

# BARSTOW COMMUNITY COLLEGE



2015 – 2016  
CATALOG

# BARSTOW COMMUNITY COLLEGE

Deborah DiThomas, Ed.D.  
Superintendent/President

## BOARD OF TRUSTEES

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Barstow Community College has made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice as a result of actions of the administration of Barstow Community College District or the California Community Colleges Chancellor's Office and the California State Legislature involving the rules and regulations pertaining to community colleges. The college further reserves the right to add, amend or repeal any of its rules, regulations, policies, or procedures.

The college hosts events that are open to the public, such as, but not limited to: graduation, athletic competitions, job fairs, speakers, and various activities held at the theatre or other campus venues. Those events are considered news events. Such an event may be photographed, videotaped or Webcast. Due to the nature of the events, the college has no means by which to prevent such photographs, videotaping or Webcasting from including a specific student's image or voice. By attending the event, a person is granting the college the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the college to utilize in an appropriate manner any images captured during a public event.

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# GREETINGS FROM THE PRESIDENT

**Welcome!** In this catalog you will find the keys to your future. The classes and programs, certifications and degrees available here can unlock opportunities that will help you reach your goals, aspirations, and even your dreams. Whether you are taking classes that prepare you to transfer to a four-year college or university, enrolling in one of our state-of-the-art career and technical education programs, or seeking to enhance your academic skills, Barstow Community College (BCC) has the educational opportunities you need to succeed. In fact, student success is the focus of everything we do. Our career technical education programs enable you to enter the workforce with a satisfying career and improve your potential for higher earnings and career advancement. Our rigorous transfer curriculum prepares you to transfer to any four-year college or university—and if you complete one of our 10 transfer degrees you will increase your opportunities for acceptance to our CSU and UC partners.



We offer you flexible course scheduling, with full-semester length classes, short-term classes, online classes, and hybrid classes that combine online instruction with the on-campus experience. Whether you are a continuing student or are new to our college, I hope you will take advantage of all of the resources we offer to help you achieve your educational goals.

I encourage you to communicate with our outstanding faculty and staff members who are dedicated to your success, and to visit our student services and learning resource centers to take advantage of our excellent student support services. Our professional staff located in the Norman Smith Center Student Services building will be glad to help you identify your educational goals, assess your needs, and make recommendations that will help you be successful. Student Services staff can advise you of the many state and federal programs that exist and can help provide you with tuition waivers, financial aid, textbook purchase assistance, and child care, should you qualify. As a student at BCC, I also encourage you to explore the many opportunities that exist to become involved in student activities, such as clubs, organizations and athletics. We will soon be opening a new Wellness Center on campus to help you physically prepare for your future. More cultural and social opportunities are now available in our new Performing Arts Center that offers additional pathways to success. As you participate in the educational programs, and extra-curricular activities, you'll get to know other students, faculty and staff who will add to your potential for success in your future endeavors.

I welcome you to Barstow Community College—your community college. On behalf of our Board of Trustees, our administration, faculty and staff, I wish you every success in your educational pursuits and the realization of your goals and dreams.

Sincerely,

**Deborah DiThomas, Ed.D.**  
Superintendent/President

# BARSTOW COMMUNITY COLLEGE

## MAIN CAMPUS

2700 BARSTOW RD.

BARSTOW, CA 92311

760-252-2411 EXT.

## CAREER TECHNICAL EDUCATION WORKFORCE AND DEVELOPMENT CAMPUS

1501 STATE ST.

BARSTOW, CA 92311

760-252-2411 EXT. 7385

## 2015 - 2016 ACADEMIC CALENDAR

### 2015

S	M	T	W	T	F	S	July 2- Independence	S	M	T	W	T	F	S	Oct.
			1	2	3	4	Day observed.						1	2	3
5	6	7	8	9	10	11	July -25 - Graduation	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	petition deadline	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	for Summer.	18	19	20	21	22	23	24	
26	27	28	29	30	31			25	26	27	28	29	30	31	
S	M	T	W	T	F	S	AUG. 14- Inservice	S	M	T	W	T	F	S	NOV. 11- Veterans
						1	Aug. 18 - Fall semester								Day.
2	3	4	5	6	7	8	begins.	1	2	3	4	5	6	7	Nov. 26&27 -
9	10	11	12	13	14	15		8	9	10	11	12	13	14	Thanksgiving
16	17	18	19	20	21	22		15	16	17	18	19	20	21	Holiday.
23	24	25	26	27	28	29		22	23	24	25	26	27	28	
30	31							29	30						
S	M	T	W	T	F	S	Sept. 7- Labor Day	S	M	T	W	T	F	S	Dec. 14- 18-Finals
		1	2	3	4	5				1	2	3	4	5	Dec. 24 - 31 Campus
6	7	8	9	10	11	12		6	7	8	9	10	11	12	Closed. Winter
13	14	15	16	17	18	19		13	14	15	16	17	18	19	break.
20	21	22	23	24	25	26		20	21	22	23	24	25	26	Dec. 25 - Christmas
27	28	29	30					27	28	29	30	31			Day Holiday

### 2016

S	M	T	W	T	F	S	Jan. - 1- New Years Day	S	M	T	W	T	F	S	May 16-20- Finals
					1	2	Jan. 11 - Spring Semster	1	2	3	4	5	6	7	May 20 -
3	4	5	6	7	8	9	begins.	8	9	10	11	12	13	14	Commencement
10	11	12	13	14	15	16	Jan. 18 - Martin Luther	15	16	17	18	19	20	21	May 30 - Memorial
17	18	19	20	21	22	23	King holiday.	22	23	24	25	26	27	28	day.
24	25	26	27	28	29	30		29	30	31					
31															
S	M	T	W	T	F	S	Feb. - 12- President	S	M	T	W	T	F	S	June 20-29 July
	1	2	3	4	5	6	Lincoln holiday.				1	2	3	4	Summer Session.
7	8	9	10	11	12	13	Feb. 15 - President	5	6	7	8	9	10	11	June 6 - 1st. Session
14	15	16	17	18	19	20	Washington holiday	12	13	14	15	16	17	18	begins.
21	22	23	24	25	26	27		19	20	21	22	23	24	25	June 20 - 2nd Session
28	29							26	27	28	29	30			begins.
S	M	T	W	T	F	S	Mar. - 14- 18- Spring	S	M	T	W	T	F	S	July 4- Independence
		1	2	3	4	5	break.								July 4- Independence
6	7	8	9	10	11	12	Mar. 18 - Graduation						1	2	day.
13	14	15	16	17	18	19	Petition deadline for	3	4	5	6	7	8	9	July 29 - Graduation
20	21	22	23	24	25	26	spring.	10	11	12	13	14	15	16	Petition deadline
27	28	29	30	31				17	18	19	20	21	22	23	for Summer
								24	25	26	27	28	29	30	
					1	2		31							
3	4	5	6	7	8	9									
10	11	12	13	14	15	16									
17	18	19	20	21	22	23									
24	25	26	27	28	29	30									

# BARSTOW COMMUNITY COLLEGE ADMINISTRATION, FACULTY AND STAFF

## Office of the President

### **Dr. Deborah DiThomas**

President

### **Michelle Henderson**

Executive Assistant to the President

### **Chris Clarke**

Director of Public Relations, Communication and Marketing

### **Vacant**

Civic Center & College Event Planner

### **Michelle Berndt**

PIO/Foundation Secretary

### **Vacant**

Dean of Research, Planning and Development

## Human Resources

### **Clint Dougherty**

Associate Vice President of Human Resources

### **Tonia Watkins**

Human Resources Technician

### **Paulette Pereira**

Human Resources Assistant

## Administrative Services

### **George Walters**

Vice President of Administrative Services

### **Maureen Davis**

Budget Analyst

### **Shawna Robbins**

Director of Fiscal Services

### **Gloria Basinger**

Accounting Assistant

### **Armie Caasi**

Accounting Technician-II

### **Lisa Lavarias**

Accounting Tech. I

### **Dayleen Hubby**

Payroll Technician

### **Richard Hernandez**

Director of Maintenance and Operations

Safety Officer

### **Terri Walker**

M & O Technician

### **Bruce Fries**

Custodian

### **Daniel Martinez**

Custodian

### **Jesse Ramirez**

Custodian

### **Daniel Norman**

Custodian

### **Juan Carlos Zetina**

Custodian

### **Martin Zetina**

Custodian

### **Ken Young**

HVAC Specialist

Skilled

### **Jeffrey Bowen**

Skilled Maintenance Specialist

### **Lucas Majourau**

Skilled Maintenance Specialist

### **Morgan Bohnsack**

Director of Information Technology

### **Susan Rollinson**

Database Analyst II

### **David Garcia Jr.**

Database Analyst

### **Zephyr Riley**

Instructional Lab Assistant II: Computer

### **Adrienne Floyd**

Instructional Lab Assistant: computer

### **Mike Mayoros**

Network Administrator

### **Glenn Barr**

PC/Network Specialist

### **Carl Delzell**

PC/Network Specialist

### **Nancy Olson**

Web Master

### **Aniko Kegyulics**

Web Services Technician

### **Vacant**

Web Services Specialist

## **Academic Affairs**

### **Stephen Eaton**

Vice President of Academic Affairs

### **Penny Shreve**

Dean of Instruction

### **Sandra Thomas**

Dean of Instruction: Workforce and Economic Development

### **Kim Young**

Interim Program Manager, Student Success & Equity

Robbie Evans

Student Success Advisor

### **Emily DeBruhl**

Student Success Advisor

### **April Yanez**

Secretary Student Success

### **Elizabeth Locke**

Instruction Office Coordinator

### **Barbara Rose**

Administrative Secretary

### **Dirk Brolsma**

Director of CTE Grants-TAACCT

### **Rhonda Sheffield**

Grant Technician

### **Patricia Blaine**

Administrative Secretary

### **James Lee**

Site Office Coordinator

### **Tracy Miller**

Instructional Lab Assistant, Sciences

### **Kyri Freeman**

Librarian

### **Vacant**

Instructional Media Technician

### **Jodi Treuhaft**

Library Technician I

### **Crystal Villafana-Tafoya**

Library Technician I

### **John Macomber**

Library Technician I

### **Gloria Webster**

Tutorial Services Specialist

## **Student Services**

### **Khushner Dadabhoy**

Vice President of Student Services

### **Jose Hernandez**

Admissions and Records Office Coordinator

### **Melissa Meadows**

Administrative Secretary

### **Thomas Armstrong**

Associate Dean of Student and Athletic

### **Jaime Rodriguez**

Counselor

### **Randy Christensen**

Counselor, Ft. Irwin

### **Gene Low**

Counselor

### **Peggy Greeno**

Counselor, DSPS.EOPS

### **Apineru Lealofi**

Counselor, Transfer/Career Center/ Articulation Officer

### **Samira Kabir**

Career/Transfer-Student Success Specialist

### **Heather Minehart**

Director of Enrollment Services

### **Jerry Peters**

Director of Military Programs

### **Joann Garcia**

Director of Student Development and Outreach

### **Megan Freeland**

Director of Special Programs

### **Linda Pugliese**

Assistant Coordinator of OSS

### **Mary Arreola**

Teaching Assistant Access Programs

### **Wanema Yniguez**

EOPS Secretary

### **Lesia Louro**

EOPS Program Specialist

### **Christina Calderon**

EOPS Programs Specialist

### **Nathan Wilson**

Custodian, Ft. Irwin

### **Ceri Satur**

Student Services Technician, Ft. Irwin

### **Rosemary Velez**

Admissions and Records Technician II

### **Shirley Villafana**

Admissions & Records Technician II

### **Wendy Packer**

Financial Aid III

### **Michelle Bond**

Financial Aid II

### **Vanessa Tinely**

Financial Aid I

### **Heather Robbins**

Financial Aid I



## **Faculty**

### **ABOUD, IBRAHIM (2014)**

English  
B.A., California State University, San Bernardino  
M.A., California State University, San Bernardino

### **BATARSEH, AYOUB (JACOB) (2001)**

Computer & Information Science  
B.S., University of Illinois at Chicago  
M.S., University of Illinois at Chicago

### **BAWDEN, ALEC (1997)**

Communications  
B.S., University of Nevada, Las Vegas  
M.S., Webster University

### **BENSON, CLAIRE**

Cosmetology  
A.A., San Bernardino Valley College  
B.A., California State University, San Bernardino  
M.S., Capella University

### **BENTO, GUSTAVO (2013)**

Psychology  
A.A., Mt. San Antonio College  
B.A., University of California, Los Angeles  
M.A., University of California, Los Angeles  
M.A., California State University, San Bernardino

### **BULKLEY, SCOTT (1999)**

Geology/Astronomy/Oceanography  
B.A., California State University, Hayward  
M.S., Northern Arizona University

### **CHRISTENSEN, RANDY (2003)**

Counselor  
B.A., California State University, Fresno  
M.A., California State University, Fresno

### **CONRAD, DENNIS A. (2001)**

Speech / English  
B.A., California State University, Northridge  
M.A., California State University, Northridge

### **DUQUE, RODOLFO (2014)**

Math  
B.A., California State University, San Bernardino  
M.A., Claremont Graduate School  
**M.A., Claremont Graduate School**

### **FIRTHA, CHRISTIE (2008)**

English  
B.A., University of California, Riverside  
M.A., University of California, Riverside  
Ph.D., University of California, Riverside

### **FREEMAN, KYRI (2006)**

Library Science  
B.A., University of California, Santa Cruz  
M.A., University of California, Los Angeles  
M.A., San Jose State University

### **GOLDSTEIN, LEWIS (2005)**

Art  
B.F.A., University of Hawaii  
M.F.A., University of Hawaii

### **GREENLEE, ELSA (2008)**

Cosmetology  
A.A., Barstow Community College  
A.S., Barstow Community College

### **GREENO, PEGGY (2008)**

Counselor, DSPS  
B.A., Point Loma Nazarene University, San Diego  
M.A., San Jose State University, San Jose  
M.S., California State University, Los Angeles

### **HOWEY, DAWN (2005)**

Sociology  
B.A., California State, Fullerton  
M.A., California State, Fullerton

### **JIANG, ZHENYING (1991)**

Exercise & Sport Science/Health  
A.A., East China Normal University  
B.A., International Language Institute  
M.S., University of Utah  
Ph.D., University of Utah

### **KARPEL, MICHAEL (2008)**

Physical Education  
B.A., California State University, San Bernardino  
M.ED., Azusa Pacific University  
Ph.D., Brigham Young University

### **LEALOFI, APINERU (2008)**

Counselor  
B.A., California State University, San Bernardino  
M.S., California State University, Long Beach

**LOW, GENE (2009)**

Counselor  
A.A. Barstow Community College  
B.A., Oklahoma Baptist University  
M.A., Azusa Pacific University

**MACIAS, JOHN R. (1980)**

Political Science  
A.A., Barstow Community College  
B.A., University of California, Los Angeles  
M.P.A., University of Southern California

**MURPHY, JILL (2009)**

Reading/ESL  
B.A., University of California, San Diego  
M.A., California State University, San Bernardino

**NUNES-GILL, NANCY (2009)**

Child Development  
B.S., Excelsior College, Albany, New York  
M.S., University of La Verne

**NYLANDER, SUSAN (2014)**

English  
A.S., Victor Valley College  
B.A., University of California, Riverside  
M.A., California State University, San Bernardino

**PASLEY, DENISE (2015)**

Business/Management  
B.A., Chatham University  
M.S.M., Colorado Technical University

**PURYEAR, ELLIS T. (2004)**

Athletic Trainer/Health/PE  
B.A., Southern California College  
M.S., California State University, Fullerton

**RODRIGUEZ, JAIME (2015)**

Counselor  
B.A., California State University, San Bernardino  
M.A., Azusa Pacific University

**ROSS, AMY (2002)**

Drama  
B.A., Sonoma State University  
M.F.A., University of Nevada, Las Vegas

**SAGE, BRET (2003)**

Biology  
B.S., California State University, Bakersfield  
M.S., California State University, Long Beach

**SPENCER, EMILY (2015)**

Chemistry  
B.S., University of California, Riverside  
M.S., University of California, Riverside

**VAN DEN BERG, SALLY (1999)**

Math  
B.S., Black Hills State College  
M.S., University of Nebraska

**VARTANIAN, SONA (2000)**

Math  
B.A., California State University, Fresno  
M.S., University of California, Los Angeles

**VASCONCELLOS, RAMON (2004)**

Business/Economics/History/Management  
B.A., California State University, Northridge  
M.A., California State University, Los Angeles  
M.B.A., Woodbury University

**VASQUEZ, EDUARDO (2015)**

Counselor  
B.A., University of California, Riverside  
M.S., University of La Verne

# GENERAL INFORMATION

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## ACCREDITATION

Barstow Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. WASC can be contacted at 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234. Copies of the accreditation report are available in the President's Office.

## HISTORY

The Barstow Community College District was established in September 1959 by the citizens of the upper High Desert region of Southern California. Evening classes began the next year at Barstow High School, followed by the first day of classes in fall 1962 at Barstow First Methodist Church. Two years later, a \$3 million, six-building complex was constructed at the present location on Barstow Road, and classes began there in February 1965. There followed a technical building in 1967, an administration building in 1975 and an automotive laboratory in spring 1978. The automotive laboratory was converted into a physical fitness center in 2000 and the 28,000-square-foot, state-of-the-art Learning Resource Center (LRC) opened in the fall of 2004

In 2005 many campus facilities underwent a Remodel for Efficiency project, a two-phase improvement project that renovated and updated the K Building, S Building and the Norman Smith Center. Phase 1 included the renovation of the K Building (the old library) into the Interim Performing Arts Center (IPAC) which is an open space used primarily by the Performing Arts Department. It has been updated with technical lighting, projection equipment and classrooms used for theatre productions, meetings, events and performing arts courses such as piano, choral, string and percussion.

The S Building was updated to be more efficient in use as a co-laboratory by the Science Department for courses that are offered on the Barstow campus. Phase 2 transformed the Norman Smith Center into a One-Stop Services Center for students that include admissions and records, financial aid, counseling services, the Transfer Center, the student lounge, the cafeteria, and the Associated Student Government. The new Norman Smith Student Services Center is the place where students can find all services associated with their academic and career life at BCC conveniently in one location.

In 2007 the cosmetology department found a new home in the D Building, having been located off campus for several years. The building was fully renovated to meet State of California Board Certification for Cosmetology approval, offers several practicum and theory classrooms and also is home to the Viking Bookstore.

In October, 2010, ground was broken on construction for the 750 – seat Performing Arts Center. The facility is scheduled for completion in late summer 2014. The Wellness Center, which is constructed behind the current gymnasium, is scheduled for completion in late Fall 2015.

Barstow Community College is located off Interstate 15 in the Mojave region of San Bernardino County, California, approximately 120 miles from both Los Angeles and Las Vegas. The college district encompasses a vast area from the Nevada border on the east to Kern County on the west, and from Inyo County in the north to the San Bernardino Mountains. The college serves the communities of Barstow, Lenwood, Newberry Springs, Daggett, Yermo, Hinkley, Ludlow, and Baker. The college also provides on-site programs to military personnel at the U.S. Army National Training Center, Ft. Irwin and to distance education students through its large online program.

An open-admission, public institution, the college serves more than 5,000 students annually in degree and certificate programs with approximately 120 full-time employees and a \$18 million budget. It provides the first two years of college or university study as part of the California State Community College System of Higher Education. The college's educational program includes lower-division course work, general education offerings, transfer degrees and vocational courses for transfer to baccalaureate degree institutions.

The college offers a number of occupational programs designed to prepare students for entry into the workforce. Service learning and self-enrichment classes are also offered to the community.

# GENERAL INFORMATION

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## BARSTOW COLLEGE FOUNDATION

The Barstow College Foundation is a non-profit, tax-exempt 501(c)(3) corporation established to support excellence in education at Barstow Community College. Its mission, "Building alliances for the financial benefit of the Barstow College community," is accomplished through the various programs the BCF supports such as student scholarships, endowments, student success programs, instructional equipment to name just a few. The Foundation is a vital link to the community and helps the college develop relationships that benefit both the college and the community. Individuals, families, or businesses desiring to make a donation to the BCF are invited to contact the Public Information Office at (760) 252-2411 ext. 7350 or the Foundation at (760) 252-6709. All donations are tax deductible to the extent allowed by law.

## MISSION

Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth. To accomplish this, the college offers traditional and distance education courses, programs, and pathways designed to enhance student success, leadership development, and career opportunities, enabling all in the community to thrive in a changing global society.

## GENERAL EDUCATION PHILOSOPHY

Barstow Community College provides a general education for its students. The district seeks to develop the whole person where the individual is greater than the sum of his or her independent educational experiences, a person who will understand the world within and the world without. Barstow Community College's general education philosophy serves to enhance creativity, reasoning, ethical behavior, and human understanding, which are essential to the attainment of personal goals and effective participation in a rapidly changing society.

The district's general education philosophy ensures a coherent, interdisciplinary approach in the overall undergraduate curriculum. Students are provided with the breadth and intellectual challenges which stimulate discovery in a world full of different kinds of knowledge and social structures. Students are given the opportunity to develop an integrated overview of the varied components of human knowledge. The college's general education philosophy calls for student exposure to natural science, technical literacy, health and wellness, citizenship-community involvement, social and behavioral science, arts-humanities, communications-language skills, analytic reasoning, and cultural-ethnic diversity. All of these are basic and necessary to participate in and contribute to a balanced life in a democratic society.

# ADMISSIONS AND ENROLLMENT

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## OPEN ENROLLMENT

The policy of the Barstow Community College District is that, unless specifically exempted by statute, every course, course section, or class that is reported for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations, commencing with Section 55003.

## ELIGIBILITY FOR ADMISSION

The following persons are eligible to enroll in Barstow Community College:

- Any high school graduate, OR
- Any person who has passed the High School Proficiency Exam or the General Educational Development (GED) test, OR
- Any person 18 years of age or older who can profit from instruction, OR
- Any K-12 student meeting the criteria listed under “Special Admission of Minor Students.”
- Holders of B (Visitors) Visas are NOT eligible for admissions.

## APPLICATION FOR ADMISSION

Admission to Barstow Community College includes the filing of an application for admission by the student. The application for admission may be obtained from Admissions and Records or completed on our website at [www.barstow.edu/admit](http://www.barstow.edu/admit).

First-time (new) students or transfer students from another college are required to complete the admissions process, consisting of an application for admission, orientation, academic placement test, and counseling (see Student Services for more details).

Students returning to Barstow Community College after a break of more than one semester will be required to complete an application for admission. Orientation and assessment will also be required of those students who have not previously completed the Student Success steps.

Continuing students need only complete a personal information update form if changes to personal information are necessary. Changes to name or social security number require proof such as driver’s license, marriage certificate, social security card, etc. Changes to contact information may be made online at [www.barstow.edu/register](http://www.barstow.edu/register).

## INCOMING TRANSCRIPTS

Official transcripts of all previous college work may be sent to Admissions and Records for inclusion in the student’s permanent file. Transcripts, once submitted, become the property of Barstow Community College and will not be released to anyone including the student.

## SPECIAL ADMISSION OF MINOR

### STUDENTS (Concurrent Enrollment)

Barstow Community College provides educational enrichment opportunities for a limited number of eligible minor students who have not graduated from high school and who would benefit from advanced scholastic or vocational work. The specially admitted student enrolled in stipulated college courses may receive both high school and college credit. Concurrently enrolled students, who are California residents registered in 10.5 or fewer units, are exempt from paying enrollment fees.

Students may concurrently enroll at Barstow Community College by meeting the following criteria:

- Complete a college application for admission.
- Complete the online student orientation.
- Complete the assessment test if enrolling in Math or English.

# ADMISSIONS AND ENROLLMENT

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- Complete a Concurrent Enrollment. Recommendation form found online at <http://www.barstow.edu/concurrent-students.html> with signatures from the student, parent/guardian, and school principal or designee.
- Bring the completed Concurrent Enrollment Recommendation form with copy of high school transcript and meet with a Barstow Community College counselor.

In addition to meeting the above criteria, students who are younger than 16 years of age or have not completed the ninth grade, must obtain the approval of the Vice President of Student Services. For more information, <http://www.barstow.edu/concurrent-students.html>.

## ADMISSION OF INTERNATIONAL STUDENTS

An international student (F-1 Visa) is defined as a student who has entered the United States temporarily and solely for the purpose of study, and who has a permanent residence in another country that he/she has no intention of abandoning.

An international student who is on probation at another community college or has been disqualified at that college will not be considered for admission to Barstow Community College. A student with an academic deficiency from a four-year college or university may be considered for admission after review of his/her particular circumstances and/or upon recommendation of that college or university.

Prospective students can review international student qualifications and access the application information online at <http://www.barstow.edu/international-students.html>.

Students who have attended institutions outside the United States must provide an official transcript evaluation from a member of the National Association of Credential Evaluation Services, Inc., which is licensed and bonded to evaluate foreign transcripts. Students with transcripts evaluated by other agencies may appeal to the Vice President of Student Services to have them considered.

## RESIDENCY REQUIREMENTS

The residence determination date is that day immediately preceding the opening day of instruction of the semester the student proposes to attend Barstow Community College. Enrollment in late starting classes within a term are subject to this uniform residence determination date. Each term has only one residence determination date by which all applications are measured.

Residence can only be established or changed by union of physical presence and intent. To satisfy the union of physical presence and intent, legal indicia of intent should be acquired and all out of state legal indicia relinquished at least 366 days prior to the term for which a resident classification is requested.

Students who attended a California high school for three years and graduated, please see AB 540: Nonresident Tuition Exemption for eligible high school graduates as non-resident tuition may be waived under certain circumstances.

### **Military Personnel and Family Members**

Military personnel and family members who list California as their home of record are considered residents regardless of duty station. Military personnel and family members not listing California as home of record who are stationed in California for other than educational purposes will be granted residency.

Residency remains in effect as long as the student is continuously enrolled. Continuous enrollment is defined as enrollment for the fall and spring semesters; summer enrollment is not required for continuous enrollment.

### **Veterans Choice and Accountability Act (VACA)**

Students considered “covered individuals” as defined in the VACA Act will be exempt from paying nonresident tuition. Students must submit a copy of the Certificate of Eligibility (COE) issued by Veterans Affairs and a copy of the veteran’s DD214 to Admissions and Records to update residency status if determined to be a non-California resident. More information is available online at <http://www.barstow.edu/veteran.html>.

# ADMISSIONS AND ENROLLMENT

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## RESIDENCY RECLASSIFICATION AND APPEAL PROCEDURES

Barstow Community College notifies students via email of their residence determination upon processing of the students' application via email to the address listed on the application. If a student feels that the residence determination was made in error, a Residency Determination Checklist along with supporting evidence should be submitted to Admissions and Records within 5 business days.

If a student is considered a nonresident at the time of application, but later establishes California Residency, a Residency Determination Checklist and supporting documentation should be submitted to Admissions and Records. If it is determined that a change in residency is warranted, the change will become effective the following term.

Students who miss more than one semesters (excluding summer) will be required to submit an updated admissions application and will be subject to a residency review.

## STUDENT SUCCESS STEPS

Information regarding Student Success Steps can be found online at [http://www.barstow.edu/Student\\_Success\\_and\\_Support\\_Program.html](http://www.barstow.edu/Student_Success_and_Support_Program.html).

## ORIENTATION

Barstow Community College provides to all students information regarding policies, procedures, and information including:

- Academic expectations and progress and probation standards.
- Maintaining registration priority
- Prerequisite and co-requisite challenge
- Maintaining Board of Governors Fee Waiver eligibility
- Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed
- Academic calendar and important timelines
- Registration and college fees
- Available education planning services

## ASSESSMENT

Assessment tests are required of all first-time college students. The test is an important tool measuring your skills for placement into college classes where you will be most successful and will have a positive learning experience. Students scoring at the higher ranges on this assessment demonstrate readiness to succeed in the higher level classes. Assessment tests are administered by Barstow community College test proctors. Prior to completing the assessment test, students must submit an application for enrollment and complete orientation.

Please see Test Proctoring Services for more information.

The following students may be eligible for exception from placement testing.

- Students who have been previously assessed and have written verification of scores from other California Community Colleges.
- Students who have already completed an AA/AS or higher degree.
- Students who have successfully completed degree level English or math classes at another regionally accredited college or university. An official copy of the student's transcript must be provided.
- Students who are not otherwise being matriculated, except those who plan to register for English or math at Barstow Community College.

# ADMISSIONS AND ENROLLMENT

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## STUDENT EDUCATION PLAN

Students must meet with a counselor to develop a student education plan. The plan will detail the classes necessary to complete the declared program of study as well as the necessary timeframe for completion.

Students must have an education plan once they have completed 15 units and an updated plan once 45 units have been completed.

## PREREQUISITES / COREQUISITES

### DEFINITION:

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrollment into a course or program. A co-requisite is a course that must be taken concurrently with another course. Prerequisites may include courses as well as placement test scores for mathematics, English, and reading. Prerequisites and co-requisites are set forth in the Schedule of Classes and College Catalog. Students who have not satisfactorily completed a course prerequisite through academic placement testing or with a minimum grade of "C" will be denied admission to the course.

Prerequisites are enforced prior to registration; however, enrollment may be permitted pending verification that a student has met a prerequisite. If it is determined that the student has not met the prerequisite, the student shall be involuntarily dropped from the course. Should this occur, enrollment fees are refunded.

### PROCEDURE:

Unless you have taken the academic placement test or completed the necessary prerequisite from Barstow Community College (BCC), our computer system cannot determine your eligibility to register for a course that has a prerequisite. If you have taken the necessary prerequisite at another institution or have completed the academic placement test elsewhere you must submit the Prerequisite Validation Registration form for counselor review, available online at [www.barstow.edu/AdmissionsRecords/Forms/default.asp](http://www.barstow.edu/AdmissionsRecords/Forms/default.asp). The form may be emailed to [bcounselor@barstow.edu](mailto:bcounselor@barstow.edu) or faxed to (760) 252-6754.

Students should initiate this evaluation process at least three weeks prior to the start of the semester in which they plan to register.

### PRE/CO-REQUISITE CHALLENGE:

Students may challenge a pre/co-requisite on the basis of any of the following:

- Pre/co-requisite approval did not follow District policy;
- The pre/co-requisite is not necessary for success in the course;
- The pre/co-requisite is discriminatory;
- The pre/co-requisite course has not been made readily available;
- The student has the knowledge and/or skills to be successful in the course.

A prerequisite or co-requisite may be challenged through the following procedures:

- Completion of applicable academic placement testing must occur prior to the challenge process.
- Meet with a counselor to discuss the challenge process and obtain a challenge form if appropriate.
- Student submits challenge form to the counselor with appropriate supporting documentation at least five business days prior to the start of the class.
- The counselor will submit the form to the Vice President of Academic Affairs who will process the form in consultation with the appropriate faculty. Upon completion of processing, the form will be returned to the Manager of Admissions and Records.
- The challenge must be acted upon no later than five working days after the student submits the application form to the counselor. If the review process takes longer, the student must be allowed to enroll in the course.



# ADMISSIONS AND ENROLLMENT

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- If the challenge is approved, the student is allowed to enroll in the course. If denied, the student, if already enrolled, will be administratively withdrawn from the class.

The student may appeal the decision following the normal grievance process set forth in Administrative Procedure 5530.

## PRIORITY REGISTRATION

The district will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement for the fall and spring semesters. Summer will not have a priority system for registration.

Priority registration shall only be granted to those students who have completed orientation, assessment, and developed a student education plan. Education plans must be updated at 15 completed units and 45 completed units for continued eligibility for priority registration. Higher priority will be granted to those students who indicated an education goal of:

- Obtain an AA degree and transfer to a 4- year institution
- Transfer to a 4-year institution without an AA degree
- Obtain a two year vocational degree without transfer
- Earn a vocational certificate without transfer
- Improve basic skills in English, reading or math

Students will have the following registration priority, in the order of priority listed below.

- Tier 1: Active Duty Military; Veterans; Foster youth and Former Foster youth; ACCESS; EOPS; CalWORKS
- Tier 2: Athletes; Students who have completed 60- 100 units and have an appropriate education goal; students participating in Bridge to College Success.
- Tier 3: Students who have completed 45-60 units and have declared an appropriate education goal; Active duty military family members
- Tier 4: All other continuing and returning students and recent high school graduates (within the past year) from the district; Barstow Unified School District; Excelsior Charter School (Barstow Campus); Silver Valley Unified School District.
- Tier 5: Newly admitted students and those students who did not meet requirements to receive priority registration.

Completed Units include all units evaluated and posted on the student's BCC transcript.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined by Board Policy and Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree applicable units; or
- Has earned a degree

For this section a unit earned when a student receives a grade of A, B, C, D, or P.

# ADMISSIONS AND ENROLLMENT

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## STUDENT CLASSIFICATIONS

<b>Part-time:</b>	A student taking fewer than 12 units
<b>Full-time:</b>	A student taking 12 or more units
<b>Freshman:</b>	A student who has completed fewer than 30 units
<b>Sophomore:</b>	A student who has completed 30 or more units
<b>Graduate:</b>	A student who has been awarded an AA or AS, or a higher degree by a recognized collegiate institution

## MAXIMUM UNITS

In order to meet graduation requirements in four semesters, students must complete an average of 15 degree-applicable units each semester.

During the fall and spring semesters, students may register for up to 18 units without approval. Students desiring to enroll in more than 18 units must have a 3.0 GPA and complete the Maximum Unit Increase Form (found online at [www.barstow.edu/forms](http://www.barstow.edu/forms))

During the summer session, students may enroll in 10 units or fewer without approval. Students desiring to enroll in more than 10 units must have a 3.0 GPA and complete the Maximum Unit Increase Form (found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html>[www.barstow.edu/forms](http://www.barstow.edu/forms)).

## REGISTRATION

Registration is the process of becoming officially enrolled in college. Students may register, add and/or drop courses online through the “my Barstow Portal” at [www.barstow.edu/register](http://www.barstow.edu/register).

Add deadlines are posted each semester in the Complete Schedule of Classes online at <http://www.barstow.edu/Schedule.html>. Failure to register prior to these deadlines will result in the student not being allowed to attend classes or receive credit. Drop deadlines are listed on the student’s Schedule and Account Information page by logging into their personal account.

Add and drop dates are mandated by the State of California and Barstow Community College administrative procedures. Separate deadline dates are listed for fee refunds (10% of the class), dropping without a “W” (20% of the class), and dropping with a “W” (75% of the class). Deadlines must be adhered to and failure to do so may result in a failing grade and/or owing fees.

## WAIT LIST POLICY

Once a class is closed, students may add their names to the waitlist until the waitlist becomes full or until the Friday before the course begins, whichever occurs first. If a student drops the class, creating an opening for enrollment, the first student on the waitlist will be sent an automated email with information regarding the deadline by which registration must occur. The student will be allowed 72 hours to login to the web registration system and add the course. If the first student does not successfully add the course within 72 hours, the student will be deleted from the waitlist and the next student will be sent the automated email. If students miss the 72 hour period in which registration may occur, they must login and add their name back to the bottom of the waitlist. It is the student’s responsibility to monitor their email and resolve any issues that may block registration before the 72 hour period expires. The waitlist process will continue even when the college is closed. Notification will go to students automatically via email. After the course begins, only instructors can add students into their classes. The instructor must issue add authorization codes to allow students to add the course. Instructors are encouraged to give priority for add authorization codes to those students who are on the waitlist in the order they appear. Students who are still on the waitlist should attend the first day of class to obtain an add authorization code if they are allowed in the class by the instructor. Students, who were unable to add their name to the waitlist because of the waitlist being full, are encouraged to attend the first day of class. If space is available, an instructor may consent to allowing the student to add by issuing an add authorization code. The integrity of the waitlist will be kept intact at all times. Students will not be registered into a full class, even with instructor permission.

# ADMISSIONS AND ENROLLMENT

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## AUDITING COURSES

Students may attend regular college classes for no credit. The following conditions apply:

1. The student must be eligible for admission.
2. The instructor must approve.
3. Space must be available. Credit students have priority; therefore, auditing students may register only after the second class meeting.
4. Audit status may not be changed to regular status or vice versa.
5. The \$15 per unit audit fee is non-refundable.
6. Audit records will be entered on the transcript and notated with an "AU" grade.
7. Out-of-state tuition is not charged.
8. Students who carry ten or more units will not be charged for auditing three or fewer units.

## INDEPENDENT STUDY

Upon petition a student may be allowed to take a course as independent study if the following criteria are met:

- Course is not offered during the current term.
- Course is needed to meet graduation requirements for student's program of study.
- Student is within one semester of completing graduation requirements.

To begin the petition process a student should meet with a counselor. It is the student's responsibility to secure an instructor and submit the completed application to the Vice President of Academic Affairs for approval.

## ADDING COURSES

After a student has completed registration, the student may add additional classes online through the "my Barstow Portal" Internet at [www.barstow.edu/register](http://www.barstow.edu/register).

Once a course has begun, the instructor must issue an add authorization code for the student to register.

## CLASS CONFLICTS

Students may not enroll in two or more sections of the same course during the same term unless the sections do not have overlapping dates. Students may not enroll in classes where the meeting time or the start and end times of the courses are the same. Students may petition to the Academic Exceptions Committee through Admissions and Records to enroll in courses with overlapping times, not to exceed ten minutes, if failure to enroll would prevent the student from completing the program of study in a timely manner. Students may not petition for overlapping enrollment for mere scheduling convenience. To petition, students should meet with a counselor to complete the Request for Overlapping Time Override.

## DROPPING COURSES

It is the student's responsibility to participate fully in class (es) once enrollment is complete. Failure to participate prior to census (20% of the class) will result in an instructor drop. Instructors are required to drop all students considered a "no show". Instructors have the right to determine their own attendance and drop policy. Be sure to review all class syllabi to determine the instructor's attendance and drop policy. Failure to abide by the policy may result in an instructor drop. If a student is dropped as a no show, the student cannot be added back to the class, unless the drop was a mistake and the student did actually attend the course. If such a circumstance occurs, the student should complete the Late Add Petition found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html> and submit it to the instructor.

# ADMISSIONS AND ENROLLMENT

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Should it become necessary to withdraw from a class, it is the student's responsibility to drop online. Failure to withdraw officially from a class will result in a failing grade.

Drop deadlines are listed on the student's Schedule and Account Information page by logging into their personal account.

Drop deadlines are mandated by the State of California and Barstow Community College administrative procedures. Separate deadline dates are listed for fee refunds (10% of the class), dropping without a "W" (approximately 20% of the class), and dropping with a "W". Deadlines must be adhered to and failure to do so may result in a failing grade or owing fees.

Students may drop classes and still receive a "W" if the drop occurs before 75% of the total days the course meets has elapsed.

"W's" are considered honorable withdrawals and will not be used in calculating grade point averages. However, excessive "W's" will be used as factors in determining progress probation and dismissal status.

## DROPPING AFTER THE DROP DEADLINE

A student must have documented circumstances beyond his/her control to initiate a drop after the published deadline. Examples of circumstances beyond the control of the student may include, but are not limited to, accident, illness, change in work schedule, or other documented circumstances. Students should complete the Request for Late Withdrawal form and submit it to the Academic Exceptions Committee through Admissions and Records. Requests will not be processed if initiated one year after the end of the semester in question.

## SECTION CHANGE

A section change denotes dropping a course and replacing it by transferring to the same course with different hours, days and/or instructor and/or transferring from a lower to a higher OR a higher to a lower level. Section changes require the approval of the instructor of the course being added and the Director of Enrollment Services.

## DENIED ADMISSION

A student may be denied admission to a class for failure to meet the prerequisites, attempting to enroll for a fourth time, or when attempting to enroll late if late entrance is inadvisable or past enrollment deadlines.

## ADDRESS CHANGES

Changes in address or phone number should be immediately updated online through "my Barstow Portal" at [www.barstow.edu/register](http://www.barstow.edu/register).

## NAME CHANGES AND DATE OF BIRTH & SOCIAL SECURITY CORRECTIONS

Name changes will be recorded only for students who are currently enrolled. Documentation, such as a marriage license, court order, or naturalization papers, may be required for verifying a legal name change. Requests to have a student's name changed on official college records are submitted to Admissions and Records.

Submit date of birth and Social Security Number corrections to Admissions and Records. Documentation substantiating correction will be required.

If the student completes a Free Application for Federal Student Aid (FAFSA) name, date of birth, and/or Social Security Number will be updated to reflect correct information provided on the FAFSA.

## FEES AND EXPENSES

As a publicly supported community college, Barstow provides low-cost education; students pay nominal fees at registration. To ensure that students are not denied access to a college education, the college offers financial aid to assist with financial obligations.

Fees are assessed each term and are to be paid online or in Admissions and Records at either the Barstow or Ft. Irwin campuses. The deadline to pay fees is the second Friday of the semester or at the time of registration. Fees may be paid to

# ADMISSIONS AND ENROLLMENT

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Admissions and Records via cash, check, money order, VISA, MasterCard, Discover, or American Express. Failure to pay fees by the deadline will result in a hold on the student's account. Refer to Outstanding Financial Obligations for more information.

Stopping payment on a check does not constitute a withdrawal from classes and will result in a \$10 charge.

All fees are subject to change without notice by action of the California Legislature, the California Community Colleges Board of Governors, or the Board of Trustees of the Barstow Community College District.

## ENROLLMENT FEE

The enrollment fee is \$46 per unit. All students determined to be California residents by Admissions and Records may apply for the Board of Governor's Fee Waiver. For more information refer to Financial Aid and Veteran's Services or contact the Financial Aid Office by e-mail at [finaid@barstow.edu](mailto:finaid@barstow.edu) or by phone at (760)252- 2411 ext. 7205.

Concurrently enrolled students, who are California residents registered in 10.5 or fewer units, are exempt from paying enrollment fees.

## NONRESIDENT TUITION

For 2015 – 2016, nonresidents of California and international students will be charged a tuition fee of \$200 per unit, in addition to the enrollment fees.

## ASSOCIATED STUDENT GOVERNMENT (ASG) FEE

This optional membership fee supports a wide range of student services, activities and programs. Each semester when students register for classes, they are automatically assessed a Student Activities fee. The fee is non-refundable once paid, unless the student's class is cancelled. If the student wishes to waive the fee, they must complete the Request for Waiver of Student Activities Fee, obtain the signature of the Director of Student Development and Outreach or the President of the Associated Student Government, and submit the form to Admissions and Records by the published deadline to pay fees each semester. This is a partial listing of the benefits of ASG membership.

- Discount at the Viking Bookstore on textbooks.
- Discounts from local merchants and restaurants.
- Free admission to Barstow Community College sporting events.
- Discounted admission to musical, dance, and theatrical programs.

For a complete listing of the benefits available, visit the ASG Office.

## STUDENT REPRESENTATION FEE

The Student Representation Fee is used to support students who lobby for legislative issues that benefit community college students or participate in CalSACC (California Student Association of Community Colleges) activities. Students may elect to waive the \$1 fee for religious, political, financial, or moral reasons by completing the Request for Waiver of the Student Representation Fee, obtaining the signature of the Director of Student Development and Outreach or the President of the Associated Student Government, and submitting it to Admissions and Records by the published deadline to pay fees each semester. The fee is non-refundable once paid, unless the student's class is cancelled.

## INSTRUCTIONAL MATERIALS FEE

Some classes require a fee for instructional materials, testing, CPR card, etc. Charges vary and are subject to change. Students should consult the current Schedule of Classes for fee amounts, which are noted under the appropriate description. Material fees not subject to waiver.

Students enrolled in Standard First Aid and Personal Safety (AHLT 51) and/or, Basic CPR (AHLT 63) will be administratively dropped if fees for the course are not paid by noon the Wednesday before the class meets.

# ADMISSIONS AND ENROLLMENT

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## SUPPLEMENTAL FEES

- Auditing: \$15 per unit
- Credit by Examination: Current enrollment fee per unit.
- Returned Check Fee: There is a service charge of \$10 for returned checks or stop payment of checks. Returned checks must be paid in the form of cash or money order. Subsequently, checks will no longer be accepted as payment from the student. Fees not resolved in a timely manner will be turned over to the District Attorney's Office for collection.
- Replacement of diploma or certificate: \$9
- Transcript: First two copies are free. Online requests: \$6.50 each; Regular services: \$7 each; same day rush service: \$14 for each address requested.
- CLEP / DANTES Exams: Exam fee is \$70 plus a \$45 administration fee.

## ENROLLMENT FEE WAIVERS

Eligible students may qualify for a waiver of enrollment fees. To apply, complete your Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov), using school code 001119. For more information, see Financial Aid and Veterans Services.

## AB 540: NONRESIDENT TUITION EXEMPTION FOR ELIGIBLE HIGH SCHOOL GRADUATES

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition.

- The student must have attended a California high school (public or private) for three or more years.
- high school or attained the equivalent prior to the start of the term (i.e., passing the GED or California High School Proficiency exam).
- The alien student who is without lawful immigration status must file an affidavit with the college stating that he/she has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Students who are nonimmigrant (e.g., those who hold F (student) visas) are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met the conditions described above. The California Nonresident Tuition Exemption Request is available from Admissions and Records and online at [www.barstow.edu/Forms](http://www.barstow.edu/Forms). Student information obtained in this process is strictly confidential unless disclosure is required under law.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be nonresidents until such time as residency requirements have been met and documentation submitted to Admissions and Records.

AB540 does not provide student federal financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid, including fee waiver and Cal Grants, students should complete the California Dream Application found online at [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp).

United States citizens and permanent residents who qualify for AB540 should apply for financial aid using the Free Application for Federal Student Aid online at <http://www.fafsa.gov>, using school code 001119.

This exemption is not available to students living outside California and taking distance education courses from the college.

# ADMISSIONS AND ENROLLMENT

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## REFUND POLICY

Students who drop a class within the first 10% of class meetings may be eligible for a 100% refund of enrollment fees and nonresident tuition. Refunds are not automatic, except in cases where the college cancelled the class. Students eligible for a refund must submit the refund petition forms to Admissions and Records no later than the last day of the fall or spring semester or by June 30 for summer. For refund drop deadlines for all classes, students should refer to their Schedule and Account Information page by logging into their personal account. It is the student's responsibility to check these dates immediately after registration, as deadlines can be as early as the first or second day of class. The Student Representation and Student Activities fees are non-refundable once paid.

For students who are active or reserve U.S. military personnel and receive orders compelling withdrawal from courses, Barstow Community College shall, upon receipt of student orders and petition from the student, refund enrollment fees unless a grade has already been granted.

## OUTSTANDING FINANCIAL OBLIGATIONS

The college reserves the right to withhold grades, transcripts, diplomas and/or registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the college. A proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; returned check; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the college. A proper financial obligation does not include any unpaid obligation to a student organization. Any item(s) withheld shall be released when the student satisfactorily meets the obligation

Barstow Community College participates in the Chancellor's Office Tax Offset Program (COTOP) to collect outstanding student financial obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program.

# STUDENT SERVICES

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## **Accessibility Coordination Center and Education Support Services (ACCESS- formerly known as (OSS))**

Barstow Community College is committed to providing support services and special classes to the disabled student population of Barstow Community College. Students who have disabling conditions, such as visual, hearing, orthopedic, learning, developmental, neurological, psychological, or other health impairments should contact ACCESS and become familiar with the support services and educational programs available.

Students with learning disabilities should make arrangements with ACCESS for assessment and possible placement in special courses or individualized programs designed to meet the needs of learning disabled students. Learning disability (LD) is a term used to describe varied brain processing disabilities including dyslexia (reading disorder), dysgraphia (writing disorder), dyscalculia (math disorder), or problems of perception or conceptualization. Often the LD student is cognitively superior, but differs markedly in learning style from the non-disabled student. The important thing to note is that an LD student can become a successful student with proper motivation and the acquisition of appropriate compensatory skills.

The LD program at Barstow Community College provides educational assistance designed to develop and refine these compensatory skills. ACCESS also furnishes counseling, registration assistance, study and life skills instruction, special test administration, and liaison with the Department of Rehabilitation. For more specific information, contact ACCESS by email at [access@barstow.edu](mailto:access@barstow.edu) or by phone at (760) 252-2411 ext. 7225. Hearing impaired students should use the TDD Number (760) 252-6759.

## **ADMISSIONS AND RECORDS**

Admissions and Records admits and registers all students; maintains, retrieves, and distributes student records and transcripts; reports attendance data to appropriate agencies; and provides information to students, faculty, administrators, and the community. For more information, e-mail [admissions@barstow.edu](mailto:admissions@barstow.edu) or call (760) 252-2411 ext. 7236.

## **ALPHA GAMMA SIGMA**

Alpha Gamma Sigma, or AGS as it is often called, is the California Community College Scholastic Honor Society. The Greek Letters in the name were selected because they are the initials from Greek words whose meanings represent the motto of AGS: "Add to good character, knowledge, and judgment." ALPHA stands for "Arete" meaning "Excellence," GAMMA stands for "Gnosis" meaning "Knowledge," SIGMA stands for "Sophrosyne" meaning "Wisdom." The purpose of AGS is to foster, promote, maintain, and recognize scholarship. The function of the state organization is to encourage local chapters to develop, in themselves or in cooperation with other chapters, programs offering cultural, social, or enrichment experiences as part of the total experience of community college students. The State organization annually awards scholarships to members and also encourages chapters to provide opportunities for participation in service activities and to award scholarships of their own. Temporary membership may be granted to all students entering Barstow Community College and all Life Members of the California Scholarship Federation. In addition, high school graduates who earned a minimum cumulative GPA of 3.5 will be offered a temporary membership in AGS. Continuing membership may be attained by achieving not less than a 3.0 GPA in the previous semester in courses of recognized college standing. Students interested in receiving more information can contact the Student Life and Development Office at (760) 252-2411 ext. 7374 or [studentlife@barstow.edu](mailto:studentlife@barstow.edu).

