



# **BARSTOW COMMUNITY COLLEGE**

## **CATALOG AND ANNOUNCEMENT OF COURSES 2004-2005**

Barstow Community College  
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Barstow, California 92311-9984

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[www.barstow.edu](http://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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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.

Cover design by  
Kim Lytle,  
Barstow Community College Photography Instructor

# BARSTOW COMMUNITY COLLEGE 2004-2005 ACADEMIC CALENDAR

## FALL 2004

AUGUST 16 – DECEMBER 17

August 13	Inservice
August 16	First day of classes
<b>September 6</b>	<b>Labor Day</b>
<b>November 12</b>	<b>Veterans Day</b>
November 11	Last day to drop a semester-length class with a "W"
<b>November 25-26</b>	<b>Thanksgiving Holidays</b>
December 3	Last day to apply for fall graduation
December 11-17	Final Exams
<b>December 22-24</b>	<b>Winter Break</b>
<b>December 30-31</b>	<b>New Year's Holidays</b>

## SPRING 2005

JANUARY 10 – MAY 20

January 10	First day of classes
<b>January 17</b>	<b>Martin Luther King Jr. Day</b>
<b>February 18</b>	<b>Lincoln's Birthday</b>
<b>February 21</b>	<b>Washington's Birthday</b>
March 18	Last day to apply for spring graduation
March 21-26	Spring Break
<b>March 25</b>	<b>Spring Holiday</b>
April 15	Last day to drop a semester-length class with a "W"
May 14-20	Final Exams
May 20	Commencement
<b>May 30</b>	<b>Memorial Day</b>

## SUMMER 2005 SESSION I (9-WEEK)

MAY 31 – JULY 28

<b>July 4</b>	<b>Independence Day</b>
July 22	Last day to apply for summer graduation

## SUMMER 2005 SESSION II (6-WEEK)

JUNE 20 – JULY 28

<b>July 4</b>	<b>Independence Day</b>
July 22	Last day to apply for summer graduation

## 2004

### July

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
31					

### October

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17	18	19	20	21	22
24	25	26	27	28	29
30	31				

## 2005

### January

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23	24	25	26	27	28
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### April

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30	31				

### July

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24	25	26	27	28	29
30	31				

### August

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22	23	24	25	26	27
29	30	31			

### November

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28	29	30			

### February

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### May

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22	23	24	25	26	27
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### August

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### September

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27	28	29	30		

### December

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### March

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### June

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21	22	23	24	25	26
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### September

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14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	

\*Dates in bold indicate campus closures.



Welcome to Barstow Community College. As you may know, our Board of Trustees will be selecting a new president in the coming year. Your new president will inherit a college in motion with many positive changes planned to benefit you, our student.

For example, you will be among the first students to use our \$7 million Learning Resource Center. This state-of-the-art facility; complete with a 56-station computer commons, multimedia study carrels, group study rooms, and distance learning classrooms; combines the best of technology and information to give you a modern learning experience.

Thanks to a \$6.1 million bond initiative, we'll begin work on a state-of-the-art student services center where you'll be able to get all the help you need – financial aid, admissions and records, and counseling – in one place.

We've also begun the process to construct a \$15 million, 1,200-seat performing arts center – the biggest facility of its kind for a college in the high desert. Hopefully, this new structure will form part of the transformation of Barstow as a destination resort city. The fine and performing arts are alive and well at Barstow Community College. Watch for new career programs in hospitality and food service management and security services as well.

Combine these innovations with our diverse course offerings, small class sizes, flexible online schedule, and caring faculty and staff; and you'll see why Barstow Community College has become "the best rural college in California."

Whether you take classes in person or online through our education centers in Barstow, Fort Irwin, Miramar, or Bridgeport, helping you achieve your educational goals is our top priority.

We understand that in today's fast-paced environment it can be difficult to conform to the standard classroom format, so we have packaged our courses in a flexible way to accommodate students with demanding schedules such as those who are employed, serving in the military, or raising children.

We also have a full range of financial aid available. Applications for grants and scholarships are available online at [www.barstow.edu](http://www.barstow.edu) or from any of our offices.

We are happy you have chosen Barstow Community College, and we are committed to helping you achieve your goals. I wish you the best of success.

Sincerely,

Dr. James M. Meznick  
President

# COLLEGE ORGANIZATION AND STAFF

## BOARD OF TRUSTEES

President.....Marcia Zableckis  
 Vice President ..... Bryant Davis  
 County Representative ..... Timothy Heiden  
 Foundation Representative ..... Philip Harris  
 Member ..... Fernando (Fred) Baca  
 Student Member ..... Carolyn Robertson

## OFFICE OF THE PRESIDENT

President.....Dr. James Meznik  
 Executive Assistant to the President... Anita Snedeker  
 Institutional Research Manager..... Dr. Eva Bagg  
 Public Information Officer ..... Sue Jones  
 Human Resources Director ..... Michael Murrey  
 Human Resources Assistant..... Betsy Sazo  
 Human Resources Generalist Secretary..... Vacant

## ADMINISTRATIVE SERVICES

Vice President ..... Charles (Curt) Mitchell  
 Administrative Assistant ..... Susan Davis  
 Business Office Manager ..... Shawna Robbins  
 Accounting Technician.....Deborah Wynne  
 Purchasing Technician .....Thelma Castelli  
 Payroll Technician.....Dayleen Hubby  
 Bookstore Manager ..... Kimberly Young  
 Bookstore Operations Assistant.....Jodi Treuhaff  
 M&O Director.....Rex Van Den Berg  
 M&O Technician ..... Terri Walker  
 Custodian ..... Harry "Ed" Crandall  
     Bruce Fries  
     Lew Goodman  
     William Graffunder  
 Grounds Specialist.....Raymond Garcia  
     Genaro Rosas  
     Johnese Tyler  
 Skilled Maintenance Specialist..... Carl Delzell  
     Jim Lutz  
 Director of MIS..... Vacant  
 Database Analyst ..... Santos Caasi  
 Instructional Lab Assistant,  
   Computer ..... Zephyr Riley  
 Network Administrator.....Scott DeWald  
 PC/Network Specialist ..... Jamie Garnes  
     Terry Thompson

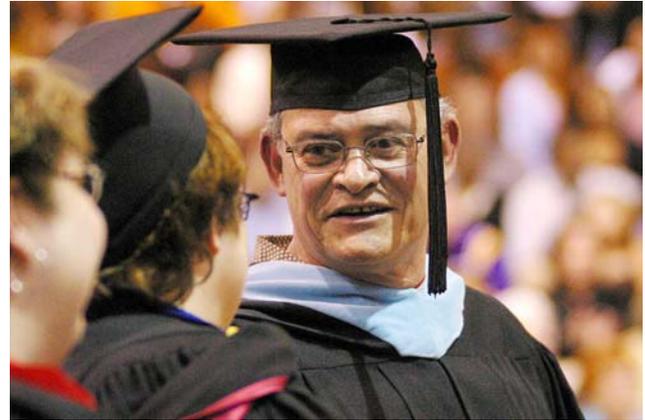


## INSTRUCTIONAL SERVICES

Vice President of  
 Academic Affairs..... Dr. Gaither Loewenstein  
 Administrative Secretary..... Barbara Rose  
 Instruction Office Coordinator... Michelle Henderson  
 Director of Off-Campus  
   and Military Education ..... Vacant  
 Director of Vocational, Occupational  
   and On-line Instruction..... Vacant  
 Faculty Secretary..... Vacant  
 Instructional Lab Assistant,  
   Sciences. .... Verla Andrews  
 VTEA Counselor ..... Gene Pfeifer  
 Web Content Assistant ..... Aniko Kegyulics  
 Web Master ..... Nancy Olson

**STUDENT SERVICES**

Vice President of Student Development  
 & Support ..... Joseph Clark  
 Administrative Secretary ..... Bonnie Sines  
 Athletic Director ..... Ray Perea  
 Director of Special  
 Programs & Services ..... Paul de Dios  
 Coordinator of DSPS Learning Support ..... Vacant  
 Assistant Coordinator of  
 DSPS Learning Support ..... Linda DeWald  
 EOPS Secretary ..... Wanema Trujillo-Duarte  
 EOPS Program Specialist ..... Lesia Louro  
 Special Programs Specialist ..... Della King  
 EOPS/CARE Counselor ..... Rich Johnston  
 Counselor ..... Lynna Heiden  
 Matriculation  
 Coordinator/Counselor ..... Jane Sievers  
 Student Life &  
 Development Supervisor ..... Joann Garcia  
 Transfer/Career Center Counselor/  
 Articulation Officer ..... Randy Christensen  
 Career/Transfer Center Assistant ..... Lillian Justice  
 Tutorial Services Specialist ..... Ricki Passig  
 Site Office Coordinator, Ft. Irwin ..... Jose Hernandez  
 Custodian, Ft. Irwin ..... John Williams  
 Student Services Assistant, Miramar ..... Vacant  
 Manager of Admissions &  
 Records/Financial Aid ..... Mary Marble  
 Admissions & Records Tech. II ..... Lesli L'Angelle  
 Rhonda Sheffield  
 Rosemary Velez  
 Shirley Villafana  
 Jayne Wanner  
 Financial Aid Officer ..... Shannon Soutar  
 Financial Aid Technician ..... Heather Caldon  
 Financial Aid Clerk ..... Danielle Cordova  
 Michelle Olson  
 Librarian ..... Vacant  
 Instructional Media Technician ..... Ramona Boyton  
 Library Technician I ..... Kathy Keating  
 Tammy McCarthy  
 Vacant  
 Library Technician II ..... Suzanne Malek



**FACULTY**

BAGG, EVA (2003)  
 Anthropology/Archaeology  
 B.A., Pomona College  
 M.A., University of California, San Diego  
 Ph.D., University of California, San Diego  
 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  
 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

CHISHOLM, WENDY M. (2001)  
Computer & Information Science  
B.A., DeVry Institute  
M.A., Keller Graduate School of Management

CONNELLY, SEAN (2004)  
English  
B.A., University of California, Santa Barbara  
M.A., University of California, Riverside

CONRAD, DENNIS A. (2001)  
Speech  
B.A., California State University, Northridge  
M.A., California State University, Northridge

DAUGHERTY, JOHN (1991)  
English/Humanities  
B.A., University of Richmond  
M.A., Middlebury College

DORN, JAMES (2004)  
Math  
B.S., Western Oregon University

ENSING, KIM (1998)  
Health/PE/Women's Basketball Coach  
B.S., Southern California College  
M.S., St. Cloud State University

GROSSMAN, DAVID H. (1997)  
Health/PE/Basketball Coach  
B.A., California State University, Fullerton  
M.S., California State University, Fullerton

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

JELLY, JOANN (1992)  
Psychology  
B.S., University of San Francisco  
M.A., University of San Francisco  
Ed.D. University of San Francisco

JENSEN, DALE (1992)  
Language Arts & Literature  
B.A., Southern Utah University  
M.A., Utah State University

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)  
EOPS/CARE Counselor  
M.A., Northern Arizona University

KELLENBERGER, FRED J. (1997)  
Computer & Information Science  
A.A., Grossmont College  
B.A., San Diego State University  
M.S., California American University  
M.S., West Coast 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

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

PEREA, RAYMOND (1976)  
Athletic Director/Communications/PE  
A.A., Barstow Community College  
B.A., California State University, Los Angeles  
M.S.Ed., University of Southern California

ROSS, AMY (2002)  
Speech/Drama  
B.A., Sonoma State University  
M.F.A., University of Nevada, Las Vegas

SHREVE, PENNY (2004)  
English  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton

SIEVERS, JANE (1999)  
Counselor  
B.S., Colorado State University  
M.S., California State University, San Bernardino

SWITZER, BARBARA (2001)

Allied Health  
A.S., Long Beach City

TUTTLE, TRACY (2002)

Management/Accounting  
B.A., University of Nevada, Las Vegas  
M.A., University of Nevada, Las Vegas

VAN DEN BERG, SALLY (1999)

Math  
B.S., Black Hills State College  
M.S., University of Nebraska  
A.B.D., University of California, Riverside

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

## FACULTY EMERITI

MOORE, DON (1970)

Business/Economics  
A.A., Long Beach City College  
B.S., University of California, Los Angeles  
M.A., Purdue University

VIALPANDO, GERALDINE (1987)

EOPS Counselor  
B.A., University of California, San Diego  
M.S., San Diego State 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, 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Copies of the accreditation report are available in the President's Office.

## OUR HISTORY

The Barstow Junior College District was established by the voters in September 1959. Evening classes began one year later at Barstow High School. Some day classes were held in the First Methodist Church in the fall of 1962. The College moved into its new \$3 million campus two years later. In addition to the first six buildings of the original campus, a technical building was completed in 1967. The College converted to the quarter system in the 1971 summer session and returned to the semester system in the summer of 1985. The staff moved into a new administration building in December 1975, and into an automotive lab in the spring of 1978.

In the fall of 2004, the College will open its new 28,000 square foot, state-of-the-art Learning Resource Center.

The College District encompasses an area of approximately 12,000 square miles and includes the communities of Lenwood, Yermo, Daggett, Newberry Springs, Hinkley and Baker.

Additionally, Barstow Community College services the Army National Training Center at Fort Irwin, the Barstow Marine Corps Logistics Base, the Marine Corps Mountain Warfare Training Center at Bridgeport, the Point Loma Naval Base and the Marine Corps Air Station at Miramar.

Barstow Community College currently serves approximately 3,600 students.

## BARSTOW 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.

## OUR MISSION

Barstow Community College is a two-year institution of higher education, committed to both student learning and success. The Institution fosters an innovative learning environment that respects the diversity of individual backgrounds, abilities, cultures and interests. It prepares students for transfer to four-year colleges and universities. The College provides 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.

The College offers basic skills and enrichment programming for under-prepared and disadvantaged students as well as life-long learning opportunities and continuing education courses for community members. It provides counseling and other support services to assist students in the identification of their goals and achievement of their personal, educational and employment potential. The College works in partnership with military bases, local governments, agencies, businesses and schools to promote positive community development, economic growth and change.

## OUR 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 College 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.

## BOARD OF TRUSTEES IMPERATIVES

Having reviewed our institutional vision, mission and challenges, the Barstow Community College Board of Trustees has set a course for continued institutional change, renewal and growth. This means placing student learning as our central focus. It also implies a consistent commitment to excellence and service in order to best serve our constituents.

The Barstow Community College Board of Trustees, in fulfilling its responsibility for institutional excellence, has adopted a set of four organizational imperatives. District board members, administrators, faculty and staff respect and observe these imperatives as we work together to make our values, vision and mission a reality.

- **Student Success.** Student learning is the primary focus of Barstow College. Employees ensure that all students are provided with the means to achieve excellence in learning - not only discipline-based knowledge, but real understanding, complex reasoning, and the

literacies of a global society including technological competency, multi-cultural sensitivity, community service, and engaged citizenship.

- **Community Connections.** The College will devote itself to strengthening its linkages with government, social agencies, public and private organizations, businesses and industries in its service area. It will also reach out, communicate, collaborate and serve its local public school graduates and honor students, the retirement community, military personnel, minority groups, place bound learners, adults needing retraining, displaced homemakers, dislocated workers, single parents and welfare recipients.
- **Workforce Development.** The College will enhance and maintain its commitment to vocational, occupational and career programming and services. It will further strengthen and maintain short-term job training and school to work activities. Occupational, vocational career and job training programs will reflect contemporary and cutting edge knowledge skills as articulated by private sector advisory committees.
- **Organizational Development.** The College as a learning organization will focus on excellent service in support of student, institutional and community growth and success. The institution will recognize excellence in employee accomplishments and performance. The College will establish and expect high standards of personal and professional competence and conduct from board members, employees and students. The District will foster cooperative, respectful, competent and accountable working relationships. The Board will practice fairness in labor negotiation results to all parties, including students and taxpayers.

# 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 55200.

## 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 and the filing of transcripts from high school or college(s) attended. The application for admission may be obtained from the Admissions and Records Office or downloaded from our website at [www.barstow.edu](http://www.barstow.edu). The application can be mailed, returned in person or faxed to (760) 252-6754.

**First-time (new) students** are required to complete an admissions process, consisting of an application for admission, orientation, assessment and counseling (see Matriculation on pages 12-13).

**Students returning** to Barstow Community College after a break of one or more semesters may be required to complete either an application for admission or a personal information update form.

**Students transferring** from another college are required to complete an application for admission and a residency statement.

If changes to personal information are necessary, **continuing students** need only complete a personal information update form.

