to the practice of respiratory care in the simulated patient-care environment. Topics include advanced medical gas handling, analysis, and delivery; patient assessment techniques; aerosol and humidification application; hyperinflation techniques; airway management techniques; pulmonary function techniques; arterial puncture and lines; neonatal cardiopulmonary resuscitation; mechanical ventilation (adult and infant); and the electrocardiogram.

203 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE I 5 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 202, RESP 204, RESP 205**Lecture: Minimum 80 hours per semester*

Applied cardiopulmonary, renal, and neuropathophysiology related to the diagnoses and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care examinations.

204 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION I 5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 202, RESP 203, RESP 205**Lecture: Minimum 36 hours per semester**Clinic: Minimum 252 hours per semester*

Clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice.

205 INTRODUCTION TO PHARMACOLOGY AND DRUG THERAPY 3 UNITS*Associate Degree Applicable**Prerequisites: RESP 105, RESP 106, RESP 108, RESP 110X4, and RESP 112**Corequisites: RESP 201, RESP 202, RESP 203, RESP 204**Lecture: Minimum 48 hours per semester*

Study of the administration of medicine and drug therapy with an emphasis on cardio-respiratory drugs. Drugs and their actions and interactions. Basic drug mathematics and calculations as well as Advanced Cardiac Life Support drugs.

206 ADVANCED THEORY OF RESPIRATORY CARE II
4 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 207, RESP 208, RESP 211X4, RESP 218**Lecture: Minimum 64 hours per semester*

Advanced theory, including oxygen transport, acid-base balance, renal function, electrolyte assessment, nutrition, pulmonary function testing, and pulmonary pathologies.

207 PHYSIOLOGIC BASIS OF RESPIRATORY DISEASE II
5 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 206, RESP 208, RESP 211X4, RESP 218**Lecture: Minimum 80 hours per semester*

Further presentation of applied cardiopulmonary, renal, and neuropathophysiology related to the diagnosis and treatment of diseases the therapist will encounter in the clinical setting. The case history approach is used wherever possible in an effort to assist in preparation for National Board for Respiratory Care examinations.

208 ADVANCED RESPIRATORY CARE CLINICAL APPLICATION II
5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 206, RESP 207, RESP 211X4, RESP 218**Lecture: Minimum 36 hours per semester**Clinic: Minimum 252 hours per semester*Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice.**209AX2 CLINICAL REFRESHER: ADVANCED 2.50 UNITS CLINICAL APPLICATION I***Associate Degree Applicable**Prerequisite: RESP 204**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Offered for Credit or No Credit only. This course may be taken two times.**209BX2 CLINICAL REFRESHER: ADVANCED 2.50 UNITS CLINICAL APPLICATION II***Associate Degree Applicable**Prerequisite: RESP 208**Lecture: Minimum 18 hours per semester**Clinic: Minimum 126 hours per semester*Continued clinical application of advanced-level skills learned in the laboratory and theory classes. Follows the Second-Year Clinical Syllabus, under continuous direct supervision, to validate competence in the skills required to care for patients in a variety of healthcare settings and to reflect the *Clinical Practice Guidelines* as well as the local standards of practice. Offered for Credit or No Credit only. This course may be taken two times.**218 ADVANCED RESPIRATORY CARE SKILLS LABORATORY II**
5.25 UNITS*Associate Degree Applicable**Prerequisites: RESP 201, RESP 202, RESP 203, RESP 204, and RESP 205**Corequisites: RESP 206, RESP 207, RESP 208, and RESP 211X4**Lecture: Minimum 64 hours per semester**Laboratory: Minimum 64 hours per semester*

Exposure to new procedures and the improvement of skills based on assessment of individual student performance. Specialized instruction to strengthen identified competencies as final preparation for professional practice, as well as Certification in Advanced Cardiac Life Support.

925X4 ENTRY-LEVEL EXAMINATION: REVIEW AND SEMINAR
1.75 UNITS*Not Applicable to the Associate Degree**Prerequisites: RESP 101, RESP 105**Lecture: Minimum 30 hours per semester*

Preparation for and review of the National Board for Respiratory Care (NBRC) Detailed Content Outline for the Entry Level CRT Examination. Discussion of examination structure, content, examination site requirements, and review of sample NBRC test questions for remediation. Self-evaluation practice examinations. (If a first-year candidate for the Certificate of Completion in the Certified Respiratory Therapist [CRT] Program does not successfully complete the mandatory end-of-the year secured self-assessment examination, successful completion of this course will be required to secure the Certificate.) Offered for Credit or No Credit only. This course may be taken four times.

927X4 ADVANCED PRACTITIONER EXAMINATIONS: REVIEW AND SEMINAR
3 UNITS*Not Applicable to the Associate Degree**Prerequisite: RESP 201**Lecture: Minimum 36 hours per semester**Laboratory: Minimum 36 hours per semester*

Preparation for the National Board for Respiratory Care (NBRC) Written RRT Examination and Clinical Simulation Examination. Discussion of examination structure, content, examination site requirements, and review of sample test questions. Self-evaluated practice examinations. (RRT: Registered Respiratory Therapist) (If a second-year candidate for the therapist certificate does not successfully complete the end-of-the-year summative evaluation, successful completion of this course will be required for the Therapist Certificate of Completion.) This course is Credit/No Credit only. This course may be taken four times.

SOCIOLOGY (SOC)

Department: Behavioral Science
 Faculty Chair: T.L. Brink, Ph.D.
 Faculty: Julie Davis, M.A.

ASSOCIATE OF ARTS DEGREE SOCIOLOGY

REQUIRED COURSES:	UNITS
SOC 100 Introduction to Sociology	3.00
SOC 105 Social Problems	3.00
SOC 141 Minority Relations	3.00

Select two courses from the following list:

ANTHRO 102 Cultural Anthropology	(3.00)
MATH 108 Statistics	(4.00)
PHIL 103 Introduction to Logic: Argument and Evidence	(3.00)
PSYCH 100 General Psychology	(3.00)

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

SOC 130 Marriage, Family and Intimate Relationships	(3.00)
SOC 150 Gerontology	(3.00)
PSYCH 116 Psychology of Gender Roles	(3.00)
TOTAL UNITS	18.00-19.00

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

100 INTRODUCTION TO SOCIOLOGY 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101; MATH 095

Lecture: Minimum 48 hours per semester

Examination of the social influences on human behavior focusing on American social patterns and processes; structure and function; conflict and change in society; multicultural conflicts; and comparison of these processes with international and global patterns.

(CAN SOC 2)

105 SOCIAL PROBLEMS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101; MATH 095 and SOC 100

Lecture: Minimum 48 hours per semester

An analysis of contemporary social problems plaguing American society at individual and institutional levels, including: drug and alcohol use/abuse, violence, race and ethnic relations, poverty, ageism, sexual orientation, unemployment, education, population and urbanization, environment, technology, and war. (CAN SOC 4)

130 MARRIAGE, FAMILY AND INTIMATE RELATIONSHIPS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101; MATH 095 and SOC 100

Lecture: Minimum 48 hours per semester

A descriptive and analytical survey of the structure, process, and development of contemporary families and marriages. Includes analysis of these relationships as intimate both at the individual and institutional level.

141 MINORITY RELATIONS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: Eligibility for ENGL 101; MATH 095 and SOC 100

Lecture: Minimum 48 hours per semester

An analysis of the major sociological perspectives, race, and ethnic relations, domestic and global, with emphasis on the nature and trends in race/ethnic relations in American society and comparative cultures, focusing on inter-ethnic and inter-group conflicts.

150 GERONTOLOGY 3 UNITS

CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendations: SOC 100, MATH 952; Eligibility for ENGL 101 as determined through the

Crafton Hills College assessment process;

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

Lecture: Minimum 48 hours per semester

Examination of aging and the life course. Exploration of how the aging process is influenced and shaped by societal forces, including physical, psychological, and economic as well as social aspects of aging. Effects of the aging process on individuals, families, cohorts and societies. This course is also offered as PSYCH 150.

SPANISH (SPAN)

Department: Communication and Language
 Faculty Chair: Richard Hogrefe, M.A.
 Faculty: Marina Kozanova, M.A.
 Jeffrey Schmidt, M.A.

ASSOCIATE OF ARTS DEGREE SPANISH

REQUIRED COURSES:		UNITS
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	4.00
SPAN 104	College Spanish IV	4.00
ENGL 101	Freshman Composition	4.00
ENGL 102 (4.00)	Intermediate Composition and Critical Thinking	
OR		
ENGL 152 (4.00)	Intermediate Composition and Literature	
TOTAL UNITS		26.00

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

015 CONVERSATIONAL SPANISH I 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introductory conversation course, designed to meet the need of students who wish to communicate orally in the Spanish language for purposes of travel, business, employment and personal pleasure. Focuses on conversation skills with some formal study of grammar.

101 COLLEGE SPANISH I 5 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: None

Lecture: Minimum 80 hours per semester

Introductory course beginning the development of the student's listening, speaking, reading and writing skills in Spanish. Study of Spanish pronunciation, vocabulary, idioms, grammar and the Hispanic culture.

NOTE: This course corresponds to the first year of high school Spanish.

* No credit granted if taken after SPAN 102, 103 or 104.

(CAN SPAN 2)

(CAN SPAN SEQ A = SPAN 101 + SPAN 102)

102 COLLEGE SPANISH II 5 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: SPAN 101

Lecture: Minimum 80 hours per semester

A continuation of SPAN 101. Further development of the student's listening, speaking, reading and writing skills in Spanish. Study of Spanish vocabulary, idioms, grammar and the Hispanic culture.

NOTE: This course corresponds to the second year of high school Spanish.

* No credit granted if taken after SPAN 103 or SPAN 104.

(CAN SPAN 4)

(CAN SPAN SEQ A = SPAN 101 + SPAN 102)

103 COLLEGE SPANISH III 4 UNITS

UC, CSU*, Associate Degree Applicable*

Prerequisite: SPAN 102

Lecture: Minimum 64 hours per semester

A continuation of SPAN 102. Further development of the student's listening, speaking, reading and writing skills in Spanish. Further study of Spanish vocabulary, idioms, more complex grammatical structures and the Hispanic culture, as it is reflected in cultural and literary readings.

* No credit granted if taken after SPAN 104.

(CAN SPAN 8)

(CAN SPAN SEQ B = SPAN 103 + SPAN 104)

104 COLLEGE SPANISH IV 4 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: SPAN 103

Lecture: Minimum 64 hours per semester

A continuation of SPAN 103. In-depth study of Spanish grammar and the continued development of the student's listening, speaking, reading and writing skills. Enhancement of the student's cultural awareness through reading, discussion and written analysis of Hispanic cultural and literary readings.

(CAN SPAN 10)

(CAN SPAN SEQ B = SPAN 103 + SPAN 104)

SPEECH COMMUNICATION

(SPEECH)

Department: Communication and Language
 Faculty Chair: Richard Hogrefe, M.A.
 Faculty: Richard Hogrefe, M.A.
 James Urbanovich, M.A., M.P.T.

ASSOCIATE OF ARTS DEGREE COMMUNICATION

REQUIRED COURSES:	UNITS
SPEECH 100 Elements of Public Speaking	3.00
SPEECH 111 Interpersonal Communication	3.00
SPEECH 140 Small Group Communication	(3.00)
OR	
SPEECH 155/ Human Relations in the Workplace BUSAD 155	(3.00)
<i>Select nine additional related units from the following list:</i>	
SPEECH 101 Advanced Public Speaking	(3.00)
SPEECH 120 Oral Interpretation of Literature	(3.00)
SPEECH 121 Advanced Interpretation and Readers Theatre	(3.00)
SPEECH 125 Critical Thinking through Argumentation and Debate	(3.00)
SPEECH 135/ Mass Communication in Society JOUR 135	(3.00)
SPEECH 140 Small Group Communication	(3.00)
SPEECH 145/ Business Communication BUSAD 145	(4.00)
SPEECH 155/ Human Relations in the Workplace BUSAD 155	(3.00)
SPEECH 174 Communication in a Diverse World	(3.00)
SPEECH 246ABCDSpecial Studies in Communication	(1.00)
SPEECH 247ABC Special Studies in Communication	(2.00)
SPEECH 248AB Special Studies in Communication	(3.00)
ENGL 120/ Fundamentals of News Writing JOUR 120	(3.00)
ENGL 170 The Film Experience	(3.00)
INTDIS 180 Community Service and Leadership I(2.00-3.00)	
INTDIS 181 Community Service and Leadership II (2.00-3.00)	
MARKET 110Advertising	(3.00)
PSYCH 132 Counseling and Interviewing Techniques	(3.00)
SOC 130 Marriage, Family and Intimate Relationships	(3.00)
TOTAL UNITS	18.00

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

050 FUNDAMENTALS OF ORAL COMMUNICATION 3 UNITS

Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Study of the basic skills necessary for communicating in our world. Focuses on the most essential parts of the communication process including language, nonverbal communication, voice and articulation and listening in interpersonal, small group and public situations. Addresses the specific needs of non-native speakers of English, non-transfer students and students needing additional preparation before taking SPEECH 100.

