



BARSTOW COMMUNITY COLLEGE

CATALOG AND ANNOUNCEMENT OF COURSES 2010–2011

Barstow Community College
2700 Barstow Road
Barstow, California 92311-9984

(760) 252-2411
Fax (760) 252-1875
TDD/TTY (760) 252-6759

www.barstow.edu

ACCREDITED BY:

Accrediting Commission for Community
and Junior Colleges of the Western Association
of Schools and Colleges
10 Commercial Blvd.
Novato, CA 94949
(415) 506-0234
(415) 506-0238 Fax

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This catalog is available on the Internet at www.barstow.edu and in alternate formats upon request. Please call the Office of Student Support (OSS) at (760) 252-2411 ext. 7212.

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 Webcastings 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.

BARSTOW COMMUNITY COLLEGE

2010–2011 ACADEMIC CALENDAR

FALL 2010

AUGUST 16 – DECEMBER 17

| | |
|-----------------------|---------------------------------------|
| August 13 | In-service |
| August 16 | First day of classes |
| September 6 | Labor Day |
| November 12 | Veteran's Day |
| November 19 | Graduation petition deadline for fall |
| November 25–26 | Thanksgiving Holidays |
| December 11–17 | Final Exams |
| December 23–31 | Winter Holidays |

SPRING 2011

JANUARY 10 – MAY 20

| | |
|--------------------|---|
| January 1 | New Year's Holiday |
| January 10 | First day of classes |
| January 17 | Martin Luther King Jr. Day |
| February 11 | Lincoln's Birthday |
| February 21 | Washington's Birthday |
| March 11 | Graduation petition deadline for spring |
| March 14–20 | Spring Break |
| May 14–20 | Final Exams |
| May 20 | Commencement |
| May 30 | Memorial Day |

SUMMER 2011 SESSION I (8-WEEK)

JUNE 6 – JULY 28

| | |
|---------------|---|
| July 4 | Independence Day |
| July 29 | Graduation petition deadline for summer |

SUMMER 2011 SESSION II (6-WEEK)

JUNE 20 – JULY 28

| | |
|---------------|---|
| July 4 | Independence Day |
| July 28 | Graduation petition deadline for summer |

2010

July

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October

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2011

January

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April

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July

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August

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November

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February

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August

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September

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June

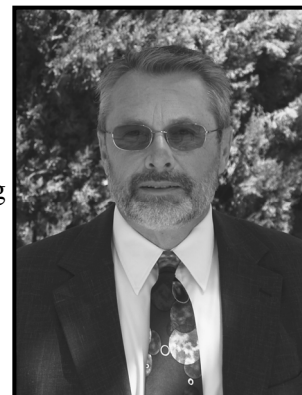
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September

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*Dates in bold indicate campus closures.

Welcome to Barstow Community College, “the Best Rural College in California.” Our faculty, staff, and administration are committed to helping you achieve your educational goals. Whether you are taking classes that will prepare you to transfer to a four-year college or university, enrolling in one of our many career and technical education program options that will enable you to enter the workforce with a satisfying career, seeking to enhance your academic skills, or pursuing personal enrichment, BCC has something for you.



We offer students flexible course scheduling, with full-semester length courses as well as short-term classes. Our course start dates are staggered so that students have the option of enrolling at different times during the semester. Recognizing that students have varying learning styles, have preferences for particular learning formats, or have extremely tight schedules, students at BCC can enroll in online classes, traditional “live” classes, or hybrid classes, which is a combination of online and live formats.

I encourage you to visit and talk with our professional staff located in the Norman Smith Center Student Services building. They will be glad to help you identify your educational goals, assess your needs, and make recommendations that will help you be successful. While attendance at a California community college is the best educational value in the country, we are aware that financial considerations can be a detriment to students pursuing their educational and career goals, especially in these difficult economic times. 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. Participation in extra-curricular activities enables you to get to know other students, and enhances your overall educational experience at the college.

During the next couple years at BCC, you will witness a transformation of the campus as the college undertakes major construction projects. These include a new prefabricated building to house the college’s Career and Technical Education programs, the Performing Arts Center that will establish Barstow Community College as the cultural center of the greater Barstow area; and the Fitness and Wellness Center that will enable greater opportunities for members of the community to be able to engage in activities that promote health and fitness. As the college constructs new buildings and remodels existing ones, the Board of Trustees is committed to moving the college in the direction of low-impact “green” technology and construction. BCC is situated in a region of the country that positions it to become a leader in green technology and alternative energy. We will be moving forward to identify and put in place various alternative energy technology training programs to meet the needs of society in this area, as well as to provide viable career options for students.

I welcome you to Barstow Community College, your community college. I wish you much success as you pursue your educational journey.

Thom M. Armstrong, Ph.D.
President/Superintendent

COLLEGE ORGANIZATION AND STAFF



BOARD OF TRUSTEES

President Dr. Ted Baca
 Vice President Tim Heiden
 Member Philip Harris
 Member Fernando Baca
 Member Marcia Zableckis
 Student Member Zeinat Awoniyi

OFFICE OF THE PRESIDENT

President Dr. Thom Armstrong
 Executive Assistant
 to the President Michelle Henderson
 Public Information Officer Maureen Stokes
 PIO Secretary Janelle Harris
 Interim Human Resources Director Trinda Best
 Human Resources Assistant Amy Norris
 Director of Research, Planning,
 and Development Robert Pacheco

ADMINISTRATIVE SERVICES

Vice President of
 Administrative Services Virgil Stanford
 Budget Analyst Debbie Wynne
 Business Office Manager Shawna Robbins
 Accounting Technician Armie Caasi
 Accounting Technician Vacant
 Purchasing Technician Thelma Castelli
 Payroll Technician Dayleen Hubby
 Accounting Assistant Rhonda Sheffield
 Bookstore Manager Kimberly Young
 Bookstore Operations Assistant Jennifer Turner
 M&O Director Dwight Calloway
 M&O Technician Terri Walker

Custodian Bruce Fries
 Pete Gonzales
 William Graffunder
 Gene Lopez
 Grounds Specialist Jesse Ramirez
 Daniel Norman
 Don Modica
 Juan Carlos Zetina
 Skilled Maintenance Specialist Jeffery Bowen
 Lucas Majourau
 Database Analyst Santos Caasi
 Maria Riley
 Instructional Lab Assistant: Computer Zephyr Riley
 Julie Passig
 Adrianne Floyd
 Network Administrator Scott DeWald
 PC/Network Specialist Glen Barr
 Carl Delzell
 Web Master Nancy Olson
 Web Services Technician Aniko Kegyulics
 Web Services Specialist Jayne Sanchez

ACADEMIC AFFAIRS

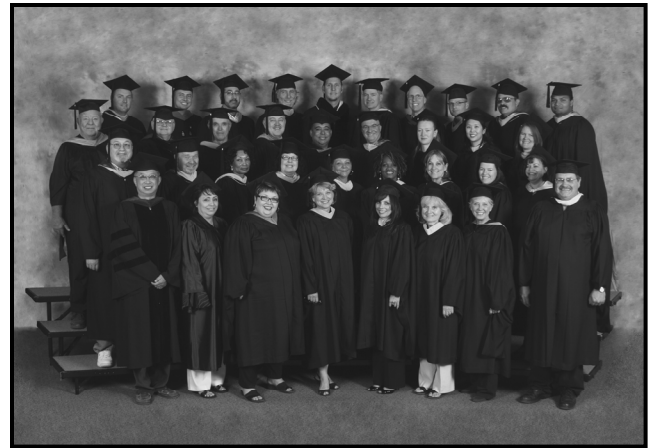
Vice President of
 Academic Affairs Dr. Antoinette Wheeler
 Administrative Secretary Barbara Rose
 Instruction Office Coordinator Elizabeth Locke
 Director of Vocational Programs Ken Eaves
 Administrative Secretary Patricia Blaine
 Career Technical Education
 Grant Manager Sandra Thomas
 Career Technical Education
 K-12 Manager Vacant
 Instructional Lab Assistant,
 Sciences. Verla Andrews
 Librarian Kyri Freeman
 Instructional Media Technician Vacant



Library Technician I.....Tracy Miller
Jodi Treuhaft
Crystal Villafana-Tafoya
Library Technician II..... Vacant
Tutorial Services SpecialistGloria Webster

STUDENT SERVICES

Vice President of
Student Services..... Calvin Brinkerhoff
Administrative Secretary Vacant
Athletic DirectorGary Schwartz
Counselor Randy Christensen
Counselor, EOPS Vacant
Counselor, Ft Irwin..... Lynna Heiden
Counselor, Ft Irwin Coordinator..... Charles Johnston
Counselor Gene Low
Counselor, OSS/EOPSPeggy Greeno
Counselor, Transfer/Career Center /
Articulation Officer.....Apineru Lealofi
Career/Transfer Center Asst.Melissa Meadows
Learning Disability Specialist Vacant
Assistant Coordinator of OSS.....Linda Pugliese
Instructional Lab Assistant OSS.....Mary Arreola
Student Life &
Development ManagerJoann Garcia
Director of Special
Programs & ServiceJessica Bettencourt
EOPS Secretary..... Wanema Yniguez
EOPS Program Specialist.....Lesia Louro
Special Programs SpecialistChristina Calderon
Site Office Coordinator, Ft. Irwin.....Jose Hernandez
Student Services Asst., Ft. Irwin Michelle Bond
Custodian, Ft. Irwin.....Kevin Roberts
Manager of Admissions &
Records/Financial Aid Heather Caldon
Admissions & Records Tech. II Rosemary Velez
Shirley Villafana
Jeremy Wong
Financial Aid Officer Danielle Cordova
Financial Aid Technician Wendy Packer
Financial Aid Clerk..... James Lee



FACULTY

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 (2007)
Cosmetology
A.A., San Bernardino Valley College
B.A., California State University, San Bernardino

BULKLEY, SCOTT (1999)
Geology/Astronomy/Oceanography
B.A., California State University, Hayward
M.S., Northern Arizona University

CAUBLE, MARK A. (1979)
History/Humanities
A.A., Rio Hondo College
B.A., University of California, Los Angeles
M.A., California State University, Los Angeles

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

DORN, JAMES (2004)

Math

B.S., Western Oregon University

M.S., Oregon State University

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, OSS

B.A., Point Loma Nazarene University, San Diego

M.A., San Jose State University, San Jose

M.S., California State University, Los Angeles



GROSSMAN, DAVID H. (1997)

Health/PE

B.A., California State University, Fullerton

M.S., California State University, Fullerton

HANSON, MELANIE (2008)

English

B.A., San Diego State University

M.A., University of Nevada, Las Vegas

Ph.D., University of Nevada, Las Vegas

HEIDEN, LYNNA (1989)

Counselor, Ft. Irwin

B.S., John Brown University

Ed.M., University of Illinois

HENDERSON, GLORIA (2001)

Business

B.S., California State University, Long Beach

M.S., California State University, Long Beach

HINES, DEAN (2009)

Building and Construction Trades Technology

B.S., California Polytechnic State University

San Louis Obispo

HOWEY, DAWN (2005)

Sociology

B.A., California State, Fullerton

M.A., California State, Fullerton

JACKSON, KIM (2009)

Cosmetology

B.S., Southern Illinois University, Carbondale

M.S., Southern Illinois University, Carbondale

JELLY, JOANN (1992)

Psychology

B.S., University of San Francisco

M.A., University of San Francisco

Ed.D. University of San Francisco

- 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
- JOHNSTON, CHARLES (2003)
Ft Irwin Coordinator / Counselor
B.A., Waynesburg College
M.A., Northern Arizona University
- KARPEL, MICHAEL (2008)
Physical Education
B.A., California State University, San Bernardino
M.ED., Azusa Pacific University
Ph.D., Brigham Young University
- KELLENBERGER, FRED J. (1997)
Computer & Information Science
A.A., Grossmont College
B.A., San Diego State University
M.S., West Coast 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
- NELSON, PHILIP (1988)
Biology/Chemistry
A.A., Shasta College
B.A., California State University, Chico
B.S., California State University, Chico
M.S., Oregon State University
- NUNES-GILL, NANCY (2009)
Child Development
B.S., Excelsior College, Albany, New York
M.S., University of La Verne, La Verne, California
- PURYEAR, ELLIS T. (2004)
Athletic Trainer/Health/PE
B.A., Southern California College
M.S., California State University, Fullerton
- ROSS, AMY (2002)
Drama
B.A., Sonoma State University
M.F.A., University of Nevada, Las Vegas
- ROSS, CHRISTIAN (2009)
Automotive Technology
A.S., Barstow Community College
- SAGE, BRET (2003)
Biology
B.S., California State University, Bakersfield
M.S., California State University, Long Beach
- SHREVE, PENNY (2004)
English
B.A., California State University, Fullerton
M.A., California State University, Fullerton
- STINSON, ROBERT (2006)
Biology
B.S., Missouri Southern State College
M.S., University of New Mexico
Ph.D., University of Arkansas
- 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

GENERAL INFORMATION

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 Body. 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.

Barstow Community College is located on 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 distant students through a large online program.

An open-admission, public institution, the college serves more than 6,000 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, 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.

BARSTOW COMMUNITY COLLEGE FOUNDATION

The Barstow Community College Foundation is a non-profit, tax-exempt 501(c)(3) corporation established to support excellence in education at Barstow Community College. The Foundation provides financial assistance to the college in the form of scholarships, student success programs, instructional equipment, and many other programs. The Foundation is also 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 Foundation are invited to contact the Public Information Office at (760) 252-2411 ext. 7350. All donations are tax deductible.

MISSION

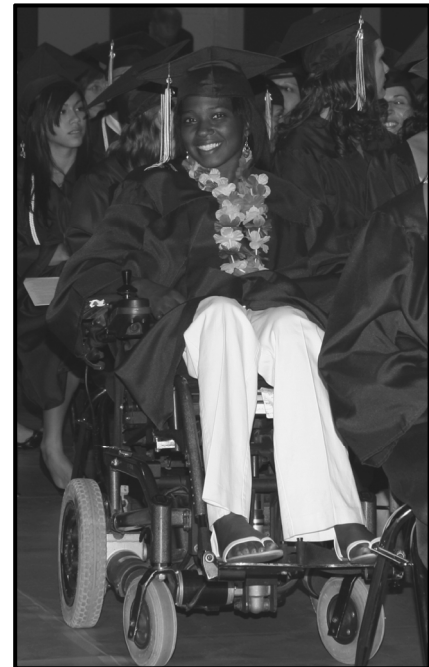
Barstow Community College is an open-access learning environment that promotes critical thinking, communication, personal and professional responsibility, and global awareness by offering quality courses, programs, and support services. Barstow Community College is committed to:

- Fostering an innovative learning environment that respects the diversity of individual backgrounds, abilities, and cultures.
- Offering programs to prepare students in basic skills, career and technical education, lifelong learning opportunities, and comprehensive lower division courses that meet articulation agreements for student transfer to four-year colleges and universities.
- Promoting student engagement and retention through caring customer service, strong student support services, and campus involvement opportunities.
- Providing counseling and other support services to assist students in the identification of their goals and achievement of their personal, educational, and employment potential.
- Partnering with local agencies, businesses, schools, and military bases to promote positive community development and economic growth.
- Providing vocational education and training programs and courses that give students the knowledge, skills, and certification necessary for entry through advanced level employment and career advancement.
- Using institutional research to further develop courses, programs, and services.

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

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.”

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.

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 *Matriculation* 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 Matriculation Process (see *Matriculation* for more details).

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.

INCOMING TRANSCRIPTS

Official transcripts of all previous college work may be sent to Admissions and Records for inclusion in the student's permanent file. If submitting transcripts, students must request an evaluation of transcripts through Admissions and Records by completing the Request for Transcript Evaluation form. Transcripts, once submitted, become the property of Barstow Community College.

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. Students in grades K-12 may concurrently enroll at Barstow Community College to supplement their elementary or secondary school education. 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 in K-12 may concurrently enroll at Barstow Community College by meeting the following criteria:

- Complete a college application for admission.
- Complete the online student orientation and assessment testing.
- Complete a concurrent enrollment form found online at <http://www.barstow.edu/concurrent> or from Admissions and Records with signatures from parent/guardian, school principal or designee, and a Barstow Community College counselor.
- Submit paperwork to Admissions and Records.

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, visit www.barstow.edu/concurrent.

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 request international student application packets from the International Students Office and will be required to:

- Provide evidence of ability to maintain themselves financially during their enrollment.
- Score 400 or higher on the standard Test of English as a Foreign Language (TOEFL), 133 on the computerized version, 46 on the internet based version, 3.5 on the International English Language Testing System (IELTS) exam, or present some other suitable test or evidence yielding equivalent results.
- File a completed Application for Admission and an International Student Application, and submit transcripts from high school and/or any colleges or universities attended.

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

Students not meeting the requirements below will be classified as “nonresidents” and are subject to nonresident tuition and enrollment fees.

Students shall receive resident student classification if they qualify under one of the following conditions and can provide supporting documentation:

- The student (age 18 and younger) and the student’s parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester.
- The student (age 19 or older) has resided in California for at least one year and one day prior to the beginning of the semester.
- The student is under 18 years of age and his/her parent or legal guardian has resided in California for at least one year and one day prior to the beginning of the semester.

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 they reside in California.

Military personnel who are stationed in California but are sent away temporarily, for schooling or deployment, do not lose residency status nor do the family members.

If a military member is transferred out-of-state but his/her dependents remain in California then the dependents retain residency for the duration of their enrollment or as long as they remain living in California.

If a military member is transferred to a duty station outside of California during a semester, residency remains intact for the duration of that semester. However, the student's residency status will be changed to non-resident for the following semester. This non-resident status for military members and family members will be charged at the same rate as the in-state enrollment fee as long as the student remains continuously enrolled. Students with this residency classification will not be eligible for the Board of Governor's Fee Waiver.

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.