## **ATHLETICS**

Barstow Community College is a member of the Foothill Conference and the CCCAA (California Community College Athletic Association). Men's teams compete in the sports of basketball, baseball and cross country. Women's teams compete in softball, basketball and cross country.

Students must be enrolled in 12 or more units to be eligible for intercollegiate athletics. To be eligible for the second season of a sport, the student-athlete must complete and pass 24 units between seasons of competition, with 18 of those semester units coming from academic classes. Up to 6 semester units can come from Physical Education classes. Students must maintain a minimum cumulative grade point average of 2.0. Interested students should contact the Athletic Director by e-mail at [athletics@barstow.edu](mailto:athletics@barstow.edu) or by phone at 760- 252-2411 ext. 7233.

## **BOOKSTORE/VIKING SHOP**



# STUDENT SERVICES

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The Viking Shop is the campus and community resource for textbooks, supplies and other course materials. In addition to required class items, the Viking Shop has a variety of additional study aids available. The campus store offers a selection of college logo items, including clothing, and gift items. An array of snack items can also be purchased at the bookstore. They are now located in the "D" Building, which is the first building from the main campus entrance. The Viking Shop offers new, used and rental books, when available, as a cost saving alternative.

Students who pay the Student Activities fee are eligible to receive a 5% discount on textbooks at the Viking Shop, in store only, one week prior to the start of the fall and spring terms (see store for details, as some restrictions apply). Discounts on Viking spirit apparel and supplies are available all year long. Visit the Viking shop today to find out more about ASG discounts!

## RETURNS

Textbooks may be returned on full term classes up to two weeks after the class start date. Textbooks purchased for short term courses may be returned up to one week after the start of classes. Some restrictions may apply. Please contact the Viking Shop for more information.

## BOOK BUY BACK

Textbook buy back is available every day. Buy back is an opportunity to receive money back for books used during the term that are not eligible for return. There is no guarantee by the bookstore that a book will be bought back at the end of the term. However, when a book is eligible to be bought back it may be worth up to 50% of the initial purchase price. Visit us online at [www.bookstore@gbarstow.edu](mailto:www.bookstore@gbarstow.edu).

## RENTALS

Rentals are available to return for a refund for one week after term begins. Rentals eligible for refund must be in same condition as time of purchase.

## BUSINESS OFFICE

The Business Office disburses financial aid, payroll checks, processes refund requests, maintains student scholarship accounts, collects fees, fines, and other payments. For other information, email [busioffice@barstow.edu](mailto:busioffice@barstow.edu) or call (760) 252-2411 ext. 7226.

## CALWORKS

Barstow Community College CalWORKs is part of the San Bernardino County's compliance with federal welfare reform. It allows for individuals receiving cash aid Temporary Aid for Needy Families (TANF) to continue attending college if they are:

1. Enrolled in school at the time County CalWORKs makes initial contact;
2. Making satisfactory progress; and
3. Enrolled in an approved course of work.

The individuals must have a total of 32 to 35 hours of "work-related activities" per week (class time work experience, employment, internships, reasonable tutorial time, etc.)

CalWORKs provides short term course work in occupational and vocational areas. The CalWORKs program subsidized employment opportunities. The center also provides support in academic and personal counseling, tutorial services through programs on campus, and personal development workshops.

For more information about how the CalWORKs/WDC may help, students should call (760) 252-2411 ext. 7255 or email [SpecialPrograms@barstow.edu](mailto:SpecialPrograms@barstow.edu).

# STUDENT SERVICES

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## CAMPUS TOURS

Tours of the Barstow Community College campus can be arranged through the Student Life and Development Office by calling (760) 252-2411 ext. 7374 or by emailing [studentlife@barstow.edu](mailto:studentlife@barstow.edu).

## COUNSELING SERVICES

Barstow Community College's professional counseling staff provides essential academic advising, career counseling, and life planning activities to our students. Typical areas of assistance to students may include choosing a major, making career choices, coping with personal issues, and completion of the educational planning process. Counselors also help with course selection to meet degree and transfer requirements or achieve personal goals. Counseling services are available during the day and most evenings either by appointment or on a walk-in basis. Call (760) 252-2411 ext. 7351 or email [bcounselor@barstow.edu](mailto:bcounselor@barstow.edu) for an appointment. Appointments are not made during peak registration times.

## EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state-funded program designed to provide academic support, financial assistance, and encouragement for eligible low income and educationally disadvantaged students.

## ELIGIBILITY REQUIREMENTS

An eligible student is:

- A California resident or an active military service member.
- Enrolled as a full-time student (12 units or more).
- Qualified for the Board of Governors Grant (BOGG) A or B.
- Below 70 transferable college units from any accredited post-secondary institution.
- A member of a low income family or is currently receiving CalWORKS/Cash Aid, SSI, or General Aid (GA), or educationally disadvantaged as defined by the state Chancellor's Office.

## APPLICATION PROCESS

(1) Complete the Free Application for Federal Student Aid (FAFSA form) online at [www.fafsa.gov](http://www.fafsa.gov) using school code 001119 (2) Take the Barstow Community College Assessment Test; (3) Be determined eligible for a Board of Governor's Waiver (BOGW) A or B by the Financial Aid Office; and (4) Submit an EOPS application and previous year's income to the EOPS Office. For more information, contact the EOPS Office by email at [specialprograms@barstow.edu](mailto:specialprograms@barstow.edu) or by phone at (760) 252- 2411 ext. 7255.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The Cooperative Agencies Resources for Education (CARE) is a component of EOPS. CARE is a program designed to provide additional assistance to single parent students receiving cash with at least one child under age 14 living at home. For more information, contact the Special Programs and Services by email at [SpecialPrograms@barstow.edu](mailto:SpecialPrograms@barstow.edu) or by phone at (760) 252-2411 ext. 7255.

## FINANCIAL AID

The College takes pride in a personal approach to helping students meet the cost of education. A variety of resources are available including grants, fee waivers, and part-time employment on campus. Application for all Barstow Community College financial aid programs begins by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov), using school code 001119. Information regarding the financial aid programs and resources available at Barstow Community College can be found on the Financial Aid web site at [www.barstow.edu/financialaid](http://www.barstow.edu/financialaid).

Students are urged to contact Financial Aid when they register to see if they qualify for any type of financial aid. The office has all necessary forms and will assist students in completing them. It is the responsibility of the Financial Aid Office to ensure that

# STUDENT SERVICES

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students have the necessary knowledge to seek financial aid. For more information or assistance, contact Financial Aid at (760) 252-2411 ext. 7205 or by email at [finaid@barstow.edu](mailto:finaid@barstow.edu).

**Pell Grants:** Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree and have earned a high school diploma, GED, or completed secondary school in a homeschool setting. Students who were enrolled in an eligible educational program of study at a postsecondary institution prior to July 1, 2012 may continue to be considered Title IV eligible under either the ATB test or 6 credit hour standards. The U.S. Department of Education determines eligibility. The actual amount of the grant is based on financial need, cost of attendance, enrollment status, and the federal funds appropriated each year.

**Cal Grants:** Cal Grant awards are state-funded grants given to students to help pay for college expenses. Cal Grant B provides funds for living expenses and is targeted to low-income students. Cal Grant C provides funds for books and supplies for those students enrolled in a vocational program. To apply for either of these grants, students must be California residents and must have filed a FAFSA and a GPA verification form by March 2 for recent high school graduates and September 2 for community college students.

**SEOG (Supplemental Educational Opportunity Grant):** This federally-funded program provides grants to students with exceptional financial need. Due to limited funds, there is no guarantee that every eligible student will receive this grant. To apply for the SEOG, students must complete the FAFSA.

**BOGW (Board of Governors Fee Waiver):** The BOGW is a state program that waives enrollment fees for students who are considered residents of California and meet all eligibility requirements. To apply for a BOGW, students should complete the FAFSA by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Over 60% of Barstow Community College students qualify for an enrollment fee waiver.

**CHAFEE Grant:** This program provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for BCC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). Paper applications can be picked up in the Financial Aid Office and after completion, mailed to CSAC. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at in the Financial Aid Office.

**California Dream Act:** The California Dream Act allows students with undocumented immigration status or those who have entered the U.S. on a T or U Visa and have attended a minimum of three years of a California High School and graduated from a California High School the ability to apply for the BOG (Board of Governor's) Fee Waiver and Cal Grants. Students must complete the California Nonresident Tuition Exemption Request and submit it to Admissions and Records to determine eligibility for waiver of out of state tuition. In addition, students who qualify must submit the Dream Act Application online at <https://dream.csac.ca.gov/> prior to the financial aid deadlines listed at [www.barstow.edu/schedule](http://www.barstow.edu/schedule).

**FWS (Federal Work Study):** This federal program provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. The salary is the current minimum wage. Federal Work Study awards depend on application date, level of need, and the funding level of the college. Federal Work Study is available to students with unmet need, who have a minimum GPA of 2.0 and are enrolled in at least 6 units. Students are eligible to work up to three years or until they earn their degree (one additional semester is allowed), whichever comes first. Students must maintain acceptable SAP (Satisfactory Academic Progress) status to be eligible. To apply students must complete the FAFSA and submit a work study application to the Financial Aid Office. Those students selected to work in a department will be awarded FWS funds.

**Bookstore Authorizations:** Federal financial aid regulations require schools to provide a method for students to purchase books no later than the end of the first week of class IF the student is eligible for a financial aid disbursement ten days before the first day of class. BCC meets this federal regulation by authorizing bookstore vouchers at the Viking Shop Bookstore. Students are not obligated to purchase their books from the bookstore, but BCC will not disburse financial aid until the 5th week of the semester. It is the student's responsibility to procure funds for purchasing books before the actual disbursement date if the choice is made to not utilize the bookstore authorization. For more information view: Disbursing Based on Attending Hours.

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**Lifetime Eligibility Used (LEU):** Effective July 1, 2012 students receiving Federal Pell grants are limited to six years (12 semesters) or full time equivalent (600%) of aid.

- Students who have used more than 500% of LEU, but have not yet reached 600% will have aid awarded at a prorated rate to ensure that the award does not exceed 600%.
  - Students may opt to decline receiving Pell grant at Barstow Community College by submitting the Lifetime Pell Eligibility form found online at the Financial Aid Form Website.
- Once a student has received 600% of Pell grant, the student is no longer eligible for additional Pell grant funds at any institution. There is no appeal process.

## ELIGIBILITY

To be eligible for federal financial aid, a student must meet the following requirements:

1. Be a United States citizen/national or an eligible non-citizen.
2. Demonstrate financial need.
3. Not have defaulted on any family or student educational loan.
4. Not be in overpayment status on any federal financial aid program.
5. Be enrolled as a regular student in an eligible program.
6. Not receive or plan to receive financial aid at any other institution while attending Barstow Community College.
7. Not to exceed LEU.
8. Satisfy the Ability to benefit requirement through one of the following:
  - High school diploma
  - General Educational Development (GED) or California Proficiency certificate
  - Certificate of completion of a high school home- study program if the program is recognized by the student's home state.
  - A student's postsecondary school academic transcript if the student has completed a program of at least two years in length that is acceptable for full credit toward a bachelor's degree.
  - Effective with the 2012-13 award year, new students who do not meet one of the Ability to Benefit requirements above are not eligible for title IV funds.
    - However, students who were enrolled in an eligible educational program of study at a postsecondary institution before July 1, 2012 may continue to be considered Title IV eligible under either the ATB test or 6 credit hour standards.
    - Such students can become eligible by passing an approved "ability-to-benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree.
9. Maintain satisfactory academic progress including all of the following:
  - Minimum cumulative GPA of 2.0
  - Completion of 67% of all units attempted (including all transferred units and units attempted while not receiving financial aid)
  - Completion of program of study within 90 attempted units.
10. Be registered with or exempt from Selective Service.

## TITLE IV REFUNDS

### Return of Title IV Funds

# STUDENT SERVICES

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Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV Funds that the student was originally scheduled to receive.

If a recipient of Title IV grants withdraws from Barstow Community College after beginning attendance, the amount of Title IV grant earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less Federal Student Aid than the amount earned, BCC offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

If a recipient fails to begin attendance, the student will owe the entire amount of receive aid back to the Department of Education.

## **Withdrawal Date**

The withdrawal date is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period or period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed.

## **Process for Calculation of Amount of Title IV aid earned by student**

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the day the student withdrew occurs before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%.

Instructors are required to submit the last date of attendance for all students receiving a substandard grade. When a student fails to earn a passing grade in any of their classes, the date provided by the instructor is used to calculate the withdrawal date.

## **Post-Withdrawal Disbursement**

If the student receives less Federal Student Aid than the amount earned, BCC offers a disbursement of the earned aid that was not received. This is called a Post- withdrawal disbursement. BCC first obtains the student's permission before Title IV grant funds from a Post- withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a Post-Withdrawal disbursement or are disbursed directly to the student.

## **Title IV aid to be returned: BCC and student**

If the student receives more Federal Student Aid than the amount earned, BCC, the student, or both must return the unearned funds in a specified order as follows:

1. Federal Pell Grants for which a return of funds is required.
2. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

When a Return of Title IV funds is due, BCC and the student may both have a responsibility for returning funds. Funds that are not the responsibility of BCC to return must be returned by the student. BCC exercises its option to collect from the student any funds BCC is obligated to return, and funds required for BCC to return will become a debt on the student's account which the student will be responsible for paying. This charge is not reported to Department of Education and simply remains as a debt on the student's account with BCC.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, BCC will notify the student that he or she must repay the overpayment. In its notification BCC will inform the student that the student owes an overpayment of Title IV funds, that the student's eligibility for additional Title IV funds will end if the student fails to pay BCC during the 45-day period, the student's overpayment must be reported to the National Student Loan Data System (NSLDS) and referred to the Debt Resolution Services for collection.

# STUDENT SERVICES

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Federal regulations for financial aid require that students who withdraw from all their classes before the 60% point of the semester must return part of their financial aid funds to the U.S. Department of Education because the money is unearned if a student is not enrolled in classes.

Withdrawing from classes can happen in two ways. BCC students can withdraw on their own, and instructors also have the choice of dropping a student who does not attend class. (Some instructors choose not to drop students even if they do not attend class.)

The Financial Aid Office will determine the amount of federal financial aid (Pell Grant and FSEOG) that a student earned as of the withdrawal date using federally approved methods to perform the calculations. The order in which Title IV program funds will be returned will follow the federal regulations as outlined in the Federal Student Aid Handbook.

Students will be notified by mail if they are required to repay any portion of the financial aid they received.

Students are given 45 days to repay the amount to BCC. After 45 days, the students will owe either BCC for the institutional portion or the U.S. Department of Education directly.

Students who owe money to the U.S. Department of Education are ineligible to receive federal financial aid from any college or institution until they clear that debt.

Students will become eligible for federal financial aid only after they have repaid the full amount or made arrangements directly with the U.S. Department of Education. BCC does not make repayment agreements directly with students other than allowing students 45 days to repay the full amount owed.

Students who owe a repayment to the College will be allowed to pay the college directly. Any outstanding debt will block a student's ability to enroll in courses and the College sends any unpaid debt to collections.

## **FOSTER YOUTH**

Students with a verified foster youth status qualify for priority registration and potentially the CHAFEE grant. Current or former students identified as foster youth should contact the Financial Aid Office prior to registration.

## **THE VIKING GRILL (Cafeteria)**

The Viking Grill (college cafeteria) is located in the Norman Smith Center Student Services. They have home style food with daily specials and warm friendly service. A pre-pay food plan is also available for your convenience. On or off campus catering is available for your club, group, or organization. To check the daily specials, hours of operation, or to phone in your order call (760) 252- 2411 ext. 7219. We look forward to feeding you!

## **INSURANCE**

Applications for voluntary insurance may be obtained from the Office of Student Services. All students are insured to provide benefits for accidental injury during regular attendance at the college, while attending college-sponsored activities and while traveling under college supervision to and from such activities. The benefits are secondary and paid after any valid and collectible benefits provided by other insurance plans covering a student, and benefits are paid to the limit of the policy only. Call (760) 252-2411 ext. 7309 for additional information.

## **PHI THETA KAPPA**

Phi Theta Kappa is the international honor society of the community college system worldwide, and its central mission is to encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. Students achieving a 3.4 cumulative grade point average for a total of 12 or more college transfer-level courses will be invited to join Phi Theta Kappa. As an international organization, members have access to thousands of scholarship opportunities, and many private four-year colleges have specialized programs for the recruitment of Phi Theta Kappa members. Students interested in receiving more information can contact the Student Life and Development Office at (760) 252-2411 ext. 7374 or at [studentlife@barstow.edu](mailto:studentlife@barstow.edu).

## **SCHOLARSHIP PROGRAM**

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Each year Barstow Community College awards a number of scholarships ranging in amounts from \$100 to \$1,600. Awards are made on a competitive basis using the criteria for selection established by the donors of these scholarships. Consideration is given to scholastic achievement, academic promise, financial need, and community and campus involvement. The application deadline is generally in early March. Scholarships are awarded at the annual Honors Day ceremony in July.

Additional information regarding application procedures for scholarships may be obtained from Financial Aid at (760) 252-2411 ext. 7205 or by email at [finaid@barstow.edu](mailto:finaid@barstow.edu).

## **SERVICEMEMBERS OPPORTUNITY COLLEGE SERVICES (SOC)**

In recognition of the special efforts extended to meet postsecondary needs of Service members, veterans and their dependents, Barstow Community College has been designated a Service member's Opportunity College by the American Association of Community and Junior Colleges. As much as 80% of graduation requirements may be completed at other colleges and/or through nontraditional methods. Barstow Community College will honor (SOC) agreements for a period of seven years, thereafter a re-evaluation and current catalog requirements will be imposed. For more information call (760) 252-2411 ext. 7601.

## **STUDENT GOVERNMENT AND ACTIVITIES**

The District believes that participation in student government and activities enhances and enriches the student's education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government at the college is represented by the Associated Student Government (ASB) of Barstow Community College which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Government elects its own student trustee to the District Board of Trustees.

The Student Senate is afforded a variety of opportunities to participate in various college-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the decision and policy-making processes of the college.

Student Activities programs at the college provide a rich variety of opportunities to participate in the planning, development, and implementation of a wide variety of educational, cultural, social, and recreational activities. These activities, whether college-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential, and experiencing a sense of community at the college.

Information about student government, student activities, and student clubs and their membership procedures are available in the Student Life & Development Office at (760) 252-2411 ext. 7374 or at [studentlife@barstow.edu](mailto:studentlife@barstow.edu).

## **STUDENT HOUSING**

Barstow Community College does not maintain student housing.

## **STUDENT IDENTIFICATION CARD**

Students are entitled to receive a free photo identification card. The I.D. card can be obtained from the Student Life and Development Office. It is imperative that all students be in possession of their student I.D. card at all times while on the Barstow Community College campus. This card is required for Library, Fitness Lab, and Computer Lab services.

If a student has special circumstances and cannot be available to obtain the I.D. card during regular working hours, special arrangements can be made by calling (760) 252-2411 ext. 7374 or at [studentlife@barstow.edu](mailto:studentlife@barstow.edu).

## **TEST PROCTORING SERVICES**

Test proctoring services are available at both the Main Campus Computer Commons and the Ft. Irwin Campus Computer Lab. Online course midterms and finals, academic placement tests, and Ability to Benefit (ATB) placement tests are proctored at both campus locations. Typing certificate tests are proctored at the Main Campus. CLEP, DSST, and Pearson VUE Certification Exams are proctored at the Ft. Irwin Campus. Placement tests are required of all first-time college students. See Matriculation

# STUDENT SERVICES

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for exceptions and more information about academic placement tests. For off campus academic placement or ATB test proctoring, please contact the Computer Commons on the Barstow Campus. For available test proctoring times or further information, please see <http://www.bconline.com/orient/labhours.htm> or contact one of the Test Proctoring Centers: Computer Commons, Barstow Campus (760) 252-2411 ext. 7288 or by email at [labtech@barstow.edu](mailto:labtech@barstow.edu), or the Fort Irwin staff at (760)252-2411 ext. 7601.

## **LEARNING RESOURCE CENTER (LRC)**

The mission of the Learning Resource Center is to support the instructional programs of the college and to meet the information needs of the students, faculty and staff. The Learning Resource Center is the center for study, research, and leisure reading.

Approximately 42,000 books, 150 magazine titles, and 1,200 audio-visual materials (DVDs, videotapes, and musical recordings) are available for students, faculty, and staff. In addition, the library offers a selection of electronic databases and e-books that can be accessed remotely. Please contact the library to obtain passwords for remote access to electronic resources. Most books and some DVDs can be checked out. Reserve and reference items cannot be checked out. The library also has textbooks on reserve for student use. The library can assist with research and answer students' reference questions in person, via email, or over the phone.

For additional information, visit the Learning Resource Center's web site at [www.barstow.edu/LRC/](http://www.barstow.edu/LRC/) or call (760) 252-2411 ext. 7270.

## **TRANSFER & CAREER PLANNING CENTER (TCPC)**

The Transfer and Career Planning Center offers a variety of services to students who need to learn more about transferring to a four-year college or university. The center also provides services relating to career issues with an emphasis on long-range planning toward career goals.

Services available include: instruction in the use of Project ASSIST, Eureka, and other computer resources; presentations by representatives from four-year institutions; group visits to CSU/UC campuses; assistance with four-year college/university admissions applications; assessment of aptitude and career interests; workshops on career exploration, decision-making, and planning; instruction in proper resume writing; simulations of job and/or admissions interviews; college admissions test preparation; and job preparedness skills training. For more information, call (760) 252-2411 ext. 7321.

## **TUTORIAL SERVICES PROGRAM**

Tutorial services are available free to students interested in strengthening their academic skills in specific subject areas. Tutorial Services Program includes walk-in tutoring services, one-on-one tutoring, group study, a study hall, and online tutoring.

To take advantage of these services, a student must be registered in one or more academic courses at Barstow Community College.

To become a tutor, a student must have completed the course they wish to tutor with a "B" or higher, be referred by the instructor, maintain an overall 2.5 GPA or higher, and complete the required eight module training program.

For more information, visit the Tutorial Center or call (760) 252-2411 ext. 7261.



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## VETERANS SERVICES

Barstow Community College's Veterans Services Office provides programs for Veterans and dependents seeking educational and/or vocational training under Title 38, United States Code.

Veterans are urged to take advantage of the counseling service and educational programs offered by Barstow Community College. The Veterans Task Force has created a Veterans Resource Center located in the Interim Performing Arts Center (IPAC) to create a space for the Veterans Club to meet, study, and socialize.

The college cooperates with the Veteran's Administration and with the California State Bureau of Vocational Rehabilitation in helping veterans. Veterans and dependents are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regard to required attendance and progress that the student (veteran or dependent) must meet in order to receive educational benefits under Title 38, United States Code.

Students receive VA benefits based on their attendance in classes. GI Bill recipients must submit Veterans Statement of Responsibility forms each semester if they wish to receive benefits. Students are required to choose a major and enroll in classes required for that major. Official transcripts from all previous schools, colleges, military training, and CLEP, DANTES, or AP tests must be submitted to the College for evaluation before the end of the student's second semester of attendance.

Satisfactory progress of veterans or eligible dependents is measured by the successful completion of the number of units enrolled. "W", "NP," "F," and "FW" grades are considered punitive grades. "F" and "FW" grades may cause an overpayment if the veteran does not take his/her final. Please refer to Barstow Community College's Probation and Dismissal Policies.

A 2.0 GPA must be maintained in order to earn an associate degree. Should a veteran fail to make satisfactory progress for two semesters, benefits will be terminated. The veteran will be contacted and an appointment must be made with a counselor. Upon satisfactory completion of one semester of approved courses, benefits will be reinstated.

The veteran or dependent has the responsibility to adhere to these standards of attendance and progress and to notify Veteran's Services of any change in status that would affect the collecting of VA benefits. Additions, drops, withdrawals, and last day of attendance MUST BE REPORTED IMMEDIATELY by contacting Financial Aid by phone at (760) 252-2411 ext. 7205 or by email at [vets@barstow.edu](mailto:vets@barstow.edu).

## CALIFORNIA VETERAN DEPENDENT EXEMPTION

The children and spouses of U.S. veterans with service-connected disabilities or veterans who have died in service or from service-connected disabilities may be eligible for waiver of enrollment fees. For more information, contact the Veteran's Services Office by e-mail at [vets@barstow.edu](mailto:vets@barstow.edu) or call (760) 252-2411 ext. 7205.

## VOCATIONAL REHABILITATION SERVICES

Students who have verified physical, emotional, or other disabilities which handicap them vocationally are eligible for counseling, vocational guidance, and training. Detailed information may be obtained from ACCESS or by calling (760) 252-2411 ext. 7225.

## VOCATIONAL AND TECHNICAL EDUCATION (VTEA)

The VTEA program assists eligible vocational students majoring in any of the following areas: Accounting, Administration of Justice, Allied Health, Automotive Technology, Building Construction Trades Technology, Business, Computer Science, Culinary Arts, Diesel Technology, Early Childhood Education, Electronics Technology, Fire Technology, Management, Photography, Residential Electrical and Welding. Students must be BOGW-eligible and enrolled in a qualified vocational class. VTEA provides book loans, transportation assistance, child care assistance, and academic/vocational counseling. For more information, contact Special Programs and services at [specialprograms@barstow.edu](mailto:specialprograms@barstow.edu) or by phone at (760) 252- 2411 ext. 7255.

## VOTER REGISTRATION

Voter registration materials are available online at <http://www.barstow.edu/Admissions-and-Records-Forms.html> or in the Admissions and Records and Student Life Offices for those students who wish to register to vote.

# RIGHTS AND RESPONSIBILITIES

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## ACADEMIC ACCOMMODATION

Students with disabilities are strongly recommended to contact the Accessibility Coordination Center and Educational Support Services (ACCESS) to ensure timely accommodations and services. To receive accommodations the student must fill out an application packet, provide appropriate medical documentation, and see the DSPS counselor. Students requesting accommodations must provide their instructor with the Recommendation for Academic Support and Accommodations (RASA) form. It is the student's responsibility to discuss his/her accommodations with the instructor. The RASA form can be processed in ACCESS located in C48 behind the Norman Smith Student Services building. Students enrolled in online courses are also encouraged to contact DSPS for accommodations and services. For additional information please contact the ACCESS by email at [access@barstow.edu](mailto:access@barstow.edu) or phone at (760) 252-2411 ext. 7225.

## COMPUTER USE

Employees and students who use district computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. Users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. Students failing to observe the college's Computer and Network Use Policy and Procedure 3720 will be subject to disciplinary action.

## CRIME AWARENESS AND CAMPUS SECURITY

Barstow Community College is committed to a safe and secure work and learning environment. Information concerning occurrences of criminal and non-criminal acts for which records are required to be kept under the Crime Awareness and Campus Security Act of 1990 (as amended) and Education Code Section 67380 is published in the College's Schedule of Classes.

## DRUG AND ALCOHOL POLICY

Barstow Community College supports a drug-free environment. Both the abuse and moderate use of alcohol and illegal drugs can result in injury and death. While chronic problems are associated with long-term abuse, damage can occur from moderate or even a single experimental use of a substance. Alcohol and drug use seriously impairs learning and motivation, disrupts the classroom, jeopardizes physical and mental health, subjects the user to criminal penalties, injures families, erodes relationship; and inhibits ability to benefit from an education. Barstow Community College therefore asks for student support to maintain and actively promote a drug-free learning environment by being aware and informing others of college policies, referral sources for help, and the substantial legal, personal, and health consequences associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed below.

### District Policy

In accordance with federal and state laws, it is unlawful to manufacture, possess, use, sell or distribute alcohol, narcotics or other controlled substances on college property or at any college-sponsored activities. Any of these actions are subject to disciplinary action.

### Health Consequences

- Even experimental use of substances may result in:
  - Impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychiatric problems.
  - Impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
- The intravenous use of drugs can result in hepatitis, tetanus, abscesses, and AIDS.
- The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest, and death.
- The most common negative health consequences from occasional drinking are trauma-related (i.e., auto accidents, violent, and abusive acts) and involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incardination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancer, and many other health problems.

# RIGHTS AND RESPONSIBILITIES

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## **Barstow Community College Legal Sanctions**

Barstow Community College students and employees are subject to both college regulations and the laws and penalties of the State of California for alcohol/drug offenses. As a student, if you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled, and criminally prosecuted. If you are an employee of Barstow Community College, you may be placed on probation, terminated, and criminally prosecuted for the use, sale, or possession of illegal drugs and/or alcohol on campus or at college-sponsored events.

## **State of California Legal Sanctions**

For a first offense of driving under the influence of alcohol and/or drugs, offenders may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

- For possession of marijuana (1 oz. or less), you can be fined up to \$100 and receive a criminal citation.
- For possession of marijuana (more than 1 oz.), you may receive up to 6 months in county jail, up to a \$500 fine, or both.
- For possession of cocaine, you can be imprisoned in a state prison.
- For sales of any illegal drug, you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums or cancel or deny renewal as a result of driving under the influence convictions.

## **For Free Confidential Assistance**

For assistance off-campus, call any of the following:

- NON- Alcoholics Anonymous (760) 242-9292
- Narcotics Anonymous (760) 255-2045
- For a more comprehensive listing of off-campus referrals, contact a counselor.

## **NON-DISCRIMINATION POLICY**

The District is committed to equal opportunity in educational programs, employment and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to age, race, religion, creed, color, national origin, ancestry, disability, gender, marital status, or sexual orientation.

Students can present complaints regarding alleged violations of this policy to the Human Resources Director at (760) 252-2411 ext. 7277.

# RIGHTS AND RESPONSIBILITIES

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## SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

Barstow Community College supports the idea that no person shall, on the basis of a physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of the college. Any student or applicant for admission who believes he/she has been subject to a discriminatory action on the basis of a physical or mental disability may file a complaint with the Vice President of Student Services. An employee or applicant for employment may file a complaint with the Human Resources Director.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

Office for Civil Rights, Region IX  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
[ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

## PROHIBITION HARASSMENT POLICY

The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following: age, race, color, religion, ancestry, national origin, disability, gender, sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when any of the following occur:

- submission to the conduct is made a term or condition of an individual's employment, academic status or progress;
- submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the community District.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

For more information regarding this policy and the procedures involved, contact the Human Resources Director (for staff) at (760) 252-2411 ext. 7277 or the Vice President of Student Services (for students) at ext. 7353.

# RIGHTS AND RESPONSIBILITIES

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## SMOKING POLICY

Barstow Community College has been designated as a smoke-free campus. Smoking is prohibited in all college buildings. Smoking is also prohibited within 20 feet of all college building entrances.

## STUDENT CONDUCT

A student admitted to Barstow Community College has an obligation to conduct him/herself in a manner compatible with the social and educational functions of this institution. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. With regard to disciplinary action, all students shall be entitled to due process in accordance with Education Code Sections 66017 and 76037 and Board Policy and Procedures 5800.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the District President.
3. Unlawful possession, use, sale, offer to sell, or furnish, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, sexual orientation, or any other status protected by law, including but not limited to verbal or written slurs or threats, physical attacks, or defacing property.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel. Stalking, harassing, hazing or abusing physically or verbally any college employee, any other student or visitor, or threatening to use force or violence against any member of the college community.
12. Cheating, plagiarism (including plagiarism in a student publication) or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent, or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.

# RIGHTS AND RESPONSIBILITIES

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17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Violation of published college rules, policies and/or procedures.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties; failure to identify oneself or provide identification to these persons when requested to do so.
21. Violating college or California Education Code regulations pertaining to student organization, distribution of literature and place and manner of public expression.
22. Unauthorized use of the name of Barstow Community College.
23. Failure to pay financial obligations to the college or to agencies for which the college acts as agent, or failure to return college property.
24. Solicitation of funds for political action or political party campaigns in violation of Board policy.
25. Failure to appear at a disciplinary hearing after being cited as a defendant or as a witness by a college administrator on behalf of either a plaintiff, or by a defendant under citation.
26. Disobeying traffic or parking regulations.
27. Attending or attempting to attend class (es) when not enrolled in the college or in the class (es).
28. Interfering with the instructional process, administrative duties, or other college activities or programs.
29. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member or college official; use of computing facilities to interfere with a college computing system; and/or violation of the Barstow Community College "Computer Use Contract."

## STUDENT GRIEVANCES

Barstow Community College encourages a prompt and equitable method of open communication between students, faculty, and staff. A student may file a grievance when he/she believes that a college faculty or staff member has violated written campus policies or procedures, or acted in a manner that constitutes arbitrary, capricious, or unequal application of written campus policies or procedures. For additional information or a copy of the Student Rights and Grievance Policy and related procedures, contact the Office of Student Services.

## STUDENT RECORDS AND PRIVACY RIGHTS

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and California Education Code, a student may request to inspect all his/her official school records, files, and related data that are classified as student records. The records will be available for review at a mutually convenient time during regular working hours. If information in the file is inaccurate, misleading, or inappropriate, a student may request removal of the information or include a statement disputing the material that is challenged. All documents provided to Barstow Community College become the property of the college.

Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosures without consent to "school officials" with "legitimate educational interests." "School officials" include Barstow Community College employees; agents of the College (such as an attorney or collection agent); or individuals, including students serving on official committees or assisting a school official perform his/her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill his/her professional responsibility. Upon request, Admissions and Records discloses education records without consent to officials of another school in which a student seeks to enroll.

# RIGHTS AND RESPONSIBILITIES

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Barstow Community College has designated as “directory” information a student’s name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and level of enrollment (number of units enrolled).

The college may release directory information at any time to any requesting party, including the military program and for the development of any college affiliated marketing programs. Students may contact Admissions and Records to restrict the release of directory information. Upon restriction of directory information, student’s information will not appear on the posted President’s or Dean’s list or in the commencement program.

## **STUDENT RIGHT-TO-KNOW DISCLOSURE**

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of Barstow Community College to make available its completion and transfer rates to all current and prospective students.

Information about Student Right-to-Know rates for Barstow Community College and how they can be interpreted is published in the Student Handbook and can also be found at the California Community Colleges’ web site, “Student Right-to-Know Information Clearinghouse,” located at <http://srk.cccco.edu>.

## **TITLE IX POLICY**

Barstow Community College is committed to support all regulations under Title IX of the Education Amendments of 1972. “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.” Questions regarding Title IX policies can be directed to the Vice President of Human Resources.

## **TRAFFIC AND PARKING REGULATIONS**

Parking permits are not required, except all vehicles utilizing disabled parking must have a state-issued placard, i.e. Department of Motor Vehicle issued placard, DP or DV plates.

The speed limit unless otherwise posted is 25 MPH on campus roads and 10 MPH in campus parking lots.

Repeated violations of Barstow Community College’s traffic and parking regulations may result in disciplinary action.

# ACADEMIC STANDARDS

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## ACADEMIC FREEDOM

Academic freedom is essential to the mission of higher education, which is to allow and promote free inquiry into the environment of human endeavor. The faculty and administration of Barstow Community College jointly accept the responsibility for maintaining an atmosphere in which scholars may freely teach, conduct research, publish, and engage in other scholarly activities. This responsibility includes maintaining the freedom for the examination of controversial issues throughout the college, including classroom discussion when such issues are germane to the subject matter of the course. The college does not attempt to control the personal opinion, nor the public expression of that opinion, of any member of the faculty or staff of the institution. Indeed, the faculty and administration of Barstow Community College feel a responsibility to protect the right of each employee to express his or her personal opinion, but in doing so, employees have an obligation to avoid any action which purports to commit the institution to a position on any issue without appropriate approval.

## ACADEMIC HONESTY

Academic honesty is expected from all students at Barstow Community College. Cheating, plagiarism, or knowingly furnishing false information to the college, or in the classroom, are all grounds for discipline.

## ATTENDANCE

Instructors have the authority to establish attendance standards in classes, and it is the student's responsibility to meet these requirements. It is also the student's responsibility to drop a class that he/she no longer plans to attend. Failure to officially withdraw from a class may result in a failing grade. Failure to attend a class once enrolled does not absolve the student from payment of fees. Students will be held accountable for all fees incurred unless classes are dropped by the specified refund deadline.

It is the student's responsibility to keep your instructors informed of any need for absence, there is no such thing as an "excused absence" in college. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class. Messages may be left for instructors by voice mail, email, or in their mailboxes (located in the Administration Building).

It is extremely important that you attend classes on time so that you do not interrupt class. Check the course syllabus for each instructor's policy.

If there isn't a notice on the classroom door, and if no administrative representative appears to advise you of changed location or otherwise, it is generally required for you to wait 15 minutes. If a college representative does not show up within 15 minutes, contact the Academic Affairs Office in the Administration Building.

## ATTENDANCE AT FIRST CLASS MEETING

It is the student's responsibility to participate fully in class (es) once enrollment is complete. Failure to participate prior to census (20% of the class) will result in an instructor drop. Instructors are required to drop all students considered a "no show" per state regulations. Instructors have the right to determine their own attendance and drop policy. Failure to attend the first class meeting may result in an instructor drop. If a student is unable to attend the first class meeting, it is the student's responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

Be sure to review each of your class syllabi to determine the instructor's attendance and drop policy. Failure to abide by the policy may result in an instructor drop. If a student is dropped as a no show, the student cannot be added back to the class, unless the drop was a mistake and the student did actually attend the course. If such a circumstance occurs, the student should complete the Late Add Petition found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html> and submit it to the instructor; after verifying attendance, the instructor should submit the form to Admissions and Records for processing.



# ACADEMIC STANDARDS

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## CLASS SCHEDULE

Barstow Community College publishes a Schedule of Classes prior to each term that contains detailed information concerning registration, enrollment, and related administrative deadlines. Schedules are available online at [www.barstow.edu/schedule](http://www.barstow.edu/schedule). The college reserves the right to make additions or deletions to the class schedule. Any class in which the enrollment is too small to justify continuance may be cancelled.

Barstow Community College classes are based on a 50-minute academic hour followed by a ten-minute break. Classes meet from one to five days per week (Mon – Sat). Day classes begin at 6:00 a.m. and run to 4:50 p.m., evening classes from 5:00 p.m. to 10:00 p.m.

## COURSE OFFERINGS

Barstow Community College offers courses which lead to occupational certificates in several areas and the Associate of Arts for Transfer (AAT), Associate of Arts (AA) and Associate of Science (AS) degrees. Many of the courses will apply toward Bachelor's degrees at colleges and universities. The offerings allow a student to prepare for a vocation, prepare for transfer to an upper-division college or university, to gain a general education, or to explore areas of personal interest.

Classes are offered both on and off campus. The amount and quality of the content and academic requirements are the same wherever the courses are offered. When there is sufficient demand, the college will attempt to conduct special short-term classes. A balanced offering of summer session classes enables students to accelerate their programs, to satisfy course or curricular requirements or to explore areas of special interest.

## FIELD TRIPS

Field trips may be required in courses where it is not noted in the course description. Liability release forms must be completed by each student and filed with the Academic Affairs Office prior to the field trip.

## COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a process of education which combines work experience with regular college instruction as an integral part of the community college curriculum. It is called Cooperative Work Experience because it is dependent upon employers and educators cooperating to form a more complete design to develop skills and knowledge to improve self-understanding by integrating classroom study with planned, supervised work experience.

Cooperative Education is based on the principle that well-educated individuals develop most effectively through an education pattern which incorporates work experience. Through these structured experiences in business, industry, government and human services, the students bring enrichment to their college studies which enhance their total development.

Upon completion of the Cooperative Work Experience Education Program, the student will be able to do the following:

Identify organizational objectives and contribute to their achievement through the utilization of a business model similar to Management by Objectives. This requires a written agreement between a supervisor and employee, to accomplish measurable on-the-job learning objectives by completing work-based projects involving problem solving and the application of academic theory, skills and knowledge while undertaking a new or expanded workplace responsibilities.

There are two types of Cooperative Work Experience Education Programs:

1. General Work Experience Education Programs. This is supervised employment intended to “assist students in acquiring desirable work habits, attitudes and career awareness.” General Work Experience Education Programs need not be related to a student's specific educational goal. A maximum of six semester credit hours may be earned in General Work Experience Education.
2. Occupational Work Experience Education programs. This is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the student's education goal. A maximum of eight units may be earned in occupational work experience education during one enrollment period for a total of 16 semester units.

# ACADEMIC STANDARDS

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Cooperative Education credits are degree-applicable and transferable to the CSU system. Credit is awarded on the basis of objectives completed and the number of hours worked. The student needs a minimum of 75 hours of paid work for each unit of credit or 60 hours of volunteer work for each unit of credit. Students must have a prearranged work site. They may utilize their present work sites.

## TECH PREP EDUCATION

Tech Prep Education provides technical preparation beyond high school with occupational and academic learning so that students will have the capacity to grow and change in the workplace. The Barstow Community College District, Barstow Unified School District, and Silver Valley Unified School District have created a combined secondary and post-secondary program to provide technical preparation in business and industrial technology. The articulation provides a means for students to get college credit for equivalent classes successfully completed at the secondary school, avoiding unnecessary repetition of course work.

## UNIT OF CREDIT

A unit of credit is earned on the basis of one hour of lecture-recitation per week or on three hours of laboratory per week for one 18-week semester. In some physical education, art, drama and music courses, a unit of credit is earned for each two hours of class time. In courses composed of learning activities resulting in combinations of lecture and recitation, independent and tutorial study or directed and individual laboratory experiences, the hours are equated with units of credit. The terms semester unit or hour and credit hour are synonymous.

## CONVERSION OF UNITS

Quarter units of credit are converted to semester units by dividing the number of quarter units by one and one-half (1.5). Semester units of credit are converted to quarter units by multiplying the number of semester units by one and one-half.

## CREDIT BY EXAMINATION

Granting unit credit by examination for a course is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

- Students may petition for credit by examination in courses currently listed in the College Catalog for which the student has not previously earned a grade.
- A maximum of 25 units may be applied toward graduation through this process.
- No more than 15 units per semester may be authorized.
- A fee equivalent to the current per unit charge will be assessed for each examination administered.
- The student must select the grading mode (if the pass/no pass option is available) prior to taking the exam.
- Units earned through Credit by Examination cannot be used to meet the 12 unit residency requirement for graduation.

Credit by Examination forms must be obtained from a counselor. All fees must be paid to Admissions and Records prior to the examination being given.

## TRANSFER OF CREDIT FROM OTHER COLLEGES

Courses listed on official transcripts from regionally accredited colleges may be accepted for transfer to a degree or certificate program.

Prior to submitting official transcripts, students should meet with a counselor to review unofficial transcripts to determine if any coursework is applicable to the current program of study. Once a counselor has affirmed that coursework is applicable, a student should submit official transcripts to Admissions and Records along with a Request for Transcript Evaluation form, found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html>.

- Students must complete register in a minimum of 6 units with Barstow Community College before requesting evaluation of official transcripts or MOS (military occupational specialty).
- Only classes applicable to the student's program of study will be evaluated and posted.
- Remedial coursework may be used to meet prerequisites, but will not be included on the transcript.

# ACADEMIC STANDARDS

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- Only those classes with a passing grade will be included on the transcript.
  - Passing is defined as “D” or better for general education courses and “C” or better for major courses.

Students may clear prerequisites without submitting official transcripts by submitting the Prerequisite Validation Form found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html>.

## **CREDIT FOR FOREIGN SCHOOLS**

Students who have attended institutions outside the United States must provide an official transcript evaluation from a member of the National Association of Credential Evaluation Services, Inc., which is licensed and bonded to evaluate foreign transcripts. Students with transcripts evaluated by other agencies may appeal to the Vice President of Student Services to have it considered. Students should meet with a counselor to determine if evaluation of foreign transcripts will assist them in their educational endeavors at Barstow Community College prior to paying for the evaluation service.

## **CREDIT FOR MILITARY SERVICE**

In accordance with the American Council on Education (ACE) Guide, Barstow Community College will allow a maximum of 30 semester units for military experience and training. Such units will be posted as “Military Credit” on the student’s transcript following the completion of six units at the college. To apply for these units, the student must submit an official AARTS, SMART or DD214 transcript to Admissions and Records.

## **CREDIT FOR TEST EQUIVALENCIES**

Advanced Placement Test scores are accepted by Barstow Community College for college credit in certain classes. A student scoring a 3, 4 or 5 on College Board Advanced Placement (AP) exams should contact a counselor for more information. See page 34 for more details.

The CLEP (College Level Examination Program) / DANTES (Defense Activity for Non Traditional Education Support) is a national program of examination to evaluate, confirm and assess academic achievement of people who have reached a college level of education through either traditional or non-traditional methods of study. There are five General Examinations in the basic liberal arts areas. Subject Examinations are also available in various areas. Equivalency credit is entered on the student’s permanent record for successful achievement on the CLEP and/or DANTES Tests. Students will not receive CLEP/DANTES credit for courses in which they have already earned college credit. Fees are as follows: CLEP \$70 exam fee and \$45 administration fee. DANTES - \$70 exam fee and \$45 administration fee. The fees are waived for active duty personnel and National Guardsmen.

Please refer to the following pages for details regarding how standardized test score credit is currently applied / awarded at Barstow Community College.

# ADVANCED PLACEMENT

Barstow Community College currently awards credit Advanced Placement Test Scores as follows:

Advanced Placement Test	Minimum Scores	Equivalent Barstow College Course	Semester Units
Art / Studio	3,4,5	ARTS 7	4
Art / History	3,4	ARTS 1	3
	5	ARTS 1 and 2	6
Biology	3,4,5	BIOL 2	4
Chemistry	3,4,5	CHEM 1	5
Computer Science		CBIS 1	
Computer Science A/AB	3,4,5		3
Economics			
Micro	3,4,5	ECON 2	3
Macro	3,4,5	ECON 1	3
English			
Composition and Literature	3,4,5	ENGL 1A	3
Language and Composition	3,4,5	ENGL 1B	3
French			
Language	3,4,5	French (NEC)*	8
Literature	3,4,5	French, Adv. (NEC)*	6
German	3,4,5	German (NEC)*	6
Government and Politics			
American	3,4,5	Political Science (NEC)*	3
Comparative	3,4,5	POLI 2	3
History			
U.S. History	3,4,5	HIST 2A and 2B	6
Mathematics			
Calculus AB	3,4,5	MATH 4A	5
Calculus BC	3,4,5	MATH 4A and 4B	10
Music			
Listening and Literature	3,4,5	Music (NEC)*	3
Theory	3,4,5	Music (NEC)*	3
Psychology	3,4,5	PSYC 1	3
Physics			
Physics B	3,4,5	PHYS 1	4
Physics C/Mech/Elec/Magn	3,4,5	PHYS 2A or 2B	4
Spanish			
Language	3,4,5	SPAN 1A and 1B	8
Literature	3,4,5	SPAN 2A and 2B	8
Statistics	3,4,5	MATH 2	4

\*NEC (No Equivalent Course)

# CLEP CREDIT

Barstow Community College currently awards credit for the CLEP subject standardized testing as follows:

CLEP Examinations	Minimum Scores	Equivalent Barstow College Course	Semester Units
<b>Composition and Literature</b>			
American Literature	50	English (NEC)*	3
Analyzing and Interpreting Literature	50	ENGL 1B	3
Composition, Freshman College	50	ENGL 50	3
College Composition	50	ENGL 50	3
College Composition Modular	50	ENGL 1A	3
English Literature	50	ENGL 2 and 3	6
<b>Foreign Languages</b>			
French Language – two semesters	50	French (NEC)*	6
French Language – four semesters	59	French (NEC)*	12
German Language – two semesters	50	German (NEC)*	6
German Language – four semesters	60	German (NEC)*	12
Spanish – two semesters	50	SPAN 1A and 1B	6
Spanish – four semesters	63	SPAN 2A and 2B	12
<b>Social Sciences and History</b>			
American Government	50	Political Science (NEC)*	3
Educational Psychology, Introduction to	50	Psychology (NEC)*	3
History of the United States I: Early Colonization to 1877	50	HIST 2A	3
History of the United States II: 1865 to Present	50	HIST 2B	3
Human Growth and Development	50	PSYC 2	3
Humanities	50	3 Humanities/3 Fine Art (NEC)*	6
Macroeconomics, Principles of	50	ECON 1	3
Microeconomics, Principles of	50	ECON 2	3
Psychology, Introductory	50	PSYC 1	3
Sociology, Introductory	50	SOCI 1	3
Social Sciences and History	50	3 History/3 Social Science (NEC)*	6
Western Civilization I: Ancient Near East to 1648	50	HIST 1A	3
Western Civilization II: 1648 to Present	50	HIST 1B	3
<b>Science and Mathematics</b>			
Algebra, College	50	MATH 3	3
Algebra – Trigonometry, College	50	Math (NEC)*	3
Biology	50	BIOL 10	3
Calculus	50	Math (NEC)*	3
Chemistry	50	Chemistry (NEC)*	3
Mathematics, College	50	MATH 50	4
Natural Science	50	3 Biological/3 Physical (NEC)*	6
Pre-calculus	50	Math (NEC)*	3
Trigonometry	50	Math (NEC)*	3
<b>Business</b>			
Accounting, Principles of	50	ACCT 1A and 1B	6
Introductory Business Law	50	BADM 1	3
Information Systems and Computer Applications	50	CBIS 13	3
Management, Principles of	50	MGMT 1	3
Marketing, Principles of	50	BADM 19	3

\*NEC (No Equivalent Course)

# DANTES CREDIT (DSST)

Barstow Community College currently awards credit for the DANTES subject standardized testing as follows:

DANTES Examination	Minimum Scores	Equivalent Barstow College Course	Semester Units
<b>Mathematics</b>			
Fundamentals of College Algebra	47	MATH 3	3
Principles of Statistics	48	MATH 2	3
<b>Social Science</b>			
Art of the Western World	48	Arts (NEC)*	3
Western Europe: 1946 - 1990	45	History (NEC)*	3
Introduction to the Modern Middle East	47	History (NEC)*	3
Human/Cultural Geography	48	GEOG 2	3
Rise and Fall of the Soviet Union	45	History (NEC)*	3
A History of the Vietnam War	44	HIST 12	3
Civil War a Reconstruction	47	History (NEC)*	3
Fundamentals of Education	46	Education (NEC)*	3
Lifespan Developmental Psychology	46	PSYC 2	3
General Anthropology	47	ANTH 1	3
Drug and Alcohol Abuse	49	PSYC 14	3
Introduction to Law Enforcement	45	ADJU 1	3
Criminal Justice	49	ADJU 1	3
Fundamentals of Counseling	45	PSYC 15	3
<b>Business</b>			
Principles of Finance	46	Business Administration (NEC)*	3
Principles of Financial Accounting	47	ACCT 1A	3
Human Resource Management	46	MGMT 3	3
Organizational Behavior	48	MGMT 5	3
Principles of Supervision	46	MGMT 1	3
Business Law II	44	BADM 2	3
Introduction to Computing	45	CBIS 1	3
Introduction to Business	46	BADM 5	3
Money and Banking	48	Economics (NEC)*	3
Personal Finance	46	ECON 5	3
Management Information Systems	46	CBIS 13	3
Business Mathematics	48	BADM 51	3
<b>Physical Science</b>			
Astronomy	48	ASTR 1	3
Here's to Your Health	48	HEAL 1	3
Environment and Humanity: The Race to Save the Planet	46	Physical Science (NEC)*	3
Principles of Physical Science I	47	Physical Science (NEC)*	3
Physical Geography	46	GEOG 1	3
<b>Applied Technology</b>			
Technical Writing ( <i>TWE Technical Writing Optional Essay</i> )**	46	English (NEC)*	3
<b>Humanities</b>			
Ethics in America ( <i>SF 474 Ethics in America Optional Essay</i> ) **	46	PHIL 4	3
Introduction to World Religions	48	RLGS 10	3
Principles of Public Speaking ( <i>In addition to minimum score of 47 on the multiple-choice test, and examinee must also receive a passing grade on the speech.</i> )	47	SPCH 1	3

\*NEC (No Equivalent Course) \*\* The essay section will not be scored by The Chauncey Group. It will be forwarded upon request to colleges and universities for use in determining the award of credit

# ACADEMIC STANDARDS

## LIMITS ON REMEDIAL COURSEWORK

Enrollment in pre-collegiate basic skills (remedial) course work is limited to 30 semester units, except for students enrolled in English as a Second Language (ESL) courses or who are identified as having a verified learning disability. The 30 unit limit may be waived if students show significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses. Students having exhausted the unit limitation will be referred for further remedial coursework to appropriate adult noncredit education services. Students may petition for a waiver of the 30 unit limitation by submitting the Remedial Coursework Request for Waiver of Basic Skills Limitation Petition form (found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html> [www.barstow.edu/forms](http://www.barstow.edu/forms)) to Admissions and Records.