100 ELEMENTS OF PUBLIC SPEAKING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101 or concurrent enrollment in ENGL 015

Lecture: Minimum 48 hours per semester

Introductory study and training in public communication including the concepts, principles, and skills required to prepare relevant, audience-centered speeches. Development of skills including listening, organization, research, delivery, and critical evaluation of communication messages.
(CAN SPCH 4)

101 ADVANCED PUBLIC SPEAKING 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: SPEECH 100

Lecture: Minimum 48 hours per semester

Development of critical thinking and listening skills through advanced public speaking in specific communication environments. Understanding of rhetorical traditions and technological advances as a means of crafting communication messages, emphasizing audience analysis, language use and delivery.

110 VOICE AND DICTION 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Techniques in voice production. Theory and practice in developing vocal skills for performance including breathing, pitch, volume, rate, articulation, and quality. Application of concepts for students preparing for careers in communication, broadcasting and theatre as well as non-native speakers of English. This course is also offered as THART 110.

111 INTERPERSONAL COMMUNICATION 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Lecture: Minimum 48 hours per semester

Examination of the dynamics of the communication process within the context of interpersonal relationships. Principles of effective listening and accurate expression of verbal and nonverbal messages. Development of skills including assertiveness, conflict management, self disclosure and emotional expression to improve personal and professional interactions with others.
(CAN SPCH 8)

120 ORAL INTERPRETATION OF LITERATURE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: SPEECH 100**Lecture: Minimum 48 hours per semester*

Basic principles of oral communication are explored through analysis and interpretative performance of prose, poetry and dramatic literature. Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of literature. Improvement of minor vocal problems.

121 ADVANCED INTERPRETATION AND READERS THEATRE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: SPEECH 120**Lecture: Minimum 48 hours per semester*

Advanced study of interpretation including history of interpretive performance and theory informing the field of performance studies. Ensemble performances including readers and chamber theatre. Individual performance of personal narratives and other literary and non-literary texts. Preparation and presentation of individual and group performances for the community.

125 CRITICAL THINKING THROUGH ARGUMENTATION AND DEBATE 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: ENGL 101 or SPEECH 100**Lecture: Minimum 48 hours per semester*

Study of critical thinking through oral advocacy and debate. Principles of effective argumentation including logic, reasoning, evidence, motivation, persuasion and refutation. Preparation and presentation of written and oral arguments and participation in individual and group debates. Substantial analytical reading is required.

135 MASS COMMUNICATION IN SOCIETY 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

An introduction to contemporary mass media including television, radio, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as JOUR 135.

140 SMALL GROUP COMMUNICATION 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process**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 professional presentations. Emphasis on critical thinking and meaningful communication as they apply to work in business, education and the community.

145 BUSINESS COMMUNICATION 4 UNITS*CSU, Associate Degree Applicable**Prerequisite: ENGL 914 or eligibility for ENGL 015 as**determined through the Crafton Hills College assessment process**Lecture: Minimum 64 hours per semester*

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

155 HUMAN RELATIONS IN THE WORKPLACE 3 UNITS*CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

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

174 COMMUNICATION IN A DIVERSE WORLD 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Study of the multicultural nature of communication in our diverse world. Examines how interactions are influenced by culture, including race and ethnicity, gender and sexual orientation, age, religious faith and disability. Exploration of personal cultural identity, theories of intercultural communication, sources of cultural conflict, and development of skills for effective intercultural communication.

246ABCD SPECIAL STUDIES IN COMMUNICATION 1 UNIT*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 48 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

*UC will determine units granted AFTER transfer.

247ABC SPECIAL STUDIES IN COMMUNICATION 2 UNITS*UC*, CSU, Associate Degree Applicable**Prerequisite: None**Independent Study: Minimum 96 hours per semester*

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

* UC will determine units granted AFTER transfer.

248AB SPECIAL STUDIES IN COMMUNICATION 3 UNITS

UC*, CSU, Associate Degree Applicable

Prerequisite: None

Independent Study: Minimum 144 hours per semester

Independent projects for students with a special interest in communication involving assigned readings, research, internships, conferences, and/or public speaking. Projects to be determined jointly by the student and instructor prior to registration. Students may receive a maximum of six units for special studies coursework.

* UC will determine units granted AFTER transfer.

THEATRE ARTS (THART)

Department: Fine Arts
 Faculty Chair: Mark Dennis McConnell, M.M.
 Faculty: Tom Bryant, M.F.A.

**ASSOCIATE OF ARTS DEGREE
THEATRE ARTS****REQUIRED COURSES:****UNITS**

THART 100	Introduction to Theatre	3.00
THART 120	Acting Fundamentals	3.00
THART 140X4	Theatre Workshop	3.00 x 2 = 6.00
	(student must take two times)	
THART 176X4	Fundamentals of Stagecraft I	3.00
THART 179X4	Fundamentals of Stagecraft II	3.00
<i>Select at least six units from the following list:</i>		
ENGL 170	The Film Experience	(3.00)
ENGL 275	Shakespeare	(3.00)
PE/I 143X4	Funk/Hip Hop Dance	(.50-1.00)
SPEECH 120	Oral Interpretation of Literature	(3.00)
SPEECH 121	Advanced Interpretation and Readers Theatre	(3.00)
THART/SPEECH 110	Voice and Diction	(3.00)
THART/PE/I 130X4	Jazz Dance	(.50-1.00)
THART 133	Audition Techniques	(1.00)
THART 145X4	Advanced Theatre Workshop	(3.00)
THART 150X4	Summer Theatre Workshop	(3.00)
THART/PE/I 163X4	Ballroom/Swing/Salsa	(.50-1.00)
THART 205	Play Directing	(3.00)
THART 220	Advanced Acting I	(3.00)
THART 221	Advanced Acting II	(3.00)
THART 226	Play and Screenplay Analysis	(3.00)
THART 246X4	Special Projects in Theatre Arts	(1.00)
	TOTAL UNITS	24.00

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

100 INTRODUCTION TO THEATRE 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Survey course designed to develop an appreciation of the theatre for majors and non-majors. Introduction to the basic elements of play production including playwriting, producing, acting, directing, set design, costume design and lighting design. Exploration of the origins of drama, significant milestones in theatre history, and trends in contemporary theatre. (CAN DRAM 18)

108 WORLD DRAMA I 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

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

109 WORLD DRAMA II 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Departmental Recommendation: THART 108

Lecture: Minimum 48 hours per semester

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

110 VOICE AND DICTION 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Techniques in voice production. Theory and practice in developing vocal skills for performance including breathing, pitch, volume, rate, articulation, and quality. Application of concepts for students preparing for careers in communication, broadcasting and theatre as well as non-native speakers of English. This course is also offered as SPEECH 110.

120 ACTING FUNDAMENTALS 3 UNITS

UC, CSU, Associate Degree Applicable

Prerequisite: None

Lecture: Minimum 48 hours per semester

Introductory instruction in acting techniques. Exercises in improvisation, theatre games and exercises to develop flexibility, imagination, agility, expressiveness and awareness of body movement. Exploration of the basics of text analysis of plays, characterization and scene work.

130X4 JAZZ DANCE .50 - 1 UNIT

UC*, CSU*, Associate Degree Applicable

Prerequisite: None

Laboratory: Minimum 24-48 hours per semester

Instruction in jazz dance for beginning students with little or no experience in jazz dance, and for advanced students who wish to identify technical problems and correct deficiencies. Jazz techniques using a variety of styles and approaches within the jazz idiom. This course may be taken four times. This course is also offered as PE/I 130X4.

* UC/CSU limit is 4 units. See PE/I section.

133 AUDITION TECHNIQUES 1 UNIT*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 12 hours per semester**Laboratory: Minimum 24 hours per semester*

Introduction to the basics of auditioning as a means of getting roles in plays or musicals. This includes analyzing material for monologues, musical pieces or scenes, structure of their presentation, rehearsal techniques and development of acting or musical technique and skill by preparation and presentations in class.

140X4 THEATRE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Audition**Lecture: Minimum 24 hours per semester**Laboratory: Minimum 72 hours per semester*

Preparation, rehearsal, production and performance of plays, musicals and dance pieces. Participation in a variety of activities including performing, executing technical production work in the areas of scenery, costumes, lights and sound, stage management, design, musical accompaniment or directing. This course may be taken four times. This course is also offered as MUSIC 140X4.

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.

150X4 SUMMER THEATRE WORKSHOP 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Previous experience in a theatrical production**Laboratory: Minimum 144 hours per semester*

Opportunity for student actors, theatre technicians or theatre management personnel to further develop and refine their skills in a functioning professional theatre setting. Enhancement of theatre skills in the areas of acting, technical theatre, stage management and theatre management in the context of pre-production, rehearsal and public performance under the supervision of a professional staff. This course may be taken four times.

163X4 BALLROOM/SWING/SALSA .50 - 1 UNIT*UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Laboratory: Minimum 24-48 hours per semester*

Basic principles of Ballroom/Swing/Salsa dance. Development of physical skills including rhythm, syncopation, partnering and body expression. Dance forms include Waltz, Foxtrot, Salsa, East Coast Swing, West Coast Swing, Cha Cha Cha and Night Club Two Step. This course may be taken four times. This course is also offered as PE/I 163X4.

* UC/CSU limit is 4 units. See PE/I section.

174X4 DANCE PRODUCTION WORKSHOP 2 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendations: Audition**Lecture: Minimum 16 hours per semester**Laboratory: Minimum 48 hours per semester*

Preparation, rehearsal, production and performance of dance pieces. This course meets only one unit of the physical education nutrition health education requirement for an Associate Degree. This course may be taken four times. This course is also offered as PE/I 174x4.

176X4 FUNDAMENTALS OF STAGECRAFT I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 64 hours per semester*

Introduction to technical theatre. Study of the history, theory, and practice of theatrical production in areas including stage management, properties, costume, and make-up design. This course may be taken four times.

179X4 FUNDAMENTALS OF STAGECRAFT II 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 176X4**Lecture: Minimum 32 hours per semester**Laboratory: Minimum 64 hours per semester*

Continuation of THART 176X4. Study of the history, theory, and practice of theatrical production in areas including lighting, sound and scene design. This course may be taken four times.

205 PLAY DIRECTING 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Introduction to the basics of directing plays, including analyzing the script, casting the play, rehearsal techniques, coaching the actor and staging techniques. Also includes methods of organization for production and working with designers to decide design elements like lighting, sets and costumes.

220 ADVANCED ACTING I 3 UNITS*UC, CSU, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: Completion of a beginning acting class**Lecture: Minimum 48 hours per semester*

Advanced class in acting techniques. The use of scene study to develop skills in text analysis, characterization, body movement, vocal expression and ensemble playing. The course also introduces students to the basics of poetic scansion and other techniques used in the performance of classical dramatic literature such as Shakespeare.

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.

226 PLAY AND SCREENPLAY ANALYSIS**3 UNITS***UC, CSU, Associate Degree Applicable**Prerequisite: None**Lecture: Minimum 48 hours per semester*

Techniques of analysis necessary to understand the structure, construction and formats of plays and screenplays. This includes a study of the elements of plot, character, dialogue and theme in plays in a diverse selection of periods and styles and the structure and form of screenplays in diverse genres.

231X4 JAZZ DANCE II**1 - 2 UNITS***UC*, CSU*, Associate Degree Applicable**Prerequisite: None**Departmental Recommendation: THART 130X4 or PE/I 130X4**Lecture: Minimum 8-16 hours per semester**Laboratory: Minimum 16-32 hours per semester*

Continuation of THART 130X4, with student choreography and performance added. This course may be taken four times.

*UC/CSU limit is 4 units. SEE PE/I section.