CHANGE IN RESIDENCY

Students who have been out-of-state residents must submit a new residency statement in order to change their status. Residency documents must be submitted to Admissions and Records prior to the start of the semester in which the student proposes to attend. Out-of-state residency will not be changed automatically. State law requires consideration of financial independence for students seeking reclassification.

RESIDENCY CLASSIFICATION APPEAL

Any student, following a final decision on residency classification by Admissions and Records, may make written appeal to the Vice President of Student Services within 30 days of notification of the final residency decision.



MATRICULATION

Matriculation is a process designed to help students in planning, choosing, and achieving education goals. The process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain those objectives. The main purpose of Matriculation is student success.

Listed below are the basic components of the matriculation partnership shared between the college and the student.

The student agrees to:

- Submit an application for admissions and all registration forms.
- Participate in an online orientation consisting of general information given to all entering students.
- Complete an academic placement test. This is not a pass/fail instrument but a means to place you in appropriate courses.
- Interact with a counselor for guidance, course selection, and completion of an Education Plan.
- Declare and work toward a major or an educational goal.
- Provide official transcripts for evaluation and posting, if you intend to obtain a degree or certificate from BCC.
- Attend class(es) diligently, complete assigned course work, complete course(s), and maintain satisfactory progress toward an educational objective.

The college agrees to:

- Gather information to facilitate student success and compile information in order to evaluate college programs. This may include, but is not limited to, information regarding the student's study skills, English language proficiency, computational skills, learning skills and aptitudes, educational goals, career aspirations, academic performance, and need for special services.
- Obtain and report student information to assist the student, the college, and the State of California in fulfilling the purpose, goals, and accountability expectations of student enrollment.
- Process and file your admissions application.

- Counsel students on course placement.
- Complete an Education Plan.
- Conduct post-enrollment evaluation of each student's progress.
- Advise or counsel students enrolled in pre-collegiate basic skills courses, those who have not declared an educational goal, and those who are on academic and/or progress probation.
- Refer students to specialized support services such as financial aid, campus employment placement services, Extended Opportunity Program and Services (EOPS), Office of Student Support (OSS), and the English as a Second Language (ESL) program.
- Provide Orientation class(es) to guide students in establishing educational and career goals.
- Conduct workshops in time management, effective study skills, and utilization of campus resources.

ACADEMIC PLACEMENT TESTING

Academic placement 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. Placement tests are administered by Barstow Community College test proctors. Prior to completing the assessment test, students must submit an application for enrollment. 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 for academic placement 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.

Students requesting an exemption from the academic placement testing component or any other matriculation requirement should contact a counselor.

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 <http://www.barstow.edu/AdmissionsRecords/Forms/default.asp>. The form may be emailed to 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.
- 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.

MATRICULATION COMPLAINTS

Students who feel that assessment, orientation, counseling, or any other Matriculation procedure is being applied in a discriminatory manner may file a complaint in accordance with the Student Grievance Procedure. For additional information or a copy of the Student Rights and Grievance Policy and related procedures, contact the Office of Student Services.

PRE-REGISTRATION COUNSELING

All new and probationary students are advised to see a counselor for course approval prior to registration. Students who are on academic or progress probation are required to complete a contract with a counselor prior to registration. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop an educational plan. Returning and transfer students are also advised to interact with a counselor.

All students are encouraged to interact with a counselor every semester to ensure that their educational plan accurately reflects their educational goal.

STUDENT CLASSIFICATIONS

Part-time: A student taking fewer than 12 units

Full-time: A student taking 12 or more units

Freshman: A student who has completed fewer than 30 units

Sophomore: A student who has completed 30 or more units

Graduate: 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 obtain written approval from a counselor. Written approval from the Vice President of Student Services is required to enroll in more than 21 units.

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 obtain written approval from the Vice President of Student Services.

REGISTRATION

Registration is the process of becoming officially enrolled in college. Students may register, add and/or drop courses online at www.barstow.edu/register

Add/drop and fee payment deadlines are posted in the Schedule of Classes each semester in order to comply with state attendance laws and must be adhered to by all students. Failure to comply with these deadlines may mean that the student will not be registered and will not receive credit or be allowed to attend classes.

WAIT LIST POLICY

When a class is closed, a student may place his/her name on a waitlist. Placement on a waitlist does NOT guarantee acceptance into a closed class. If space becomes available the first student on the waitlist will be sent an email notification that he/she may login and register for the class. If the student does not register within 24 hours, his/her name will be removed from the waitlist and the second student on the waitlist will be sent email notification that registration is available. **It is the student's responsibility to ensure his/her correct email address is on file with Admissions and Records and to check email regularly.** If a student misses the registration window for the waitlist they may add their name to the end of the waitlist through the Friday before the class begins.

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 must complete a Registration Form in order to add a class. It is the student's responsibility to submit the form and pay fees to Admissions and Records on or before the established enrollment deadline. Failure to do so may result in not being officially added to the class. Classes can also be added through the Internet at www.barstow.edu/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 Scholastic Standards 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.

DROPPING COURSES

It is the student's responsibility to participate fully in class(es) once enrollment is complete. However, should it become necessary to withdraw from a class, it is the *student's* responsibility to drop online or submit a Registration Form to Admissions and Records. Failure to withdraw officially from a class will result in a failing grade.

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.

FEE REFUNDS

To be eligible for a fee refund, students must officially drop the course within 10% of class meetings. This may be as little as one day for some short term classes. Students also must submit a Petition for Refund prior to the last day of the semester. Credit balances will not be carried forward. Failure to petition for a refund by the deadline will forfeit the student's refund. Petitions may be submitted online at www.barstow.edu/AdmissionsRecords/FeesRefunds.

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 Scholastics Standard 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 Manager of Admissions, Records and Financial Aid.

DENIED ADMISSION

A student may be denied admission to a class for failure to meet the prerequisites 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 reported immediately to Admissions and Records or updated online at 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 may be required.

FEES AND EXPENSES

As a publicly supported community college, Barstow provides low-cost education; students pay nominal fees at registration. In order that students not be 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 first Friday of the semester or at the time of registration. These include enrollment fees, ASB fee, materials fee, and if applicable, nonresident fees. Failure to pay fees does not drop a student from a class, except for AHLT 51, AHLT 63, and AHLT 64. Fees may be paid to 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 \$26 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@barstw.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 2010-11, nonresidents of California and international students will be charged a tuition fee of \$183 per unit, in addition to the enrollment fee.

ASSOCIATED STUDENT BODY (ASB) FEE

This voluntary membership fee supports a wide range of student services, activities and programs. When students register for classes, they are automatically assessed an ASB membership fee of \$5 per semester. Should a student choose not to be a member, the fee can be waived by completing the Request to Decline the Associated Student Body and Student Representation Fees available online at www.barstw.edu/AdmissionRecords/FeesRefunds. The fee is non-refundable once paid, unless the student's class is cancelled. This is a partial listing of the benefits of ASB membership:

- 10% discount at the Viking Bookstore on textbooks.
- 10% off a regular price combo meal (main, side, & drink) at The Viking Grill (cafeteria).
- 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 through ASB membership, visit the ASB 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 to Decline the Associated Student Body and Student Representation Fees available online at

www.barstw.edu/AdmissionsRecords/FeesRefunds. 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 are due by the first Friday of the semester or at the time of registration and are not subject to waiver.

Failure to pay instructional and material fees by the deadline for AHLT 51, AHLT 63, and AHLT 64 will result in involuntary administrative withdrawal from the course.

SUPPLEMENTAL FEES

- Auditing: \$15 per unit
- Credit by Examination: Current enrollment fee per unit plus \$10 administrative fee for residents (\$75 for nonresident students)
- 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; \$4 for each additional request.
- 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 <http://www.fafsa.gov>, using school code 001119. For more information, see *Financial Aid* and *Veterans Services*.

GOOD NEIGHBOR TUITION DISCOUNT

Barstow Community College's "Good Neighbor" policy is a reciprocity agreement between Barstow Community College and the University and Community College System of Nevada. This agreement allows Barstow Community College to exempt, in any one fiscal year, up to 100 full-time equivalent students (FTES) from Nevada from the mandatory fee requirement in accordance to Education Code Section 76140. Students must reside in California to be eligible. Eligible students instead pay a lesser fee of \$42 per unit.

Applications for the tuition discount are available in Admissions and Records or online at www.barstow.edu/AdmissionsRecords/Forms and should be completed and returned with all other admissions and registration materials.

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.

- The student must have graduated from a California 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, B (visitor) visas, etc.) 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/AdmissionsRecords/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.

AB540 does not provide student financial aid eligibility for undocumented students. These students remain ineligible for state and federal financial aid.

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

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.

Nonresident students who withdraw within 17% of class meetings will be eligible for an 80% tuition refund. There will be no other refund of 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 date indicated in the current Schedule of Classes. Refer to the current Schedule of Classes or contact Admissions and Records for refund deadlines for short-term, late starting, or summer session classes, as deadlines can be as early as the first or second day of class. The ASB and Student Representation 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 credit 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.

STUDENT SERVICES

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 admit@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.

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 std-athl@barstow.edu or by phone at 760-252-2411 ext. 7233.

BOOKSTORE/VIKING SHOP

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 average cost of textbooks per semester is \$495. The Viking Shop offers used books, when available, as a cost saving alternative.

Returns

Textbooks may be returned on full term classes up to three 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 at the beginning, middle, and end of fall and spring semesters. Buy back is an opportunity to receive money back for books used during the term. The buy back is conducted by an independent book buyer. 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. A list of proposed dates for the academic year is typically available by August 1.

While regular buy back periods offer the best buy back pricing, the online buy back feature offers an alternative for students who cannot get their books in during the regular buy back periods. Visit us online at www.vikingshop.bkstr.com

Off Campus Bookstore Services

Books may be purchased online via the bookstore web link at www.barstow.edu, or directly through www.vikingshop.bkstr.com.

Fort Irwin students may purchase books from the staff at Fort Irwin. Please contact the Barstow College Fort Irwin staff at (760) 252-2411 ext. 7617 for more information.

For Barstow campus hours and other information, visit us online at www.vikingshop.bkstr.com, or call (760) 252-6722; Fax (760) 252-6753; or email at vshop@barstow.edu.

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, 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 can assist with child care and 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.

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.

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 for an appointment. However, appointments are not made during peak registration times.

OFFICE OF STUDENT SUPPORT (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 the Office of Student Support (OSS) and become familiar with the support services and educational programs available.

Students with learning disabilities should make arrangements with OSS 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. OSS 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 OSS at (760) 252-2411 ext. 7225. Hearing impaired students should use the TDD Number (760) 252-6759.

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 50 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). 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.fasfa.gov using school code 001119 (2) Take the Barstow Community College Assessment Test; (3) See an EOPS Counselor for approval of courses; and (4) Be determined eligible for a Board of Governor's Waiver (BOGW) A or B by the Financial Aid Office. For more information, contact the EOPS Office 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 Specialist at (760) 252-2411 ext. 7230.

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 <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.

Students are urged to contact the Financial Aid Office 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 students have the necessary knowledge to seek financial aid. For more information or assistance, contact the Financial Aid Office at (760) 252-2411 ext. 7205 or by email at 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 are past the age of compulsory education and have either passed a federally approved Ability to Benefit Exam or have completed 6 degree applicable units towards a declared program of study at BCC. 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.

ACG (Academic Competitiveness Grant). Students must have completed a rigorous course of study, which will be determined by the student's high school and the Financial Aid Office.

Students must be a U.S. citizen, enrolled in a minimum of 6 units, eligible for the Pell Grant, and enrolled in an AA/AS program.

First year students must have graduated high school after January 1, 2006 and must not have been previously enrolled as a regular student in programs of undergraduate education.

Second year students must have graduated high school after January 1, 2005. Students must have completed 30 units of undergraduate work with a minimum cumulative GPA of 3.0 at the end of the first year of undergraduate study.

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. Over 60% of Barstow Community College students qualify for an enrollment fee waiver.

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 federal minimum wage. Federal Work Study awards depend on application date, level of need, and the funding level of the college.

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. 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.
 - If the student does not have a diploma or the equivalent, he/she can still qualify through completion of 6 degree applicable units towards a declared program of study at BCC or by passing an Ability to Benefit (ATB) Test if past the age of compulsory education. The ATB is administered through the academic placement test taken in the Computer Commons. All three sections must be passed in one sitting.
8. Achieve satisfactory academic progress by completing 67% of all units attempted with a cumulative grade point average of 2.0 or higher. Completion of program of study must occur within 150% of the published program length (typically 90 units for an Associate Degree). This includes all units attempted.
 9. Be registered with or exempt from Selective Service.

Return of Title IV Funds

Students who receive federal financial assistance and withdraw from all their classes prior to 60% of the semester will be required to return any unearned federal funds. When a student withdraws from an institution during a payment period or period of enrollment, the institution must determine the amount of the Title IV grant that the student earned as of the student's withdrawal date. For Return of Title IV funds, a grade of "FW" must have further documentation of class attendance. If the student was disbursed more than the amount earned, the student will be in repayment status. Failure to pay will result in denial of future financial aid from federal sources and a hold being placed on Barstow Community College accounts and records.

In addition, withdrawing from some classes, but not all, during a semester may lead to overpayment status, as can receiving aid at multiple institutions during the same award period. Overpayment status will result in the same repercussions as Return to Title IV status.

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.

SCHOLARSHIP PROGRAM

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 May. 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.

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. 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 Body (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 Body 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.

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.

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* 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.bcconline.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, 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/ 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. The Tutorial Services Program provides: (1) a walk-in tutoring center, (2) one-on-one tutoring, (3) group study, (4) a study hall, (5) online tutoring (6) and online math tutoring. To take advantage of these services, a student must be registered in one or more academic courses at Barstow Community College and enrolled in Education 150.

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.

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 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 first 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.

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 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 OSS 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, call the Special Programs Specialist at (760) 252-2411 ext. 7230.

VOTER REGISTRATION

Voter registration materials are available in the Admissions and Records and Student Life Offices for those students who wish to register to vote.

RIGHTS AND RESPONSIBILITIES

ACADEMIC ACCOMMODATION

Students with disabilities are strongly recommended to contact the Office of Student Support (OSS) to ensure timely accommodations and services. To receive accommodations the student must fill out an application packet, provide appropriate medical documentation, and see the OSS 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 the OSS Office located in the Norman Smith Student Services building. Students enrolled in online courses are also encouraged to contact OSS for accommodations and services. For additional information please contact the OSS office 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 and the Student Handbook.

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 relationships; 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 and is 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.

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:

- Alcoholics Anonymous (760) 256-1990
- 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.

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

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:

- 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 education 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.

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 5500 and 5520.

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 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.
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.

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.

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://srtk.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 Human Resources Director.

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

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 10-15 minutes. If no one shows at that point, contact the Academic Affairs Office in the Administration Building.

ATTENDANCE AT FIRST CLASS MEETING

Students who do not attend the first class meeting may be dropped as a "no show." Students should not, however, assume they will be dropped. It is the student's responsibility to officially withdraw from a course through Admissions and Records or online at www.barstow.edu/register. Refund and drop deadlines for courses are available from Admissions and Records or can be found in the current Schedule of Classes.

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.

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 distributed to all District households via a postal bulk mailing. Students and prospective students may also obtain schedules from Admissions and Records at either the Barstow or Ft. Irwin campus or online at <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 and Associate of Science 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:

1. 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.

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 may 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.

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.

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 | ARST 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 | | | |
| Language and Composition | 3,4,5 | ENGL 1A | 3 |
| Composition and Literature | 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 |
|--|-----------------------|--|-----------------------|
| Composition and Literature | | | |
| American Literature | 50 | English (NEC)* | 3 |
| Analyzing and Interpreting Literature | 50 | ENGL 1B | 3 |
| Composition, Freshman College | 50 | ENGL 50 | 3 |
| English Composition | 50 | ENGL 50 | 3 |
| English Composition with Essay | 50 | ENGL 1A | 3 |
| English Literature | 50 | ENGL 2 and 3 | 6 |
| Foreign Languages | | | |
| French Language – two semesters | 50 | French (NEC)* | 6 |
| French Language – four semesters | 62 | French (NEC)* | 12 |
| German Language – two semesters | 50 | German (NEC)* | 6 |
| German Language – four semesters | 63 | German (NEC)* | 12 |
| Spanish – two semesters | 50 | SPAN 1A and 1B | 6 |
| Spanish – four semesters | 66 | SPAN 2A and 2B | 12 |
| Social Sciences and History | | | |
| 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 |
| Science and Mathematics | | | |
| 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 |
| Business | | | |
| 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 |
|--|----------------|-----------------------------------|----------------|
| Mathematics | | | |
| Fundamentals of College Algebra | 47 | MATH 3 | 3 |
| Principles of Statistics | 48 | MATH 2 | 3 |
| Social Science | | | |
| 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 |
| Business | | | |
| 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 |
| Physical Science | | | |
| 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 |
| Applied Technology | | | |
| Technical Writing (<i>TWE Technical Writing Optional Essay</i>)** | 46 | English (NEC)* | 3 |
| Humanities | | | |
| 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

LIMITS ON REMEDIAL COURSEWORK

Enrollment in precollegiate 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 may petition for a waiver of the 30 unit limitation through the Office of Student Services.

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.

FW Unofficial Withdrawal: Student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade and has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol has a grade point value of 0 and will be used in determining progress probation and dismissal calculations as well as Return to Title IV funds.

IF/IX Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "IF/IX" symbol being entered in the student's record. The condition for the removal of the incomplete shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the incomplete and the grade assigned in lieu of its removal for the grade of "IX". The "IF" grade will convert to an "F" if the work is not completed within the time limit. Students will have until the end of the following semester, excluding summer, to complete the work stipulated. A student may petition through a counselor for a time extension if there are unusual circumstances that prevent completion of the work. Incompletes must be made up no later than one year from issuance. The "IF/IX" symbols shall not be used in calculating units attempted nor for grade points.