## FINAL EXAMINATIONS

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Final examinations are required in all courses and must be given according to the schedule provided in the Schedule of Classes. No student may be excused from final examinations. Instructors will give final examinations at the scheduled times per the current Schedule of Classes.

## GRADING SYSTEM

Evaluation of student achievement relates to the attainment of specified course objectives. At the beginning of each course, student learning objectives, along with the basis for the determination of the grades, are specified in the course syllabus.

The following symbols shall be used:

- A**      **Excellent**
- B**      **Good**
- C**      **Satisfactory**
- D**      **Less than satisfactory**
- F**      **Failing**
- P**      **Pass:** At least satisfactory; units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.
- NP**     **No Pass:** Less than satisfactory or failing; units not counted in GPA. Has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.
- UG**     **Ungraded**
- W**      **Withdrawal:** Not used in calculating GPA, but shall be used in determining probation and dismissal.
- MW**     **Military Withdrawal:** Occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol will be assigned after 30 percent of the class. Military withdrawals shall not be used in calculating GPA or in determining progress probation and dismissal calculations.
- ‘I’X’**    **Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “Incomplete” symbol being entered in the student’s record. For more information, review the tutorial: Petition for Incomplete Grade, found online at [http://www.barstow.edu/student\\_services\\_tutorial.html](http://www.barstow.edu/student_services_tutorial.html).
- IP**      **In Progress:** Used only in those courses that extend beyond the end of the normal academic term. It indicates that the work is in progress, but the assignment of a grade must await its completion. The “IP” symbol shall not be used in calculating grade point averages.

# ACADEMIC STANDARDS

**RD Report Delayed:** Assigned by Admissions and Records when there is a delay in reporting a grade due to circumstances beyond the control of the student. The “RD” symbol shall not be used in calculating grade point averages.

**PASS / NO PASS (P/NP):** Petitions to be graded on a “P”/“NP” basis must be submitted to Admissions and Records prior to 30% of class meetings. Deadlines are listed in the Schedule of Classes.

“P”/“NP” grades may not be converted to a letter grade after the deadline. Students electing “P”/“NP” grading must meet all course requirements. Units earned on a “P” basis satisfy college requirements for degrees and certificates but are disregarded in computing the grade point average (GPA). No more than 50% of all transcript classes may be graded as “P”/“NP.” Students planning to transfer to a four-year institution are urged to check with a counselor to be units earned as “P”/“NP” are acceptable for transfer.

## **GRADE POINTS**

Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

A	4 grade points per unit earned
B	3 grade points per unit earned
C	2 grade points per unit earned
D	1 grade point per unit earned
F	0 grade points per unit earned

## **GRADE POINT AVERAGE**

All units and grade points are counted on a cumulative basis. A student’s grade point average (GPA) is calculated by dividing the total number of grade points earned by the total number of units attempted in which a grade was assigned.

“W,” “MW,” “P,” “NP,” “IP,” “RD” and incomplete grades are not used in computing grade point average but the “W,” “NP,” and “Incomplete” are used in determining progress probation and dismissal status.

## **GRADE NOTIFICATION**

Grades are available approximately two weeks after the end of each term. Students may receive grades in one or more of the following ways:

- By Web: Login to “my Barstow Portal” at [www.barstow.edu](http://www.barstow.edu).
- In Person: Request an unofficial transcript in Admissions and Records or from any counselor.



# ACADEMIC STANDARDS

## **TRANSCRIPTS**

Transcripts of work at Barstow Community College will be furnished upon written request by the student. Students should allow up to ten (10) working days for processing. Students who attended Barstow Community College prior to 1993 should allow fifteen (15) working days to process. The first two official transcripts requested are provided without charge; if requested by paper, additional copies may be obtained at \$7 per copy. Students may also request same day rush service for \$14.

Students may request transcripts online at [www.barstow.edu/transcripts](http://www.barstow.edu/transcripts). Transcripts requested online are \$6.50. When requested online, transcripts are typically mailed within 3 business days.

Transcript charges are due and payable at the time of the request. Official sealed transcripts are sent to colleges, employers, government, or other agencies. Unofficial transcripts are available for student use and may be obtained online or from a counselor.

## **GRADE CHANGES**

In order to protect the student from an arbitrary change of a grade earned in a course, Education Code Section 76224 states:

“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, and in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

A student who thinks there is a grade error should first confer with the instructor concerning the error. Students having a grievance relative to a grade received from an instructor should follow the Student Rights and Grievance Procedure (AP 5530) available from the Office of Student Services.

In accordance with Title 5 (section 55024) a “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

## **INSTRUCTOR OFFICE HOURS**

Full-time instructors’ office hours are posted on the doors to their offices. Instructor schedules, including office hours, are also available in the Academic Affairs Office.

# ACADEMIC STANDARDS

## STUDENT HONORS

At the close of the fall and spring semesters, the President's and Vice President's Lists are compiled. Students who have earned six or more graded units and have achieved a semester GPA of 3.5 or higher are placed on the Dean's List. Students who have earned 12 or more graded units and have achieved a semester GPA of 3.75 or higher are placed on the President's List.

The following graduation honors are granted to those who fulfill the requirements for an Associate degree and earn the following cumulative GPA for all units applied toward the degree:

- **Summa Cum Laude** - 3.75 or higher GPA
- **Magna Cum Laude** - 3.50 to 3.74 GPA
- **Cum Laude** - 3.25 to 3.49 GPA

The GPA used to determine the student's honors status for commencement shall be based on the student's cumulative GPA at the end of the semester preceding graduation for spring graduates and the end of the semester of graduation for summer and fall graduates. The GPA used to determine the honors reflected on the student's diploma and academic transcript shall be based on the student's cumulative GPA as of the end of the semester of graduation.

## PROBATION

Students who fail to maintain satisfactory scholarship may be placed on academic or progress probation:

**Academic Probation:** A student who has attempted a minimum of 12 semester units at Barstow Community College shall be placed on academic probation if he/she has not earned a minimum cumulative GPA of 2.0 in all graded units.

**Progress Probation:** A student who has enrolled in a minimum of 12 or more semester units at Barstow Community College shall be placed on progress probation when the percentage of all units enrolled, and for which entries of "FW," "W," "NP" and incompletes are recorded, reaches or exceeds 50%. Grading symbols of "MW," "IP," and "RD" shall not be considered in calculating either academic or progress probation.

**Unit Limitations:** Students on probation will be subject to unit limitations when enrolling. First level probation (Academic or Progress Probation): 13 units. Second level probation (Academic or Progress Probation): 7 units.

**Notification of Probation Status:** A student who is subject to academic or progress probation shall be notified in writing at the end of the semester in which the probation status is calculated.

**Removal from Probation:** A student on academic probation shall be removed from probation when the student's cumulative GPA is 2.0 or higher.

A student on progress probation shall be removed from probation when the cumulative percentage of entries of "W," "FW," and "NP" no longer exceeds 50%.

# ACADEMIC STANDARDS

## **DISMISSAL**

A student who is on academic probation shall be subject to dismissal if the student has not earned a minimum cumulative grade point average of at least 2.0 in all units attempted at Barstow Community College in two consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units enrolled for which entries of “W,” “FW,” and “NP” are recorded in two consecutive semesters reaches or exceeds 50%.

**Notification of Dismissal:** A student who is subject to dismissal shall be notified in writing at the end of the semester in which the dismissal status was calculated.

**Appeal of dismissal:** First Dismissal Status: The student must meet with a counselor prior to the Friday before classes begin to be readmitted and continued on probation. If the student fails to meet with a counselor prior to the Friday before classes begin, the student will be dismissed and administratively dropped from any classes for which enrollment has occurred for the upcoming semester.

**Subsequent Dismissal Status:** If a student has previously been continued on probation after dismissal, but does not make significant academic progress, the student will be dismissed. If the student feels that acts exist that warrant an exception to the dismissal action, the student must file a written petition to Admissions and Records within one week after the dismissal letter is mailed. Petitions will be reviewed by the Academic Exceptions Committee.

## **COURSE REPETITION**

Generally students may take a course only once. Students may repeat a course:

1. If the course is required to meet a legally mandated training requirement as a condition of paid or volunteer employment.
2. If the student has earned a substandard grade ('D', 'F', or 'NP'), or was assigned a withdrawal, the student may be attempt the course two additional times in an effort to successfully complete the course. A third enrollment may be granted by the Academic Exceptions Committee if the student has documented extenuating circumstances. In cases where the student earns a letter grade in the subsequent attempt, the most recent grade earned will be computed in the cumulative GPA and the student's record so notated.
3. If there has been a significant lapse of time of no less than 36 months.

Courses in which an incomplete has been recorded may not be repeated until an evaluative grade has been recorded.

Student permanent records shall reflect all work attempted so that the student's transcripts is a true and complete academic record.

Students must submit the Petition to Repeat a Class form found online at <http://www.barstow.edu/Admissions-and-Records-Forms.html> to Admissions and Records.

# ACADEMIC STANDARDS

## **ACADEMIC RENEWAL (without course repetition)**

Academic renewal provides students the opportunity to reverse the negative impact of past academic failures at Barstow Community College without course repetition. Academic renewal may only be requested by students enrolled at BCC and only units taken at BCC may be disregarded in the computation of the student's cumulative GPA. A maximum of 30 units in no more than three semesters may be alleviated.

To qualify for academic renewal, a period of twelve months must have elapsed between the period for which renewal is petitioned and the time of submission of the petition and the student must meet one of the following requirements after the work to be disregarded:

1. Completion of a minimum of 15 semester units with a minimum grade point average of 3.0; or
2. Completion of a minimum of 30 semester units with a minimum grade point average of 2.5; or
3. Completion of a minimum of 45 semester units with a minimum grade point average of 2.0.

Academic renewal is irreversible. Action taken under this regulation will not remove the courses, units, grades, or any other information from the official transcript. Academic renewal granted at BCC does not guarantee that other institutions will recognize such action.

To request academic renewal, the student should complete the Academic Renewal petition and meet with a counselor.

# DEGREE AND TRANSFER PROGRAMS

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**Barstow Community College offers the following degrees:**

## **Associates of Arts/Associate of Science (Non-Occupational)**

AA – Social Science  
AA – Humanities  
AA – Natural Science and Math

## **Associate Degrees for Transfer (ADT's)**

Administration of Justice  
Art History  
Business Administration  
Early Childhood Development  
English  
History  
Political Science  
Psychology  
Sociology

## **Associates of Science (Occupational CTE)**

Accounting  
Administration of Justice  
Automotive Technology  
Business  
Child Development  
Cosmetology  
Diesel Technology

Electronics Technology  
Management  
Photography  
Residential Electrical  
Warehouse/Logistics  
Welding

## **CATALOG RIGHTS**

Degree requirements may change from one catalog to the next. Students have the right to graduate under the terms of any of the catalogs that are published while in continuous enrollment, prior to eligibility for graduation.

Continuous enrollment is defined as attendance in at least one semester within an academic year. A student who has a break in attendance must use the catalog that is in effect at the time of readmission or a subsequent catalog for the period of continuing enrollment. If a student's major includes course work that has been discontinued, the student must petition the Academic Exceptions Committee through a counselor for the authorization of course substitutions.

# DEGREE AND TRANSFER PROGRAMS

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## DEGREE REQUIREMENTS

The following requirements apply to all the degree options offered by Barstow Community College:

**Unit Requirements:** A minimum of 60 semester units to include 18 units (Humanities/Social Science) -20 units (Natural Science/Math) in the chosen program of study, specified units in general education, competency requirements, and any remaining units in elective course work.

**Scholarship Requirement:** An institutional and cumulative GPA of 2.0 or higher in all work attempted and grades of “C” or better in course work for the major.

**Residence Requirement:** Completion of a minimum of 12 semester units at the college. No more than 9 units completed after last attendance at the college. This requirement may be waived under the provisions of the Service members Opportunity College or by petition.

**Competency Requirements:** Demonstrate competency in reading, writing and math. See the individual degree options for writing and math requirements. The reading proficiency may be met by one of the following:

- Grade of “P” in READ 102 or “C” or better in READ 60
- Satisfactory reading assessment test score
- Grade of “C” or better in ENGL 1A
- Grade of “C” or better in 9 units of general education course work: Natural Sciences– 3 units, Social and Behavioral Sciences–3 units and Humanities–3 units (except participatory courses such as ARCH 5, 10, 50, 51, 52, 53ABCD, ARTS 3, 7, 9, 10, 16, 17, 18, 19, GEOG 50, 51, 52, 53, MUSI 5ABC, 6ABC, 7, 12ABC, all PHOT courses, PSYC 30, TART 1, 4, 5, 6, 12, 13)
- Basic Skills Proficiency: must complete basic skills area with a grade of “C” or better.
  - Math skills: Math 55 or higher
  - Written communications: English 1A
  - Oral communications: Speech 1, 3

**Course Limitations:** Students should be aware that MATH 101, READ 100–102 and ENGL 101–102 are NOT degree applicable.

# DEGREE AND TRANSFER PROGRAMS

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## **PETITIONING FOR GRADUATION**

Degrees are granted three times a year – at the end of the fall, spring, and summer terms. Petitions for degrees should be filed with Admissions and Records early in the semester in which the requirements will be completed so students can be notified of evaluation results. Students must have completed or be registered in all courses needed for graduation when petitioning. The deadline for petitioning for graduation is posted in the Schedule of Classes and the Catalog.

## **COMMENCEMENT**

Commencement exercises are held annually at the end of the spring semester. A student may participate in commencement exercises when all degree requirements have been met upon completion of his/her final semester of enrollment in required courses. Exceptions will be considered upon written petition to the Vice President of Student Services.

## **MULTIPLE DEGREES**

Students may earn more than one Associate's degree by meeting the following conditions:

- Completion of additional major requirements for the subsequent degree.
- Courses used to fulfill major requirements for the first degree will fulfill major requirements for subsequent degree; however, additional electives must be completed to fulfill the required number of units for the subsequent degree (18 units or more are required for AA and AAT and 20 units are required for AS and ADT's).

# BARSTOW COMMUNITY COLLEGE CORE COMPETENCIES

<p style="text-align: center;"><b>I. Communication</b></p>	<p><b>A. Write</b></p> <ol style="list-style-type: none"> <li>1. Communicate thoughts, ideas, information, and messages in writing.</li> <li>2. Compose and create documents, such as: letters, reports, memoranda, manuals and graphs with correct grammar, spelling, punctuation, and appropriate language, style and format.</li> <li>3. Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar.</li> </ol> <p><b>B. Speak and/or Converse</b></p> <ol style="list-style-type: none"> <li>1. Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation.</li> <li>2. Participate in conversations, discussions, and group activities.</li> <li>3. Speak clearly and ask questions.</li> </ol> <p><b>C. Read</b></p> <p>Comprehend and interpret various types of written information in (1) prose and in (2) Documentation, such as manuals and graphs.</p>
<p style="text-align: center;"><b>II. Critical Thinking and Questioning</b></p>	<p><b>A. Analyze</b></p> <ol style="list-style-type: none"> <li>1. Apply rules and principles to new situations.</li> <li>2. Discover rules and apply them to solve problems.</li> <li>3. Use logic to draw conclusions from information given.</li> <li>4. Differentiate between facts, influences, assumptions, and conclusions.</li> </ol> <p><b>B. Compute</b></p> <ol style="list-style-type: none"> <li>1. Use basic numerical concepts, such as: whole numbers, percentages, estimates of math without a calculator.</li> <li>2. Use tables, graphs, charts, and diagrams to explain concepts or ideas.</li> <li>3. Use basic geometrical shapes, such as: lines, angles, shapes, and space.</li> </ol> <p><b>C. Research</b></p> <ol style="list-style-type: none"> <li>1. Identify the need for information and data.</li> <li>2. Obtain data from various sources.</li> <li>3. Organize, process, and maintain records of the information collected.</li> <li>4. Analyze the information for relevance and accuracy.</li> <li>5. Synthesize, evaluate and communicate the results.</li> <li>6. Determine which technology resources will produce the desired results.</li> <li>7. Use current technology to acquire, organize, analyze, and communicate information.</li> </ol> <p><b>D. Solve Problems</b></p> <ol style="list-style-type: none"> <li>1. Recognize whether a problem exists.</li> <li>2. Identify components of the problem or issue.</li> <li>3. Create a plan of action to resolve the issue.</li> <li>4. Monitor, evaluate, and revise when necessary.</li> </ol>



# BARSTOW COMMUNITY COLLEGE CORE COMPETENCIES

<p style="text-align: center;"><b>III. Global Awareness</b></p>	<p><b>A. Scientific Processes</b></p> <ol style="list-style-type: none"> <li>1. The Scientific Method: Apply scientific processes to solve problems and measure and observe natural phenomena.</li> <li>2. Scientific Observation: Design, perform and analyze experiments and scientific observations.</li> <li>3. Interconnectivity: Analyze the major differences and connections between social, natural and physical sciences</li> </ol> <p><b>B. Global Systems and Civics</b></p> <ol style="list-style-type: none"> <li>1. Cultural: Interface with people from a variety of backgrounds and analyze different cultural beliefs and behaviors.</li> <li>2. Political, Social and Economic: Recognize important economic and political issues and values in one’s own community, state, country and the world.</li> <li>3. Environmental: Analyze the importance of the natural environment to human wellbeing and the impact of human activity on the wellbeing of global environmental systems.</li> <li>4. Integrated Systems: Assess and analyze the interconnectivity between social, political, economic, and ecological systems and activities.</li> <li>5. Action: Develop and evaluate strategies and plans for addressing global systems and civics issues.</li> </ol> <p><b>C. Artistic Variety</b></p> <ol style="list-style-type: none"> <li>1. Arts Awareness: Assess the visual arts, dance, music and literature of one or many cultures.</li> <li>2. Critical Analysis: Analyze the methods used to create art and interpret its literal and/or symbolic meaning.</li> <li>3. Creativity: Engage in artistic creative endeavors.</li> </ol>
<p style="text-align: center;"><b>IV. Personal and Professional Development</b></p>	<p><b>A. Self Awareness:</b></p> <ol style="list-style-type: none"> <li>1. Accurately assess his/her own knowledge, skills, and abilities.</li> <li>2. Self-motivate and set realistic goals.</li> <li>3. Accept that taking feedback well is important to success.</li> <li>4. Respond appropriately to challenging situations.</li> </ol> <p><b>B. Social and Physical Wellness</b></p> <ol style="list-style-type: none"> <li>1. Manage personal health and wellbeing.</li> <li>2. Demonstrate appropriate social skills in group settings.</li> </ol> <p><b>C. Workplace Skills</b></p> <ol style="list-style-type: none"> <li>1. Be dependable, reliable, and accountable.</li> <li>2. Meet deadlines and complete tasks.</li> <li>3. Maintain a professional attitude.</li> <li>4. Work as a productive member of a team.</li> </ol>

(Revised 9/10)

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (NON OCCUPATIONAL)

Designed for students who may plan to transfer. However, 1) completion of an associate's degree does not guarantee admission into another college or university and 2) admissions requirements for intended receiving institutions may vary. Therefore, it is the student's responsibility to ensure that all requirements are fulfilled prior to transferring. It is critical to meet with a counselor to discuss educational goals early in a student's academic career to select coursework that will help to achieve all stated goals. In general, adherence to the IGETC or CSU GE Breadth pattern is a good program to follow if intending to transfer into a baccalaureate program.

In addition to the General Education requirements listed below students are also required to complete a minimum of 18 units in the area of emphasis for the **Associate of Arts in Humanities or Social Science** degrees and a minimum of 20 units in the area of emphasis for the **Associate of Science in Natural Science/Math** degree. Please refer to the following pages for specific information pertaining to the area of emphasis requirements for each degree.

<b>Natural Sciences - Complete one course from each</b>	<b>6 Units</b>
<b>Biological</b> - ANTH 3, BIOL 1, 2, 4, 5, 7, 8, 10, 10L, 11 <b>Physical</b> - ASTR 1, 1L, CHEM 1, GEOG 1, OCEA 1	
<b>Social Sciences - Complete two courses in different areas (minimum 3 units each)</b>	<b>6 Units</b>
ADJU 1, AHLT 70, 72-75, ANTH 1, 4, ARCH 1, 5, 10, BADM 1, 2, 5, ECON 1, 2, 5, ETHN 1, 2, 4, GEOG 2, HIST 1A, 1B, 2a, 2B, 3, 4, 5, 7, 8A, 8B, 12, POLI 2, 3, PSYC 1-6, 11, 12, 14, 15, 33, SOCI 1-4, 6, 8, 12, 14, 15	
<b>Humanities - Complete two courses in different areas (minimum 3 each)</b>	<b>6 Units</b>
ARTS 1-3, 7, 9, 10, 13A, 16-19, ENGL 1B, 2-6, 11, HIST 1A, 1B, 8A, 8B, HUMA 1, 4, 5, MUSI 2-7, 12ABC, PHIL 1-6, 8, PHOT 1A, 1B, TART 1-6, 12, 12BC, 13, 13BCD	
<b>American Institutions and Ideals</b>	<b>3 Units</b>
POLI 1	
<b>Communication (Requires C grade)</b>	<b>3 Units</b>
SPCH 1, 3	
<b>English (Requires C grade)</b>	<b>3 Units</b>
ENGL 1A	
<b>Lifelong Learning - Complete one course</b>	<b>3 Units</b>
BIOL11/PSYC11, CHLD 4, HEAL 1, 2, HOME 2, ORIE 1, PSYC 4, 5	
<b>Mathematics ( Requires C grade) - Complete one course</b>	<b>3 - 4 Units</b>
MATH 1-3, 4ABC, 5, 55	
<b>Orientation</b>	<b>0 - 3 Units</b>
ORIE 1 or PSYC 5 (May be waived with official transcripts transferring 15+ semester units)	
<b>Physical Education</b>	<b>2 - 4 Units</b>
2 - 4 Units: One unit from any PE activity courses Or ATHL courses. 1 - 3 Units: 1 Unit from any PE activity course Or ATHL course. AHLT 51, 63, 64 or valid/current American Heart Association or American Health and Safety Institute CPR and ARC or AHS First Aid Care. HEAL 2, PELC 1, 2, 3 or with counselor approval MUSI 4ABCD, MUSI 6ABC and MUSI 7	
<b>U.S. History</b>	<b>3 Units</b>
HIST 4, 2A, or 2B	

See Degree Requirements for additional requirements that must be met for all Barstow Community College degree options.

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (NON OCCUPATIONAL)

## **Associate of Arts, Humanities**

These courses emphasize the study of cultural, literary, humanistic activities, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves and responded to the world around them in artistic and cultural creation.

This program requires 18 units in Humanities including a minimum of 3 units in at least three different departments from the list below.

### **Program Outcomes**

Humanities graduates examine and interrogate the human spirit and will manifest these behaviors through the expression of uniquely human activities. Upon completion of an Associate of Arts in Humanities a student will be able to do the following.

**Communication:** Demonstrate communication skills in written, musical, verbal and visual forms.

**Critical Thinking:** Analyze the cultural and historical foundation of contemporary human experiences; recognize the interconnectedness of all things; historical context, writing, composing poetry, creating art, singing, acting, and have developed a healthy curiosity about the world and its peoples.

**Global Awareness:** Analyze different historical/artistic/literary movements throughout history and how those movements developed; demonstrate skills to become more historically and culturally literate; and demonstrate a deeper appreciation of people's use of history, language and cultural mediums.

**Personal and Professional Growth:** Demonstrate the willingness to explore and discover through writing, performing or creating works of art; demonstrate respect and appreciation for humans' place in the world and the diversity of the human experience; and demonstrate an appreciation for history, art, music, literature, culture and philosophy.

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (NON OCCUPATIONAL)

## **Course Options:**

### **Arts**

ARTS 1, 2, 3, 7, 9, 10, 16, 17, 18A, 18B, 18C, 19

### **English**

ENGL 1A, 1B, 1C, 2, 3, 4, 5, 6, 7, 11

### **History**

HIST 1A, 1B, 8A, 8B

### **Humanities**

HUMA 1, 4, 5

### **Music**

MUSI 2, 3, 4, 5A, 5B, 5C, 6A, 6B, 6C, 7, 12A, 12B, 12C

### **Philosophy**

PHIL 1, 2, 3, 4, 5, 6, 8

### **Photography**

PHOT 1C, 2A, 2B, 9,

### **Religious Studies**

RLGS 1, 5, 10

### **Spanish**

SPAN 1A, 1B

### **Speech**

SPCH 1, 3

### **Theatre Arts**

TART 1, 2, 3, 4, 5, 6, 12, 13

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (NON OCCUPATIONAL)

## **ASSOCIATE OF ARTS, SOCIAL SCIENCE**

These courses emphasize the study of humankind and the individual as viewed within a historical, sociological, and psychological perspective. Students will evaluate and interpret the ways in which individuals through the ages and in different cultures respond to themselves and the world around them within past, present, and future contexts. This program requires 18 units in Social Science including a minimum of 3 units in at least three different departments from the list below.

### **Program Outcomes:**

Upon completion of the Social Sciences AS Program, the student will be able to do the following.

1. Evaluate and interpret the ways in which individuals through the ages and in different cultures respond to themselves and the world around them within past, present, and future contexts. (Global Awareness)
2. Analyze/identify the relationship between themselves and the various social, political, and/or economic institutions. (Critical Thinking)
3. Read, interpret, comprehend, and apply the theories of social sciences.

### **Administration of Justice**

ADJU 1, 3, 5, 8

### **Anthropology**

ANTH 1, 4

### **Allied Health**

AHLT 70, 72 - 75

### **Archaeology**

ARCH 1, 5, 10, 50, 51, 52, 53A, 53B, 53C, 53D

### **Business Administration**

BADM 1, 2, 5

### **Economics**

ECON 1, 2, 5

### **Ethnic Studies**

ETHN 1, 2

### **Geography**

GEOG 2

### **History**

HIST 1A, 1B, 2A, 2B, 3, 4, 5, 7, 8A, 8B, 12,

### **Political Science**

POLI 1, 2

### **Psychology**

PSYC 1, 2, 3, 4/CHLD 4, PSYC 5, 6, 11, 12, 13/PELC 1, PSYC 14, 15, 33

### **Sociology**

SOCI 1, 2, 3, 6/CHLD 6, SOCI 8, 12, 14, 15

### **Orientation**

ORIE 1

# Associates in Arts in Art History for Transfer Degree

The Associate in Arts in Art History for Transfer (AA-T) prepares students for transfer to four-year colleges and universities and for careers in education, museums, research, and related fields. The program prepares the student to further their studies of the history of the practice and production of visual arts and uses the study of art history as the study of objects within their historical, cultural and stylistic context. This is complemented by the requirement of two studio classes where the art history student learns the basic skills and concepts inherent in creating a work of art.

## Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop critical interdisciplinary thinking, both in oral and written form, through comparative analysis and development of visual acuity.
- Discern and appreciate the wide range of ethnically, culturally, and socially diverse art forms, representations, and practices.
- Apply art history terminology in the analysis and evaluation of works of art and architecture through written tests, presentations, and oral discussions, the intersection of form, content, and patronage in the formation of visual culture.

Required courses		Units
ARTS 1	Art History and Appreciation	3
ARTS 2	Art History and Appreciation	3
ARTS 7	Drawing and Composition	3

List A: 1 Course from the following		Units
ARTS 13A	Asian Art History	3

List B: 1 Course from the following		Units
ARTS 3	Basic Design	3
ARTS 9	Introduction to Adobe Photoshop	3
ARTS 18A	Ceramics	4
PHOT 1C	Introduction to Digital Photography	4
ARTS 19	Sculpture	4

List C: 1 Course from the following or any course not used from above		Units
Any CSU transferable introductory course in the Humanities or ARTS.		
ARTS 10	Painting	4
ARTS 16	Freehand Sketching	3
ARTS 17	Watercolor Painting	3
ENGL 4	Introduction to Shakespeare	3
ENGL 11	Graphic Novel as Literature	3
HIST 8A	World Civilizations	3
HIST 8B	World Civilizations	3
HUMA 1	Humanities thru the Arts	3
HUMA 4	Survey of Film	3

**ASSOCIATE IN Arts in Art History for Transfer Degree Continued**List C: Continued

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PHIL 1	Introduction to Philosophy	3
PHILS 5	Comparative Religion	3
RLGS 10	Comparative Religion	3
SPAN 1A	Spanish	4
<b>Total Units for Major</b>		<b>18-20</b>
<b>General Education (CSU GE or IGETC) Units</b>		<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>		
<b>Total Degree Units (maximum)</b>		<b>60</b>

# Associate in Arts in English for Transfer Degree

The Associate in Arts in English for Transfer Degree (AA-T) will help prepare students for transfer to a 4 year institution by developing strong writing and re-visioning skills, research skills, critical thinking and problem solving skills, discussions skills, and the overall ability to organize, and analyze and present ideas. In addition, the skills and abilities cultivated by the study of English are excellent preparation for any field which requires wide literacy and solid writing ability, including teaching/education, advertising, law, public relations, and work in print and electronic media.

## Program Learning Outcomes

Upon successful completion of this program, student should be able to:

- Understand the relationship between purpose and audience in texts.
- Apply writing process techniques such as invention, outlining, organizing, revision, and editing to any given writing assignment in academics as well as professional settings.
- Respond critically to a variety of texts.
- Develop and apply critical thinking skills in multiple genres

Required Courses		Units
ENGL 1B	Introduction to Literature	3
ENGL 1C	Critical Thinking and Composition	3
<hr/>		
List A: 2 Courses from the following:		
ENGL 12	Survey of American Literature	3
ENGL 2	Survey of English Literature	3
ENGL 3	Survey of English Literature	3
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List B: 1 Course from the following		
Any courses from List A not selected		
ENGL 7	Creative Writing	3
<hr/>		
List C: 1 Course from the following		
Any courses from List A or B not selected		
ENGL 4	Introduction to Shakespeare	3
ENGL 5	Introduction to Children's Literature	3
ENGL 11	Graphic Novel as Literature	3
SPAN 1A	Beginning Spanish	4
SPAN 1B	Elementary Spanish	4
<b>Total Units for Major</b>		<b>18-19</b>
<b>General Education (CSU GE or IGETC) Units</b>		<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>		
<b>Total Degree Units (maximum)</b>		<b>60</b>



# Associate in Arts in History for Transfer Degree

The Associate in Arts in History for Transfer (AA-T) is intended for history majors who seek a bachelor's degree in a similar major at a CSU campus. The Associate Degree for Transfer (AA-T or AS-T) is a special degree offered at California Community Colleges. Students who complete an AA-T or AS-T are given priority consideration when applying to a particular program that is similar to the student's community college major.

The Associate in Arts in History for Transfer (AA-T) is intended for history majors who seek a bachelor's degree in a similar major at a CSU campus. The Associate Degree for Transfer (AA-T or AS-T) is a special degree offered at California Community Colleges. Students who complete an AA-T or AS-T are given priority consideration when applying to a particular program that is similar to the student's community college major. Students completing the AA-T are guaranteed admission, but not necessarily to the major or campus of their choice.

This is consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. This course offers academic instruction and will grant an associate's degree. In addition, it is our goal to assist students in seamlessly transferring to a Political Science baccalaureate degree program at a CSU.

## **Program Learning Outcomes**

Upon successful completion of this program, student should be able to:

- Demonstrate the ability to write narrative and critical thought essays, book reviews, and research papers.
- Exhibit proficiency in the oral reporting of research.
- Analyze data for interpretation and analysis.
- Understand the association of history with the humanities and social sciences.
- Differentiate primary from secondary sources.

<u>Required Courses</u>		<u>Units</u>
HIST 2A	Survey of U.S. History	3
HIST 2B	Survey of U.S. History	3

### List A: 2 Courses from the following

HIST 1A	Survey of Western Civilization	3
HIST 1B	Survey of Western Civilization	3
HIST 8A	World Civilizations	3
HIST8B	World Civilizations	3

### List B: 1 Course from each of the following areas

**Area 1:** Any course from list A not selected

ANTH 4	Pre-Columbian Civilizations of Mesoamerica	3
ETHN 1	Introduction to Ethnic Studies	3
HIST 3	History of Mexico	3
POLI 2	Comparative Government	3

**Associate in Arts in History for Transfer Degree Continued**

List B: 1 Course 3 units minimum from each of the following areas continues		Units
SPAN 1A	Beginning Spanish	4
SPAN 1B	Elementary Spanish	4
<b>Area 2: Any course from List A not selected</b>		
ANTH 1	Introduction to Cultural Anthropology	3
ARTS 1	Art History	3
ARTS 2	Art History	3
ECON 1	Principles of Economics (Macro)	3
GEOG 2	Introduction to Human Geography	3
HIST 4	The US in the 20th Century	3
HIST 5	History of California	3
HIST 7	US Military History	3
HIST 12	The Vietnam War	3
POLI 1	Introduction to Political Science	3
PSYC 1	Introduction to Psychology	3
SOCI 1	Introduction to Sociology	3
<b>Total Units for Major</b>		<b>18-19</b>
<b>General Education (CSU, GE or IGETC) Units</b>		<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>		
<b>Total Units Required</b>		<b>60</b>

## Associate in Arts in Political Science for Transfer Degree

The Associates in Arts in Political Science for Transfer (AA-T) helps students learn about the operation of political authority at the local, national, and international levels. Besides studying American political institutions, students will examine other governments, their civil codes, policy issues, and decision making. In addition appreciation will be gained for the growing role of international actors, and importance of global issues. The AA-T in political science is intended for political science majors who seek a bachelor's degree in a similar major at a CSU campus. The Associate Degree for Transfer (AA-T or AS-T) is a special degree offered at California Community Colleges. Students who complete an AA-T or AS-T are given priority consideration when applying to a particular program that is similar to the student's community college major. Students completing the AA-T are guaranteed admission, but not necessarily to the major or campus of their choice. Students are advised to consult with a counselor to verify transfer requirements.

This program will be a general preparation for careers in government, conflict resolution, criminal justice, civil service, international organizations or corporations, education, journalism, law, public administration, public service, and research.

### Required Courses Units

POLI 1	American Political Institutions	3
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### List A: 3 courses 9 units minimum from the following

POLI 2	Comparative Government	3
POLI 3	Introduction to International Relations	3
MATH 2	Introduction to Statistics	4
PSYC 12	Research in the Social Sciences	3
	Or	
SOCI 12	Research in the Social Sciences	3

### List B: 2 Courses 6 units minimum from the following

Any course from List A not selected

Any CSU transferable introductory course in the social sciences

ANTH 1	Introduction to Cultural Anthropology	3
ANTH 4	Pre-Columbian Civilizations	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
ETHN 1	Introduction to Ethnic Studies	3
HIST 1A	Survey of Western Civilization	3
HIST 1B	Survey of Western Civilization	3
HIST 2A	Survey of U.S. History	3
HIST 2B	Survey of U.S. History	3
HIST 3	History of Mexico	3
HIST 4	US in 20th Century	3
HIST 5	History of California	3
HIST 8A	World Civilizations	3

HIST 8B	World Civilizations	3
Associate in Arts in Political Science for Transfer Degree Continued.		
<u>List B: Continued</u>		<u>Units</u>
PSYC 1	Introduction to Psychology	3
PSYC 2	Developmental Psychology	3
PSYC 3	Personal Psychology	3
PSYC 4	Child Growth and Development	3
PSYC 5	Introduction to Career and Life Planning	3
PSYC 6	Adult Development and Aging	3
PSYC 11	Human Sexuality	3
PSYC 33	Marriage and Family	3
SOCI 1	Introduction to Sociology	3
SOCI 2	Am. Social Problems	3
SOCI 3	Marriage and Family	3
SOCI 6	Child, Family, Community	3
SOCI 8	Juvenile Crime and Delinquency	3
<b>Total Units for Major</b>		<b>18-19</b>
<b>General Education (CSU GE or IGETC) Units</b>		<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>		
<b>Total Degree Units (maximum)</b>		<b>60</b>

# ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

A diverse field of academic study and practical application, psychology deals with personal behaviors, such as a single individual's mental life and personal development, abstract and philosophical issues such as the nature of knowledge, and how that knowledge depends on individual and cultural experience and biological variables. Students investigate how humans adapt to everyday problems, and how maladaptive behavior creates personal, interpersonal, cultural, and species difficulties, and how these difficulties can be avoided or removed. Students completing Associate in Arts in Psychology for Transfer degree will fulfill general education requirements for Psychology to be prepared to transfer into the CSU system. Students are required to complete a minimum of 18 semester units in the major with a grade of "C" or better while maintaining a minimum grade point average (GPA) of at least a 2.0 in all CSU transferable coursework.

Major Core Requirements 18 Units		Units
PSYC 1	Introduction to Psychology	3
MATH 2	Introduction to Statics	4
SOCI/PSYC 12	Research in Social Sciences	3
BIOL 2	Concepts of Biology	4
<b>Choose two from the following</b>		
PSYC 2	Developmental Psychology	3
PSYC 4	Child Growth and Development	3
SOCI 1	Intro to Sociology	3

**NOTE: Courses can be double counted for General education**

## ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

Sociology is the study of human social behavior, groups, and how environments influence behavior. Sociologists focus on the origins, organization, institutions, and developments of society. Students take courses to prepare for a sociology major or to fulfill general education requirements. Career options include social work, human services, law enforcement, legal professions, business, and teaching. This program requires 18 units in the major with a grade of “C” or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all SCU transferable coursework.

Major Requirements 18 Units		Units
SOCI1	Introduction to Sociology	3
<b>Choose two from the following (6-8)</b>		
SOCI 2	American Social Problems	3
MATH 2	Introduction to Statistics	3
SOCI/PSYC 12	Social Sciences Research Methods	3
<b>Choose two from the following (6-7)</b>		
SOCI 3	Marriage and Family	3
SOCI 8	Juvenile Crime and Delinquency	3
SOCI 4	Effective Parenting	3
SOCI 6	Child, Family, and Community	3
SOCI 14	Intro to Drug/Alcohol Studies	3
SOCI 15	Intro to Guidance and Counseling	3
<b>Choose one from the following (3)</b>		
PSYC 1	Introduction to Psychology	3
ANTH 1	Introduction to Cultural Anthropology	3
<b>NOTE: Courses can be double counted for General education</b>		

## ASSOCIATE OF SCIENCE, NATURAL SCIENCE/MATH

These courses encompass a broad exposure to the major science disciplines of biology, chemistry, the earth sciences, and mathematics. The multidisciplinary and broad education in the areas of science and math obtained within this degree is a plus for applicants to programs in conservation, teaching, nursing, dentistry, veterinary, allied health, and pharmacy. This program requires 20 units in Natural Sciences/Math as outlined below.

### **Program Outcomes:**

1. Demonstrate knowledge of natural phenomena and recognize the processes that explain them.
2. Demonstrate knowledge of scientific methodologies when solving a problem.
3. Apply formal systems of reasoning, critical thinking, and mathematical methods in solving or analyzing problems.

### **Math 3 Units**

MATH 1, 2, 3, 4A, 4B, 4C, 5, 55

### **Integrated Science Emphasis 13 Units**

Select a minimum of one course from each area below with one being a Lab course.

### **Biology 3 Units**

BIOL 1, 2, 10, 10L, 11/PSYC 11

### **Physical Science 3 Units**

CHEM 1, 2A, 2B; PHSC 1; PHYS 1, 2A, 2B, 4A, 4B

### **Earth Science 3 Units**

ASTR 1, 1L; GEOG 1, GEOL 1L, 2, 3, 4, 5, OCEA 1,  
PHSC 2

**Select 8 additional units from the lists above and/or from the following courses**

ANTH 3, BIOL 4, 5, 8, 11; PSYC 11.

# ASSOCIATE OF SCIENCE, PHYSICAL EDUCATION

Designed for students who wish to obtain the foundation of knowledge expected of one entering the field of physical education.

## Program Outcomes:

Upon completion of the Physical Education AS Program, the student will be able to do the following:

- Demonstrate an understanding of the concepts and principles of Physical fitness and specific sport skills; value physical activity and become a lifelong participant in physical activity; achieve a health-enhancing level of physical fitness; and perform the specific activity with an adequate degree of proficiency.
- Demonstrate orally, and in written form, understanding of the theory and concepts of Physical Education and their application within the field.

Major Core Requirements 18 Units		Units
BIO 10	Introduction to Biology	3
BIO 10L	Introduction to Biology Lab	1
HEAL2/HOME 2	Nutrition	3
AHLT 51	Standard First Aid and Personal Safety	.5
PELC 1/PSYC 13	Sports Psychology	3
PELC 2	Introduction to Physical Education	3
PELC 3	Physical Fitness and Wellness	1.5
PELC 5	Introduction to Athletic Training	3
<b>Minimum Units Required in Major</b>		<b>18</b>
<b>General Education Requirements</b>		<b>27</b>
<b>Electives</b>		<b>15</b>
<b>Total Units Required</b>		<b>60</b>



## BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

Natural Sciences - Complete one course	3Units
ANTH3, ASTR 1, 1L, BIOL 1, 2, 4, 5, 8, 10, 10L, 11; CHEM 1; GEOG 1L-5; OCEA 1; PHSC 1, 2	
Social and Behavior Sciences - Complete one course	3Units
ADJU1, 8; ANTH 1, 4; ARCH 1, 5, 10, BADM 1, 2, 5; ECON 1, 2, 5; ETHN 1, 2, 4; GEOG 2; HIST1A, 1B, 2A, 2B, 3-5, 7, 8A, 8B, 12, 50; POLI 1, 2, 3' PSYC 1-6, 11, 14, 15, 33; SOCI 1-3, 8, 14, 15	
Humanities - Complete one course	3 Units
ARTS 1-3, 7, 9, 10, 16-19; ENGL 1B, 2-6, 11; HIST 1A, 1B, 8A, 8B; JUMA 1-6; MUSI 2-7, 12ABC; PHOT 2A, 2B, 9; RLGS 1, 5, 10; SPAN 1A, 1B; TART 1-6, 12, 13	
Activity - Complete one area	2 – 4 Units
2 - 4 Units: 1 Unit from any PE activity courses or ATHL courses. 1 - 3 Units from the following: 1 unit from any PE activity course or ATHL course. AHLT 51, 63, 64 or valid/current American Heart and Safety Institute CPR and ARC or AHS First AID card. HEAL 2, PELC 1, 2, 3, or with counselor approval; MUSI 4ABCD, 5ABC, 6ABC and MUSI 7	
American Institutions - Complete one course	3 Units
POLI 1; HIST 2A, 2B, 4	
Communication (requires C grade) - Complete one course	3 Units
SPCH 1, 3	
Computer Literacy - Complete one requirement	0 - 1 Unit
* Any one or more unit course in CBIS. * Equivalency credit through ACE, PONSI or other national certification program(s). * Credit by examination. * Demonstrated ability equivalent to any CBIS course.	
English (requires C grade)	3Units
ENGL 1A	
Mathematics (requires C grade)	3 – 4 Units
MATH 55, 1-3, 4ABC, 5	
Orientation	0 - 3 Units
ORIE 1 or PSYC 5(May be waived with official transcript transferring 15+ semester units.	

This degree option is designed for non-transfer, occupational major only. Under this plan, a student may earn an Associate of Science degree in one of the following major.

Accounting, Administration of Justice, Automotive Technology, Business, Child Development, Cosmetology, Diesel Technology, Electronics Technology, Management, Photography, Residential Electrical, Warehouse/Logistics, or Welding.

For the Associate of Science degree in an occupational field of study, students must satisfactorily complete all required courses within the major along with the general education requirements listed below. Refer to pages 51–55 for a list of required courses for each occupational major. General education course work can be used to satisfy the units of the major.

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, ACCOUNTING

Prepares students for entry level positions in industry and service occupations, such as payroll, accounts receivable, accounts payable, and management.

### Program Outcomes:

Upon completion of the Accounting Certificate Program, the student will be able to do the following:

1. Understanding the role of accounting and apply basic accounting information to business decision-making.
2. Demonstrate the ability to analyze, interpret, and prepare financial statements and reports in accordance with generally accepted accounting procedures.
3. Demonstrated ethical conduct in accounting functions.

<b>Major Core Requirements (9 units)</b>		<b>Units</b>
ACCT 1A	Principles of Accounting	3
ACCT 1B	Principles of Accounting	3
ACCT 4	Managerial Accounting	3

### **Major Elective Requirements (12 units)**

Select at least 12 additional units from the following courses: ACCT 5, 68; BADM 1, 19; CSIS 1; ECON 1, 2; CBIS 40.

<b>Minimum Units Required in Major</b>	<b>21</b>
<b>General Education Coursework</b>	<b>27</b>
<b>Electives</b>	<b>12</b>
<b>Total Units Required</b>	<b>60</b>

BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS  
(OCCUPATIONAL)

**Associates in Science in Administration of Justice for Transfer**

Designed for those who wish to enter the law enforcement field and related employment or to provide in-service training for employed officers.

Required Courses:		Units
ADJU 1	Introduction to Administration of Justice	3
ADJU 3	Concepts of Criminal Law	3

List A: 2 Courses minimum from the following

ADJU 2	Principles and Procedures of the Justice System	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relation of the Justice System	3
ADJU 14	Introduction to Corrections	3
ADJU 8	Juvenile Crime and Delinquency	3

List B: 2 Courses minimum from the following

Any course from List A not selected.		
SOCI 1	Introduction to Sociology	3
PSYC 12	Research in the Social Sciences	3
SOCI 12	Research in the Social Sciences	3
MATH 2	Introduction to Statistics	4
PSYC 1	Introduction to Psychology	3
ADJU 6	Concepts of Enforcement Services	3
ADJU 15	Legal Aspects of Corrections	3
ADJU 16	Control and Supervision in Corrections	3
ADJU 17	Correctional Interviewing and Counseling	3

<b>Total Units for Major</b>	<b>18-19</b>
<b>General Education (CSU GE or IGETC) Units</b>	<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>	
<b>Total Degree Units (maximum)</b>	<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, ADMINISTRATION OF JUSTICE

Designed for those who wish to enter the law enforcement field and related employment or provide in-service training for employed officers.