246X4 SPECIAL PROJECTS IN THEATRE ARTS**1 UNIT***UC*, CSU, Associate Degree Applicable**Prerequisite: Completion of or concurrent enrollment in a Theatre Arts course**Independent study: Minimum 48 hours per semester*

Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student. This course may be taken four times.

* UC will determine units granted AFTER transfer.

WORK EXPERIENCE

(WKEXP)

Department: Business and Information Technology
 Faculty Chair: Catherine Pace-Pequeno, M.P.A.
 Faculty: Kim McCormick, M.S.

099 GENERAL WORKSITE EXPERIENCE**2 - 3 UNITS***Associate Degree Applicable**Prerequisite: Must be employed or in volunteer service, but job need not be directly related to student's educational goals**Corequisites: Enrolled in at least seven units, including WKEXP 099**Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

All Work Experience classes are supervised by a faculty member to ensure that the work experience is of educational value. The course stresses good work habits and meeting of competencies through actual on the job performance. This course may be repeated three times for a maximum of 6 units.

CAREER AND TECHNICAL EDUCATION WORKSITE EXPERIENCE**2 - 4 UNITS***CSU*, Associate Degree Applicable**Work Experience: 150-300 hours Paid Employment**120-240 hours Unpaid Employment*

Career and Technical Education Worksite Experience is the integration of classroom instruction with practical on-the-job experience coordinated with the program of study and related to appropriate occupational goals. Every course stresses good work habits and meeting of competencies.

Work experience education credit can be earned through supervised activities in each of the following occupational disciplines.

ACCT 198**Accounting****ADJUS 198****Administration of Justice****AH 198****Allied Health****BUSAD 198****Business Administration****CD 198****Child Development****CIS 198****Computer Information Systems****EMS 198****Emergency Medical Services****FIRET 198****Fire Technology****MARKET 198****Marketing**

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





SECTION XI

College Personnel and Advisory Committees

Faculty

The dates in parentheses indicate the year of appointment to the San Bernardino Community College District.

ACQUISTAPACE, Kris (1997) English
Professor

B.A., Washington University, St. Louis, Missouri
M.Ed., University of Southern Mississippi, Biloxi
M.A., California State University, Dominguez Hills

ADAMS, Matthew C. (2001) Physics/Astronomy
Associate Professor

A.A., Riverside City College, Riverside
B.A., University of California, Berkeley
M.S., Ph.D., University of California, Irvine

ANDREWS, Sandra (1985) Emergency Medical Services
Professor

A.S., Weber State College

BAHNER, Daniel (1991) Activity Director/Student
Professor Intervention Specialist

B.A., Humboldt State University
M.A., California State University, Long Beach

BARTLETT, Ryan (2006) English
Assistant Professor

B.A., California State University, San Bernardino
M.F.A., Mills College

BEITSCHER, Jane (1991) History
Professor

B.A., Pennsylvania State University
Ph.D., University of Wisconsin

BELL, Reynaldo V. (2002) Respiratory Care
Associate Professor

A.S., Victor Valley Community College
B.S., California State University, San Bernardino

BELL, Thomas M. (2005) Respiratory Care
Assistant Professor

A.S., Crafton Hills College

BIFFLE, Christopher (1971) Philosophy/Religious Studies
Professor

B.A., University of California, Santa Cruz
M.A., California State University, San Francisco

BOEBINGER, Kelly (1999) Chemistry
Professor

A.A., Riverside Community College
B.A., California State University, San Bernardino
M.S., University of California, Riverside

BOGH, Debra (2004) Counseling
Assistant Professor

A.A., Crafton Hills College
B.A., California State University, San Bernardino
M.A., University of Redlands

BRAINARD, C.A. (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

BROWN, Robert (2006) Developmental Studies Specialist
Assistant Professor

B.A., University of Redlands
M.A., Pepperdine University

BRYANT, Tom (2004) Theatre Arts
Assistant Professor

A.A., College of Marin
B.A., San Francisco State University
M.F.A., Carnegie Mellon University

BRYSON, Kenneth R. (1979) Respiratory Care
Professor

A.A., Loma Linda University
B.V.E., California State University, San Bernardino
M.A., University of Redlands

CRISE, Robert D. (2001) Mathematics
Associate Professor

B.S., University of California, Riverside
M.A., California State University, Fullerton

CROW, Kathy (1998) Emergency Medical Services
Professor

A.S., Riverside Community College
B.V.E., California State University, San Bernardino

DAVENPORT, Michael W. (2002) Computer Information
Associate Professor Systems

A.A., Fullerton Community College
B.S., California Polytechnic University, San Luis Obispo

DAVIS, Julie (2004) Sociology
Assistant Professor

A.A., Riverside Community College
B.A., California State University, San Bernardino
M.A., California State University, Fullerton

DEMING, Merrill (1978) Mathematics
Professor

B.A., The George Washington University
M.A., California State University, San Bernardino

- DIAL, Trolynn** (2004) EOPS
Assistant Professor
 B.A., University of California, Los Angeles
 M.S., California State University, Los Angeles
- DIPONIO, Gwendolyn** (2004) English
Assistant Professor
 B.A., M.A., California State University, San Bernardino
- DOUTHIT, Mildred M.** (2001) Disabled Student
Associate Professor Programs & Services
 A.A., Henderson State University
 B.A., California State University, San Bernardino
 M.A., Chapman University
- FRANKLIN, Bradley H.** (1979) Respiratory Care
Professor
 B.S., University of Missouri
 M.Ed., University of Redlands
- GIACONA, Judith A.** (1981) College Nurse
Professor
 B.S., Walla Walla College, Washington
 M.A., University of Redlands
- GIBSON, Kathleen R.** (1994) Mathematics
Professor
 A.S., Crafton Hills College
 B.A., University of Redlands
 M.A., California State University, San Bernardino
- GIST, John E.** (1998) Counseling
Professor
 A.A., Santa Ana College
 B.A., M.S., California State University, San Bernardino
- GREGORY, Leslie** (2005) CARE/CalWORKs
Assistant Professor
 B.A., California State University, San Bernardino
 M.A., Point Loma Nazarene University
- HANLEY, Jodi** (2004) Mathematics
Assistant Professor
 A.S., San Bernardino Valley College
 B.A., M.A., California State University, San Bernardino
- HARRINGTON, Judith** (1990) Counseling
Professor
 B.A., California State University, Fullerton
 M.A., Loyola Marymount University
- HELLERMAN, Steven** (2006) Political Science
Assistant Professor
 A.A., Cabrillo College
 B.A., University of California, Santa Cruz
 M.A., Claremont Graduate University
- HENDRICKSON, Catherine** (2005) Library
Assistant Professor
 Paralegal Certification, Montclair University, New Jersey
 B.S., B.A., Ramapo State College, New Jersey
 M.L.S., Rutgers University, New Jersey
 J.D., Seton Hall University School of Law, New Jersey
- HENES, Matthew** (2006) Mathematics
Assistant Professor
 A.S., Riverside Community College
 B.S., University of California, Riverside
 M.A., California State University, San Bernardino
- HOGREFE, Richard K.** (2001) Speech
Associate Professor
 B.S., Texas Christian University
 M.A., Eastern Michigan University
- HOLBROOK, James** (1984) Emergency Medical Services
Professor
 National Registry Emergency Medical Technician Paramedic,
 Loma Linda University
 B.V.E., M.A., California State University, San Bernardino
 Ed.D., Nova Southeastern University
- HOYT, Denise R.** (1998) Computer Information Systems
Associate Professor
 A.A., Cypress College
 B.A., California State University, Chico
 M.A., University of Redlands
- HUGHES, Richard** (2004) Earth Science
Assistant Professor
 B.S., University of Pittsburgh, Johnstown
 M.S., Ohio University
- JOB, Samuel** (1984) Library
Professor
 A.A., Merced College
 B.A., M.L.S., Brigham Young University
- JONASSON, Mark** (1998) Biology
Professor
 B.A., M.A., Pacific Union College
 M.S., California State University, San Bernardino
 Ph.D., Loma Linda University
- JONES, JoAnn** (2000) Child Development
Professor and Education
 A.A., College of the Desert
 B.A., California State University, San Bernardino
 M.Ed., Azusa Pacific University
- KOEPER, John** (1998) Fire Technology
Professor
 A.S., Chaffey College
 B.A., National University
- KOSMATKA, Arnold L.** (1978) Counseling
Professor
 A.A.S., Southern Oregon University
 B.A., Johnston College
 M.A., University of Redlands
 Ed.D., Nova Southeastern University
- KOZANOVA, Marina** (1999) Spanish
Professor
 B.A., M.A., Moscow State University
- LANGENFELD, Elizabeth** (2006) English
Assistant Professor
 A.A., San Bernardino Valley College
 B.A., M.A., California State University, San Bernardino
- LEDOUX, Janine** (1991) Health and Physical Education
Professor
 B.S., M.Ed., Bridgewater State College
 DrPH, Loma Linda University
- LOWE, Lynn** (1999) Reading
Professor
 A.A., San Bernardino Valley College
 B.A., M.A., California State University, San Bernardino

- MANSOURIAN, Farhad** (1990) Economics
Professor
B.S., M.A., University of California, Riverside
- MATTHEWS, Damaris** (1985) Learning Resource Center
Professor
B.A., Oakwood College
M.A., California State University, San Bernardino
- McATEE, Robert** (2000) Counseling
Professor
B.S., M.A., California State University, San Bernardino
- McCONNELL, Mark D.** (2001) Music
Associate Professor
B.A., University of Northern Colorado, Greeley
M.M., University of New Mexico, Albuquerque
- McCORMICK, Kim** (1999) Work Experience
Professor
A.A., Chaffey College
B.S., M.S., University of La Verne
- McLAREN, Meridyth** (2002) Child Development
Associate Professor and Education
B.A., Denison University
M.S., Purdue University
- MOORE, Sandra B.** (1990) Psychology
Professor
B.A., Northwestern University
M.S., Ph.D., University of California, Santa Cruz
- O'TOOLE, Robert** (2004) Business and
Assistant Professor Information Technology
B.S., Arizona State University
M.B.A., Azusa Pacific University
- PACE-PEQUENO, Catherine** (2001) Business and
Associate Professor Information Technology
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
Associate Professor
B.F.A., University of Belgrade, Yugoslavia
M.F.A., University of California, Irvine
- PFAHLER, Diane** (1996) Psychology
Professor
R.N., B.A., Quinnipiac College
M.A., California State University, San Bernardino
Ph.D., California School of Professional Psychology,
Los Angeles
- RABAGO, Ralph J.** (1989) Health and Physical Education
Professor
B.A., University of Redlands
M.S., University of Idaho
- RACE, Aaron J.** (2002) English
Associate Professor
A.A., Crafton Hills College
B.A., California State University, San Bernardino
M.F.A., Southern Illinois University, Carbondale
- RAMIREZ, Stephen J.** (2001) Mathematics
Associate Professor
A.A., A.S., Mt. San Jacinto Community College
B.A., M.A., California State University, San Bernardino
- REESE, Gary** (2002) Emergency Medical Services
Associate Professor
A.S., Crafton Hills College
- SADLER, Roger** (1999) Biology
Professor
B.S., Loma Linda University
M.S., California State University, San Bernardino
- SALT, Kimberly** (1999) Chemistry
Professor
B.S., M.S., Ph.D., University of California, Riverside
- SCALITER, Bret** (2000) English
Professor
A.A., Crafton Hills College
B.A., M.A., California State University, San Bernardino
- SCHMIDT, Jeffrey** (2001) Spanish
Associate Professor
A.A., San Bernardino Valley College
B.F.A., Julliard School
M.A., University of California, Riverside
- SHIMELD, Lisa A.** (1989) Microbiology
Professor
B.A., M.S., California State University, San Bernardino
- SNOWHITE, Mark S.** (1967) English
Professor
B.A., University of Maryland
M.A., University of California, Riverside
- SULLIVAN, Daniel** (2006) Fire Technology
Assistant Professor
A.A., El Camino College
B.S., California State University, Los Angeles
- URBANOVICH, Jim** (2006) Speech
Assistant Professor
A.A., Los Angeles Valley College
B.A., M.A., California State University, Northridge
M.P.T., The King's Seminary
- WHITE, Frances** (1998) Counseling
Professor
A.A., San Bernardino Valley College
B.A., M.A., California State University, San Bernardino
- WILLIAMS, Gary** (2006) Instructional Assessment
Assistant Professor Specialist
A.A., University of Maine, Farmington
B.A., Bates College
M.A., Marist College
Ed.D., University of California, Los Angeles
- WILSON, Sherri** (1999) Mathematics
Professor
B.A., M.S., University of California, Riverside