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.

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)

"P" grades may not be converted to a letter grade. 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 transcribed 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 certain such "P" units are acceptable for transfer.

Petitions to be graded on a "P"/"NP" basis must be submitted to Admissions and Records by the deadlines published in the current Schedule of Classes.

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
- FW** 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," "IF" or "IX," "P," "NP," "IP," and "RD" grades are not used in computing grade point average but the "W," "NP," and "IF"/"IX" 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** - Go to <http://www.barstow.edu/register>.
- **In Person** - Request an unofficial transcript in Admissions and Records or from any counselor.

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; additional copies may be obtained at \$4 per copy.

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.

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.

VALEDICTORIAN/SALUTATORIAN SELECTION

The class valedictorian and salutarian are selected by the Scholastic Standards Committee in accordance with the following criteria:

- The eligible student must have completed 40 units at Barstow Community College by the end of the semester preceding the semester of graduation.
- The student must be enrolled in the current academic year of graduation.
- The valedictorian will be the student who has the highest GPA of the graduating class.
- The salutarian will be the student who has the second highest GPA of the graduating class.
- For those students receiving degrees in multiple semesters, the GPA of the most recent semester of graduation shall be used in determining valedictorian/salutarian eligibility.
- Additional criteria may be determined by the Scholastic Standards Committee.

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 "W," "FW," and "NP/NC" are recorded, reaches or exceeds 50%. Grading symbols of "IF/IX," "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 or near the beginning of the semester in which the probation status will take effect. The student will be required to sign a probation contract with a counselor prior to registering in classes.

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%.

Appeal: Students may appeal their probation status to the Scholastic Standards Committee through Admissions and Records.

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 each of three consecutive semesters. A student who has attempted at least 12 units at Barstow Community College and earned a term GPA of less than 1.0 will be subject to dismissal.

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 at least three consecutive semesters reaches or exceeds 50%.

Students who have been dismissed may be dropped from all of their classes.

Such standards apply to each subsequent term until the student is removed from probation or is permanently dismissed. A third dismissal shall be considered permanent under the "able to benefit from instruction" clause of the Education Code Section 66201.

Notification of Dismissal: A student who is subject to dismissal shall be notified in writing at or near the beginning of the semester in which the dismissal status will take effect.

Appeal: A student who is subject to dismissal status may submit a written appeal to the Scholastic Standards Committee through Admissions and Records. Dismissal may be postponed and the student continued on probation if, upon review and approval, it is determined that there are extenuating circumstances or the student demonstrates significant improvement in academic performance.

Readmission: A student who has been dismissed may request reinstatement by submitting a written petition to the Scholastic Standards Committee through Admissions and Records after at least one semester has passed following the term of dismissal. Readmission may be granted, denied, or postponed.

ACADEMIC RENEWAL (without course repetition)

Academic renewal is a process that forgives the period of poor or substandard performance which is not reflective of the student's demonstrated ability. The academic renewal procedure will permit previously recorded substandard course work to be disregarded in the computation of the student's Barstow Community College GPA. Guidelines are as follows:

Academic renewal may be accomplished by petition of the student through a counselor.

1. The petitioner may petition to have a maximum of 30 units in up to two consecutive semesters forgiven and eliminated from computation of the cumulative GPA.
2. The petitioner must have completed at least ten semester units at Barstow Community College subsequent for which forgiveness is petitioned of "C" or better course work without "NP," "D," "F," or "FW" grades.
3. A period of at least twelve months must have elapsed between the period for which forgiveness is petitioned and the time of submission of the petition.
4. Once renewal has been granted, the student shall not be eligible for any future academic renewal.
5. Academic renewal at Barstow Community College does not guarantee that other institutions will recognize such action. The receiving institution makes this determination.
6. Action taken under this regulation will not remove the courses, units, grades, or any other information from the official transcript. All work will remain legible on the permanent record to ensure a true and complete academic history.

REPEATING COURSES FOR CREDIT

Courses which may be repeated for credit are identified in the course descriptions and on the official course outline of record. Course repetition is allowed for the following types of courses:

- Activity courses may be taken a total of four times for credit.
- Courses may be repeated any number of times when necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- Courses may be repeated twice in which a student has received a grade of less than "C." When course repetition occurs under this condition and a passing grade is registered all previous substandard grades and credits will be disregarded in the computation of grade point averages and cumulative unit totals; however, all coursework will remain legible, insuring a true and complete academic history.

Other course repetition may be approved by the Scholastic Standards Committee. To petition for other course repetition, submit the request to Admissions and Records.

DEGREE AND TRANSFER PROGRAMS

Barstow Community College offers the following degrees:

- Associate of Arts – Humanities
- Associate of Arts – Social Science
- Associate of Science – Natural Science/Math
- Associate of Science in a variety of occupational majors

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 Scholastic Standards Committee through a counselor for the authorization of course substitutions.

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 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:

1. Grade of "P" in READ 102 or "C" or better in READ 60
 2. Satisfactory reading assessment test score
 3. Grade of "C" or better in ENGL 1A
 4. Grade of "C" or better in 9 units of general education course work in 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, 10, 11, 12, 13)
 5. 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 1-4
- **Course Limitations:** Students should be aware that MATH 101, READ 100-102 and ENGL 101-102 are **NOT** degree applicable.

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. 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.

Please note: The ability to earn a second Associate of Arts degree began in the 2008-2009 academic year. Students must follow the requirements listed in the 2008-2009 and subsequent Catalogs.

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.

| Natural Sciences | | 6 units |
|--|---|---------|
| Biological: Complete one course | ANTH 3; BIOL 1-5, 7-8, 10,10L, 11; GEOL 4, OCEA 1 | |
| Physical: Complete one course | ASTR 1, 1L; CHEM 1, 2A, 2B; GEOG 1; GEOL 1L-5; OCEA 1; PHSC 1, 2; PHYS 1, 2A, 2B, 4A, 4B | |
| Social Sciences | | 6 units |
| Complete two courses in two different areas (min. 3 units each) | 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, 3-5, 7, 8A, 8B, 12, 50; POLI 2; PSYC 1-6, 11, 14-15, 33; SOCI 1-4, 6, 8, 14-15 | |
| Humanities | | 6 units |
| Complete two courses in two different areas (min. 3 units each) | ARTS 1-3, 7, 9, 10, 16-19; ENGL 1B, 2-6; 11, HIST 1A, 1B, 8A, 8B; HUMA 1-6; MUSI 2-7, 12ABC; PHIL 1-6, 8; PHOT 1A, 1B, 1C, 2A, 2B, 9; RLGS 1, 5, 10; SPAN 1A, 1B, 2A, 2B, 10; TART 1-6, 10, 11, 12, 13 | |
| American Institutions & Ideals | | 3 units |
| POLI 1 | | |
| Communication (requires C grade) | | 3 units |
| SPEECH 1, 2, 3, 4 | | |

| English (requires C grade) | | 3 units |
|--|--|-----------|
| ENGL 1A | | |
| Lifelong Learning | | 3 units |
| Complete one course | BIOL 11/PSYC 11; HEAL 1, 2, 7; PSYC 3, 14; SOCI 4, 14, TART 7 | |
| Mathematics (requires C grade) | | 3-4 units |
| Complete one course | MATH 55, 1-3, 4A, 4B, 4C, 5 | |
| Orientation | | 0-3 units |
| ORIE 1 or PSYC 5 (May be waived with official transcript transferring 15+ semester units) | | |
| Physical Education | | 2 units |
| Any 2 PE activity courses; or 1 PE activity course and AHLT 51 and AHLT 63 or AHLT 64; or 1 PE activity course and AHLT 65 or valid/current American Heart Association or American Health and Safety Institute CPR AND American Red Cross or American Health and Safety Institute First Aid Card | | |
| U.S. History | | 3 units |
| HIST 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.

1. Communication: Demonstrate communication skills in written, musical, verbal and visual forms.
2. 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.
3. 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.
4. 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.

Course Options:

Arts

ARTS 1, 2, and a maximum of 8 units in ARTS 3, 7, 9, 10, 16, 17, 18, 18B, 18C, 19 in two separate courses.

English

ENGL 1A, 1B, 1C, 2, 3, 4, 5, 6, 10, 11, and a maximum of 3 units in ENGL 7

History

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

Humanities:

HUMA 1, 2, 3, 4, 5, 6

Music

MUSI 2, 3, and a maximum of 3 units each in MUSI 4, 5A, 5B, 5C, 6A, 6B, 6C, 7, 12A, 12B, 12C

Philosophy

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

Photography

PHOT 1A, 1B, 1C, 2A, 2B, 9, and a maximum of 3 units in PHOT 3, 4

Religious Studies

RLGS 1, 5, 10

Spanish

SPAN 1A, 1B, 2A, 2B, 10

Speech

SPCH 1, 2

Theatre Arts

TART 1, 2, 3, 7, 11, and a maximum of 3 units each in TART 4, 5, 6, 10, 12, 13

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, and a maximum of 3 units from ARCH 50, 51, 52, 53A, 53B, 53C, 53D

Business Administration

BADM 1, 2, 5

Economics

ECON 1, 2, 5

Ethnic Studies

ETHN 1, 2, 4

Geography

GEOG 2

History

HIST 1A, 1B, 2A, 2B, 3, 4, 5, 7, 8A, 8B, 12, 50

Political Science

POLI 1, 2

Psychology

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

Sociology

SOCI 1, 2, 3, 4, 6/CHLD 6, SOCI 8, 14, 15

Orientation

ORIE 1

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 Outcome

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, 52, 55

Integrated Science Emphasis (9 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 3, 4, 5, 7, 8, 11, GEOG 50, 51, 52, 53; GEOL 50

BARSTOW COMMUNITY COLLEGE

ASSOCIATE DEGREE REQUIREMENTS (OCCUPATIONAL)

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

Accounting, Administration of Justice, Allied Health, Automotive Technology, Business, Child Development, Computer Science, Cosmetology, Electronics Technology, Fire Technology, Management, Medical Assistant, Photography, Residential Electrical, 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 45-49 for a list of required courses for each occupational major. General education course work can be used to satisfy the units of the major.

| Natural Sciences 3 units | |
|--|---|
| Complete one course | ANTH 3; ASTR 1,1L; BIOL 1-5, 7-8, 10, 10L,11; CHEM 1, 2A, 2B; GEOG 1; GEOL 1L-5; OCEA 1; PHSC 1, 2; PHYS 1, 2A, 2B, 4A, 4B |
| Social and Behavioral Sciences 3 units | |
| Complete one course | ADJU 1, 8; 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, 3-5, 7, 8A, 8B, 12, 50; POLI 1, 2; PSYC 1-6, 11, 14-15, 33; SOCI 1-4, 6, 8, 14-15 |
| Humanities 3 units | |
| Complete one course | ARTS 1-3, 7, 9, 10, 16-19; ENGL 1B, 2-6; 11, HIST 1A, 1B, 8A, 8B; HUMA 1-6; MUSI 2-7, 12ABC; PHIL 1-6, 8; PHOT 1A, 1B, 1C, 2A, 2B, 9; RLGS 1, 5, 10; SPAN 1A, 1B, 2A, 2B, 10; TART 1-6, 10, 11, 12, 13 |
| Activity (min. 2 units) | |
| Complete one area | Any 2 PE activity courses; or 1 PE activity course and AHLT 51 or AHLT 53 and AHLT 63 or AHLT 64; or 1 PE activity course and AHLT 65 or valid/current American Heart Association or American Health and Safety Institute CPR AND American Red Cross or American Health and Safety Institute First Aid Card |

| American Institutions 3 units | |
|--|---|
| Complete one course | POLI 1, HIST 2A, HIST 2B |
| Communication (requires C grade) 3 units | |
| Complete one course | SPEECH 1, 2, 3, 4 |
| Computer Literacy 0-1 unit | |
| Complete one requirement | 1. Any one or more unit course in CBIS 2. Equivalency credit through ACE, PONSi or other national certification program(s); 3. Credit by examination 4. Demonstrated ability equivalent to any CBIS course |
| English (requires C grade) 3 units | |
| Complete one course | ENGL 1A |
| Mathematics (requires C grade) 3-4 units | |
| Complete one course | MATH 55, 1-3, 4A, 4B, 4C, 5 |
| Orientation 0-3 units | |
| Complete one course | ORIE 1 or PSYC 5 (Waiverable with official transcript transferring 15+ semester units) |

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

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.

Major Core Requirements (9 units)

| | |
|----------------------------------|---|
| 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; CBIS 1;
ECON 1, 2; CBIS 40

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 21 |
| General Education Coursework | 27 |
| Electives | 12 |
| Total Units Required | 60 |

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.

Major Core Requirements (9 units)

| | |
|--|---|
| 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 |

Option II - Corrections (12 units)

Select classes from the list below for a total of 12 units

| | | | |
|---|---|----|--|
| <div style="background-color: #cccccc; padding: 10px; text-align: center;"> <p>This degree is under review and not scheduled to be offered in 2010-2011</p> </div> | | AD | |
| | | AD | |
| | | AD | |
| | | AD | |
| ADJU 17 Correctional Interviewing and Counseling | 3 | | |
| ADJU 18 Fundamentals of Probation and Parole | 3 | | |

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 21 |
| General Education Coursework | 27 |
| Electives | 12 |
| Total Units Required | 60 |

ASSOCIATE OF SCIENCE, ALLIED HEALTH

Designed to prepare students to enter the EMT, Nursing Assistant, or Administrative Medical Assistant field. Students completing the EMT course will qualify for the National Registry of EMT's Testing/Certification which is required by the State of California and the Inland Counties Emergency Medical Agency (ICEMA).

Major AHL

| | | | |
|---|---|-----|--|
| <div style="background-color: #cccccc; padding: 10px; text-align: center;"> <p>This degree is under review and not scheduled to be offered in 2010-2011</p> </div> | | AHL | |
| | | AHL | |
| | | AHL | |
| | | AHL | |
| HEAL 1 Health Education | 3 | | |

Select One of the Three Major Options Listed Below:

Option I – EMT (2-5 units)

Select one class from list below for 2-5 units toward the major

| | |
|--|---|
| AHLT 55A EMT Basic (EMSA Certification) | 5 |
| AHLT 55B EMT Basic (National Registry) | 5 |
| AHLT 62A EMT Basic Refresher (EMSA Certification) | 2 |
| AHLT 62B EMT Basic Refresher (National Registry) | 2 |

Option II – Nursing Assistant (10 units)

| | |
|---------------------------|-----|
| AHLT 54 Nursing Assistant | 5.5 |
| AHLT 56 Home Health Aid | 1.5 |
| HEAL 2 / HOME 2 Nutrition | 3 |

Option III – Administrative Medical Assistant (9 units)

| | |
|--|---|
| AHLT 61A Medical Office procedures Front Office | 3 |
| AHLT 66 Medical Coding | 3 |
| AHLT 77 Medical Transcription | 3 |

Major Elective Requirements (1-8 units)

In addition to the courses listed above for the Core and Option requirements, students must take additional AHLT courses to be selected from the following list to bring the total number of units to at least 20 units.

AHLT 54, 55A, 55B, 56, 57, 61A, 61B, 62A, 62B, 66, 70, 77; HEAL 2; HOME 2

| | |
|---------------------------------|-----------|
| Minimum Units Required in Major | 20 |
| General Education Coursework | 27 |
| Electives | <u>13</u> |
| Total Units Required | 60 |

**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.

Major Core Requirements (20 units)

| | |
|---|---|
| AUTO 51A Intro to Automotive Tech | 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 |

| | |
|---------------------------------|-----------|
| Minimum Units Required in Major | 20 |
| General Education Coursework | 27 |
| Electives | <u>13</u> |
| Total Units Required | 60 |

**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 (9 units)

| | |
|---|---|
| ACCT 1A Principles of Accounting | 3 |
| BADM 1 Business Law I | 3 |
| ECON 1 Principles of Economics (MACRO) | 3 |

Select One of the Two Major Options Listed Below

Option I (12.5 units)

| | |
|-----------------------------------|-----|
| CBIS 40 Spreadsheet Applications | 4 |
| CBIS 41 Beginning Word Processing | 4 |
| CBIS 42 Presentation Applications | 4.5 |

**This degree is under review
and not scheduled to be
offered in 2010-2011**

| | |
|--|---|
| Or | |
| ACCT 1A Principles of Accounting | 3 |
| BADM 2 Business Law II | 3 |
| BADM 6 Business Communications | 3 |
| ECON 2 Principles of Economics (MICRO) | 3 |

| | |
|------------------------------|------------------|
| Units Required in Major | 21-21.5 |
| General Education Coursework | 27 |
| Electives | <u>11.5 - 12</u> |
| Total Units Required | 60 |

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.