### Program Outcomes:

Upon completion of the Administration of Justice Program, the student will be able to do the following:

1. Evaluate and analyze the political and public administrative aspects of criminal justice organizations.
2. Understand and apply principles and procedures of the justice system from law enforcement to courts and corrections.
3. Demonstrate an understanding of the functions of police, courts, and corrections.
4. Analyze various forms of evidence and evaluate how it is obtained, evaluated, and presented in trial.

<b>Major Core Requirements (24 units)</b>		<b>Units</b>
ADJU 1	Intro to the Administration of Justice	3
ADJU 2	Principles and Procedures of the Justice System	3
ADJU 3	Concepts of Criminal Law	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relations of the Justice System	3
ADJU 6	Concepts of Enforcement Services	3
ADJU 7	Principles of Investigation	3
ADJU 8	Juvenile Crime and Delinquency	3
<b>Minimum Units Required in Major</b>		<b>24</b>
<b>General Education Coursework</b>		<b>27</b>
<b>Electives</b>		<b>9</b>
<b>Total Units Required</b>		<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, AUTOMOTIVE TECHNOLOGY

Designed to teach the student entry level knowledge and understanding of the tools, techniques, and procedures used in automotive repair.

### Program Outcomes:

Upon completion of the Automotive Technology AS Program, the student will be able to do the following:

1. Possess skills for entry-level placement utilizing the laboratory/shop requirements identified by NATEF.
2. Successfully complete the ASE certification examination.
3. Develop effective communication and interpersonal skills and future continuing education.

<b>Major Core Requirements (20 units)</b>		<b>Units</b>
AUTO 51A	Introduction to Automotive Technology	4
AUTO 52	Automotive Electrical Systems	4
AUTO 53	Automatic Transmissions and Transaxles	4
AUTO 54	Automotive Brakes	4
AUTO 55	Suspension and Steering	4
<b>Minimum Units Required in Major</b>		<b>20</b>
<b>General Education Coursework</b>		<b>27</b>
<b>Electives</b>		<b>13</b>
<b>Total Units Required</b>		<b>60</b>

BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS  
(OCCUPATIONAL)

**Associates in Science in Business Administration for Transfer Degree**

The Associate in Science in Business Administration for Transfer degree is intended for students who plan to complete a bachelor's degree in Business Administration at a California State University campus. This degree includes lower division coursework that is required for transfer and provides students with solid, foundational insight into the complexities of the contemporary business environment. Coursework in the areas of accounting, business law, and economics will equip students to recognize and analyze business, ethical, and financial issues in order to make informed decisions. Students who transfer to a California State University campus will be able to pursue degrees in areas such as accounting, finance, human resources management, international business, management, operations management, and marketing.

Required Courses:		Units
ACCT 1A	Principles of Accounting	3
ACCT 1B	Principles of Accounting	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
BADM 1	Business Law I	3

List A: 1 Course from the following

MATH 2	Introduction to Statistics	4
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List B: 2 Courses from the following

Any course from List A not selected.

CSIS 1	Computer Concepts	4
BADM 5	Introduction to Business	3
BADM 6	Business Communication	3

<b>Total Units for the Major</b>	<b>25-26</b>
<b>General Education (CSU GE or IGETC) Units</b>	<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>	
<b>Total Degree Units</b>	<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, BUSINESS

Designed to provide the student with the knowledge and entry level skills common to business and public sector requirements.

### Program Outcomes:

Upon completion of the Business Program, the student will be able to do the following.

1. Demonstrate an introductory knowledge of the entry level skills common to the contemporary business environment.
2. Speak and write business communications efficiently and effectively.
3. Demonstrate a basic understanding of monetary and legal aspects of the 21st century business environment.

### **Major Core Requirements (15 units)** **Units**

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ACCT 1A	Principles of Accounting	3
ACCT 1B	Principles of Accounting	3
BADM 1	Business Law I	3
ECON 1	Principles of Economics (MACRO)	3
ECON 2	Principles of Economics (MICRO)	3

### **A minimum 3 courses units from the following list**

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ACCT 4	Managerial Accounting	3
BADM 2	Business Law II	3
BADM 19	Marketing	3
BADM 51	Business Math	3
CBIS 40	Spreadsheet Applications	4
CBIS 41	Beginning Word Processing	4
CBIS 42	Advanced Word Processing	4
CBIS 43	Presentation Applications and Media	3
MGMT 7	Small Business Management	3

<b>Units Required in Major</b>	<b>15</b>
<b>General Education Coursework</b>	<b>24</b>
<b>Electives</b>	<b>9</b>
<b>Total Units Required</b>	<b>60</b>

BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS  
(OCCUPATIONAL)

**Associates in Science in Early Childhood Education for Transfer Degree**

The AS-T in Early Childhood Education is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to the Early Childhood Education major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120 - unit baccalaureate degree within 60 semester units.

**Program Learning Outcomes**

Upon successful completion of this program, student should be able to:

- Students will apply research theories, social interrelationships and developmentally age appropriate curriculum based on their observations and assessments as to the why and reasoning behind the specific activities that contribute toward the development of the young child.
- Students will advocate the needs for support for young children and the best practices for their education. Students will create a high quality learning environment that facilitates the emotional, cognitive, language, physical and social domains.
- Students will embrace the value of higher (further) education to enhance opportunities in the future.

<u>Required Courses: 25 Units</u>		<u>Units</u>
CHLD4/PSYC4	Child Growth and Development	3
CHLD6/PSYC6	Child, Family, Community	3
CHLD 11	Principles and Practices in Early Childhood Education	3
CHLD 9	Introduction to Early Childhood Curriculum	3
CHLD 20	Observation and Assessment	3
CHLD 14	Child Health, Safety, and Nutrition	3
CHLD 25	Teaching in a Diverse Society	3
CHLD 49	Practicum Field Experience	4
<b>Total Units for Major</b>		<b>25</b>
<b>General Education (CSU GE or IGETC) Units</b>		<b>39</b>
<b>Elective (CSU Transferable) as needed to reach 60 degree applicable units</b>		
<b>Total Units required</b>		<b>60</b>



# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, CHILD DEVELOPMENT

Designed to equip the student with the entry level knowledge and skills needed for the person who chooses to enter the field of Early Childhood Education/Child Development and/or for preparation for those wishing to teach at the preschool level.

### Program Outcomes:

Upon Completion of the Child Development Certificate Program level III, the student will be able to do the following:

1. Articulate a clear understanding of developmentally age appropriate curriculum based on their observations and assessments as to the why and reasoning behind the specific activities that contribute toward the development of the young child.
2. Advocate the needs for support for young children and the best practices for their education. Students will create a high quality learning environment that facilitates the emotional, cognitive, language, physical and social competence of the child.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

<b>Major Core Requirements (25 units)</b>		<b>Units</b>
CHLD/PSYC 4	Child Growth and Development	3
CHLD/SOCI 6	Child, Family, Community	3
CHLD 9	Introduction to Early Childhood Curriculum	3
CHLD 11A	Principles and Practices EDE	3
CHLD 14	Child Health, Safety and Nutrition	3
CHLD 20	Observation and Assessment	3
CHLD 25	Teaching in a Diverse Society	3
CHLD 49	Practicum and Field Experience	4
<b>Major Elective Requirements ( 8 Units)</b>		
See Certificate Level II for options		
<b>Units Required in Major</b>		<b>15</b>
<b>General Education Coursework</b>		<b>27</b>
<b>Electives</b>		<b>9</b>
<b>Total Units Required</b>		<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, COSMETOLOGY

Designed to provide students with the knowledge and skills to pass the state test and obtain a License in Cosmetology.

### Program Outcomes:

Upon completion of the Cosmetology Program, the student will be able to do the following:

1. Demonstrate proficiency in state Board regulation in sanitation and safety; perform appropriate cosmetology procedures with emphasis in all aspects of hair, skin, and nails.
2. Demonstrate logic and critical thinking when presented with difficult situations such as color correction, customer service, handling difficult clients and/or contraindications.
3. Demonstrate a commitment to their education and understanding the value of advancement of education; students will assess by participation level.
4. Enter the job market with clear knowledge of current trends, standard, and technology.

<b>Major Core Requirements (42 units)</b>		<b>Units</b>
COSM 50A	Beginning Cosmetology	6
COSM 50B	Beginning Cosmetology	6
COSM 50C	Beginning Cosmetology	6
COSM 51A	Intermediate Cosmetology	6
COSM 51B	Intermediate Cosmetology	6
COSM 51C	Intermediate Cosmetology	6
COSM 52	Advanced Cosmetology	6
<b>Minimum Units Required in Major</b>		<b>42</b>
<b>General Education Requirements</b>		<b>27</b>
<b>Total Units Required</b>		<b>69</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, DIESEL TECHNOLOGY

Courses in Diesel Technology prepare students for employment in diesel service and repair management services. Upon completion of the courses, the student is prepared to pass the National Institute for Automotive Service Excellence (ASE) exam for Diesel Certification. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program Outcomes:

Upon completion of the Automotive Technology Certificate Program, the student will be able to do the following:

1. Possess skills for entry-level placement utilizing the laboratory/shop requirements identified by NATEF standards.
2. Successfully complete the ASE certification examination.
3. Develop effective communication and interpersonal skills and future continuing education.

<b>Major Core Requirements (20 Units)</b>		<b>Units</b>
AUTO 63	Diesel Engine Fundamentals	4
AUTO 64	Diesel Fuel Injection Systems	4
AUTO 65	Diesel Truck Starting, Charging, and Electrical Systems	4
AUTO 67	Diesel Engine Auxiliary Systems	4
AUTO 70	Diesel Brake, Steering, and Suspension System	4
<b>Minimum Units Required in Major</b>		<b>20</b>
<b>General Education Requirements</b>		<b>27</b>
<b>Electives</b>		<b>13</b>
<b>Total Units Required</b>		<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, MANAGEMENT

Prepares students with entry level knowledge in management concepts and procedures. Student will gain understanding of management terms, functional applications, and communication skills.

### Program outcomes:

Upon completion of the Management Program, the student will be able to do the following.

1. Apply a comprehensive understanding of 21st century workforce skills as they relate to success in the modern business environment.
2. Collaborate successfully and develop successful group or team relationships that support organizational goals in both the public and private sectors.
3. Implement of Emotional intelligence/Soft skills for managing themselves and others in the work environment.

### **Major Core Requirements (12 units)**

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		<b>Units</b>
MGMT 1	Introduction to Management	3
MGMT 3	Human Resource Management	3
MGMT 5	Organization and Management	3
CBIS 13	Management Information Systems	3

### **Major Elective Requirements (9 units)**

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Select 9 additional units from the following courses:

ACCT 1A, 1B, 4; BADM 1, 2, 6, 19; ECON 1, 2; MGMT 4, 6, 60;  
CBIS 40, 41, 42, 43, 66, 67

<b>Minimum Units Required in Major</b>	<b>21</b>
<b>General Education Requirements</b>	<b>27</b>
<b>Electives</b>	<b>12</b>
<b>Total Units Required</b>	<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, PHOTOGRAPHY

Provides the student with a broad base of technical skills in photography with additional emphasis on visual communication. It prepares students to enter the photographic field in a variety of positions such as production printer, studio photographer, photo lab technician, and free-lance photographer.

### Program Outcomes:

Upon completion of the Photography AS Program, the student will be able to do the following:

1. Demonstrate the technical knowledge for using the photographic digital camera.
2. Define digital photography terminology and identifies image editing software features and their proper use.
3. Create photo-based artwork that demonstrates proficiency in digital photography techniques giving completer the skill to enter or advance in the work force in the field photography.

<b>Major Core Requirements (20 units)</b>		<b>Units</b>
PHOT 1A	Introduction to Photography	4
PHOT 1B	Introduction to Photography	4
PHOT 1C	Introduction to Digital Photography	4
PHOT 2A	Advanced Photography	4
PHOT 2B	Advanced Photography	4
<b>Minimum Units Required in Major</b>		<b>20</b>
<b>General Education Requirements</b>		<b>27</b>
<b>Electives</b>		<b>13</b>
<b>Total Units Required</b>		<b>60</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, RESIDENTIAL ELECTRICAL

Provides entry-level marketable skills that give the student a basic understanding of terminology, tools, National Electric Code (NEC), and blueprints used in residential electrical wiring. Students will have fundamental skills required to gain employment in residential electrical trades.

### Program Outcomes:

Upon completion of the Residential Electric AS Program, the student will be able to do the following.

1. Demonstrate the technical knowledge necessary to achieve a satisfactory score on the "California Residential Electrical License" exam.
2. Demonstrate the ability to recognize and understand the use of the electrical industry tools and equipment necessary to achieve "trainee" level under the "California Residential Electrical License" program.
3. Demonstrate the knowledge necessary to be successful in dealing with the associated fields of expertise required by the building trades to qualify as a "Residential Electrician Trainee."

<b>Major Core Requirements (28.5 units)</b>		<b>Units</b>
BCTT 50A	Basic Construction Safety and Rigging	2
BCTT 50B	Intro to Hand and Power Tools	1
BCTT 50C	Intro to Blueprint Reading	1
BCTT 50D	Basic Communication and Employment Skills	2
BCTT 50E	Construction Technology Core Performance Testing	.5
BCTT 51	Construction Quantitative Skills	3
BCTT 52A	Blueprint Reading Fundamentals	3
BCTT 52B	Residential Blueprint Reading	3
ELCT 70A	Electrical Safety and Hand Bending	1
ELCT 70B	Fasteners and Electrical Theory	1
ELCT 70C	Electrical Test Equipment, NEC, Raceways, Boxes, Fittings, and Conductors	2
ELCT 70D	Intro to Electrical Blueprints and Residential and Commercial Wiring	1
ELCT 70E	Electrical Level One Performance Testing	1
ELCT 72A	Alternating Current, Motors, and Grounding	2
ELCT 72B	Grounding, Conduit boxes, Fittings, and Conductor Installations	1
ELCT 72C	Cable Tray, Conductor Terminations, Splices, and Installation of Electric Service	1
ELCT 72D	Circuit Breakers, Fuses, Contactors, Relays, and Electrical Lighting	1
ELCT 72E	Electrical Level Two Performance Testing	2
<b>Minimum Units Required in Major</b>		<b>28.5</b>
<b>General Education Requirements</b>		<b>27</b>
<b>Electives</b>		<b>4.5</b>
<b>Total Units Required</b>		<b>60</b>

## BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

### ASSOCIATE OF SCIENCE WAREHOUSE/LOGISTICS

The Logistics/Warehousing Certificate is designed for people working the fields of logistics and/or operations management with a desire to expand their knowledge of the industry. The certificate is also applicable for persons with an interest to enter the industry with knowledge that will rapidly lead to expanding responsibilities.

<b>Major Core Requirements (24.5 Units)</b>		<b>Units</b>
WARE 50	Fork Lift Operations	.5
WARE 51	Intro. to Operations & Supply Chain Management	3
WARE 53	International Logistics	3
WARE 55	Principles of Logistics	3
WARE 57	Materials Management	3
WARE 59	Introduction to Purchasing	3
WARE 61	Project Management	3
BADM 51	Business Math	3
<b>Minimum units required in major</b>		<b>24.5</b>
<b>General Education requirements</b>		<b>27</b>
<b>Electives</b>		<b>9</b>
<b>Total units required</b>		<b>60.5</b>

# BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

## ASSOCIATE OF SCIENCE, WELDING

Designed to provide the student with the knowledge and basic skills common to the welding trade.

### Program Outcomes:

Upon completion of the Welding Program, the student will be able to do the following:

1. Weld, for personal pursuits using Oxy-Fuel Gas, Shielded Metal Arc, Metallic Inert Gas, Tungsten Inert Gas, and other welding processes.
2. Demonstrate skills for entry level welding employment in the local economy.

<b>Major Core Requirements (21 units)</b>		<b>Units</b>
WELD 50	Oxyacetylene Welding and Cutting	3
WELD 51	Shielded Metal ARC Welding	3
WELD 52	Position Welding (ARC Welding)	3
WELD 53	Soldering, Brazing, and Braze Welding	3
WELD 54	Gas Metal-ARC Welding	3
WELD 55	Gas Tungsten-ARC Welding	3
WELD 56	Blueprint Reading (Metal Trades)	3
<b>Minimum Units Required in Major</b>		<b>21</b>
<b>General Education Requirements</b>		<b>27</b>
<b>Electives</b>		<b>12</b>
<b>Total Units Required</b>		<b>60</b>



## BARSTOW COMMUNITY COLLEGE ASSOCIATE DEGREE REQUIREMENTS (CSU TRANSFER/NON OCCUPATIONAL)

This option is designed for a student wanting to earn an Associate of Arts degree in Humanities or Social Science from Barstow Community College and then transfer to California State University. In addition to completing the requirements listed on page 43 and a minimum of 18 units in the Social Science or Humanities area of emphasis, students must complete the following course work. General education course work can be used to satisfy the units in the area of emphasis.

Communication in the English Language and Critical Thinking (A minimum of one course in A1, A2, and A3; 9 Units: Note: CSU San Bernardino and certain others require an upper division writing course under area 1.	
Area A	A - 1 - Oral Communication - SPEECH 1 A - 2 - Writing Communication - ENGL 1A, 1C A - 3 - Critical Thinking - ENGL 1C, PHIL 3
Physical Universe and Its Life Forms (A minimum of one course in each group with one being a lab course (L); 10+ units)	
AREA B	B - 1 - Physical Sciences - ASTR 1, 1L, (L), CHEM 1 (L), 2A(L), 2B(L), GEOG 1(L), 2, 3(L), 5(L) OCEA 1, PHSC 1(L), 2 B - 2 Life Science - ANTH3, BIOL 1, 2(L), 4(L), 5(L), 8(L), 10(L), 11 B - 3 - Labc B - 4 - Mathematical Concepts, Quantitative Reasoning - MATH 1, 2(L), 3, 4ABC, 5
Arts, Literature, Philosophy and Foreign Language (At least one course in C1 and one course in C2; 9 Units) NOTE: Selecting (*) courses for C3 will satisfy the BCC Associate of Arts in Social Science	
Area C	C - 1 - Arts - ARTS 1, 2, 3, 7, 10, 16, 17, HUMA 1, 4, MUSI 2, 3, 7 12ABC, PHOT 1AB, 2AB C - 2 - Humanities - ENGL 1B, 2,3,4,5,6,11, HIST 1AB, 8AB, HUMA 1, 4, 5, PHIL 1, 2, 3, 4, 5, 6, 8 RLGS 1, 5, 10, SPAN 1AB, TART 3 C - 3 One additional course from area C1 or C2
Social , Political and Economic Institutions and Behavior; Historical Background (A minimum of 9 units in at least two disciplines)	
Area D	D - 1 - U.S. History - HIST 2A, HIST 2B, 4 D - 2 - U.S. Constitution/American Ideals Requirement - POLI 1 D - 3 - Students may use any 9 units from this section to fulfill Area D requirements, yet they are encouraged to complete the above U.S. History, Constitution/American Ideals requirements as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Aread D. ADJU1; ATNH1, 4: ARCH 1, 5, 10, BADM 5; ECON 1, 2; GEOG 2; HIST 1A, 1B, 2A, 2B, 3, 4, 5, 8A, 8B, POLI 2, PSYC 1 - 6, 11, 12, 33, SOCI 1, 2, 3, 6, 8, 12
Lifelong Understanding and Self Development (3units)	
Area E	BIOL 11, HEAL 1, PSYC 3, 11, 14, SOCI 4, 14
Orientation (Complete one course; 0 - 3 units)	
ORIE 1 or PSYC 5 - May be waived with official transcript transferring 15+ semester units	
Physical Education (2 Units)	
Any Physical Eduation activity course includingIntercollegiate Athletics	

## CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION BREADTH REQUIREMENTS

Students must have a minimum of 60 transferable semester units to transfer to CSU, which can include general education requirements. Students choosing to transfer are strongly encouraged to see a counselor since four-year College requirements vary widely and are subject to change.

This list of courses is designed to satisfy the CSU breadth requirements at most of the California State University campuses. Students who meet the minimum requirements in all areas will receive a General Education Certification from the college indicating that they have met all CSU lower division requirements.

Communication in the English Language and Critical Thinking (A minimum of one course in A1, A2, and A3; 9 Units: Note: CSU San Bernardino and certain others require an upper division writing course under area 1.	
Area A	A - 1 - Oral Communication - SPEECH 1 A - 2 - Writing Communication - ENGL 1A, 1C A - 3 - Critical Thinking - ENGL 1C, PHIL 3
Physical Universe and Its Life Forms (A minimum of one course in each group with one being a lab course 9+ units	
AREA B	B - 1 - Physical Sciences - ASTR 1, 1L, (L), CHEM 1 (L), 2A(L), 2B(L), GEOG 1(L), 2, 3(L), 5(L) OCEA 1, PHSC 1(L), 2 B - 2 Life Science - ANTH3, BIOL 1, 2(L), 4(L), 5(L), 8(L), 10(L), 11 GEOL4, OCEA 1 B - 3 - Laboratory Activity - Any (L) class in Area B1, B2 or B4 B - 4 - Mathematical Concepts, Quantitative Reasoning - MATH 1, 2(L), 3, 4ABC, 5
Arts, Literature, Philosophy and Foreign Language (At least one course in C1 and one course in C2; 9 Units)	
Area C	C - 1 - Arts - ARTS1, 2, 3, 7, 10, 16, 17, 18, HUMA 1, 4, MUSI 2, 3, 7, 12ABC, PHOT 1AB, 2AB, TART 1, 5, 6 C - 2 - Humanities - ENGL 1B, 2,3,4,5,6,11, HIST 1AB, 8AB, HUMA 1, 4, 5, PHIL 1, 2, 3, 4, 5, 6, 8 RLGS 1, 5, 10, SPAN 1A, 1B, SPCH 3, TART 3 C - 3 One additional course from area C1 or C2
Social , Political and Economic Institutions and Behavior; Historical Background (A minimum of in at least two disciplines)	
Area D	D - 1 - U.S. History - HIST 2A , HI.ST 2A, 2B*, 4 D - 2 - U.S. Constitution/American Ideals Requirement - POLI 1 * *Sequence required for CSU graduation, may be taken at the CSU D - 3 - Students may use any 9 units from this section to fulfill Area D requirements, yet they encouraged to complete the above U.S. History, Constitution/American Ideals requirement as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Area D. - / DJU1, 3, 5, 8, ANTH1, 4, ARCH1, 5, 10, BADM5, CHLD 4, 6, ECON 1, 2, ETHN 1, 2, GEOG 1, 2, HIST 1AB, 2AB, 4, 5, 8AB, PELC 1, POLI 1, 2, 3, PSYC 1, 2, 3, 6, 8, SOCI 1, 2, 3, 6, 8
Lifelong Understanding and Self Development (3units)	
Area E BIOL 11, CHLD 4, HEAL 1, 2, PEAC 11 - 16, 22, PELC 2, PSYC 3, 4, 5, 11, 14, SOCI 4, 14	

See Degree Requirements for additional requirements that must be met to earn a degree from Barstow Community College and to transfer under this certification pattern.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) REQUIREMENTS FOR STUDENTS TRANSFERRING TO CSU OR UC

Completion of all requirements in the Intersegmental General Education Transfer Curriculum (IGETC) plus additional transferable course work to total 60 semester units 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 UC or CSU general education requirements. If you choose not to follow the IGETC or you do not complete it before you transfer, you may need to complete campus-specific general education/breadth requirements after you transfer. IGETC is most helpful to students who know they want to transfer but have not yet decided on a particular institution, campus or major. The IGETC is not ideal for certain majors that require extensive major preparation, particularly those in sciences and mathematics. Students choosing to transfer are strongly encouraged to see a counselor since four-year College requirements vary widely and are subject to change. The course requirements for Areas 1 through 5 must be completed before the IGETC can be certified. All courses must be completed with grades of C or better. Although courses may be listed in more than one area, they may be used to satisfy the requirement in only one area. UC certification requires that Areas 1 through 5 and the foreign language requirements be completed. The last community college the student attends before transferring to UC or CSU is responsible for certifying completion of the student's IGETC course work. Partial IGETC certification is available

English Communication CSU - 3 courses required - 1 from each group; 9 units UC: 2 courses required - 1 from each group A1 and B1; 6 units	
Area A	A - 1 - English Composition - ENGL 1A A - 2 - Critical Thinking - ENGL 1C A - 3 - Oral Communication - SPCH 1
Mathematical Concepts and Quantitative Reasoning - 1 course required; 3 units	
Area B	MATH 2, 3, 4A, 4C, 5
Arts and Humanities -	
Area C	C - 1 - ARTS 1, 2, HUMA 1, 4, MUSI 2, 3 C - 2 - ENGL 1B, 2 - 6, HIST 1A, 1B, 8A, 8B, HUMA 1, 4, 5, PHIL 1, 2, 4, 5, 6, 8, RLGS 1, 10 C - 3 - Elective: Any course from either of the above areas
Social and Behavioral Sciences - Minimum of 3 courses from at least 2 disciplines; 9 units	
Area D	ANTH 1, ARCH 1, CHLD 4, ECON 1, 2, ETHN 1, 2, GEOG 2, HIST 4, 1A, 1B, 2A, 2B, 8A, 8B, POLI 1, 2, 3, PSYC 1, 2, 4, 6, SOCI 1, 2
Physical and Biological Sciences- 1 course from each area; 1 must be a lab course(L); 7-9 units	
Area E	E - 1 - Physical Science - ASTR 1, 1L, CHEM 1(L), 2A(L), 2B(L), GEOG 1(L), GEOL 1L, 2, 3(L), 4, 5(L), OCEA 1, PHSC 1(L), 2, E - 2 - Biological Science - ANTH 3, BIOL 2(L), 4(L), 5(L), 8(L)
Language other than English (UC Requirement Only)	
Area F	Complete 2 years of the same foreign language of high school level work with a grade of "C" or better, or completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English, or satisfactory score on the SAT II: Subject Test, or a score of 3 or higher on the College Board Advanced Placement Exam, or completion of Span 1B.
CSU Graduation Requirement in U.S. History, Constitution and American ideals (1 course from each group. Not part of IGETC and may be completed prior to transfer. Courses used to meet this requirement cannot be used to satisfy IGETC requirements; 6 units	
Area G	G - 1 - POLI 1 G - 2 - HIST 2A, 2B, 4

See Degree Requirements for additional requirements that must be met to earn a degree from Barstow Community College and to transfer under this certification pattern.

# CERTIFICATE PROGRAMS

Barstow Community College offers Certificates of Achievement, Certificates of Achievement (Low Unit), and Certificates of Career Preparation. Certificates of Achievement are presented to students who satisfactorily complete certain business, vocational and technical programs (18 units or more that are part of the programs approved by the California Community Colleges Chancellor's Office). Certificates of Achievement (Low Unit) are awarded by the Division for programs of at least 12 units, but less than 18 units. Both certificates will be posted to the transcripts. The length of time and number of units required to complete a program varies. Certificates of Career Preparation are awarded for programs of at least 3, but less than 12 units. Certificates of Career Preparation are not posted to student transcripts.

## **CATALOG RIGHTS**

The requirements for a certificate program may change from one catalog to the next. Students have the right to graduate under the terms of any of the catalogs that are published while in continuous enrollment, prior to eligibility for graduation.

Continuous enrollment is defined as attendance in at least one semester within an academic year. A student who has a break in attendance of one year or more must use the catalog that is in effect at the time of readmission or a subsequent catalog for the period of continuing enrollment. If a student's major includes course work that has been discontinued, the student will consult with a counselor.

## **CERTIFICATE REQUIREMENTS**

Barstow Community College shall award a Certificate of Achievement to students who fulfill the following requirements:

- Completion of all course work in a designated certificate program with a "C" or better.
- Completion of a minimum of 12 units at Barstow Community College.
- Completion of English 50 with a grade of "C" or better or eligibility for English 1A.
- Completion of MATH 101 or Business Math 51 with a grade of "C" or better; or eligibility for Math 50.
- Meet the computer literacy requirement with any one or more unit course in Computer and Business Information Systems (CBIS); or equivalency credit through ACE/PONSI/or other national certification program(s); or credit-by-examination; or demonstrated ability equivalent to any Computer and Business Information Systems (CBIS) course in the catalog (0-1 unit).

Barstow Community College shall award a Certificate of Achievement (Low-Unit) to students who fulfill the following requirements:

- Completion of all course work in a designated certificate program with a "C" or better.
- Completion of a minimum of 12 units at Barstow Community College.

Barstow Community College shall award a Certificate of Career Preparation to students who fulfill the following requirements:

- Completion of all coursework in a designated certificate program with a "C" or better.

# CERTIFICATE PROGRAMS

## **PETITIONING FOR A CERTIFICATE**

Certificates are granted three times a year – at the end of the fall, spring and summer terms. Students must file a Petition for Graduation with a counselor during the term in which they are completing the final course work for the certificate. The petition deadline is posted in the Schedule of Classes and in the College Catalog.

## **COMMENCEMENT**

Commencement exercises are held annually at the end of the spring semester. A student may participate in commencement exercises when all certificate requirements have been met upon completion of his/her final semester of enrollment in required courses. Exceptions will be considered upon written petition to the Vice President of Student Services.

## **ACCOUNTING CERTIFICATE OF ACHIEVEMENT**

Prepares students for entry level positions in industry and service occupations, such as payroll, accounts receivable, accounts payable, and management accounting. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Accounting Certificate Program, the student will be able to do the following:

1. Understanding the role of accounting and apply basic accounting information to business decision-making.
2. Demonstrate the ability to analyze, interpret, and prepare financial statements and reports in accordance with generally accepted accounting procedures.
3. Demonstrated ethical conduct in accounting functions.

<b>Required Courses (18 Units)</b>		<b>Units</b>
ACCT 1A	Principles of Accounting	3
ACCT 1B	Principles of Accounting	3
ACCT 4	Managerial Accounting	3
ACCT 68	Federal Tax I	3
BADM 1	Business Law I	3
BADM 51	Business Math	3
<b>Total Units Required</b>		<b>18</b>

# CERTIFICATE PROGRAMS

## **ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT**

Designed for those who wish to enter the law enforcement field and related employment or to provide in-service training for employed officers. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Administration of Justice Certificate Program, the student will be able to do the following:

1. Evaluate and analyze the political and public administrative aspects of criminal justice organizations. Understand and apply principles and procedures of the justice system, from law enforcement to courts and corrections.
2. Demonstrate an understanding of the functions of police, courts and corrections.
3. Analyze various forms of evidence and evaluate how it is obtained, evaluated, and presented in trial.

<b>Required Courses (24 units)</b>		<b>Units</b>
ADJU 1	Introduction to the Administration of Justice	3
ADJU 2	Principles and Procedures of the justice system	3
ADJU 3	Concepts of Criminal Law	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relations of the Justice System	3
ADJU 6	Concepts of Enforcement Services	3
ADJU 7	Principles of Investigation	3
ADJU 8	Juvenile Crime and Delinquency	3
<b>Total Units Required</b>		<b>24</b>

# CERTIFICATE PROGRAMS

## **AUTOMOTIVE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

Provides entry-level marketable skills that give the student a basic understanding of terminology, tools, equipment, materials and techniques used in automotive repair. Students will have the fundamental skills required to gain employment in the automotive industry. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Automotive Technology Certificate Program, the student will be able to do the following:

1. Possess skills for entry-level placement utilizing the laboratory/shop requirements identified by NATEF standards.
2. Successfully complete the ASE certification examination.
3. Develop effective communication and interpersonal skills and future continuing education.

<b>Required Courses (24 units)</b>		<b>Units</b>
AUTO 51A	Intro to Auto Tech	4
AUTO 52	Automotive Electrical Systems	4
AUTO 53	Automatic Transmissions and Transaxles	4
AUTO 54	Automotive Brake	4
AUTO 55	Suspension and Steering	4
AUTO 56	Engine Performance	4
<b>Total Units Required</b>		<b>24</b>

# CERTIFICATE PROGRAMS

## **BLUEPRINT READING CERTIFICATE OF ACHIEVEMENT (LOW UNIT)**

Provides entry-level and upgrading marketable skills that give the student a basic understanding of terminology, concepts, and procedures used in blueprints and specifications. Students will be able to extract information required on construction sites. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Blueprint Reading Certificate Program, the student will be able to do the following:

1. Understand graphic methods used by the designer to illustrate details of design in light construction. He/she will understand blueprints and specification as a part of contract documents.
2. Extract detailed information from construction drawings and use that information on construction sites and projects.
3. Perform materials take-offs and provide estimates based upon their construction skills and experience.

<b>Required Courses (12 units)</b>		<b>Units</b>
BCTT 50C	Introduction to Blueprint Reading	1
BCTT 51	Construction Quantitative Skills	3
BCTT 52A	Blueprint Reading Fundamentals	3
BCTT 52B	Residential Blueprint Reading	3
BCTT 52C	Commercial Blueprint Reading	2
<b>Total Units Required</b>		<b>12</b>



# CERTIFICATE PROGRAMS

## **BUSINESS INFORMATION SYSTEMS – COMPUTER APPLICATIONS SPECIALIST CERTIFICATE OF ACHIEVEMENT**

The Office Services certification prepares students for entry-level positions in the clerical field and as a receptionist or typist. Entry-level duties include general clerical duties, filing, and basic computer-related tasks. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Office Services Certificate Program, the student will be able to do the following:

1. Apply and problem-solve computer applications to run or operate a business.
2. Use the computer to solve real world problems.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

<b>Required Courses (19.5 units)</b>		<b>Units</b>
CBIS 40	Spreadsheet Applications	4
CBIS 41	Beginning Word Processing	4
CBIS 42	Advanced Word Processing	4
CBIS 43	Presentation Applications & Media	3
CBIS 60	Data Entry I	1.5
CBIS 61	Data Entry II and Document Processing	1.5
CBIS 74	Information Management Applications	1.5
<b>Total Units Required</b>		<b>19.5</b>

# CERTIFICATE PROGRAMS

## **BUSINESS INFORMATION SYSTEMS – ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT**

The Administrative Assistant certification prepares students for employment in business/industry/government in higher-level office positions. Duties include office supervision and maintaining office records and accounts. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Administrative Assistance Certificate Program, the student will be able to do the following:

1. Apply and problem-solve computer applications to run or operate a business.
2. Use the computer to solve real world problems.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

<b>Required Courses (21 units)</b>		<b>Units</b>
BADM 6	Business Communications	3
CBIS 2	Windows & the Internet	3
CBIS 29A	Introduction to Writing Web Pages	3
CBIS 29C	Multimedia for the Web	3
CBIS 64	Business & Legal Transcription	3
CBIS 65	Electronic Calculations	1.5
CBIS 66	Office Administration	3
CBIS 67	Records Management	1.5
<b>Total Units Required</b>		<b>21</b>

# CERTIFICATE PROGRAMS

## CHILD DEVELOPMENT CERTIFICATE

### Level II Certificate of Achievement

The Level II certificate fulfills the educational and practical requirements for students interested in working with children from infancy through third grade. Upon completion of 24 units of ECE/CD including core courses, 16 general education units and work experience, allows for the recipient to be eligible to apply for the California: "Child Development Teacher Permit" (on the Matrix Level). It also provides a sound framework for the attainment of the Associate of Science Degree. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program Outcomes:

Upon completion of the Child Development Certificate Program Level II, the student will be able to do the following:

1. Students will observe, assess, and interact with children building on their knowledge that scaffolds them to their next developmental level.
2. Students will articulate the role of the teacher and the value of developing relationships and partnering with families to define their contributions in their child's development.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

### CERTIFICATE LEVEL II – TEACHER PERMIT

<b>Core Courses (25units)</b>	<b>Units</b>
CHLD/PSYC 4 Child Growth and Development	3
CHLD/SOCI 6 Child, Family and Community	3
CHLD 9 Introduction to Curriculum ECE	3
CHLD 11A Principles and Practice in ECE	3
CHLD 14 Child Health, Safety, and Nutrition	3
CHLD 20 Observation and Assessment	3
CHLD 25 Teaching in a Diverse Society	3
CHLD 49 Practicum Field Experience	4

The State of California "Child Development Teacher Permit" requires: Experience Working with Children: 175 days of 3+ hours per day within 4 years.

**Total Child Development Units** **25 units**

### AND

Sixteen semester units in General Education breadth requirements with at least one course in each area:

- ENGLISH: (3 units) English 50 or 1A.
- HUMANITIES: (3 units) Art, Drama, Literature, Foreign Language, Humanities, Music, Philosophy, or Western Civilization.
- BEHAVIORAL/SOCIAL SCIENCE: (3 units) Anthropology, Archaeology, Ethnic Studies, Cultural Geography, History, Political Science, Psychology, and Sociology.
- MATH/SCIENCE: (3 or 4 units) Math 50 or higher, or any survey course in Biology or Physical Science.

**General Education Units** **16 units**  
**Total Units required** **41 units**

# CERTIFICATE PROGRAMS

## COMPUTER INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT

This course of study prepares those interested in entering the fields of computer information systems. Areas of interest include computer architecture, operating systems, and a variety of computer programming languages. See Certificate Programs for additional information and/or requirements for this certificate type.

<b>Required Courses (22 units)</b>		<b>Units</b>
CSIS 1	Computer Concepts	4
CBIS 10	Computer Architecture	3
CBIS 19	Systems Analysis & Design	3
CBIS 3	Programming in Visual Basic	3
(Plus a minimum of any 3 courses listed below)		
CBIS 6	Programming in JAVA	3
CBIS 29B	Advanced Web Development	3
CBIS 33	Computer Science I with C++	3
<b>Total Units Required</b>		<b>22</b>

# CERTIFICATE PROGRAMS

## **COSMETOLOGY CERTIFICATE OF ACHIEVEMENT**

This program is designed to exceed minimum Board of Cosmetology standards. A combination of lecture and laboratory instruction includes personal hygiene and grooming; salesmanship and skills in serving the public; antisepsis, bacteriology, sterilization, and principles of sanitation; safety requirements in operation of a beauty salon; principles of chemistry; laws and administrative regulations. Proficiencies to be developed include hairstyling, chemical waving and straightening, haircutting and shaping, hair coloring, scalp and hair treatments, facials, manicuring (including acrylic nails), and operation of a beauty salon. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Cosmetology Program, the student will be able to do the following:

1. Demonstrate proficiency in state Board regulation in sanitation and safety; perform appropriate cosmetology procedures with emphasis in all aspects of hair, skin, and nails.
2. Demonstrate logic and critical thinking when presented with difficult situations such as color correction, customer service, handling difficult clients and/or contraindications.
3. Demonstrate a commitment to their education and understanding the value of advancement of education; students will assess by participation level.
4. Enter the job market with clear knowledge of current trends, standard, and technology.

<b>Required Courses (42 units)</b>		<b>Units</b>
COSM 50A	Beginning Cosmetology	6
COSM 50B	Beginning Cosmetology	6
COSM 50C	Beginning Cosmetology	6
COSM 51A	Intermediate Cosmetology	6
COSM 51B	Intermediate Cosmetology	6
COSM 51C	Intermediate Cosmetology	6
COSM 52	Advanced Cosmetology	6
<b>Total Units Required</b>		<b>42</b>

# CERTIFICATE PROGRAMS

## **DIESEL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

Courses in Diesel Technology prepare students for employment in diesel service and repair management services. Upon completion of the courses, the student is prepared to pass the National Institute for Automotive Service Excellence (ASE) exam for Diesel Certification. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Automotive Technology Certificate Program, the student will be able to do the following:

1. Possess skills for entry-level placement utilizing the laboratory/shop requirements identified by NATEF standards.
2. Successfully complete the ASE certification examination.
3. Develop effective communication and interpersonal skills and future continuing education.

<b>Required Courses (20 units)</b>		<b>Units</b>
AUTO 63	Diesel Engine Fundamentals	4
AUTO 64	Diesel Fuel Injection Systems	4
AUTO 65	Diesel Truck Starting Charging and Electrical Systems	4
AUTO 67	Diesel Engine Auxiliary Systems	4
AUTO 70	Diesel Brake, Steering and Suspension System	4
<b>Total Units Required</b>		<b>20</b>

# CERTIFICATE PROGRAMS

## **ELECTRONICS TECHNOLOGY CERTIFICATE OF ACHIEVEMENT**

Designed to train technicians who develop, manufacture, and service electronic equipment and systems. A student is expected to maintain a grade of 2.0 or better for all classes. Military personnel holding an electronics-related MOS for which they receive partial unit credit for AC or DC or both, may challenge existing Barstow College AC/DC courses (Electronics 51 and Electronics 52) for credit-by-examination. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Electronics Technology Certificate Program, the student will be able to do the following:

1. Demonstrate abilities and knowledge base necessary to use the wide variety of test and diagnostic equipment used in the industry.
2. Fully understanding the necessary theorems, principles, and laws of electricity and electronics.
3. Use a new vocabulary and proficiencies on topics such as: alternating current, direct current, magnetism, capacitance, inductance, A.C. or D.C. motors or generators, phasing, diodes, fet's, op-amps, IC's, transistors filters, number systems, logic gate symbology, truth tables, counters, registers converters, decoders, multiplexers, processors, modulation, receivers, transmitters, antennas, microwave, satellite, networks, fiber optics, and telemetry.

<b>Required Courses (19 – 20 units)</b>		<b>Units</b>
ELEC 59	Electronics Math	4
	OR	
ELEC 60	Technical Math	4
ELEC 51	Direct Current Circuits & Network Analysis	4
ELEC 52	Alternating Current Circuits & Network Analysis	4
ELEC 53	Solid State Devices	4
And ONE of the following, or four units of equivalent credit in Electronics 4 through DD295 (Example: Electronic Repair & Troubleshooting):		
ELEC 54	Communications Systems	4
ELEC 56	Digital Electronics	4
ELEC 57	Industrial Electronics	4
ELEC 58	Electronics Test and Measurements	3
<b>Total Units Required</b>		<b>19 – 20</b>

# CERTIFICATE PROGRAMS

## **FAMILY DAYCARE CERTIFICATE OF ACHIEVEMENT (LOW UNIT)**

Meets the training needs of family day care providers, individuals who are licensed to care for children in their homes. The following course of study will prepare the student to meet the competency standards for the Family Daycare Provider's permit. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Family Daycare Certificate Program, the student will be able to do the following:

1. Observe, assess, and develop curriculum and supervise children. Students will develop a classroom environment that supports the various cultural and ethnic diverse needs to include full-inclusion students and their families.
2. Understand and apply research theories, social Inter-relationships and developmentally appropriate teaching strategies as they pertain to guiding the child in the four developmental domains.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

<b>Required Courses (12 units)</b>		<b>Units</b>
CHLD 9	Introduction to Early Childhood Curriculum	3
CHLD 14	Child Health, Safety & Nutrition	3
CHLD 61	Family Daycare Provider	3
<b>Plus one of the following courses as appropriate.</b>		
CHLD 15	Infants & Toddlers: Curriculum & Teaching	3
<b>OR</b>		
CHLD 16	The Preschool Child: Curriculum & Teaching	3
<b>Total Units Required</b>		<b>12</b>



# CERTIFICATE PROGRAMS

## MANAGEMENT INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT

This program will prepare students to acquire basic knowledge in developing skills needed to analyze and solve business problems using the tools of information technology. Areas of interest include information system methodologies, system hardware and software, system analysis and design, system database development, and system Web development. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program Outcomes:

Upon Completion of the Information Systems Management Program, the student will be able to do the following:

1. Demonstrate proficiency for analyzing and developing information systems.
2. Use the computer to solve real world problems.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

<b>Major Core requirements (12 units)</b>		<b>Units</b>
CSIS 1	Computer Concepts	4
	<b>Or</b>	
CBIS 2	Windows and Internet	3
CBIS 13	Management Information Systems	3
CBIS 14	Information Security	3
CBIS 19	Systems Analysis and Design	3
<b>Plus one of the following courses as appropriate:</b>		
CBIS 15	Information Networking	3
CBIS 16	Network Security	3
CBIS 17	Database Design & Management Access	3
CBIS 22A	Business Operating Software-Using UNIX	3
CBIS 22C	Business Operating Software –Windows Server	1.5
CBIS 29A	Introduction to Writing Web Pages	3
CBIS 29B	Advanced Web Development	3
CBIS 29C	Multimedia for the Web	3
<b>Total Units Required</b>		<b>18</b>

# CERTIFICATE PROGRAMS

## MANAGEMENT CERTIFICATE OF ACHIEVEMENT

Provides entry-level, marketable employment skills that equip the student with a basic understanding of the terminology and basic concepts/procedures used in management and acquaints the student with the various sub-functions within the overall career field of management. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program outcomes:

Upon completion of the Management Program, the student will be able to do the following.

1. Apply a comprehensive understanding of 21st century workforce skills as they relate to success in the modern business environment.
2. Collaborate successfully and develop successful group or team relationships that support organizational goals in both the public and private sectors.
3. Implement of Emotional intelligence/Soft skills for managing themselves and others in the work environment.

<b>Required Courses (18 units)</b>		<b>Units</b>
ACCT 1A	Principles of Accounting	3
BADM 1	Business Law I	3
BADM 19	Marketing	3
MGMT 1	Introduction to Management	3
MGMT 3	Human Resource Management	3
MGMT 5	Organization and Management	3
<b>Total Units Required</b>		<b>18</b>

# CERTIFICATE PROGRAMS

## **BUSINESS INFORMATION SYSTEMS-COMPUTER OFFICE SPECIALIST CERTIFICATE OF CAREER PREPARATION**

Designed to prepare students to take the Microsoft Specialist certification exams. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes**

Upon completion of the Microsoft Specialist Certificate Programs, the students will be able to do the following:

1. Apply and problem-solve computer applications to run or operate a business.
2. Use the computer to solve real world problems.
3. Embrace the value of higher (further) education to enhance opportunities in the future.

<u>Required courses (11 units)</u>		<u>Units</u>
CBIS 40	Spreadsheets Applications	4
CBIS 42	Advanced Word Processing	4
CBIS 43	Presentation Application and Media	3
<b>Total Units Required</b>		<b>11</b>

# CERTIFICATE PROGRAMS

## **PHOTOGRAPHY CERTIFICATE OF ACHIEVEMENT**

Provides the student with a broad base of technical skills in photography with additional emphasis on visual communication. Prepares students to enter the photographic field in a variety of positions such as production printer, studio photographer, photo lab technician, and free-lance photographer. See Certificate Programs for additional information and/or requirements for this certificate type.

### **Program Outcomes:**

Upon completion of the Photography Certificate Program, the student will be able to do the following:

1. Demonstrate basic technical knowledge for using the photographic digital camera.
2. Define digital photography terminology and identifies basic image editing software features and their proper use.
3. Create photo-based artwork that demonstrates proficiency in the beginning level digital photography techniques covered in course materials.

<b>Required Courses (20 units)</b>		<b>Units</b>
PHOT 1A	Introduction to Photography	4
PHOT 1B	Introduction to Photography	4
PHOT 1C	Introduction to Digital Photography 4	4
PHOT 2A	Advanced Photography	4
PHOT 2B	Advanced Photography	4
<b>Total Units Required</b>		<b>20</b>

# CERTIFICATE PROGRAMS

## **RESIDENTIAL CARPENTRY–ROUGH CERTIFICATE OF ACHIEVEMENT (LOW UNIT)**

Provides entry-level marketable skills that give the student a basic understanding of terminology, tools, blueprints, materials and techniques used in exterior and interior residential construction. Students will have the fundamental skills required to gain employment in the construction industry.

### **Program Outcomes:**

Upon completion of the Residential Carpentry – Rough Certificate Program, the student will be able to do the following:

1. Decide the correct tools and materials to use on a given construction project and demonstrate the ability to safely and effectively use them.
2. Diagnose and evaluate the common safety hazards on construction sites and recommend ways to avoid them.
3. Demonstrate effective and appropriate communication skills when interacting with trade associates, design associates, vendors, and consumers.

<b>Required Courses (16.5)</b>		<b>Unit</b>
BCTT 50A	Basic Construction Safety and Rigging	2
BCTT 50B	Introduction to Hand and Power Tools	1
BCTT 50C	Introduction to Blueprint Reading	1
WKFC 50D	Basic Communication and Employment Skills	2
BCTT 50E	Construction Technology Core Performance Testing	.5
BCTT 51	Construction Quantitative Skills	3
BCTT 60A	Materials and Tools Used in the Trade	2
BCTT 60B	Floor Systems, Wall and Ceiling Framing	1
BCTT 60C	Roofing Framing and Window and Exterior Doors	1
BCTT 60D	Introduction to Concrete Materials and Forms	1
BCTT60E	Residential Carpentry Level One Performance Testing	2
<b>Total Units Required</b>		<b>16.5</b>

# CERTIFICATE PROGRAMS

## RESIDENTIAL ELECTRICAL CERTIFICATE OF ACHIEVEMENT

Provides entry-level marketable skills that give the student a basic understanding of terminology, tools, National Electric Code (NEC), and blueprints used in residential electrical wiring. Students will have fundamental skills required to gain employment in the construction industry. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program Outcomes:

Upon completion of the Residential Electrical Certificate Program, the student will be able to do the following:

1. Demonstrate the technical knowledge necessary to achieve a satisfactory score on the "California Residential Electrical License" exam.
2. Demonstrate the ability to recognize and understand the use of the electrical industry tools and equipment necessary to achieve "trainee" level under the "California Residential Electrical License" program.
3. Demonstrate the knowledge necessary to be successful in dealing with the associated fields of expertise required by the building trades to qualify as a "Residential Electrician Trainees."