WINNINGHAM, Laura (1983) Library
Professor
 B.A., B.S., California State Polytechnic University
 M.A., University of Southern California
 M.S., California State University, Fullerton

WORD, Daniel (2001) Emergency Medical Services
Associate Professor
 A.S., Crafton Hills College

BISHOP, Robin (1998) Emergency Medical
 B.A., California State University, San Bernardino Services

BLADES, Jennifer (2005) English
 B.A., M.A., California State San Marcos

BLALOCK, Ashley (2005) Art
 M.A., University of California, Riverside

BLANCK, Robert (2002) English
 M.A., California Polytechnic University, Pomona

BLATTER, Rebecca (2007) Art

BOEHM, Robert Bruce (2002) English
 Ed.D., University of Central Florida

BOUCHER, Nathaniel L. (2006) Fire Technology
 B.S., California State University, San Bernardino

BOUSLOUGH, Gail (1997) English
 M.A., California Polytechnic University, Pomona

BRASIL-LAURENZO, Hector (2002) Spanish
 Ph.D., Ohio State University

BRAY, Linda L. (2001) Allied Health
 B.A., California State University San Bernardino

BROYLES, Larisa L. (2000) Anthropology
 Ph.D., University of California, Riverside

BUCHMANN, Peter W. (2000) Mathematics
 M.A., University of Southern California

CASSANO, Claude (2007) Mathematics
 B.A., California State University, Chico
 M.A., San Jose State University

CESARIO, Vicki (2006) Business Administration
 B.S., California State University, San Bernardino

CESCOLINI, Diana (2007) Accounting
 M.A., University of California, Redlands

CHAIRES, Octavio (2005) Mathematics
 B.S., M.S., California State Polytechnic University

CHAVOUSHI, Mohammad H. (2003) American Sign
 B.S., California State University, Long Beach Language

CHRISTMAN, Carl (2005) English/Speech
 B.A., M.A., California State University, Fullerton

CLARK, Julia (2007) English
 B.A., University of Redlands
 M.A., Queen Mary University of London

Part-Time Faculty

*The dates in parentheses indicate the year of appointment
 to the San Bernardino Community College District*

ABEL, Susan (2002) Child Development
 B.A., Alma College
 M.A., California State University, San Bernardino
 Ph.D., Claremont Grad University

ABEL, Tabitha (1998) Allied Health
 DrPH, Loma Linda University

AFZAL, Muhammad (2005) Mathematics
 M.S., University of California, Los Angeles

AGUDELO, Pilar (2000) Spanish
 A.B.D., University of California, Riverside

AGUILAR, Gorge (2004) Physical
 A.A., San Bernardino Valley College Education

AHMED, Kaisar (2006) Mathematics
 B.A., University of Dhaka
 M.A., Long Island University

ALLISON, George E., III (2005) Accounting
 M.B.A., University of Southern California

ANDERSON, Jonathan B. (1999) English
 M.A., California State University, San Bernardino

ANIELLO, Lisa (2004) Physical
 B.A., University of Missouri Education

BACIUNA, Nicolae (2006) Mathematics
 M.S., University of California, Riverside

BAKER, Deena M. (2006) Physical
 M.A., California State University, San Bernardino Education

BALLESTER, Maria (2007) Spanish
 M.A., University of California, Riverside

BEGLEY, David S. (2000) Mathematics
 M.A., California State University, San Bernardino

- COLE, Edith M.** (1999) Business Administration/
Computer Information Systems
B.S., Southern Illinois University, Carbondale
- COMMANDER, John Vincent** (1982) Emergency
Medical Services
M.A., California State University, San Bernardino
- COMNICK, Lisa** (2007) Emergency Medical
A.A., Crafton Hills College Services
B.S., University of Laverne
- CONTRERAS, Amber** (2005) Allied Health
A.S., Crafton Hills College
B.A., California State University, San Bernardino
- COSTELLO, Gerarda** (2007) History
B.A., University of Redlands
M.A. Claremont Graduate University
- COWLES, Randee** (1999) English
A.A., Crafton Hills College
B.A., M.A., California State University, San Bernardino
- CRAWFORD, Barry C.** (1999) English
Ph.D., University of California, Riverside
- DAVAMONY, David** (2007) Psychology
M.S., M.A., Ph.D., Loma Linda University
- DELAOSSA, Ralph** (2006) Fire Technology
M.A., California State University, Long Beach
- DICKINSON, Michael** (2004) Fire Technology
- DING, Guizhi.** (2005) Physical
B.S. Tongji Medical University, China Education
M.D., University of Heidelberg, Germany
- DIZMON, Khara** (2005) Speech
M.A., California State University, San Bernardino
- DRAKE-GREEN, Penny M.** (1996) Speech
M.A., California State University, San Bernardino
- DURBAN, Mark** (2003) Fire Technology
A.S., Don Bosco Technical Institute
- EASON, Mary Anne** (1999) Anthropology
A.A., San Bernardino Valley College
B.A., California State University, San Bernardino
M.A., University of California, Riverside
- EASTMOND, Elizabeth** (2006) English
A.S., Riverside Community College
B.A., M.F.A., University of California, Riverside
- EDWARDS, John T.** (2004) Art
M.F.A., University of Colorado
- ENYINNAYA, Ekele** (2007) Biology
B.S., University of Pittsburgh
- ESTRADA, Colleen** (2004) Fire Technology
A.S., Crafton Hills College
- ESTUS, Steven** (2001) English
M.A., California State University, San Bernardino
- FALK, Richard** (2006) Computer
Ph.D., University of Illinois Information Systems
- FARRELL, Kathleen** (2000) English
M.A., California State University, Dominguez Hills
- FIKE, Lawrence** (2006) Philosophy
B.A., University of California, Los Angeles
M.A., MPhil, Columbia University
- FLOERKE, Jennifer** (2005) Speech
B.A., M.A., California State University, San Bernardino
- FONTAINE, Suzanne** (2007) Art
- FOX, Barry** (1998) Fire Technology
A.S., Crafton Hills College
- FRANKO, Karla J.** (1997) Religious Studies
M.A., Azusa Pacific University
- FRATUS, James M.** (2004) Fire Technology
B.S., Cogswell Polytechnical College
- GABORKO, Mary** (2001) Child Development
B.S., Youngstown State
- GADDY, Duran** (2007) Fire Technology
A.S., Crafton Hills College
- GARCIA, Dalan** (2006) Computer
Information Systems
- GARDNER, Rachel** (2006) English
B.A., M.A., University of California, Riverside
- GOLDER, Dave** (2001) Fire Technology
- GOMEZ, Stephanie L.** (2006) Physical
A.A., Riverside City College Education
- GONZALEZ, Alicia** (2004) Chemistry
Ph.D., University of La Plata, Argentina
- GONZALEZ, Elizabeth** (2007) English
A.A., San Bernardino Valley College
B.A., California State University, Los Angeles
MFA, Mills College
- GONZALEZ, Raymond** (1971) Spanish
M.A., University of California, Riverside

- GORMAN, Chris** (2007) Fire Technology
A.A., Coastline Community College
- GOUGH, Alan** (2001) Mathematics
M.A., University of California, Riverside
- GRANT, Rae** (2002) English
- GREENE, Robert** (2007) Mathematics
- GRIFFIN, Alice** (2006) English
A.A., Mt San Jacinto
B.A., M.A., California State University, San Bernardino
- GRULKE, Kimmi** (2005) Business
Administration
M.A., University of California, Redlands
- GUERRERO, Frank** (1988) Mathematics
M.S., California State University, Los Angeles
- HALE, Sara K.** (2006) American Sign
Language
M.A., Chapman University
- HAMLETT, Cynthia** (2001) English
A.A., San Bernardino Valley College
B.A., M.A., California State University, San Bernardino
- HAMMOCK, Andrea M.** (2006) English
A.A., Crafton Hills College
B.A., M.A., California State University, San Bernardino
- HANSLER, Kathryn** (2003) English
A.A., Los Angeles Pierce College
B.A., University of California, San Diego
M.A., California State University, San Bernardino
- HAUSMAN, Edward** (2006) Fire Technology
A.A., Antelope Valley College
- HERBERT, Shelton S.** (2003) Anatomy
M.S., Loma Linda University
- HERRERA, Veronica G.** (1999) Spanish
MA., California State University, Riverside
- HUGHES, Bradley** (2006) Physics
M.S., Bowling Green State University, Ohio
- HUGHES, Mark D.** (2002) Emergency Medical
Services
California State EMT-P License
B.S., University of Redlands
- HUNTER, Morris** (1985) Allied Health
M.A., California State University, San Bernardino
- JEFFERS, Crystal** (2002) Emergency Medical
Services
A.S., Crafton Hills College
- JENSEN, DeAnna** (1997) English
M.A., California State University, San Bernardino
- JOHNSTON, Claude J.** (1971) Mathematics
B.S., University of Arizona, Tucson
- JUMA, Leo** (2007) Biology
B.S., M.S., University of Nairobi
Ph.D., University of Arizona
- KALENDER, Volkan** (2006) Political Science
M.A., Claremont Graduate University
- KHALFALLAH, Hazem** (2007) Mathematics
B.A., M.A., University of California, San Bernardino
- KELLER, Daniel L.** (2000) Administration of
Justice
M.A., California State University, San Bernardino
- KELLY, David A.** (2007) Fire Technology
- KIBBE, Mark A.** (2007) Allied Health
- KIMBROUGH, Pamela** (2005) Mathematics/
Chemistry
- KROGH, Ronald** (2006) Mathematics
M.S., University of Minnesota
- LAMBERT, Darrell C.** (2006) Fire Technology
A.S., Crafton Hills College
- LANGDON, Clay E.** (1999) Respiratory Care
- LASH, Alan W.** (2004) Mathematics
B.S., Polytechnic University
M.S., University of California, Riverside
- LEAHY, Julie** (1997) Radiology Technology
B.S., Midwestern State University, Texas
- LINFIELD, Leon** (2006) English/Philosophy
Ph.D., University of Delaware
- LOAN, Jason** (2005) English
- LOCKARD, Kandy** (2000) English
B.A., Seattle Pacific University
M.A., California State University, San Bernardino
- LUU, Thao-Nhi** (2007) Mathematics
B.S., University of California, Santa Barbara
M.S., University of California, Riverside
- MAGALLANES, Sabrina** (2007) Emergency
Medical Services
ADN, Los Angeles Harbor
B.S., South University
- MALIK, Neal** (2007) Physical
Education
B.A., University of California, Irvine