Major General Requirements (31 units)

| | | | |
|--|-------------------------------------|--|---|
| This degree is under review and not scheduled to be offered in 2010-2011 | | | |
| | | | |
| | | | |
| | | | |
| CHLD 11A | Principles and Practices ECE | | 3 |
| CHLD 14 | Child Health, Safety, and Nutrition | | 3 |
| CHLD 20 | Observation and Assessment | | 3 |
| CHLD 25 | Teaching in a Diverse Society | | 3 |

Major Elective Requirements (12 units)

See Certificate Levels II and III for options

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 33 |
| General Education Requirements | 27 |
| Total Units Required | 60 |

ASSOCIATE OF SCIENCE, COMPUTER SCIENCE

| | | | |
|--|-------------------------------------|--|---|
| This degree is under review and not scheduled to be offered in 2010-2011 | | | |
| | | | |
| | | | |
| | | | |
| CBIS 15 | Management Information Systems | | 3 |
| CBIS 19 | Systems Analysis and Design | | 3 |
| | <i>OR (for option III only)</i> | | |
| CBIS 40 | Spreadsheet Applications | | 4 |
| CBIS 41 | Beginning Word Processing | | 4 |
| CBIS 43 | Presentation Applications and Media | | 3 |

Option I (MIS)

Select three courses from the following:

| | | |
|----------|--|-----|
| CBIS 15 | Information Networking | 3 |
| CBIS 17 | Database Design and Management: Microsoft Access | 3 |
| | | |
| CBIS 22A | Business Operating Software, Using UNIX | 3 |
| | | |
| CBIS 22C | Windows Server | 1.5 |
| CBIS 29A | Introduction to Writing Web Pages | 3 |
| | | |
| CBIS 29B | Advanced Web Development | 3 |
| CBIS 30A | Networking Technologies – CISCO Emphasis | 4 |
| | | |
| CBIS 30B | Networking Technologies – CISCO Emphasis II | 4 |
| | | |
| CBIS 30C | Networking Technologies – CISCO Emphasis III | 4 |
| | | |
| CBIS 30D | Networking Technology – CISCO Emphasis IV | 4 |
| | | |
| CBIS 51 | A+ Certification Preparation | 4 |

Option II (Programming)

Select three courses from the following:

| | | |
|----------|-----------------------------|---|
| CBIS 3 | Programming in Visual Basic | 3 |
| CBIS 6 | Programming in Java | 3 |
| CBIS 33 | Computer Science 1 with C++ | 3 |
| CBIS 29B | Advanced Web Development | 3 |

Option III (Business Information Systems)

Select at least eight units from the following courses:

| | | |
|---------|--|-----|
| CBIS 42 | Advanced Word Processing | 4 |
| CBIS 60 | Beginning Keyboarding | 1.5 |
| CBIS 61 | Skill Building and Document Processing | 1.5 |
| CBIS 64 | Machine Transcription | 3 |
| CBIS 65 | Machine Calculations | 1.5 |
| CBIS 66 | Office Procedures | 3 |
| CBIS 67 | Records Management | 2 |
| CBIS 74 | Microsoft Outlook | 1.5 |
| CBIS 77 | Medical Transcription | 3 |

Or any CBIS course in the Office Services or Administrative Assistant Certificate.

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 20 |
| General Education Requirements | 27 |
| Electives | 13 |
| Total Units Required | 60 |

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.

Major Core Requirements (42 units)

| | | |
|----------|--------------------------|---|
| 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 |

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 42 |
| General Education Requirements | 27 |
| Total Units Required | 69 |



ASSOCIATE OF SCIENCE, ELECTRONICS TECHNOLOGY

Designed for students who wish to obtain the entry level knowledge expected of one entering the field of manufacture or repair of electronic equipment.

Program outcome:

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

1. Demonstrate ability and knowledge base necessary to use the wide variety of test and diagnostic equipment used in the industry.
2. Fully show understanding of 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 system, logic gate symbology, truth tables, counters, registers, converters, decoders, multiplexers, processors, modulation, receivers, transmitters, antennas, microwave, satellite, networks, fiber optics, and telemetry.

Major Core Requirements (20 units)

| | | |
|---------|---|---|
| ELEC 51 | Direct Current Circuits and Network Analysis | 4 |
| ELEC 52 | Alternating Current Circuits and Network Analysis | 4 |
| ELEC 53 | Solid State Devices | 4 |
| ELEC 54 | Communications Systems | 4 |
| ELEC 56 | Digital Electronics | 4 |

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 20 |
| General Education Requirements | 27 |
| Electives | 13 |
| Total Units Required | 60 |

ASSOCIATE OF SCIENCE, FIRE TECHNOLOGY

Major Core Requirements (30 units)

| | | |
|----------|--|---|
| FIRE 1 | Fire Protection Organization | 3 |
| FIRE 2 | Fire Prevention Technology | 3 |
| FIRE 3 | Fire Behavior and Combustion | 3 |
| FIRE 4 | Building Construction for Fire Protection | 3 |
| FIRE 5 | Fire Protection Equipment and Systems | 3 |
| FIRE 6 | Fire Hydraulics | 3 |
| FIRE 7 | Wildland Fire Fighting Essentials | 3 |
| FIRE 19 | Hazardous Materials Chemistry I | 3 |
| FIRE 56A | Occupational Safety and Health for the Fire Service | 3 |
| FIRE 56B | Legal Aspects of the Fire Service | 3 |

| | |
|--|-----------|
| Minimum Units Required in Major | 30 |
| General Education Requirements | 27 |
| Electives | 3 |
| Total Units Required | 60 |

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)

| | | |
|---------|--------------------------------|---|
| 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)

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

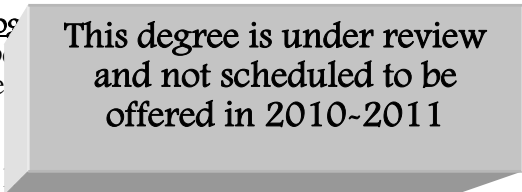
| | |
|--|-----------|
| Minimum Units Required in Major | 21 |
| General Education Requirements | 27 |
| Electives | 12 |
| Total Units Required | 60 |

ASSOCIATE OF SCIENCE, MEDICAL ASSISTANT

Designed to prepare students for employment as medical assistants for physicians, clinics, and hospital business offices.

Program
Upon
the

**This degree is under review
and not scheduled to be
offered in 2010-2011**

1.  /or
 - Communicating effectively in writing and verbally:
 - Communicate effectively in written or oral form.
 - Function within legal scope of practice by modeling professional and ethical behaviors, including confidentiality.
2. Think critically by anticipating, initiating, and participating in problem-solving processes including:
 - Prioritizing and organizing tasks
 - Demonstrating proficiency in administrative and clinical content areas.

Major Core Requirements (21-22 units)

| | | |
|-----------|---|----|
| AHLT 52 | Medical Terminology | 3 |
| AHLT 57 | Pharmacology | 3 |
| AHLT 60 | Medical Insurance | 3 |
| AHLT 61A | Medical Office Procedures – Front Office | 3 |
| AHLT 61B | Medical Office Procedures – Back Office | 3 |
| AHLT 61C | Medical Office Procedures – Practicum | 2 |
| AHLT 51 | Standard First Aid and Personal Safety | .5 |
| AHLT 63 | Basic CPR | .5 |
| BIOL 2 | Concepts in Biology | 4 |
| OR | | |
| BIOL 10 | Introduction to Biology | 3 |

| | |
|--|--------------|
| Minimum Units Required in Major | 1-22 |
| General Education Requirements | 27 |
| Electives | 11-12 |
| Total Units Required | 60 |

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-bases artwork that demonstrates proficiency in digital photography techniques giving completer the skill to enter or advance in the work force in the field photography.

Major Core Requirements (20 units)

| | |
|---|---|
| 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 |

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 20 |
| General Education Requirements | 27 |
| Electives | 13 |
| Total Units Required | 60 |

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:

1. 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.

2. Demonstrate orally, and in written form, understanding of the theory and concepts of Physical Education and their application within the field.

Major Core Requirements (21 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 |

| | |
|---------------------------------|----|
| Minimum Units Required in Major | 18 |
| General Education Requirements | 27 |
| Electives | 15 |
| Total Units Required | 60 |

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."

Major Core Requirements (27.5 units)

| | | |
|---|---|-------------|
| 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 |
| BCTT 70A | Electrical Safety and Hand Bending | 1 |
| BCTT 70B | Fasteners and Electrical Theory | 1 |
| BCTT 70C | Electrical Test Equipment, NEC, Raceways, Boxes, Fittings, and Conductors | 2 |
| BCTT 70D | Intro to Electrical Blueprints and Residential And Commercial Wiring | 1 |
| BCTT 70E | Electrical Level One Performance Testing | 1 |
| BCTT 72A | Alternating Current, Motors, and Grounding | 2 |
| BCTT 72B | Grounding, conduit, boxes, Fittings, and Conductor Installations | 1 |
| BCTT 72C | Cable Tray, Conductor Terminations, Splices, and Installation of Electric Service | 1 |
| BCTT 72D | Circuit Breakers, Fuses, Contactors, Relays, and Electrical Lighting | 1 |
| BCTT 72E | Electrical Level Two Performance Testing | 2 |
| Minimum Units Required in Major General Education Requirements | | 28.5 |
| Electives | | 4.5 |
| Total Units Required | | 60 |

**ASSOCIATE OF SCIENCE,
WELDING**

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

Program outcomes:

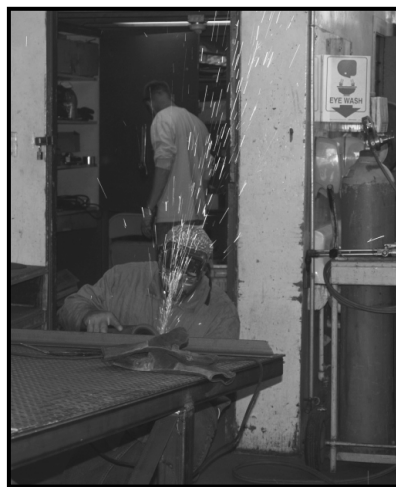
Upon completion of the Welding Program, the student will be able to do the following:

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.

Major Core Requirements (21 units)

| | | |
|---------|---------------------------------------|---|
| WELD 50 | Oxyacetylene Welding and Cutting | 3 |
| WELD 51 | Shielded Metal ARC Welding | 3 |
| WELD 52 | Position Welding (ARC Weldin | 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 |

| | |
|---|-----------|
| Minimum Units Required in Major General Education Requirements | 21 |
| Electives | 27 |
| Total Units Required | 12 |
| | 60 |



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 41 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.

| | | |
|--|--|---|
| Area A | 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. | |
| | A1 | Oral Communication SPCH 1, 4 |
| | A2 | Written Communication ENGL 1A, 1C |
| Area B | A3 | Critical Thinking ENGL 1C PHIL 3 SPCH 4 |
| | Physical Universe and Its Life Forms (A minimum of one course in each group with one being a lab course (L); 10+ units) | |
| | B1 | Physical Science ASTR 1, 1L(L) CHEM 1(L), 2A(L), 2B(L) GEOG 1(L) GEOL 1L(L), 2, 3(L), 5(L) OCEA 1 PHSC 1(L), 2 PHYS 1(L), 2A(L), 2B(L), 4A(L), 4B(L) |
| Area C | B2 | Life Science ANTH 3; BIOL 1, 2(L), 3(L), 4(L), 5(L), 7(L), 8(L), 10(L), 11 GEOL 4 OCEA 1 |
| | B3 | Laboratory Activity Any (L) class in Area B1, B2, or B4 |
| | B4 | Mathematical Concepts, Quantitative Reasoning MATH 1, 2(L), 3, 4A, 4B, 4C, 5 |
| Area D | 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 requirement. | |
| | C1 | Arts ARTS 1, 2, 3, 7, 10, 16, 17 HUMA 1, 4 MUSI 2, 3, 7, 12A, 12B, 12C PHOT 1A, 1B, 2A, 2B TART 1, 5, 6 |
| | C2 | Humanities ENGL 1B, 2, 3, 4, 5, 6, 11 HIST 1A*, 1B*, 8A*, 8B* HUMA 1, 2, 3, 4, 5, 6 PHIL 1, 2, 3, 4, 5, 6, 8 RLGS 1, 5, 10 SPAN 1A, 1B, 2A, 5, 10 TART 2, 3 |
| Area E | C3 | 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) | |
| | 1. | U.S. History Requirement HIST 2A, 2B |
| Area F | 2. | U.S. Constitution/American Ideals Requirement POLI 1 |
| | 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 requirement as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Area D. |
| | | ADJU 1, ANTH 1, 4 ARCH 1, 5, 10 BADM 5 ECON 1, 2 ETHN 1, 2 GEOG 2 HIST 1A, 1B, 2A, 2B, 3, 4, 5, 8A, 8B POLI 2 PSYC 1, 2, 3, 4, 5, 6, 11, 33 SOCI 1, 2, 3, 4, 6, 8 |
| Area G | Lifelong Understanding And Self Development (3 units) | |
| | | BIOL 11 HEAL 1, 7 PSYC 3, 11, 14 SOCI 4, 14 TART 7 |
| | Orientation (Complete one course; 0-3 units) | |
| Area H | ORIE 1 or PSYC 5 (Waiverable with official transcript transferring 15+ semester units) | |
| | Physical Education (2 units) | |
| | Any Physical Education activity course including Intercollegiate Athletics. | |
| See Degree Requirements for additional requirements that must be met to earn a degree from Barstow Community College. | | |

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.

| | | |
|--------|---|---|
| Area A | 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. | |
| | A1 | Oral Communication SPCH 1, 4 |
| | A2 | Written Communication ENGL 1A, 1C |
| | A3 | Critical Thinking ENGL 1C PHIL 3 SPCH 4 |
| Area B | Physical Universe and Its Life Forms (A minimum of one course in each group with one being a lab course (L); 9+ units) | |
| | B1 | Physical Science ASTR 1, 1L(L) CHEM 1(L), 2A(L), 2B(L) GEOG 1(L) GEOL 1L(L), 2, 3(L), 5(L) OCEA 1 PHSC 1(L), 2 PHYS 1(L), 2A(L), 2B(L), 4A(L), 4B(L) |
| | B2 | Life Science ANTH 3 BIOL 1, 2(L), 3(L), 4(L), 5(L), 7(L), 8(L), 10(L), 11 GEOL 4 OCEA 1 |
| | B3 | Laboratory Activity |
| | B4 | Any (L) class in Area B1, B2, or B4 |
| | Mathematical Concepts, Quantitative Reasoning MATH 1, 2(L), 3, 4A, 4B, 4C, 5 | |
| | Area C | |
| Area C | Arts, Literature, Philosophy and Foreign Language (At least one course in C1 and one course in C2; 9 units) | |
| | C1 | Arts ARTS 1, 2, 3, 7, 10, 16, 17 HUMA 1, 4 MUSI 2, 3, 7, 12A, 12B, 12C PHOT 1A, 1B, 2A, 2B TART 1, 5, 6 |
| | C2 | Humanities ENGL 1B, 2, 3, 4, 5, 6, 11 HIST 1A, 1B, 8A, 8B HUMA 1, 2, 3, 4, 5, 6 PHIL 1, 2, 3, 4, 5, 6, 8 RLGS 1, 5, 10 SPAN 1A, 1B, 2A, 5, 10 SPCH 2 TART 2, 3 |
| | C3 | One additional course from area C1 or C2 |

| | | | |
|---|---|---|---|
| Area D | Social, Political and Economic Institutions and Behavior; Historical Background (A minimum of 9 units in at least two disciplines) | | |
| | 1. | U.S. History Requirement HIST 2A, 2B* | |
| | 2. | U.S. Constitution/American Ideals Requirement POLI 1* *Sequence required for CSU graduation, may be taken at the CSU. | |
| | 3. | <table><tr><td>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 requirement as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Area D.</td><td>ADJU 1, 3, 5, 8 ANTH 1, 4 ARCH 1, 5, 10 BADM 5 CHLD 4, 6 ECON 1, 2 ENGL 10 ETHN 1, 2 GEOG 1, 2 HIST 1A, 1B, 2A, 2B, 3, 4, 5, 8A, 8B PELC 1 POLI 1, 2 PSYC 1, 2, 3, 4, 5, 6, 11, 13, 33 SOCI 1, 2, 3, 4, 6, 8</td></tr></table> | 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 requirement as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Area D. |
| 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 requirement as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Area D. | ADJU 1, 3, 5, 8 ANTH 1, 4 ARCH 1, 5, 10 BADM 5 CHLD 4, 6 ECON 1, 2 ENGL 10 ETHN 1, 2 GEOG 1, 2 HIST 1A, 1B, 2A, 2B, 3, 4, 5, 8A, 8B PELC 1 POLI 1, 2 PSYC 1, 2, 3, 4, 5, 6, 11, 13, 33 SOCI 1, 2, 3, 4, 6, 8 | | |
| Area E | | | |
| Area E | Lifelong Understanding And Self Development (3 units) | | |
| | ATHL 1, 3-8, 20 BIOL 11 CHLD 4 HEAL 1, 7 HOME 16 PEAC 2, 9-16, 18, 22, 27 PELC 2 PSYC 3, 4, 5, 11, 14 SOCI 4, 14 TART 7 | | |

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.

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.

Area 1 English Communication

CSU: 3 courses required – 1 from each group; 9 units

UC: 2 courses required – 1 each from Groups A and B; 6 units

- A English Composition**
ENGL 1A
- B Critical Thinking**
ENGL 1C
- C Oral Communication**
SPCH 1, 4

Area 2 Mathematical Concepts and Quantitative Reasoning (1 course required; 3 units)

Math 2, 3, 4A, 4B, 4C, 5

Area 3 Arts and Humanities

(At least 3 courses, 1 each from Groups A & B; 9 units)

- A** ARTS 1, 2
HUMA 1, 4
MUSI 2, 3
- B** ENGL 1B, 2-5
HIST 1A, 1B, 8A, 8B
HUMA 1-6
PHIL 1, 2, 4, 5, 6, 8
RLGS 1, 10
SPAN 10
- C** Elective: Any course from either of the above areas

Area 4 Social and Behavioural Sciences

(Minimum of 3 courses from at least 2 disciplines; 9 units)

| | |
|-----------|-----------------------------|
| ANTH 1 | HIST 1A, 1B, 2A, 2B, 8A, 8B |
| ARCH 1 | POLI 1, 2 |
| CHLD 4 | PSYC 1, 2, 4, 6 |
| ECON 1, 2 | SOCI 1, 2 |
| ETHN 1, 2 | |
| GEOG 2 | |

Area 5 Physical and Biological Sciences

(1 course from each area; 1 must be a lab course (L); 7-9 units)

Physical Science

ASTR 1, 1L(L)
CHEM 1(L), 2A(L), 2B(L)
GEOG 1(L)
GEOL 1L, 2, 3(L), 4, 5(L)
OCEA 1
PHSC 1(L), 2
PHYS 1, 2A(L), 2B(L), 4A(L), 4B(L)

Biological Science

ANTH 3, BIOL 2(L), 3(L), 4(L), 5(L), 7(L), 8(L)

Language Other Than English

(UC Requirement Only)

Complete two 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, 2A, or 2B.