## TRANSCRIPTS

Official transcripts of all previous college work must be sent to the Admissions and Records Office before the end of the first term of attendance. Students who attended high school within the last three years must submit high school transcripts within the above time frame. Future enrollment will be blocked if transcripts are not submitted.

## SPECIAL ADMISSION OF MINOR STUDENTS (Concurrent Enrollment)

Barstow Community College provides education 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 special part-time student enrolled in stipulated college courses may receive high school and college credit.

High school sophomores, juniors and seniors at least 16 years of age may concurrently enroll in up to six units at Barstow Community College by meeting the following criteria:

- Complete a College application for admission
- Complete a concurrent enrollment form
- Signed parental or guardian consent
- Signed consent from school principal or designee
- Written approval from a Barstow Community College counselor
- Submit paperwork to the Admissions and Records Office
- Show proof of prerequisites completion
- Register for classes

In addition to meeting the above criteria, students who are younger than 16 years of age or have not completed the ninth grade, or who want to enroll in more than six units, must obtain the approval of the Vice President of Student Development and Support.

## ADMISSION OF INTERNATIONAL STUDENTS

Barstow Community College welcomes our global neighbors. The International Students Office assists students from all over the world in seeking an education experience at Barstow. 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 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 an international student application packet from the International Students Office and will be required to:

- Provide evidence of ability to maintain themselves financially during their enrollment.
- Score 450 or higher on the standard Test of English as a Foreign Language (TOEFL) or 133 on the computerized version, 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.
- Pay the nonresident tuition fee in addition to current enrollment fees.

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 Development and Support to have it 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 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.

Active duty military personnel and their dependents are granted residency for tuition purposes. These students must prove date of entry into California, and that such assignment is for other than educational purposes.

In addition, if the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must provide verification that he/she has applied for residency with the Immigration and Naturalization Service (INS) at least one year and one day prior to the beginning of the semester.

## 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 should be submitted to the Admissions and Records Office 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.

## RESIDENCE CLASSIFICATION APPEAL

Any student, following a final decision on residency classification by the Admissions and Records Office, may make written appeal to the Vice President of Student Development and Support 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:*

- Complete the assessment placement test. This is not a pass/fail instrument but a means to place you in appropriate courses.
- Submit an application for admission and all registration forms.
- See a counselor for guidance and course selection.
- Declare and work toward a major and a goal.
- Participate in a college orientation. This consists of a general orientation given to all entering students following the assessment process.
- Provide an official copy of high school transcript(s) no later than the end of the first term of enrollment.
- Diligently attend class(es), complete assigned course work, complete course(es) and maintain progress toward an educational goal.

*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.

- 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), Disabled Students Programs and Services (DSPS), campus child care services and the English as a Second Language 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.

## ASSESSMENT EXEMPTIONS

- Those that have been previously assessed and have written verification of scores from other regionally accredited colleges or universities.
- Students taking non-credit classes.
- 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 assessment component or any other matriculation requirement should contact a counselor.

## CHALLENGING COURSE CO/PREREQUISITES

"Prerequisite" means a condition of enrollment that a student must have met in order to demonstrate current readiness for enrollment in a course or educational program (Title 5, Section 55200a). Prerequisites may include courses as well as assessment test scores. A corequisite is a course that must be taken along with the course in question. Course prerequisites and corequisites are noted in the Catalog and Schedule of Classes.

If blocked from a course because of either a prerequisite or corequisite requirement, the student

must challenge the prerequisite based on guidelines established below.

Challenging course co/prerequisites requires written documentation that explains/verifies the alternative course work, background and/or abilities that adequately prepare a student for the course. Student should initiate the challenge process well in advance of the semester in which they plan to register. Students may obtain a Co/Prerequisite Challenge Form from the Admissions and Records Office. Reasons for challenging co/prerequisites must include one or more of the following:

- A student has the documented knowledge or ability to succeed in the course;
- A co/prerequisite course has not been reasonably available over a period of several semesters;
- A student believes that a co/prerequisite is discriminatory or is being applied in a discriminatory manner; or
- The student believes that the co/prerequisite was established in violation of the District-approved process for establishing co/prerequisites.

To challenge a co/prerequisite, the student must submit the Challenge Form and documentation to the appropriate Division Chair and/or designee. If space is available in the class at the time the student files his/her challenge, he/she may register for the challenge course and the District will resolve the challenge within five academic calendar work days. If the challenge is approved or the District fails to resolve the challenge in a timely manner, the student may remain in the challenged class. If the challenge is denied, he/she will be dropped from the challenged class. If no space is available in the course when a challenge is filed, and if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

### **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.

### **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. Readmit and transfer students are also advised to see a counselor.

All students are encouraged to meet 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 the AA or AS, or a higher degree by a recognized collegiate institution

### **STUDY LOADS**

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 18.5 units without approval. Students desiring to enroll in 19-21 units must have a 3.0 GPA and obtain written approval from a counselor. Written approval from the Vice President of Student Development and Support is required to enroll in more than 21 units.

During the summer session, students may enroll in 9 units or less without approval. Written approval from the Vice President of Student Development and Support is required to enroll in 9 or more units.

### REGISTRATION

Registration is the process of becoming officially enrolled in college. A student has not completed registration until all fees are paid. Students may register, add and/or drop courses utilizing any of the following methods:

- **Telephone:** (760) 252-6868
- **Mail:** Admissions and Records Office, Barstow Community College, 2700 Barstow Road, Barstow, CA 92311
- **Fax:** (760) 252-6754 or (760) 252-1875
- **Internet:** <http://ias.barstow.cc.ca.us>
- **In Person**

Add/drop and fee payment deadlines are posted 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 wait list, if one is available. There are no wait lists for on-line classes. Instructors will admit students from the wait list on a first-come, first-served basis. This, however, is not an automatic process. The student must attend the first class meeting and inform the instructor that he/she is on the wait list and is interested in adding the class. After securing the instructor's signature on the program card or wait-list form, the student must then officially register for the class by returning the signed form to the Admissions & Records Office and paying any fees. Enrollment must be completed prior to the registration deadline.

### 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 are not entered on the transcript.
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.

### ADDING COURSES

After a student has completed registration, the student must complete an Add/Drop Form in order to add a class. It is the student's responsibility to submit the form and pay fees to the Admissions and Records Office 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 by phone or the Internet.

### 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 submit an Add/Drop form to the Admission and Records Office. Classes can also be dropped by phone or via the Internet. Failure to officially withdraw from a class may result in a failing grade.

Students may drop classes and still receive a W grade through 75% of the term, or by the Friday of the 14<sup>th</sup> week for 18-week courses. For other than regular 18-week courses, the drop must occur before 75% of the total days the course meets have elapsed. Full-term classes dropped before the end of the second week will not be reflected on the student's transcript.

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

**DROPPING AFTER THE DROP DEADLINE**

A student must have documented circumstances beyond his/her control to initiate a drop after the published deadline. Examples of circumstances beyond the control of the student may include, but are not limited to, the following: accident, illness, change in work schedule or other documented circumstances. Students should submit their request for Waiver of Time Limit for Permissible Withdrawal to the Manager of Admissions and Records.

**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 Vice President of Student Development and Support.

**EXCLUSION FROM CLASSES**

A student may be excluded from admission to a class for failure to meet the prerequisites or when attempting to enroll late if late entrance is inadvisable.

**ADDRESS CHANGES**

Changes in address or phone number should be reported immediately to the Admissions and Records Office.

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

Names 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 the Admissions and Records Office.

Submit date of birth and social security number corrections to the Admissions and Records Office. 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 in the Admissions and Records office on main campus or at the Ft. Irwin or Miramar centers. All fees are due at the time of registration. These include enrollment fees, ASB fee, materials fee, and if applicable, nonresident fees. Fees may be paid to the Admissions & Records Office via cash, check, money order, VISA or MasterCard. 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 \$18 per unit for California residents.

**NONRESIDENT TUITION**

For 2004-05, nonresidents of California and international students will be charged a tuition fee of \$149 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. All students enrolled are automatically assessed a membership fee of \$5 per semester. Should a student choose not to be a member, the fee can be waived by completing the Information and Waiver of ASB and Student Representation Fees. 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:

- Order any combination meal at the Hunger Zone and get a free soft drink or coffee. Purchase a hot dog, corn dog or taco and get the second one half off
- 10% discount at the Viking Bookstore on textbooks
- Discounts from local merchants and restaurants
- Free admission to Barstow Community College sporting events
- Discounted admission to musical, dance and theatrical programs

For a complete listing of the benefits available 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 Information and Waiver Request for the ASB and Student Representation Fees available in the Admissions and Records Office. The fee is non-refundable once paid, unless the student's class is cancelled.



### INSTRUCTIONAL MATERIALS

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 at the time of registration and are not subject to waiver.

### 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: Two copies free; \$4 after second request.

### ENROLLMENT FEE WAIVERS

Eligible students may qualify for a waiver of enrollment fees. 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. Having 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. Eligible students instead pay a lesser fee of \$42 per unit.

Applications for the tuition discount are available in the Admissions and Records Office 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).
- An 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 (i.e., 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 the Admissions and Records Office. 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 during the first two (2) weeks of the fall or spring semester will be eligible for a refund of enrollment fees. The Student Representation Fee and the ASB Fee are non-refundable. Refer to the current Schedule of Classes or contact the Admissions and Records Office 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.

Refunds are not automatic, even in cases where the College cancelled the class. Students eligible for a refund must submit the refund petition forms to the Admissions and Records Office no later than one year from the end of the semester in which fees were 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.

Nonresident students who withdraw from the College up through the first day of classes in any term shall receive a full refund of tuition. Nonresident students who withdraw from the College up through the Friday before first census (the end of the third week for semester-length classes) shall receive a refund of 80% of their tuition. Nonresident students who withdraw on the first day of a short-term class will receive a full tuition refund. Nonresident students who withdraw from a short-term class within 19% of the days the class is offered will receive an 80% tuition refund. There will be no other refund of nonresident tuition.

### **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

The Admissions and Records Office admits and registers all students; maintains, retrieves and distributes student records and transcripts; reports attendance data to appropriate agencies; and provides information and supportive contacts to students, faculty, administrators and the community. For more information, call (760) 252-2411 ext. 7236.

## ATHLETICS

Barstow Community College is a member of the Foothill Conference. Men's teams are represented in basketball and baseball. Women's teams compete in soccer and basketball.

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 semester units between seasons of competition and maintain a minimum cumulative grade point average of 2.0. Interested students should contact the Athletics Office at (760) 252-2411 ext. 7250.

## BOOKSTORE/VIKING SHOP

The Viking Shop is a student resource for textbooks and supplies, as well as soft drinks, snacks, jewelry, and clothing. Students interested in purchasing textbooks for on-line courses may e-mail order inquiries to [vshop@barstow.edu](mailto:vshop@barstow.edu). In addition to the basic services, the Viking Shop offers special orders, software, public fax services and a variety of other specialized student services. For hours and other information, call (760) 252-6722.

## BUSINESS OFFICE

The Business Office disburses financial aid and payroll checks, processes refund requests, maintains student scholarship accounts and collects fees, fines and other payments.

## CALWORKS/WORKFORCE DEVELOPMENT CENTER (WDC)

Barstow Community College CalWORKs/WDC 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/WDC provides short term course work in occupational and vocational areas. The CalWORKs/WDC 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 you, call (760) 252-2411 ext. 7253.

## 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. 7236 for an appointment.



## DISABLED STUDENTS PROGRAMS & SERVICES

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 Disabled Students Programs and Services (DSPS) Office and become familiar with the support services and educational programs available.

Students who have learning disabilities or think they might have should make arrangements with the DSPS Office for assessment and possible placement in special courses or individualized programs designed to meet the needs of learning disabled students. "Learning disability" 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. The DSPS Office also furnishes counseling, registration assistance, study skills and life skills instruction, special test administration and liaison with the Department of Rehabilitation. For more specific information, contact the DSPS Office at (760) 252-2411 ext. 7225. Hearing impaired students should use the TDD Number (760) 252-6759.

## EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

EOPS is a state-funded program that provides special services and assistance to educationally and economically disadvantaged students. Services include a Summer Readiness Program, priority registration, counseling, peer advising, financial assistance and other supportive services.

### Eligibility Requirements

Eligible students must meet the following criteria: (1) Resident of California for one (1) year or active duty military; (2) Qualify for a Board of Governor's Waiver (BOGW) A or B; (3) Enrolled full time (12 units) in a program leading toward a certificate, associate degree, or transfer to a four-year institution; (4) Educationally disadvantaged, and (5) Not have completed more than 70 semester degree-applicable units.

### Application Process

(1) Fill out and mail a Free Application for Federal Student Aid (FAFSA form), which can be obtained from the campus Financial Aid Office or on-line at [www.fasfa.ed.gov](http://www.fasfa.ed.gov); (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) by the Financial Aid Office. For more information, contact the EOPS Office at (760) 252-2411 ext. 7201.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE benefits are available to students who have been on public assistance for one year, are single heads of household, have a child less than fourteen years of age and are admitted into the EOPS program. For more information, contact the Special Programs Specialist at (760) 252-2411 ext. 7230.

### FINANCIAL AID

At Barstow Community College we know that for some students college is still beyond reach. That is why we take such pride in our 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). Information regarding the financial aid programs and resources available at Barstow Community College can be found on the Financial Aid web site at [www.barstow.edu/financialaid](http://www.barstow.edu/financialaid).

**Pell Grants.** Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. The U.S. Department of Education determines eligibility. The actual amount of the grant is based on financial need, cost of attendance, enrollment status and the federal funds appropriated each year.

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

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

**Board of Governors Fee Waiver (BOGW).** The BOGW is a state program that waives enrollment fees for students who are residents of California and meet all eligibility requirements. To apply for a BOGW, students should complete the FAFSA and a BOGW waiver application.

**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 repayment status on any federal grant program.
5. Be enrolled as a regular student in an eligible program.
6. Not receiving or planning on receiving 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 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 by passing an Ability-to-Benefit (ATB) Test.
8. Achieve satisfactory academic progress by completing 67% of all units attempted with a grade point average of 2.0 or higher.
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, a grade of F or 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.

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 you have the necessary knowledge to seek financial aid. By working together, the application procedure will be quicker and less stressful.

Students' financial aid information is available by phone at (760) 252-6868 or (877) 336-6868 or via the Internet at <http://ias.barstow.cc.ca.us>. For more information or assistance, contact the Financial Aid Office at (760) 252-2411 ext. 7205 or 7206.

## 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. 7211 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 about the Beta Lambda Chi chapter can contact the honor society's advisor, Tracy Tuttle, at (760) 252-2411 ext. 7238.



## SCHOLARSHIP PROGRAM

Each year Barstow Community College awards a number of scholarships ranging in amounts from \$100 to \$1,000. 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 the Office of Student Services.

## SERVICEMEMBERS OPPORTUNITY COLLEGE SERVICES (SOC)

In recognition of the special efforts extended to meet postsecondary needs of servicemembers, veterans and their dependents, Barstow Community College has been designated a Servicemember'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. 7373 or (760) 380-3905.



### **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 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 Office.

### **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 during the walk-in registration period or from the Student Life Office during the semester. 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.

### **TESTING SERVICES**

The Computer Labs are responsible for proctoring examinations for on-line courses and administering assessment and ability-to-benefit tests. Assessment tests are offered for English, writing, mathematics and reading. Assessment tests are essential in evaluating the student's skill level and in assisting the student to select the appropriate level of course work. Tests are required of all first-time college students. See page 12 for exceptions. The ability-to-benefit exam is for non-high school graduates seeking federal financial aid. Call (760) 252-2411 ext. 7288 for more information and available testing times.

### **THOMAS M. KIMBALL LIBRARY**

The mission of the College Library is to support the instructional programs of the College and to meet the information needs of the students, faculty and staff. The library is the center for study, research and leisure reading.

Approximately 42,000 books, 350 magazine titles and 1,000 audio-visual materials are available for loan to users. Most books are available for loan for 14 days. Reference and reserve items do not circulate. Magazine back issues, pamphlets and most audio-visual materials may be borrowed for up to three days. There is a fine for overdue materials.

For additional information, visit the Library's web site at [www.barstow.edu/LRC/default.asp](http://www.barstow.edu/LRC/default.asp) 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, located in C11, also provides services relating to career issues with an emphasis on long-range planning toward career goals.