- MALONEY, Colleen** (2004) Health Education
M.S., Loma Linda University
- MASINDE, Godfred** (2003) Microbiology
B.S., M.S., University of Nairobi
Ph.D., Tulane University
- MATAYA, Andrew** (2007) Physical
Education
- MATTSON, Susan René** (2006) Speech
M.A., California State University, San Bernardino
- McCARTY, Dennis S** (1996) Allied Health
A.S., Crafton Hills College
- McCLURG, Bruce** (2002) Music
M.M., University of Maryland
- McNAUGHTON, Barry** (2004) Music
M.M., University of Southern California
- McPECK, Christina** (2001) Child
Development
- MELLENDEZ, Ramon** (2007) Mathematics
B.S., MIT
M.S., Florida Atlantic University
- METZ, Robert** (2001) English
M.A., California State University, Fullerton
- MIESCHER, Jennifer J.** (1997) Fire Technology
A.S., Crafton Hills College
- MILLERICK, Shawn** (2005) Fire Technology
B.A., California State University, Fullerton
- MILLIRON, Mark L.** (2006) Anatomy
B.S., M.S., University of California, Riverside
- MIRANDA-RECINOS, Gabriela** (2007) Spanish
B.A., M.A., University of California, Los Angeles
- MOLINO, Gloria S.** (1999) Spanish
A.A., Crafton Hills College
B.A., University of Redlands
M.A., California State University, San Bernardino
- MORRILL, Ann M.** (1995) Spanish
M.A., University of New Mexico
- MOSES, Olivia L.** (2004) Health Education
DrPH, Loma Linda University
- MULCHANDANI, Priti** (2007) Biology
M.S.C., M.Phil, Ph.D., Aligarh Muslim University
- MUNRO, Gordon D.** (1966) Political Science
Ph.D., Claremont Graduate University
- MURILLO, Charles R.** (1994) English
M.A., California State University, San Bernardino
- NAMEKATA, James S.** (1999) Physical
Education
M.A., California State University, San Bernardino
- NEWMAN, Ronald T.** (2006) Business Administration
M.A., California State University, San Bernardino
- NGUYEN, Tung** (2006) Mathematics
M.S., California State University, Northridge
- NICHOLSON, Karl D.** (2007) Emergency
Medical Services
California State EMT/Paramedic State License
- OGIMACHI, Tom** (2007) Mathematics
B.S., California State Polytechnic University
M.S., University of California, Riverside
- O'SHAUGHNESSY, Vonda** (2000) Speech
B.A., Arizona State University
M.Ed., Azusa Pacific University
- OVERSTREET-MURPHY, Penni** (1992) Fire Technology
M.P.A., California State University, San Bernardino
- PANDIAN, Ravi** (2004) Mathematics
B.A., California State University, San Bernardino
- PAPP, Edward** (2003) Computer Information
B.S., University of California, Redlands Systems
- PASTUSCHEK, Susanne L.** (2000) Administration
M.F.A., Antioch University, Los Angeles of Justice
- PEDROJA, Joy** (2003) English
M.A., Chapman University
- PELLETIER, Amy** (2007) American Sign
Language
- PEREZ, Christopher G.** (2006) Mathematics
B.S., California State University, San Bernardino
M.S., California State University, Los Angeles
- PIERCE, Leah C.** (1990) Mathematics
M.A.T., University of Idaho
- POFFEK, Christine** (1984) Physical Education
M.A., Azusa Pacific University
- RAMIREZ, Robert** (1999) Mathematics
B.A., California State University, San Bernardino
- RANEY, Bret** (2001) Fire Technology

- RANGEL, Gladden** (2006) Reading
A.S., Miramar College
A.B., University of California, Berkeley
M.A., California State University, San Bernardino
- RAWLEY, James M.** (1998) English
Ph.D., University of California, Riverside
- RECINOS, Jose** (2007) Spanish
- REYES, Ernesto** (2004) Mathematics
M.A., California State University, San Bernardino
- ROBINSON, Pamela L.** (2007) Child Development
- ROCHE, John T.** (2002) Mathematics
M.A., Boston College
- ROMANO, Nicholas M.** (1997) Computer Information
A.S., Crafton Hills College Systems
- ROSS, Helen** (2007) Sociology
- ROSS, Michael** (2006) Mathematics
B.S., University of California, Berkeley
M.S., University of California, Los Angeles
- ROTHENBERG, Hetty** (2007) American Sign
B.S., Gallaudet University Language
M.A., California State University, Northridge
- RUCKER, Christi** (2004) English
Ph.D., University of Southern Mississippi
- SALMON, Catherine** (2007) Psychology
B.A., University of California, Irvine
Ph.D., University of California, Riverside
- SANDLIN, Stephen H.** (1969) Geography
Ph.D., University of California, Riverside
- SCHWIMMER, Harry** (2001) Physical Education
- SCOTT, Jerica** (2004) Physical Education
B.A., California Baptist University
- SEAGER, Yelena** (2007) Mathematics
B.S., Russian State Pedagogic University
M.S., Mordovia State University
- SEAWRIGHT, Paul** (2007) Fire Technology
B.A., Azusa Pacific University
- SHAIKH, Dastgeer** (2007) Physics
Ph.D., Gujrat University, India
- SHELBY, Patricia A.** (1997) Sociology
M.A., California State University, Fullerton
- SHELTON, Stephen A.** (2006) Speech
B.A., M.A., California State University, San Bernardino
- SHERMAN, Sylvia** (1969) History
M.A., University of California, Riverside
- SORENSEN, Kathryn** (2003) Anthropology
B.A., California State University, San Bernardino
B.S., M.A., University of California, Riverside
- SPARKS, Betsy L.** (2007) Mathematics
B.A., California State University, San Bernardino
- STEAR, Ezekiel** (2007) Spanish
A.A., Crafton Hills College
B.A., University of California, Riverside
M.A., California State University, San Bernardino
- STONE, Henry** (1997) Mathematics
M.S., University of California, Berkley
- STRONG-MILLSAP, Joanna** (2006) English
B.A., California State University, San Bernardino
M.F.A., Antioch University
- SULLIVAN, John** (1977) English
M.A., California State University, San Bernardino
- SWANSON, William E.** (1977) English
M.A., Claremont Graduate School
M.B.A., California State University, San Bernardino
- THOMERSON, Katherine J.** (1987) English
M.A., M.F.A., Wesleyan University, Connecticut
- VANDERFIN, Tara** (2007) Biology
B.S., California Polytechnic State University, San Luis Obispo
- VANDERMEIDEN, Sharon** (2007) Art
A.A., San Bernardino Valley College
B.A., California State University, San Bernardino
M.F.A., Claremont Graduate University
- VEROSIK, Eileen M.** (1999) Emergency
Medical Services
LA County General Hospital School of Nursing
- WALLICK, Amber** (1998) Child Development
A.A., San Bernardino Valley College
B.A., Pacific Oaks College
- WALTER, Michael D.** (2007) Computer Information
A.S., Crafton Hills College Systems
- WATKINS, Mark N.** (2004) Computer Information
M.A., California State University, San Bernardino Systems

WHITE, Cassandra L. (2000) English
M.A., California State University, San Bernardino

WILCOX-HERZOG, Amanda (2006) Child
M.S., Ph.D., Purdue University Development

WONG, Lam (2006) Mathematics
M.S., California State Polytechnic University, Pomona

Administrators

ASHTON, Judith (2007) Humanities &
Interim Dean Social Science
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

BARDOWELL, Cheryl (2006) Resource
Director Development
B.A., William Paterson University
MPA, California State University, Dominguez Hills

BOGH, Wayne (1998) Technology Services
Director
BS-EB, MBA, University of Phoenix

CABRALES, Joe (2002) Student Services
Dean
B.A., California State University, San Bernardino
M.A., University of Redlands

CHAVIRA, Rejoice (1999) EOPS/CARE/CalWORKs
Director
B.A., Chapman University
M.A., California State University, Dominguez Hills

COLVEY, Kirsten Sondergaard (1981) Student Services
Dean
B.A., University of California, Santa Cruz
M.A., California State University, San Bernardino
M.S., Pepperdine University

CONTRERAS, Alex E. (1997) Student Services
Vice President
A.A., Southwestern College, Chula Vista
B.B.A., M.S., National University, San Diego

DARLING Frederick (2007) Facilities, Operations
Director and Maintenance
M.P.A., California State University, Northridge

FERRACONE, Donna (1989) Career and Technical
Dean Education
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

GARCIA, Donna (2006) Custodial
Supervisor
A.A., San Bernardino Valley College

HARRISON, Gloria M. (1968) **President**
A.A., San Bernardino Valley College
B.A., M.A., University of California, Riverside

HEEMSTRA, Diana (1979) Bookstore
Manager

KELLEY III, Stephen (2002) Maintenance and Grounds
Supervisor
A.A., San Bernardino Valley College
B.A., California State University, Fullerton

LICERIO, Mamerto D. (1979) Disabled Student
Director Programs & Services
B.A., M.A., San Francisco State University

MARSHALL, Cheryl A (2007) Instruction
Vice President
B.S., Memphis State University
M.A., California State University, San Bernardino
Ed.D., University of Southern California

MUSKAVITCH, John (1999) Financial Aid
Director
A.A., Northern Essex, Haverhill, MA
B.S., California State University, Long Beach

NG, Jr., Charlie (2005) Administrative Services
Vice President
B.S., San Diego State University
M.B.A., University of Redlands

PADDOCK, Ericka (2006) Student Life
Director
B.A., California State University, San Bernardino
M.A., University of Redlands

PHILLIPS, Theodore P. (2001) Technology and
Dean Learning Resources
B.S., California Polytechnic University, Pomona
M.A., California State University, San Bernardino
Ed.D., Pepperdine University

PURPER, Cammy (2007) Child Development
Director
B.A., University OF Redlands
M.A., Pacific Oaks College

REA, Marty (1992) Cafeteria/Snack Bar
Manager

THURMAN, Laurens (1972) Math, Science, Health, and
Dean Physical Education
B.A., M.A., University of California, Riverside

TORRES CAMPOS, Cidhinnia M (2007) Research &
Director Planning
B.A., University of Puerto Rico, Mayaguez
M.A., Ph.D., Michigan State University

YAMAMOTO, June (1988) Emergency Training Center
Dean
A.A., Orange Coast College
B.A., California State University, Long Beach
M.A., California State University, San Bernardino

President Emeritus

Luis S. Gomez (1976-2000) President

Vice Presidents Emeriti

James G. Bisi (1968-1997) Vice President, Student Services

Gordon A. Clopine (1961-1997) Vice President
Administrative Services & Professor of Geology/Geography

Dean Emeriti

Ronald O. Kibby (1977-2001) Dean, Instructional/
Occupational Education

Don A. Yowell (1972-1987) Dean, Student Personnel
Services

Professors Emeriti

Joseph T. Allen (1954-1984) Geology

H. D. Anderson (1946-1978) Foreign Language

Roger C. Anton (1946-1976) President
Named Professor Emeritus (posthumously) by the Board of
Trustees, June 3, 1977

Letitia D. Antone (1988-2003) Counseling

George Ashton (1957-1978) History

Olen Baggett (1965-1986) Physical Education

James G. Bisi (1968-1997) Counseling

Doris Boardman (1961-1982) Library

Ron Boatman (1994-2003) Geology/Geography

Josephine E. Broholm (1947-1975) Speech

Clifford Cabanilla (1972-2002) Theatre Arts

Marian T. Carter (1970-1993) Speech

Edward L. Chapin, Jr. (1953-1987) Assistant Dean,
Continuing Education and Community Services

Robert Cismowski (1978-2003) Mathematics

Gordon A. Clopine (1961-1997) Geology

Deborah DeSalliers (1976-2007) Physical Education

Jay C. Edwards (1982-1997) Computer & Information
Sciences

Robert T. Galbraith (1972-1999) Biology/Oceanography

Richard H. Gatchel (1971-1987) .. Philosophy/Relig. Studies

Luis S. Gomez (1976-2000) President

Raymond Gonzalez (1972-2003) Spanish

Virginia M. Gaustad (1970-1987) Office Administration

Barton L. Griffith (1976-2003) Marketing & Business
Administration

Kenneth L. Grub (1965-1982) History

Gerald A. Holtke (1975-2003) Accounting

William H. Hoyt (1955-1987) Physical Education

Eugene V. Kadow (1966-1995) Economics

Francis J. Kling (1965-1992) Sociology

Clarence D. Lambert (1965-1987) Chemistry

Arthur F. Miller (1974-1989) Psychology

Wayne Milloy (1976-2003) Mathematics

Gloria Molino (1990-2003) Counseling

Gordon Munro (1966-2003) Politics

Violet Neuman (1976-1997) Counseling

Sylvester L. Patrick (1964-1987) Counseling

Harold B. Pigott (1946-1975) English

Agustin Rios (1985-2003) EOPS/CARE Coordinator

Walter C. Schuiling (1964-1984) History and Politics

Jean Searle-Grassick (1995-2007) Child Development
and Education

Eddie Smith (1991-2003) Fire Technology

V. Dean Stewart (1950-1981) Chemistry

Katharyn K. Taylor (1979-2005) Respiratory Care

Linda P. Tung (1972-2001) Mathematics

Robert Turley (1976-2003) Sociology

Susan Vajna (1986-2007) Business Administration

Donald R. Wirz (1972-1999) Chemistry

William R. Wright (1977-1999) Work Experience

Classified Employees

AYCOCK, Larry
Admissions & Records Specialist

AZELTON, Jim
Golf Course/Tennis Court Attendant

BALLESTEROS, Linda
Clerical Assistant I, Administrative Services

BARABANI, Gino
Senior Technology Support Specialist

BARRA, Victoria
Secretary II, Marketing & Public Relations

BEDOYA, Michael
Lab Technician, Art

BELANGER, Amy
Child Development Assistant

BIDNEY, Cynthia
Secretary II, Respiratory Care

BINGHAM, Kelly
Administrative Assistant I, Office of Instruction

BLUE, Robyn
Child Development Assistant

BOATMAN, John
Grounds Caretaker

BREAZILE, Sue
Secretary II, Fire Technology

BRISENO, Humberto
Grounds Caretaker

BROWN, Barbara
Bookstore Assistant I

BRUNER-JONES, Sherri
Clerical Assistant II, Teaching Aids

BRYSON, Richard
Custodian/Courier

BURNHAM, Janet
Instructional Assessment Technician, Reading/Study Skills

BURNS, Carole
Lab Technician, Microbiology

CARRILLO, Antonio
Grounds Caretaker

CHAFFIN, Eric
Multimedia Specialist

CHAVIRA, Sharen
Administrative Secretary, Math, Science Health & PE
and Humanities & Social Science