<b>Required Courses (22.5 units)</b>		<b>Unit</b>
BCTT 50A	Basic Construction Safety and Rigging	2
BCTT 50B	Introduction to Hand and Power Tools	1
BCTT 50C	Introduction to Blueprint Reading	1
WKFC 50D	Basic Communication and Employment Skills	2
BCTT 50E	Construction Technology Core Performance Testing	.5
BCTT 51	Construction Quantitative Skills	3
ELCT 70A	Electrical Safety and Hand Bending	1
ELCT 70B	Fasteners and Electrical Theory	1
ELCT 70C	Electrical Test Equipment, NEW, Raceways, Boxes, Fittings, and Conductors	2
ELCT 70D	Introduction to Electrical Blueprints and Residential and Commercial Writing	1
ELCT 70E	Electrical Level One Performance Testing	1
ELCT 72A	Alternating Current, Motors, and Grounding	2
ELCT 72B	Grounding, Conduit, Boxes, Fittings, and Conductor Installations	1
ELCT 72C	Cable Tray, Conductor Terminations, Splices, and Installation of Electric Services	1
ELCT 72D	Circuit Breakers, Fuses, Contactors, Relays, and Electrical Lighting	1
ELCT 72E	Electrical Level Two Performance Testing	2
<b>Total Units Required</b>		<b>22.5</b>

# CERTIFICATE PROGRAMS

## WAREHOUSE/LOGISTICS CERTIFICATE OF ACHIEVEMENT

The Logistics/Warehousing Certificate is designed for people working the fields of logistics and/or operations management with a desire to expand their knowledge of the industry. The certificate is also applicable for persons with an interest to enter the industry with knowledge that will rapidly lead to expanding responsibilities.

<b>Required courses (24.5 units)</b>		<b>Units</b>
WARE 50	Fork Lift Operations	.5
WARE 51	Intro. to Operations & Supply Chain Management	3
WARE 53	International Logistics	3
WARE 55	Principles of Logistics	3
WARE 57	Materials Management	3
WARE 59	Introduction to Purchasing	3
WARE 61	Project Management	3
BADM 51	Business Math	3
<b>Total Units Required:</b>		<b>24.5</b>

# CERTIFICATE PROGRAMS

## WEB MASTER CERTIFICATE OF ACHIEVEMENT

This course of study prepares those interested in entering the fields of Web authoring, development, and maintaining websites. Areas of interest include writing web pages, web development including advanced concepts like Multimedia and graphics, as well as Database concepts. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program Outcomes:

Upon completion of the Web Master Program, the student will be able to do the following:

1. Understand the different Internet and Network protocols.
2. Design a simple webpage using HTML. The webpage must include the following: text, Hypertext, pictures, frames, a table, forms, CSS.
3. Design a webpage that include multimedia elements and animations.

<b>Required Courses (18 units)</b>	<b>Units</b>
CSIS 1 Computer Concepts	4
<b>Or</b>	
CBIS 2 Windows & Internet	3
CBIS 14 Internet Security	3
CBIS 17 Database Design and Management: Microsoft Access	3
CBIS 29A Introduction to Writing Web Pages	3
CBIS 29B Advanced Web Development	3
CBIS 29C Multimedia for the Web	3
<b>Total Units Required</b>	<b>18</b>



# CERTIFICATE PROGRAMS

## WELDING CERTIFICATE OF ACHIEVEMENT

The welding program is designed to provide the student with knowledge and basic skills common to the welding trade. See Certificate Programs for additional information and/or requirements for this certificate type.

### Program Outcomes:

Upon completion of the Welding Certificate Program, the student will be able to do the following:

1. Weld, for personal pursuits using Oxy-Fuel Gas, Shielded Metal Arc, Metallic Inert Gas, Tungsten Inert Gas, and other welding processes. Demonstrate skills for entry level welding employment in the local economy.

<b>Required Courses (21 Units)</b>		<b>Units</b>
WELD 50	Oxyacetylene Welding & Cutting	3
WELD 51	Shielded Metal Arc Welding & Cutting	3
WELD 52	Position Welding (Arc Welding)	3
WELD 53	Soldering, Brazing, & Braze Welding	3
WELD 54	Gas Metal – Arc Welding	3
WELD 55	Gas Tungsten – Arc Welding	3
WELD/DRAF 56	Blueprint Reading (Metal Trades)	3
<b>Total Units Required</b>		<b>21</b>

# COURSE INFORMATION

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Courses are designated by subject matter area, number, course title, and units of credit. Lecture and laboratory hours refer to the number of hours the course will meet per week during the semester (based on 18 weeks). Course subjects are listed in alphabetical order. Students planning to transfer units to a four-year institution should consult the articulation agreement with the four-year college (see a College counselor), or consult the institution's catalog to determine specific requirements. Barstow Community College does not offer all the courses listed each semester or year. Some are scheduled only when there is sufficient demand and a qualified instructor is available. Others may be offered in a planned sequence of alternate semesters or years. For current offerings, consult the class schedule that is available in the Academic Affairs Office, Student Services Office, as well as online.

## ONLINE COURSES

Online courses are presented over the Internet through our online instruction website at [www.bcconline.com](http://www.bcconline.com). These courses allow students to do their work from home computers through the use of a commercial Internet provider. Students who do not have these facilities will be able to make use of the college labs to connect to the courses.

Exams will be conducted under the guidance of an instructor-approved proctor on campus, through the Internet, or off campus. Student identity **must be verified by photo ID** to whoever is giving the exam. If the student cannot attend the exam meeting, he/she will have to find an instructor-approved proctor, for example, a librarian, minister, or education officer at an approved site to proctor the exams. Students will remain in contact with the instructor through weekly E-mail, discussion group, telephone, or mail. For further information, please refer to the online schedule of classes.

## COURSE OUTLINE OF RECORD AND COURSE SYLLABUS

Course outlines and course syllabi are made available to students to provide them with information about courses at Barstow Community College. The course outline of record is mandated by state law and is of a generic nature. The syllabus is distributed to students during the first week of school by the instructor and gives specific details about the course. A master file containing all outlines and syllabi is maintained by the Academic Affairs Office and is available to students.

## NUMBERING OF COURSES

**1 through 49** are designated baccalaureate level courses. These courses are designed to transfer to other colleges or universities and meet Barstow Community College graduation requirements and are therefore degree applicable. Students should be aware that these courses will require writing, reading, and/or mathematical skills commensurate with or surpassing those normally associated with English 50, Reading 60, and Math 50.

**50 through 99** meet associate degree and certificate program requirements. These courses may transfer based upon institutional evaluation.

**100 through 149** may meet associate degree requirements. These courses are generally non-transferable courses emphasizing remediation and/or specific community needs.

**150 through 199** are non-transferable developmental courses. Courses which are specifically transferable to the California State University system (CSU) and to the University of California (UC) system are noted as such with a statement to that effect in the course description.

**48, 98, 148** are special topics courses and offer an in-depth investigation of topics not covered by the existing curriculum. Course content and units of credit are determined by each department/instructor and approved by the Curriculum Committee. Special topics courses may be offered as either lecture or laboratory courses. Consult the schedule of classes for special topics courses.

#### **1 through 199 – Independent Study Courses: Regular Course**

A student may, because of special circumstances, petition to take a course listed in the catalog on an individual independent-study basis. For more information refer to the Admissions and Records portion in the front of the catalog under the listing for Independent Study. Independent Study – Regular Courses, may also be designed to meet the needs for classes which will not produce minimum enrollments.

#### **49, 99, and 149 – Independent Study Courses: Individual Project**

Independent study provides students, on an individual basis, an opportunity for a challenging and in-depth study on approved topics within instructor approved subject areas. The area to be studied must be decided by the student and the instructor before the student enrolls in the course. Independent study proposals must be submitted, in writing, for approval by an appropriate instructional vice-president. It is expected that the study will not duplicate existing curriculum, rather, it will be of an advanced nature and extend current courses or series of courses. Consult individual instructors for specific information on course development and procedure.

CSU may limit the number of Independent Study units accepted.

UC maximum credit allowed: three and one-third semester credits per term, six units total, in any or all appropriate subject areas combined. Granting of course credit is contingent upon an evaluation of the course outline by a UC campus.

#### **127 – Computer-Assisted Basic Skills Courses**

Computer-Assisted Basic Skills courses are taught in one unit modules in a laboratory setting. Credit received in these courses will meet financial aid requirements.

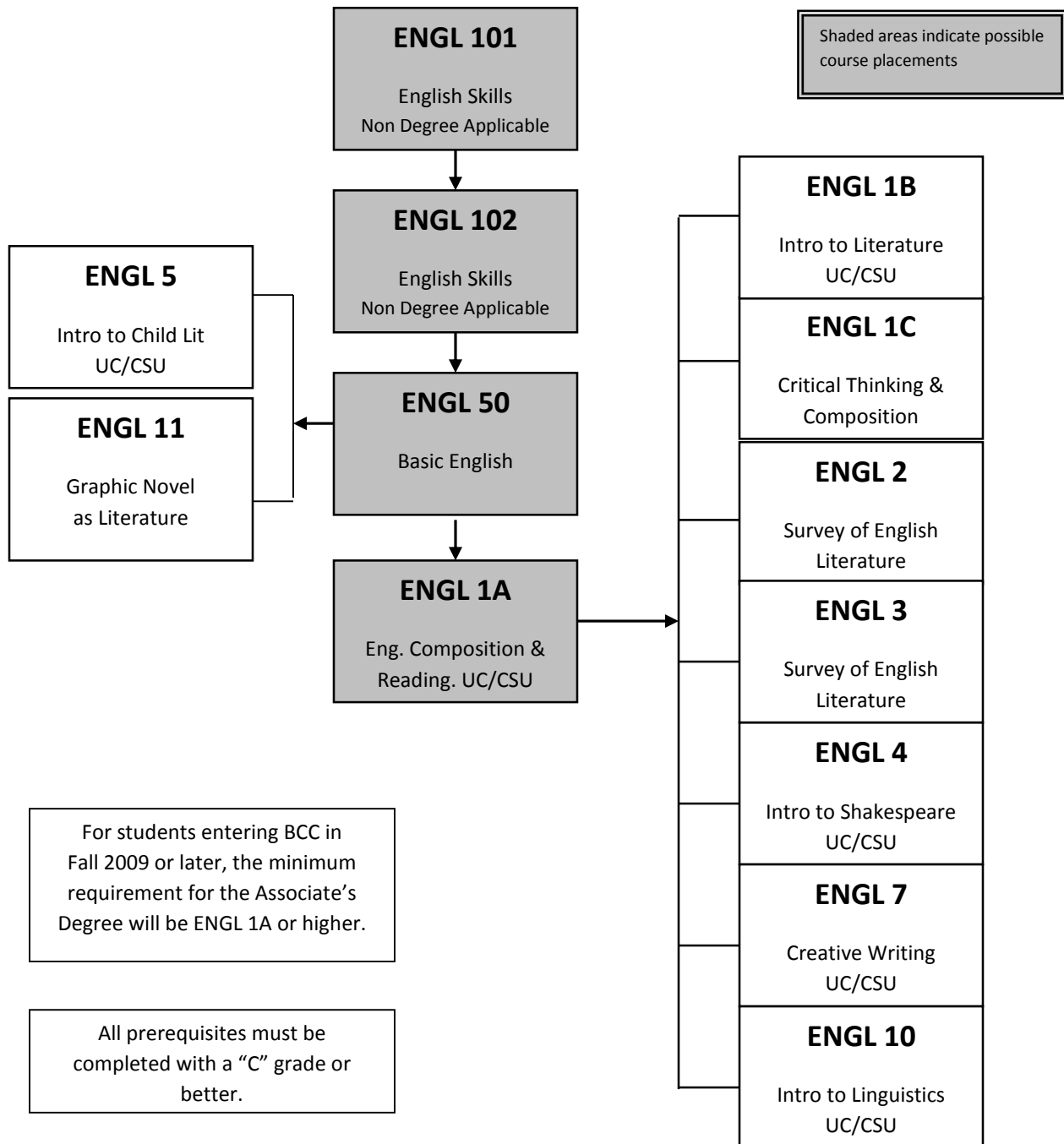
## **TRANSFERABILITY OF COURSES**

Courses that transfer to the California State University System and/or the University of California System are so designated following the course description:

- UC – Transfer to University of California System
- CSU – Transfer to California State University System
- UC/CSU – Transfer to both systems

Students must understand that some courses designated as baccalaureate level may not meet certain requirements at the transferring institution; however, they may be used for elective credit at the discretion of the transfer school.

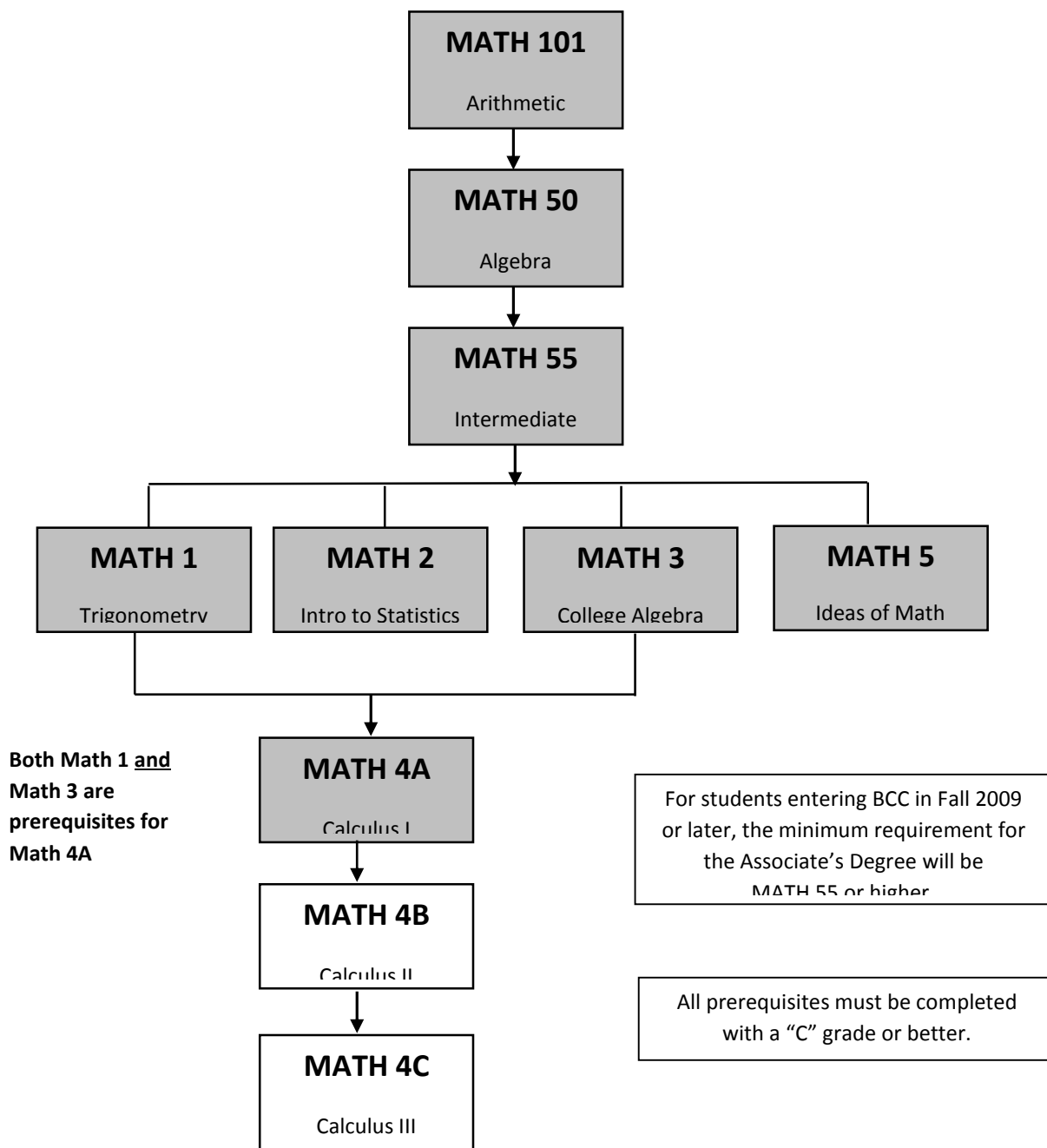
# BCC English Sequence



\*Be sure to check transfer institution for specific details on what classes are needed.

# BCC Math Sequence

General Recommendations:



Math 3 – Recommended for majors in Math, Science and Business

Math 3 – Recommended for majors in Liberal Arts and Teaching

\*Be sure to check transfer institution for specific details on what classes are needed.

# COURSE OFFERINGS

## ACADEMIC SUPPORT (ACSK)

### ACSK 150 BEGINNING WRITING ESSENTIALS

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

Progressive, individualized instruction in fundamentals of English grammar, essential elements of writing, and conventions of sentence and paragraph development. Computer composing. Designated "special class" (Title 5, Section 56028). Grades: P/NP. Non-Degree Applicable Credit.

### ACSK 151 INTERMEDIATE WRITING ESSENTIALS

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: Academic Support 150 with a "P" grade**

Review of English grammar and basic elements of writing; concentration on the writing of representational discourse, expansion of computer composing. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

### ACSK 152 ADVANCED WRITING ESSENTIALS

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: Academic Support 151 with a "P" grade**

Review of basic maxims of written communications and composing of representational discourse, introduction to fundamentals of expository writing; refinement of computer composing. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

### ACSK 153 BEGINNING ARITHMETIC ESSENTIALS

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

Progressive, individualized instruction in basic arithmetic computation: addition, subtraction, multiplication, and division of whole numbers. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

### ACSK 154 INTERMEDIATE ARITHMETIC ESSENTIALS

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: Academic Support 153 with a "P" grade**

Individualized progressive instruction in addition, subtraction, multiplication, and division of fractions. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

### ACSK 155 ADVANCED ARITHMETIC ESSENTIALS

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: Academic Support 154 with a "P" grade**

Individualized, progressive instruction in decimals, proportions, and percents. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

### ACSK 155B ADVANCED ARITHMETIC ESSENTIALS—INTRODUCTION TO GEOMETRIC CONCEPTS AND REAL NUMBERS

**1 Unit**

**Lab: 18 hours total**

Progressive, individualized instruction introducing geometric concepts and real numbers. Open entry/exit format. Grades: P/NP. Non Degree Applicable Credit.

**ACSK 156            BEGINNING READING ESSENTIALS**  
**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

Progressive, individualized instruction in fundamentals of reading: phonics, word attack skills, vocabulary building, spelling, and improvement of reading comprehension. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

**ACSK 157            INTERMEDIATE READING ESSENTIALS**

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: ACSK with a "P" grade**

Review of word attack skills, as needed, and concentrated instruction in vocabulary building, spelling, and development of techniques and strategies for improvement of reading comprehension at the literal and interpretive levels of understanding. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

**ACSK 158            ADVANCED READING ESSENTIALS**  
**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: ACSK 157 with a "P" grade**

Continued instruction in vocabulary building and spelling, improvement of reading rate and reading comprehension, and basic instruction in reading and understanding literature. Designated "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

**ACSK 164            ACADEMIC SUPPORT: ASSESSMENT WORKSHOP**

**.5 Unit**

**Lecture: 9 hours total**

Assesses educational limitations and determines eligibility for support services and academic accommodations according to the California Community College Title 5 regulations. Develops an individual educational plan and results in a student educational contract (SEC) for eligible students. Provides academic recommendations, intervention analysis, and basic strategies skills instruction. This course is designated a "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

**ACSK 165            ACADEMIC SUPPORT: LEARNING STRATEGIES**

**.5 Unit**

**Lecture: 9 hours total**

Examination of the limitations that block learning success. Study of brain based research and universal learning design to expand learning opportunities for all individuals. Focused use of innovative, technology-based educational resources and strategies. Students prepare individualized learning plans tailored to their unique needs and establish personal student learning outcomes. This course is designated a "special class" (Title 5, section 56028). Grades: P/NP. Non Degree Applicable Credit.

**ACSK 166            LIFE SKILLS FOR SUCCESS**  
**2.0 Units**

**Lecture: 2 hours; Lab: 1 hour**

Specialized instruction is designed for students seeking to overcome challenges to academic, career and relationship struggles. Designated as a "special class" (Title 5, section 56028), this course is available to all students (up to 50% of the class), although originally designed for OSS. Based upon current brain research and hands-on multi-sensory learning experiences, each student will develop an individualized success plan for life and school. Grade: P/NP. Non Degree Applicable.

## **ACCOUNTING (ACCT)**

**ACCT 1A            PRINCIPLES OF ACCOUNTING**  
**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Also available online**

Basic principles and procedures of accounting, accounting cycle, deferrals, accruals, receivables, inventories, plant assets, payroll, partnerships and corporations. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. UC/CSU

**ACCT 1B            PRINCIPLES OF ACCOUNTING**

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: ACCT 1A with a "C" grade or better**

***Also available online***

Continuation of Accounting 1A. Partnership, corporation and branch accounting, funds statements, statement analysis, manufacturing, cost accounting and budgeting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. UC/CSU

**ACCT 4            MANAGERIAL ACCOUNTING**

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: ACCT 1A with a "C" grade or better**

***Also available online***

Uses of accounting data in management planning, control, and decision-making with emphasis on the differences between financial accounting and managerial accounting. Nature, usage, and limitations of managerial accounting reports as management information and decision tools by emphasizing the non-structured, critical thinking aspects. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**ACCT 5            PERSONAL FINANCIAL PLANNING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Management of personal and family economic affairs. Budgeting, money management, and commercial record keeping. The principles of good buying, analysis of advertising, insurance and investment planning, taxation and consumer protection. The American economic system and citizenship responsibilities in this system. May be taken as Economics 5 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ACCT 68            FEDERAL TAX 1**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Designed to serve as an introduction to Federal Taxes as they relate to individuals. Aspects of figuring individual income tax and methods to maximize deductions and credits. Covers filing status, gross income, capital gains, personal deductions, bad debts, and tax credits. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**ACCT 82            OCCUPATIONAL WORK  
EXPERIENCE IN ACCOUNTING**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## **ADMINISTRATION OF JUSTICE (ADJU)**

**ADJU 1            INTRODUCTION TO THE  
ADMINISTRATION OF JUSTICE**

**3 Units**

**Lecture: 3 hours**

***Also available online***

History and philosophy of administration of justice in America. Description of system and identification with various sub-systems. Role expectations and inter-relationships, theories of crime, punishment and rehabilitation. Ethics, education and training for professionalism in the system. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

**ADJU 2            PRINCIPLES AND PROCEDURES OF  
THE JUSTICE SYSTEM**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Role and responsibilities of law enforcement, judicial, and corrections segments within the administration of justice system. Examination of each sub-system and the relationship each segment maintains with its system members. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU



**ADJU 3                    CONCEPTS OF CRIMINAL LAW**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Historical development, philosophy and constitutional provisions of criminal law. Definitions and classifications of crime and their application to the administration of justice system. Legal research, study of case law, methodology and concepts of law as a social force. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Area of Emphasis Applicable. UC/CSU

**ADJU 4                    LEGAL ASPECTS OF EVIDENCE**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Origin, development, philosophy and constitutional basis of evidence. Constitutional and procedural considerations affecting arrest, search and seizure, and kinds and degrees of evidence and rules governing admissibility. Judicial decisions interpreting individual rights and case studies. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 5                    COMMUNITY RELATIONS OF THE JUSTICE SYSTEM**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Roles of administration of justice practitioners and their agencies. Interrelationships and role expectations among various agencies and the public. Professional image of the system and the development of positive relationships between system members and the public. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Area of Emphasis Applicable. UC/CSU

**ADJU 6                    CONCEPTS OF ENFORCEMENT SERVICES**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Patrol, traffic, and public service responsibilities and their relationship to the administration of justice system. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU. Non-Repeatable.

**ADJU 7                    PRINCIPLES OF INVESTIGATION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Principles of all types of investigations utilized in the justice system. Dealing with the public, handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 8                    JUVENILE CRIME AND DELINQUENCY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Major types of juvenile crime, role careers of offenders and factors which contribute to production of criminality or delinquency. Methods for dealing with justice system violators and the changing role of police and the courts. Aftercare process of sentence, probation, prisons and parole. Changes of law in crime control and treatment processes. May be taken as Sociology 8 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. CSU

**ADJU 14 INTRODUCTION TO CORRECTIONS****3 Units****Lecture: 3 hours*****Also available online***

History and trends of corrections. Legal issues, general laws (i.e., codes, statutes, case law, etc.) and general operations in correctional institutions. Relationship between corrections and other components of the criminal justice system will also be examined. Employment opportunities and entry requirements in the criminal justice field. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 15 LEGAL ASPECTS OF CORRECTIONS****3 Units****Lecture: 3 hours*****Also available online***

Historical framework, concepts and precedents that guide correctional practice. Corrections environment, civil rights of prisoners and responsibilities of corrections staff. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 16 CONTROL AND SUPERVISION IN CORRECTIONS****3 Units****Lecture: 3 hours*****Also available online***

Methods, practices, and theory related to the custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. Issues of custodial control from day-to-day institutional living through crisis situations. Interaction between the offender and the correctional employee. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 17 CORRECTIONAL INTERVIEWING AND COUNSELING****3 Units****Lecture: 3 hours*****Also available online***

Techniques in counseling and interviewing available to practitioners in corrections. Techniques and theories in confidence building used by correctional employees in interviews and counseling. For students planning to enter or already employed in the correctional science field. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 18 FUNDAMENTALS OF PROBATION AND PAROLE****3 Units****Lecture: 3 hours*****Also available online***

Overview of the history and philosophical foundations of probation and parole. Organization and operations of probation. Issues and problems relating to the pre-sentence report, determinate versus indeterminate sentencing, role of the probation and parole officer, legal decisions affecting probation and parole practice. May be taken as Sociology 18 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 54 CAREER OPPORTUNITIES AND JOB SEARCH SKILLS IN LAW ENFORCEMENT****1.5 Units****Lecture: 27 hours total**

Designed to orient serious law enforcement candidates toward career choices in local, county, state and federal agencies; pitfalls and politics of the jobs. Preparation for required examinations for different agencies. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**ADJU 55            SEARCH AND RESCUE**

**.5 Unit**

**Lecture: 18 hours total**

**Lab: 9 hours total**

Training sessions for search and rescue technicians that will enable them to remain well informed, sharpen their skills and increase their knowledge. An opportunity to exchange information and develop contacts and resources. Open to all who are interested in search and rescue. Grades: P/NP. Degree Applicable Credit. Non-Repeatable.

**ADJU 82            OCCUPATIONAL  
WORKEXPERIENCE IN  
ADMINISTRATION OF JUSTICE**

**1 - 8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

## **AIR CONDITIONING (AIRC)**

**AIRC 50            FUNDAMENTALS OF HVAC  
MAINTENANCE AND SERVICING**

**3 Units**

**Lecture: 2 hours**

**Lab: 3 hours**

Study of entry level maintenance, installation and safety procedures involved with all HVAC equipment, including gas/oil heaters, evaporative coolers, and air conditioning systems. Included are entry-level refrigeration fundamentals and basic electrical procedures required for maintenance of specialized circuitry of air conditioning and heating equipment. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AIRC 51            FUNDAMENTALS OF HEATING,  
VENTILATION AND AIR  
CONDITIONING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Study of refrigeration fundamentals including heat transfer, energy and basic refrigeration systems to understand the refrigeration cycle of domestic air conditioning units, refrigerators and freezers. Fundamentals of electrical diagrams and repair of electrical circuits and maintenance of specialized circuitry of air conditioning and refrigeration equipment. (NOTE: There is a \$40 lab fee in this class that covers EPA Refrigerant Recovery Certification). Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AIRC 52            COMMERCIAL REFRIGERATION**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Air Conditioning 51 with a "C" grade or better and EPA Certification**

Study of commercial refrigeration and freezer applications including various types of product storage and display, and basic service procedures. Advanced study of commercial refrigeration applications including heat loads, installation and service procedures. Basic "hands-on" service procedures are included in the lab portion of this class. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AIRC 53            ADVANCED HEATING,  
VENTILATION, AND AIR  
CONDITIONING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Air Conditioning 51 with a "C" grade or better and EPA Certification**

Study of commercial and domestic air conditioning and heating applications including various types and designs of systems. Advanced study of heat load calculations, design, installation and service procedures. Basic "hands-on" service procedures are included in the lab portion of this class. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AIRC 82            OCCUPATIONAL WORK  
EXPERIENCE IN AIR  
CONDITIONING**

**1 - 8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

## **ALLIED HEALTH (AHLT)**

**AHLT 51            STANDARD FIRST AID AND  
PERSONAL SAFETY**

**.5 Unit**

**Lecture: 9 hours total**

Techniques of emergency treatment to be used by lay persons when medical assistance is not immediately available. Study of accident prevention and causes. Course will be taught using the current standards. Includes adult CPR and American Red Cross Standard First Aid Course Completion Cards. Course may be repeated as needed for recertification. Nine hours total. Card and instructional material fees are required. Grades: P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

**AHLT 52            MEDICAL TERMINOLOGY**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Study of medical terminology which describes the body's anatomical systems. Emphasis on medical terms and their use, English translation, pronunciation, and spelling. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**AHLT 55A        EMERGENCY MEDICAL  
TECHNICIAN BASIC (EMSA CERTIFICATION)**

**8 Units**

**Lecture: 145 hours total;**

**Lab: 15 hours total**

**Prerequisite: Minimum state age requirement is 18 years of age – must have current “Healthcare Provider” or equivalent CPR card prior to enrolling**

Successful completion of this course will qualify the student for National Registry of EMT's Testing/Certification which is required by the state of California and the Inland Counties Emergency Medical Agency (ICEMA). 130 hours total (includes a minimum of 10 hours clinical). Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 56            HOME HEALTH AIDE**

**1.5 Units**

**Lecture: 20 hours total**

**Lab: 24 hours total**

**Prerequisites: Current California Nursing Assistant Certification. Concurrent semester enrollment allowed, CNA Certification must be complete by the start of class**

Nursing skills needed for competent nursing care of patients. Physical and a PPD required. 44 hours total. May be taken again as needed for recertification. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**AHLT 57            PHARMACOLOGY**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Basic and current concepts in pharmacology. The mechanisms of drug action, metabolism, excretion and toxicity. Drug dosage and calculation, patient care and medical-legal aspects with respect to nursing and allied health. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**AHLT 58            BASIC ARRHYTHMIA**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Current CPR card or concurrent enrollment in Allied Health 63**

Review of general anatomy and physiology of the heart and coronary system. Complications associated with acute myocardial infarction with strong electrophysiological/arrhythmogenic component. Certificate in Basic Electrocardiography and Arrhythmia Interpretation issued upon completion of course. Continuing Education credit given to licensed nurses. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AHLT 60            MEDICAL INSURANCE**

**3 Units**

**Lecture: 3 hours**

Completion of medical insurance forms for the private sector, industrial, Medi-care, Medi-Cal, Medi-care/Medi-Cal patient. Billing, collecting, banking and preparation of payroll. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 61A           MEDICAL OFFICE PROCEDURES-  
FRONT OFFICE**

**3 Units**

**Lecture: 3 hours**

Part of a two course introduction designed to provide basic skills necessary for employment in a physician's office. Includes medical law/ethics and procedures to assist the physician in the front office. Development of proficiency in typing medical correspondence, case histories, insurance reports, telephone techniques, appointment scheduling, receptionist duties, filing, billing, and verbal communications with patients and other personnel. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**AHLT 61B           MEDICAL OFFICE PROCEDURES-  
BACK OFFICE**

**3 Units**

**Lecture: 3 hours**

Part of a two course introduction designed to provide basic skills necessary for employment in a physician's office. Includes medical law/ethics and procedures to assist the physician in the back office. Development of proficiency in clinical procedures, conducting patient interview, assisting in medical exam, integrating a broad knowledge base into practice and verbal communications with patients and other personnel. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**AHLT 61C           MEDICAL OFFICE PROCEDURES-  
PRACTICUM**

**2 Units**

**Lecture: 1.5 hours; Lab: 1.5 hours**

**Prerequisite: Allied Health 61A and Allied Health 61B with a "C" grade or better and a current American Heart Association or an American Red Cross Professional Provider Level CPR certificate**

Designed to provide the externship component of Allied Health 61, Medical Office Procedures. Each student will complete a total of 216 hours. This will be broken out as 27 hours of lecture, 27 hours of lab, and 162 hours of practical clinical experience. The practical clinical experience will be performed in rotational sequence in the offices and clinics of qualified physicians as well as medical facilities meeting externship criteria located throughout the high desert. Each student must provide a CPR card and proof of a negative PPD or chest X-ray at the first meeting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 62A            EMERGENCY MEDICAL  
TECHNICIAN BASIC REFRESHER-  
EMSA CERTIFICATION**

**2 Units**

**Lecture: 24 hours total**

**Activity: 8 hours total**

**Prerequisite: Current EMT Certification and CPR  
Card-Level C**

Required for renewal of Emergency Medical Technician I certificate. Approved by the Department of Public Health, Bureau of Medical Services, and Inland Counties Emergency Medical Authority. 32 hours total. May be repeated as needed (once every 2 years) for recertification through EMS Agency. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 63            BASIC CPR (CARDIO-PULMONARY  
RESUSCITATION)**

**.5 Unit**

**Lecture: 9 hours total**

Combination of prudent heart living and emergency first aid procedure that consists of recognizing respiratory and cardiac arrest and starting the proper application of cardiopulmonary resuscitation to maintain life until life support is available. Course will be taught using the current standards. Upon successful completion of the course the student will receive a Health Care Provider CPR card from the American Red Cross, valid for a one-year period. Card and instructional material fees are required. Grades: P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

**AHLT 64            BASIC CPR REFRESHER**

**.5 Unit**

**Lecture: 9 hours total**

**Prerequisite: CPR Certificate**

Designed to prepare students for renewal of the Healthcare Provider CPR Certificate of successful completion from the American Red Cross. Course will be taught using the current standards. Same content as Allied Health 63. May be repeated as needed for certification. Card and instructional material fees are required. Grades: P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**AHLT 65            PREVENTATIVE HEALTH CARE  
PRACTICES FOR CHILD ANDFAMILY  
DAY CARE CENTERS**

**1 Unit**

**Lecture: 18 hours total**

Allied Health 65 is a course in preventative health care for personnel in child day care centers and family day care homes. This course meets the licensing requirements for the state of California. Card fee required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. Non-Repeatable.

**AHLT 66            MEDICAL CODING**

**3 Units**

**Lecture: 3 hours**

Coding rules for CPT (Current Procedural Terminology), ICD-9-CM (International Classification of Disease, 9th Revision, Clinical Modification), and Level II HCPCS (Health Care Financing Administration's Common Procedure Coding System). Application of rules to code patient services. Payment systems to include DRG (Diagnosis-Related Groups), APG (Ambulatory Patient Groups), APC (Ambulatory Patient Classifications, and RUGSIII (Resource Utilization Groups III). Study of Medicare, fraud/abuse, HMO's and PPO's. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**AHLT 70            PHYSIOLOGICAL EFFECTS OF  
ALCOHOL AND DRUGS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Examines the physiological effect of alcohol and other drugs on the human body. Includes aspects of tolerance, habituation, cross tolerance, and synergistic effect. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. CSU

**AHLT 71            ALCOHOL/DRUG COMMUNITY  
EDUCATION AND PREVENTION  
OUTREACH PROGRAM**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Reviews history, theories, models, and state of the art approaches to the prevention field. Examines identified risk factors, cultural/ethnic consideration, and community prevention strategies. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**AHLT 72            ALCOHOL / DRUG ABUSE:  
INTERVENTION, TREATMENT, AND  
RECOVERY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Examines and analyzes the tools and techniques necessary to move the chemically dependent individual into the treatment process, the varying types of treatment programs, and the essentials of effective recovery. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

**AHLT 73            ADOLESCENT ALCOHOL / DRUG  
ABUSE: ETIOLOGY, TREATMENT,  
PREVENTION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Explores current adolescent substance abuse treatment and recovery strategies. Emphasis will be placed on physical, mental, psychological, emotional, and social growth issues as they relate to the abuse of drugs, eating disorders, and other addictions. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

**AHLT 74            ALCOHOL / DRUG ABUSE: FAMILY  
AND OTHER GROUP DYNAMICS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Introduces the theory and practice of family counseling. Topics include family systems and dynamics, effects of chemical dependency, co-dependency, and counseling techniques. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

**AHLT 75            ALCOHOL / DRUG STUDIES  
FIELDWORK PRACTICUM**

**3 Units**

**Lecture: 3 hours**

Provides field experience whereby students apply the values, concepts, and skills gained in other core courses to the process of helping others. The major emphasis is sharpening skills, use of self in the helping process, group process, and the use of systems and community resources. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

**AHLT 77            MEDICAL TRANSCRIPTION**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Recommended: Ability to type 40 words a minute**

Development of a marketable skill in producing documents and other types of medical communications through listening to dictation tapes. Emphasis on excellence in keying and proficiency in the use of medical terminology and English skills: spelling, grammar, and punctuation. May be taken as Computer and Business Information Systems 77 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 82            OCCUPATIONAL WORK  
EXPERIENCE IN ALLIED HEALTH**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## **ANTHROPOLOGY (ANTH)**

### **ANTH 1 INTRODUCTION TO CULTURAL ANTHROPOLOGY**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of socio-cultural systems. Subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. Applies anthropological perspectives to contemporary issues. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **ANTH 3 INTRODUCTION TO PHYSICAL ANTHROPOLOGY**

**3 Units**

**Lecture: 3 hours**

Concepts, methods of inquiry, and theory of biological evolution and their application to the human species. Specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, bio-cultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **ANTH 4 PRE-COLUMBIAN CIVILIZATIONS OF MESOAMERICA**

**3 Units**

**Lecture: 3 hours**

Introduction to the Pre-Columbian peoples and cultures of Mexico and Central America. An archaeological and ethno historical survey of the origin and development of civilizations in ancient Mesoamerica from Paleo-Indian times to the Spanish conquest. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## **ARCHAEOLOGY (ARCH)**

### **ARCH 1 INTRODUCTION TO ARCHAEOLOGY**

**3 Units**

**Lecture: 3 hours**

An introduction to the science of Archaeology, its development, methods, theories and objectives. The interdisciplinary nature of modern archaeological research will be emphasized through a review of dating techniques, methods of survey and excavation, analysis and explanation. Models of cultural evolution through prehistory and history in both the Old and New Worlds will be evaluated in terms of the archaeological evidence. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **ARCH 50 ARCHAEOLOGY OF THE SODA SPRINGS AREA**

**1 Unit**

**Lecture: 9 hours total**

**Activity: 18 hours total**

Origin of the geology of the area, Indians of the area (customs, tools, rock art), early white men in the area, significance of the Mojave River, area mining and railroads, the Mojave and Mormon trails, the Dr. Springer Era and tour facilities, present-day usage of the area and field-work experience. 27 hours total. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

### **ARCH 51 INDIAN ROCK ART OF THE SODA SPRINGS AREA**

**1 Unit**

**Lecture: 10 hours total**

**Activity: 16 hours total**

Basics of archaeological dig procedures. Visit to Early Man Site dig, Dr. Springer Era of Zzyzx. Indians of the area, food they used and rock art of the area around Baker, Cima and Granite Mountains. Tour of Mitchell Caverns and limestone formations. Nominal course fee required. 26 hours total. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.



**ARCH 52 INDIAN ROCK ART OF THE CHINA LAKE-RANDBURG AREA**

**1 Unit**

**Lecture: 10 hours total**

**Activity: 17 hours total (overnight)**

Indians of the area, food they used and the rock art around the China Lake Military Reservation and Randburg. 27 hours total. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53A HUMAN HISTORY OF THE MOJAVE DESERT**

**1 Unit**

**Lecture: 11 hours total**

**Activity: 20 hours total (overnight)**

Natural history of the central Mojave Desert. This two-day field trip class will provide first-hand experience seeing remains of archaeological and historic sites from the Pleistocene (ice age) to the present including petroglyph sites, Newberry Cave, Camp Cady, Spanish Canyon, Early Man Site, and old trails from Indian footpaths to the Mormon Road. 31 hours total including field trip. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53B HUMAN HISTORY OF THE MOJAVE DESERT**

**1 Unit**

**Lecture: 11 hours total**

**Lab: 20 hours total**

Human history of the Western Mojave Desert and the San Bernardino Mountains. This two-day field trip class will provide a first-hand experience seeing remains of archaeological and historic sites, stressing the relations between the San Bernardino Mountains and the Mojave desert and the role the Cajon Pass played in desert history. 31 hours total including field trip. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53C HUMAN HISTORY OF THE MOJAVE DESERT**

**1 Unit**

**Lecture: 11 hours total**

**Lab: 20 hours total**

Human history of the forgotten western frontier-the Owens Valley. This two-day field trip class will provide a first-hand experience seeing remains of archaeological and historic sites in another part of the desert. This fascinating area has all the elements of the westward movement: explorers, mining, range wars, Indian wars, water wars, recreation, and the Japanese relocation camp of World War II Manzanar. 31 hours total including field trip. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53D HUMAN HISTORY OF THE MOJAVE DESERT**

**1 Unit**

**Lecture: 11 hours total**

**Lab: 20 hours total**

Human History of the Mojave Desert from the 49ers mining scandals to ghost towns in the Shoshone/Tecopa area. This two-day field trip class will provide first-hand experience seeing remains of historic sites in the Shoshone/Tecopa area: the Old Spanish Trail, parts of the 49er/Mormon Roads and mining ghost towns create "Artifacts in Place" an interesting way to study history of the west. 31 hours total including field trip. Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

## **ART (ARTS)**

**ARTS 1 ART HISTORY AND APPRECIATION  
3 Units**

**Lecture: 3 hours**

***Also available online***

Primitive features of art and the aesthetic experience. Understanding of resources and value of the arts and significance of taste and style. The history of painting, sculpture and architecture from earliest times to Gothic Art. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ARTS 2                    ART HISTORY AND APPRECIATION**  
**3 Units**

**Lecture: 3 hours**

*Also available online*

Understanding of the resources and value of the arts and the significance of taste and style. History of painting, sculpture and architecture from Gothic Art to the present. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ARTS 3                    BASIC DESIGN**  
**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Fundamental elements and principles of the visual arts. Problems in line, shape, value, color, texture, and space theories in two dimensions. Experimental techniques in the use of media both traditional and non- traditional for artistic expression. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ARTS 7                    DRAWING AND COMPOSITION**  
**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Materials and methods of basic drawing. Black, white and color rendering. Short-term and sustained drawing techniques developed through the use of gesture, scribble and action drawing with stress on composition. Techniques of drawing through use of mixed media, chalk, pencil, charcoal and conte. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**ARTS 9                    INTRODUCTION TO ADOBE PHOTOSHOP**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 or 2 with a "C" grade or better**

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts. Adobe Photoshop will develop hands-on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Computer and Business Information Systems 9 or Photography 9 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU. Non-Repeatable.

**ARTS 10                  PAINTING**  
**3 Units**

**Lecture: 2 hours; Lab: 4 hours**

Expressive and technical principles in painting. Studio work in beginning acrylic paint techniques. Simple grayzaille, glazing, and alla-prima methods. Techniques for framing, mounting and stretching canvases. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**ARTS10B                INTERMEDIATE PAINTING**  
**3 Units**

**Lec: 2 hours; Lab: 4 hours**

**Prerequisite: ARTS 10 with a grade of "C" or better**

Continued study of materials and techniques in painting with oils and pastels. Grades. Option (A-F), P/NP. UC/CSU. Non-Repeatable.

**ARTS 13A                ASIAN ART HISTORY: EARLY CULTURES**

**3 Units**

**Lec: 3 hours**

Survey of art as an integral part of Asian culture: India and SE Asia, China, and Japan from earliest times to C.1200. Grades. Option (A-F), P/NP. UC/CSU.

**ARTS 16            FREEHAND SKETCHING****3 Units****Lecture: 2 hours; Lab: 3 hours**

Introduction to the sketching process, emphasizing skill development in various media. Analyzing visual fields and developing hand-to-eye coordination.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**ARTS 17            WATERCOLOR PAINTING****3 Units****Lecture: 2 hours; Lab: 3 hours**

Transparent and opaque water-based media including but not limited to watercolor, gouache, water-based inks, various other media and compositional methods. Development of technique and personal expression. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**ARTS 18A           CERAMICS****4 Units****Lecture: 3 hours; Lab: 3 hours**

Introductory level studio course in ceramics. Provides broad understanding of ceramic techniques and aesthetics through demonstrations and visual aids. Includes hand-building, wheel throwing, basic theories of clay and glazes, and firing techniques. Strong emphasis on developing a personal, artistic vision. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**ARTS 18B           INTERMEDIATE CERAMICS****4 Units****Lecture: 3 hours; Lab: 3 hours****Prerequisite: Arts 18A with a "C" grade or better**

Intermediate level studio course in ceramics. Provides continuing education and design projects in hand-building and wheel throwing with the addition of alternative firing techniques. Includes glaze and firing techniques for pit firing, saggar firing, raku firing, and barrel firing. The techniques learned are similar to ceramic processes used by indigenous peoples and the early creators of ceramic technique. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

**ARTS 18C           Advanced Ceramics-Wheel****Throwing****7 Units****Lec: 3 hours; Lab: 3 hours**

Advanced level studio course in ceramics. Provides continuing education and design project with an emphasis on wheel throwing and the combination of wheel thrown and hand-built techniques. Students will play a large role in designing their own projects. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ARTS 19            SCULPTURE****4 Units****Lecture: 3 hours; Lab: 3 hours**

Introductory level studio course in Sculpture. Provides broad understanding of sculptural techniques and aesthetics through demonstrations and visual aids. Includes modeling a relief in clay, terra cotta figure sculpting and portrait sculpting, assemblage and an introduction carving. Firing and finishing techniques are also included. Strong emphasis on developing a personal, artistic vision. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**ASTRONOMY (ASTR)****ASTR 1            INTRODUCTION TO ASTRONOMY****3 Units****Lecture: 3 hours*****Also available online***

Principles of astronomy, including motions of the earth, time measurement, the solar system, stellar and galactic phenomena and cosmology. Star and constellation identification. Viewing of telescopic objects. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ASTR 1L                    OBSERVATIONAL ASTRONOMY**

**1 Unit**

**Lab: 3 hours**

**Prerequisite: Astronomy 1 with a "C" grade or better**

Laboratory course which examines the major principles of astronomy, and utilizes observations through the telescope to explore the planets and moons of the solar system, stars, nebulas, and galaxies. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## **ATHLETICS (ATHL)**

**ATHL 1                    INTERCOLLEGIATE BASKETBALL  
(Men)**

**2 Units**

**Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit for a total of up to eight units. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 2                    INTERCOLLEGIATE BASKETBALL  
(Women)**

**2 Units**

**Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit for a total of up to eight units. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 3                    INTERCOLLEGIATE BASEBALL  
(Men)**

**2 Units**

**Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit for a total of up to eight units. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 4                    INTERCOLLEGIATE VOLLEYBALL  
(Women)**

**2 Units**

**Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 5                    INTERCOLLEGIATE TENNIS (Men)**

**2 Units**

**Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 6 INTERCOLLEGIATE TENNIS (Women)****2 Units****Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 7 INTERCOLLEGIATE CROSS-COUNTRY (Men)****2 Units****Activity: 175 hours total**

Provides advanced preparatory instruction in men's intercollegiate cross country. The students will have multiple opportunities to apply running strategies to actual racing situations. Running performance will be assessed and evaluated by the students to improve performance. Tryouts and out of season conditioning and training will be integral components of the class. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 8 INTERCOLLEGIATE CROSS-COUNTRY (Women)****2 Units****Activity: 175 hours total**

Provides advanced preparatory instruction in women's intercollegiate cross country. The students will have multiple opportunities to apply running strategies to actual racing situations. Running performance will be assessed and evaluated by the students to improve performance. Tryouts and out of season conditioning and training will be integral components of the class. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 10 INTERCOLLEGIATE SOFTBALL (Women)****2 Units****Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**ATHL 20 BASKETBALL (Men)****1 Unit****Activity: 3 hours**

Fundamentals of shooting, passing, dribbling, pivoting, rebounding and tipping. Basic play patterns, defenses, team play and rules interpretation. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 21 INDIVIDUAL BASIC SKILLS OF BASKETBALL (Women)****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Basic fundamentals of basketball including shooting, ball handling, rebounding, foot-work, and one-on-one skills. Basic full-court concepts including setting screens and team defense. Rules of play will be reviewed and discussed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 22 TEAM STRATEGIES BASKETBALL (Women)****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Basic team skills and concepts of basketball, in a group setting. Basic motion offense, fast break concepts, transition defense, full-court press, press-breakers, scrimmage situations, out-of-bounds sets, zone defenses, and player-to-player defense. Rules of basketball, with respect to team skills. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 23            BASEBALL****1 Unit****Activity: 3 hours**

Fundamentals of game including throwing, catching, base running, and hitting. Off-season conditioning will also be stressed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 25            WOMEN'S SOFTBALL****1 Unit****Activity: 3 hours**

Fundamental skills and techniques of softball. Includes a study of the rules and strategies of the game. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 31            SPORTS CONDITIONING FOR INTERCOLLEGIATE ATHLETES****1 Unit****Activity: 3 hours**

For men and women athletes. Specific physical fitness related to intercollegiate athletic participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis placed on individual and group activities that contribute to specific sport advancement. May be taken four times for credit. Grades: Option (A-F). Degree Applicable Credit. UC/CSU

**AUTO MECHANICS TECHNOLOGY (AUTO)****AUTO 51            BASIC AUTOMOTIVE MAINTENANCE****3 Units****Lecture: 3 hours**

Designed for the novice who wants to understand how an automobile works and how to make it safer and more reliable. Automotive terminology, minor maintenance and repairs, warranty coverage, consumer protection and roadside emergencies. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 51A        INTRODUCTION TO AUTOMOTIVE TECHNOLOGY****4 Units****Lecture: 3 hours; Lab: 3 hours**

Designed for a student's first exposure to all areas of automotive technology based upon the National Automotive Technicians Education Foundation (NATEF's) General Service Standards. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 52            AUTOMOTIVE ELECTRICAL SYSTEMS****4 Units****Lecture: 3 hours; Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in Electrical/Electronic Systems (A6). Diagnosing problems related to electrical/electronic components. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 53            AUTOMATIC TRANSMISSIONS AND TRANSAXLES****4 Units****Lecture: 3 hours; Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in Automatic Transmissions and Transaxles (A2). Diagnosing problems related to automatic transmissions and transaxles. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 54            AUTOMOTIVE BRAKES****4 Units****Lecture: 3 hours; Lab: 3 hours**

Basic Skills for Automotive Service Excellence (ASE) certification in Automotive Brakes (A5), including diagnosing and repairing problems related to automotive brakes. Preparation for Automotive Service Excellence (ASE) certification test in Automotive Brakes (A5). Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 55            SUSPENSION AND STEERING****4 Units****Lecture: 3 hours; Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in suspension and steering (A4), including diagnosing problems related to suspension and steering. Preparation for Automotive Service Excellence (ASE) certification test in suspension and steering (A4). Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 56            ENGINE PERFORMANCE****4 Units****Lec: 3 hours; Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in automotive engine performance (A8), including diagnosing problems related to automotive engines. Preparation for Automotive Service Excellence (ASE) certification test in automotive engine performance (A8). Grades. Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 58            BASIC AUTOMOTIVE ENGINES****4 Units****Lecture: 3 hours; Lab: 3 hours**

Operation, maintenance, and repair of automotive engines and supporting equipment. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**AUTO 62            BASIC MOTORCYCLE SERVICING****4 Units****Lecture: 3 hours; Lab: 3 hours**

Maintenance, trouble diagnosis, and light service operations on two and four-stroke cycle street and off-highway motorcycles. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 63            DIESEL ENGINE FUNDAMENTALS****4 Units****Lecture: 3 hours; Lab: 3 hours**

Designed to provide the student with a working knowledge of diesel engines. The development, uses, advantages/disadvantages, design, components, operating principles (two-stroke and four-stroke cycle), diesel fuels, and the combustion process and exhaust emissions will be covered. The student will perform pre-operational services, start and stop a diesel engine, identify engine components and systems, and develop a hands-on knowledge of tools and test equipment used in the repair of diesel engines. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 64            DIESEL FUEL INJECTION SYSTEMS****4 Units****Lecture: 3 hours; Lab: 3 hours****Prerequisite: Automotive 63 with a "C" grade or better**

Designed to provide the student with a working knowledge of diesel fuel-injection systems. It includes: types of fuel systems, requirements of fuel systems, safety precautions, basic operation principles, hands-on repair, service procedures for several different types of fuel injectors and nozzles, and hands-on testing of selected fuel injectors. It also provides the student with a hands-on knowledge of fuel-injection equipment, tools, and test equipment. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 65            DIESEL TRUCK STARTING,  
CHARGING, AND ELECTRICAL  
SYSTEMS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Automotive 63 with a "C" grade or better**

Designed to provide students with a working knowledge of diesel engine starting and charging systems, including basic electrical principles, batteries and battery service, electronic devices, AC and DC charging systems, and cranking systems. Emphasis will be placed on theory, use of test equipment, diagnosis of electrical problems, and repair/replacement of charging and starting systems and their components. This course will prepare the student to enter the diesel job market with a working knowledge of diesel engine starting and charging systems. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 66            DIESEL ENGINE SERVICE**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Automotive 63 and 64 with a "C" grade or better**

Designed to provide the student with a working knowledge of diesel engine service procedures, troubleshooting and diagnostic, test equipment, fuel injection pump and service, tune-up, governors, fuel pump and injector timing, and valve adjustment. Emphasis will be placed on tune-up, governor and rack adjustment, valve timing, and fuel pump service and calibration. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 67            DIESEL ENGINE AUXILIARY  
SYSTEMS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Automotive 63 with a "C" grade or better**

Designed to provide the student with a working knowledge of the diesel engine auxiliary system. It includes component identification, function, designs, on-engine inspection, component removal/replacement, and troubleshooting and repair of the air induction and exhaust system, cooling system, and lubrication system. It also includes an overview of diesel fuel-injection systems and governors, and starting and charging systems used on diesel engines. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 70            DIESEL BRAKE, STEERING, AND  
SUSPENSION SYSTEMS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Nomenclature, theory of operation, and service procedures involved in the brake system, the use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs. Emphasis on power brake, dual brake systems, hydraulic systems, and PN systems. A working knowledge of hydraulic and hydraulic principles as well as an understanding of the function, theory of operation, maintenance, diagnosis, and service procedures involved in the steering and suspension system. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 82            OCCUPATIONAL WORK  
EXPERIENCE IN AUTO MECHANICS  
TECHNOLOGY**

**1-8 Units**

**Also available as a hybrid course**

See Cooperative Work Experience Education listing.