Services available in the TCPC 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; and college admissions test preparation and job preparedness skills training. For more information, call (760) 252-2411 ext. 7218 or 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) and on-line 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 to be tutored 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 Veterans 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 are paid VA benefits based on their attendance in classes, and must reapply to Veterans Services 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 and military training and CLEP 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, NC, 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 Veterans 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 calling the Veterans Services Office at (760) 252-2411 ext. 7295.

### 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 Veterans Services Office, or call (760) 252-2411 ext. 7295.

**VOCATIONAL REHABILITATION SERVICES**

Students who have physical, emotional or other disabilities which handicap them vocationally may be eligible for counseling, vocational guidance and training. Detailed information may be obtained from the DSFS Office 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, Business, Business Administration, Computer Science and Management. 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 Services Technician at (760) 252-2411 ext. 7230.

**VOTER REGISTRATION**

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



# RIGHTS AND RESPONSIBILITIES

## ACADEMIC ACCOMMODATION

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disabled Students Programs and Services (DSPS) Office early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in on-line courses are encouraged to contact the DSPS Office to request academic accommodation. Complaints regarding academic accommodations may be directed to the College's 504 Officer at (760) 252-2411 ext. 7347.

## 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 impair learning and

motivation; disrupts the classroom; jeopardizes our physical and mental health; subjects us to criminal penalties; injures our families; erodes our relationships; and inhibits our ability to benefit from an education. Barstow Community College therefore asks you to support, 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**

As a Barstow Community College student or employee, you 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 possessions 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, you 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 Development and Support. 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  
Old Federal Building  
50 United Nations Plaza, Room 322  
San Francisco, CA 94102-7102  
(415) 437-8310  
ocr\_sanfrancisco@ed.gov

## SEXUAL 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 statuses: 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.

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 Development and Support (for students) at ext. 7383.

## SMOKING POLICY

Barstow Community College has been designated as a smoke-free campus. Smoking is prohibited in all College buildings.

## 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 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.
6. Stealing or attempting to steal District or private property on campus, or knowingly receiving stolen 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 District.
8. Committing sexual harassment as defined by law or 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. 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.
  20. Violating College or California Education Code regulations pertaining to student organization, distribution of literature and place and manner of public expression.
  21. Unauthorized use of the name of Barstow Community College.
  22. Failure to pay financial obligations to the College or to agencies for which the College acts as agent, or failure to return College property.
  23. Solicitation of funds for political action or political party campaigns in violation of Board policy.
  24. 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.
  25. Disobeying traffic or parking regulations.
  26. Attending or attempting to attend class(es) when not enrolled in the College or in the class(es).
  27. Interfering with the instructional process, administrative duties or other College activities or programs.
  28. 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 College rules, policies or procedures or other local, state or federal laws. 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, the Admissions and Records Office 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, date and place of birth, permanent and local address, college-recognized e-mail address(es), telephone number, enrollment status, major, dates of attendance, degrees and awards received, previous educational institutions attended, past and present participation in recognized activities and weight and height if an athletic team member.

Unless restricted by the student, the College may release directory information at any time to any requesting party, including the military and for the development of any College-affiliated marketing programs. Students may contact the Admissions and Records Office to limit the release of their directory information in one of four ways:

1. Permit release of all directory information for any purpose. No further action by the student is required.
2. Permit release of only “Verification” information. This sub-category of directory information consists of a student’s name, enrollment status, major, degrees and awards received, dates of attendance and College-recognized e-mail address(es). Barstow Community College will release this information for classroom use; in response to requests, including those from financial lenders, employers or insurance companies for verification of degree and enrollment information; and for inclusion in commencement and honors materials. Students who release only “Verification” information will be excluded from all College directories.
3. Permit release of only “Class” information. This sub-category of directory information consists of a student’s name, major, degree and awards received and College-recognized e-mail address(es). Barstow Community College will release this information for classroom use and for inclusion in commencement and honors

materials. Students who release only “Class” information will be excluded from all College directories, and Barstow Community College will not respond to requests, including those from financial lenders, employers or insurance companies, for verification of degree, dates of attendance or enrollment status, without the prior written consent of the student.

4. Withhold release of all directory information. This means that the student will be excluded from all college directories and publications, including commencement and honors materials, and the College will not verify degree, dates of attendance or enrollment status without the student’s prior written consent.

**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. Dishonesty in the classroom or the laboratory, cheating, plagiarism or knowingly furnishing false information to the College 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.

### 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 the Admissions and Records Office. If the instructor does drop the student from the class, the student must request a refund of fees by the deadline during the first two weeks of instruction for full-term courses. Refund and drop deadlines for short-term courses are available from the Admissions and Records Office.

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 the Admissions and Records Office on main campus, at the Ft. Irwin and Miramar centers, or on-line via the College's web site. 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 canceled.

## COLLEGE HOURS

Barstow Community College classes are based on a 50-minute academic hour followed by a ten-minute break. Lecture-recitation classes generally meet for an hour; laboratory classes for two or three hours. Classes meet from one to five days per week. Day classes begin at 6 a.m. and run to 4:50 p.m., evening classes from 5 p.m. to 10 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 attend a lecture, concert or film series.

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.

### **INSTRUCTIONAL TELEVISION**

Barstow Community College is a member of INTELECOM. Courses are broadcast locally on Time Warner Cable Channel 6. Courses are also available at Fort Irwin on cable or through the Learning Resource Center. Instructional television courses include reading assignments, examinations and additional writing assignments. More information may be obtained at the Instructional Television Office in the Learning Resource Center.

### **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 Instruction 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 studies which enhance their total development.

Barstow Community College offers two 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.

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.

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. To be eligible for the Cooperative Work Experience Education program, students must enroll in a minimum of six units, with three units being in work experience. Students may enroll in a maximum of one other class if taking eight units of work experience.

Up to nine units may be used to meet the major requirement for an occupational Associate degree and up to 16 units may be used as elective credit for an Associate degree or for transfer to CSU.

Cooperative Work Experience Education is offered in the following areas: Accounting, Administration of Justice, Allied Health, Art, Automotive Technology, Biology, Business Administration, Business Technology, Chemistry, Child Development, Computer Science, Drafting, Education, Electronics, English, Library Science, Management, Mathematics, Photography, Physical Education, Recreation, Physical Science, Psychology, Sociology and Welding.

### **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 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.

Credit by Examination is available under the following circumstances:

- The course must be listed in the current Barstow Community College Catalog.
- Students must be either 1) currently enrolled at Barstow Community College, having completed 12 semester units in residence and be in good standing **or** 2) pre-approved and participating in the Tech Prep Consortium Articulation Program. Verification of either status must be confirmed by a counselor.
- Transcripts of all previous college work must have been received and evaluated.
- College credit must not have been earned in more advanced subject matter.
- No grade was received for the same course at this or any other educational institution.
- Grades will be recorded according to the regular grading scale. Students may select the credit/no credit option if that option is currently available for the course in which the exam is being given.
- Transcripts will be marked to show that credit was earned by examination.

- Units earned pertaining to Credit by Examination will not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- A student may challenge a course only once.
- A maximum of 10 credits earned by Credit by Examination will be accepted toward an Associate degree or Certificate of Achievement.
- Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits.
- Approval must be obtained from both the instructor who will administer the exam and the Academic Affairs Office.
- The request must be approved by the midpoint of the semester, and the exam must be given prior to the last day of the final examination period.

Credit by Examination forms may be obtained in the Admissions and Records Office. The charge for Credit by Examination for resident students is the current enrollment fee plus a \$10 administrative fee. Non-resident students are required to pay non-resident enrollment fees plus a \$75 administrative fee. All fees must be paid to Admissions and Records prior to the examination being given.

**CREDIT FOR FOREIGN SCHOOLS**

The Admissions and Records Office reserves the right to determine the acceptability of course work from foreign colleges and universities.

**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 the Admissions and Records Office. Such credit awarded shall apply only to the Barstow Community College occupational degree.



## 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.

The **CLEP (College Level Examination Program)** 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. Barstow Community College awards credit as follows if candidates score 490 or higher.

1. General Examinations (limit 30 credit hours):
  - a. English composition (meets graduation requirements, but must complete composition with essay to meet transfer requirements – 6 units maximum)
  - b. Mathematics (4 units maximum in beginning algebra)
  - c. Humanities (6 units maximum – 3 units in literature and 3 units in fine arts)
  - d. Natural Science (6 units maximum – 3 units in physical science and 3 units in biological science)
  - e. Social Science (6 units maximum – 3 units in social science and 3 units in history)
2. Subject Examinations:
  - a. Credit will be awarded commensurate with the recommendation of the American Council on Education.

Students will not receive CLEP credit for courses in which they have already earned college credit.

## EQUIVALENCY CREDIT

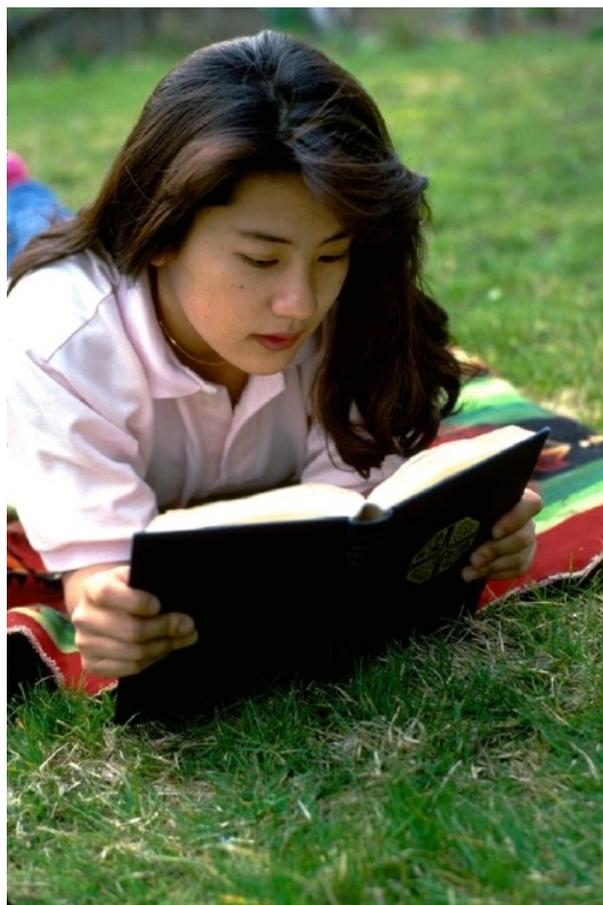
Students who have taken non-graded adult education, had industrial experience, taken military courses or courses from schools which do not hold regional accreditation may be granted up to 30 units of credit for their work, following completion of six units at Barstow Community College. Such credit awarded shall apply only to the Barstow Community College occupational degree. For more information on equivalency credit, contact a counselor.

## 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 courses or who are identified as having a 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 to the thirty-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 not ordinarily give final examinations at any time other than those regularly scheduled times.



## GRADING SYSTEM

Evaluation of student achievement relates to the attainment of specific course objectives. At the beginning of the course, the instructor will explain the course objectives and the basis for determination of the grade. The following symbols are used:

- A** Excellent
- B** Good
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failure
- CR** **Credit** (Equivalent to grade of "C" or better)
- NC** **No Credit** (Equivalent to grade of "D" or "F")
- UG** **Ungraded**
- FW** **Unofficial Withdrawal** - The FW grade is given to a student who has registered for a class but has not attended or officially dropped the class, or to a student who has ceased participating in a class some time after the last day to officially withdraw from the course without having achieved a final passing grade, and the student did not officially drop the class. This symbol will also be used to calculate Return to Title IV funds.
- W** **Withdrawal** - During the first three weeks of a semester-length class, a student who drops or is dropped by an instructor for nonattendance will have no record made of his/her enrollment in a class. The W symbol is assigned when a class is dropped between the beginning of the 4<sup>th</sup> week and the end of the 14<sup>th</sup> week of the semester or 20% of the meeting dates. A letter grade must be assigned after the 14<sup>th</sup> week.
- MW** **Military Withdrawal** - The MW grade shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, the MW grade will be assigned wherever the drop has occurred after the first three weeks of a semester. The MW grade will not be counted in progress probation and dismissal calculations.
- IF/IX** **Incomplete** – Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an IF or IX being entered in the student's record. An Incomplete grade will automatically revert to an F if not removed within one semester of receipt. An extension for an additional semester may be granted by a counselor. The criterion for removal of the

grade will be determined by the instructor and a copy of those criteria given to the student. No grade change will be made beyond one year from the semester originally taken. The IF/IX shall not be used in calculating GPA.

- IP** **In Progress** - The IP symbol shall be used only in courses which are offered on an "open entry/open exit" basis. It indicates that work is "in progress," but that assignment of a grade must wait its completion. The IP symbol shall remain on the student's record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The IP shall not be used in calculating GPA.
- RD** **Report Delayed** - The RD symbol may be assigned by the Admissions and Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. The RD is not used in calculating GPA.

### CREDIT/NO CREDIT (CR/NC)

CR grades may not be converted to a letter grade. Students electing CR/NC grading must meet all course requirements. Units earned on a CR 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 CR/NC. Students planning to transfer to a four-year institution are urged to check with a counselor to be certain such CR units are acceptable for transfer.

Petitions to be graded on a CR/NC basis must be submitted to the Admissions and Records Office 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

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.

W, MW, IF or IX, CR, NC, IP and RD grades are not used in computing grade point average but the W, NC 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 Phone** - Call (760) 252-6868 and select the grade option.
- **By Web** - Go to <http://ias.barstow.cc.ca.us>
- **In Person** - Request an unofficial transcript in the Admissions and Records Office 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 fifteen (15) working days for processing. Two transcripts 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. Transcripts of work at schools other than Barstow Community College must be submitted to Barstow Community College for inclusion in the student's permanent file. Such copies become the property of Barstow Community College and will not be furnished for any other usage. It is the student's responsibility to obtain copies of previous work.

## 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.

## STUDENT HONORS

At the close of the fall and spring semesters, the President's and Dean'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 a cumulative GPA of 3.25 or higher 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 salutatorian 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 salutatorian 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/salutatorian eligibility.
- Additional criteria may be determined by the Scholastic Standards Committee.

### PROBATION, DISMISSAL AND REINSTATEMENT

Students may be placed on academic and/or progress probation, or dismissed as described below:

**Academic Probation:** A student who has attempted at least 12 semester units shall be placed on academic probation if he/she has earned a GPA below 2.0 in all graded units. (Title 5 of California Code of Regulations, Section 55754).

**Progress Probation:** A student who has enrolled in 12 or more semester units shall be placed on progress probation when the percentage of all units in which he/she has enrolled, and for which entries of W, IF/IX and/or NC are recorded, reaches or exceeds 50%. IP and RD shall not be considered in calculating either academic or progress probation (Title 5 of California Code of Regulations, Section 55754 and 55758).

**Transfer Students:** Transfer students entering with a GPA less than 2.0 or more than 50% W, IF/IX or NC grades will be admitted on probation status.

**Removal from Probation:** A student on academic probation shall be removed from probation when the student's cumulative GPA is 2.0 or higher (Title 5 of California Code of Regulations, Section 55755).

A student on progress probation shall be removed from probation when the cumulative percentage of entries of W, IF/IX and/or NC drops below 50% (Title 5 of California Code of Regulations, Section 55755).

**Academic Dismissal:** A student who is on academic probation shall be subject to dismissal if he/she earns a cumulative GPA of less than 1.75 in all units attempted in each of three (3) consecutive semesters.

**Progress Dismissal:** A student who is on progress probation shall be subject to dismissal if the percentage of units in which he/she has been enrolled for which entries of W, IF/IX and/or NC are recorded reaches or exceeds fifty percent (50%) for three consecutive semesters.

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

**Appealing Probation or Dismissal:** Students may appeal their probation or dismissal status to the Scholastic Standards Committee through the Office of Student Services.

**Reinstatement:** A student returning from academic or progress dismissal shall continue in probationary status. Such students must earn a term GPA of 2.0 or better, or in the case of progress probation, receive fewer than 50% W, I, and/or NC final marks. Failure to achieve such standards will result in a second dismissal.

Such standards apply to each subsequent term until the student is removed from probation (see academic or progress dismissal) 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.