CHAURE, Miguel
Maintenance Technician

COLE, Judith
Learning Resources Assistant

COLE, Michelle
Secretary I, Student Center

COX, Cheryl
Administrative Assistant II, President's Office

CROOKS, Jeremy
Lead Custodian

CROOKS, Karen
Account Clerk II, Campus Business Office

DAVILA, Javier
Grounds Caretaker

DAVILA, Maria
Bookstore Assistant I

DE LA FUENTE, Norma
Food Service Specialist

MORENO, Carol
Book Buyer

EDWARDS, Leroy
Lead Maintenance Technician

FARMER, Kathryn
Clerical Assistant II, EOPS

FORD-WINGLER, Jacquelyn
Clerical Assistant II, Facilities Use

FRANCO, Vicky
Schedule/Catalog Data Specialist

FUENTES, Gloria
Switchboard Operator

FULLWILER, Stacey
Library Technical Assistant II

GIMPLE, Tina
Assistive Technology Specialist
Disabled Student Programs & Services

GONZALEZ, Moises
Custodian

GRAY, Tracy
Secretary I, Technology Services

GRISHAM, Heather
Child Development Assistant

HANSEN-BARNES, Rosemarie
Lab Technician, Biology

HUNTER, Lynnette
Account Clerk I, Campus Business Office

IRGANG, Peggy
Food Service Worker

JIMENEZ, Susan
Secretary II, Health & Wellness Center

JOHLE, Christina
Child Development Teacher

JOHNSON, Corey
Lab Technician, Computer Lab

KIRKHART, Patrick
Lead Grounds Caretaker

KIRKHART, Richard
Grounds Caretaker

LEONARD, Candace
Secretary II, Child Development Center

LITVINOFF, Linda
Administrative Secretary, Career and Technical Education

LOVINGFOSS, Stanley
Lab Technician, Physics & Astronomy

MADDUX, Tyler
Custodian/Courier

MALDONADO, Carlos
Student Services Technician II, Counseling

MARSHALL, Aimee
Secretary II, Public Safety and Services

MAY, Anquanetta
Switchboard Operator

MILLER, Greg
Lab Technician, Chemistry

MOLNAR, David
Laboratory Technician, Anatomy & Physiology

MORABITO, Elizabeth
Administrative Secretary, EOPS/CARE/CalWORKs

MORENO, Joe
Maintenance Technician

MOTTL, Karen
Computer Technician

NGUYEN, Ben
Custodian

OLMOS, Jose
HVAC/R Technician

ORTA, Rebecca
Student Services Technician II, Counseling

OVERTURE, Kristin
Admissions & Records Technician

PALKKI, Kevin
Theatre Technician

PETERSON, Karen
Learning Resource Assistant

PISTER, Carol
Administrative Secretary,
Emergency Training Center

QUINTANA, Rita
Child Development Assistant

QUINTANAR, Brittnee
Research Assistant

RAMIREZ, Fermin
Financial Aid Outreach Coordinator

RECORD, Laura
Administrative Assistant I, Student Services

REGALADO, Arnold
Storekeeper II

RIVERA, Valerie
Child Development Assistant

ROBERTS, Sandra
Financial Aid Specialist I

RODRIGUEZ, Natividad
Senior Student Services Technician, EOPS/CARE

RODRIGUEZ, Nicole
Secretary I, Instruction

ROQUE, Diane
Child Development Teacher

RUSH, Steven
Admissions & Records Technician

SAENZ, Patricia
Clerical Assistant II, Teaching Aids

SANFORD, Ervin, Jr.
Custodian

SHAIKH, Najma
Child Development Assistant

SIMONSON, Kristi
Web Developer

SIMPSON, Floyd
Admissions & Records Technician

SOSA, Paul E., Jr.
Custodian

SOUSA, Juanita
Financial Aid Coordinator

SOUTHERLAND, Frances
Senior Student Services Technician

SOWERS, Vickie
Library Technical Assistant II

STENGEL, Julie
Assistant Bookstore Manager

SUTPHIN, Ginger
Administrative Secretary, Title V

TOWNSEND, Jonathan

Instructional Assessment Technician, English

TROST, SusanInstructional Assessment Technician
Disabled Student Programs & Services**VELONI, Shane**

Senior Multimedia Specialist

WAGNER, June

Admissions & Records Technician

WEISCHADLE, Betty

Instructional Assessment Technician, Reading/Study Skills

WHITE, Anthony

Computer Technician

WILLIAMS, BarbaraSenior Student Services Technician
Disabled Student Programs & Services**WILLIAMS, David**

Instructional Assessment Technician, Math

WILLIAMS, Melisa

Bookstore Assistant I

WILLIAMS, Miriam

Clerical Assistant II, Counseling & Career Center

WILSON, Kathryn

Administrative Secretary, Counseling & Career Center

WOOD, Betty Jo

Administrative Secretary, Resource Development

WOOD, Kathi

Admissions & Records, Coordinator

Davenport, Michael

Computer Information Systems
Department of Business & Information Technology
Crafton Hills College

Easton, Renee

Administrative Director
Human Resources Information Services
Loma Linda University Medical Center

Ferracone, Donna

Dean, Career and Technical Education
Crafton Hills College

Hoyt, Denise

Computer Information Systems
Department of Business & Information Technology
Crafton Hills College

Krisco, Andrea

Operations Manager
Kelly Services

Mack, Stacy

Office Manager
Arrow Staff Services

McCormick, Kim

Career and Technical Education Worksite Learning/Experience
Department of Business & Information Technology
Crafton Hills College

Mesa, Ben

Webmaster
San Bernardino County Superintendent of Schools

O'Toole, Bob

Accounting, Business Administration and Marketing
Department of Business & Information Technology
Crafton Hills College

Pace-Pequeño, Catherine

Accounting, Business Administration and Computer
Information Systems
Faculty Chair
Department of Business & Information Technology
Crafton Hills College

Papp, Edward

Chief Information Officer
Riverside County Regional Medical Center

Patterson, Terri

Office Manager
Arrow Staff Services

Romano, Nick

President and General Manager
Digi-Info Systems Corporation

Sharp, Larry

Employment Development Department
Redlands

Advisory Committees

BUSINESS & INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Blades, Robert

Vice President and Chief Information Officer
Loma Linda University Medical Center

Blanco, Karen

Director of Marketing
Press-Enterprise

Cesario, Vicki

Co-Owner/Controller
American Business Partners, Inc.

Stewart, Walt, Dr.
California State University, San Bernardino

Vajna, Susan
Accounting, Business Administration and Computer
Information Systems
Department of Business & Information Technology
Crafton Hills College

CHILD DEVELOPMENT AND EDUCATION REGIONAL ADVISORY COMMITTEE

Abel, Sue
Program Specialist
San Bernardino County Office of Education

Adams, Kathy
Associate Professor, Department of Child Development
San Bernardino Valley College

Ahrens, Kay
Director
Ahrens Child Care Center

Alvarez, Kit
Program Manager for Yucaipa
CRY/ROP

Brayton, Shelly
Instructor, Child Development
Redlands East Valley High School

Brunean, Cathy
Director
Christ the King Child Care Center

Colvey, Kirstin
Dean, Student Services/Counseling & Matriculation
Crafton Hills College

Connally, Leo
Liberal Studies Coordinator
California State University, San Bernardino

Conway, Rosemary
Director, Children's Program
Orangewood High School

Denver, Linda
Program Manager for Colton/Bloomington
CRY/ROP

Family Circle
Early Start Family Resource Network
P. O. Box 6127
San Bernardino, CA 92412-6127

Ferracone, Donna
Dean, Career and Technical Education
Crafton Hills College

Fuentes, Linda
Instructor, Child Development
Pacific High School

Gaborko, Mary
Reading Specialist
Rialto Unified School District

Harrington, Judi
Articulation Officer/Counselor
Crafton Hills College

Horton, Cathey
Instructor, Child Development
Rim of the World High School

Houston, Stephanie
Program Manager for Redlands
CRY/ROP

Johle, Christina
Child Development Center
Crafton Hills College

Jones, JoAnn
Faculty Chair and Professor
Department of Child Development and Education
Crafton Hills College

Kamptner, Laura
Psychology Department
California State University, San Bernardino

Knight, Denise
Assistant Professor, Department of Child Development
San Bernardino Valley College

Konold, Thais
Instructor, Child Development
Redlands High School

Lara, Mille
Director
Redlands Day Nursery II

Leonard, Candace
Child Development Center
Crafton Hills College

Mangee, Julie
Instructor, Child Development
Arroyo Valley High School

Martin, Julianne
Faculty Chair, Department of Child Development
San Bernardino Valley College

Mathew, Kelly
Instructor, Child Development
Cajon High School

Mathis, Susan
Child Development Counselor
School Linked Services

McLaren, Meridyth
Associate Professor
Department of Child Development and Education
Crafton Hills College

Moore, Randy
Instructor, Child Development
Pacific High School

O'Neill, Jim
Principal
Lugonia Elementary School

Pope, Evan
Instructor, Child Development
San Bernardino City Schools

Purper Cammy
Director, Child Development Center
Crafton Hills College

Robinson, Pam
Infant and Toddler Specialist
WestEd Research Development and Service

Roque, Diane
Child Development Center
Crafton Hills College

Sobray, Kimberly
Director
Bright Beginnings Preschool of Loma Linda

Thams, Becky
Program Manager
State Preschool and Infant/Toddler Program
San Bernardino County Superintendent of Schools

Wilcox-Herzog, Amanda
Department Head, Child Development and Education
California State University, San Bernardino

Woolley, Linda
Coordinator of ROP
Redlands East Valley High School

Wyatt, Catherine
Child Development Center
Crafton Hills College

DISABLED STUDENT PROGRAMS & SERVICES (DSP&S) ADVISORY COMMITTEE

Brink, Dr. T.L.
Professor, Psychology
Crafton Hills College

Chavira, Rejoice C.
Director, EOPS/CARE/CalWORKs
Crafton Hills College

Contreras, Alex E.
Vice President, Student Services
Crafton Hills College

Ditchfield, Desmond
Counselor
State Department of Rehabilitation

Douthit, Milly
Learning Disabilities Specialist
Crafton Hills College

Elgan, Danielle
Counselor
Redlands Adult School

Giacona, Judy
Coordinator, Health Services
Crafton Hills College

Jones, Brian
Student
Crafton Hills College

Licerio, Marty
Director, Disabled Student Programs & Services
Crafton Hills College

Matthews, Damaris
Professor, Learning Resource Center
Crafton Hills College

Monge, Maria
Program Representative
Employment Development Department

Orta, Rebecca
Student Success Advisor
Crafton Hills College

Rash, Tom
Director
Audio Vision Radio for the Blind

EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE

Andrews, Sandi
Emergency Medical Services
Department of Public Safety & Services
Crafton Hills College

Chao, Kevin
Chao and Associates
Huntington Beach, CA

Crow, Kathy
Emergency Medical Services
Department of Public Safety & Services
Crafton Hills College

Ferracone, Donna
Dean, Career and Technical Education
Crafton Hills College

Holbrook, Jim
Emergency Medical Services
Department of Public Safety & Services
Crafton Hills College

Malinowski, Grant
Paramedic
California Department of Forestry
Highland, CA

McCafferty, Diana
Governmental Affairs
American Medical Response
Rancho Cucamonga, CA

Molloy, Dave
Operations Manager
American Medical Response
Redlands, CA

Momsen, Sara
EMS Nurse Specialist
Inland Counties Emergency Medical Agency
San Bernardino, CA

Nguyen, Phong, M.D.
Redlands Community Hospital
Medical Director, Emergency Medical Services
Department of Public Safety & Services
Crafton Hills College

Petrilla, Karen
EMS Specialist
Riverside County Emergency Medical Services
Riverside, CA