## **BIOLOGY (BIOL)**

### **BIOL 1 ENVIRONMENTAL BIOLOGY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Interaction of man with the living world around him. Biological effects of the environment on him and his effects on it. Problems of over-population and environmental deterioration. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **BIOL 2 CONCEPTS IN BIOLOGY**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Mathematics 55 with a "C" grade or better**

An integrated approach to the inter-relationships of the life sciences. Basic processes common to all living things. Concepts of biochemistry, cell morphology, cell metabolism, genetics, evolution, and classification. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

### **BIOL 3 INTRODUCTION TO PLANT BIOLOGY**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: MATH 55 with a "C" grade or better**

Study of the major divisions of the plant kingdom with emphasis on morphology, physiology, ecology, and taxonomy. Laboratory includes experiments, observations, and field trip. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **BIOL 4 HUMAN ANATOMY**

**5 Units**

**Lecture: 3 hours; Lab: 6 hours**

**Prerequisite: Biology 2 or equivalent with a "C" grade or better**

Introduction to the study of the gross and microscopic structures of the human body using a systemic approach. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **BIOL 5 HUMAN PHYSIOLOGY**

**5 Units**

**Lecture: 4 hours; Lab: 3 hours**

**Prerequisite: Biology 2 or 4 and Chemistry 1 or equivalent with a "C" grade or better**

Basic functioning of the organ systems of the human body, including the brain and nervous system, vision and hearing, heart and circulation, blood and immunity, respiration, digestion and metabolism, muscles, excretory, endocrine, and reproductive systems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **BIOL 7 GENERAL ZOOLOGY**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: MATH 55 with a "C" grade or better**  
**Recommended: BIOL 2 with a "C" grade or better**

The major invertebrate and vertebrate phyla and their evolutionary development and classification. Not intended for biology majors. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **BIOL 8 MICROBIOLOGY**

**5 Units**

**Lecture: 3 hours; Lab: 6 hours**

**Prerequisite: Chemistry 1 or 2A and Biology 2 with a "C" grade or better**

Introduction to bacteria and parasitic forms of protozoa, helminthes, and fungi. The examination of morphological, physiological, and epidemiological characteristics of these organisms and of immune response produced by their hosts. Laboratory procedures for the culture identification of pathogenic bacteria and with instruction in basic serological and immunological technique. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**BIOL 10 INTRODUCTION TO BIOLOGY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Basic foundation and concepts of biology to promote the understanding of the human body and the environment in which we live. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

**BIOL 10L INTRODUCTION TO BIOLOGY LAB**

**1 Unit**

**Lab: 3 hours**

A biology laboratory as it relates to the human species. This laboratory complements the Biology 10 Introduction to Biology lecture course. It contains lab exercises to accompany a one-semester human biology course. Labs include the scientific method, chemistry of cells, structure of cells and tissues, cardiovascular system, respiratory system, muscular system, skeletal system, lymphatic and immune system, urinary system, reproductive system, genetics, molecular biology, evolution, and ecology. This course may be taken concurrently with BIOL 10. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

**BIOL 11 HUMAN SEXUALITY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Human anatomy, physiology and behavior as related to sexual reproduction, including fertilization, pregnancy, child birth and birth control. Consideration will also be given to genetics, homosexuality, sexually transmitted diseases, and sexual intercourse and response. May be taken as Psychology 11 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**BUILDING CONSTRUCTION TRADES TECHNOLOGY (BCTT)**

**BCTT 50A BASIC CONSTRUCTION SAFETY AND RIGGING**

**2 Units**

**Lecture: 2 hours**

***Also available online***

Basic construction safety using OSHA approved standards, stressing safe work practices and procedures, proper inspection of safety equipment before use, and the proper use of safety equipment. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 50B INTRODUCTION TO HAND AND POWER TOOLS**

**1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades Technology 50A with a "C" grade or better**  
***Also available online***

Basic hand and power tools used in construction and maintenance, and the importance of their care and use. Valuable safety information for each type of tool discussed. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 50C INTRODUCTION TO BLUEPRINT READING**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

Introduction to basic blueprint terms, components, symbols, different types of construction drawings commonly used on job sites and the importance of each type. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 50E            CONSTRUCTION TECHNOLOGY  
CORE PERFORMANCE TESTING**

**.5 Unit**

**Lab: 1.5 hours**

**Prerequisite: BCTT 50A, 50B, and 50C with a "C" grade or better**

Designed to allow the students to demonstrate their understanding of the techniques and procedures learned in BCTT 50A, BCTT 50B, and BCTT 50C. Students will be required to successfully pass the National Center for Construction Education and Research (NCCER) Performance Profiles. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 51            CONSTRUCTION QUANTITATIVE  
SKILLS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Basic mathematical procedures commonly used in the construction and maintenance crafts, such as multiplication, subtraction, addition, division, working with fractions, measuring areas, and volume. Not to be used to meet any math requirement. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 52A            BLUEPRINT READING  
FUNDAMENTALS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Basic blueprint terms, components, and symbols commonly used in residential drawings. Different types of construction drawings commonly used on the job sites and the importance of each type. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 52B            RESIDENTIAL BLUEPRINT READING  
3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: BCTT 52A with a "C" grade or better**  
***Also available online***

Terms and techniques used in residential construction drawings including extraction of information and math used on residential job-sites. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

**BCTT 52C            COMMERCIAL BLUEPRINT  
READING**

**2 Units**

**Lecture: 1 hour; Lab: 3 hours**

**Prerequisite: Building Construction Trades  
Technology 52A with a "C" grade or better**  
***Also available online***

Terms and techniques used in commercial construction drawings including extraction of information and math used on commercial job sites. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 54            SAFETY ORIENTATION  
1 Unit**

**Lecture: 1 hour**

***Also available online***

Provides participants with a general overview of the most common job-site hazards and their related safety guidelines. Meets requirements for OSHA 10-hour course. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 54A            30 HOUR OSHA  
2 Unit**

**Lecture: 2 hours**

This course covers the thirty (30) hour requirements established by the Occupational Health and Safety Administration (OSHA). Successful completion of this course meets the requirements for a 30-hour Construction Industry OSHA card. All of the topics covered pertain to regulations covered by Standard 29 CFR 1926. One hundred 100% attendance is required for the OSHA 30-hour card.

**BCTT 55**                    **INTRODUCTORY SKILLS FOR THE  
CREW LEADER**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

Basic leadership skills in crew supervision. Grades:  
Option (A-F). Degree Applicable Credit.

**BCTT 57**                    **INTRODUCTION TO CA TITLE 24,  
ENERGY STANDARD**

**1 Unit**

**Lecture: 18 hours**

***Also available online***

Introduction to “the California Building Energy Efficiency Stand, (Title 24).” The Building Energy Efficiency Standards were first adopted in 1978, the energy standards for California’s home and business energy usage. This course is intended to help owner, builders, contractors, and inspectors to understand and comply with the ever changing, California standards for low-rise residential buildings. Grades: Option (A-F), P/NP. Degree Applicable.

**BCTT 60A**                    **MATERIALS AND TOOLS USED IN  
THE TRADE**

**2 Units**

**Lecture: 2 hours**

**Recommended: Building Construction Trades  
Technology 50E with a “C” grade or better**

***Also available online***

Covers various materials used in construction, including many kinds of fasteners and adhesives used with wood and masonry construction, and expands on the hand and power tools. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 60B**                    **FLOOR SYSTEMS, WALL AND  
CEILING FRAMING**

**1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades  
Technology 60A with a “C” grade or better**

***Also available online***

Framing basics as well as the procedures for laying-out and constructing wood floors, framing walls and ceilings, including roughing-in doors and window openings, construction corners and partition T’s, bracing walls and ceilings, and applying sheathing. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 60C**                    **ROOF FRAMING AND WINDOW  
AND EXTERIOR DOORS**

**1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades  
Technology 60B with a “C” grade or better**

***Also available online***

Various kinds of roofs and instructions for laying out rafters for gable roofs, hip roofs, and valley intersections, including both stick built and truss built roofs and various types of windows, skylights, and exterior doors, weather stripping and locksets. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 60D**                    **INTRODUCTION TO CONCRETE  
MATERIALS AND FORMS**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

Covers various types of cement and materials used in concrete construction including reinforcement materials such as rebar, bar supports, and welded-wire fabric, concrete volume estimates, concrete tests, and concrete curing methods. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 60E**                    **RESIDENTIAL CARPENTRY LEVEL  
ONE PERFORMANCE TESTING**

**2 Units**

**Lab: 6 hours**

**Prerequisite: Building Construction Trades  
Technology 60A, 60B, 60C, and 60D with a “C”  
grade or better**

Demonstration of the skills learned in the classroom, performed under the guidance of journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 62A**                    **READING PLANS AND SITE LAYOUT I**

**1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades  
Technology 50E with a “C” grade or better**

***Also available online***

Principles, equipment, and methods used to perform site layout tasks of distance measurements differential leveling, including site layout responsibilities of individuals on the site. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 62B            EXTERIOR FINISH AND MOISTURE PROTECTION**

**1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades Technology 62A with a “C” grade or better**

***Also available online***

Materials and installation techniques used in various types of siding, including installation procedures and basic requirements for insulation, moisture control, and ventilation. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 62C            ROOFING, STAIR, AND METAL STUD APPLICATIONS**

**2 Units**

**Lecture: 2 hours**

**Recommended: Building Construction Trades Technology 50E with a “C” grade or better**

***Also available online***

Materials and installation techniques for a number of basic types of roofing. Installation techniques of stairs and metal studs. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 62D            DRYWALL AND INTERIOR FINISH APPLICATIONS**

**2 Units**

**Lecture: 2 hours**

**Recommended: Building Construction Trades Technology 50E with a “C” grade or better**

***Also available online***

Materials, tools, and procedures used to install drywall including finishing and correct drywall finishing problems. Installation of various types of doors and their related hardware in several types of walls. Materials, tools, and procedures used in suspended ceilings. Different types of finish work, including cabinets, cabinet construction, and various types of hardware. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 62E            RESIDENTIAL CARPENTRY LEVEL TWO PERFORMANCE TESTING**

**3 Units**

**Lab: 9 hours**

**Prerequisite: Building Construction Trades Technology 62A, 62B, 62C, and 62D with a “C” grade or better**

Allows the students to demonstrate the skills learned in BCTT 62A, 62B, 62C, and 62D under the guidance of an instructor, journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 82            OCCUPATIONAL WORK EXPERIENCE IN BUILDING CONSTRUCTION TRADES TECHNOLOGY**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## **BUSINESS ADMINISTRATION (BADM)**

**BADM 1**

**3 Units**

**Lecture: 3 hours**

***Also available online***

The legal and social environment of business. The regulatory environment in which business operates. Basic principles of law as applied to ordinary business transactions. Consumer protection, crimes, torts, computers and the law. The essential elements of contracts. Emphasis on Uniform Commercial Code and California Law through representative cases. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU.

**BUSINESS LAW 1**

**BADM 2 BUSINESS LAW II****3 Units****Lecture: 3 hours*****Also available online***

Law as applied to business transactions, personal property and bailments, sales, commercial paper, secured transactions, creditors' rights, insurance agency, and employment. Study of the Uniform Commercial Code and California law through representative cases. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

**BADM 5 INTRODUCTION TO BUSINESS****3 Units****Lecture: 3 hours*****Also available online***

Survey of functions, objectives, organization, and structure of business within the American free enterprise system. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**BADM 6 BUSINESS COMMUNICATIONS****3 Units****Lecture: 3 hours**

**Recommendation: English 50 with a "C" grade or better or assessment recommendation for English 1A**

***Also available online***

A survey of the principles and techniques of business communications as a tool for business decision making. Focus is on effective oral and written business communications. Methods of investigating, organizing, and presenting business data and ideas are developed through practical involvement. Ethical and legal implications as well as other critical thinking techniques are emphasized. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**BADM 19 MARKETING****3 Units****Lecture: 3 hours*****Also available online***

Survey of major marketing methods, institutions and practices, distribution of goods and services from producer to consumer. Trade channels, agencies of distribution, trends in marketing practices. Role of the consumer in marketing process. Market research, product planning, pricing, marketing costs, and marketing legislation. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**BADM 51 BUSINESS MATH****3 Units****Lecture: 3 hours*****Also available online***

Application of basic arithmetic to business transactions and activities. Improve computational skills (addition, subtraction, multiplication, division) working number and word problems using whole numbers, fractions, decimals, percents, interest, and equations to solve problems. Grades: Option (A-F). Degree Applicable Credit.

**BADM 82 OCCUPATIONAL WORK EXPERIENCE IN BUSINESS ADMINISTRATION****1-8 Units*****Also available as a hybrid course***

See Cooperative Work Experience Education listing.

**BADM 100 CUSTOMER SERVICE TRAINING****1 Unit****Lecture: 16 hours total*****Also available online***

This course is designed to provide the student with certain key skills and attitudes that are needed to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints, and sales skills. Grades: P/NP. Non Degree Applicable Credit.

## CHEMISTRY (CHEM)

### CHEM 1 INTRODUCTORY CHEMISTRY

4 Units

Lecture: 3 hours; Lab: 3 hours

**Prerequisite: Mathematics 50 with a "C" grade or better or assessment recommendation for Mathematics 55**

A survey of the principles of chemistry primarily for pre-nursing, liberal arts, and home economics students. Topics covered: atomic structure, chemical bonding, stoichiometry, periodic table, states of matter, solutions, equilibrium, acids and bases, nuclear chemistry, and basic organic chemistry. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## CHILD DEVELOPMENT (CHLD)

### CHLD 4 CHILD GROWTH AND DEVELOPMENT

3 Units

Lecture: 3 hours

*Also available online*

This course examines the major physical psycho-social, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Area of Emphasis Applicable. UC/CSU

### CHLD 6 CHILD, FAMILY, COMMUNITY

3 Units

Lecture: 3 hours

*Also available online*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Area of Emphasis Applicable. UC/CSU

### CHLD 9 INTRODUCTION TO EARLY CHILDHOOD CURRICULUM

3 Units

Lecture 3 hours

**Prerequisite: ENG 50 and CHLD4/PSYC4 with a Grade of "C"**

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Grade: Option (A-F). Degree Applicable. CSU

### CHLD 11A PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION

3 Units

Lecture: 3 hours; Lab: 3 hours

*Also available online*

Curriculum planning and evaluation; discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents and children; professional ethics and job search skills. 54 hours of supervised experience working with young children in a licensed program. Students not currently working with children may volunteer at a licensed program of their choice. A TB clearance is required to work with children in centers. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 12A            CREATIVE ACTIVITIES FOR EARLY  
CHILDHOOD EDUCATION**

**3 Units**

**Lecture: 3 hours**

This course is designed to offer students an understanding of developmentally age appropriate activities as they relate to literature, dramatization, finger plays, puppetry, and presentation of language experiences. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable. Major Applicable. CSU

**CHLD 14            CHILD HEALTH, SAFETY, AND  
NUTRITION**

**3 Units**

**Lecture: 3 hours**

**Also available online**

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health, and safety will be identified along with the importance of collaboration with families and health professionals. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 15            INFANTS AND TODDLERS:  
CURRICULUM AND TEACHING**

**3 Units**

**Lecture: 3 hours**

**Also available online**

This course is designed to explore the cognitive/language, emotional, physical, social and theoretical contributions toward the development of children from birth to three years. The course reviews the practical approaches to program planning, the role of the caregiver, curriculum and environment, health and safety, and working with families. This course fulfills the California licensing requirements for Infant Center personnel. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 15A            INFANTS AND TODDLERS:  
CURRICULUM**

**3 Units**

**Lecture: 3 hours**

**Also available online**

Designed to enhance the teacher's roll in all aspects of a developmentally appropriate program. Explores the process of planning and implementing a curriculum framework that support learning and development. Supports Infant/Toddler Specialization. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 16            THE PRESCHOOL CHILD  
CURRICULUM AND TEACHING**

**3 Units**

**Lecture: 3 hours**

**Also available online**

Development and behavior based on current knowledge in child development. Intellectual, physical, emotional, and social development of the child. Establish an understanding of curriculum development, lesson planning and developmentally age appropriate activities. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU



**CHLD 17                    PROGRAMS FOR SCHOOL-AGE CHILDREN: CURRICULUM AND TEACHING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Programs and curriculum for the school-age child in a before-and-after school environment. Establishing an appropriate environment, planning activities, and interacting with children. Leads towards a Certificate Level I and or Child Development Associate Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 17A                    ACTIVITIES FOR SCHOOL-AGE CHILDREN**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Designed to create, implement and evaluate developmentally appropriate activities for school-age children (K-8). Emphasizes instruction in providing activities for individuals and groups that stimulate growth, discovery, and learning. Supports School-Age Children Specialization. Grades: (A-F), P/NP. Degree Applicable Credit. Major applicable. CSU

**CHLD 19A                    ADMINISTRATION OF EARLY CHILDHOOD EDUCATION I**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Child Development 4 or Psychology 4, Child Development 6 or Sociology 6, and Child Development 10, 11A and 14 with a "C" grade or better**

***Also available online***

An overview of organization and management of preschool programs, including program planning, budgeting, and regulations. Leads towards a Certificate Level III and or Child Development Master Teacher, and/or Site Supervisor, and/or Program Director Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**CHLD 19B                    ADMINISTRATION OF EARLY CHILDHOOD EDUCATION II**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Child Development 19A with a "C" grade or better**

***Also available online***

Examine the dynamics of management behavior and the communication process within early childhood education programs. Leads towards a Certificate Level III and or Child Development Master Teacher, and/or Site Supervisor, and/or Program Director Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 19C                    MODELS AND METHODS IN MENTOR/ADULT SUPERVISION**

**3 Units**

**Lecture: 3 hours; Lab: 10 hours total**

***Also available online***

The Mentor Teacher/Adult Supervision. This course is designed to study methods of supervising early childhood teachers and mentoring student teachers in early childhood programs. Various components of the Child Development profession will be addressed such as leadership roles, evaluations, communication, and other areas related to early childhood. Leads towards a Certificate Level III and or Child Development Master Teacher, and/or Site Supervisor, and/or Program Director Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 20                    OBSERVATION AND ASSESSMENT**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Child Development 4 with a "C" grade or better**

***Also available online***

This course will focus on appropriate use of assessment and observation strategies to document development growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolio, and multiple assessment methods are explored. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable. Grades: Option (A-F). Degree Applicable Credit. CSU

**CHLD 25            TEACHING IN A DIVERSE SOCIETY**

**3 Units**

**Lecture: 3 hours**

**Also available online**

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Grades: Option (A-F). Degree Applicable Credit. Major Applicable. CSU

**CHLD 30            CHILD LANGUAGE DEVELOPMENT**

**3 Units**

**Lecture hours 3 hours**

**Previously CHLD 54**

**Available online**

This course will examine communicative and linguistic development of children, with emphasis upon development of various levels; vocabulary, sentences, discourse structures, and metalinguistic awareness. Children's knowledge of phonology, semantics, syntax, and pragmatics will be addressed, with attention to individual, gender, and cultural differences and special issues such as bilingualism. Empirical descriptions and contrastive theoretical approaches to language development will be covered. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 30A        EARLY CHILDHOOD LITERACY**

**3 Units**

**Lecture: 3 hours**

**Previously CHLD 54A**

**Recommended: English 50**

**Also available online**

Explore techniques that support building a foundation for reading, writing, listening, and speaking using a developmentally appropriate approach. Develop activities and an environment that promotes language and literacy in young children. Research literature suitable for children up to eight years old, with emphasis on techniques of selection and presentation of books. Supports Literacy Specialization. Grade: (A-F), P/NP. Degree Applicable Credit. CSU

**CHLD 35            THE CHILD WITH SPECIAL NEEDS**

**3 Units**

**Lecture 3 hours**

**Previously CHLD 60**

**Also available online**

Develop a knowledge of children with mild to significant disabilities. Explore and research educational trends, early intervention, resources and strategies for the inclusion of young children with disabilities in the classroom and supporting family involvement. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 35A        CHILDREN WITH CHALLENGING BEHAVIORS**

**3 Units**

**Lecture: 3 hours**

**Previously CHLD 60A**

**Recommended: English 50**

**Also available online**

Effective strategies for working with children who have challenging behaviors in the early childhood classroom environment. Emphasis on teacher's role in working with parents and supporting children through emotional difficulties. Supports Special Needs Specialization. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**CHLD 49 PRACTICUM FIELD EXPERIENCE**

Previously CHLD 80

**4 Units****Lecture: 2 hours; Lab: 2 hours****Prerequisite: ENG 1A, CHLD4/PSYC4, CHLD9, and CHLD 20 with a grade of "C".**

This course is designed for students to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Grade: Option (A-F). Degree Applicable. CSU

**CHLD 61 FAMILY DAY CARE PROVIDER****3 Units****Lecture: 3 hours*****Also available online***

Factors involved in providing quality child care in one's home. Establishment of a safe, healthy, and stimulating environment; refining or developing business policies and parent contracts. First Aid and CPR training. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**CHLD 82 OCCUPATIONAL WORK EXPERIENCE IN CHILD CARE & TEACHER AID****1-8 Units*****Also available as a hybrid course***

See Cooperative Work Experience Education listing.

**COMMUNICATIONS (COMM)****COMM 160 BASIC SKILLS EDUCATION PROGRAM****0 Units****FORT IRWIN:****Lecture: 76 hours total****Testing: 4 hours total (80 combined total hours)****MCLB:****Lecture: 112 hours total****Testing: 4 hours total (116 combined total hours)**

A study of mathematics, reading, and vocabulary skills. Mathematics skills include mathematical concepts, whole numbers, fractions, decimals, percents, and story problems. Reading skills include main idea, restatement, inference, supporting details, and vocabulary in context. Vocabulary skills include: Latin and Greek roots and prefixes and vocabulary lists. Grades: Non-credit. Non-Degree Applicable Non Credit.

**COMPUTER AND BUSINESS INFORMATION SYSTEMS (CBIS)****CBIS 2 WINDOWS AND THE INTERNET****3 Units****Lecture: 2 hours; Lab: 3 hours*****Also available as a hybrid course***

Examine the fundamental concepts of a computer, Windows Operating Systems, and the Internet. This course is meant to be for beginners. Students learn how to configure, set, and use Windows and the Internet for maximum productivity and efficiency. Emphasis is placed on skills development. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**CBIS 3 PROGRAMMING IN VISUAL BASIC****3 Units****Lecture: 2 hours; Lab: 3 hours****Recommended: Computer and Business****Information Systems 1 with a "C" grade or better**

An introductory course in the BASIC programming language. Analysis of problems for computer solution using BASIC language. Applications drawn from business, mathematics, and physical science. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. UC/CSU

**CBIS 6                    PROGRAMMING IN JAVA****3 Units****Lecture: 2 hours; Lab: 3 hours*****Also available online***

Introduction to computer programming using JAVA. Writing and using new objects, calling standard JAVA libraries, calling JAVA applets with HTML that will execute over the World Wide Web, and integrating JAVA with VRML and JAVASCRIPT. Emphasis on practical applications of programming. Laboratory instruction includes program development and execution. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 9                    INTRODUCTION TO ADOBE  
PHOTOSHOP****3 Units****Lecture: 2 hours; Lab: 3 hours****Prerequisite: Computer and Business Information Systems 1 or 2 with a "C" grade or better**

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts. Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Arts 9 or Photography 9 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU. Non-Repeatable.

**CBIS 10                  COMPUTER ARCHITECTURE****3 Units****Lecture: 2 hours; Lab: 3 hours**

Introduction to computer architecture hardware and its background, concepts and functions of modern computer operating systems, disassembly and reassembly of microcomputers, and identification of its components. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 13 MANAGEMENT INFORMATION SYSTEMS****3 Units****Lecture: 2 hours; Lab: 3 hours*****Also available online***

Introduces the student to management information systems concepts. The course will present a variety of data processing facilities. Course topics include: The computer as an organizational information system, systems methodologies, and the computer as a problem-solving tool, the computer-based information system, and organizational information systems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 14                  INTERNET SECURITY****3 Units****Lecture: 2 hours; Lab: 3 hours****Prerequisite: Computer and Business Information Systems 1 with a "C" grade or better*****Also available online***

This course will provide an overview of the field of information security and assurance. A spectrum of security activities, methods, methodologies, and procedures will be covered. Additional topics include inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre and post incident procedures, technical and managerial responses, an overview of the information security planning and staffing functions, cryptographic techniques and applications, and security ethical and legal issues. Grades: Options (A – F), P/NP. Degree Applicable

**CBIS 15                  INFORMATION NETWORKING****3 Units****Lecture: 2 hours; Lab: 3 hours****Prerequisite: Computer and Business Information Systems 1 with a "C" grade or better*****Also available online***

An introduction to the data communication field for the information technology student. Covers the introductory topics of hardware, software, protocols, channels, modems, local area networks, wide area networks, and various applications. Student will gain hands-on experience with current popular communications systems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 16**                    **Network Security**  
**3 Units**  
**Lecture: 2 hours; Lab: 3 hours**  
**Prerequisite: Computer and Business Information Systems 15 with a "C" grade or better**  
***Also available online***

This course is a comprehensive guide for anyone wishing to take the Comp TIA Security + 2008 exam. This course introduces students to various security concepts, issues, and countermeasures in computer networks. The course covers newly covered exam topics including cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breeds of attackers, Wi-Fi Protected Access 2, and Microsoft Windows security. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU

**CBIS 17**                    **DATABASE DESIGN AND MANAGEMENT: MICROSOFT ACCESS**  
**3 Units**  
**Lecture: 2 hours; Lab: 3 hours**  
**Prerequisite: Computer and Business Information Systems 1 with a "C" grade or better**  
***Also available online***

Fundamentals of data base structure, design and development. Topics include user requirements, file organizations, data structure and security, database processing, database management systems, and database development. Students design and develop database applications using a popular business database program. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 19**                    **SYSTEMS ANALYSIS AND DESIGN**  
**3 Units**  
**Lecture: 2 hours; Lab: 3 hours**  
**Prerequisite: Computer and Business Information Systems 1 with a "C" grade or better**  
***Also available online***

Traditional systems analysis and design methods and tools. Topics include role of the systems analyst, feasibility studies, modeling technique systems design, reporting and documentation, and implementation strategies. Computer-aided software engineering (CASE) tools will be utilized to design and develop information systems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 22A**                    **BUSINESS OPERATING SOFTWARE, USING UNIX**  
**3 Units**  
**Lecture: 2 hour; Lab: 3 hours**  
***Also available online***

This course introduces students to the UNIX operating system. Topics include common UNIX commands; file manipulation; editing; and the UNIX file structure. This hands-on class is designed for the computer novice or for the UNIX novice who wants to get productive with the UNIX operating system in the shortest time possible. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 22C**                    **WINDOWS SERVER**  
**1.5 Units**  
**Lecture: 1 hour; Lab: 1.5 hours**

This course introduces students to the basics of establishing and managing a WINDOWS Server. Topics include internal architecture, system security, network configuration (with a focus on TCP/IP), the registry and services, domains and system policies, user accounts and group management, disk backup and maintenance, troubleshooting and performance optimization. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 29A**                    **INTRODUCTION TO WRITING WEB PAGES**  
**3 Units**  
**Lecture: 2 hours; Lab: 3 hours**  
**Recommended: Computer and Business Information Systems 1 or 2 with a "C" grade or better**  
***Also available online***

Fundamentals of Hyper-Text Markup Language (HTML) and electronic publishing on the Web. Students will learn how to produce a multi-page Web site with images, text and links; tables, frames, forms and simple multimedia; uploading and modifying Web documents to a Web server. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 29B            ADVANCED WEB DEVELOPMENT**  
**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite:    Computer and Business Information Systems 29A and 17 with a “C” grade or better**

***Also available online***

Introduction and fundamentals of web programming to include advanced Markup Languages and Scripting Languages. Hands-on experience in producing Dynamic HTML (Hypertext Markup Language), Javascript, XML, PHP, and ASP web-type applications/sites. Develop skills for web user interfaces to manage files, databases, and extracting and reporting information. Along with basic client/server Web serving concepts and an introduction to database middleware concepts. Use of popular web development programs such as Macromedia DreamweaverMX and Microsoft Front Page. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 29C            MULTIMEDIA FOR THE WEB**  
**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite:    Computer and Business Information Systems 1 with a “C” grade or better**

***Also available online***

An introductory course to basic multimedia and graphic concepts. Topics include design methodology and delivery. Students will learn and incorporate the fundamentals of editing and manipulating text, images, video, animation, and audio to effectively communicate to the web user. Macromedia Flash, Fireworks, and Adobe Photoshop will be used to develop hands-on skills to produce professional quality multimedia presentations for business and Commerce applications. Grades: Option (A-F). Degree Applicable Credit. Major Applicable. CSU

**CBIS 33            COMPUTER SCIENCE 1 with C++**  
**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 with a “C” grade or better**  
***Also available online***

Computer software design, implementation, methods, and environment using a current high-level language. Survey of computers, applications, and other areas of computer science. Program design, coding, debugging, and documentation using techniques of good programming style. Program development in a powerful operating environment. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. UC/CSU

**CBIS 33B            Object Oriented Programming with C++**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 6 and 33 with a “C” grade or better**

***Also available online***

The second C++ computer- programming course in a sequence. Develops an understanding of object-oriented programming. Students will be introduced to classes, objects, constructors and destructors, operator overloading, inheritance, multiple-inheritance, polymorphism, function templates and standard template library. Students also will be introduced to data structure concepts such as link-lists and dynamic memory allocation. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**CBIS 40            SPREADSHEET APPLICATIONS**  
**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Recommended: Computer and Business Information Systems 1 with a “C” grade or better**

***Also available online***

An introductory course in the principles of spreadsheets. The student will develop skill in the use of spreadsheets to create and print computerized spreadsheets data in the solutions of common business problems. Current software in place includes Microsoft for Pentium Computers. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 41**            **BEGINNING WORD PROCESSING**  
**4 Units**  
**Lecture: 3 hours; Lab: 3 hours**  
**Recommended: Working familiarity with Windows**  
***Also available online/hybrid***

Students will learn to use word processing software for creating, formatting, editing, enhancing, and printing appropriate business letters, envelopes, bound and unbound reports, memorandums, tables, charts, templates, and other business documents. Current software in place includes Microsoft & Corel. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 42**            **ADVANCED WORD PROCESSING**  
**4 Units**  
**Lecture: 3 hours; Lab: 3 hours**  
**Recommended: Computer and Business Information Systems 41 with a "C" grade or better**  
***Also available online/hybrid***

Designed for students with word processing experience. Assimilate word processing features that are used to enhance the visual display of business documents with graphic elements. Other topics include newsletter layout, creating electronic forms, macros, mail merge, advanced tables, footnotes, endnotes, outlines, indexes, table of contents, master documents, hyperlinks, and web pages. Current software in place includes Microsoft & Corel. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 43**            **PRESENTATION APPLICATIONS AND MEDIA**  
**3 Units**  
**Lecture: 2 hour; Lab: 3 hours**  
**Recommended: Working familiarity with Windows**  
***Also available online***

Microsoft PowerPoint program. Design, create, and edit business presentations. Topics include creating presentations with graphics, publishing presentations on the Internet and adding multimedia elements such as sound and video. Import files and graphics into PowerPoint from other programs. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 60**            **DATA ENTRY I**  
**1.5 Units**  
**Lecture: 1 hour; Lab: 1.5 hours**  
***Also available online***

Operation of the computer keyboard and an introduction to word processing software with emphasis upon developing basic keyboarding techniques required to develop speed and accuracy on straight copy. Instruction will include the alphabetic keys, numeric keys, and special symbol keys. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 61**            **DATA ENTRY II AND DOCUMENT PROCESSING**  
**1.5 Units**  
**Lecture: 1 hour; Lab: 1.5 hours**  
***Also available online***

Improve keyboarding technique, develop language-arts skill, and build data-entry proficiency, speed and accuracy. Learn to produce typical office and personal documents efficiently and correctly by applying the current formatting and efficiency standards used in business and industry. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 64**            **BUSINESS AND LEGAL TRANSCRIPTION**  
**3 Units**  
**Lecture: 2 hours; Lab: 3 hours**  
**Prerequisite: Computer and Business Information Systems 60 with a "C" grade or better**

Development of a marketable skill in the transcription of verbal information to an appropriate written format. Business communication skills will be enhanced by listening to dictation and transcribing information accurately. Transcription techniques and writing skills necessary to prepare proper business documents will be applied using word processing applications. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 65            ELECTRONIC CALCULATIONS**

**1.5 Units**

**Lecture: 1 hour; Lab: 1.5 hours**

Study of math procedures and drill on the operation of the electronic printing calculator and the electronic display calculator. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 66            OFFICE ADMINISTRATION**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Computer and Business Information Systems 60 with a "C" grade or better or equivalent experience**

***Also available online***

Topics include organization concepts, skills and procedures; traditional and electronic information resources; decision making and communications systems. Office simulation may be included. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 67            RECORDS MANAGEMENT**

**1.5 Units**

**Lecture: 1 hour; Lab: 3 hours**

Prepares students for all of today's records management environments including electronic filing. Stresses the managerial considerations and the systems thinking that are important for a career using records management. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 74            INFORMATION MANAGEMENT APPLICATIONS**

**1.5 Units**

**Lecture: 1 hour; Lab: 1.5 hours**

**Recommended: Working familiarity with Windows**

***Also available online***

Instruction in the use of Microsoft Outlook, a personal information management program used to communicate with others, schedule appointments and tasks, record information about personal and business contacts, and organize files. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 77            MEDICAL TRANSCRIPTION**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Recommended: Ability to type 40 words per minute**

Development of a marketable skill in producing documents, and other types of medical communications through listening to dictation tapes. Emphasis on excellence in keying and proficiency in the use of medical terminology and English skills: spelling, grammar, and punctuation. May be taken as Allied Health 77 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 82            OCCUPATIONAL WORK EXPERIENCE IN COMPUTER AND BUSINESS INFORMATION SYSTEMS**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## **COMPUTER AND INFORMATION SCIENCE (CSIS)**

**CSIS 1            COMPUTER CONCEPTS**

**4 Units**

**Lec: 3 hours; Lab: 3 hours**

**Previously CBIS 1**

***Also available online***

Overview of computer technology, theory, and concepts for multidisciplinary majors. Introduction to micro-computer and super-computer terminology including history, societal impact, and peripherals. Functions and capabilities of word processors, spreadsheets, databases and graphics are covered through lecture, discussion, and hands-on assignments. Concepts include types of software and hardware, data structure and management, communications and network fundamentals, and an introduction of basic programming language. Grades. Option (A-F), P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. CSU



## COOPERATIVE WORK EXPERIENCE EDUCATION (COOP)

### COOP 80 INTRODUCTION TO EMPLOYMENT 1 Unit

Lecture: 1 hour

Exploration of employer expectations and on-the-job problems. Applications, interviews, personality assessment and human relations. Grades: P/NP. Degree Applicable Credit.

### COOP 82 OCCUPATIONAL WORK EXPERIENCE

1-8 Units depending on whether student enrolls under parallel or alternate plan.

Activity: 75 hours of paid work per unit of credit or 60 hours of volunteer work per unit of credit (Title 5, Section 55256.5)

Prerequisite: Enrollment each semester in one of the following vocational fields: Accounting, Administration of Justice, Air Conditioning (HVAC) Allied Health, Auto Mechanics Technology, Building Construction Trades Technology, Business Administration, Child Development, Computer and Business Information Systems, Cosmetology, Culinary, Drafting, Electrical Technology, Electronics, Fire Technology, Logistics/Warehousing, Management, Photography, Real Estate, Theatre Arts, or Welding  
*Also available as a hybrid course*

Designed to coordinate the student's occupational on-the-job training with related instruction in work related skills. Determination of the appropriate work experience is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is involved. Student must have a position, paid or non-paid, available. A maximum of eight credits may be earned in occupational work experience education during one enrollment period for a total of 16 semester units (Title 5, Section 55253) Grades: P/NP. Degree Applicable Credit. CSU

### COOP 83 GENERAL WORK EXPERIENCE 1-6 Units

Activity: 75 hours of paid work per unit of credit or 60 hours of volunteer work per unit of credit (Title 5, Section 55256.5)

Prerequisite: Employment and enrollment in any other College course

Supervised employment of students in order to assist them in acquiring desirable work habits and attitudes in real jobs. Employers and the College cooperate in relating classroom learning with on-the-job experience. Determination of the appropriate work experience is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, and type of work in which the student is involved. Student must have a position, paid or non-paid available. A maximum of six semester credit hours may be earned in general work experience education. (Title 5, Section 55253). Grades: P/NP. Degree Applicable Credit. CSU

## COSMETOLOGY (COSM)

### COSM 50A BEGINNING COSMETOLOGY 6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

Beginning Cosmetology (COSM 50A) is an introduction to the basic fundamentals of cosmetology. Theory in rules, regulations, and sanitation, professional image, bacteriology, basic procedures of draping, shampooing, and wet hairstyling are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing, students must have a high school diploma or its equivalent (GED) or have completed 10th grade and passed an ability to benefit (ATB) and be at least 17 years old. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 50B      BEGINNING COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 50A with a "C" grade or better**

Beginning Cosmetology (COSM 50B) is a continuation of basic fundamentals of cosmetology. Theory in rules, regulations, and sanitation, professional image, bacteriology, basic procedures of draping, shampooing, haircutting, thermal iron techniques, and hair augmentation are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing students must have a high school diploma or its equivalent (GED) or have completed 10th grade and passed an ability to benefit (ATB) and be at least 17 years old. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 50C      BEGINNING COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 50B with a "C" grade or better**

Beginning Cosmetology (COSM 50C) is completion to basic fundamentals of cosmetology. Theory in rules, regulations, and sanitation, professional image, bacteriology, basic procedures of draping, shampooing, permanent waving and hair coloring are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing, students must have a high school diploma or its equivalent (GED) or have completed 10th grade and passed an ability to benefit (ATB) and be at least 17 years old. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 51A      INTERMEDIATE COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 50C with a "C" grade or better**

Intermediate Cosmetology (COSM 51A) Intermediate studies of cosmetology. Theory in nail growth, structure, diseases and disorders. Nail technology including manicuring/pedicuring, wraps, acrylic (methacrylate), tips, and gel nails are taught by lecture and demonstration with supervised work under instructor on clients. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 51B      INTERMEDIATE COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 51A with a "C" grade or better**

Continuation of Cosmetology 51 sequence. Theory in cells, anatomy, physiology, and chemistry. Basic facials, acne facials, facials with scrubs, dermal light treatments, hair removal, and makeup procedures. Practice all salon industry techniques learned in 50 sequence; working under instructor supervision on clients and doll heads. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 51C      INTERMEDIATE COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 51B with a "C" grade or better**

Completion of Cosmetology 51 sequence. Theory in business management, records, and accounting. Employment preparation, salon ownership, advertising, and building client base. Practice all salon industry techniques learned in 50 sequence, 51A and 51B; working under instructor supervision on clients and doll heads. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 52            ADVANCED COSMETOLOGY**

**6 Units**

**Lecture: 32 hours total**

**Lab: 192 hours total**

**Prerequisite: Cosmetology 51C with a "C" grade or better**

Completion of all Cosmetology theory hours and all practical operations required for state board testing. Timed practice for state board testing. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 82            OCCUPATIONAL WORK  
                         EXPERIENCE IN COSMETOLOGY**

**1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

## **CULINARY ARTS (CULN)**

**CULN 50            SERVSAFE SANITATION AND FOOD  
                         SAFETY**

**1 Unit**

**Lecture: 1 hour**

*Also available online*

Principles of sanitation and safety in any hospitality management facility, including basic microbiology; sanitary practices in purchasing; storing and preparing food; sanitary maintenance of the kitchen, dining room, and all equipment; personal hygiene; food handling; and vector control and safety practices. Students will receive a Servsafe certification upon successful completion. Grades: Option (A-F). Degree Applicable Credit. CSU

**CULN 54 INTRODUCTION TO CULINARY ARTS**

**2 Units**

**Lecture: 1 hours**

**Lab: 3 hours**

**Prerequisite: CULN 50 with a "C" grade or better or Concurrent enrollment in CULN 50 ServSafe Sanitation and Food Safety**

Comprehensive hands-on introduction to culinary basics, including basic preparations and classic, international, and popular dishes. Understanding of the professionalism required including teamwork, speed, and accuracy. Grades: Option (A-F). Degree Applicable Credit. CSU

**CULN 58            INTRODUCTION TO CULINARY  
                         ARTS II**

**2 Units**

**Lecture: 1 hour**

**Lab: 3 hours**

**Prerequisite: CULN 54 with a "C" grade or better**

Advanced methods of cooking, emphasizing complete meals with focus on the taste and visual appeal. Field trips required. Grades: Option (A-F). Degree Applicable Credit.

**CULN 62            CULINARY ARTS III**

**2 Units**

**Lecture: 1 hour**

**Lab: 3 hours**

**Prerequisite: CULN 58 with a "C" grade or better**

Emphasizing the speed, consistency, visual appeal, and creativity required to work in a professional kitchen, producing classic dishes from the world's cuisines, including banquet service, platter presentation, and salt dough centerpieces. Grades: Option (A-F). Degree Applicable Credit.

**CULN 66            INTRODUCTION TO BAKING AND  
                         PASTRIES**

**2 Units**

**Lecture: 1 hour**

**Lab: 3 hours**

**Prerequisite: CULN 50 with a "C" grade or better**

Introduces bake shop operations; including the process, chemistry, and techniques of basic baking. Grades: Option (A-F). Degree Applicable Credit.

**CULN 70            BAKING AND PASTRIES II**

**2 Units**

**Lecture: 1 hour**

**Lab: 3 hours**

**Prerequisite: CULN 66 with a "C" grade or better**

Continues to build the foundation of Baking and Pastries I by including production of pies and tarts, cakes, and candies as well as sugar sculptures.

Grades: Option (A-F). Degree Applicable Credit.

**CULN 71            CULINARY ARTS PRACTICUM**

**1.5 Units**

**Lecture: 16 hours total**

**Lab: 28 hours total**

**On-the Job: 108 hours total**

**Prerequisite: CULN 62 with a "C" grade or better**

Designed to provide on-the-job experience in Culinary Arts. Students will complete a minimum of 152 hours. 16 hours of lecture, 28 hours of lab, and 108 hours of on-the-job experience. On-the-job experience may be paid or unpaid. Grades: Option (A-F). Degree Applicable Credit.

**CULN 82            OCCUPATIONAL WORK  
EXPERIENCE IN CULINARY ARTS**

**1-8 Units**

**Also available as a hybrid course**

See Cooperative Work Experience Education listing.

## **DRAFTING (DRAF)**

**DRAF 50            INTRODUCTION TO COMPUTER  
AIDED DRAFTING**

**3 Units**

**Lecture: 2 hour; Lab: 3 hours**

**Recommended: Computer and Business Information Systems 1 with a "C" grade or better**

Introductory course in CAD. Emphasis is on program commands and time-saving techniques. Includes orthographic, isometric, dimensioning, sections and basic geometric construction. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable

**DRAF 51 INTERMEDIATE COMPUTER AIDED  
DRAFTING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Drafting 50 with a "C" grade or better**

Designed to increase students' skills in mechanical drafting. Emphasis on increasing production speed. Includes auxiliary views, tolerance dimensioning, detail and assembly view. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**DRAF 52            ARCHITECTURAL DRAFTING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Design and produce a full set of drawings required for construction of a residential structure. Emphasis is on compliance with building code requirements. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**DRAF 53            TECHNICAL ILLUSTRATION**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Techniques for the production of illustrations used in print, transparencies, and presentation graphics. Emphasis on isometric presentation, shading and exploded views. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**DRAF 54            ELECTRICAL-ELECTRONIC  
DRAFTING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Overview of methods used in drawing industrial electronic, electrical and communications including printed circuits, block diagrams and schematics. Emphasis placed on tolerances, military numbering systems and specifications and formula applications. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**DRAF 55            SHEETMETAL DRAFTING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Basic layouts and projections used in sheet metal layout and construction. Emphasis is on designing

special components to fit given problem assignments. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**DRAF 56 BLUEPRINT READING (METAL TRADES)**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Basic techniques of interpreting and using engineering drawings or prints used in the metal trades. Visualization of objects, sectional drawings, orthographic and isometric projections, symbols, scales and practices used in blueprints for the metal trades. May be taken as Welding 56 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable.