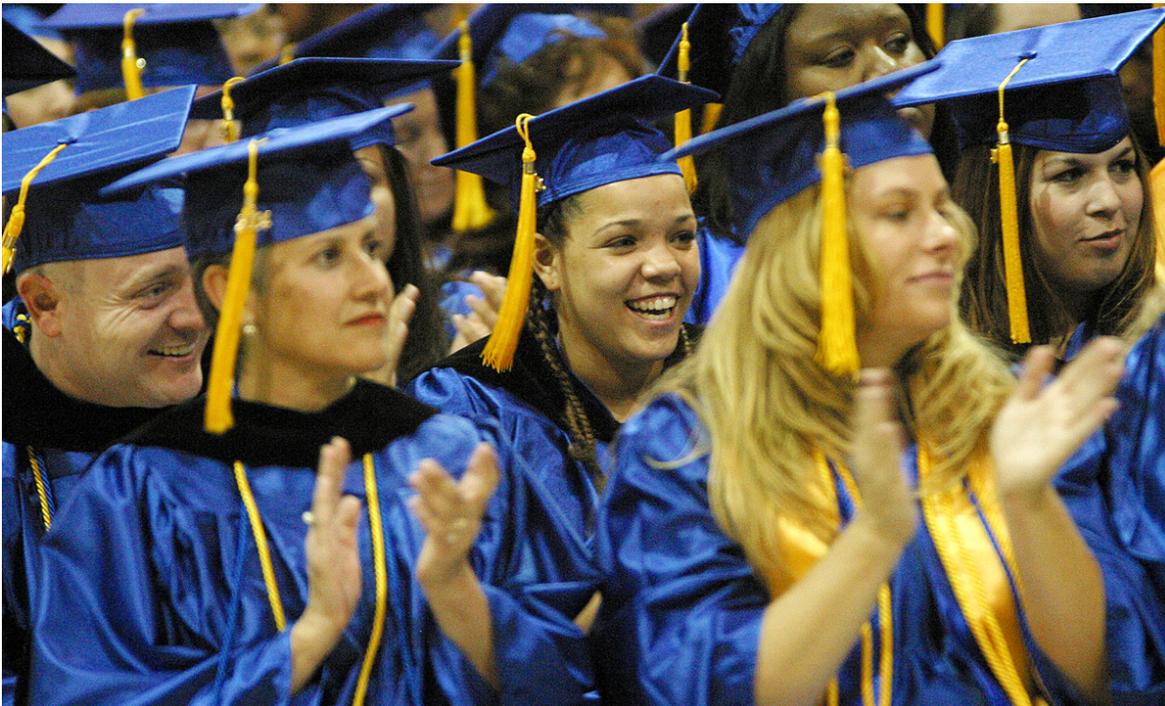
**ACADEMIC RENEWAL (without course repetition)**

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 for Barstow Community College graduation purposes only. Guidelines are as follows:

1. Academic renewal may be accomplished by petition of the student or former student through a counselor.
2. The petitioner may petition to have up to two consecutive semesters of course work taken at Barstow College or any other college or university accredited by the Western Association of School and Colleges or an equivalent accrediting agency forgiven and eliminated from computation of the total GPA.
3. The petitioner must have completed at least ten semester units of C or better course work without NC, D or F grades, subsequent to the period for which forgiveness is petitioned.
4. 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.
5. Once renewal has been granted, the student may not again be eligible for any future academic renewal.
6. All course work is canceled for purposes of grade point calculation in the semester for which renewal is granted, whether passed or not. Courses passed satisfactorily may be used for meeting requirements in general education, certificate or major area, but carry no unit value for GPA calculations.
7. Academic renewal at Barstow Community College does not guarantee that other institutions will approve such action. The receiving institution makes this determination.
8. 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. For example, a student may enroll in Physical Education 3 a total of four times for credit. In addition, a student may repeat a class once in which he/she received a grade of D, F or NC. No other course repetition is allowed without the written approval of the Vice President of Student Development and Support.



# 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, a counselor may authorize substitutions of courses.

## 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 18-20 units 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 Servicemembers 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 'C' or better in COMM 102 or 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, 53A, 53B, 53C, 53D, ARTS 3, 7, 10, 16, 17, GEOG 50, 51, 52, 53, MUSI 7, 12A, 12B, 12C, all PHOT courses, PSYC 30, TART 1A, 1B, 5)

- **Course Limitations:** Students should be aware that MATH 101, COMM 102 and ENGL 101 and 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 the Office of Student Services 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 in the Office of Student Services.

## 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 Development.

## MULTIPLE DEGREES

Students are limited to one Associate of Arts degree. However, more than one Associate of Science degree may be earned by meeting the following conditions:

- Completion of an additional 20 units in a major different from the first AS degree. These units must be completed after the award of the first degree.
- Completion of a minimum of 80 total units for the second degree, 100 units for the third degree, etc.
- Courses used to fulfill major requirements for the first degree may not be used to fulfill major requirements for a subsequent degree.
- General education requirements must be met which are in effect at the time course work for the subsequent major began.

## GENERAL EDUCATION DEGREE REQUIREMENTS

This degree option is designed for students who do not necessarily plan to transfer to a UC or CSU campus. Under this plan, a student may earn an Associate of Arts degree in Humanities or Social Science or an Associate of Science in Natural Science/Math. Students transferring to four-year colleges should use the CSU, IGETC or other appropriate transfer option. Please see a counselor for assistance in selecting appropriate courses.

In addition to completing the requirements listed on page 38 and a minimum of 18 units in the Social Science or Humanities major (minimum of 20 units in the Natural Science/Math major), students must complete the following course work:

<b>Natural Sciences</b>		<b>6 units</b>
<b>Biological: Complete one course</b>	BIOL 1-5, 7-8, 10-11; OCEA 1	
<b>Physical: Complete one course</b>	ASTR 1; CHEM 1, 2A, 2B; GEOG 1; GEOL 1L-5; OCEA 1; PHSC 1, 2; PHYS 1, 2AB, 4AB	
<b>Social Sciences</b>		<b>6 units</b>
<b>Complete two courses in two different areas (min. 3 units each)</b>	ADJU 1; ANTH 1, 3-4; ARCH 1, 5, 10; BADM 1, 2, 5; ECON 1-2, 5; ETHN 1-2, 4; GEOG 2; HIST 1AB, 2AB, 3-7, 12, 50; POLI 2; PSYC 1-6, 11, 13-15, 33, 60, 62- 65; SOCI 1-4, 6, 8, 14-15, 60, 62-65	
<b>Humanities</b>		<b>6 units</b>
<b>Complete two courses in two different areas (min. 3 units each)</b>	ARTS 1-3, 7, 10, 16-17; ENGL 1B, 2-4, 6; HIST 1A, 1B; HUMA 1-5; MUSI 2-7, 12; PHIL 1-6, 8; PHOT 1AB, 2AB; RLGS 1, 5, 10; SPAN 1B, 2A, 2B, 10; TART 1-6	
<b>American Institutions &amp; Ideals</b>		<b>3 units</b>
POLI 1		
<b>Communication (requires C grade)</b>		<b>3 units</b>
SPEECH 1, 2, 3, 4		

<b>English (requires C grade)</b>		<b>3 units</b>
ENGL 1A or 50		
<b>Lifelong Learning</b>		<b>3 units</b>
<b>Complete one course</b>	BIOL 11/PSYC 11; HEAL 1, 2; PSYC 3, 14; SOCI 4, 14	
<b>Mathematics (requires C grade)</b>		<b>3-4 units</b>
<b>Complete one course</b>	DRAF/ELEC 60; MATH 50, 55, 104, 1-3, 4ABC, 5	
<b>Orientation</b>		<b>0-3 units</b>
ORIE 1 or PSYC 5 (Waiverable with official transcript transferring 15+ semester units)		
<b>Physical Education</b>		<b>2 units</b>
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		
<b>U.S. History</b>		<b>3 units</b>
HIST 2A or 2B		

See page 38 for additional requirements that must be met for all Barstow Community College degree options.

# OCCUPATIONAL DEGREE REQUIREMENTS

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, Business Management, Child Development, Computer Science, Cosmetology, Drafting, Electronics Technology, Management, Medical Assistant, Photography or Welding

In addition to completing the requirements listed on page 38 and a minimum of 20 units in an occupational major, students must complete the following coursework. General education course work can be used to satisfy the units of the major.

**Note:** A maximum of 9 units in work experience may be applied toward an occupational major.

<b>Natural Sciences</b>		<b>3 units</b>
<b>Complete one course</b>	ASTR 1; BIOL 1-5, 7-8, 10, 11; CHEM 1, 2A, 2B; GEOG 1; GEOL 1L-5; OCEA 1; PHSC 1, 2; PHYS 1, 2A, 2B, 4A, 4B	
<b>Social and Behavioral Sciences</b>		<b>3 units</b>
<b>Complete one course</b>	ADJU 1, 8; ANTH 1, 3, 4; ARCH 1, 5, 10; BADM 1, 2, 5; ECON 1, 2, 5; ETHN 1, 2, 4; GEOG 2; HIST 1A, 1B, 2A, 2B, 3-6, 7, 12, 50; POLI 1, 2; PSYC 1-6, 11, 13-15, 33, 60, 62-65; SOCI 1-4, 6, 8, 14-15, 60, 62-65	
<b>Humanities</b>		<b>3 units</b>
<b>Complete one course</b>	ARTS 1-3, 10, 16-17; ENGL 1B, 2-4, 6; HIST 1A, 1B; HUMA 1-5; MUSI 2-7, 12; PHIL 1-6, 8; PHOT 1A, 1B, 2A, 2B; RLGS 1, 5, 10; SPAN 1B, 2A, 2B, 10; TART 1-6	
<b>Activity</b>		<b>(min. 2 units)</b>
<b>Complete one area</b>	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	

<b>American Institutions</b>		<b>3 units</b>
<b>Complete one course</b>	POLI 1, HIST 2A, HIST 2B	
<b>Communication</b> (requires C grade)		<b>3 units</b>
<b>Complete one course</b>	SFEECH 1, 2, 3, 4	
<b>Computer Literacy</b>		<b>0-1 unit</b>
<b>Complete one requirement</b>	<ol style="list-style-type: none"> <li>1. Any one or more unit course in CBIS</li> <li>2. Equivalency credit through ACE, PONSI or other national certification program(s);</li> <li>3. Credit by examination</li> <li>4. Demonstrated ability equivalent to any CBIS course</li> </ol>	
<b>English</b> (requires C grade)		<b>3 units</b>
<b>Complete one course</b>	ENGL 1A or 50	
<b>Mathematics</b> (requires C grade)		<b>3-4 units</b>
<b>Complete one course</b>	DRAF/ELEC 60; MATH 50, 55, 104, 1-3, 4ABC, 5	
<b>Orientation</b>		<b>0-3 units</b>
<b>Complete one course</b>	ORIE 1 or PSYC 5 (Waiverable with official transcript transferring 15+ semester units)	

**See page 38 for additional requirements that must be met for all Barstow Community College degree options.**

# CSU TRANSFER DEGREE REQUIREMENTS

This degree 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 38 and a minimum of 18 units in the Social Science or Humanities major, students must complete the following course work. General education course work can be used to satisfy the units of the major.

<b>Area A</b>	<b>Communication in the English Language and Critical Thinking</b> (A minimum of one course in A1, A2 and A3; 9 units) <b>Note:</b> CSU San Bernardino and certain others require an upper division writing course under area 1.
	<b>A1 Oral Communication</b> SFCH 1, 3, 4 <b>A2 Written Communication</b> ENGL 1A, 1C <b>A3 Critical Thinking</b> ENGL 1C PHIL 3
	<b>Physical Universe and Its Life Forms</b> (A minimum of one course in each group with one being a lab course (*); 10+ units)
<b>Area B</b>	<b>B1 Physical Science</b> ASTR 1 CHEM 1*, 2A*, 2B* GEOG 1* GEOL 11*, 2, 3*, 5 OCEA 1 PHSC 1*, 2 PHYS 1, 2A*, 2B*, 4A*, 4B*
	<b>B2 Life Science</b> BIOL 1, 2*, 3*, 4*, 5*, 7*, 8*, 11 GEOL 4 OCEA 1
	<b>B3 Mathematical Concepts, Quantitative Reasoning</b> MATH 1, 2, 3, 4A, 4B, 4C
<b>Area C</b>	<b>Arts, Literature, Philosophy and Foreign Language</b> (At least one course in C1 and one course in C2; 9 units)
	<b>C1 Arts</b> 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
	<b>C2 Humanities</b> ENGL 1B, 2, 3, 4, 6 HIST 1A, 1B HUMA 1, 2, 3, 4, 5 PHIL 1, 2, 3, 4, 5, 6, 8 RLGs 1, 5, 10 SPAN 1A, 1B, 2A, 2B, 5, 10 SFCH 2 TART 2, 3
	<b>C3 One additional course from area C1 or C2</b>

<b>Social, Political and Economic Institutions and Behavior; Historical Background</b> (A minimum of 9 units in at least two disciplines)													
<b>Area D</b>	<b>1. U.S. History Requirement</b> HIST 2A, 2B												
	<b>2. U.S. Constitution/American Ideals Requirement</b> POLI 1												
	<b>3.</b> 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. <table border="0" style="float: right; margin-left: 20px;"> <tr><td>ADJU 1, 3, 5, 8</td></tr> <tr><td>ANTH 1, 4</td></tr> <tr><td>ARCH 1, 5, 10</td></tr> <tr><td>BADM 5</td></tr> <tr><td>ECON 1, 2</td></tr> <tr><td>ENGL 10</td></tr> <tr><td>ETHN 1, 2</td></tr> <tr><td>GEOG 1, 2</td></tr> <tr><td>HIST 1A, 1B, 2A, 2B, 3, 4, 5</td></tr> <tr><td>PELC 1</td></tr> <tr><td>POLI 1, 2</td></tr> <tr><td>PSYC 1, 2, 4, 5, 11, 13, 33</td></tr> <tr><td>SOCI 1, 2, 3, 4, 6, 8</td></tr> </table>	ADJU 1, 3, 5, 8	ANTH 1, 4	ARCH 1, 5, 10	BADM 5	ECON 1, 2	ENGL 10	ETHN 1, 2	GEOG 1, 2	HIST 1A, 1B, 2A, 2B, 3, 4, 5	PELC 1	POLI 1, 2	PSYC 1, 2, 4, 5, 11, 13, 33
ADJU 1, 3, 5, 8													
ANTH 1, 4													
ARCH 1, 5, 10													
BADM 5													
ECON 1, 2													
ENGL 10													
ETHN 1, 2													
GEOG 1, 2													
HIST 1A, 1B, 2A, 2B, 3, 4, 5													
PELC 1													
POLI 1, 2													
PSYC 1, 2, 4, 5, 11, 13, 33													
SOCI 1, 2, 3, 4, 6, 8													
<b>Area E</b>	<b>Lifelong Understanding And Development</b> (3 units)												
	BIOL 11 HEAL 1, 7 HOME 16 PSYC 3, 5, 11, 14 SOCI 4, 14 PELC 2												
<b>Orientation</b> (Complete one course; 0-3 units)													
ORIE 1 or PSYC 5 (Waiverable with official transcript transferring 15+ semester units)													
<b>Physical Education</b> (1 unit)													
Any Physical Education activity course including Intercollegiate Athletics.													