Price, James
Operations Manager
American Medical Response
Riverside, CA

Reese, Gary
Emergency Medical Services
Department of Public Safety & Services
Crafton Hills College

Smith, Mike
Fire Chief
San Manuel Fire Department
Highland, CA

Smith, Virginia
Paramedic Liaison Nurse
San Antonio Community Hospital
Upland, CA

Tyson, Bob
Paramedic Liaison Nurse
Redlands Community Hospital
Redlands, CA

Word, Dan
Emergency Medical Services
Faculty Chair, Department of Public Safety & Services
Crafton Hills College

EOPS/CARE/CalWORKS ADVISORY COMMITTEE

Best, Russell
Redlands Employment Development Department

Chavez, Nadine
Extended Opportunity Programs (EOP)
California State University, San Bernardino

Chavira, Rejoice C.
EOPS/CARE/CalWORKS
Crafton Hills College

Contreras, Alex E.
Student Services
Crafton Hills College

Elgan, Danielle
Redlands Adult School

Ford, Barbara
Cal Learn Program
Oranewood High School

Futch, John
Cross Cultural Program
California State University, San Bernardino

Gallegos, Liz
San Bernardino County Sheriff's Department

Greening, Nancy
Yucaipa Adult School

Licerio, Marty
Director, Disabled Student Programs & Services (DSP&S)
Crafton Hills College

Maldonado, Carlos
Student Success Advisor
Crafton Hills College

McGinn, Kelly
Riverside County Economic Development Center

Monge, Maria
Redlands Employment Development Department

Muskavitch, John
Financial Aid
Crafton Hills College

Roberts, Sandra
Financial Aid
Crafton Hills College

Southerland, Frances
Counseling
Crafton Hills College

Yamamoto, June
San Bernardino Regional Emergency Training Center
San Bernardino Community College District

FIRE TECHNOLOGY ADVISORY COMMITTEE

Conrad, Mike
Chief, San Bernardino City Fire Department
San Bernardino, CA

Dennen, Pat
Chief, San Bernardino County Fire Department
San Bernardino, CA

Drabinski, Jim
Interim Chief, Loma Linda Fire Department
Loma Linda, CA

Egan, Larry
Deputy Chief, Redlands City Fire Department
Redlands, CA

Ferracone, Donna
Dean, Career and Technical Education
Crafton Hills College

Golder, Dave
Battalion Chief
California Department of Forestry and Fire Protection
San Bernardino, CA

Hendrix, Tom
Chief, Colton City Fire Department
Colton, CA

Hughes, Chris
Chief, Ontario Fire Department
Ontario, CA

Koeper, Terry
Fire Technology
Department of Public Safety & Services
Crafton Hills College

Morley, John
Chief, Big Bear Lake Fire Department
Big Bear Lake, CA

Smith, Bill
Chief, Running Springs CWD
Running Springs, CA

Smith, Michael
Chief, San Manuel Fire Department
Highland, CA

Sullivan, Dan
Fire Technology
Chief, Fire Academy
Department of Public Safety & Services
Crafton Hills College

Van Leuven, Dana
Chief, Big Bear City Fire Department
Big Bear City, CA

Verburg, Robert
Chief, Hemet City Fire Department
Hemet, CA

Wells, Stephen
Chief, Rialto City Fire Department
Rialto, CA

Word, Dan
Emergency Medical Services
Faculty Chair, Department of Public Safety & Services
Crafton Hills College

RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

Associate Administrator
Professional Services
Arrowhead Regional Medical Center

Cairney, John
Manager of Medical Imaging
Arrowhead Regional Medical Center

Contract Compliance Officer
Arrowhead Regional Medical Center

Dang, Thuan T., M.D.
Medical Director
Radiologic Technology Program
Arrowhead Regional Medical Center

Faculty Representative
Radiologic Technology Program
Arrowhead Regional Medical Center

Famos, Holly, R.N.
Associate Administrator, Professional Services
Arrowhead Regional Medical Center

Ferracone, Donna
Dean, Career and Technical Education
Crafton Hills College

Hunter, Morris
Director, Radiologic Technology Program
Arrowhead Regional Medical Center

Leahy, Julie
Clinical Coordinator, Radiologic Technology Program
Arrowhead Regional Medical Center

Orr, Fred, M.D.
Chairman, Medical Imaging Department
Arrowhead Regional Medical Center

Student Representative
Radiologic Technology Program
Crafton Hills College

RESPIRATORY CARE ADVISORY COMMITTEE

Alipoon, Alan, R.R.T.
Loma Linda University Medical Center

Bell, Rey, R.R.T.
Respiratory Care Programs
Department of Allied Health Services
Crafton Hills College

Bell, Tom, R.R.T.
Respiratory Care Programs
Department of Allied Health Services
Crafton Hills College

Brainard, Tony, R.R.T.
Respiratory Care Programs
Department of Allied Health Services
Crafton Hills College

Broman, Don, R.R.T.
St. Bernardine Medical Center

Bryson, Ken, R.R.T.
Director, Respiratory Care Programs
Faculty Chair, Department of Allied Health Services
Crafton Hills College

Calderon, Raquel, R.R.T.
Totally Kids Specialty Healthcare

Davidson, James, R.R.T.
Foothill Oxygen Services, Inc.

Espinoza, Jeffrey, R.R.T.
Riverside County Regional Medical Center

Ferracone, Donna
Dean, Career and Technical Education
Crafton Hills College

Franklin, Brad, R.R.T.
Respiratory Care Programs
Faculty Chair, Department of Allied Health Services
Crafton Hills College

Hartman, Lynne, R.R.T.
Riverside County Regional Medical Center

Langdon, Ed, R.R.T.
St. Bernardine Medical Center

Lockridge, Hank, R.R.T.
Riverside County Regional Medical Center

Meares-Conrad, Paula, R.R.T.
Arrowhead Regional Medical Center
Advisory Committee Chairperson

Molle, Cindy, R.R.T.
Eisenhower Medical Center

Musselman, Susan, R.R.T.
Riverside Community Hospital

Pfeifle, John, R.R.T.
Loma Linda University Medical Center

Robinson, Mark, M.D.
Arrowhead Regional Medical Center

Sheldon, Richard, M.D.
Beaver Medical Clinic, Inc.
Medical Director, Respiratory Care Programs
Department of Allied Health Services
Crafton Hills College

First-Year (CRT) Student
Respiratory Care Programs
Department of Allied Health Services
Crafton Hills College

Second-Year (RRT) Student
Respiratory Care Programs
Department of Allied Health Services
Crafton Hills College

SECTION XII

Glossary of Terms and Phrases

Academic Renewal: A procedure which will allow students to delete up to 30 units of “D” and “F” grades earned at Crafton Hills College. A minimum of 24 units must be completed with a 2.5 GPA and at least one year must have passed. For more information, see the college Catalog, page 28.

Academic Year: For a degree granting institution it is a period including a minimum of 30 weeks of instruction; typically it is the period between the first day of the fall semester and the last day of the following spring semester.

Access: A personal inspection and review of a record or an accurate copy of a record.

Advanced Placement (AP): The opportunity to receive college credit on the basis of performance on tests administered by the College Entrance Examination Board at the high school level.

Appeal: A request by a complaint made in writing to a community college district governing board to review the administrative determination of a complaint of discrimination.

Answer Center: A place that offers help to channel students to where they need to go or where they can get their questions answered most efficiently.

Arranged (ARR): A time designed in the class schedule which requires students to arrange appropriate class meeting times with the instructor on an individual basis.

Assessment: Most students who enroll in courses at Crafton Hills College must take the Accuplacer. Accuplacer scores are used to recommend placement in English, Mathematics and Reading.

ASSIST (www.assist.org): The database that contains all of the current articulation agreements between the 108 California Community Colleges, the 23 California State Universities and the 8 Universities of California. ASSIST also contains lists of all of the courses that transfer from Crafton Hills College to both CSU and UC, as well as lists of CHC courses that apply to the major preparation requirements for both the CSU and UC.

Associate Degree: The degree granted upon completion of a program of study in a specific major or area of specialization. This program includes a minimum of 60 units of course work with a minimum of 18 units in a major area and 28 units of general education requirements.

Certificate: A certificate may be awarded after completing a specific number of units (usually between 24-40 units) within a particular vocational/technical field of study.

Class Schedule: A complete listing of courses offered, class times, instructor names, room numbers and important dates to remember. The class schedule is published each semester and in the summer.

College Catalog: Published every year, the catalog describes college programs, services, degrees, graduation requirements, academic policies and courses taught throughout the year.

Complaint: A written and signed statement that alleges unlawful discrimination.

Concurrent Enrollment (Corequisite): Course or skill prerequisites which require that a student be enrolled in two supporting classes during the same semester as a condition of enrollment. For example, ACCT 210 requires that you be enrolled in ACCT 211 during the same semester.

Continuing Education: Instruction in any of the following circumstances: (1) Only in subjects licensees are required to take as a condition of continued licensure and solely for that purpose; (2) Only in subjects necessary to continue to practice/work in a profession such as law/medicine and solely for that purpose; (3) To persons who are already in a particular profession, trade or job category for the sole purpose of enhancing their skills/knowledge within that particular profession, trade or job category.

Course: An organized pattern of instruction on a specified subject, offered by a community college.

Course and Skills Prerequisite: An academic requirement which must be fulfilled and verified prior to registration in a specific course for which that prerequisite is prescribed.

Course Number: The number immediately following a course title. For example: ENGL 101, MATH 095.

Course of Study: Either a single course or a set of related courses in which a student enrolls.

Credit by Examination: College credit may be earned by successfully completing a departmental examination that allows students to demonstrate competence based on prior knowledge of the subject matter.

Credit/No Credit Grading: Students taking courses in which credit/no credit grading is allowed will earn “CR” (credit), which is equal to no less than a “C” grade, or “NC” (no credit) which is equal to a “D” or “F” grade. Grades of “CR” or “NC” will **not** be computed into a student’s GPA.

CSU System: The California State University System. For example: CSU San Bernardino, San Diego, Cal Poly Pomona.

Degree: An academic title such as but not limited to, associate, bachelor, master or doctorate.

Directory: Contains one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student and any other information authorized in writing by the student.

Drop: The process which allows students to withdraw from a class through the 14th week of the semester. Check the semester class schedule of deadline dates affecting the drop process.

Educational Program: An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

Extended Day: Classes which begin after 4:00 pm.

Fee Waiver: Process which allows qualified students to waive the registration fee. See the Financial Aid Office for more information.

Financial Aid: Payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the student) which is conditioned on the student's attendance at a community college.

Freshman Status: Students who have completed less than 30 semester units.

Full Time Status: Enrollment in 12 or more semester units.

General Education Certification: The process by which CSU general education and IGETC courses are certified as being completed so students are not held to the requirements of the individual campuses. Students must apply for certification through the Admissions and Records Office on their final transcripts.

General Education Requirements: Courses required of all students who plan to receive an AA or AS degree from Crafton Hills College. See your counselor for more information.

Grade Review: A procedure which allows students who feel they were not graded fairly to seek a course of action. See the Student Grievance Procedure in the CHC catalog on page 40.

Instruction: Includes any specific, formal arrangement by an institution or its enrollees to participate in learning experiences in which the institution's faculty or contracted instructors present a planned curriculum appropriate to the enrollee's educational program.

Major: A course of study followed by students who express specific vocational and/or academic interest in a particular field. For example: Art, Psychology, Business.

Matriculation: A process which involves the assessment, orientation, counseling and follow up of CHC students in order to help them complete courses successfully and to reach their goals. See the CHC Catalog page 28 for more information.

Non-Transferable: Courses and/or majors which do not transfer for credit to a state college or university.

Non-Tutorial: Courses which are taught using a traditional classroom approach, not requiring additional student time in the Learning Center.

Occupational Major: Prepares students for entry-level employment in a specific field of work. Occupational majors can be found in the college catalog under the heading: Occupation Certificate Programs.

Open Entry/Open Exit Courses: Courses in which students may enroll at various times, may complete at various times or at varying paces, and for which student's may receive varying credit, and may be conducted with or without regularly scheduled hours.

Orientation: Process which acquaints students and potential students with college programs, services, facilities and grounds, academic expectations and institutional procedures.

Prerequisite: A course which must be completed before enrollment in a more advanced course. For example, SPAN 101 is a prerequisite for SPAN 102.