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)

- A** Political Science 1
- B** History 2A or 2B

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 Administration 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.

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.

| Required Courses | Units |
|----------------------------------|-----------|
| 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 |
| Total Units Required | 18 |

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.

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.

| Required Courses | Units |
|--|-----------|
| 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 |
| Total Units Required | 24 |

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.

| Required Courses | | Units |
|-----------------------------|--|-----------|
| AUTO 51A | Intro to Auto Tech | 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 |
| AUTO 56 | Engine Performance | 4 |
| Total Units Required | | 24 |

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.

| Required Courses | | Units |
|-----------------------------|-----------------------------------|-----------|
| 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 |
| Total Units Required | | 12 |

BUSINESS INFORMATION SYSTEMS – OFFICE SERVICES 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.

| Required Courses | | Units |
|-----------------------------|--|-----------|
| CBIS 2 | Windows & the Internet | 3 |
| CBIS 41 | Beginning Word Processing | 4 |
| CBIS 43 | Presentation Applications And Media | 3 |
| CBIS 60 | Beginning Keyboarding | 1.5 |
| CBIS 61 | Skill-Building and Document Processing | 1.5 |
| CBIS 65 | Machine Calculations | 1.5 |
| CBIS 67 | Records Management | 2 |
| CBIS 74 | Microsoft Outlook | 1.5 |
| BADM 6 | Business Communication | 3 |
| Total Units Required | | 21 |

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.

Prerequisite: Business Information Systems – Office Services Certificate or concurrent enrollment.

| Required Courses | Units |
|--|-------------|
| CBIS 29A Introduction to Writing Web Pages | 3 |
| CBIS 29C Multimedia for the Web | 3 |
| CBIS 40 Spreadsheet Applications | 4 |
| CBIS 42 Advanced Word Processing | 4 |
| CBIS 64 Machine Transcription | 3 |
| CBIS 66 Office Procedures | 3 |
| Total Units Required | 41.0 |

CHILD DEVELOPMENT CERTIFICATES

Level I Certificate

The Level I Certificate is the first step in entering the career path for early childhood education. Upon completion of this level the recipient meets the minimum state requirements to teach in a private preschool and school age program. This level requires 12 units of ECE/CD, and with work experience, they are eligible to apply for the California: "Child Development Associate Teacher Permit" (on the Matrix Level). For further information on these requirements, contact the

Commission on teacher Credentialing via e-mail at www.ctc.ca.gov or via phone at 888-921-2682 between 12:00p.m. and 4:45p.m. daily.

Program Outcomes:

Upon completion of the Child Development Certificate Program level 1, the student will be able to do the following:

1. Assist the teacher in charge with observing, assessing, and developing curriculum and supervision of children. Students will coordinate with the teacher in developing 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 interrelationships 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.

Certifi

Basic

CHLD

CHLD/SOCI 6

CHLD 9

CHLD 11A

CHLD 20

The State of California "Child Development Associate Teacher Permit" requires: Experience Working with Children: 50 days of 3+ hours per day within 2 years

CHLD 80 Practicum – Field Experience 4
OR

CHLD 82 Occupational Work
Experience in Child Care and
Teacher Aide 4

Total Units Required 19

**This certificate is under
review and not scheduled to
be offered in 2010-2011**

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

Basic Courses: 15 units

| | | |
|----------|--|---|
| CH | This certificate is under review and not scheduled to be offered in 2010-2011 | |
| CI | | |
| CI | | |
| CHLD 11A | | |
| CHLD 11A | Principles & Practice in Early Childhood Education | 3 |
| CHLD 20 | Observation and Assessment | 3 |

Two of the following courses: 6 units

| | | |
|----------|---|---|
| CHLD 12A | Creative Activities for Early Childhood Education | 3 |
| CHLD 25 | Teaching in a Diverse Society | 3 |
| CHLD 54 | Child Language Development | 3 |
| CHLD 56 | Early Childhood Literacy | 3 |

Two of the following courses: 6 units

| | | |
|---------|---|---|
| CHLD 14 | Child Health, Safety, And Nutrition | 3 |
| CHLD 15 | Infants and Toddlers: Curriculum & Teaching | 3 |
| CHLD 17 | Programs for School-Age Children: Curriculum & Teaching | 3 |

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

| | | |
|-------------------------------|---|----------|
| CHLD 80 | Practicum | 4 |
| Or | | |
| CHLD 82 | Occupational Work Experience in Child Care and Teacher Aide | 4 |
| Total Child Development Units | | 31 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 47 units

Level III Certificate

The Level III Certificate upon completion of 28 units of ECE/CD (including core courses), 16 GE units, 6 Specialization units, 2 Adult Supervision units and work experience, the recipient is eligible to apply for the California: "Child Development Master Teacher Permit" (on the Matrix Level). With the completion of an AA (or 60 units) which includes: 24 ECE/CE units with core courses, 16 GE units, 6 Administration units, 2 Adult Supervision units, work experience and the additional 100 days of supervising adults the recipient is eligible to apply for the California: "Child Development Site Supervisor Permit" (on the Matrix Level). It also provides additional course work for the attainment of the Associate of Science Degree. See catalog for General Education requirements.

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.

Master Teacher Permit:

CD Specialization (choose one area): 6 units

CHLD 100

CHLD 101

CHLD 102

CHLD 103

This certificate is under review and not scheduled to be offered in 2010-2011

Memor/Adult Supervision 3

Total Units Required 9

**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.

| Required Courses | | Units |
|------------------|---------------------------|-------|
| CBIS 1 | Computer Concepts | 3 |
| CBIS 10 | Computer Architecture | 3 |
| CBIS 19 | Systems Analysis & Design | 3 |

Plus minimum of any 3 courses listed below

| | | |
|----------|-----------------------------|---|
| CBIS 3 | Programming in Visual Basic | 3 |
| CBIS 6 | Programming in JAVA | 3 |
| CBIS 29B | Advanced Web Development | 3 |
| CBIS 33 | Computer Science I with C++ | 3 |

Total Units Required 18

**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.

| Required Courses | | Units |
|------------------|--------------------------|-------|
| 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 |

Total Units Required 42

CUSTOMER SERVICE ACADEMY CERTIFICATE

This course of study prepares those interested in improving their skills in customer service, decision making, and/or requirements for this certificate type.

This certificate is under review and not scheduled to be offered in 2010-2011

| Required Courses | | Units |
|-----------------------------|-------------------------------------|----------|
| WKFC 101 | Attitude in the Workplace | 1 |
| WKFC 102 | Dealing with Difficult People | 1 |
| WKFC 103 | Mastering Communication | 1 |
| WKFC 104 | Time and Stress Management | 1 |
| WKFC 105 | Decision Making and Problem Solving | 1 |
| WKFC 106 | Managing Change | 1 |
| WKFC 107 | Team Building | 1 |
| WKFC 108 | Business Ethics | 1 |
| Total Units Required | | 8 |

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.

| Required Courses | | Units |
|-----------------------------|---|-----------|
| 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 |
| Total Units Required | | 20 |

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.

| Required Courses | | Units |
|------------------|---|-------|
| 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 Tests & Measurements | 3 |

Total Units Required 19-20



EMERGENCY MANAGEMENT CERTIFICATE OF ACHIEVEMENT (LOW UNIT)

Provides entry-level marketable skills that give the student a basic understanding of terminology, concepts, and procedures used in Emergency Management. It is based on guidelines from the Federal Emergency Management Agency (FEMA). See *Certificate Programs* for additional information and/or requirements for this certificate type.

| Required Courses | Units |
|---|-----------|
| FIRE 58A Introduction to Emergency Management | 3 |
| FIRE 58B Emergency Management Response | 4 |
| FIRE 58C Emergency Management Recovery | 4 |
| FIRE 58D Introduction to Mitigation for Disasters | 4 |
| <i>OR</i> | |
| FIRE 58E Community Disaster Planning | 4 |
| Total Units Required | 15 |

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 interrelationships 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.

| | | |
|---------|-----------------------------------|---|
| CHLD 10 | Intro to Early Childhood Programs | 3 |
| CHLD 14 | Child Health, Safety & Nutrition | 3 |
| CHLD 61 | Family Daycare Provider | 3 |

*Plus one of the following courses
as appropriate:*

| | | |
|-----------|--|---|
| CHLD 15 | Infants & Toddlers: Curriculum & Teaching | 3 |
| <i>OR</i> | | |
| CHLD 16 | The Preschool Child: Curriculum & Teaching | 3 |

Total Units Required 12

INFORMATION SYSTEMS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program will prepare students to gain basic knowledge and skills to analyze and design information systems. The program includes hardware and software development, database development, and system web development. See *Certificate Programs* for additional information and/or requirements for this certificate type.

This certificate is under review and not scheduled to be offered in 2010-2011

Program Outcomes:

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

Demonstrate proficiency for analyzing and developing information systems.

1. Use the computer to solve real world problems.
2. Embrace the value of higher (further) education to enhance opportunities in the future.

| Required Courses | Units |
|------------------|-------|
|------------------|-------|

| | | |
|---------|--|---|
| CBIS 1 | Computer Concepts | 3 |
| CBIS 13 | Management Information Systems | 3 |
| CBIS 15 | Information Networking | 3 |
| CBIS 17 | Database Design and Management: Microsoft Access | 3 |
| CBIS 19 | Systems Analysis and Design | 3 |

Plus minimum of any 2 courses listed below

| | | |
|----------|--|-----|
| CBIS 10 | Computer Architecture | 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 30A | Networking Technologies – Cisco Emphasis | 4 |
| CBIS 51 | A+ Certification Preparation | 4 |

| | |
|-----------------------------|--------------|
| Total Units Required | 18-23 |
|-----------------------------|--------------|

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.

| Required Courses | Units |
|------------------|-------|
|------------------|-------|

| | | |
|---------|-----------------------------|---|
| 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 |

| | |
|-----------------------------|-----------|
| Total Units Required | 18 |
|-----------------------------|-----------|

MANICURING CERTIFICATE OF ACHIEVEMENT (LOW UNIT)

Designed to provide the student with the skills to pass the Board of Cosmetology for manicuring. It also prepares the student to obtain employment in the manicuring field. See *Certificate Programs* for additional information and/or requirements for this certificate type.

Program Outcomes:

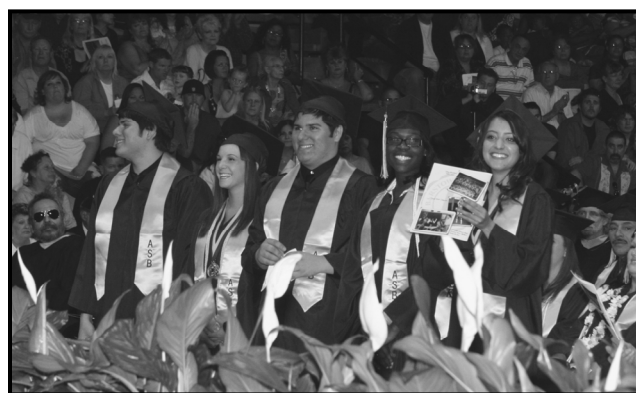
Upon completion of the Manicuring Program, the student will be able to do the following:

1. Identify and demonstrate proficiency in State Board regulations in sanitation and safety; perform appropriate nail technology procedure with emphasis in all aspects of nail technology.
2. Demonstrate logical and critical thinking when presented with difficult situations such as disease and nail disorders, customer service, handling difficult clients.
3. Be prepared to enter the job market with clear knowledge of current trends, standards, and technology.
4. Successfully complete the State Board examination for licensure to become a manicurist.

| Required Courses | Units |
|------------------|-------|
|------------------|-------|

| | | |
|----------|----------------------|---|
| COSM 53A | Beginning Manicuring | 6 |
| COSM 53B | Advanced Manicuring | 6 |

| | |
|-----------------------------|-----------|
| Total Units Required | 12 |
|-----------------------------|-----------|



MEDICAL ASSISTANT CERTIFICATE OF ACHIEVEMENT

This certificate is under review and not scheduled to be offered in 2010-2011

Program Outcomes:

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

- Function effectively as a team member and/or leader by:
 - Communicating effectively in writing and verbally.
 - Communicate effectively in written and oral form.
 - Function within legal scope of practice by modeling professional and ethical behaviors, including confidentiality.
- Think critically by anticipating, initiating, and participating in problem-solving processes including:
 - Prioritizing and organizing tasks
 - Demonstrating proficiency in administrative and clinical content areas.

| Required Courses | | Units |
|-----------------------------|--|-------------|
| AHLT 57 | Pharmacology | 3 |
| AHLT 52 | Medical Terminology | 3 |
| AHLT 60 | Medical Insurance | 3 |
| AHLT 61A/ CBIS 62 | Medical Office Procedures - Front Office | 3 |
| AHLT 61B | Medical Office Procedures - Back Office | 3 |
| AHLT 61C | Medical Office Procedures - Clinical | 2 |
| AHLT 63 | Basic CPR | .5 |
| BIOL 2 | Concepts in Biology | 3 |
| OR | | |
| BIOL 10 | Introduction to Biology | 3 |
| CBIS 41 | Beginning Word Processing | 4 |
| SPCH 3 | Interpersonal Communication | 3 |
| PSYC 2 | Developmental Psychology | 3 |
| Total Units Required | | 30.5 |

MICROSOFT OFFICE SPECIALIST CERTIFICATE

This certificate is under review and not scheduled to be offered in 2010-2011

Program Outcomes:

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

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

| Required Courses | | Units |
|-----------------------------|---------------------------------------|-------------|
| CBIS 17 | Database Design & Management (Access) | 3 |
| CBIS 40 | Spreadsheets Applications | 4 |
| CBIS 42 | Advanced Word Processing | 4 |
| CBIS 43 | Presentation Applications and Media | 3 |
| CBIS 74 | Microsoft Outlook | 1.5 |
| Total Units Required | | 15.5 |

NETWORK ADMINISTRATOR CERTIFICATE OF ACHIEVEMENT (LOW UNIT)

This certificate is under review and not scheduled to be offered in 2010-2011

This certificate is designed to prepare students to take the Microsoft Office Specialist (MOS) exam and earn the MOS certification. This hands-on application skills to enter into the workforce. See *Certificate Programs* for additional information and/or requirements for this certificate type.

| Required Courses | | Units |
|-----------------------------|--|-----------|
| CBIS 10 | Computer Architecture | 3 |
| CBIS 13 | Management Information Systems | 3 |
| CBIS 30A | Networking Technologies-CISCO Emphasis | 4 |
| CBIS 51 | A+ Certification Preparation | 4 |
| Total Units Required | | 14 |

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.

| Required Courses | Units |
|---|-----------|
| 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 |
| Total Units Required | 20 |



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.

| Required Courses | Unit |
|--|-------------|
| 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 Roof Framing and Window and Exterior Doors | 1 |
| BCTT 60D Introduction to Concrete Materials and Forms | 1 |
| BCTT 60E Residential Carpentry Level One Performance Testing | 2 |
| Total Units Required | 16.5 |

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."

| Required Courses | Unit |
|--|------|
| 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, 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 Services | 1 |
| ELCT 72D Circuit Breakers, Fuses, Contactors, Relays, and Electrical Lighting | 1 |
| ELCT 72E Electrical Level Two Performance Testing | 2 |

Total Units Required 22.5

WEB MASTER CERTIFICATE OF ACHIEVEMENT (LOW UNIT)

This certificate is under review and not scheduled to be offered in 2010-2011

This certificate is under review and not scheduled to be offered in 2010-2011

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.

| Required Courses | Units |
|--|-----------|
| CBIS 9 Introduction to Adobe Photoshop | 3 |
| CBIS 15 Information Networking | 3 |
| CBIS 17 Database Design and Management: Microsoft Access | 3 |
| CBIS 29A Introduction to Writing Web Pages | 3 |
| CBIS 29C Multimedia for the Web | 3 |
| Total Units Required | 15 |

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.

| Required Courses | | Units |
|-----------------------------|--------------------------------------|-----------|
| 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 |
| Total Units Required | | 21 |



COURSE INFORMATION

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. These courses allow students to do their work from home computers through the use of a modem and 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, 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

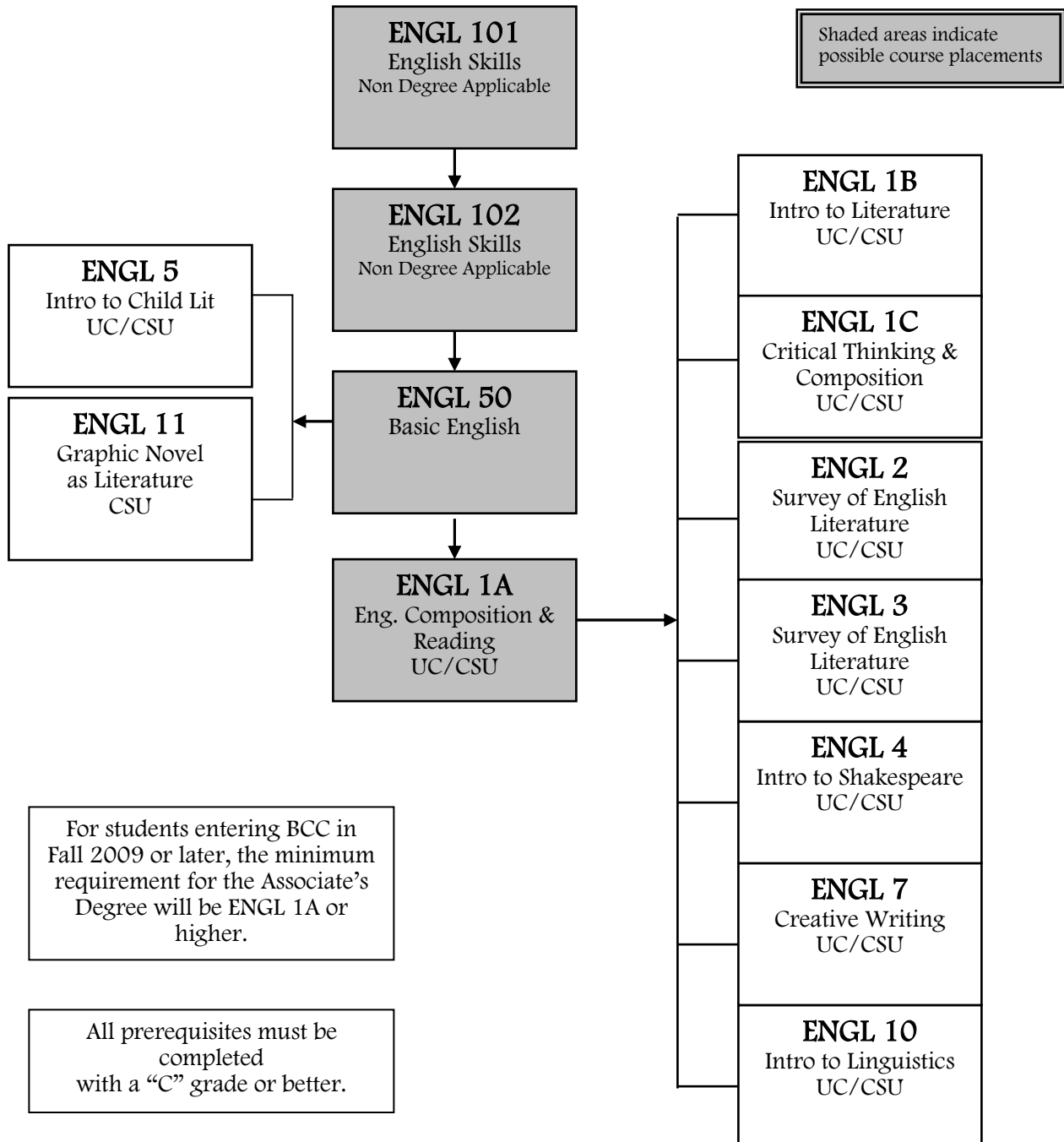
Courses that transfer to the California State University System and/or the University of California System are so designated following the course description:

- 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.