**See page 38 for additional requirements that must be met to earn a degree from Barstow Community College**

# CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION BREADTH REQUIREMENTS

Students that are ineligible from high school must have a minimum of 56 transferable semester units to transfer to CSU, including 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	<b>Communication in the English Language and Critical Thinking</b> (A minimum of one course in A1, A2 and A3; 9 units) <b>Note:</b> CSU San Bernardino and certain others require an upper division writing course under area 1.	
	A1	<b>Oral Communication</b> SPCH 1, 3, 4
	A2	<b>Written Communication</b> ENGL 1A, 1C
Area B	A3	<b>Critical Thinking</b> ENGL 1C PHIL 3
	<b>Physical Universe and Its Life Forms</b> (A minimum of one course in each group with one being a lab course (*); 10+ units)	
	B1	<b>Physical Science</b> ASTR 1 CHEM 1*, 2A*, 2B* GEOG 1* GEOL 1L*, 2, 3*, 5 OCEA 1 PHSC 1*, 2 PHYS 1, 2A*, 2B*, 4A*, 4B*
Area C	B2	<b>Life Science</b> BIOL 1, 2*, 3*, 4*, 5*, 7*, 8*, 11 GEOL 4 OCEA 1
	B3	<b>Mathematical Concepts, Quantitative Reasoning</b> MATH 1, 2, 3, 4A, 4B, 4C
	<b>Arts, Literature, Philosophy and Foreign Language</b> (At least one course in C1 and one course in C2; 9 units)	
Area C	C1	<b>Arts</b> 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	<b>Humanities</b> ENGL 1B, 2, 3, 4, 6 HIST 1A, 1B HUMA 1, 2, 3, 4, 5 PHIL 1, 2, 3, 4, 5, 6, 8 RLGS 1, 5, 10 SPAN 1A, 1B, 2A, 5, 10 SPCH 2 TART 2, 3
	C3	<b>One additional course from area C1 or C2</b>

<b>Social, Political and Economic Institutions and Behavior; Historical Background</b> (A minimum of 9 units in at least two disciplines)	
Area D	1. <b>U.S. History Requirement</b> HIST 2A, 2B
	2. <b>U.S. Constitution/American Ideals Requirement</b> 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.
Area E	<b>Lifelong Understanding And Development</b> (3 units)
	BIOL 11 HEAL 1, 7 HOME 16 PSYC 3, 5, 11, 14 SOCI 4, 14 PELC 2 TART 7

See page 38 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 56 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 will 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

## Area 2 Mathematical Concepts and Quantitative Reasoning

(1 course required; 4 units)

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

## Area 3 Arts and Humanities

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

- A** ARTS 1, 2  
HUMA 1, 4  
MUSI 2, 3
- B** ENGL 1B, 2-4  
HIST 1A, 1B  
HUMA 1-5  
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, 3	HIST 1A, 1B, 2A, 2B
ARCH 1	POLI 1, 2
ECON 1, 2	CHLD 4
ETHN 1, 2	PSYC 1, 2, 4
GEOG 2	SOCI 1, 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  
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 2A(L), 2B(L), 4A(L), 4B(L)

### Biological Science

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

### Language Other Than English

(UC Requirement Only)

Complete 2 years of the same foreign language of high school level work with a grade of "C" or better, or earn a score of 3 or higher on the foreign language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language or complete SPAN 1B

### CSU Graduation Requirement in U.S. History, Constitution and American Ideals

(1 course from each group. Not part of IGETC and may be completed prior to transfer. Courses used to meet this requirement cannot be used to satisfy IGETC requirements; 6 units)

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

**See page 38 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 and Completion. 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 Completion are awarded by the Division for programs of less than 18 units. The length of time and number of units required to complete a program varies.

## 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 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, a counselor may authorize substitutions of courses.

## CERTIFICATE REQUIREMENTS

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

- Completion of all course work in a designated certificate program
- Minimum GPA of 2.0 in program course work
- 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

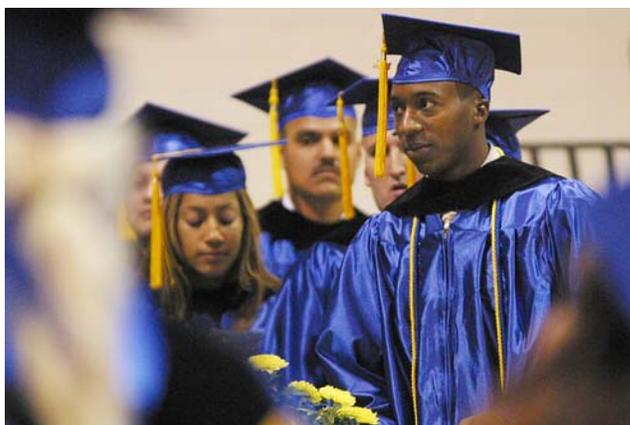
- Meet the computer literacy requirement with any one or more unit course in Computer and Business Information Systems (CBIS); or equivalency credit through ACE/PONSI/ or other national certification program(s); or credit-by-examination; or demonstrated ability equivalent to any Computer and Business Information Systems (CBIS) course in the catalog. (0-1 unit)

## 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 certificate petition with a counselor during the term in which they are completing the course work for the certificate. The petition deadline is posted in the Schedule of Classes and in the Office of Student Services.

## 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 Development and Support.



**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 page 43 for English, math, and computer science requirements.

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
<b>Total Units Required</b>	<b>18</b>

**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 page 43 for English, math, and computer science requirements.

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
<b>Total Units Required</b>	<b>24</b>

**AUTOMOTIVE TECHNOLOGY  
CERTIFICATE OF ACHIEVEMENT**

The Automotive Technology curriculum is designed to (1) prepare students as competent technicians for gainful employment in the automotive industry following completion of the program, and (2) to upgrade skills of technicians already employed in the field. See page 43 for English, math, and computer science requirements.

Required Courses	Units
AUTO 52 Electricity, Electronics, and Computer Controls	4
AUTO 53 Transmissions and Power Trains	4
AUTO 56 Engine Performance, Diagnosis, and Tune-up	4
AUTO 58 Basic Automotive Engines	4
AUTO 59 Manual Transmissions and Power Trains	4
DRAF/ELEC 60 Technical Mathematics	4
<b>Total Units Required</b>	<b>24</b>

**THIS PROGRAM IS NOT SCHEDULED TO BE OFFERED DURING 2004-2005**



**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.

Required Courses		Units
CBIS 2	Windows & the Internet	3
CBIS 41	Microsoft Word Essentials	4
CBIS 43	Microsoft PowerPoint Basics	1.5
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
<b>Total Units Required</b>		<b>19.5</b>

**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.

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

Required Courses		Units
CBIS 29A	Introduction to Writing Web Pages	3
CBIS 29C	Multimedia & Graphics for Publishing on the Web	3
CBIS 40	Spreadsheet Applications	4
CBIS 42	Advanced Microsoft Word Essentials	4
CBIS 64	Machine Transcription	3
CBIS 66	Office Procedures	3
<b>Total Units Required</b>		<b>20.0</b>

**CHILD DEVELOPMENT  
CERTIFICATES**

**Level I Certificate of Completion**

Provides instruction and training necessary to satisfy the required academic component leading to licensure as a teacher in a privately operated child development program under the California State Department of Social Services (Title 22). May also be used to satisfy the academic requirements leading to either the State of California Commission on Teacher Credentialing Children’s Center Limited Instructional or Emergency Permits (Title V). These latter permits have additional requirements, which may include experience, assessments, and/or degrees. For further information on these requirements, contact the Commission on Teacher Credentialing via e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) or via phone at 888-921-2682 between 12:30p.m. and 4:30 p.m. daily. See page 43 for English, math, and computer science requirements.

CHLD/PSYC 4	Child Growth & Development	3
CHLD/SOCI 6	Child, Family & Community	3
CHLD 10	Introduction to Early Childhood Programs	3
CHLD 14	Child Health, Safety & Nutrition	3

**PLUS ONE OF THE FOLLOWING COURSES AS APPROPRIATE:**

*Students who plan to work with infants (birth to 2 ½ years) should take:*

CHLD 15	Infants & Toddlers: Curriculum & Teaching	3
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*Students who plan to work with children (3-5 years of age) should take:*

CHLD 16	The Preschool Child: Curriculum & Teaching	3
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*Students who plan to work with children (6-11 years of age) should take:*

CHLD 17	Programs for School Age Children: Curriculum & Teaching	3
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**Total Units Required 15**

**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. It leads to the State of California Commission on Teacher Credentialing Regular Instructional Permit. It also provides a sound framework for the attainment of the associate of arts degree.

CHLD/PSYC 4	Child Growth & Development	3
CHLD/SOCI 6	Child, Family & Community	3
CHLD 10	Introduction to Early Childhood Programs	3
CHLD 11A or B	Principles & Practice in Early Childhood Education	4
CHLD 12A or B	Creative Activities for Early Childhood Education	3
CHLD 14	Child Health, Safety & Nutrition	3

**AND**

(Three units of elective credit in Early Childhood Education excluding administration or supervision courses.) 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
<i>OR</i>		
CHLD 17	Programs for School Age Children: Curriculum & Teaching	3

**Total Units Required 25**

**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.

**Total Units Required 41**

**Level III Certificate of Completion**

The Level III Certificate is designed to satisfy the academic requirements for the State of California Commission on Teacher Credentialing Regular Supervision Permit. It requires possession of the Regular Instructional Permit, two years experience as a paid instructor and:

CHLD 19A	Administration of Early Childhood Education I	3
CHLD 19B	Administration of Early Childhood Education II	3
CHLD 19C	Models & Methods in Mentor/Adult Supervision	3
<b>Total Units Required</b>		<b>9</b>

**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 page 43 for English, math, and computer science requirements.

<b>Required Courses</b>		<b>Units</b>
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 page 43 for English, math, and computer +science requirements.

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

**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 page 43 for English, math, and computer science requirements.

Required Courses	Units
AUTO 61 Auto Powertrains and Chassis	4
AUTO 63 Diesel Engine Fundamentals	4
AUTO 64 Diesel Fuel Injection Systems	4
AUTO 65 Diesel Truck Starting, Charging, and Electrical Systems	4
AUTO 67 Diesel Engine Auxiliary Systems	4
AUTO 70 Diesel Brake, Steering, and Suspension System	4
<b>Total Units Required</b>	<b>24</b>

**ELECTRONICS  
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 page 43 for English, math, and computer science requirements.

Required Courses	Units
ELEC 59 Electronic Math	4
<i>OR</i>	
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 <b>ONE</b> 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
<b>Total Units Required</b>	<b>20</b>

**FAMILY DAYCARE  
CERTIFICATE OF COMPLETION**

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 page 43 for English, math, and computer science requirements.

CHLD 61 Family Daycare Provider	3
CHLD 14 Child Health, Safety & Nutrition	3
CHLD 15 Infants & Toddlers: Curriculum & Teaching	3
<i>OR</i>	
CHLD 16 The Preschool Child: Curriculum & Teaching	3
<b>Total Units Required</b>	<b>9</b>

**INFORMATION SYSTEMS MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

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
<b>Plus minimum of any 2 courses listed below</b>		
CBIS 10	Computer Architecture	3
CBIS 22A	Business Operating Software – Using UNIX	1.5
CBIS 22C	Business Operating Software – Windows Server	1.5
CBIS 22D	Business Operating Software – Novell Netware Server	1.5
CBIS 29A	Introduction to Writing Web Pages	3
CBIS 30A	Networking Technologies – Cisco Emphasis	4
CBIS 51	A+ Certification Preparation	4
<b>Total Units Required</b>		<b>18-23</b>



**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 page 43 for English, math, and computer science requirements.

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
<b>Total Units Required</b>		<b>18</b>

**MANICURING  
CERTIFICATE OF COMPLETION**

Required Courses		Units
COSM 53A	Beginning Manicuring	6
COSM 53B	Advanced Manicuring	6
<b>Total Units Required</b>		<b>12</b>

**MEDICAL ASSISTANT  
CERTIFICATE OF ACHIEVEMENT**

Designed to prepare students for employment as medical assistants for physicians, clinics, and hospital business offices. See page 43 for English, math, and computer science requirements.

Required Courses		Units
AHLT 57	Pharmacology	3
AHLT 52	Medical Terminology	3
AHLT 60	Medical Insurance	3
AHLT 61	Medical Office Procedures	3
AHLT 63	Basic CPR	.5
BIOL 10	Introduction to Biology	3
CBIS 41	Microsoft Word Essentials	4
<b>OR</b>		
CBIS 53	Beginning WordPerfect for Windows	4
<b>Total Units Required</b>		<b>19.5</b>

**MICROSOFT OFFICE SPECIALIST  
CERTIFICATE OF COMPLETION**

Designed to prepare students to take the Microsoft Office Specialist certification exams.

<b>Required Courses</b>		<b>Units</b>
CBIS 17	Database Design & Management (Access)	3
CBIS 40	Spreadsheets Applications	4
CBIS 41	Microsoft Word Essentials	4
CBIS 42	Advanced Microsoft Word	4
CBIS 43	Microsoft PowerPoint Basics	1.5
CBIS 74	Microsoft Outlook	1.5
<b>Total Units Required</b>		<b>18</b>

**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 page 43 for English, math, and computer science requirements.

<b>Required Courses</b>		<b>Units</b>
PHOT 1A	Introduction to Photography	4
PHOT 1B	Introduction to Photography	4
PHOT 2A	Advanced Photography	4
PHOT 2B	Advanced Photography	4
PHOT 3	Color Photography	4
<b>Total Units Required</b>		<b>20</b>

**WELDING  
CERTIFICATE OF ACHIEVEMENT**

The welding program is designed to provide the student with knowledge and basic skills common to the welding trade. See page 43 for English, math, and computer science requirements.

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



## 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 per week during the semester. Courses listed are alphabetical. 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 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 Student Services Office.

## ON-LINE COURSES

On-line courses are presented over the Internet through our On-line instruction website at [www.bcconline.com](http://www.bcconline.com). These courses allow students to do their work from home computers through the use of a 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 On-line 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 Instruction 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, Communications 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 – Special Topics Courses**

Special Topics courses offer 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. 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.

## 52 COURSE INFORMATION

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### 49, 99, 149 – Independent Study Courses: Regular Course

A student may, because of special circumstances, petition to take one of the courses listed in the catalog on an individual independent-study basis. A petition must be approved by the instructor who will supervise the contract study and by an appropriate instructional vice-president.

Independent Study – Regular Course, may also be designed to meet the needs for classes which will not produce minimum enrollments.

Petitions for regular (catalog-listed) courses on an independent-study basis are available in the Admissions Office. Completed petitions should be filed with the Office of Instruction, which will coordinate the enrollment process through the Admissions Office.

### 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 the approval of the Vice President of Academic Affairs. It is expected that the study will not duplicate exiting 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.

## THE CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

The California Articulation Number (CAN) System identifies many transferable, lower division, preparation courses commonly taught on California college and university campuses. Courses in the CAN System are primarily lower-division preparation for the major, but may also be used to meet other requirements. The System assures students that a CAN course on one participation campus will be accepted “in lieu of” the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. Check with counseling offices, departmental offices, or the articulation office for current listings of CAN qualified courses. A CAN CATALOG listing campuses and courses is published bi-annually.



**ACCOUNTING (ACCT)****1A PRINCIPLES OF ACCOUNTING**

3 Units

Lecture: 3 hours

Lab: 1 hour

*Also available on-line*

Basic principles and procedures of accounting, accounting cycle, deferrals, accruals, receivables, inventories, plant assets, payroll, partnerships and corporations. UC/CSU. (CAN BUS 2)

**1B PRINCIPLES OF ACCOUNTING**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Accounting 1A

*Also available on-line*

Continuation of Accounting 1A. Partnership, corporation and branch accounting, funds statements, statement analysis, manufacturing, cost accounting and budgeting. UC/CSU (CAN BUS 4)

**3 COMPUTERIZED ACCOUNTING WITH EXCEL SPREADSHEET APPLICATIONS**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Accounting 1A

*Also available on-line*

A detailed study of accounting applications using Excel spreadsheet package. Topics include the commands, formats and functions of Excel with emphasis on its use as a problem solving and financial analysis tool. CSU

**4 MANAGERIAL ACCOUNTING**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Accounting 1A

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.

**68 FEDERAL TAX 1**

3 Units

Lecture: 3 hours

*Also available on-line*

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.

**82 OCCUPATIONAL WORK EXPERIENCE IN ACCOUNTING**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

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

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN AJ 2)

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

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU

**3 CONCEPTS OF CRIMINAL LAW**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN AJ 4)

**4 LEGAL ASPECTS OF EVIDENCE**

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU (CAN AJ 6)

**5 COMMUNITY RELATIONS OF THE JUSTICE SYSTEM**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**6 CONCEPTS OF ENFORCEMENT SERVICES**

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU

**7 PRINCIPLES OF INVESTIGATION**

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU (CAN AJ 8).

**8 JUVENILE CRIME AND DELINQUENCY**

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU

**14 INTRODUCTION TO CORRECTIONS**

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU

**15 LEGAL ASPECTS OF CORRECTIONS**

3 Units

Lecture: 3 hours

*Also available on-line*

Historical framework, concepts and precedents that guide correctional practice. Corrections environment, civil rights of prisoners and responsibilities of corrections staff. CSU

**16 CONTROL AND SUPERVISION IN CORRECTIONS****3 Units****Lecture: 3 hours***Also available on-line*

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. CSU

**17 CORRECTIONAL INTERVIEWING AND COUNSELING****3 Units****Lecture: 3 hours***Also available on-line*

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. CSU

**18 FUNDAMENTALS OF PROBATION AND PAROLE****3 Units****Lecture: 3 hours***Also available on-line*

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. CSU

**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.

**55 SEARCH AND RESCUE****.5 Units****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 six (6) times for credit. Grades: Credit/No Credit. Formerly Health 103.

**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. Formerly Health 101. 36 hours total.

**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.

**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.

**71 PUBLIC SAFETY INTERNSHIP,  
ACADEMY II**

4.5 Units

Lecture: 68 hours total

Lab: 58 hours total

Prerequisite: Administration of Justice 70

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.