Probation (Academic): Status indicating that at least 12 semester units have been attempted with an earned grade-point average below 2.0 in all units attempted at the college.

Probation (Progress): Status indicating that of at least 12 units attempted at the college, grades of "W", "I", or "NC" were earned in 50% or more of all units for which the student has enrolled at the college.

Program: Set of related courses for which a student enrolls.

Quad: A quadrangle (courtyard or courtyard and its buildings). Crafton's quad is located between the Library (LR) and Lab/Administration (LADM) buildings.

Report Delayed: The "RD" may be assigned by the Admissions & Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

Satellite: An auxiliary classroom or a teaching site.

Semester: The term used to define the two periods of instructional activity that make up one academic year. Each semester is approximately 18 weeks in length. The Fall semester begins in August, and ends in December. The Spring semester begins in January and ends in May.

Site: Main location, branch or satellite campus.

Student Record: Any item of information directly related to an identifiable student, maintained by a community college.

Transcripts: The official college record of all courses attempted and completed while at Crafton Hills College. A student is entitled to two copies of his/her transcript at no cost. A charge of \$3.00 will be made for each additional transcript. A charge of \$5.00 will be made for each transcript picked up on the same day it is ordered. For information, or copies, contact the Admissions and Records Office.

Transfer: A term that applies to specific types of courses that can be taken at Crafton Hills College as well as identifying majors that are acceptable for continued studies at a state college or university. Courses transferable to the CSU System are numbered 100 or higher. Courses transferable to the UC system are identified in the college catalog course description.

UC System: The University of California System.
For example: UC Irvine, UCLA, UC Riverside, UC San Diego.

Unit: College work is measured in terms of semester units. Generally, the number of units earned in a class equals the number of hours per week the class meets. For example, a one unit class meets one hour per week, a three unit class meets three hours per week. For each unit, there may be 2-3 hours of homework or work outside the class hours.

Work Experience: Program designed for students who are employed for a minimum of 10 or more hours per week, to provide instruction and advisement related to actual work experience.



Index

A

Academic Freedom	11
Academic Renewal Without Course Repetition	36
Academic Programs	50
Academic Support Services	27
Accounting	62
Accounting Certificate	62
Accreditation	1
Administration of Justice	63
Administration of Justice Certificate	63
Administrative Staff	4, 160
Admissions of High School Students	21
Admissions Policy & Procedures	19-22
Advanced Placement Examination Credits	39
Advanced Placement Policy	38
Advisory Committees	164
Allied Health	65
Alumni Association	10
American Sign Language	65
Anatomy	66
Animals/Pets on campus	15
Anthropology	66-67
Appeals, Reason for	19
Application Deadlines	43
Application for Graduation	43
Application procedure	19
Art	67-69
Assessment Testing	19
Assessment Waiver	19
Associate Degree Programs	50
Associate Degree Option 1	46-47
Associate Degree Option 2	47
Associate Degree Option 3	48-49
Associate of Arts Degree	49
Associate of Science Degree	49
Associate Teacher Certificate	76
Associated Students of Crafton Hills College	29
Astronomy	69-70
Athletics	31

B

Biology	70-71
---------------	-------

Board of Trustees	4
Bookstore	29
Business Administration	71-73
Business and Information Technology	
Advisory Committee	164
Business Management Certificate	71

C

Cafeteria	29
California Articulation Number (CAN) System	61
California Fire Officer Training Certificate	100
California Residency	19
California State University — General Education	
Requirements, Campus Locations	54 - 55
CalWORKS	30
Campus Facilities	15
Cancelled Classes	33
Career and Technical Education Programs	40
Career and Technical Education Worksite Experience ..	41
Career Center	28
Career Counseling	27
Catalog Rights for Graduation	43
Cell Phone Use	13
Certificates	44
Certified Respiratory Therapist Certificate (CRT)	139
Chemistry	73-74
Child Development	75-80
Child Development and Education Regional	
Advisory Committee	165
Child Development Center	31
Child Home Day Care Provider Certificate	75
Cisco Certified Network Associate Certificate	82
Cisco Certified Network Professional Certificate	82
Class Attendance	34
Class Level of Students	36
Classified Employees	161-164
Classified Senate Officers	5
Collection and Raising of Funds	15
College General Information	9-10
College Life	80
College Police	15

C

Commencement Ceremony	44
Communication	143
Completing a Transfer Program	51
Computer Assisted Graphics Design Certificate	68, 81
Computer Hardware Technician Certificate	82
Computer Information Systems	80
Computer Information Systems Certificate	82 - 83
Computer Use	14
Continuous Attendance and Graduation	43
Continuing Students (Student Classification)	22
Counseling	27
Counseling Requirements for Probation	36
Course Abbreviations	60
Course Transferability	60
Course Waivers - Substitutions	44
Crafton Hills College Foundation	5, 10
Credit/No Credit	34
Credit by Examination	35
Credit for Military Experience	35

D

Data Security	15
Dean Emeriti	160
Dean's List (Honor Lists)	34 - 35, 44
Degrees	43
Degrees - Graduation Requirements	43
Departments and Disciplines	60
Determination of Residence	20
Diplomas and Certificates	44
Disabled Student Programs & Services	30
Disabled Student Programs & Services Advisory Committee	165
Disciplinary Policies, Regulations and Procedures	11 - 16
Discrimination and Harrassment	11
Dismissal, Standards for	37
Distributed Education	40
Distribution of Literature	15
District Administration	4

E

Economics	88
Education	89
Educational Philosophy Statement	10
E-mail	14

E

Emergency Medical Services	89
Emergency Medical Svcs. Advisory Committee	165 - 166
Emergency Medical Technician I Certificate	89 - 90
Emergency Medical Technician — Paramedic Cert.	90
English	95
English, Levels and Order of	96
Examinations	36
Exemption Criteria, Matriculation	28
Evening College	40
Exception to Residence Determination	20
Extended Opportunities Programs and Services/ Cooperative Assistance Resources For Education.	30
EOPS/CARE/CalWORKs Advisory Committee	166

F

Facilities, Use of	15
Faculty	151
Faculty Initiated Suspension	12
Faculty Senate Officers	5
Failure to Drop or Withdraw	34
Family Educational Rights and Privacy Act	13
Fees	22
Fee Waiver	25
Final Examinations	36
Financial Aid	25
Firefighter I Basic Training Academy Certificate	100
Fire Inspection Academy Certificate	99
Fire Technology	99
Fire Technology Advisory Committee	167
Foundation	5, 10
French	107

G

General Education Requirements	54, 55
General Education Philosophy	40
Geography	108
Geology	109
Glossary of Terms	169
Grade Changes	34
Grading System	34
Graduation Requirements	43
Grants	25
Grievance Procedure	12

H

Harassment	11
Health Education	110
Health & Wellness Center	29
High School Student Special Attendance Policy Procedures	21
High School Students — Admission	21
History	111
Honor Society	35
Honors	34, 35, 44
Housing	31
Human Services	112

I

Incompletes	34
Individual and Group Activities (PE/I)	124
Individual Software Licenses	14
Interdisciplinary Studies	112
International Students — Admission	21
International Students — Deadlines	21
International Students — Required Materials	21

Intersegmental General Education Curriculum for Transfer to CSU and UC	57 - 58
---	---------

J

Job Referral Service	28
Journalism	113

L

Laws to Help Students Title IX and II	13
Learning Center (TLC)	27
Learning Resources	114
Levels and Order of English Classes	96
Levels and Order of Mathematics Classes	117
Library Science	114
Liberal Arts	49
Library	27

M

Majors	49
Map of the Campus	Inside Back Cover
Marketing	114
Marketing Management Certificate	114
Master Teacher Certificate	76
Mathematics	115
Mathematics, Levels and Order of	117
Matriculation Services	28

Microbiology	119
Military Experience Credit	35
Mission Statement	10
Mobile Intensive Care Nurse Certificate	91
Multiple Degrees	43
Music	120

N

New Students (Student Classification)	22
Non-Degree Applicable Courses	35
Numbering of Courses	60

O

Objectives and Functions of the College	10
Oceanography	122
Office Computer Applications	123
Online Courses	40
Open Classes	33
Open Entry/Open Exit Courses	36
Orientation	19

P

Parking Controls and Traffic Regulations	15 - 16
Part-Time Faculty	154
Petition for Special Privilege Procedure	36
Personal Activities (PE)	124
Personal Career Development	123
Philosophy	124
Physical Education	124
Physical Education/Individual & Group Activities	124
Physics	126
Physiology (see Biology)	70
Police, College	15
Political Science	49
Pre-Enrollment Assessment	127
Prerequisites, Corequisites and Departmental Recommendations	33
Prerequisites, Corequisites Challenge Process	33
President Emeritus	160
President's Message	6
Private Colleges and Universities	59
Probation and Dismissal	36
Probation, Standards for	36
Probation Status, Removal from	37
Professors Emeriti	160
Programming Certificate	83

P	
Programming Emphasis, Computer Info. Systems	81
Programs and Services, Instructional	40
Psychology	49, 128
R	
Radiologic Technology	49
Radiologic Technology Certificate	130
Radiologic Technology Advisory Committee	167
Reading and Study Skills	134
Re-admission After Dismissal	37
Re-admission and Graduation	43
Real Estate	134
Reclassification of Residency	20
Refunds	13, 22
Registered Respiratory Therapist	137
Religious Studies	135
Removal from Probationary Status	36
Repeating Courses	36
Required Documents for Residence Determination	20
Residency Information	19
Resident Status Appeal	20
Respiratory Care	136
Respiratory Care Advisory Committee	168
Retail Management Certificate	72
Returning Students (Student Classification)	22
S	
Sexual Harassment	11
Site Supervisor Certificate	77
Sociology	141
Software Licensing	14
Spanish	142
Speech Communication	143
Standards for Dismissal	37
Standards for Probation	36
Student Activities	29
Student Admissions Procedures	19 - 22
Students Below Grade 11	22
Student Classification	22
Student Conduct, Standards for	12
Student Government	29
Student Grievance Procedure	12
Student Loan Program(s)	26
Student Matriculation	28
Student Privacy Rights	13
Student Right To Know	15
Student Services	27 - 31
Student Success Program	28
Support Services	27
T	
3D Computer Animation Certificate	67, 81
Table of Contents	2
Teacher Certificate	76
Team Activities (PE/T)	126
Telecourses	40
Theatre Arts	145
Title II	13
Title IX	13
Transfer and Career Services	28
Transfer Center	28
Transfer Programs-General Information	51
Transfer Programs-Instructional Programs	40
Transfer Students — Admission	21
Transfer Students — Graduation	43
Transfer of Credit	37
Transferability of Courses	60
U	
UC-CSU Campus Map	52
Unit Limitations	35
Units of Credit	35
University of California-Advanced Standing, Transfer Requirements, Campus Locations.. ..	56
Use of Campus Facilities	15
Username, Passwords, Personal Identification No.	14
V	
Veterans' Services	31
Vice Presidents Emeriti	160
W	
Webmaster Certificate	83
Webmaster Emphasis, Computer Info. Systems	81
Who May Apply	19
Withdrawal	33
Work Experience	147
Work Study	25
Worksite Experience	41

LEGEND ON-CAMPUS

- BC Bookstore Complex
- BK Bookstore
- CL Classroom
- CC College Center
- CHS Chemistry & Health Science
- CDC Child Development Center
- G Gymnasium
- LADM Laboratory/Administration
- LR Library
- LR-LC Library/Learning Center
- OE-1, OE-2 Occupational Education
- PAC Performing Arts Center
- SSA Student Services A
- SSB Student Services B
- SCC Student Center/Cafeteria

LEGEND OFF-CAMPUS

- CLNC Clinic
- DE Distributed Education
- FLD Off-Campus Field
- HOSP Hospital
- RIAL-RFD Rialto Fire Dept.
- SBCMC San Bernardino County Medical Center
- SBRETC San Bernardino Regional Emergency Training Center
- VETS Veterans Hospital

SSA Student Services B
 Counseling
 Health & Wellness
 Disabled Student Programs & Services

SSA Student Services A
 Admissions & Records
 EOPS/CARE/CalWORKs

CL
 Financial Aid

SSB

Campus Business Office
 College Police
 Communications
 Parking Permits
LADM-150

EMS
 Emergency
 Medical Svcs.

BOOKSTORE

FIRET
 Fire Technology



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- H** HANDICAPPED PARKING
- ➔** HANDICAPPED RAMP