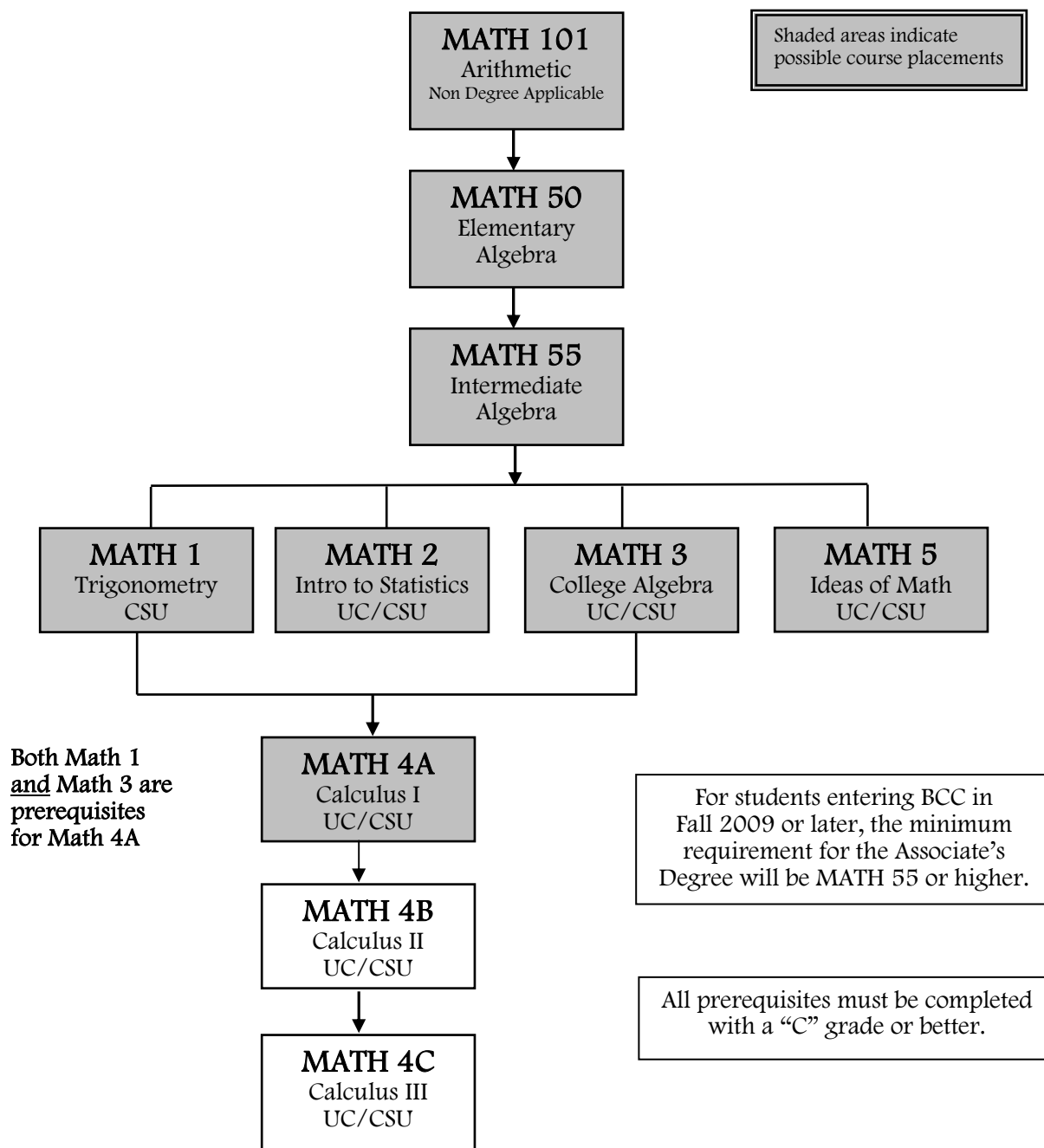


BCC English Sequence



*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 5 - Recommended for majors in Liberal Arts and Teaching

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



Barstow
Community
College

Proudly Celebrates

50

*Years of
Educational
Excellence*

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 153A BEGINNING ARITHMETIC ESSENTIALS – WHOLE NUMBERS

1.5 Units

Lab: 27 hours total

Progressive, individualized instruction in basic arithmetic computation: addition, subtraction, multiplication, and division of whole numbers. Open entry/exit format. A study course for the student needing to review or refresh skills dealing with whole numbers. Grades: P/NP. Non Degree Applicable Credit.

ACSK 153B BEGINNING ARITHMETIC ESSENTIALS – FRACTIONS

1.5 Units

Lab: 27 hours total

Progressive, individualized instruction in basic arithmetic computation: addition, subtraction, multiplication, and division of fractions and mixed numbers. Open entry/exit format. A study course for the student needing to review or refresh skills dealing with fractions. 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 154A INTERMEDIATE ARITHMETIC ESSENTIALS – RATIOS, PROPORTIONS, WORD PROBLEMS

1 Unit

Lab: 18 hours total

Progressive, individualized instruction in basic arithmetic computation: understanding uses of ratios and proportions; word problem decoding and solving. Open entry/exit format. A study course for the student needing to review or refresh skills dealing with ratios, proportions, or word problems. Grades: P/NP. Non Degree Applicable Credit.

ACSK 154B INTERMEDIATE ARITHMETIC ESSENTIALS – DECIMALS

1 Unit

Lab: 18 hours total

Progressive, individualized instruction in decimals. Open entry/exit format. A study course for the student needing to review or refresh skills dealing with decimals. Grades: P/NP. Non Degree Applicable Credit.

ACSK 154C INTERMEDIATE ARITHMETIC ESSENTIALS – PERCENTS

1 Unit

Lab: 18 hours total

Progressive, individualized instruction in percents. Open entry/exit format. A study course for the student needing to review or refresh skills dealing with percents. 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 155A ADVANCED ARITHMETIC ESSENTIALS – MEASUREMENT AND DATA ANALYSIS

1 Unit

Lab: 18 hours total

Progressive individualized instruction in measurement systems and basic concepts of data analysis. Open entry/exit format. 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 155C ADVANCED ARITHMETIC ESSENTIALS – INTRODUCTION TO ALGEBRAIC CONCEPTS

1 Unit

Lab: 18 hours total

Progressive, individualized instruction in introductory algebraic concepts. 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: Academic Support 156 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: Academic Support 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 a 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:** Accounting 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:** Accounting 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

78 COURSE OFFERINGS

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

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. May be taken four times for credit. Grades: P/NP. Degree Applicable Credit.

ADJU 56 DESERT SURVIVAL**1.5 Units****Lecture: 12 hours total****Lab: 24 hours total**

Techniques of desert survival in emergency situations. Resisting panic and proper use of materials at hand. Problems of exposure, signaling, communicating, finding and purifying water, finding food, making fires and use of maps and finding directions using natural sources. 36 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit.

ADJU 60 CORRECTIONS OFFICER CORE COURSE**8.5 Units****Lecture: 157 hours total****Lab: 19 hours total**

Entry level basic course designed to provide the legal information, policy and procedure, and technical skills necessary to perform custody duties at a Community Corrections Facility (CCF). Fulfills CCF-CDC Standards and Training for Corrections Program Requirements. Grades: Option (A-F), P/NP. Degree Applicable Credit.

ADJU 70 PUBLIC SAFETY INTERNSHIP, ACADEMY I**4 Units****Lecture: 59.5 hours total****Lab: 38.5 hours total**

Develop awareness of all facets of law enforcement and allied agencies. Topics include: ethics, professionalism, report writing, corrections, introduction to California Department of Forestry (CDF), choices, self-esteem, weaponless defense, cultural awareness, firearm training, social diseases, domestic violence, tactical communications, lifetime fitness, traffic control, introduction to law enforcement, and allied agencies. Grades: Option (A-F), P/NP. Degree Applicable Credit.

ADJU 71 PUBLIC SAFETY INTERNSHIP, ACADEMY II**4.5 Units****Lecture: 68 hours total****Lab: 58 hours total**

Prerequisite: Administration of Justice 70 with a "C" grade or better

Develop awareness of all facets of law enforcement and allied agencies. Topics include: report writing, cultural awareness, choices, self-esteem, weaponless defense, firearm training, court demeanor, aviation, communications, search and rescue, support units, (K-9, horse, special weapons and tactics (SWAT)), basic traffic control, radio communications, lifetime fitness, tactical communications, administration of justice, traffic enforcement, gangs, and narcotics. Grades: Option (A-F), P/NP. Degree Applicable Credit.

ADJU 72 PUBLIC SAFETY INTERNSHIP, ACADEMY III**4 Units****Lecture: 62 hours total****Lab: 36 hours total**

Prerequisite: Administration of Justice 71 with a "C" grade or better

Develop awareness of all facets of law enforcement and allied agencies. Topics include: weaponless defense, report writing, cultural awareness, choices, self-esteem, crimes against persons, firearm training, cardiopulmonary resuscitation (CPR), first aid, gangs, tactical communications, lifetime fitness, and vehicle stops. Grades: Option (A-F), P/NP. Degree Applicable Credit.

80 COURSE OFFERINGS

ADJU 73 PUBLIC SAFETY INTERNSHIP, ACADEMY IV

5 Units

Lecture: 76 hours total

Lab: 50 hours total

Prerequisite: Administration of Justice 72 with a "C" grade or better

Develop awareness of all facets of law enforcement and allied agencies. Topics include: report writing, scientific investigations, search and seizure, weaponless defense, driver awareness, firearm training, cultural awareness, chemical agents, water safety, tactical communications, aviation, communications, court demeanor, lifetime fitness, patrol procedures, hazardous materials, disaster preparedness, sign Language, and blood borne pathogens. Grades: Option (A-F), P/NP. Degree Applicable Credit.

ADJU 82 OCCUPATIONAL WORK EXPERIENCE IN ADMINISTRATION OF JUSTICE

1 - 8 Units

Also available as a hybrid course

See Cooperative Work Experience Education listing.

ADJU 100 SECURITY OFFICERS TRAINING ACADEMY

3.5 Units

Lecture: 48 hours total

Lab: 64 hours total

Prerequisite: Eligibility for a Security Officers license as outlined in Business and Professions Code Sections 7546.2 (No Felony Convictions)

Basic and advanced training for security officers and prospective law enforcement officers. A study of the laws pertaining to security officers, the role of a security officer at crime scenes, effecting arrests in crowd/riot control, in the use of handcuffs, unarmed defense, baton, tear gas (mace) and firearms (small arms). Course covers completing job applications, job interviews, report writing, dealing with unions, techniques of first aid and CPR refresher training. May be taken as many times as needed for employment. 112 hours total. Grades: P/NP. Non Degree Applicable Credit.

ADJU 101 SELF PROTECTION AND RAPE PREVENTION

1 Unit

Lecture: 26 hours total

Lab: 14 hours total

Basic training, in-home and personal security, street smarts, rape prevention, use of self defense, mace and basic firearms training. Grades: Option (A-F), P/NP. Non Degree Applicable Credit.

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 54 NURSING ASSISTANT

5.5 Units

Lecture: 54 hours total

Lab: 144 total hours

Prerequisite: CPR card or concurrent enrollment in Allied Health 63 or 64

Basic nursing principles, procedures, and techniques. California state approved recertification program includes clinical experience in an extended care facility. Each student must present a history and physical signed by an M.D. and must show proof of PPD or chest X-ray. Students are required to be fingerprinted. 198 hours total. May be taken again as needed for recertification. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

82 COURSE OFFERINGS

AHLT 55A EMERGENCY MEDICAL TECHNICIAN BASIC (EMSA CERTIFICATION)

5 Units

Lecture: 120 hours total

Lab: 10 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 55B EMERGENCY MEDICAL TECHNICIAN BASIC (NATIONAL REGISTRY CERTIFICATION)

5 Units

Lecture: 80 hours total

Lab: 60 hours total

Prerequisite: Minimum state age requirement is 18 years of age ~ Must have current Class C – CPR card or concurrent enrollment in Allied Health 63 or 64

Preparation for certification as an EMT-1. This course is approved for National Registry Certification. Students completing this course must sit for the National Registry examination upon completion of the course. 140 hours total (Includes a minimum of 20 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 59 UNIVERSAL FIRST AID

.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 prevention and causes. Includes American Health and Safety Institute Course Completion Card. Course may be repeated as needed for recertification. Card fees required. 9 hours total. Grades: 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 PROCEDURE - 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 62B EMERGENCY MEDICAL TECHNICIAN BASIC REFRESHER- NATIONAL REGISTRY CERTIFICATION

2 Units

Lecture: 36 hours total

Prerequisite: Current EMT Certification and CPR Card-Level C

Required for Emergency Medical Technician-Basic Certification. Approved for the EMT-Basic National Curriculum, through National Registry of Emergency Technicians and Department of Transportation. May be repeated as needed for certification. 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

84 COURSE OFFERINGS

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 AND FAMILY 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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

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 FIELD WORK 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, biocultural 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 ethnohistorical 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 5 ARCHAEOLOGY OF THE SOUTHWEST

3 Units

Lecture: 3 hours

Archaeology of the American Southwest with emphasis on the Anasazi of the Four Corners area and the Mogollon and Hohokam of New Mexico and Arizona. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

ARCH 10 ARCHAEOLOGY OF THE MOJAVE DESERT

3 Units

Lecture: 3 hours

Introduction to the Pre-Clovis New World Archaeology and that of the Calico site and the Eastern Calico Mountains Archaeological District. The nature of the stone tool evidence and the multi-disciplinary nature of the Early Man investigations. Two one-day field excavations or surface surveys. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. 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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. 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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP.

Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

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 handbuilding, wheel throwing, basic theories of clay and glazes, and firing techniques. Strong emphasis on developing a personal, artistic vision. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

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 handbuilding 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 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. May be taken four times for credit. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

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, nebulae, 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

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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.

92 COURSE OFFERINGS

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

Lecture: 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 57 HEATING AND AIR CONDITIONING

4 Units

Lecture: 3 hours

Lab: 3 hours

Basic skills for Automotive Service Excellence (ASE) certification in heating and air conditioning (A7), including diagnosing problems related to heating and air conditioning. Preparation for Automotive Service Excellence (ASE) certification test in heating and air conditioning (A7). 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.

AUTO 59 MANUAL TRANSMISSIONS AND POWER TRAINS

4 Units

Lecture: 3 hours

Lab: 3 hours

Theory, principles, and diagnosis of manual transmissions and power trains to include repair, installation, and break-in procedures. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 68 DIESEL ENGINE CYLINDER HEAD SERVICE

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63, 64, 65, 66, or 67 with a "C" grade or better

Designed to provide the student with a working knowledge of diesel engine cylinder head construction, design, operating principles, and service and repair procedures. This course will prepare the student to enter the diesel job market with a working knowledge of diesel engine cylinder head service procedures. This is a required course for the completion of a two-year Associate Degree of Applied Science in Diesel Mechanics. Grades: Option (A-F), P/NP. Degree Applicable Credit.

94 COURSE OFFERINGS

AUTO 69 DIESEL ENGINE OVERHAUL/ REBUILD

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63, 64, 65, 66, 67, or 68, with a "C" grade or better or concurrent enrollment

Designed to provide the student with a working knowledge of diesel engine overhaul procedures. It includes general and pre-teardown inspection procedures, engine disassembly, component measurement and evaluation, reassembly, final adjustment, and "run-in" procedures. The course will prepare the student to enter the diesel job market with a working knowledge of diesel engine overhaul procedures. 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: Mathematics 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: Mathematics 55 with a "C" grade or better

Recommended: Biology 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

BOTANY

See Biology 3, Introduction to Plant Biology.