**72 PUBLIC SAFETY INTERNSHIP,  
ACADEMY III**

4 Units

Lecture: 62.0 hours total

Lab: 36.0 hours total

Prerequisite: Administration of Justice 71

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.

**73 PUBLIC SAFETY INTERNSHIP,  
ACADEMY IV**

5 Units

Lecture: 76 hours total

Lab: 50 hours total

Prerequisite: Administration of Justice 72

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.

**82 OCCUPATIONAL WORK  
EXPERIENCE IN ADMINISTRATION  
OF JUSTICE**

1 - 8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**100 SECURITY OFFICERS TRAINING  
ACADEMY**

3.5 Units

Lecture: 48 hours total

Lab: 64 hours total

Prerequisites: 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 CR/NC. Non Degree Applicable.

**101 SELF PROTECTION AND RAPE  
PREVENTION**

1 Units

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. Non Degree Applicable.



**AIR CONDITIONING (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.)

**52 COMMERCIAL REFRIGERATION**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Air Conditioning 51 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.

**53 ADVANCED HEATING, VENTILATION AND AIR CONDITIONING**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Air Conditioning 51 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.

**ALLIED HEALTH (AHLT)****51 STANDARD FIRST AID AND PERSONAL SAFETY**

.5 Units

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. Includes adult CPR and American Red Cross Standard First Aid Course Completion Cards. Course may be repeated as needed for recertification. Kit fees required. CR/NC. 9 hours total. UC/CSU

**52 MEDICAL TERMINOLOGY**

3 Units

Lecture: 3 hours

*Also available on-line*

Study of medical terminology which describes the body's anatomical systems. Emphasis on medical terms and their use, English translation, pronunciation, and spelling. CSU

**54 NURSING ASSISTANT**

4.5 Units

Lecture: 3 hours

Lab: 122 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. 176 hours total.

**55A EMERGENCY MEDICAL TECHNICIAN BASIC (EMSA CERTIFICATION)**

5 Units

Lecture: 105 hours total

Lab: 25 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 certification through the Inland Counties Medical Agency EMSA and is approved by the Department of Public Health, Bureau of Medical Services.

**55B EMERGENCY MEDICAL  
TECHNICIAN BASIC  
(NATIONAL REGISTRY CERTIFICATION)**

5 Units

Lecture: 80 hours total

Activity: 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.)

**56 HOME HEALTH AIDE**

1.5 Units

Lecture: 20 hours total

Lab: 20 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. 40 hours total. CSU

**57 PHARMACOLOGY**

3 Units

Lecture: 3 hours

*Also available on-line*

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. CSU

**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. (Provider No. CEP 6162)

**59 UNIVERSAL FIRST AID**

.5 Units

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. CR/NC. 9 hours total.

**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.

**61 MEDICAL OFFICE PROCEDURES**

3 Units

Lecture: 3 hours

Designed to provide basic skills necessary for employment in a physician's office. Instruction will cover procedures for assisting the physician in the back office as well as 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.

**61C MEDICAL OFFICE PROCEDURE  
CLINICAL**

5 Units

Lab: 15 hours per week

**Prerequisite:** Allied Health 61 plus a current CPR card (American Heart Association B.L.S. "C" or equivalent).

Designed to provide the externship component of Allied Health 61, Medical Office Procedures. The individual student will complete 270 hours of practical clinical experience. This will be performed in rotation sequence in the offices and clinics of qualified physicians located throughout the High Desert.

**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.

**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.

**63 BASIC CPR  
(CARDIO-PULMONARY RESUSCITATION)**

.5 Units

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. Upon successful completion of the course the student will receive a Health Care Provider CPR card from American Safety and Health, valid for a two-year period. Card fee required. CR/NC. UC/CSU

**64 BASIC CPR REFRESHER**

.5 Units

Lecture: 9 hours total

Prerequisite: CPR Certificate.

Designed to prepare students for renewal of the Healthcare Provider CPR Certificate of successful completion from American Safety and Health. Same content as Allied Health 63. May be repeated as needed. CR/NC. Card fee required. UC/CSU

**65 PREVENTATIVE HEALTH CARE  
PRACTICES FOR CHILD AND  
FAMILY DAY CARE CENTERS**

1 Unit

Lecture: 18 hours total

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.

**66 MEDICAL CODING**

3 Units

Lecture: 3 hours

Coding rules for CPT (Current Procedural Terminology), ICD-9-CM (International Classification of Disease, 9<sup>th</sup> 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. Associate Degree Applicable.

**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 forms, 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.

**82 OCCUPATIONAL WORK  
EXPERIENCE IN ALLIED HEALTH**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**ANTHROPOLOGY (ANTH)****1 INTRODUCTION TO CULTURAL ANTHROPOLOGY****3 Units****Lecture: 3 hours***Also available as ITV and on-line course*

A comparative survey of primitive, folk-peasant and modern cultures. Technology, economics, kinship, political structure and ideology, culture contact and change in the world. UC/CSU (CAN ANTH 4)

**3 INTRODUCTION TO PHYSICAL ANTHROPOLOGY****3 Units****Lecture: 3 hours**

Physical and behavioral adaptations of humans and their prehistoric relatives. Issues in evolutionary theory, primate behavior, human variation, and interpretation of fossil remains are defined and evaluated. UC/CSU (CAN ANTH 2)

**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. UC/CSU.

**ARCHAEOLOGY (ARCH)****1 INTRODUCTION TO ARCHAEOLOGY****3 Units****Lecture: 3 hours***Also available as ITV course.*

A survey of the science of archaeology, its development, methods, theories, and objectives. An interpretation of cultural evolution processes through prehistory and history in both the Old World and New World with emphasis on the New. Investigations, techniques and responsibilities of archaeology in the field and laboratory are also examined. UC/CSU (CAN ANTH 6)

**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. Formerly Archaeology 100. CSU

**10 ARCHAEOLOGY OF THE MOJAVE DESERT****3 Units****Lecture: 3 hours****Activity: Two one-day field excavations or surface surveys.**

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. Formerly Archaeology 101. CSU

**50 ARCHAEOLOGY OF THE SODA SPRINGS AREA****1 Unit****Lecture: 9 hours total****Field Work: 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: CR/NC. Formerly Archaeology 102.

**51 INDIAN ROCK ART OF THE SODA SPRINGS AREA****1 Units****Lecture: 10 hours total****Field Work: 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. 26 hours total. Grades: CR/NC. Additional course fee required. Formerly Archaeology 103.

**52 INDIAN ROCK ART OF THE  
CHINA LAKE-RANDBURG AREA**

1 Unit

Lecture: 10 hours total

Field Trip: 17 hours total (overnight)

Indians of the area, food they used and the rock art around the China Lake Military Reservation and Randsburg. 27 hours total. Grades: CR/NC. Formerly Archaeology 105.

**53A HUMAN HISTORY OF THE  
MOJAVE DESERT**

1 Unit

Lecture: 11 hours total

Field: 20 hours total

Natural history of the central Mojave Desert from the ice age to the settled 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. Grades: CR/NC

**53B HUMAN HISTORY OF THE  
MOJAVE DESERT**

1 Unit

Lecture: 11 hours total

Field Trip: 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. Grades: CR/NC

**53C HUMAN HISTORY OF THE  
MOJAVE DESERT**

1 Unit

Lecture: 11 hours total

Field Trip: 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, transportation, and the Japanese relocation camp of World War II Manzanar. 31 hours total. Grades: CR/NC

**53D HUMAN HISTORY OF THE  
MOJAVE DESERT**

1 Unit

Lecture: 11 hours total

Field Trip: 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: CR/NC.

**ART (ARTS)****1 ART HISTORY AND  
APPRECIATION**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN ART 2)

**2 ART HISTORY AND  
APPRECIATION**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN ART 4)

**3 BASIC DESIGN**

4 Units

Lecture: 3 hours

Activity: 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. UC/CSU (CAN ART 14)

**7 DRAWING AND COMPOSITION**

4 Units

Lecture: 3 hours

Activity: 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 three times for credit. UC/CSU

**10 PAINTING**

3 Units

Lecture: 2 hours

Activity: 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 three times for credit. UC/CSU (CAN ART 10)

**16 FREEHAND SKETCHING**

3 Units

Lecture: 2 hour

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 twice for credit. UC/CSU

**17 WATER-BASED MEDIA**

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 twice for credit. UC/CSU

**82 OCCUPATIONAL WORK EXPERIENCE IN ART**

1-8 Units

*Also Available on-line*

See Cooperative Work Experience Education listing.

**ASTRONOMY (ASTR)**

**1 INTRODUCTION TO ASTRONOMY**

3 Units

Lecture: 3 hours

*Also available as ITV and on-line course*

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. UC/CSU

**AUTO MECHANICS TECHNOLOGY (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. Formerly Automotive 101.

**52 AUTO ELECTRICITY, ELECTRONICS, AND COMPUTER CONTROLS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Automotive electrical circuits, ignition systems, fuel systems, and pollution controls. Formerly Automotive 102.

**53 AUTOMATIC TRANSMISSIONS AND POWERTRAINS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Operation of and repairs to automatic transmissions and drive line components. Formerly Automotive 103.

**54 AUTOMOTIVE BRAKES**

4 Units

Lecture: 3 hours

Lab: 3 hours

Theory and principles of automotive brake systems to include disc, drum and anti-lock brakes, with emphasis placed upon malfunctions, abnormal wear diagnosis and corrective actions and procedures. Formerly Automotive 104.

**55 STEERING, SUSPENSION, AND WHEEL ALIGNMENT**

4 Units

Lecture: 3 hours

Lab: 3 hours

Covers all aspects of chassis, steering and suspension, including electronically controlled suspension and four-wheel steering.

**56 ENGINE PERFORMANCE, DIAGNOSIS, AND TUNE-UP**

4 Units

Lecture: 3 hours

Lab: 3 hours

Includes electrical circuits, ignition systems, fuel systems, and pollution controls.

**57 HEATING, VENTILATION, AND AIR CONDITIONING**

4 Units

Lecture: 3 hours

Lab: 3 hours

Theory and principles of automotive heating and refrigeration systems to include: malfunctions, diagnosis, corrective actions, and procedures.

**58 BASIC AUTOMOTIVE ENGINES**

4 Units

Lecture: 3 hours

Lab: 3 hours

Operation, maintenance, and repair of automotive engines and supporting equipment. Formerly Automotive 108.

**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.

**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. Formerly Automotive 112.

**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 (2-stroke and 4-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. Formerly Automotive 113.

**64 DIESEL FUEL INJECTION SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63

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. Formerly Automotive 114.

**65 DIESEL TRUCK STARTING, CHARGING, AND ELECTRICAL SYSTEMS****4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisite: Automotive 63**

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. Formerly Automotive 115.

**66 DIESEL ENGINE SERVICE****4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisite: Automotive 63 and 64**

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. Formerly Automotive 116.

**67 DIESEL ENGINE AUXILIARY SYSTEMS****4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisite: Automotive 63**

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. Formerly Automotive 117.

**68 DIESEL ENGINE CYLINDER HEAD SERVICE****4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisites: Automotive 63, 64, 65, 66, or 67 or concurrent enrollment.**

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 of the completion of a two-year Associate Degree of Applied Science in Diesel Mechanics. Formerly Automotive 118.

**69 DIESEL ENGINE OVERHAUL/REBUILD****4 Units****Lecture: 3 hours****Lab: 3 hours****Prerequisites: Automotive 63, 64, 65, 66, 67, or 68, 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. Formerly Automotive 119.

**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. Formerly Automotive 120.

**82 OCCUPATIONAL WORK  
EXPERIENCE IN AUTO  
MECHANICS TECHNOLOGY**

1-8 Units

*Also Available on-line*

See Cooperative Work Experience Education listing.

**BIOLOGY (BIOL)**

**1 ENVIRONMENTAL BIOLOGY**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**2 CONCEPTS IN BIOLOGY**

4 Units

Lecture: 3 hours

Lab: 3 hours

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. UC/CSU.

**3 INTRODUCTION TO PLANT  
BIOLOGY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Study of the major divisions of the plant kingdom with emphasis on morphology, physiology, ecology, and taxonomy. Laboratory includes experiments, observations, and field trip. UC/CSU (CAN BIOL 6)

**4 HUMAN ANATOMY**

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: Biology 2 or equivalent

Introduction to the study of the gross and microscopic structures of the human body using a systemic approach. UC/CSU (CAN BIOL 10)

**5 HUMAN PHYSIOLOGY**

5 Units

Lecture: 4 hours

Lab: 3 hours

Prerequisites: Biology 2 or 4 and Chemistry 1 or equivalent

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. UC/CSU (CAN BIOL 12)

**7 GENERAL ZOOLOGY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Biology 2

The major invertebrate and vertebrate phyla and their evolutionary development and classification. Not intended for biology majors. UC/CSU (CAN BIOL 4)

**8 MICROBIOLOGY**

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisites: Chemistry 1 or 2A and Biology 2

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. UC/CSU (CAN BIOL 14).

**10 INTRODUCTION TO BIOLOGY**

3 Units

Lecture: 3 hours

*Also available as ITV course*

Basic foundation and concepts of biology to promote the understanding of the human body and the environment in which we live. UC/CSU

**11 HUMAN SEXUALITY**

3 Units

Lecture: 3 hours

*Also available on-line*

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 take as Psychology 11 – credit granted for one course only. UC/CSU

**51 MARINE BIOLOGY AT CATALINA ISLAND**

1 Unit

Lecture: 12 hours total

Lab: 18 hours total

Students will learn about the ocean, its inhabitants, and its future through a combination of lectures and hands-on labs. Some of the topics include whale watching, coastal fish and invertebrates, plankton, and marine ecology. Students must be willing and able to participate in two ocean dives (wetsuits will be provided) and a two-mile hike. In addition to the Barstow College course registration fee, the trip will cost \$153. This includes all transportation to and from Catalina, meals and lodging for 2 nights and 3 days. Formerly Biology 100.

**82 OCCUPATIONAL WORK EXPERIENCE IN BIOLOGY**

1-8 Units

*Also Available on-line*

See Cooperative Work Experience Education listing.

**BOTANY**

See Biology 3, Introduction to Plant Biology.

**BUSINESS ADMINISTRATION (BADM)****1 BUSINESS LAW I**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN BUS 8).

**2 BUSINESS LAW II**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**5 INTRODUCTION TO BUSINESS**

3 Units

Lecture: 3 hours

*Also available as ITV and on-line course*

Survey of functions, objectives, organization, and structure of business within the American free enterprise system. Formerly Business Administration 50. UC/CSU

**6 BUSINESS COMMUNICATIONS**

3 Units

Lecture: 3 hours

Prerequisite – English 50 with a grade of “C” or better or assessment recommendation for English 1A

*Also available on-line*

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. Formerly Business Information Systems 75 and Business Administration 75.

**19 MARKETING**

3 Units

Lecture: 3 hours

*Also available as ITV and on-line course.*

Survey of major marketing methods, institutions, practices, and 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. Formerly Business Administration 54. CSU

**51 BUSINESS MATH**

3 Units

Lecture: 3 hours

*Also available on-line*

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. Bank records, payroll, trade and cash discounts, markup and markdown, present value, consumer credit, depreciation, inventory, statements, insurance, taxes, stocks, and bonds.

**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. Formerly Business Information Systems 102.

**82 OCCUPATIONAL WORK EXPERIENCE IN BUSINESS ADMINISTRATION**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**CHEMISTRY (CHEM)****1 INTRODUCTORY CHEMISTRY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Math 50 with a “C” grade or better, or assessment recommendation for Math 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. UC/CSU

**2A GENERAL COLLEGE CHEMISTRY**

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: One year of high school chemistry or Chemistry 1 and either Math 50 with a “C” grade or better, or assessment recommendation for Math 55.