**DRAF 60 TECHNICAL MATHEMATICS**

**4 Units**

**Lecture: 4 hours**

**Prerequisite: Mathematics 101 with a "C" grade or better or assessment recommendation for Mathematics 50**

Calculating and problem-solving skills using algebraic and real numbers in arithmetic operations. Use of customary and Systems International measurement units. Symbols, terms, signed numbers, equations, ratio and proportion, exponents, radicals, formulas and trigonometric functions. May be taken as Electronics 60 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

**DRAF 82 OCCUPATIONAL WORK EXPERIENCE IN DRAFTING**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## **DRAMA**

See Theatre Arts

## **ECONOMICS (ECON)**

**ECON 1 PRINCIPLES OF ECONOMICS (MACRO)**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Scarcity and economizing problems. American capitalism, mechanics of individual prices, nature and method of economics, the price system, economic relationships of government, households and business. National income, employment and fiscal policy, money, monetary policy and growth. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

**ECON 2 PRINCIPLES OF ECONOMICS (MICRO)**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Economics of the firm and resource allocation. Market structure of American capitalism. Demand, supply, and elasticity; theory of consumer demand. Cost of production, pure competition, pure monopoly, monopolistic competition, oligopoly, wage determination, pricing of resources and general equilibrium. Current domestic problems and international economics. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

**ECON 5 PERSONAL FINANCIAL PLANNING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Management of personal and family economic affairs. Budgeting, money management, and commercial record keeping. The principles of good buying, analysis of advertising, insurance and investment planning, taxation and consumer protection. The American economic system and citizenship responsibilities in this system. May be taken as Accounting 5 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

## EDUCATION (EDUC)

### EDUC 30 COMMUNITY SERVICE PROJECT

**1-3 Units**

**Lecture: 1 hour per unit**

**Prerequisite: Completion of 12 units of general education course work with a minimum GPA of 2.0.**

**Prior approval of instructor. Department enrollment consistent with agency/industry being served.**

Supervised field work with local public agencies and/or private industry. Students may serve as unpaid volunteers in a variety of settings, gaining exposure to and experience in the world of work, while applying general knowledge and principles learned in the classroom. Requires a memorandum of understanding between the agency or group being served and the College; mandatory class meetings on a weekly basis; and an individualized student learning agreement accompanied by three (3) hours of service per week per unit of credit. May be taken for a total of six units. May be taken as Psychology 30 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable.

### EDUC 150 TUTORIAL SUPPORT

**0 Units**

**Activity: 1-200 hours**

Tutoring assistance in academic and vocational subjects. Assists students in mastery of subject matter and improvement of study skills necessary for academic success and retention. Supervised tutoring provided through individual, and/or small group sessions, CD Rom, or lab settings. Students may enroll in course up to 200 hours. Open Entry/Open Exit. Non Degree/Non Credit. Students are encouraged to sign up each semester. Weekly hours by arrangement.

### EDUC 151 INTRODUCTION TO TUTORING

**1 Units**

**Lec/activity: 18 hours**

Explores theories of learning and communication with practical applications to tutorial contexts. Emphasis on tutoring students from diverse backgrounds with focus on psychological and social factors fundamental to learning, orientation to materials and resources, and development of effective interpersonal skills. Open Entry/Open Exit. Non Degree/Non Credit. Weekly hours by arrangement.

## ELECTRICAL TECHNOLOGY (ELCT)

### ELCT 61A INTRODUCTION TO PHOTOVOLTAIC SYSTEMS

**1 Unit**

**Lecture: 18 hours**

Introduces Photovoltaic (PV) systems, the direct conversions of solar energy into electricity. Give students an understanding of solar radiation, as it relates to the design of a functional renewable energy resource (photovoltaics). Grades: Option (A-F), P/NP.

### ELCT 61B SOLAR SITE SURVEY AND PERMITTING

**1 Unit**

**Lecture: 18 hours**

***Also available online***

Course will enable the student to understand the requirement for the design and installation of a solar system, including the system elements required, configuration, permitting and final inspection of the completed installation. Grades: (A-F), P/NP.

### ELCT 61C SOLAR CELLS, MODULES AND ARRAYS

**1 Unit**

**Lecture: 18 hours**

***Also available online***

This course will introduce the student to the mechanical components required for a PV system, including; Solar cells, modules, arrays, battery back-up, and charging controls. Grades: Option (A-F), P/NP.

**ELCT 61D            ELECTRICAL INVERTORS AND  
SYSTEM SIZING**

**2 Units**

**Lecture: 36 hours**

**Prerequisite: ELCT 70 E with a "C" grade or better.**

Introduce the student to electrical invertors, including; sizing of the invertor, electrical integration with the grid, and commissioning of the system.

Grades: Option (A-F), P/NP.

**ELCT 61E            PHOTOVOLTAIC SYSTEM  
PERFORMANCE &  
TROUBLESHOOTING**

**2 Units**

**Lecture: 36 hours**

**Lab: 54 hours**

**Prerequisite: ELCT 61D with a "C" grade or better.**

This course is designed for the student to get hands on experience working with Photovoltaic system, including system installation, troubleshooting and commissioning.

**ELCT 70A            ELECTRICAL SAFETY AND HAND  
BENDING**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

Safety rules as applied to handling and working with electrical systems and circuits. Precautions to take for various electrical hazards found on the jobsite and required OSHA mandated lockout/tag out procedure. Methods and procedures used in cutting, bending, and reaming conduit. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 70B            FASTENERS AND ELECTRICAL  
THEORY**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

Applications and installation procedures for various types of fasteners and anchors. Basic electrical theory. Circuit calculations involving the application of Ohm's and Kirchoff's laws. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 70C            ELECTRICAL TEST EQUIPMENT,  
NEC, RACEWAYS, BOXES,  
FITTINGS, AND CONDUCTORS**

**2 Units**

**Lecture: 2 hours**

**Recommended: Electrical Technology 70B with a "C" grade or better**

***Also available online***

Operation and applications of various types of electrical test equipment, National Electrical Code (NEC), various types of raceways, boxes, fittings, and conductors including their installation procedures and NEC requirements. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 70D            INTRODUCTION TO ELECTRICAL  
BLUEPRINTS AND RESIDENTIAL  
AND COMMERCIAL WIRING**

**1 Unit**

**Lecture: 1 hour**

**Recommended: Electrical Technology 70C with a "C" grade or better**

***Also available online***

Electrical blueprint reading, including the interpretation of various types of scales, drawings, schedules, and specifications. Various types of switches and receptacles used in residential, commercial, and industrial wiring, along with their basic installation procedures and NEC requirements. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 70E            ELECTRICAL LEVEL ONE  
PERFORMANCE TESTING**

**1 Unit**

**Lab: 3 hours**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a "C" grade or better**

Opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 72A            ALTERNATING CURRENT,  
MOTORS, AND GROUNDING**

**2 Units**

**Lecture: 2 hours**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a "C" grade or better**

**Recommended: Electrical Technology 70E with a "C" grade or better**

***Also available online***

Principles of alternating current and operation and applications of various types of motors. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 72B            GROUNDING, CONDUIT, BOXES,  
FITTINGS, CONDUCTOR  
INSTALLATIONS**

**1 Unit**

**Lecture: 1 hour**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a "C" grade or better**

**Recommended: Electrical Technology 72A with a "C" grade or better**

***Also available online***

National Electrical Code (NEC) requirements and procedures for proper grounding. Methods and procedures used in conduit bending, selection and installation of outlet boxes and fittings and conductors. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 72C            CABLE TRAY, CONDUCTOR  
TERMINATIONS, SPLICES, AND  
INSTALLATION OF ELECTRIC  
SERVICES**

**1 Unit**

**Lecture: 1 hour**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a "C" grade or better**

**Recommended: Electrical Technology 72B with a "C" grade or better**

***Also available online***

Methods and procedures used in selection and installation of cable tray, making conductor terminations and splices. Methods and procedures used in the installation of electric service. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 72D            CIRCUIT BREAKERS, FUSES,  
CONTACTORS, RELAYS, AND  
ELECTRICAL LIGHTING**

**1 Unit**

**Lecture: 1 hour**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a "C" grade or better**

**Recommended: Electrical Technology 72C with a "C" grade or better**

***Also available online***

Methods and procedures used in selection and installation of circuit breakers, fuses, contactors, and relays. Methods and procedures used in the installation of different types of lamps and lighting fixtures. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 72E            ELECTRICAL LEVEL TWO  
PERFORMANCE TESTING**

**2 Units**

**Lab: 6 hours**

**Prerequisite: Electrical Technology 72A, 72B, 72C & 72D with a "C" grade or better**

Opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 76A            LOAD AND CONDUCTOR  
CALCULATIONS AND WIRING  
DEVICES**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Electrical Technology 72A, 72B, 72C, and 72D with a "C" grade or better**

**Recommended: Electrical Technology 72E with a "C" grade or better**

***Also available online***

Load calculations and National Electric Code (NEC) requirements for branch and feeder circuits, conductor selection and calculations using various tables in the NEC, procedures used when sizing and selecting over current protection, raceway, box, and fitting fill requirements, methods and procedures used when sizing and selecting wiring devices. Grades: Option (A-F). Degree Applicable Credit.



**ELCT 76B            DISTRIBUTION SYSTEMS**

**2 Units**

**Lecture: 2 hours**

**Prerequisite: Electrical Technology 72A, 72B, 72C, and 72D with a "C" grade or better**

**Recommended: Electrical Technology 72E with a "C" grade or better**

***Also available online***

Methods and procedures related to distribution equipment, including grounding, switchboard testing and maintenance, ground fault sensing, and interpreting electrical drawings, methods and procedures used in selecting and wiring distribution system transformers and builds on information and lighting principles previously covered. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 76C            MOTOR CALCULATIONS,  
                                 MAINTENANCE, AND CONTROLS**

**2.5 Units**

**Lecture: 2.5 hours**

**Prerequisite: Electrical Technology 72A, 72B, 72C, and 72D with a "C" grade or better**

**Recommended: Electrical Technology 72E with a "C" grade or better**

***Also available online***

Calculations used to size motor branch and feeder circuits, over current protection, and disconnects. Methods and procedures used in motor maintenance. Methods and procedures used in selecting and writing motor controls. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 76D            HAZARDOUS LOCATIONS**

**1 Unit**

**Lecture: 1 hour**

**Prerequisite: Electrical Technology 72A, 72B, 72C, and 72D with a "C" grade or better**

**Recommended: Electrical Technology 72E with a "C" grade or better**

***Also available online***

NEC requirements and installation procedures related to electrical equipment installed in hazardous locations. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 76E            ELECTRICAL LEVEL THREE  
                                 PERFORMANCE TESTING**

**.5 Unit**

**Lab: 1.5 hours**

**Prerequisite: Electrical Technology 76A, 76B, 76C, and 76D with a "C" grade or better**

Allows the students to demonstrate the skills learned in ELCT 76A, ELCT 76B, ELCT 76C, and ELCT 76D under the guidance of an instructor or journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 77A            LOAD CALCULATIONS, LIGHTING,  
                                 AND EMERGENCY SYSTEMS**

**2 Units**

**Lecture: 2 hours**

**Prerequisite: Electrical Technology 76A, 76B, 76C, and 76D with a "C" grade or better**

**Recommended: Electrical Technology 76E with a "C" grade or better**

***Also available online***

Basic calculation procedures and calculations for residential and commercial applications, various lighting installations, applications, and wiring systems, the National Electric Code (NEC) installation requirements for electric generators and storage batteries. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 77B            BASIC ELECTRONIC THEORY AND  
                                 FIRE ALARM SYSTEMS**

**2 Units**

**Lecture: 2 hours**

**Prerequisite: Electrical Technology 76A, 76B, 76C, and 76D with a "C" grade or better**

**Recommended: Electrical Technology 76E with a "C" grade or better**

***Also available online***

Function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors, fire alarm control units, Digital Alarm Communicator Systems (DACS), installation wiring for alarm initiating and notification devices, and alarm system maintenance. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 77C            SPECIALTY TRANSFORMERS,  
CONTROLS, AND HEAT TRACING**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Electrical Technology 76A, 76B, 76C,  
and 76D with a "C" grade or better**

**Recommended: Electrical Technology 76E with a  
"C" grade or better**

***Also available online***

Various types of transformers and their applications, information on selecting, sizing, and installing these devices, applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drivers and troubleshooting. Basic overview of HVAC systems and their controls stressing electrical trouble shooting and the NEC requirements, various heat tracing systems along with their applications and installation requirements. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 77D            MOTOR MAINTENANCE AND HIGH  
VOLTAGE TERMINATIONS/SPLICES**

**1 Unit**

**Lecture: 1 hour**

**Prerequisite: Electrical Technology 76A, 76B, 76C,  
and 76D with a "C" grade or better**

**Recommended: Electrical Technology 76E with a  
"C" grade or better**

***Also available online***

Motor cleaning, testing, and preventative maintenance and basic troubleshooting, an overview of the NEC and cable manufacturers' requirements for high voltage terminations and splices. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 77E            ELECTRICAL LEVEL FOUR  
PERFORMANCE TESTING**

**.5 Units**

**Lab: 1.5 hours**

**Prerequisite: Electrical Technology 77A, 77B, 77C,  
and 77D with a "C" grade or better**

Allows the students to demonstrate the skills learned in ELCT 77A, ELCT 77B, ELCT 77C, and ELCT 77D under the guidance of an instructor or journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 82            OCCUPATIONAL WORK  
EXPERIENCE IN ELECTRICAL  
TECHNOLOGY**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing

## **ELECTRONICS (ELEC)**

**ELEC 50            SURVEY OF ELECTRONICS**

**3 Units**

**Lecture: 3 hours**

Concepts, applications and history of electronics. Fundamental electronic principles, electronics in communications, medicine, space, music, computers and electronic power systems. Application in business and industry. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**ELEC 51            DIRECT CURRENT CIRCUITS AND  
NETWORK ANALYSIS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Basic principles of electronics, direct current, circuit calculations, laws, theorems, magnetic circuits, sources of electricity, switching circuits, meters, motors and generators. Use of network analysis in D.C. circuits. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**ELEC 52            ALTERNATING CURRENT CIRCUITS  
AND NETWORK ANALYSIS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Alternating circuit calculations, vector and phasor analysis, capacitance, inductance, switching networks, A.C. meters, A.C. motors and generators. Use of network analysis in A.C. circuits. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**ELEC 53            SOLID STATE DEVICES**  
**4 Units**  
**Lecture: 3 hours; Lab: 3 hours**  
**Prerequisite: Electronics 51 and 52 with a "C" grade or better**

Basic introduction to solid state devices, their operational ratings and specifications. Devices include diodes, bipolar and field effect transistors, optoelectronic applications, operational amplifiers, filters, integrated circuits and special selected devices. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ELEC 54            COMMUNICATION SYSTEMS**  
**4 Units**  
**Lecture: 3 hours; Lab: 3 hours**  
**Prerequisite: Electronics 53 with a "C" grade or better**

Concepts of communications equipment, modulation, radio receivers and transmitters, antennas, microwave, satellite, data networks, fiber optic, and basic modern communication applications. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**ELEC 55            SOLDERING**  
**1 Unit**  
**Lab: 3 hours**

Demonstrates the proper use of soldering equipment. Designed to train students to pass the highest NASA or Private Industry requirements for hand soldering. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**ELEC 56            DIGITAL ELECTRONICS**  
**4 Units**  
**Lecture: 3 hours; Lab: 3 hours**

Number systems including binary, octal and hexadecimal, basic logic gate symbology, truth tables, waveforms and expressions, full/half and decimal adders, set/reset and gated flip-flops, shift and serial registers, up-down and ripple counters, DA/AD converters, decoders, multiplexers and displays with computer tri-state interfacing, memories and microprocessor inputs/outputs using programs. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**ELEC 58            ELECTRONIC TESTS AND MEASUREMENTS**  
**3 Units**  
**Lecture: 2 hours; Lab: 3 hours**  
**Prerequisite: Electronics 51 and 52 with a "C" grade or better**

An introductory course designed to provide the skills in measurements used in analyzing electronic circuits. Use of analog meters, digital multi-meters, function generators and oscilloscopes. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**ELEC 59            ELECTRONIC MATHEMATICS**  
**4 Units**  
**Lecture: 4 hours**  
**Prerequisite: Mathematics 50 with a "C" grade or better**

Mathematics needed for work in basic electronics including use of meter, voltage divider and wheatstone bridge circuits and network simplification, plan vectors, phasor algebra, logarithms and determinants. Continued use of the electronic calculator. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**ELEC 82            OCCUPATIONAL WORK EXPERIENCE IN ELECTRONICS**

**1-8 Units**  
**Also available as a hybrid course**

See Cooperative Work Experience Education listing.

## **EMERGENCY MEDICAL TECHNICIAN**

See Allied Health 55 A & B and 62 A & B

## ENGLISH (ENGL)

### ENGL 1A ENGLISH COMPOSITION AND READING

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 50 with a "C" grade or better or assessment recommendation for English 1A**

***Also available online***

English composition and reading using descriptive, narrative, expository, argumentative, essay and research techniques. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

### ENGL 1B INTRODUCTION TO LITERATURE

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

***Also available online***

Critical reading and written analysis of standard literary works: poetry, short story, novel and drama. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### ENGL 1C CRITICAL THINKING AND COMPOSITION

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

***Also available online***

Reading and evaluation of English prose in a critical and logical way. The emphasis will be on critical analysis and research as well as the student's development of effective written arguments. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

## ENGL 2 SURVEY OF ENGLISH LITERATURE

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

***Also available online***

Reading and critical analysis of 8th through 17th Century English literature. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## ENGL 3 SURVEY OF ENGLISH LITERATURE

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

***Also available online***

Continuation of English 2 covering representative works in 18th through 20th century English literature. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## ENGL 4 INTRODUCTION TO SHAKESPEARE

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

***Also available online***

Reading, analysis and discussion of representative Shakespearean comedies, histories, tragedies and poems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## ENGL 5 INTRODUCTION TO CHILDREN'S LITERATURE

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 50 with a "C" grade or better**

**Recommended: English 1A with a "C" grade or better**

Survey of historical and cultural development of children's literature. Course will use critical approaches to analyzing themes, genres and evolution of literature. This course will introduce students to a wide range of children's literature with the goal of inspiring appreciation of the literature and an understanding of the cultural effects on young readers. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**ENGL 6                    BIBLE AS LITERATURE**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Introduction to the literature of the Bible, including the Apocrypha. A study of the literary and human dimension of scripture through selected readings in English from the various books of the Old and New Testaments and the Apocrypha. May be taken as Religious Studies 5 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ENGL 7                    CREATIVE WRITING**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

***Also available online***

An introductory course to the creative writing process in which students produce a body of creative fiction: poetry, short story and drama. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**ENGL 11                  GRAPHIC NOVEL AS LITERATURE**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Eligibility for English 1A**

**Advisory: English 1A with a "C" grade or better**

***Also available online***

An introduction to the graphic novel as a literary form. Course will cover the evolution of sequential art through the present, focusing on themes of autobiography, biography, identity, society, culture, history, and intertextuality. The course will also include visual analysis necessary for understanding the medium and the formation of literary canon. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**ENGL 12 SURVEY OF AMERICAN LITERATURE**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a "C" grade or better**

**Recommended: English 1B and English 1C with a "C" grade or better**

***Also available online and hybrid***

Survey of significant American prose, poetry, and fiction from the late 1400s to 1865. Analysis and discussion of the cultural, intellectual and artistic trends embodied within the literature and its era. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ENGL12B                  SURVEY OF AMERICAN  
LITERATURE II 1865-PRESENT**

**3 Units**

**Lec: 3 hours**

**Prerequisite: ENGL 1A with a grade of "C" or better.**

***Also available online***

Survey of significant American prose, poetry, and fiction from 1865-present. Analysis and discussion of the cultural, multicultural, intellectual and artistic trends embodied within the literature and its era. Grades. Option (A-F), P/NP. Degree Applicable Credit.

**ENGL 50                  BASIC ENGLISH**

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: English 102 with a "P" grade or assessment recommendation for English 50**

***Also available online***

English Composition with emphasis on paragraphing, the multi-paragraph essay, research skills. Designed to prepare students for English 1A. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

**ENGL 101            ENGLISH SKILLS****3 Units****Lecture: 3 hours; Lab: 1 hour**

Fundamentals of grammar, punctuation, usage, and paragraph development. Spelling, vocabulary and sentence development. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**ENGL 102            ENGLISH SKILLS****3 Units****Lecture: 3 hours; Lab: 1 hour****Prerequisite: English 101 with a "P" grade or assessment recommendation for English 102**

Grammar, clauses, phrases, parallelism and modifiers. Paragraph writing with proper introduction, support and conclusion. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**ENGLISH AS A SECOND LANGUAGE (ESL)****ESL 102            FUNDAMENTALS OF ESL READING****3 Units****Lecture 3 hours****Prerequisite: ESL 192 with a "P" grade or assessment recommendation for ESL 102**

This intermediate ESL course focuses on the development of fundamental reading and vocabulary building skills. Through access to intermediate personal, academic, and vocational texts, emphasis is on developing general comprehension, identifying main ideas and significant details, distinguishing fact from opinion, and building reading and vocabulary building strategies. Grade: P/NP. Non Degree Applicable.

**ESL 103            ESL LEARNING TO EARN****3 Units****Lecture: 3 hours**

This course prepares ESL students for employment, career ladders and academic success by improving language skills, practicing job-specific situations and expanding vocabulary. Topics include career options, interviewing, cultural norms and work industry standards. Focus is on conversation practice, grammar, reading, writing, and problem solving. Grades: P/NP. Non Degree Applicable Credit.

**ESL 104 FUNDAMENTALS OF ESL WRITING****3 Units****Lecture: 3 hours; Lab 1 hour****Prerequisite: ESL 192 with a "P" grade or assessment recommendation for ESL 104.**

This low-intermediate ESL course focuses on the development of fundamental grammar and writing skills. Course emphasis is on sentence structure, verb tenses, questions, mechanics, and paragraph development. Students will explore social, vocational, and academic topics as they learn to develop and connect their ideas. Grades: P/NP. Non Degree Applicable Credit.

**ESL 106            FUNDAMENTALS OF ESL ORAL COMMUNICATION****3 Units****Lecture 3 hours****Prerequisite: ESL 192 with a "P" grade or assessment recommendation for ESL 106**

This intermediate ESL course focuses on the development of fundamental oral communication skills. Course emphasis is on conversation, small and whole group discussions, short informal speeches, and listening comprehension. Students will explore social, vocational, and academic topics. Grade: P/NP. Non Degree Applicable.

**ESL107            PRONUNCIATION OF AMERICAN ENGLISH****3 Units****Lecture: 3 hours; Lab 1 hour****Prerequisite: ESL 106 with a "P" grade or assessment recommendation for ESL 107**

This course provides intensive instruction in the oral production of American English, targeted to intermediate and advanced ESL students. Course emphasis is on speaking and pronunciation skills to improve fluency and clarity of the sounds common to American English. Topics include sound systems of consonants and vowels, pitch and intonation patterns, rhythm and phrasing, and sound reductions. Grades: P/NP. Non Degree Applicable.

**ESL 112 INTERMEDIATE ESL READING**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Assessment recommendation for ESL 112 or successful completion of ESL 102**

This high intermediate ESL course focuses on the continued development of reading and vocabulary building skills. Students read high-intermediate personal, academic, literary, and vocational texts. Course emphasis is on independent reading, strengthening comprehension, analysis of main ideas and significant details, response to facts and opinions, and reading and vocabulary strategy enrichment. Grade: P/NP. Non Degree Applicable.

**ESL 114 INTERMEDIATE ESL WRITING**

**3 Units**

**Lecture 3 hours; Lab 1 hour**

**Prerequisite: ESL 104 with a "P" grade or assessment recommendation for ESL 114**

This high –intermediate ESL course focuses on the continued development of grammar and writing skills. Course emphasis is on the writing process, paragraph development and organization, purpose, audience, and sentence types. Students will explore social, vocational, and academic topics as they assert and connect their ideas. Grade: P/NP. Non Degree Applicable.

**ESL 116 INTERMEDIATE ESL ORAL COMMUNICATION**

**3 Units**

**Lecture 3 hours**

**Prerequisite: ESL 106 with a "P" grade or assessment recommendation for ESL 116**

This high-intermediate ESL course focuses on the continued development of oral communication skills. Course emphasis is on building fluency in conversations, small and whole group discussions, short informal speeches, beginning note taking, and listening comprehension. Students will continue to explore social, vocational, and academic topics. Grades: Grade: P/P. Non Degree Applicable.

**ESL 122 ADVANCED ESL READING**

**3 Units**

**Lecture 3 hours**

**Prerequisite: ESL 112 with a "P" grade or assessment recommendation for ESL 122**

This advanced ESL course focuses on the continued development of reading and vocabulary building skills. Students read advanced personal, academic, literary, and professional texts. Course emphasis is on independent reading, strengthening comprehension, evaluation of main ideas and significant details, analysis and evaluation of facts and opinions, search for bias, and reading and vocabulary strategy enrichment. Grade: P/NP. Non Degree Applicable.

**ESL 124 ADVANCED ESL WRITING**

**3 Units**

**Lecture 3 hours; Lab 1 hour**

**Prerequisite: ESL 114 with a "P" grade or assessment recommendation for ESL 124**

This advanced ESL course focuses on essay writing. Course emphasis is on the writing process, essay development and organization, purpose, audience, and sentence types. Students will explore social, vocational, literary, and academic topics as they assert and connect their ideas. Grades: P/NP. Non Degree Applicable.

**ESL 126 ADVANCED ESL ORAL COMMUNICATION**

**3 Units**

**Lecture 3 hours**

**Prerequisite: ESL 116 with a "P" grade or assessment recommendation for ESL 126**

This low-advanced ESL course focuses on the development of oral communication skills in academic and professional settings. Students listen and respond to lectures, presentations, and discussions on advanced academic, literary, and professional topics. Course emphasis is on critical discussions, strengthening of comprehension and fluency, analysis of main ideas and details, analysis and evaluation of facts and opinions, search for bias, effective note taking strategies, and vocabulary enrichment. Grade: P/NP. Non Degree Applicable.

**ESL 132 BRIDGE TO ACADEMIC READING**

**3 Units**

**Lecture 3 hours**

**Prerequisite: ESL 122 with a "P" grade or assessment recommendation for ESL 132**

This high-advanced ESL course is designed to prepare students for college-level coursework. Through the reading and analysis of academic and literary texts, students will build their reading comprehension and fluency in English. Study and research skills are also covered in this course.

Grade: P/NP. Non Degree Applicable.

**ESL 134 BRIDGE TO ACADEMIC WRITING**

**3 Units**

**Lecture: 3 hours; Lab: 1 hour**

**Prerequisite: ESL 124 with a "P" grade or assessment recommendation for ESL 134**

This high-advanced ESL course focuses on essay structure and development. Course emphasis is on developing thesis statements, building paragraphs into essays, refining approach to the writing process, purpose, audience, and advanced sentence production. Students will respond to social, professional, literary, and academic texts as they assert and connect their ideas. Prepares the student for college-level coursework. Grades: P/NP. Non Degree Applicable.

**ESL136 BRIDGE TO ACADEMIC ORAL COMMUNICATION**

**3 Units**

**Lecture 3 hours**

**Prerequisite: ESL 126 with a "P" grade or assessment recommendation for ESL 136**

This high-advanced ESL course focuses on the expansion of oral communication skills in academic and professional settings. Students listen and respond to lectures, presentations, and discussions on advanced academic, literary, and professional topics. Course emphasis is on critical discussion, strengthening of comprehension and fluency, evaluation of presented ideas, analysis of bias, expanding effective not taking strategies, and vocabulary enrichment. Designed to prepare students for degree applicable courses. Grades: P/NP. Non Degree Applicable.

**ESL 190 DEVELOPING LITERACY**

**0 Units**

**Lecture: 4 hours; Lab: 1 hour**

Beginning course in English as a Second Language that focuses on developing literacy. This course focuses on survival English skills through building vocabulary and developing speaking, listening, reading, and writing skills. Students are introduced to common practices in the American classroom and norms of social exchanges in the United States. This course, in conjunction with ESL 192, will prepare students for credit courses in ESL. Grade: Credit/No Credit (CR/NC). Non Credit. Non Degree Applicable.

**ESL 192 EXPANDING FOUNDATIONS IN ESL**

**0 Units**

**Lecture: 4 hours; Lab 1 hour**

**Prerequisite: ESL 190 with a "P" grade or assessment recommendation for ESL 192**

English as a Second Language that focuses on expanding the foundations of literacy. This course continues to build on the use of language in everyday contexts through focus on vocabulary development, pronunciation, speaking practice, listening comprehension, and fundamental reading and writing skills. This course, in conjunction with ESL 190, is designed to prepare students for credit ESL coursework. Grade: Credit/No Credit. Non Credit. Non Degree Applicable.



## **ENVIRONMENTAL TECHNOLOGY (ENVT)**

### **ENVT 50                   HAZARDOUS MATERIAL WASTE                                   HANDLING**

**2 Units**

**Lecture: 40 hours total**

**Lab: 8 hours total**

Identification and classification of hazardous materials and wastes; health effects and personal safety; packaging, labeling, handling, storage, and transportation procedures; contingency planning and release response; and hazardous materials and waste laws, regulations, and policies. This course fulfills the general training requirements initially required for hazardous waste handlers by RCRA regulations [(40 CFR 264.16 (a) (1) and 265.16 (a)(1)], Hazard Communication program (29 CFR 1910.1200), and DOT hazardous materials training (HM-126F). Grades: Option (A-F), P/NP. Degree Applicable Credit.

## **ETHNIC STUDIES (ETHN)**

### **ETHN 1                   INTRODUCTION TO ETHNIC                                   STUDIES**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Introduction to ethnicity in the United States with emphasis on major ethnic minorities. Focus on ancestral, religious, linguistic and cultural differentiation. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **ETHN 2                   INTRODUCTION TO MEXICAN                                   AMERICAN/CHICANO STUDIES**

**3 Units**

**Lecture: 3 hours**

Introduction to the cultural traditions and history of Mesoamerica. Examination of the Mesoamerican social legacy as it influences Mexican Americans/Chicanos today. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## **ETHN 4 LATINO STUDIES**

**3 Units**

**Lecture: 3 hours**

***Also available online***

An overview of Latino experience in the United States. From native roots to the Spanish and Mexican colonial period to the present. Emphasis on Mexicans and Mexican Americans. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## **GEOGRAPHY (GEOG)**

### **GEOG 1                   INTRODUCTION TO PHYSICAL                                   GEOGRAPHY**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

An introduction to the physical world we live in, focusing on a global understanding of earth-sun relationships, seasonal change, storms and weather processes, climate and its influence on vegetation, soils, water, and landforms. The lab includes the interpretation of geographic information from maps, graphs, and field observations. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **GEOG 2                   INTRODUCTION TO CULTURAL                                   GEOGRAPHY**

**3 Units**

**Lecture: 3 hours**

A study of the world's cultural landscape, focusing on an understanding of population dynamics, migration, agriculture, industrialization, urbanization, and religious, economic, and political patterns. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**GEOG 50            NATURAL HISTORY OF YOSEMITE**  
**1 Unit**

**Lecture: 8 hours total;**  
**Lab: 16 hours total**

First-hand study and observation of the natural history of Yosemite. Climate, vegetation, glaciology, geology and man's impact on the area. Attendance at one hour pre-trip orientation meeting required. Three day field course. 24 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**GEOG 51            NATURAL HISTORY OF DEATH VALLEY**

**1 Unit**  
**Lecture: 12 hours total**  
**Lab: 12 hours total**

This three-day field course will provide first-hand study and investigation of the natural history of Death Valley including: climate, desert vegetation, geology, and landforms of arid regions. 24 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**GEOG 52            NATURAL HISTORY OF EASTERN SIERRA NEVADA**

**1 Unit**  
**Lecture: 12 hours total**  
**Lab: 18 hours total**

This three-day field course will provide first-hand study and investigation of the natural history of the eastern Sierra Nevada including: desert vegetation, climate, volcanism, glaciology and man's impact on this area. 30 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**GEOG 53            NATURAL HISTORY OF WESTERN SIERRA NEVADA**

**2 Units**  
**Lecture: 12 hours total**  
**Lab: 30 hours total**

This five-day field course will provide first-hand study and investigation of the natural history of the gold country of western Sierra Nevada including: climate, vegetation, geology, history of gold mining and man's impact on the area. 42 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

## **GEOLOGY (GEOL)**

**GEOL 1L            PHYSICAL GEOLOGY**

**4 Units**  
**Lecture: 3 hours; Lab: 3 hours**

Introduction to the science of the earth with emphasis on: minerals and rocks, plate tectonics, volcanic activity, earthquakes, geologic processes which shape the earth's surface, and structure of the earth. The lab includes the identification of common rocks and minerals and the interpretation of geologic features from maps, aerial photos, and field observations. One day field trip required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**GEOL 2            GEOLOGY OF CALIFORNIA**

**3 Units**  
**Lecture: 3 hours**

An introduction to the development of California's varied landscape with emphasis on the geologic features of the state and their relationship to large-scale crustal movement (plate tectonics) of western North America. Special consideration will be given to the occurrence and distribution of earthquakes in the state. One-day field trip required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**GEOL 3  
NATURAL DISASTERS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

A study of the inter-relationship between man and his geologic environment, focusing on the causes and consequences of such natural hazards as earthquakes, volcanic eruptions, landslides, and flooding. The lab includes the interpretation and investigation of geologic hazards from topographic maps and field observations. One-day field trip required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**GEOL 4 THE AGE OF DINOSAURS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

The historical geology and paleontology of the Mesozoic era including dinosaur evolution, ecology, lifestyles, habitat and extinction. Current controversies in dinosaur research will also be discussed. One day field trip required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**GEOL 5 FOSSILS AND THE HISTORY OF LIFE**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

An introduction to the study of fossils. Evolution of animals and plants and their role in the interpretation of the geological history of the earth. Fossil preservation, distribution and paleoecology. One field trip is required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HEALTH AND SAFETY (HEAL)**

**HEAL 1 HEALTH EDUCATION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Introduction to health topics which include: health care systems; substances including alcohol, tobacco, caffeine, narcotics and other drugs; ecology; birth to death cycle; self-awareness; effective consumer practices; nutrition, and physical conditioning. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

**HEAL 1L HEALTH EDUCATION**

**3.5 Units**

**Lecture: 3 hours**

**Lab: 9 hours total**

Introduction to health topics which include: health care systems; substances including alcohol, tobacco, caffeine, narcotics and other drugs; ecology; birth to death cycle; self-awareness; effective consumer practices; nutrition, physical conditioning and CPR. This course fulfills the teaching credential requirements. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**HEAL 2 NUTRITION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Fundamentals of nutrition, roles of proteins, fats, carbohydrates, vitamins, minerals and water in the human body. Food choices, nutritional needs, energy and body weight. May be taken as Home Economics 2 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

**HEAL 7 HEALTH AND BODY IMAGE**

**3 Units**

**Lecture: 3 hours**

***Also available online***

An introduction to cultural beauty standards and how it affects our physical, mental, and emotional health. Emphasis on the history of physical ideals, eating disorders, and media influence, including activities to enhance a healthy body image. May be taken as Theatre Arts 7 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

## HISTORY (HIST)

### HIST 1A SURVEY OF WESTERN CIVILIZATION

**3 Units**

**Lecture: 3 hours**

***Also available as online***

Political, cultural and philosophical development of western civilization from the origins of civilization to Renaissance. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 1B SURVEY OF WESTERN CIVILIZATION

**3 Units**

**Lecture: 3 hours**

***Also available online***

Political, cultural and philosophical development of western civilization from the Renaissance to the present. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 2A SURVEY OF U.S. HISTORY

**3 Units**

**Lecture: 3 hours**

***Also available online***

Development of the United States from the founding of the colonies through the Reconstruction Period. This course includes an in-depth study of the U.S. Constitution. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 2B SURVEY OF U.S. HISTORY

**3 Units**

**Lecture: 3 hours**

***Also available online***

Political, economic, and social development of the United States since the end of the Civil War. Foreign policy and America's part in the international arena of the 20th Century. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 3 HISTORY OF MEXICO

**3 Units**

**Lecture: 3 hours**

Social, economic and political history of Mexico from pre-Columbian period to the present. Structure of Mexico's development and its position in the world community. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 4 THE UNITED STATES IN THE TWENTIETH CENTURY

**3 Units**

**Lecture: 3 hours**

Economic, political and social problems faced by the United States. Historic causes and future trends. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 5 HISTORY OF CALIFORNIA

**3 Units**

**Lecture: 3 hours**

***Also available online***

History of California from the Ice Age to the present. Early Man, historic Indians, Spanish and Mexican occupations, American trappers and the 49ers, and developments which make it a unique state. One Saturday field trip required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### HIST 7 UNITED STATES MILITARY HISTORY

**3 Units**

**Lecture: 3 hours**

***Also available online***

A survey of U.S. military history from the colonial era to the present day, including the military's role as an agent of change in society. Diplomatic, cultural, and societal developments will be considered in relation to the military in war and peace. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HIST 8A            WORLD CIVILIZATIONS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

World Civilizations 8A surveys world history from the dawn of humans to the 14th century. The course will emphasize major forces, trends, and developments that have shaped human history. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HIST 8B            WORLD CIVILIZATIONS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

World Civilizations 8B surveys world history from the 14th century to the present. The course will emphasize major forces, trends and developments that have shaped human history. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HIST 12            THE VIETNAM WAR**

**3 Units**

**Lecture: 3 hours**

***Also available online***

The history of the Vietnam War to include the roots of American involvement, military campaigns, Vietnamization, and U.S. policy before, during and after the war. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HIST 50            HISTORY OF THE MOJAVE DESERT**

**3 Units**

**Lecture: 3 hours**

History of the Mojave Desert from Early Man through the space shuttle landings. Mojave and Paiute Indians, Spanish explorers and American trappers. This class will take one field trip. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

**HOME ECONOMICS (HOME)**

**HOME 2            NUTRITION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Fundamentals of nutrition, roles of proteins, fats, carbohydrates, vitamins, minerals and water in the human body. Food choices, nutritional needs, energy and body weight. May be taken as Health 2 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. UC/CSU

**HOME 10           PRINCIPLES OF CLOTHING  
CONSTRUCTION**

**2 Units**

**Lecture: 1 hour; Lab: 3 hours**

Basic technique for developing skills in apparel construction. Core components: sewing tools and equipment; body measurements; pattern selection; pattern adjustments; fabric selection and preparation; understanding and using commercial patterns; basic fabric manipulation; basic construction techniques; standards of quality construction; fit of a garment; construction of a complete garment. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU. Non-Repeatable.

**HOME 50           ADVANCED SEWING**

**2 Units**

**Lecture: 1 hour; Lab: 3 hours**

Advanced skills and techniques in garment construction with emphasis on fitting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable.

**HOME 51           TAILORING**

**2 Units**

**Lecture: 1 hour; Lab: 3 hours**

**Prerequisite: Home Economics 50 with a "C" grade or better or equivalent sewing experience**

Skills and techniques in tailoring. Students will complete either a suit or a coat. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable

**HOME 52 CONTEMPORARY SEWING****2 Units****Lecture: 1 hour; Lab: 3 hours**

Recommended: Basic sewing skills, entry level sewing machine knowledge. The study and application of contemporary sewing techniques and projects that are current and of interest to the community. Projects will range from accessories, fashion garments, and home decoration using specialty techniques. Basic sewing skills are recommended. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable.

**HOME 53 ART IN CLOTHING****2 Units****Lecture: 1 hour; Lab: 3 hours**

This course is an overview of basic techniques used for embellishing clothing using originality and creativity. Students will learn techniques for decorative machine stitchery, piecing, appliqué, beading, crochet, and knitting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable.

**HUMANITIES (HUMA)****HUMA 1 HUMANITIES THROUGH THE ARTS****3 Units****Lecture: 3 hours*****Also available online***

Introduction to the humanities through study of the elements and historical significance of films, drama, music, literature, painting, sculpture, and architecture. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HUMA 4 SURVEY OF FILM****3 Units****Lecture: 3 hours**

Major films, including classics, from 1900 to the present, will be viewed and discussed. Director's techniques, cinematography, filmic means, and grammar of film, philosophy, and literary value will be studied. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**HUMA 5 MULTI-CULTURAL MYTHOLOGY****3 Units****Lecture: 3 hours*****Also available online***

An introductory survey course in comparative mythology. Students will read, discuss, and write about basic myths as they have appeared in different civilizations. Basic myths, such as those dealing with creation, earliest times, the flood, tales of love, tales of heroes, journeys to other worlds, and some examination of the concept of myth itself and its values in today's society will be explored. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**INDUSTRIAL MAINTENANCE MECHANIC TECHNOLOGY (IMMT)****IMMT 60 FUNDAMENTALS OF INDUSTRIAL MAINTENANCE MECHANICS****1 Unit****Lec: 1 hour**

Designed to give the students the fundamental tools necessary to increase success in the workforce. Covered in this course are orientation to the trade, tools of the trade, fasteners and anchors, and introduction to test instruments. Grades: Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 62 OXYFUEL CUTTING****1 Unit****Lec: 1 hour**

Designed to give the student the fundamental skills necessary to use oxyfuel cutting equipment safely. Grades: Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 64 CRAFT RELATED QUANTITATIVE SKILLS**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamental quantitative skills commonly used by industrial maintenance mechanics. Grades. Option (a-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 66 CONSTRUCTION DRAWINGS**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamental skills to read commonly used blueprints by industrial maintenance mechanics. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 68 GASKETS, PACKING, DRIVERS, VALVES, AND LUBRICATION**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamental skills in gaskets, packing, pumps, drivers, valves, and lubrication used industrial maintenance mechanics. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 69 MATERIAL, HANDLING, HAND RIGGING, MOBILE AND SUPPORT EQUIPMENT**  
**1.5 Unit**  
**Lec: 1.5 hours**  
Designed to give the student the fundamental skills in material handling, hand rigging, mobile and support equipment used industrial maintenance mechanics. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 70 BASIC LAYOUT**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamentals skills necessary to do basic layout on the jobsite. Covered in this course are layout tools, basic layout including scribing, and using quantitative skills required in layouts. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 71 INTRODUCTION TO PIPING**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamental skills necessary to work with various types of piping on the jobsite. Covered in this course are copper and plastic piping and introduction to ferrous metal piping. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 73 IDENTIFY, INSTALL, AND MAINTAIN VALVES**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamental skills necessary to work with various types of valves, and perform basic hydrostatic and pneumatic testing on the jobsite. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 74 INTRODUCTION TO BEARINGS**  
**1 Unit**  
**Lec: 1 hour**  
Designed to give the student the fundamental skills necessary to work with various types of bearings on the jobsite. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 75            INTRODUCTION TO STEAM SYSTEMS**

**2 Units**  
**Lec: 2 hours**

Designed to give the student the fundamental skills necessary to work with various types of steam systems commonly found on the jobsite. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 76            DISTILLATION TOWERS AND VESSELS**

**1 Unit**  
**Lec: 1 hour**

Designed to give the student the fundamental skills necessary to work with various types of distillation towers and vessels commonly found on the jobsite. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 77            HEATERS, FURNACES, HEAT EXCHANGERS, COOLING TOWERS, AND FIN FANS**

**2 Units**  
**Lec: 2 hours**

Designed to give the student the fundamental skills necessary to work with various types of heaters, furnaces, heat exchangers, cooling towers, and fin fans commonly found on the jobsite. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 80A          E & I HAZARDOUS LOCATIONS**

**2 Units**  
**Lec: 1.5 hours Lab: 1.5 hours**  
**Prerequisite: E & I Level I**  
**May be repeated two times with a grade less than "C".**

**Designed to give the student the fundamental skills necessary to understand alternative current. Covered in this course are calculations used for AC waveforms, resistive and inductive AC circuits, and various types of AC circuits. Grade Option (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of emphasis applicable.**

**IMMT 80D          Process Quantative Skills**

**2 Unit**  
**Lec: 1.5 hours Lab: 15 hours**  
**Prerequisite: E & I Level I**  
**May be repeated two times with a grade less than "C".**

Designed to give the student the fundamental skills necessary to perform various mathematical operations used in the field. Covered in this course are basic mathematical operations necessary in instrumentation, pressure measurement, and factor conversion. Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 80E          Tubing Installation and Testing**

**2 Units**  
**Lec: 1.5 hours Lab: 1.5 hours**  
**Prerequisite: E & I Level I**  
**May be repeated two times with a grade of less than "C".**

Designed to give the student the fundamental skills necessary to perform various mathematical operations used in the field. Covered in this course are basic mathematical operations necessary in instrumentation, pressure measurement, and factor conversion. Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 80F          Introduction to Instrument Drawings & Documents**

**2 Units**  
**Lec: 1.5 hours Lab: 1.5 hours**  
**Prerequisite E&I Level I**  
**May be repeated two times with a grade of less than "C".**

Designed to give the student the fundamental skills necessary to extract and use information found on drawings and documents commonly used in the field. Covered in this course are standard Instrument Society of America (ISA) instrument symbols and abbreviations, instrument indexes, general instrument specifications, general notes and details, installation detail drawings, and location drawings. Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.