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: Building Construction Trades Technology 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: Building Construction Trades Technology 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 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 BUSINESS LAW I**

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

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 62 PROFESSIONAL DEVELOPMENT

2 Units

Lecture: 2 hours

Prepares students to enter the workplace with a professional point of view. Includes development of self-esteem and encouragement in critical thinking about emerging issues such as ethics at work, leadership, goals, interpersonal communication, and job seeking skills. Grades: Option (A-F), P/NP. 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

CHEM 2A GENERAL COLLEGE CHEMISTRY

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: One year of high school Chemistry or Chemistry 1 and Mathematics 55 with a "C" grade or better

Basic principles of chemistry from quantitative point of view, including stoichiometry, atomic structure, chemical bonding, gas laws, solutions, and oxidation-reduction processes. Quantitative emphasis in the laboratory. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

CHEM 2B GENERAL COLLEGE CHEMISTRY

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: Chemistry 2A with a "C" grade or better

Continuation of Chemistry 2A with emphasis on equilibrium processes. Kinetics, ionic and solubility equilibria, electro-chemistry, and thermodynamics. Laboratory includes an introduction to qualitative analysis. 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, 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 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.

CHLD 10 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS

3 Units

Lecture: 3 hours

Also available online

Designed for students who are considering teaching as a career and for those wishing to prepare to be teacher aides. Includes a self-appraisal of the student's potential as a teacher. Encompasses the background, problems and issues of education in a democratic society with special emphasis on ECE programs. Leads towards a Certificate Level 1 and/or Child Development Associate Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 11A PRINCIPLES AND PRACTICES IN
EARLY CHILDHOOD EDUCATION****4 Units****Lecture: 3 hours****Lab: 3 hours**

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 11B PRINCIPLES AND PRACTICES IN
EARLY CHILDHOOD EDUCATION****3 Units****Lecture: 3 hours****Lab: 3 hours**

Curriculum planning and evaluation; discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents and children; and professional ethics and job search skills. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Area of Emphasis 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 12B CREATIVE ACTIVITIES FOR
EARLY CHILDHOOD EDUCATION****3 Units****Lecture: 3 hours**

This course is designed to offer students an understanding of creative activities and how these activities are intertwined in individual centers and throughout the classroom environment and how they apply towards the development of the child. The course includes, the lesson planning, preparation, presentation, and evaluation of creative 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 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 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 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.

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.

CHLD 53 AUDIO-VISUAL FOR EARLY CHILDHOOD EDUCATION**3 Units****Lecture: 3 hours**

Audio-visual communication techniques in graphic design, still photography, motion pictures, television and computers appropriate in early childhood education. Grades: Option (A-F), P/NP. Degree Applicable Credit.

CHLD 54 CHILD LANGUAGE DEVELOPMENT**3 Units****Lecture: 3 hours**

Introduction to the study of language, communication, and literacy development as a perceptual and cognitive process in young children. 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 60 THE CHILD WITH SPECIAL NEEDS**3 Units****Lecture: 3 hours***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 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 80 PRACTICUM FIELD EXPERIENCE**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.

**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 50 FINGERSPELLING AND
BASIC SIGNS I**

3 Units

Lecture: 3 hours

Introduction to basic manual communication including finger-spelling and introductory sign language. Emphasis on both expressive and receptive communication skills. May be taken twice for credit. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**COMM 51 FINGERSPELLING AND
BASIC SIGNS II**

3 Units

Lecture: 3 hours

Prerequisite: Communications 50 with a "C" grade or better

A continuation of basic manual communication, including finger-spelling and more advanced signs. Emphasis on both expressive and receptive skills. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**COMM 52 FINGERSPELLING AND
BASIC SIGNS III**

3 Units

Lecture: 3 hours

Prerequisite: Communications 51 with a "C" grade or better

A continuation of advanced sign language with particular application to use in dialogues, poetry, and songs. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

COMM 61 VOCABULARY FOR COLLEGE

2 Units

Lecture: 2 hours

An introduction to vocabulary useful in college classes. The course includes a study of Greek and Latin roots (etymologies) and other ways to increase one's vocabulary. Focuses on about 1000 words which are essential in the study of government, politics, psychology, human biology, medicine, science, mathematics, the arts, and other college subjects. Grades: Option (A-F), P/NP. Degree Applicable Credit.

COMM 152 ESL LITERACY

0 Units

Lecture: 2 hours total

Recommended: To enroll, students should be non-literate in English and have learned a first language other than English

ESL Literacy is designed for those students who have limited literacy skills in their own language and in English or who are unfamiliar with the Roman alphabet system. This course focuses on learning to hear, understand, and produce the alphabet; pronounce numbers from 1-100; respond to simple commands; recognize syllables and produce different levels of stress; understand simple words, phrases, and questions; relate phonological sounds to letters and clusters of letters; repeat words or phrases for clarification; express basic needs; recognize high frequency of use words (signs and directions). May be taken three times for credit. Grades: Non Credit only. Non Degree Applicable Non Credit.

**COMM 153 BEGINNING GRAMMAR AND
SPOKEN ENGLISH (ESL)**

0 Units

Lecture: 2 hours

English for beginning ESL students. Provides students with instruction in phonics, the alphabet, listening, speaking, reading, and writing in basic English. Helps non-native speakers develop basic competency in English in typical social interactions. May be taken two times for credit. Grades: Non Credit only. Non Degree Applicable Non Credit.

COMM 154 INTERMEDIATE GRAMMAR AND SPOKEN ENGLISH (ESL)

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 153

An intermediate course in English for non-native speakers. English grammar, vocabulary, speaking, reading, and writing. May be taken two times for credit. Grades: P/NP. Non Degree Applicable Credit.

COMM 155 ADVANCED GRAMMAR AND SPOKEN ENGLISH (ESL)

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 154 with a "P" grade

Advanced course in English for non-native speakers. Provides instruction in grammar, vocabulary, sentence patterns, writing, reading, and speaking. May be taken two times for credit. Grades: Option (A-F), P/NP. Non Degree Applicable Credit.

COMM 156 WRITING AND READING PROBLEMS OF ESL STUDENTS

3 Units

Lecture: 3 hours

Lab: 1 hour

Extensive writing and reading with emphasis on fundamentals. Writing assignments move from basic sentence patterns to paragraphs in varying modes: examples, cause and effect, classification, comparison and contrast, description and narrative. Reading activities complement the writing assignments and emphasize comprehension. May be taken two times for credit. Grades: P/NP. Non Degree Applicable Credit.

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 1 COMPUTER CONCEPTS**

3 Units

Lecture: 2 hour

Lab: 3 hours

Advisory: Computer and Business Information Systems 2 with a "C" grade or better

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 to basic programming language. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

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 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 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 HyperText 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 eCommerce 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 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*

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*

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 51 A+ CERTIFICATION PREPARATION**4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisite: Computer and Business Information Systems 1 with a "C" grade or better**

A study of computer hardware, computer architecture, and hardware interaction with operating system software leading towards A+ certification. This course provides background concepts, functions of modern computer systems, disassembly and reassembly of microcomputers, and identification, and selection of components for successful PC construction or maintenance. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

CBIS 60 BEGINNING KEYBOARDING**1.5 Units****Lecture: 1 hour****Lab: 1.5 hours**

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 SKILL-BUILDING AND DOCUMENT PROCESSING**1.5 Units****Lecture: 1 hour****Lab: 1.5 hours**

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 62 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. May be taken as Allied Health 61A – credit granted for one course only. Grades: Option (A-F). Degree Applicable Credit.

CBIS 64 MACHINE 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 MACHINE 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 PROCEDURES**3 Units****Lecture: 3 hours****Prerequisite:** Computer and Business Information Systems 60 with a "C" grade or better or equivalent experience

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**2 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 MICROSOFT OUTLOOK**1.5 Units****Lecture: 1 hour****Lab: 1.5 hours****Recommended:** Working familiarity with Windows

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 79 MICROSOFT OFFICE INTEGRATION**.5 Unit****Lecture: 9 hours total****Recommended:** Working familiarity with Windows

Hands-on training in the integration of data between Access, Excel, PowerPoint, and Word. Course includes understanding and performing OLE (Object Linking and Embedding); linking Excel worksheets and charts into Word Documents; using Access data in a Word form letter; linking and embedding Excel and other objects in PowerPoint presentations. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**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.

CBIS 84 INTRODUCTION TO ONLINE COURSES**.5 Unit****Lecture: 9 hours total***Also available online*

Introduces students to the Internet software necessary to successfully complete an online course. It will teach students how to access the online course materials using an Internet browser, as well as how to effectively use word processing, e-mail and discussion group software used by the online courses. Grades: P/NP. Degree Applicable Credit.

CBIS 103 RETAIL SALES CLERK**3 Units****Lecture: 3 hours**

This course emphasizes the sales process including the seven steps to sales, cashiering procedures, inventory stock and control, entry level business math, work ethic, and managerial skills. Grades: Option (A-F), P/NP. Degree Applicable Credit.

CBIS 104 RECEPTIONIST / INFORMATION CLERK**3 Units****Lecture: 3 hours**

Develop oral and written skills emphasizing communication with coworkers and customers, correct grammar and speech, business English, human resources, leadership characteristics, teamwork, reading and interpreting instructions, filing, and telephone technique. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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

COOP 100 JOB PREPARATION WORKSHOP

1 Unit

Lecture: 28 hours total

Remedial course for requirements of Summer Youth Training Program students. Covers skills, attitude, on-the-job problems, applications, interviews, human relations and uses Plato computer basic education skills. May be repeated as needed. Grades: P/NP. Non Degree Applicable Credit.

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 haircoloring 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 53A BEGINNING MANICURING

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Theory in rules, regulation & sanitation, professional image, bacteriology, and fundamentals of manicuring/pedicuring 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 the 10th grade and passed an ability to benefit test (ATB) and is at least 17 years old. Grades: Option (A-F). Degree Applicable Credit.

COSM 53B ADVANCED MANICURING

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Prerequisite: Cosmetology 53A with a "C" grade or better

Completion of all manicuring theory hours and all practical operations required for state board testing. Timed practice for state board testing.

Grades: Option (A-F). Degree Applicable Credit.

COSM 55 COSMETOLOGY STATE BOARD REFRESHER

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

Prerequisite: Successful completion of an approved Cosmetology Program from any state.

Theory of State Board Rules and Regulations. Theory of Barbering & Cosmetology Act for the State of California. State Board preparation for all phases of State Board. Cosmetology practical and written examination. Model needed. Grades: Option (A-F), P/NP. Degree Applicable Credit.

COSM 58A BEGINNING ESTHETICIAN

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Theory in rules, regulation & sanitation, professional image, bacteriology. Fundamentals of skin care, hair removal, make-up, and facial techniques 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 the 10th grade and passed an ability to benefit test (ATB) and is at least 17 years old. Grades: Option (A-F). Degree Applicable Credit.

COSM 58B INTERMEDIATE ESTHETICIAN

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Prerequisite: Cosmetology 58A with a "C" grade or better

Continuation of theory in rules, regulation & sanitation, professional image, bacteriology. Practice of skin care, hair removal, make-up and facial techniques working under instructor supervision on manikin heads and clients. Grades: Option (A-F). Degree Applicable Credit.

COSM 58C ADVANCED ESTHETICIAN

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Prerequisite: Cosmetology 58B with a "C" grade or better

Theory in rules, regulation & sanitation, professional image, bacteriology. Fundamentals of skin care, hair removal, make-up and facial techniques are taught by lecture and demonstration with supervised work practice. Grades: Option (A-F). Degree Applicable Credit.

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 I

2 Units

Lecture: 1 hours

Lab: 3 hours

Prerequisite: Culinary Arts 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: Culinary Arts 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: Culinary Arts 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: Culinary Arts 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: Culinary Arts 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: Culinary Arts 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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 64 THE PARENT PROJECT

1.5 Units

Lecture: 30 hours total

The Parent Project is a highly structured parenting skills program created to help all parents prevent and intervene in destructive adolescent behaviors. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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

0 Units

Lecture/Activity: 1-270 hours

Combines the study of methods and materials necessary for tutoring with supervised practice in applying these concepts through the process of conducting individual and small-group tutorial sessions. Emphasis on tutoring students from a wide variety of backgrounds with focus on psychological and social factors fundamental to learning, orientation to materials and resources, and development of effective interpersonal skills. May be repeated (unlimited). Students may enroll in course up to 270 hours. Open Entry/Open Exit. Non Degree/Non Credit. Weekly hours by arrangement.

ELECTRICAL TECHNOLOGY (ELCT)

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 57 INDUSTRIAL ELECTRONICS

4 Units

Lecture: 3 hours

Lab: 2 hours

Prerequisite: Electronics 51 and 56 with a "C" grade or better

Industrial control devices, operational amps, motor controls, linear integrated circuits, power controls, trans-conductors, process control, pulse-code modulation and telemetry modulation communications and programming controls. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 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 Drafting 60 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

ELEC 70 SHORT COURSE IN ELECTRONICS

3 Units

Lecture: 2 hours

Lab: 3 hours

Basic course in electronics for those who find it an asset or a must in electronics related professions, e.g., computer technology, music technology, auto/appliance repair, as well as for practical home applications. Fast paced explorations of theory and practice in analog and digital electronics. Limited design concepts, plus maintenance, repair, and interfacing of electronic devices. A good review course for persons with prior training in electronics. May be taken two times for credit. 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 upon 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. May be taken twice for credit. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

ENGL 10 INTRODUCTION TO LINGUISTICS

3 Units

Lecture: 3 hours

Prerequisite: English 1A with a "C" grade or better

An introduction to the nature of human language, including, but not limited to, phonology (sound system), syntax/morphology (grammar), semantics (meaning), sociolinguistics, dialect differences, language learning, languages in contact phenomena and diachronic language change.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

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.

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. May be taken twice for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken twice for credit. Grades: P/NP. Non Degree Applicable Credit.

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 FUNDAMENTAL 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

0 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.

ESL 136 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 note 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

FIRE TECHNOLOGY (FIRE)**FIRE 1 FIRE PROTECTION ORGANIZATION**

3 Units

Lecture: 3 hours

Also available online

This course provides an overview to fire protection, laws, and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. It also introduces fire protection systems, introduction to fire strategy and tactics. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 2 FIRE PREVENTION TECHNOLOGY

3 Units

Lecture: 3 hours

Also available online

This course provides fundamental information regarding the history and philosophy of fire prevention, organization, and operation of a fire prevention bureau. It also introduces use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 3 FIRE BEHAVIOR AND COMBUSTION

3 Units

Lecture: 3 hours

Also available online

Theories and fundamentals of how and why fires start, spread, and how they are controlled. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 4 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 Units

Lecture: 3 hours

Prerequisite: Fire Technology 1 with a "C" grade or better

Also available online

Components of building construction that relate to fire and life safety with emphasis on firefighter safety. Elements of construction and design of structures, key factors of inspecting buildings, preplanning fire operations, and operating at emergencies. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 5 FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units

Lecture: 3 hours

Prerequisite: Fire Technology 4 with a "C" grade or better

Also available online

Design features and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 6 FIRE HYDRAULICS

3 Units

Lecture: 3 hours

Prerequisite: Fire Technology 5 with a "C" grade or better

Also available as a hybrid course

Foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection, application of hydraulic principles to analyze and solve water supply problems. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 7 WILDLAND FIRE FIGHTING ESSENTIALS

2 Units

Lecture: 2 hours

Also available as a hybrid course

Information, methods, and techniques used in wildland fire suppression. Introduction to wildland fire behavior. Provides methods and techniques in the safe and effective control of wildland fires. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 16 FIRE INVESTIGATION I

3 Units

Lecture: 3 hours

Prerequisite: Fire Technology 1, 3, and 4 with a "C" grade or better

Fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security motives of the fire-setter, and types of fire causes. Grades: Option (A-F). Degree Applicable Credit.

FIRE 17 FIRE INVESTIGATION II

2 Units

Lecture: 2 hours

Prerequisite: Fire Technology 16 with a "C" grade or better

Advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying. Grades: Option (A-F). Degree Applicable Credit.

FIRE 19 HAZARDOUS MATERIALS CHEMISTRY I**3 Units****Lecture: 3 hours***Also available online*

Basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 56A OCCUPATIONAL SAFETY AND HEALTH FOR THE FIRE SERVICE**2 Units****Lecture: 2 hours***Also available online*

Basic concepts of occupational health and safety as it relates to emergency service organizations, including risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue, establish and manage a safety program in an emergency service organization. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 56B LEGAL ASPECTS OF THE FIRE SERVICE**1 Unit****Lecture: 1 hour***Also available online*

Examination of Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, and a review of relevant court cases. Grades: Option (A-F). Degree Applicable Credit. Major Applicable.

FIRE 57A STRATEGY AND TACTICS**3 Units****Lecture: 3 hours****Prerequisite: Fire Technology 1 with a "C" grade or better***Also available online*

In-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Grades: Option (A-F). Degree Applicable Credit.

FIRE 58A INTRODUCTION TO EMERGENCY MANAGEMENT**3 Units****Lecture: 3 hours***Also available online*

History, terminology, goals, and mission of the Emergency Management occupation and profession. The roles, responsibilities, lines of authority and characteristics of effective program managers including professional associations, federal support programs, model state practices and functional activities. Grades: Option (A-F), P/NP. Degree Applicable Credit.