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. UC/CSU (CAN CHEM 2)

**2B GENERAL COLLEGE CHEMISTRY**

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: Chemistry 2A

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. UC/CSU (CAN CHEM 4)

**82 OCCUPATIONAL WORK EXPERIENCE IN CHEMISTRY**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**CHILD DEVELOPMENT (CHLD)****4 CHILD GROWTH AND DEVELOPMENT**

3 Units

Lecture: 3 hours

*Also available as ITV or on-line course*

Development of children from prenatal through adolescent periods of growth. Consideration of case studies. Requires one hour of observation at child care center. May also be taken as Psychology 4 - credit granted for one course only. UC/CSU

**6 CHILD, FAMILY, COMMUNITY**

3 Units

Lecture: 3 hours

*Also available on-line*

An overview of patterns of family living in contemporary society tempered by various elements of cultural, social, economic, and racial factors. Emphasis on wise use of community resources such as those available in education, health, welfare, religious, recreational, and counseling organizations. May be taken as Sociology 6 - credit granted for one course only. UC/CSU

**10 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS**

3 Units

Lecture: 3 hours

*Also available on-line*

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. Formerly Education 10 & 50. CSU

**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. 102 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. Formerly Education 11A and 52A. CSU

**11B 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; and professional ethics and job search skills. Supervised experience and participation in a group program for young children. Formerly Education 11B & 52B. CSU

## 70 CHILD DEVELOPMENT

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### **12A CREATIVE ACTIVITIES FOR EARLY CHILDHOOD EDUCATION**

3 Units

Lecture: 3 hours

The language arts, including the development of listening skills, facility in oral language, writing ability and reading readiness. Skills developed through literature; dramatization, discussion, role playing, and the use of finger play, puppetry, pantomiming, interpreting pictures and construction. Formerly Education 12A & 51A. CSU

### **12B CREATIVE ACTIVITIES FOR EARLY CHILDHOOD EDUCATION**

3 Units

Lecture: 3 hours

Arts and crafts and play materials for children in early education programs, including science, movement, drama, and music. Formerly Education 12B & 51B. CSU

### **14 CHILD HEALTH, SAFETY, AND NUTRITION**

3 Units

Lecture: 3 hours

*Also available on-line*

Health, safety, and nutrition of importance to the teacher, child, and family of young children, including common childhood diseases, general physical and mental health, first aid and emergency procedures, as well as health protection provided by the home, school, and the total community. Formerly Education 14 and 63. CSU

### **15 INFANTS AND TODDLERS: CURRICULUM AND TEACHING**

3 Units

Lecture: 3 hours

*Also available on-line*

Development from birth to three years. Study of how a child's development needs can be individually met by caregivers in family and group daycare settings. Practical approaches to program planning; the role of the caregiver; curriculum and environment; health and safety; parent education. Formerly Education 15 & 55. CSU

### **16 THE PRESCHOOL CHILD: CURRICULUM AND TEACHING**

3 Units

Lecture: 3 hours

*Also available on-line*

Development and behavior based on current knowledge in child development. Intellectual, physical, emotional, and social development of the child. Formerly Education 16 & 56. CSU

### **17 PROGRAMS FOR SCHOOL-AGE CHILDREN: CURRICULUM AND TEACHING**

3 Units

Lecture: 3 hours

*Also available on-line*

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. Formerly Education 17 & 57. CSU

### **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 or B, and 14

*Also available on-line*

An overview of organization and management of preschool programs, including program planning, budgeting, and regulations. Formerly Education 19A & 59A. CSU

### **19B ADMINISTRATION OF EARLY CHILDHOOD EDUCATION II**

3 Units

Lecture: 3 hours

**Prerequisite:** Child Development 19A

*Also available on-line*

Examine the dynamics of management behavior and the communication process within early childhood education programs. Formerly Education 19A & 59B. CSU

**19C MODELS AND METHODS IN MENTOR/ADULT SUPERVISION**

3 Units

Lecture: 54 hours total

Lab: 10 hours total

*Also available on-line*

Develop models and methods of supervising early childhood teachers and mentoring student teachers in early childhood programs. Topics include leadership positions, staff roles, communication, observations, evaluations, and establishing goals in other areas relating to early childhood. Required course for the Children's Center Permit. Formerly Education 19C & 59C. CSU

**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. Formerly Education 53.

**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.

**60 THE CHILD WITH SPECIAL NEEDS**

3 Units

Lecture: 3 hours

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.

**61 FAMILY DAY CARE PROVIDER**

3 Units

Lecture: 3 hours

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.

**82 OCCUPATIONAL WORK EXPERIENCE IN CHILD CARE & TEACHER AID**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**COMMUNICATIONS (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.

**51 FINGERSPELLING AND BASIC SIGNS II**

3 Units

Lecture: 3 hours

Prerequisite: Communications 50

A continuation of basic manual communication, including finger-spelling and more advanced signs. Emphasis on both expressive and receptive skills. May be taken twice for credit.

**52 FINGERSPELLING AND BASIC SIGNS III**

3 Units

Lecture: 3 hours

Prerequisites: Communications 51

A continuation of advanced sign language with particular application to use in dialogues, poetry, and songs. May be taken twice for credit.

**60 COLLEGE LEVEL READING**

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 102

Development of assimilative reading skills and expansion of vocabulary. Use of critical reading skills demanded by various subject matter areas.

## 72 COMMUNICATIONS

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### 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.

### 100 READING AND BASIC SKILLS

3 Units

Lecture: 2 hours

Lab: 2 hours

Introductory reading course helps students prepare for the reading demands of life and in college; units on pronunciation, syllabication, vocabulary, finding main ideas, and sentence relationships. Uses some materials from the world of work and business and government. Grades: CR/NC. Non Degree Applicable.

### 101 READING AND BASIC SKILLS

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 100 with a "C" grade or better, or assessment recommendation for COMM 101

Prepares students for reading and critical thinking challenges of college-level work. Uses a whole language approach to teach reading as a constructive process. Individualized help in improving phonetic discriminations and syllabication, in enlarging vocabulary, and in improving vocabulary. Units on the library, dictionary, phonics, vocabulary, main idea, and drawing inferences. Grades: CR/NC. Non Degree Applicable.

### 102 READING AND BASIC SKILLS

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 101 with a "C" grade or better, or assessment recommendation for COMM 102

Outlining and organizing topics and main ideas. Literary interpretation, inference, cause and effect and author's purpose. Speed reading, skimming and scanning. Grades: CR/NC. Non Degree Applicable.

### 127A COMPUTER ASSISTED WORD SKILLS IN READING

1 Unit

Lab: 3 hours

A computer assisted basic skills sequence designed to help students develop individually and at their own rate the reading and writing skills necessary to begin college level tasks. This competency-based course is broken into three modules, each worth one unit requiring two hours per week of computer work and 1 hour per week in consultation with the instructor. Module A focuses on Basic Word Skills in Reading & Writing. It includes word recognition and word attack skills; vocabulary development; predicting words; confused pairs; idioms; and usage issues. Grades: CR/NC. Non Degree Applicable.

### 127B COMPUTER ASSISTED SENTENCE SKILLS IN READING

1 Unit

Lab: 3 hours

A computer assisted basic skills sequence designed to help students develop individually and at their own rate the reading and writing skills necessary to begin college level tasks. This competency-based course is broken into three modules, each worth one unit requiring two hours per week in consultation with the instructor. Module B focuses on Sentence Skills. It includes forming sentences; recognizing and correcting fragments and run-ons; sequencing; locating facts; identifying details; and inferencing. Grades: CR/NC. Non Degree Applicable.

**127C COMPUTER ASSISTED CRITICAL SKILLS IN READING****1 Unit****Lab: 3 hours**

A computer assisted basic skills sequence designed to help students develop individually and at their own rate the reading and writing skills necessary to begin college level tasks. This competency-based course is broken into three modules, each worth one unit requiring two hours per week of computer work and 1 hour per week in consultation with the instructor. Module C focuses on Practical and Critical Reading Skills. It includes identifying main ideas; distinguishing fact from opinion; interpreting information; analyzing causes and effects; reacting to texts; and evaluating texts. Grades: CR/NC. Non Degree Applicable.

**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 for a total of three times. Grades: Non Credit only. Non Degree Applicable.

**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 for a total of two times. Grades: Non Credit only. Non Degree Applicable. Formerly Communications 53.

**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 twice for credit. Grades: CR/NC. Non Degree Applicable. Formerly Communications 54.

**155 ADVANCED GRAMMAR AND SPOKEN ENGLISH (ESL)****3 Units****Lecture: 2 hours****Lab: 2 hours****Prerequisite: Communications 154**

Advanced course in English for non-native speakers. Provides instruction in grammar, vocabulary, sentence patterns, writing, reading, and speaking. May be taken twice for credit. Non Degree Applicable. Formerly Communications 55.

**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 twice for credit. Grades: CR/NC. Non Degree Applicable. Formerly Communications 56.

**160 BASIC SKILLS EDUCATION PROGRAM**

0 Units

FORT IRWIN:

Lecture: 76 hours

Testing: 4 hours (80 hours total)

MCLB:

Lecture: 112 hours

Testing: 4 hours (116 hours total)

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.

**161 ADVANCED BASIC SKILLS EDUCATION PROGRAM**

0 Units

Lecture: 48 Hours total

Prerequisite: Acceptable score on the Test Adult Basic Education (TABE), or placement by counselor upon satisfactory examination of relevant multiple criteria.

Focuses on an analysis of the arithmetic reasoning, paragraph comprehension, and vocabulary test of the Army Standard Vocational Aptitude Battery (ASVAB); presents test-taking strategies specific to that test (applicable to other standardized tests); and practices mastery of both through the use of timed drills and analysis of testing at the 10.5 level or better on the Test Adult Basic Education (TABE) mathematics and paragraph comprehension tests. Non Credit Course. Non Degree Applicable.

**COMPUTER AND BUSINESS INFORMATION SYSTEMS (CBIS)****1 COMPUTER CONCEPTS**

3 Units

Lecture: 2 hour

Lab: 3 hours

Advisory: Computer and Business Information Systems 2

*Also available on-line*

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, database, 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. UC/CSU (CAN CSCI 2)

**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.

**3 PROGRAMMING IN VISUAL BASIC**

3 Units

Lecture: 2 hours

Lab: 3 hours

Recommended: Computer and Business Information Systems 1

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. Formerly Computer Technology 66. UC/CSU (CAN CSCI 6)

**6 PROGRAMMING IN JAVA**

3 Units

Lecture: 2 hours

Lab: 3 hours

*Also available on-line*

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. CSU

**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. CSU

**13 MANAGEMENT INFORMATION SYSTEMS**

3 Units

Lecture: 2 hours

Lab: 3 hours

*Also available on-line*

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.

**15 INFORMATION NETWORKING**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Computer and Business Information Systems 1 or consent of the instructor.

*Also available on-line*

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. CSU

**17 DATABASE DESIGN AND MANAGEMENT: MICROSOFT ACCESS**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Computer and Business Information Systems 1 or consent of the instructor

*Also available on-line*

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. CSU

**19 SYSTEMS ANALYSIS AND DESIGN**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Computer and Business Information Systems 1 or consent of the instructor

*Also available on-line*

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. CSU

**22A BUSINESS OPERATING SOFTWARE, USING UNIX**

1.5 Units

Lecture: 18 hours total

Lab: 27 hours total

*Also available on-line*

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. CSU

**22C WINDOWS SERVER**

1.5 Units

Lecture: 18 hours total

Lab: 27 hours total

This course introduces students to the basics of establishing and managing a WINDOWS NT 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. CSU

**22D BUSINESS OPERATING SOFTWARE, NOVELL NETWARE SERVER**

1.5 Units

Lecture: 27 hours

This course introduces students to the basics of establishing and managing a Novell NetWare Server. Topics include systems administration, installation, networking technologies and protocols, Novell TCP/IP, LAN service and support, time synchronization strategies, inter-networking, system performance and data security. CSU

**29A INTRODUCTION TO WRITING WEB PAGES**

3 Units

Lecture: 36 hours total

Lab: 54 hours total

Prerequisite: Computer and Business Information Systems 1 with a grade "C" or better.

*Also available on-line*

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. CSU

**29B ADVANCED WEB DEVELOPMENT**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 29A and 17 with a grade "C" or better

*Also available on-line*

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. CSU

**29C MULTIMEDIA & GRAPHICS FOR PUBLISHING ON THE WEB**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 1 with a grade "C" or better.

*Also available as a hybrid course*

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 user. Macromedia Flash, Fireworks, and Adobe Photoshop will be used to develop hand on skills to produce professional quality multimedia presentations for business and eCommerce applications. CSU

**30A NETWORKING TECHNOLOGIES-CISCO EMPHASIS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 15 with a grade "C" or better

*Also available as a hybrid course*

First of four courses which qualify the student to take the Cisco Certified Network Associate. Topics in this course include the OSI Reference Model, layered communications, the TCP/IP network protocol, network design and documentation, and structured cabling. CSU

**30B NETWORKING TECHNOLOGIES-  
CISCO EMPHASIS II**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 30A with a grade "C" or better

*Also available as a hybrid course*

The second semester of four courses continues to provide students with classroom and laboratory experience in current and emerging networking. Instruction includes, but is not limited to, the Open System Interconnection (OSI) Reference Model, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, internetwork open system (OIS) images and network troubleshooting. This course will prepare the student to take the Cisco CCNA exam.

**30C NETWORKING TECHNOLOGIES:  
CISCO EMPHASIS III**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 30B with a grade "C" or better.

*Also available as a hybrid course*

Classroom and laboratory experience in current and emerging networking technology that will empower students to enter employment, or further education and training in the computer networking field. Instruction includes a review of the Open System Interconnection (OSI), Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANs (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs), Novell Internet Packet Exchange (IPX), and network management. In addition, the student will learn appropriate methodologies for managing networks, with emphasis placed on clear and adequate documentation of a network. This course will prepare the student to take the Cisco CCNA exam.

**30D NETWORKING TECHNOLOGY:  
CISCO EMPHASIS IV**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 30C with a grade "C" or better.

*Also available as a hybrid course*

Instruction includes but is not limited to switching, virtual LANs, LAN design, routing protocols, access lists, Wide Area Networks (WANs), the open system interconnection (OSI) reference model, networking, point-to-point protocols (PPPs), integrated services digital network (ISDN), dial-on-demand routing (DDR), frame relays and network management. In addition the student will prepare for the CCNA Exam and have the option to prepare for the Network+ Certification Exam.

**33 COMPUTER SCIENCE 1 with C++**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 1

*Also available on-line*

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. UC/CSU

**40 SPREADSHEET APPLICATIONS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Computer and Business Information Systems 1

*Also available on-line*

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. Formerly COMP 50, COMP 40 & CTEC 50. CSU

**41 MICROSOFT WORD ESSENTIALS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Keyboarding skills, Working familiarity with Windows

*Also available on-line*

A Windows word processing program providing the theories and practical applications of Word for Windows. Designed for both beginning and experienced computer users. CSU

**42 ADVANCED MICROSOFT WORD ESSENTIALS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Computer and Business Information Systems 4 1

*Also available on-line*

Designed for students with Microsoft Word experience. Assimilate features of Microsoft Word that are used to enhance the visual display of documents with graphic elements, become familiar with the World Wide Web, format text into tables, charts & columns, use styles and sorting features, create business forms and tables of contents. CSU

**43 MICROSOFT POWERPOINT BASICS**

1.5 Units

Lecture: 18 hours total

Lab: 27 hours total

Recommended: Working familiarity with Windows

*Also available on-line*

Microsoft PowerPoint program. Design, create, and edit business presentations. Topics include creating presentations on the Internet and adding multimedia elements such as sound and video. Import files and graphics into PowerPoint from other programs. CSU

**51 A+ CERTIFICATION PREPARATION**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 1

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.

**53 BEGINNING WORDPERFECT FOR WINDOWS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Basic keyboarding skills

Designed for students with no previous Windows word processing experience. Through lecture, demonstration, and lab, students will be taught the skills necessary to use WordPerfect Windows software to create, format, edit, and print documents. Students will type personal business letters, short unbound reports, memorandums, tables, and documents containing graphics.

**54 ADVANCED WORDPERFECT FOR WINDOWS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Computer and Business Information Systems 53

Course is designed for students with word processing experience. Through lecture, demonstration, and lab, students will learn features used in the production of business letters, envelopes, two-page memos, reports, newsletters, and tables. Emphasis will be given to the task of identifying and trouble shooting problems associated with soft copy document processing.

**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.

**61 SKILL-BUILDING AND DOCUMENT PROCESSING**

1.5 Units

Lecture: 1 hour

Lab: 1.5 hours

Prerequisite: Computer and Business Information Systems 60

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.

**64 MACHINE TRANSCRIPTION**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 60

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.

**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.

**66 OFFICE PROCEDURES**

3 Units

Lecture: 3 hours

Prerequisite: Computer and Business Information Systems 60 or equivalent

Topics include organization concepts, skills and procedures; traditional and electronic information resources; decision making and communications systems. Office simulation may be included.

**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. Degree Applicable.

**74 MICROSOFT OUTLOOK****1.5 Units****Lecture: 1 hour****Lab: 1.5 hours**

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.