**IMMT 90A      E & I HAZARDOUS LOCATIONS****.5 Unit****Lec: .5 hour****Prerequisite: E & I Level II****May be repeated two times with a grade less than "C".**

Designed to give the student an understanding of hazardous locations commonly found in the field. Covered in this course are various classifications of hazardous locations, wiring methods permitted, size of seals and drains, wiring methods for Class I, Class II and Class III hazardous locations, and NEC requirements of installing explosion-proof fittings in specific hazardous locations. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90B      ELECTRICAL COMPONENTS & DRAWINGS****1 Unit****Lec: 1 hour****Prerequisite: E & I Level II****May be repeated two times with a grade less than "C".**

Designed to give the student an understanding of electrical components and drawings commonly found in the field. Covered in this course are electronic system components of solid-state devices including transistors, diodes, rectifiers, thyristors, thyrons, triacs, and logic gates. Additionally, common types of electrical and instrumentation diagrams and drawings including wiring, ladder, one-line, motor controller, P & ID, loop, and raceway diagrams. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90C      E & I MOTOR CONTROLS****1 Unit****Lec: 1 hour****Prerequisite: E & I Level II****May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of motor controls commonly found in the field. Covered in this course are contactors, relays pilot devices, and motor control wiring. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90D      E & I DISTRIBUTION SYSTEMS AND TRANSFORMER APPLICATION****2 Units****Lec: 2 hours****Prerequisite: E & I Level II****May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of distribution equipment and transformer applications commonly found in the field. Covered in this course are overcurrent protection, fuses and circuit breakers, switchgear, visual and mechanical inspections, ground fault relay systems, three-phase transformers, specialty transformers, NEC requirements, and harmonic derating. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90E      E & I CONDUCTOR SELECTION & CALCULATIONS APPLICATIONS****2 Units****Lec: 2 hours****Prerequisite: E & I Level II****May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of conductor selection and calculations commonly found in the field. Covered in this course are selection of electrical conductors for specific applications, calculation of voltage drop, NEC regulations, calculate and apply NEC tap rules, conductor sizing, conductor derating, and selection of conductors for various temperature ranges and atmospheres. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90F            E & I TEMPORARY GROUNING**  
**2 Units**

**Lec: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to give the student and understanding of conductor selection and calculations commonly found in the field. Covered in this course are purpose of temporary grounding, temporary grounding devices requirement, temporary grounding equipment, instillation and removal of temporary grounding devices. Grades. Option (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90G            LAYOUT & INSTALLATION OF**  
**TUBING & PIPING SYSTEMS**

**2 Units**

**Lec: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to give the student and understanding of layout & installation of tubing & piping systems commonly found in the field. Covered in this course are scope of the layout, proper methods for routing piping or tubing, application of fitter's math, cut piping and tubing, accurately bend piping or tubing, installation of various piping, fittings, and tubing supports. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90H            MACHINE BENDING OF CONDUIT**  
**2 Units**

**Lec: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of machine bending of conduit commonly found in the field. Covered in this course are the process of conduit using power tools, parts of electric and hydraulic benders, offsets, kicks, saddles, segmented, and parallel bends, quantitative skills required to end conduit. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90I            HYDRAULIC AND PNEUMATIC**  
**CONTROLS**

**1 Unit**

**Lec: 1 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of hydraulic and pneumatic controls commonly found in the field. Covered in this course are hydraulic system safety, principles of hydraulics devices and symbols and explain their functions, hydraulics systems in a process application, pneumatic system safety, physical characteristics of gases, compressing gases, pneumatic transmission of energy, principles of compressors, compressed air treatment, pneumatic system components and symbols. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90J            MOTOR OPERATED VALVES**

**1 Unit**

**Lec: 1 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of motor operated valves commonly found in the field. Covered in this course are safety regulations associated with motor-operated valves (MOVs), operating principles of various types of MOVs, applications of MOVs, setting up a MOV, removing and replacing a limit switch. Grades. Option (A-F), P/NP, non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

## MANAGEMENT (MGMT)

### MGMT 1 INTRODUCTION TO MANAGEMENT

**3 Units**

**Lecture: 3 hours**

***Also available online***

Management theory and practice, including the role that planning, organizing, leading, and controlling play in contemporary management. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### MGMT 3 HUMAN RESOURCE MANAGEMENT

**3 Units**

**Lecture: 3 hours**

***Also available online***

Personnel techniques: selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### MGMT 4 LABOR-MANAGEMENT RELATIONS

**3 Units**

**Lecture: 3 hours**

***Also available online***

History and development of the labor movement. Agreements and collective bargaining, current legislative trends, governmental controls on bargaining, and wage determination. Economic and behavioral aspects of the labor market. Grievance initiation and resolution. Supervisor's responsibility in administration of an agreement. Future issues in private and public sector collective bargaining. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### MGMT 5 ORGANIZATION AND MANAGEMENT

**3 Units**

**Lecture: 3 hours**

***Also available online***

Examination of supervisor's responsibility for planning, organizing, staffing, directing, controlling, and coordinating activities. Functions of the organization and the supervisor's role in meeting the firm's objectives. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### MGMT 6 PSYCHOLOGY OF MANAGEMENT

**3 Units**

**Lecture: 3 hours**

***Also available online***

Consideration and application of psychological principles basic to good employer/employee relations. Motivational factors in human behavior. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### MGMT 7 SMALL BUSINESS MANAGEMENT

**3 Units**

**Lecture: 3 hours**

***Also available online***

Introduction to management techniques used by small businesses in the free enterprise system. Product ideas, evaluations, planning, start-up problems, structuring, financing, purchasing inventory, location, hiring, business law, taxes, permits, and insurance. Preparation of a comprehensive business plan project. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

### MGMT 82 OCCUPATIONAL WORK EXPERIENCE IN MANAGEMENT/SUPERVISION

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## MATHEMATICS (MATH)

### MATH 1 PRECALCULUS TRIGONOMETRY

4 Units

Lecture: 4 hours

Prerequisite: MATH 55 with a "C" grade or better

*Also available online*

Fundamental properties of functions; generating inverse functions and reciprocal functions; circular functions, angular measure; trigonometric functions; use of trigonometric functions in solving problems involving triangles; fundamental identities. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

### MATH 2 INTRODUCTION TO STATISTICS

4 Units

Lecture: 3 hours; Lab: 3 hours

Prerequisite: MATH 55 with a "C" grade or better

*Also available online*

Data collection, graphical displays of data, S-Plus software; Minitab, or Excel; descriptive statistics, correlation and regression; design of experiments, basic concepts of probability and sampling distributions; discrete and continuous distributions including normal and t-distribution. Estimation and hypothesis testing small and large samples. The Chi-square goodness and fit test. Students use S-Plus statistical, Minitab, or Excel software with statistical applications. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### MATH 3 COLLEGE ALGEBRA

3 Units

Lecture: 3 hours

Prerequisite: MATH 55 with a "C" grade or better or assessment recommendation for Mathematics 3

*Also available online*

Equations and inequalities including quadratic and rational inequalities; functions and graphs including combining functions and inverse functions; Polynomial functions including finding real and complex zeros; Exponential and logarithmic functions; Rational functions including graphing and finding asymptotes; Systems of equations including systems in three variables, partial fractions, and nonlinear systems; Matrices and determinants; Sequences including arithmetic and geometric sequences, and the binomial theorem; Counting principles; Conic sections. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### MATH 4A ANALYTICAL GEOMETRY AND CALCULUS I

5 Units

Lecture: 5 hours

Prerequisite: Mathematics 1 and Mathematics 3 with a "C" grade or better

*Also available online*

Limits, continuity, derivatives, applications of the derivative, and the integral. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### MATH 4B ANALYTICAL GEOMETRY AND CALCULUS II

5 Units

Lecture: 5 hours

Prerequisite: Mathematics 4A with a "C" grade or better

*Also available online*

Techniques of integration, applications of the integral, sequences and series, conic sections, polar coordinates, vectors and the geometry of space. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MATH 4C            ANALYTICAL GEOMETRY AND  
CALCULUS III**

**5 Units**

**Lecture: 5 hours**

**Prerequisite: Mathematics 4B with a "C" grade or better**

***Also available online***

Vector valued functions, partial derivatives, multiple integrals, calculus of vector fields. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MATH 5            THE IDEAS OF MATHEMATICS**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Mathematics 55 with a "C" grade or better or assessment recommendation for Mathematics 5**

Sets, propositional logic, and their application to topics of discrete mathematics including enumeration techniques, and finite probability spaces. Satisfies college transfer requirements. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MATH 50            ELEMENTARY ALGEBRA**

**4 Units**

**Lecture: 4 hours**

**Prerequisite: Mathematics 101 with a "C" grade or better or assessment recommendation for Mathematics 50**

***Also available online***

Operations on signed numbers; solving linear equations and inequalities in one variable; graphing linear equations in two variables; properties of integral exponents; operations with polynomials (with emphasis on factoring) and rational expressions; operations with radical expressions; solution of elementary word problems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

**MATH 55            INTERMEDIATE ALGEBRA**

**4 Units**

**Lecture: 4 hours**

**Prerequisite: Mathematics 50 with a "C" grade or better or assessment recommendation for Mathematics 55**

***Also available online***

Introduction to functions and linear functions; systems of linear equations in two and three variables; inequalities including compound and absolute value inequalities; polynomial functions and factoring; rational expressions, functions, and equations including division; radicals, radical functions, and integral and rational exponents including complex numbers; quadratic equations and functions including graphing. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

**MATH 101          ARITHMETIC**

**3 Units**

**Lecture: 3 hours**

***Also available as a hybrid course***

Computations with whole numbers, fractions and decimals; meanings of fractions, decimals and percents; translations of verbal problems into mathematical statements; rounding, approximation and numerical estimation; use of basic arithmetic properties, graphs and tables; computation with positive integral exponents and square roots of perfect squares; computation of perimeters, areas and volumes; operations with signed numbers. Grades: Option (A-F), P/NP. Non Degree Applicable Credit.

## **MUSIC (MUSI)**

**MUSI 2            MUSIC APPRECIATION-CLASSICAL**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Survey of classical music from the medieval period through modern times. Medieval, baroque, classical, romantic, impressionistic, expressionistic, and contemporary music. Examination of the historical and sociological influences of the music. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MUSI 3            MUSIC APPRECIATION-AMERICAN  
MUSIC**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Survey of American music from the American Revolution to the present. Presentation, history, and analysis of traditional, country, blues, rock, jazz, musical theatre, classical, and commercial popular music. Examination of the historical and sociological influences on the music. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MUSI 4            BEGINNING COLLEGE CHOIR**

**.5 -1 Unit**

**Lab: 3 hours**

Introduction to the study and performance of choral music from early classics to contemporary works. No experience or sight reading skills necessary. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable

**MUSI 4B           INTERMEDIATE COLLEGE CHOIR**

**.5-1 Unit**

**Lab: 15 – 3 hours**

**Prerequisite: MUSI 4 with a grade of “C” or better.**

Continued study and performance of choral music from early classics to contemporary works. No audition required. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen ED Applicable. CSU. Non-Repeatable.

**MUSI 4C           ADVANCED COLLEGE CHOIR**

**.5-1 Unit**

**Lab: 1.5 – 3 hours**

**Prerequisite: MUSI 4B with a grade of “C” or better.**

Continued study and performance of choral music from early classics to contemporary works at an advanced level. No audition required. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen ED Applicable. CSU. Non-Repeatable.

**MUSI 4D           MASTERS COLLEGE CHOIR**

**.5-1 Unit**

**Lab: 1.5 – 3 hours**

**Prerequisite: MUSI 4C with a grade of “C” or better.**

Continued study and performance of choral music from early classics to contemporary works at the mastery level. No audition required. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. Grades. Option (A-F), P/NP. CSU. Non-Repeatable.

**MUSI 5A           BEGINNING CONCERT BAND**

**1 Unit**

**Lab: 3 hours**

Beginning study and performance of band literature from early classics to contemporary works. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 5B           INTERMEDIATE CONCERT BAND**

**1 Unit**

**Lab: 3 hours**

Intermediate study and performance of band literature from early classics to contemporary works. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 5C           ADVANCED CONCERT BAND**

**1 Unit**

**Lab: 3 hours**

Advanced study and performance of band literature from early classics to contemporary works. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 6A           BEGINNING SYMPHONIC BAND**

**1 Unit**

**Lab: 3 hours**

Beginning study and performance of band literature from early classics to contemporary works. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 6B            INTERMEDIATE SYMPHONIC BAND**

**1 Unit**

**Lab: 3 hours**

Intermediate study and performance of band literature from early classics to contemporary works. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 6C            ADVANCED SYMPHONIC BAND**

**1 Unit**

**Lab: 3 hours**

Advanced study and performance of band literature from early classics to contemporary works. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 7              JAZZ ENSEMBLE**

**1 Unit**

**Lab: 3 hours**

**Prerequisite: Advanced level instrumental abilities**

Rehearsal and performance of standard commercial orchestra literature, including original and published arrangements for dance bands, radio, television, and motion picture orchestras. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 8A            Beginning Chamber Singers**

**05 – 1 Unit**

**Lab: 1.5 hours - 3 hours**

Introduction to the performance of choral music from various periods and styles of the choral repertoire by a select group of singers. Admission with consent of the instructor based on an audition (student must contact instructor for audition appointment). Must be concurrently enrolled in College Choir (MUSI 4/B/C/D. Grade Option (A-F), P/NP. Degree Applicable Credit. Non-repeatable.

**MUSI 12A          BEGINNING PIANO**

**2 Units**

**Lecture: 1 hour; Lab: 2 hours**

**Prerequisite: Students must have a keyboard available for regular practice**

Class instruction in basic keyboard techniques and theory, including scales, chords, selected solos, and studies. Developing skills in reading music, familiarization with keyboard, and hand and finger control. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MUSI 12B          BEGINNING PIANO**

**1 Unit**

**Lecture: 1 hour; Lab: 1 hour**

**Prerequisite: Music 12A or equivalent with a "C" grade or better and access to a piano for practice purposes**

Continued class instruction in piano and theory techniques. Emphasis on phrasing, extended hand positions, and increased hand and finger control. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**MUSI 12C          INTERMEDIATE PIANO**

**1 Unit**

**Lecture: 1 hour; Lab: 1 hour**

**Prerequisite: Music 12B or equivalent with a "C" grade or better and access to a piano for practice purposes**

Continuation of Music 12B. Basic keyboard technique, including music reading, keyboard harmony, transposition, and improvisation. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

## OCEANOGRAPHY (OCEA)

### OCEA 1 INTRODUCTION TO THE MARINE ENVIRONMENT

**3 Units**

**Lecture: 3 hours**

The ocean and its effect on the Earth's weather, its size and diversity of contained life forms and its contributions to the physical and historical development of man. The ocean's impact on geographical and economic matters. The impact of oceanic pollutants and potential exploitation of marine resources. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## ORIENTATION (ORIE)

### ORIE 1 COLLEGE SUCCESS

**3 Units**

**Lecture: 3 hours**

Academic skills necessary to succeed in college and provide an orientation to college life. Structured self-awareness activities to identify goals, interests, skills, values and lifestyles, and to make sound educational and career choices. Time and stress management, learning styles, study techniques, and effective interpersonal communication skills, to improve student performance, retention and instructor-student relations. Emphasis on life-long success in academic, professional, and personal development. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

### ORIE 100 PREPARING FOR THE SAT

**0 Units**

**Lecture: 18 hours total**

Investigation of the SAT examination. Content, types of questions, and method of scoring. Techniques and strategies which lead to higher scores. Practice on model questions. 18 hours total. Non Degree Applicable Non Credit.

## PHILOSOPHY (PHIL)

### PHIL 1 INTRODUCTION TO PHILOSOPHY

**3 Units**

**Lecture: 3 hours**

Inquiry into similarities and differences in ancient and modern philosophy. Nature, politics, culture, virtue. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### PHIL 2 SURVEY OF PHILOSOPHY

**3 Units**

**Lecture: 3 hours**

Critical investigation of major schools and developments and analysis of outstanding thinkers in the Western tradition from pre-Socratics to the 18th century. Methods and techniques of the discipline. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### PHIL 3 LOGIC

**3 Units**

**Lecture: 3 hours**

An introduction to the principles of sound reasoning with emphasis on propositional logic, deduction, induction, language, fallacies. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### PHIL 4 ETHICS

**3 Units**

**Lecture: 3 hours**

Examination of classical ethics. Comparison with competing viewpoints and systems and consideration of current ethical issues. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU



**PHIL 5                    COMPARATIVE RELIGION**

**3 Units**

**Lecture: 3 hours**

*Also available online*

An introduction to the major world religions: Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, Taoism, and Shintoism. A critical study of the fundamental religious beliefs of each religion and an examination of their philosophical presuppositions. May be taken as Religious Studies 10 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PHIL 6                    INTRODUCTION TO THE BIBLE**

**3 Units**

**Lecture: 3 hours**

*Also available online*

A preparation for informed study of the Bible. Contemporary interpretive stances, history, methods, and major themes will be examined. Significant portions of the Bible will be studied in the process. May be taken as Religious Studies 1 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PHIL 8                    MODERN PHILOSOPHY**

**3 Units**

**Lecture: 3 hours**

Critical investigation of major thinkers in the modern period of Western Philosophy. From Descartes to Mill. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PHOTOGRAPHY (PHOT)**

**PHOT 1C                    INTRODUCTION TO DIGITAL PHOTOGRAPHY**

**4 Units**

**Lecture: 2 hours; Lab: 6 hours**

Introduction to the world of photography through the lens of the digital camera. Students will learn the operations of the digital camera (exposure, framing, cropping, white balance, megapixels, and printing), the different imaging controls, and production of professional quality photographs using digital imaging software. Students are required to provide their own digital camera. Grades: Option (A-F). Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. CSU

**PHOT 2A                    ADVANCED PHOTOGRAPHY**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Photography 1B with a "C" grade or better**

A continuation of basic photography with greater emphasis on the technical process of fine photographic expression. Light management, negative manipulation, and the creative print are examined as the basics of black and white photography. An adjustable camera with flash is required. A field trip may be required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. CSU

**PHOT 2B                    ADVANCED PHOTOGRAPHY**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Photography 2A with a "C" grade or better**

Photography through the development of esthetic and philosophical attitudes, individual photographic vision and a personal "style". A finished portfolio will form the basis of student achievement. An adjustable camera with flash is required. A field trip may be required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. CSU

**PHOT 2C            DIGITAL PHOTOGRAPHY**

**4 Units**

**Lecture: 3 hours; Lab: 4 hours**

**Prerequisite: Photography 1C with a "C" grade or better**

Continuation in investigation of the digital camera. Students will learn the operations of the digital camera (lighting, shutter speed, apertures, ISO setting, and camera exposure setting) and imaging controls in digital imaging software. Grades: Option (A-F). Degree Applicable Credit. Gen Ed Applicable.

**PHOT 3            COLOR PHOTOGRAPHY**

**4 Units**

**Lecture: 3 hours; Lab: 4 hours**

**Prerequisite: Photography 2A with a "C" grade or better and an adjustable camera**

Introduction to color photography. Transparency and negative materials with emphasis on print making from slides. Color design and composition. Print presentation and color photography as art. Field trips are required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU. Non-Repeatable.

**PHOT 4            HAND COLORED BLACK & WHITE PRINTS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Photography 2B or equivalent with a "C" grade or better**

Hand coloring black and white prints with oil colors, watercolors, pencils, and dyes in the old style color prints. This is a vocational skill. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU. Non-Repeatable.

**PHOT 9            INTRODUCTION TO ADOBE PHOTOSHOP**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 or 2 with a "C" grade or better**

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts. Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Arts 9 or Computer and Business Information Systems 9 – credit granted for one course only. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU. Non-Repeatable.

**PHOT 50            INTRODUCTION TO THE DIGITAL CAMERA**

**.5 Units**

**Lecture: 9 hours**

**Lab: 27 hours**

Entry level course covers basis terminology, functions components and use of the digital camera. The basics of taking a good photograph, digital photo download, storage, sharing and editing will also be covered. Students are required to provide their own digital camera. Grades: Options (A – F), P/NP. Degree applicable credit.

**PHOT 54            FIELD PHOTOGRAPHY**

**1 Unit**

**Lecture: 12 hours total**

**Lab: 12 hours total**

**Recommended: Photography 1A with a "C" grade or better**

Applied field photography through experience gained under close supervision on two days of field work, followed by critical review session one week later. 24 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable.

**PHOT 82 OCCUPATIONAL WORK  
EXPERIENCE IN PHOTOGRAPHY**

**1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

## **PHYSICAL EDUCATION—ACTIVITY (PEAC)**

**PEAC 3 CIRCUIT WEIGHT TRAINING –  
MACHINES ONLY**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Circuit weight training provides the student an opportunity to improve in cardiovascular endurance and muscular strength. Training is intended to improve cardiovascular and skeletal muscle function in a controlled workout setting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 4 BASIC WEIGHT TRAINING AND  
CONDITIONING**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Instruction on the basics of weight training and aerobic conditioning. Recommended for students interested in muscle toning, weight redistribution, physical rehabilitation, and aerobic conditioning. Individual workout programs developed at the basic level under supervision of the instructor. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 11 BEGINNING VOLLEYBALL**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Fundamentals, team play, rules and strategy. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 12 INTERMEDIATE VOLLEYBALL  
1 Unit**

**Activity: 3 hours**

**Prerequisite: Physical Education Activity 11 with a  
“C” grade or better**

Review basic volleyball skills and begin work on more advanced skills and playing strategies. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 13 FITNESS WALKING**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Cardiovascular training through aerobic walking. Start at your current level of fitness and add resistance in terms of speed, duration, and varied terrain. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 14 JOGGING**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Techniques of running and training methods. Development of cardiovascular and respiratory endurance. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 15 LIFETIME FITNESS & DIETARY  
ANALYSIS**

**1 Unit**

**Activity: 3 hours**

Students design, develop, refine, and execute individual fitness programs. Emphasis is on program design, development, and nutritional practices of the student. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 16 LIFETIME FITNESS**

**1 Unit**

**Activity: 3 hours**

Student performs a series of high-repetition, low-resistance exercises using weights, develops cardiovascular endurance using aerobic exercise equipment, and develops flexibility using static stretches. Once oriented and instructed, students will perform an individualized exercise plan. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 17 BEGINNING ADAPTIVE PHYSICAL FITNESS**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

**Recommended: Physician or OSS Coordinator referral**

This physical education course for the disabled is designed to assist students in developing and maintaining the basic physical fitness skills, knowledge, and attitudes necessary for enjoyable and satisfactory participation in lifetime physical fitness activities. Designated "Special Class" (Title 5, Section 56028). Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 20 TAI JI QUAN**

**1 Unit**

**Activity: 3 hours**

Tai Ji Quan (Tai Chi) is a Chinese traditional exercise for the body and mind, which tones muscles, improves flexibility, and reduces stress. Tai Ji Quan, as a slow, rhythmic movement with meditation has been recognized by medical experts worldwide as an effective way to achieve relaxation, decrease high blood pressure, promote cardiovascular fitness, and slow the aging process. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 21 BREATHING MEDITATION & RELAXATION**

**1 Unit**

**Activity: 18 hours total**

Qi Gong is an ancient Chinese breathing exercise with meditation which is being developed today for therapy of chronic illness and stress in China. Although the physiological side effects produced by Qi Gong resemble those of meditation, there are certain features that are unique, effective, and often mysterious. The course will cover the theory, practice, physical and physiological relaxation, and other benefits of breathing meditation. Grades: P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 22 CHEERLEADING**

**1 Unit**

**Activity: 3 hours**

Designed for song and yell leaders or physical education and recreation majors. Practice and evaluation of song and cheerleading techniques as well as injury prevention specifically related to cheerleading is stressed. Field work may be required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 29 CARDIOVASCULAR LAB**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Instruction in performing vigorous aerobic exercise in cardiovascular training (Free runner, Stairmaster, Lifecycle, Row Machine, etc.). Individual workout programs will be developed based on required assessment tests and will be monitored through daily recording of workouts and weekly self-testing. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 30                    GENERAL ACTIVITY**

**1 Unit**

**Activity: 3 hours**

**Also available online**

Intended primarily for online students interested in furthering physical and mental wellbeing through meaningful experiences in physical activities. Activities offered will vary according to facilities available. Activities monitored by the instructor. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 33                    BADMINTON**

**.5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Activity course in which students will develop the basic skills necessary to play the game of badminton. Technical skills include the overhead and underhand clears, the short & low serve, drop shots and the smash. Emphasis on the fundamental strategies and rules used in both singles and doubles play. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. Non-Repeatable.

**PEAC 194                  Fitness Walking for Seniors**

**Non-Credit**

**Lab: 1.5 hours**

A fitness walking class designed for seniors and adults with physical or health limitations. This course is designed to utilize walking to improve muscular strength and endurance, posture and mobility, and to general physical fitness. Non-Credit. Eligible to be repeated.

**PHYSICAL EDUCATION—LECTURE  
(PELC)**

**PELC 1                    SPORT PSYCHOLOGY**

**3 Units**

**Lecture: 3 hours**

**Also available online**

An introduction to sport psychology as well as an overview of sport psychology factors such as motivation, communication, imagery, management of psychic energy, stress management, relaxation, goal setting, and the implementation of

psychological skills testing (PST). May be taken as Psychology 13 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU

**PELC 2                    INTRODUCTION TO PHYSICAL  
EDUCATION**

**3 Units**

**Lecture: 3 hours**

An introduction to the philosophies and purposes of physical education. Examines the qualifications for various professional opportunities in the physical education field. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**PELC 3                    PHYSICAL FITNESS AND WELLNESS**

**1.5 Units**

**Lecture: 1 hour; Activity: 1.5 hours**

Lifetime fitness and wellness through lecture, discussion, lifestyle assessment, and health risk management. Lifestyle components are cardiovascular fitness, nutrition, and stress management. Health factors above and beyond cardiovascular fitness, nutrition, stress, and other health-related issues (e.g., drug abuse, behavior modification, cardiovascular disease, and women's issues). Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**PELC 5                    PRINCIPLES OF ATHLETIC  
TRAINING**

**3 Units**

**Lecture: 3 hours**

Introduction to principles of athletic training. Theories and methods in the prevention, assessment, treatment, and rehabilitation of sports injuries. Application of wrapping, taping, and treatment protocols. Material fee required. Grades: Option (A-F). Degree Applicable Credit. CSU

## PHYSICAL EDUCATION—THEORY (PETH)

### PETH 1            THEORY OF BASKETBALL

**2 Units**

**Lecture: 1 hour; Activity: 3 hours**

History, terminology, and strategy of the game. Practice organization and drill progressions for offenses, defenses, and fast break. Responsibilities of the coach in the organization and administration of basketball. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU. Non-Repeatable.

### PETH 3            THEORY OF BASEBALL

**2 Units**

**Lecture: 1 hour; Activity: 3 hours**

Detailed study of the fundamental skills, rules, statistics, terminology, and coaching of baseball, with emphasis on the role of the coach. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU. Non-Repeatable.

### PETH 4            THEORY OF VOLLEYBALL

**2 Units**

**Lecture: 1 hour; Activity: 3 hours**

**Recommended: Physical Education Activity 11 with a "C" grade or better**

In-depth study and analysis of terminology, structure, strategies and coaching of the game. Skill development, on-court application, position responsibilities and coaching. Historical aspects for comprehension on any level of competition. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU. Non-Repeatable.

## PHYSICAL SCIENCE (PHSC)

### PHSC 1            PHYSICAL SCIENCE FOR GENERAL EDUCATION

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Basic principles of physics to tie geology, chemistry, meteorology, and astronomy into one logical and meaningful structure. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### PHSC 2            INTRODUCTION TO EARTH SCIENCE

**3 Units**

**Lecture: 3 hours**

Introduction to geology, astronomy, meteorology, climatology, and oceanography. Earth's place in the universe. Scientific method and tools of scientific investigation. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## POLITICAL SCIENCE (POLI)

### POLI 1            AMERICAN POLITICAL INSTITUTIONS

**3 Units**

**Lecture: 3 hours**

**Recommended: Eligibility for English 1A**

***Also available online***

The fundamental principles of American federal, state, and local government. Governmental structure, political parties, and public policies. Offered every semester. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### POLI 2            COMPARATIVE GOVERNMENT

**3 Units**

**Lecture: 3 hours**

***Also available online***

Fundamental political principles, structure, political parties, and public policies of major foreign governments. Comparison of western democracies and past and present totalitarian systems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**POLI 3                    INTRODUCTION TO  
INTERNATIONAL RELATIONS**

**3 Units**

**Lec: 3 hours**

**Recommended: Reading 60 or pass Reading102**

***Also available online/hybrid***

An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues-focusing on the nature of political relations among nations, including the basic factors which influence international relations. Emphasis is placed on an examination of contemporary world politics. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen ED Applicable. UC/CSU

**POLI 50                    STUDENT LEADERSHIP**

**2 Units**

**Lecture: 2 hours**

**Lab: 1 hour**

Combines the study methods and materials needed to develop a working knowledge of "Robert's Rules of Order," as well as an understanding of the California Educational Code as it relates to Student Government. Develops leadership skills in the following areas: Committee work, budget building, program planning, conflict resolution, public speaking, and community outreach. Class is open to all students and required for student body officers. May be taken as Orientation 49 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Non-Repeatable.

## **PSYCHOLOGY (PSYC)**

**PSYC 1                    INTRODUCTION TO PSYCHOLOGY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Consideration of the development of psychology, sensation and perception, learning and memory, motivation, emotion, state of consciousness, stress, health and adjustment, abnormal behavior and psychotherapy, sex roles and sexual behavior. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PSYC 2                    DEVELOPMENTAL PSYCHOLOGY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Theories, research methods and findings concerning physical, cognitive, and psychosocial development of the individual from conception through the entire life span. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PSYC 3                    PERSONAL PSYCHOLOGY**

**3 Units**

**Lecture: 3 hours**

Factors which affect human motivation, emotion, frustration, conflict, and adjustment as related to interpersonal relationships. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PSYC 4                    CHILD GROWTH AND  
DEVELOPMENT**

**3 Units**

**Lecture: 3 hours**

***Also available online***

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis. UC/CSU

**PSYC 5 INTRODUCTION TO CAREER AND LIFE PLANNING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Development of tools to assess the skills, interests, values, and motivation needed to make career decisions. Includes decision making, educational planning, and college survival. May be used to meet Orientation requirement for graduation. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**PSYC 6 ADULT DEVELOPMENT & AGING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Basic principles in the field of adult development and aging from adolescence to the aged, including phases of aging, transitions, coping, and constructive or positive adaptation. Theoretical and research methodological issues in the study of adult maturation will be reviewed. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PSYC 11 HUMAN SEXUALITY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Human anatomy, physiology, and behavior as related to sexual reproduction, including fertilization, pregnancy, childbirth, and birth control. Consideration will also be given to genetics, homosexuality, sexually transmitted diseases, and sexual intercourse and response. May be taken as Biology 11 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PSYC 12 RESEARCH IN SOCIAL SCIENCES**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Introduction to Psychology 1 or Introduction to Sociology 1 with a "C" grade or better.**

**Recommended: Eligibility for ENGL 1A.**

***Also available online***

Surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation and reporting of research data. Research selected review of research in neurophysiology, sensation, learning, memory and social psychology as well as sociology. Grades: Options (A-F), P/NP. Degree applicable. CSU

**PSYC 13 INTRODUCTION TO SPORT PSYCHOLOGY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

An introduction to sport psychology as well as an overview of sport psychology factors such as motivation, communication, imagery, management of psychic energy, stress management, relaxation, goal setting, and the implementation of psychological skills testing (PST). May be taken as Physical Education Lecture 1 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU

**PSYC 14 INTRODUCTION TO DRUG/ALCOHOL STUDIES**

**3 Units**

**Lecture: 3 hours**

***Also available online***

A historical perspective on drug/alcohol abuse, its impact on the individual, the family, the community, and society. Definitions of use, abuse, and addiction as well as the disease concept of addiction. Effectiveness and economics of various models of treatment and rehabilitation. May be taken as Sociology 14 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU



**PSYC 15                    INTRODUCTION TO GUIDANCE  
AND COUNSELING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

A survey of the guidance process, communication, functions of counseling, and various counseling theories. Introduction to the whole guidance process. Integrated approach to basic helping skills utilizing theory, practice, and case application. Development of skills needed to establish effective helping relationships. May be taken as Sociology 15 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**PSYC 30                    COMMUNITY SERVICE PROJECT**

**1-4 Units**

**Lecture: 1 hour per unit**

**Prerequisite: Completion of 12 units of general education course work with a minimum GPA of 2.0. Prior approval of instructor. Departmental enrollment consistent with agency/industry being served**

Supervised field work with local public agencies and/or private industry. Students may serve as unpaid volunteers in a variety of settings, gaining exposure to and experience in the world of work, while applying general knowledge and principles learned in the classroom. Requires a memorandum of understanding between the agency or group being served and the College; mandatory class meetings on a weekly basis; and an individualized student learning agreement accompanied by three (3) hours of service per week per unit of credit. May be taken as Education 30 - credit granted for one course only. . Option (A-F), P/NP. Degree Applicable Credit. CSU. Non-Repeatable.

**PSYC 33 MARRIAGE AND FAMILY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Human relationships in anticipation of, preparation for, and participation in marriage. Social change as it affects marriage and family life. Psychological and sexual aspects and implications which make for success or failure in marriage. May be taken as Sociology 3 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PSYC 51                    ISSUES IN PSYCHOLOGY**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

Journey to the unknown side of the personality through myths and folk tales. Myths are viewed as patterns of behavior which can help explain our own quest for wholeness. The quest theme defined as the voyage from unconsciousness to consciousness. Myths and folklore from English, European, Spanish-speaking, and American cultures will be utilized to establish the universality of the search for wholeness. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**PSYC 101                  PERSONAL GROWTH AND  
SURVIVAL SKILLS**

**2 Units**

**Lecture: 2 hours**

An effective study course that analyzes time management problems, memory improvement, note taking, textbook reading, theme and report writing, concentration, and review for exams. An exploration of self-understanding and confidence building through group discussion. Grades: P/NP. Non Degree Applicable Credit.

## READING (READ)

### READ 60 CRITICAL READING AS CRITICAL THINKING

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Reading 102 with a “P” or assessment recommendation for Reading 60**

Explores the relationship of critical reading and critical thinking in academic reading. Emphasis on the development of critical thinking skills including interpretation, analysis, and criticism. Does not satisfy the critical thinking requirement for transfer. Grades: Option (A-F), P/NP. Degree Applicable Credit.

### READ 100 ACADEMIC READING

**3 Units**

**Lecture: 3 hours**

**Lab: 1 hour**

Introductory reading course for students from a variety of backgrounds and learning skill levels who are having extreme difficulties with reading. Emphasis on phonics, basic sight vocabulary, lower level reading comprehension strategies, following directions, and introductory writing skills. Eighteen hours of supplemental instruction the lab that supports this course is required. Grades: P/NP. Non Degree Applicable Credit.

### READ 101 INTERMEDIATE READING

**3 Units**

**Lecture: 3 hours**

**Lab: 1 hour**

**Prerequisite: Reading 100 with a “P” grade or assessment recommendation for Reading 101**

Preparatory reading and study skills course for students from a variety of backgrounds and learning skill levels who are having difficulties with reading. Focus on improvement of reading and study skills abilities, with emphasis on reading comprehension, vocabulary development, and study techniques. Eighteen hours of supplemental instruction in the lab that supports this course is required. Grades: P/NP. Non Degree Applicable Credit.

### READ 102 INTERACTIVE READING AND LITERATURE

**3 Units**

**Lecture: 3 hours**

**Lab: 1 hour**

**Prerequisite: Reading 101 with a “P” grade or assessment recommendation for Reading 102**

Reading course for students to focus on reading comprehension, literacy terminology, and vocabulary development using literature as a basis. Eighteen hours of supplemental instruction in the lab that supports this course is required. Grades: P/NP. Non Degree Applicable Credit.

## RELIGIOUS STUDIES (RLGS)

### RLGS 1 INTRODUCTION TO THE BIBLE

**3 Units**

**Lecture: 3 hours**

*Also available online*

A preparation for informed study of the Bible. Contemporary interpretive stances, history, methods, and major themes will be examined. Significant portions of the Bible will be studied in the process. May be taken as Philosophy 6 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### RLGS 5 BIBLE AS LITERATURE

**3 Units**

**Lecture: 3 hours**

*Also available online*

Introduction to the literature of the Bible, including the Apocrypha. A study of the literary and human dimension of scripture through selected readings in English from the various books of the Old and New Testaments and the Apocrypha. May be taken as English 6 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**RLGS 10                    COMPARATIVE RELIGION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

An introduction to the major world religions: Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, Taoism, and Shintoism. A critical study of the fundamental religious beliefs of each religion and an examination of their philosophical presuppositions. May be taken as Philosophy 5 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## **SOCIOLOGY (SOCl)**

**SOCI 1                    INTRODUCTION TO SOCIOLOGY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Characteristics of social life and human behavior in social interaction. Selected sociological concepts. The social structure and processes of institutions and communities. Social stratification and social change in contemporary society. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**SOCI 2                    AMERICAN SOCIAL PROBLEMS**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Analysis of the major social problems confronting Americans in the 20th Century. Emphasis on future trends. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**SOCI 3                    MARRIAGE AND FAMILY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Human relationships in anticipation of, preparation for, and participation in marriage. Social change as it affects marriage and family life. Psychological and sexual aspects and implications which make for success or failure in marriage. May be taken as Psychology 33 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**SOCI 6                    CHILD, FAMILY, COMMUNITY**

**3 Units**

**Lecture: 3 hours**

***Also available online***

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

**SOCI 8                    JUVENILE CRIME AND  
                                 DELINQUENCY**

**3 Units**

**Lecture: 3 hours**

**Also available online**

Major types of juvenile crime, role careers of offenders, and factors which contribute to production of criminality or delinquency. Methods for dealing with justice system violators and the changing role of police and the courts. Aftercare process of sentence, probation, prisons, and parole. Changes of law in crime control and treatment processes. May be taken as Administration of Justice 8 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**SOCI 12                    RESEARCH IN SOCIAL SCIENCES**

**3 Units**

**Lecture: 3 hours**

**Prerequisites: Introduction to Psychology 1 or Introduction to Sociology 1 with a grade "C" or better.**

**Recommended eligibility for ENGL 1A.**

***Also available online/hybrid***

Surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation and reporting of research data. Research design and methodology will be illustrated through a selected review of research in neurophysiology, sensation, learning, memory and social psychology as well as sociology. Grades: Option (A-F), P/NP. Degree applicable. CSU

**SOCI 14 INTRODUCTION TO DRUG/ALCOHOL  
STUDIES**

**3 Units**

**Lecture: 3 hours**

***Also available online***

A historical perspective on drug/alcohol abuse, its impact on the individual, the family, the community, and society. Definitions of use, abuse, and addiction as well as the disease concept of addiction. Effectiveness and economics of various models of treatment and rehabilitation. May be taken as Psychology 14 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**SOCI 15                    INTRODUCTION TO GUIDANCE  
                                 AND COUNSELING**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Survey of the guidance process, communication, functions of counseling, and various counseling theories. Introduction to the whole guidance process. Integrated approach to basic helping skills utilizing theory, practice, and case application. Development of skills needed to establish effective helping relationships. May be taken as Psychology 15 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**SOCI 18                    FUNDAMENTALS OF PROBATION  
AND PAROLE**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Overview of the history and philosophical foundations of probation and parole. Organization and operations of probation. Issues and problems relating to the pre-sentence report, determinate versus indeterminate sentencing, role of the probation and parole officer, legal decisions affecting probation and parole practice. May be taken as Administration of Justice 18 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

## **SPANISH (SPAN)**

**SPAN 1A                    BEGINNING SPANISH**

**4 Units**

**Lecture: 3 hours**

**Lab: 3 hours**

Proficiency-oriented approach to Spanish, designed to give students skill in understanding, speaking, reading, and writing the language. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**SPAN 1B                    ELEMENTARY SPANISH**

**4 Units**

**Lecture: 3 hours**

**Lab: 3 hours**

**Prerequisite: Spanish 1A with a “C” grade or better**

Continuation of Spanish 1A. Pronunciation, vocabulary, sentence structure, grammar, dialogues, and cultural exercise. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

## **SPEECH (SPCH)**

**SPCH 1                    ELEMENTS OF PUBLIC SPEAKING**

**3 Units**

**Lecture: 3 hours**

Principles of oral communication in audience situations. Development of poise in front of an audience, research, speech organization, and effectiveness of delivery. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**SPCH 3                    INTERPERSONAL  
COMMUNICATION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Blend of the important areas of interpersonal communication and the art of platform speaking. Theory and practical skills are analyzed and practiced as they apply to all forms of communication, including one-to-one situations, small group situations, and public speaking situations. The creative processes of informative and persuasive deliveries. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

## **SUMMER READINESS (SUMR)**

**SUMR 100                    COLLEGE PREPARATION**

**6 Units**

**Lecture: 6 hours**

Introduction to the college community. Survival skills for college life, overcoming math anxiety, effective reading, writing made easier, introduction to employment, career-life planning, and self-awareness. Grades: P/NP. Degree Applicable Credit.

## **THEATRE ARTS (TART)**

### **TART 1 BEGINNING ACTING**

**3 Units**

**Lecture: 3 hours**

Introduction to the basic techniques of acting, theory, terminology, and movement. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **TART 3 THEATRE APPRECIATION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Study of the art, craft, and business of the theatre. Emphasis on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **TART 4 THE BROADWAY VOICE**

**1 Unit**

**Lab: 2 hours**

Establishing basic vocal technique including posture, vocal exercises, and breathing. Application of technique through the study of different genres of music using musical theatre literature. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

### **TART 4B Intermediate Broadway Voice**

**1 Unit**

**Lab: 2 hours**

**Prerequisite: TART 4 with a grade of "C" or better.**

Establishing improved, basic vocal technique, including posture, vocal exercises, and breathing. Application of technique through the study of different genres of music using musical theatre literature. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

### **TART 4C Advanced Broadway Voice I**

**1 Unit**

**Lab: 2 hours**

**Prerequisite: TART 4B with a grade of "C" or better.**

Establishing advanced improvement in basic vocal technique, including posture, vocal exercises, and breathing. Application of technique through the study of different genres using musical theatre literature. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

### **TART 4D Advanced Broadway Voice II**

**1 Unit**

**Lab: 2 hours**

**Prerequisite: TART 4C with a grade of "C" or better.**

Establishing advanced basic vocal technique, including posture, vocal exercises, and breathing. Application of technique through the study of different genres of music using musical theatre literature. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

### **TART 5 MODERN THEATRE PRODUCTION**

**1-4 Units**

**Activity: 36 hours total per unit of credit**

Applied study and practice of script analysis, acting techniques, technical theatre, and other performance skills through preparation and performance of a modern, non-musical theatre production. 1-4 units offered. 36 hours total per unit of credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**TART 5B            Intermediate Modern Theatre  
Production**

**.5 – 4 Units**

**Lab: 1 – 8 hours**

**Prerequisite: TART 5 with a grade of “C” or better.**

Applied immediate study and practice of script analysis, acting techniques, technical theatre, and other performance skills through preparation and performance of modern, non-musical theatre production. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**TART 5C            Advanced Modern Theatre  
Production II**

**.5 – 4 Units**

**Lab: 1 – 8 hours**

**Prerequisite: TART 5B with a grade of “C” or better.**

Applied advanced study and practice of script analysis, acting techniques, technical theatre, and other performance skills through preparation and performance of a modern, non-musical theatre production. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**TART 5D            Advanced Modern Theatre  
Production II**

**.5 – 4 Units**

**Lab: 1– 8 hours**

**Prerequisite: TART 5C with a grade of “C” or better.**

Applied continuation of advanced study and practice of script analysis, acting techniques, technical theatre, and other performance skills through preparation and performance of a modern, non-musical theatre production. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**TART 6 INTERMEDIATE ACTING**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: Theatre Arts 1 or 5 with a “C” grade or better**

Further studies in acting stressing the importance of character analysis and development. Emphasis on extensive scene and monologue study. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**TART 12            CLASSICAL THEATRE PRODUCTION  
1-4 Units**

**Activity: 36 hours total per unit of credit**

Applied study and practice of script analysis, acting techniques, technical theatre, and other performance skills through preparation and performance of a classical theatre production. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**TART 13            MUSICAL THEATRE PRODUCTION  
1-4 Units**

**Activity: 36 hours total per unit of credit**

Applied study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of a musical theatre production. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**TART 13B           Intermediate Musical Theatre  
Production**

**.5 – 4 Units**

**Lab: 1 – 8 hours**

**Prerequisite: TART 13 with a grade of “C” or better.**

Applied improved study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of musical theatre production. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**TART 13C      Advanced Musical Theatre  
Production II**

**.5 – 4 Units**

**Lab: 1 – 8 hours**

**Prerequisite: TART 13B with a grade of “C” or better.**

Advancement of applied improved study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of a musical theatre production. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. Non-Repeatable.

**TART 13D      Advanced Musical Theatre  
Production III**

**.5 – 4 Units**

**Lab: 1 -8 hours**

**Prerequisite: TART 13C with a grade of “C” or better.**

Advanced applied study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of a musical theatre production. Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. Non-repeatable.

**TART 82      OCCUPATIONAL WORK  
EXPERIENCE IN THEATRE ARTS**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

## **WAREHOUSING AND LOGISTICS (WARE)**

**WARE 51      INTRODUCTION TO OPERATIONS  
AND SUPPLY CHAIN MANAGEMENT**

**3 Units**

**Lecture 3 hours**

***Also Available online***

Provides study in logistical business process, managing quality, product development, services, operations planning and supply chain layout decisions in manufacturing. Studies expands into simulation modeling and theory exploration. Grade: Option (A-F). Degree Applicable.

**WARE 52      INTRODUCTION TO  
WAREHOUSING AND  
DISTRIBUTION**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Concepts in warehousing and distribution processes and techniques, including distribution planning and terminology; transportation methods; Occupational Safety and Health Administration (OSHA) safety rules and regulations; shipping; marketing and receiving procedures; and inventory control. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 53      INTERNATIONAL LOGISTICS**

**3 Units**

**Lecture 3 hours**

***Also available online***

Provides study in globalized business, the economic value of ecommerce, service characteristics of international transportation providers, roles of the US and foreign governments, international security provisions, documentation/terms of sales used in export/import markets and fundamentals of effective logistics in the international market. Grade: Option (A-F). Degree Applicable.



**WARE 55            PRINCIPLES OF LOGISTICS**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Concepts in product distribution, including supply chain management, integrated logistics and activities. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 57            MATERIALS MANAGEMENT**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Covers the basics of supply chain management, manufacturing planning and control systems, purchasing, and physical distribution. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 59            INTRODUCTION TO PURCHASING**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Basics of purchasing principles and management, including objectives and organizations, key purchasing variables, applications, and systems and controls. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 61            PROJECT MANAGEMENT**

**3 Units**

**Lecture: 3 hours**

Provides study in project selection, concept identification, development, implementation, and project closeout. Students will gain experience, knowledge and abilities to analyze strategic goals, gather data, perform network analysis, develop schedules, plans, develop work breakdown structure, perform network analysis, and project scope verification. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 82            OCCUPATIONAL WORK  
EXPERIENCE IN WAREHOUSING  
AND LOGISTICS**

**1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

**WELDING (WELD)**

**WELD 50            OXYACETYLENE WELDING AND  
CUTTING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Materials, equipment, and safety practice in oxyacetylene welding and cutting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 51            SHIELDED METAL ARC WELDING  
AND CUTTING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Use of electrodes, metals, welding machines in arc welding and cutting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 52            POSITION WELDING (ARC  
WELDING)**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 51 with a "C" grade or better**

Advanced shielded metal arc welding. Electrodes and welding symbols. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 53            SOLDERING, BRAZING, AND BRAZE  
WELDING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 50 (or equivalent) with a "C" grade or better**

Special welding processes and applications. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 54            GAS METAL-ARC WELDING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 51 and 52 or equivalent with a "C" grade or better**

Special welding processes and applications. Ferrous and non-ferrous metals and position welding. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 55            GAS TUNGSTEN-ARC WELDING**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 50 and 51 or equivalent with a "C" grade or better**

Special welding processes and applications. Ferrous and non-ferrous metals and position welding. Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. Non-Repeatable.

**WELD 56            BLUEPRINT READING (METAL TRADES)**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Basic techniques of interpreting and using engineering drawings or prints used in the metal trades. Visualization of objects, sectional drawings, orthographic and isometric projections, symbols, scales, and practices used in blueprints for the metal trades. May be taken as Drafting 56 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 57            WELDING FABRICATION AND PROJECTS**

**3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 50, 51, 52, 53, 54, 55, and 56 with a "C" grade or better**

Designed for the accomplished welding student to gain welding fabrication and repair welding principles and skills. Also, construction of complex and useful projects. Grades: Option (A-F). Degree Applicable Credit. Major Applicable

**WELD 82            OCCUPATIONAL WORK EXPERIENCE IN WELDING**

**1-8 Units**

***Also available as a hybrid course***

See Cooperative Work Experience Education listing.

**WORKFORCE DEVELOPMENT (WKFC)**

**WKFC 50D            BASIC COMMUNICATION AND EMPLOYMENTSKILLS**

**2 Units**

**Lecture: 2 hours**

***Also available online***

Techniques for communicating effectively with co-workers and supervisors. Critical thinking and problem solving skills, effective relationship skills, effective presentation, and key workforce issues such as sexual harassment, stress, and substance abuse. Grades: Option (A-F). Degree Applicable Credit.

**WKFC 52            SOFT SKILLS FOR THE WORKPLACE**

**3 Units**

**Lecture: 3 hours**

***Also available online***

Designed to give the student the fundamental tools necessary to increase success in the workforce. Covered in this course are teamwork, conflict management, communication skills, and critical thinking skills. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WKFC 101      ATTITUDE IN THE WORKPLACE**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course is designed to provide the participant with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The participant will be introduced to the concepts of how attitudes are communicated, the three types of attitudes, and how to adjust ones attitude. Topics will also include the primary causes of bad attitude, turnaround strategies to battle them, and specific techniques to raise the attitudes of others. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 102      DEALING WITH DIFFICULT PEOPLE**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course will explore the causes and impact that conflict can have on customer service. Students will learn strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 103      MASTERING COMMUNICATION**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course covers verbal and non-verbal communications, as well as superior listening skills. The communication process model will be discussed as well as barriers to effective communications. The course also covers various techniques to improve the clarity of communication. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 104      TIME AND STRESS MANAGEMENT**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course explores ways in which time and stress impacts employee performance ability. Furthermore, the course will also cover the utilization of time management techniques needed to increase employee efficiency and productivity. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 105      DECISION MAKING AND PROBLEM SOLVING**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course is designed to introduce the participant to decision making and problem solving. Emphasis will be placed on decision making and problem solving techniques and steps in the decision making process. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 106      MANAGING CHANGE**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course will explore the natural tendency of employees and customers to resist change. Students will learn techniques for handling workplace change, and how to introduce change to their customers. Furthermore, change management techniques will be explored. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 107      TEAM BUILDING**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts and create superior customer service. Students will learn the roles in a team and how to be both a leader and a team player. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 108 BUSINESS ETHICS**

**1 Unit**

**Lecture: 1 hour**

***Also available online***

This course will explore the importance of ethics in the workplace. Students will discuss ethical lapses often displayed in commercial environments and how to correct them. Additionally, students will craft a personal philosophy of ethics and values important to their business and social dealings. Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 150 BASIC WORKFORCE SKILLS**

**0 Units**

**Lecture: 3 hours**

***Also available online***

Designed to give the student the foundation necessary to be successful in the workforce. Focuses on reading for information, applied mathematics, locating information, applied technology, writing, business writing, listening, observation, and teamwork skills required in the workplace. Grades: Non Credit only. Non Degree Applicable Non Credit.

**WKFC 152 BASIC WORKFORCE SKILLS  
SUPPLEMENTAL INSTRUCTION**

**0 Units**

**Lecture: 1-200 hours**

***Also available online***

Designed to provide the student additional instruction for WKFC 150 through open entry/open exit computer based laboratory. Grades: Non Credit only. Non Degree Applicable Non Credit.

**WKFC 154 WORKPLACE SKILLS FOR RETAIL**

**0 Units**

**Lecture: 3 hours**

***Also available online***

Designed to give the student the foundation necessary to gain entry level employment in retail operations. Topics include: basic sale techniques, cash control, merchandising, entry level retail math, and employability skills. Grades: Non Credit only. Non Degree Applicable Non Credit.

**WKFC 160 INTRODUCTION TO GREEN  
BUILDING**

**1 Unit**

**Lecture: 18 hours total**

***Also available online***

Introduction to green building construction introduces students to the newest techniques and construction technology that will help reduce negative environment impact. Includes what is green building, why is it important to our society and environment. Also, introduction to current alternative energy sources, and applying the principles of a green building delivery system. Grades: Option (A-F). Non Degree Applicable Credit.

**WKFC 164 VOCATIONAL ESL (VESL) FOR THE  
WORKFORCE**

**0 Units–**

**Lecture: 3 hours**

Designed to give non English speaking students the foundation necessary to be successful in the workforce. Focuses on reading for information, applied mathematics, locating information, applied technology, writing, business writing, listening, observation, and teamwork skills required in the workplace. Grades: Non Credit only. Non Degree Applicable Non Credit.

## **ZOOLOGY**

See Biology 7: General Zoology