FIRE 58B EMERGENCY MANAGEMENT RESPONSE**4 Units****Lecture: 4 hours***Also available online*

Information and details of coordinating and operating a community emergency operations center (EOC). Coordination of the resources of a community or company, identification of specific threats, and operational requirements of an EOC. Students will also receive a certificate of completion from the Federal Emergency Management Agency (FEMA): IS-275, The Role of the EOC in Community Preparedness, Response and Recovery; IS-271, Anticipation of Weather and Community Risk; IS-301, Radiological Emergency Response; Q-534, Emergency Response to Terrorism; IS-288, and Managing Volunteer Resources. Grades: Option (A-F), P/NP. Degree Applicable Credit.

FIRE 58C EMERGENCY MANAGEMENT RECOVERY**4 Units****Lecture: 4 hours***Also available online*

Information and details for making the transition from response to recovery during a company disaster. Case studies examine mass fatality management, earthquakes, flooding, and terrorism incidents. Students receive certificates of completion from the Federal Emergency Management Agency (FEMA): IS-7, Citizens Guide to Disaster Assistance; IS-208, State Disaster Management; IS-600, Special Considerations for FEMA Public Assistance Projects; IS-630, and introduction to the Public Assistance Process. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**FIRE 58D INTRODUCTION TO MITIGATION
FOR DISASTERS****4 Units****Lecture: 4 hours***Also available online*

Information and details to plan and implement mitigation strategies for a community or business. Mitigation includes all activities that improve community or business survivability from an identified threat. Identifying needs, obtaining funding, and executing mitigation programs. Students also will receive certificates of completion from the Federal Emergency Management Agency (FEMA): IS-393, Introduction to Mitigation; IS-394, Mitigation for the Homeowner; IS-8, Building for the Earthquake of Tomorrow; IS-9, and Managing Floodplain Development. Grades: Option (A-F), P/NP. Degree Applicable Credit.

FIRE 58E COMMUNITY DISASTER PLANNING**4 Units****Lecture: 4 hours***Also available online*

Information and details to develop a community or company disaster plan, including developing a hazard analysis and capability assessment, building consensus, leveraging political assets to insure community readiness, and the process of adoption and revision. Students also will receive certificates from the Federal Emergency Management Agency (FEMA): IS-15, Special Event Contingency Planning; IS-3, Radiological Emergency Preparedness; IS-324, Community Hurricane Planning; IS-11, Animals in Disasters, and Community Planning. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**FIRE 62 LOW ANGLE ROPE RESCUE
OPERATIONS****.5 Unit****Lab: 27 hours total**

Provides instruction in use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; and simulated rescue exercises for above ground rescue. Grades: Option (A-F), P/NP. Degree Applicable Credit.

FIRE 63 RESCUE SYSTEMS I**1 Unit****Lecture: 9 hours total****Lab: 36 hours total***Also available online*

Provides instruction in heavy rescue team organization; heavy rescue considerations; use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing and wedges; use of ladders in specialized rescue systems; and simulated rescue exercises. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**FIRE 82 OCCUPATIONAL WORK
EXPERIENCE IN FIRE TECHNOLOGY****1-8 Units***Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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. May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

HOME 16 LIFE MANAGEMENT**2 Units****Lecture: 2 hours**

Current changes in society which influence life management skills, including changing family structure, value conflicts, dual role issues, decision-making, and resource management. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

HOME 50 ADVANCED SEWING**2 Units****Lecture: 1 hour****Lab: 3 hours**

Advanced skills and techniques in garment construction with emphasis on fitting. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 2 SURVEY OF HUMANITIES**3 Units****Lecture: 3 hours**

Critical examination of art, music, literature, philosophy, and history from the Greeks to 1453. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

HUMA 3 SURVEY OF HUMANITIES**3 Units****Lecture: 3 hours**

Critical examination of art, music, literature, philosophy, and history from 1453 to the present. 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

HUMA 6 HISTORY IN FILM**3 Units****Lecture: 3 hours****Prerequisite: Eligibility for English 1A****Advisory: History 2A or History 2B with a "C" grade or better**

The purpose of this class is to study historic events, personages, places, and themes in United States history using the medium of film. The course analyzes why cinema often both romanticize and offer puerile versions of history in hopes of achieving political and cultural satisfaction with societal mores. Motivations of directors and writers are studied in conjunction with the public responses to their work. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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 60 EFFECTIVE MILITARY COMMUNICATIONS

2.5 Units

Lecture: 2.5 hours

Advanced skill education program for military personnel and others interested in developing effective military communication skills. The composition of memoranda, disposition forms, letters, military reports, and written/oral briefings. Preparation for supervisory roles involving correspondence, report writing, and line unit staff work. 45 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**MGMT 70 OBSERVER-CONTROLLER/LEADERSHIP
DEVELOPMENT CERTIFICATION PROGRAM**

3 or 4 Units

Lecture: 36 hours total

Lab: 54 or 84 hours total

Prepares and qualifies students for Observer/Controller (OC) duties. Students will learn the core dimensions of leadership. They will also learn to apply those leadership dimensions in the daily performance of the OC duties. Students will review military doctrine and operational procedures, and familiarize themselves with equipment necessary to complete their OC duty. May be taken as Military Science 70 - credit granted for one course only. Grades: P/NP. Degree Applicable Credit.

MGMT 75 MANAGING UNIT ARMS FUNCTION

2 Units

Lecture: 1.5 hours

Lab: 1.5 hours

Prepares Unit Armorers how to supervise the security and administration of an arms room. Training on the performance of weapons maintenance administration tasks and performance of unit level weapons repair will be emphasized. Grades: P/NP. Degree Applicable Credit.

**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: Mathematics 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: Mathematics 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: Mathematics 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 52 PLANE AND SOLID GEOMETRY

4 Units

Lecture: 4 hours

Prerequisite: Mathematics 50 with a "C" grade or better

Basic postulates of Euclidean geometry, proofs of geometric theorems; angles, parallel lines, congruent and similar triangles; rectilinear figures, circles, and arcs; Pythagorean Theorem; application of formulas for perimeters, areas, volumes and surface areas of geometric figures; geometric constructions; loci; coordinate geometry and right triangle trigonometry; solution of elementary word problems; intuitive spacial geometry. Grades: Option (A-F), P/NP. Degree Applicable. Credit. Area of Emphasis and 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.

MILITARY SCIENCE (MILS)**MILS 70 OBSERVER-CONTROLLER/
LEADERSHIP DEVELOPMENT
CERTIFICATION PROGRAM****3 or 4 Units****Lecture: 36 hours total****Lab: 54 or 84 hours total**

Prepares and qualifies students for Observer/Controller (OC) duties. Students will learn the core dimensions of leadership. They will also learn to apply those leadership dimensions in the daily performance of the OC duties. Students will review military doctrine and operational procedures, and familiarize themselves with equipment necessary to complete their OC duties. May be taken as Management 70 - credit granted for one course only. Grades: P/NP. Degree Applicable Credit.

**MILS 71 OPPOSING FORCES (OPFOR)
TACTICS AND OPERATIONS****2 Units****Lecture: 2 hours**

Designed to introduce newly assigned members of the Opposing Forces (OPFOR) regiment to the equipment and to the organization of the regiment in order to more effectively function in OPFOR operations. Includes an introduction to environmental concerns, rules and regulations. Acquaints students with desert safety and survival. Reviews military tactics with an emphasis on former Soviet operations. Grades: P/NP. 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 COLLEGE CHOIR**1 Unit****Lab: 3 hours**

Study and performance of choral music from early classics to contemporary works. No experience or sight-reading skills necessary. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 5A BEGINNING CONCERT BAND**1 Unit****Lab: 3 hours**

Beginning study and performance of band literature from early classics to contemporary works.

May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 5B INTERMEDIATE CONCERT BAND

1 Unit

Lab: 3 hours

Intermediate study and performance of band literature from early classics to contemporary works. May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 5C ADVANCED CONCERT BAND

1 Unit

Lab: 3 hours

Advanced study and performance of band literature from early classics to contemporary works. May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 6A BEGINNING SYMPHONIC BAND

1 Unit

Lab: 3 hours

Beginning study and performance of band literature from early classics to contemporary works. May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 6B INTERMEDIATE SYMPHONIC BAND

1 Unit

Lab: 3 hours

Intermediate study and performance of band literature from early classics to contemporary works. May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 6C ADVANCED SYMPHONIC BAND

1 Unit

Lab: 3 hours

Advanced study and performance of band literature from early classics to contemporary works. May be taken three times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

MUSI 12C INTERMEDIATE PIANO

1 Unit

Lecture: 1 hour

Activity: 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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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 2 STUDENT ATHLETE ORIENTATION

1 Unit

Lecture: 1 hour

Required of all first time student-athletes, this course assists in reaching educational and athletic goals. Topics to include substance abuse, time management, sexually transmitted disease, two year and four year eligibility rules, nutrition, student success skills, team cohesion, and personal life survival skills. Grades: P/NP. Degree Applicable Credit. CSU

ORIE 49 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 resolution, public speaking, and community outreach. Class is open to all students, and required for student body officers. May be taken as Political Science 50 – credit granted for one course only. Class may be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

ORIE 51 COLLEGE SURVIVAL SKILLS

.5 Unit

Lecture: 9 hours total

Study techniques to improve grades. Development of an education plan. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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.

ORIE 101 PREPARING FOR THE ACT

0 Units

Lecture: 18 hours total

Investigation of the ACT 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.

ORIE 102 PREPARING FOR THE GED

0 Units

Lecture: 18 hours total

Investigation of the GED 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 1A INTRODUCTION TO PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 4 hours

Prerequisite: Adjustable camera (Instamatic Not Acceptable)

Introduction to photography as a nonverbal communication form. The camera, black and white film, darkroom, and black and white printmaking are examined. History of photographic methods and photographers are also discussed. Field trip required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

PHOT 1B INTRODUCTION TO PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 4 hours

Prerequisite: Photography 1A or equivalent with a "C" grade or better

Continuation of the investigation of black and white techniques with added emphasis on methods of negative development and print-making, the use of artificial light, color slides and "instant" prints. An adjustable camera is required. A field trip is also required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. UC/CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

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. May be taken four times for credit. 24 hours total. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 1 STEP AEROBICS**

.5 or 1 Unit

Activity: 1.5 or 3 hours

A contemporary workout to improve each participant's strength and cardiovascular fitness level through steady-state stepping movements that will improve health. Graduated continuous system of rhythmic stepping at various platform heights, emphasizing strength, flexibility, and proper body alignment and mechanics, injury prevention, strength training. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 2 AEROBICS AND BODY CONDITIONING

1 Unit

Activity: 3 hours

Body conditioning and aerobics with emphasis on cardiovascular conditioning with fundamental methods of exploring techniques for aerobic and anaerobic exercises. Includes training of select muscle groups. Enhances flexibility while emphasizing development of strength and endurance. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 9 BEGINNING TENNIS

1 Unit

Activity: 3 hours

Theory and practice in grips, basic strokes, basic positions, scoring formulas, rules and regulations and terminology. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 10 INTERMEDIATE TENNIS

1 Unit

Activity: 3 hours

A review of strokes, rallying and playing proficiency, development of full court game strategy for singles and doubles and the development of concentration and consistency. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 11 BEGINNING VOLLEYBALL

.5 or 1 Unit

Activity: 1.5 or 3 hours

Fundamentals, team play, rules and strategy. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Designated "Special Class" (Title 5, Section 56028). Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 18 BOWLING**1 Unit****Activity: 3 hours**

Fundamentals, techniques, rules, and social etiquette of bowling. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 19 JAPANESE MARTIAL ARTS – BEGINNING KARATE**.5 or 1 Unit****Activity: 1.5 or 3 hours**

Basic skills needed for the art of unarmed self-defense. Includes the use of blocking, shifting, punching, striking, and kicking. Develops coordination, builds self-confidence, improves reflexes, and increases stamina. Karate is a physical art form that anyone can practice according to his/her own capabilities. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 23 BEGINNING JAZZ DANCE

.5 or 1 Unit

Activity: 1.5 or 3 hours

Basic jazz dance instruction in the areas of classical, lyrical, and contemporary styles. Instruction will include physical development in muscular strength, endurance, flexibility, coordination, rhythm, and balance. May be taken as Theatre Arts 23 – credit granted for one course only. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 24 BEGINNING MODERN DANCE

1 Unit

Activity: 3 hours

Introduction to the basic fundamentals of modern dance techniques and style through the development of muscular strength, flexibility, coordination, balance, alignment, endurance, and rhythm. May be taken as Theatre Arts 24 – credit granted for one course only. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 27 GOLF

1 Unit

Activity: 3 hours

Fundamentals, techniques, rules, and social etiquette of golf. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 28 CARDIO KICKBOXING

.5 or 1 Unit

Activity: 1.5 or 3 hours

A non-contact, aerobic and anaerobic conditioning workout which consists of kickboxing and martial arts moves. Designed to help improve each participant's strength and cardiovascular fitness level. A rested interval training program emphasizing safe and effective body movement, flexibility, and improvement in strength. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

PEAC 30 GENERAL ACTIVITY

1 Unit

Activity: 3 hours

Also available online

Intended primarily for online students interested in furthering physical and mental well being through meaningful experiences in physical activities. Activities offered will vary according to facilities available. Activities monitored by the instructor. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

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

PHYSICS (PHYS)

PHYS 1 INTRODUCTORY PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 50 with a "C" grade or better or assessment recommendation for Mathematics 55

Also available online

Introduction to basic concepts, theories, and laws in physics, including but not limited to motion, force, momentum, and energy. A non mathematical approach to understanding basic physics. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

PHYS 2A GENERAL COLLEGE PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 1 with a "C" grade or better

Basic principles of physics. Mass, energy, stresses, mechanics, heat, wave motion, and sound. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

PHYS 2B GENERAL COLLEGE PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Physics 2A with a "C" grade or better

Continuation of Physics 2A. Electricity and magnetism, light and modern physics. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

PHYS 4A ENGINEERING PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 4A with a "C" grade or better or concurrent enrollment

Vectors, kinematics, translational, and rotational dynamics, simple harmonic oscillators and waves. For physics, chemistry, mathematics, and engineering majors. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

PHYS 4B ENGINEERING PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Physics 4A and Mathematics 4B with a "C" grade or better or concurrent enrollment in Mathematics 4B

Continuation of Physics 4A. Thermodynamics, electricity, magnetism, Maxwell's equations, and light. 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 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. Class may be taken twice for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 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

Prerequisites: 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. . May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

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 grade of "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.

REAL ESTATE (REAL)**REAL 50 REAL ESTATE LICENSE COURSE**

3 Units

Lecture: 3 hours

Also available online

Fundamentals of real estate, including testing techniques, study routines, and administration of practice tests. Grades: Option (A-F), P/NP. Degree Applicable Credit.

REAL 82 OCCUPATIONAL WORK EXPERIENCE IN REAL ESTATE

1-8 Units

Also available as a hybrid course

See Cooperative Work Experience Education listing.

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 (SOCI)**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 4 EFFECTIVE PARENTING**3 Units****Lecture: 3 hours**

Techniques and methods used in the guidance and supervision of school-age children. Current theories of child and adolescent psychology. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. 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 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

SPAN 2A INTERMEDIATE SPANISH**4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisite: Spanish 1B with a "C" grade or better**

Continuation of Spanish 1B. Review of grammar. Conversation, idioms, and selected readings. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

SPAN 2B INTERMEDIATE SPANISH**4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisite: Spanish 2A with a "C" grade or better**

Continuation of Spanish 2A. Grammar review, usage, and idioms. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

SPAN 5 SPANISH FOR CONVERSATION**3 Units****Lecture: 3 hours****Prerequisite: Spanish 1B with a "C" grade or better**

Emphasis on spoken Spanish. Development of oral fluency through class discussions, conversation, games, and vocabulary exercises. This course stresses communication skills; conducted in Spanish. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**SPAN 10 INTRODUCTION TO LITERATURE
IN SPANISH****3 Units****Lecture: 3 hours****Prerequisite:** Spanish 2B with a "C" grade or better

Literary genre and the reading of Spanish prose, poetry, and drama. (Similar content to English 1B, but all lectures, readings, and compositions in Spanish language). 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: 3 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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

TART 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 Health 7 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

TART 10 INTRODUCTION TO THEATRICAL DESIGN

3 Units

Lecture: 2 hours

Lab: 3 hours

An introductory course in the theory and practice of scenic, lighting, and sound design for theatrical productions. The lab explores the application of production practices of stagecraft, construction, painting, and finishing of the sets for an actual live production on campus. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

TART 11 CHILDREN'S THEATRE

3 Units

Lecture: 2 hours

Lab: 3 hours

Exploration of children's literature in performance through dramatic presentations for an audience of young people. No prior theatrical experience is required. Recommended for theatre, education, and early childhood education majors. Public performances and field trips are required. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

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. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU

TART 23 BEGINNING JAZZ DANCE

.5 or 1 Unit

Activity: 1.5 or 3 hours

Basic jazz dance instruction in the areas of classical, lyrical, and contemporary styles. Instruction will include physical development in muscular strength, endurance, flexibility, coordination, rhythm, and balance. May be taken as Physical Education Activity 23 - credit granted for one course only. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

TART 24 BEGINNING MODERN DANCE

1 Unit

Activity: 3 hours

Introduction to the basic fundamentals of modern dance techniques and style through the development of muscular strength, flexibility, coordination, balance, alignment, endurance, and rhythm. May be taken as Physical Education Activity 24 - credit granted for one course only. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit.

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 50 FORKLIFT OPERATIONS

.5 Unit

Lecture: 6 hours total

Lab: 12 hours total

Also available as a hybrid course

Training in forklift and other industrial powered trucks typically used in the warehousing and distribution industries including operating, inspection, basic maintenance and safety in accordance with CalOSHA standards. Upon successful completion of course, the student will receive certification in accordance with CalOSHA to operate forklifts. Grades: Option (A-F). Degree Applicable Credit.

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. May be taken two times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

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 EMPLOYMENT SKILLS

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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.

May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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. May be taken three times for credit. Grades: P/NP. Non Degree Applicable Credit.

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

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Barstow Community College
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- 11 Classrooms