**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. Degree Applicable.

**79 MICROSOFT OFFICE INTEGRATION****.5 Units****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.

**82 OCCUPATIONAL WORK EXPERIENCE IN COMPUTER AND BUSINESS INFORMATION SYSTEMS****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

**84 INTRODUCTION TO ON-LINE COURSES****.5 Unit****Lecture: 9 hours total***Also available on-line*

Introduces students to the Internet software necessary to successfully complete an on-line course. It will teach students how to access the on-line course materials using an Internet browser, as well as how to effectively use word processing, e-mail and discussion group software used by the on-line courses. Formerly COMP 111.

**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.

**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.

## CONSTRUCTION CRAFTS (CONC)

### 70 CUSTODIAL MAINTENANCE

1 Unit

Lecture: 9 hours total

Lab: 27 hours total

Course covers the major aspects of custodial and janitorial work. Includes general cleaning techniques, cleaning equipment use and maintenance, cleaning chemicals, window care, maintaining hard floors, carpet and upholstery care, chemical hazards, Cal OSHA regulations, and handling of infectious waste as it applies to the janitorial industry.

### 100 BUILDING MAINTENANCE AND REPAIR

4 Units

Lecture: 3 hours

Lab: 3 hours

Preventative maintenance and repair for residential and light commercial buildings. Topics covered include, but are not limited to, repairing roofing, plumbing, electrical, framing, insulation, drywall, painting, concrete, flooring, safety, tools, heating and cooling, etc., as they apply to the maintenance and repair industry.

## COOPERATIVE WORK EXPERIENCE EDUCATION (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.

### 82 OCCUPATIONAL WORK EXPERIENCE

1-8 Units depending on whether student enrolls under parallel or alternate plan.

Activity: At least 5 hours employed in occupational experience per week per unit of credit.

Prerequisite: Enrollment each semester in one of the following vocational fields: Accounting, Administration of Justice, Allied Health, Art, Auto Mechanics Technology, Biology, Business Administration, Chemistry, Child Development, Computer and Business Information Systems, Cosmetology, Drafting, Electronics, English, Fire Technology, Library Science, Management, Mathematics, Photography, Physical Education/Recreation, Physical Science, Psychology, Real Estate, Sociology, Theatre Arts or Welding.  
*Also available on-line*

Supervised employment of students in order to assist them in acquiring desirable work habits and attitudes in real jobs. Vocational Work Experience Placement must be in an area related to the occupational and educational career goals of the student. Up to 16 units may be accepted as elective credit for transfer to CSU. Grades: CR/NC. May be taken for a total of 16 units. CSU

### 83 GENERAL WORK EXPERIENCE

1-6 Units depending on whether student enrolls under parallel or alternate plan.

Activity: 5 hours employed field experience per week per unit of credit.

Prerequisite: Employment and enrollment in any other College course

Supervised employment of students seeking to acquire desirable work habits and attitudes in real jobs. Employers and the college cooperate in relating classroom learning with on-the-job experience. Up to 16 units may be used as elective credit for the AA/AS degree. Up to 6 units may be accepted as elected credit for transfer to CSU. Grades: CR/NC. Non Degree Applicable. CSU

**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. Non Degree Applicable.

**COSMETOLOGY (COSM)****50A BEGINNING COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total**

Basic theory in hygiene, safety practices, fundamentals of permanent waving, hair coloring, hairstyling, shampooing, and manicuring are taught by lecture and demonstration with supervised work practice. 229.5 total hours. Formerly Cosmetology 100A.

**50B BEGINNING COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 50A**

Continuation of Cosmetology 50A. Intermediate theory in hygiene, safety practices, fundamentals of permanent waving, hair coloring, hairstyling, shampooing, and manicuring are taught by lecture and demonstration with supervised work practice. Introduction of California State Board Rules and Regulations. 229.5 total hours. Formerly Cosmetology 100B.

**50C BEGINNING COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 50B**

Continuation of Cosmetology 50B. Advanced theory and practices in hygiene, safety practices, fundamentals of permanent waving, hair coloring, hairstyling, and manicuring are taught by lecture and demonstration with supervised work practice. Continued review of California State Board Rules and Regulations. 229.5 total hours. Formerly Cosmetology 100C.

**51A INTERMEDIATE COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 50C**

Beginning theory of anatomy and physiology, skin disease and disorders. Practical classes covering make-up and facials, hair cutting and styling, scalp treatments, hair coloring, permanent waving, and hair straightening. Laboratory and desk experience begin in Cosmetology 51 and follow through to Cosmetology 52. This area teaches disbursing of supplies and the techniques of telephone and appointment books. 229.5 total hours. Formerly Cosmetology 101A.

**51B INTERMEDIATE COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 51A**

Continuation of Cosmetology 51A. Intermediate theory of anatomy and physiology, skin disease and disorders. Introduction of thermal hair styling and advanced scalp treatments. Additional practice with make-up and facials, hair cutting and styling, scalp treatments, hair coloring, permanent waving, and hair straightening. Continued practice with the techniques of telephone and appointment books. 229.5 total hours. Formerly Cosmetology 100B.

**51C INTERMEDIATE COSMETOLOGY****6 Units****Lecture: 30 hours total****Lab: 199.5 hours total****Prerequisite: Cosmetology 51B**

Continuation of Cosmetology 51B. Advanced theory of anatomy and physiology, skin disease and disorders. Demonstration of advanced techniques of hair styling and cutting. Ongoing preparation for the State Board examinations. 229.5 total hours. Formerly Cosmetology 101C.

**52 ADVANCED COSMETOLOGY**

6 Units

Lecture: 32 hours total

Lab: 192 hours total

Prerequisite: Cosmetology 51C

Theory of cosmetic chemistry, electricity, salon management, and employment practices. History, construction, weaving, care, fitting and dressing of wigs are covered in theory and practical classes. State Board preparation and supervised work experience in all phases of cosmetology. Formerly Cosmetology 102.

**53A BEGINNING MANICURING**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Beginning practical training and technical instruction in manicuring. Manicuring is the care and treatment of the hands and nails, and it is a related part of cosmetology.

**53B ADVANCED MANICURING**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Prerequisite: Cosmetology 53A

Advanced practical training and technical instruction in manicuring. Manicuring is the care and treatment of the hands and nails, a part of cosmetology.

**55 COSMETOLOGY STATE BOARD  
REFRESTER**

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. 229.5 total hours. Formerly Cosmetology 105.

**56A INSTRUCTOR TRAINEE**

6 Units

Lecture: 60 hours

Lab: 144 hours

Covers all aspects of intermediate level instructional methods and techniques, conducting classroom instruction and demonstrations, supervising and training students while practicing the art of cosmetology.

**56B INSTRUCTOR TRAINEE: INTERMEDIATE**

6 Units

Lecture: 60 hours

Lab: 144 hours

Prerequisite: Cosmetology 56A

Covers all aspects of intermediate level instructional methods and techniques, conducting classroom instruction and demonstrations, supervising and training students while practicing the art of cosmetology.

**56C INSTRUCTOR TRAINEE: ADVANCED**

6 Units

Lecture: 60 hours

Lab: 144 hours

Prerequisite: Cosmetology 56B

Covers all aspects of advanced level instructional methods and techniques, conducting classroom instruction and demonstrations, supervising and training students while practicing the art of cosmetology. Successful completion of this course and successful completion for the State Program Examination and Licensure, will provide the Teacher Trainee with a State of California Cosmetology Instructor's License.

**58A BEGINNING ESTHETICIAN**

6 Units

Lecture: 60 hours

Lab: 144 hours

Beginning levels of skin care and make up. Basic theory in health safety, electricity, disinfection and sanitation. Beginning fundamentals of facials, chemical skin peels, skin analysis, eyebrow arching and hair removal, as well as make up. Review of State Board Rules and Regulations. 204 hours total to include lecture, demonstration and clinical experience.

**58B INTERMEDIATE ESTHETICIAN**

6 Units

Lecture: 60 hours

Lab: 144 hours

Prerequisite: Cosmetology 58A

Continuation of Cosmetology 58A. Intermediate theory in health safety, electricity, disinfection and sanitation. Intermediate fundamentals of facials, chemical skin peels, skin analysis, eyebrow arching and hair removal, as well as make up. 204 hours total to include lecture, demonstration and clinical experience.

**58C ADVANCED ESTHETICIAN**

6 Units

Lecture: 60 hours

Lab: 144 hours

Prerequisite: Cosmetology 58B

Continuation of Cosmetology 58B. Advanced theory in health safety, electricity, disinfection and sanitation. Advanced fundamentals of facials, chemical skin peels, skin analysis, eyebrow arching and hair removal, as well as make up. 204 hours total to include lecture, demonstration and clinical experience. Upon successful completion of this course, the student will be eligible to take the State Board Licensure exam for Esthetician.

**82 OCCUPATIONAL WORK EXPERIENCE IN COSMETOLOGY**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**DISABLED STUDENT PROGRAMS & SERVICES****45 BEGINNING ADAPTIVE PHYSICAL FITNESS**

1 Unit

Activity: 3 hours

Recommended: Physician or Disabled Student Programs Coordinator referral

This physical education course for the disabled is designed to assist students in developing and maintaining the basic physical 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).

**51 COMPUTER LITERACY FOR STUDENTS WITH LEARNING DISABILITIES**

2 Units

Lecture: 1.5 hours

Lab: 1.5 hours

Recommended: California Community College "Learning Disability Certification"

A computer literacy course designed to acquaint the LD student, or exceptional student, with the basics of computer system nomenclature and applications in DOS, WordPerfect, Windows, and Paint Brush. May be taken three times for credit. Designated "Special Class" (Title 5, Section 56028).

**120 BEGINNING ORAL COMMUNICATIONS FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Recommended: California Community College "Learning Disability Certification"

Beginning speech course for L.D. students. Students will learn the basic skills and introductory concepts necessary for effective oral communication in a variety of settings. Special emphasis is placed on practical experience within groups and between individuals. Students will participate in speaking presentations, oral readings, and talks designed to achieve specific purposes. Attention will be given to developing a speaking voice, an awareness of stage presence, and a general appearance for successful preparations. Designated "Special Class" (Title 5, Section 56028). CR/NC. Non Degree Applicable.

**121 INTERMEDIATE ORAL COMMUNICATION FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Recommended: California Community College "Learning Disability Certification"

Prerequisites: Disabled Student Programs 120

Intermediate speech course for L.D. students. Students will learn the process of preparing and researching the speech, organizing the speech, outlining the speech, and delivering the speech. Special emphasis is placed on practical experience within groups and between individuals. Attention will be given to developing a speaking voice, an awareness of stage presentation, and a general appearance for successful delivery of the speech. Designated "Special Class" (Title 5, Section 56028). CR/NC. Non Degree Applicable.

**122 ADVANCED ORAL COMMUNICATIONS FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Recommended: California Community College "Learning Disability Certification"

Prerequisite: Disabled Student Programs 121

Advanced speech course for L.D. students. Information and persuasive speeches. Techniques to present "argument" and awareness of the critical thinking process. Unique format and occasion speeches. Designated "Special Class" (Title 5, Section 56028). CR/NC. Non Degree Applicable.

**150 BEGINNING WRITING FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Lab: 1 hour

Recommended: California Community College "Learning Disability Certification"

Beginning composition course for L.D. students: 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: CR/NC. Non Degree Applicable.

**151 INTERMEDIATE WRITING FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Disabled Student Programs 150

Intermediate composition course for L.D. students: 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: CR/NC. Non Degree Applicable.

**152 ADVANCED WRITING FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Disabled Student Programs 151

Advanced composition course for L.D. students: review of basic maxims of written communication and composing of representational discourse; introduction to fundamentals of expository writing; refinement of computer composing. Designated "Special Class" (Title 5, Section 56028). Grades: CR/NC

**153 BEGINNING ARITHMETIC FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units

Lecture: 3 hours

Lab: 1 hour

Recommended: California Community College "Learning Disability Certification"

Progressive, individualized instruction in basic arithmetic computation: addition, subtraction, multiplication, and division of whole numbers. Designated "Special Class" (Title 5, Section 56028). Grades CR/NC. Non Degree Applicable.

**154 INTERMEDIATE ARITHMETIC FOR STUDENTS WITH LEARNING DISABILITIES****3 Units****Lecture: 3 hours****Lab: 1 hour****Prerequisite: Disabled Student Programs 153**

Intermediate arithmetic course for L.D. students: individualized, progressive instruction in addition, subtraction, multiplication, and division of fractions. Designated "Special Class" (Title 5, Section 56028). Grades: CR/NC. Non Degree Applicable.

**155 ADVANCED ARITHMETIC FOR STUDENTS WITH LEARNING DISABILITIES****3 Units****Lecture: 3 hours****Lab: 1 hour****Prerequisite: Disabled Student Programs 154**

Advanced arithmetic course for L.D. students: individualized, progressive instruction in decimals, proportions, and percents. Designated "Special Class" (Title 5, Section 56028). Grades: CR/NC. Non Degree Applicable.

**156 BEGINNING READING FOR STUDENTS WITH LEARNING DISABILITIES****3 Units****Lecture: 3 hours****Lab: 1 hour****Recommended: California Community College "Learning Disability Certification"**

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 CR/NC. Non Degree Applicable.

**157 INTERMEDIATE READING FOR STUDENTS WITH LEARNING DISABILITIES****3 Units****Lecture: 3 hours****Lab: 1 hour****Prerequisite: Disabled Student Programs 156**

Intermediate reading course for L.D. students: 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: CR/NC. Non Degree Applicable.

**158 ADVANCED READING FOR STUDENTS WITH LEARNING DISABILITIES****3 Units****Lecture: 3 hours****Lab: 1 hour****Prerequisite: Disabled Student Programs 157**

Advanced reading course for L.D. students: 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: CR/NC.

**160 SOCIAL ASPECTS OF INDEPENDENT LIVING****1 Unit****Lecture: 1 hour****Recommended: California Community College "Learning Disability Certification"**

Progressive, individualized and group instruction in everyday living skills; renting, decorating, furnishing, budget making, purchasing food (shopping) and clothes, purchasing and/or renting tools and equipment...entertaining, getting along with others; job assessment, and placement; checking and banking skills. Designated "Special Class" (Title 5, Section 56028). Grades: CR/NC. Non Degree Applicable.

**161 PHYSICAL ASPECTS OF INDEPENDENT LIVING**

1 Unit

Lecture: 1 hour

Recommended: California Community College "Learning Disability Certification"

Progressive, individualized and group instruction in living skills centering on health and physical fitness as it pertains to independent living, diet; exercise, (jogging, running, walking, lifting and body conditioning) fundamentals of health; food and its function; the regimen and application. Designated "Special Class" (Title 5, Section 56028).

Grades: CR/NC. Non Degree Applicable.

**162 PSYCHOLOGICAL ASPECTS OF INDEPENDENT LIVING**

1 Unit

Lecture: 1 hour

Recommended: California Community College "Learning Disability Certification"

Progressive, individualized and group instruction in living skills centering on mental health; living alone and with others; inter- and intra-personal development; assessment, direction, and the dynamics of adjustment. Designated "Special Class" (Title 5, Section 56028). Grades: CR/NC.

Non Degree Applicable.

**DRAFTING (DRAF)****50 INTRODUCTION TO COMPUTER AIDED DRAFTING**

3 Units

Lecture: 2 hour

Lab: 3 hours

Recommended: Computer and Business Information Systems 1

Introductory course in CAD. Emphasis is on program commands and time-saving techniques. Includes orthographic, isometric, dimensioning, sections and basic geometric construction.

**51 INTERMEDIATE COMPUTER AIDED DRAFTING**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Drafting 50

Designed to increase students' skills in mechanical drafting. Emphasis on increasing production speed. Includes auxiliary views, tolerance dimensioning, detail and assembly view.

**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. Formerly Drafting 102.

**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. Formerly Drafting 103.

**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. Formerly Drafting 104.

**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. Formerly Drafting 105.

**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. Formerly Drafting 107. May be taken as Welding 56 - credit granted for one course only.

**60 TECHNICAL MATHEMATICS**

4 Units

Lecture: 4 hours

Prerequisites: Math 101 with a "C" grade or better or assessment recommendation for Math 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. Formerly Math 50.

**82 OCCUPATIONAL WORK EXPERIENCE IN DRAFTING**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**DRAMA**

See Theatre Arts

**ECONOMICS (ECON)****1 PRINCIPLES OF ECONOMICS (MACRO)**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN ECON 2)

**2 PRINCIPLES OF ECONOMICS (MICRO)**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN ECON 4)

**5 CONSUMER ECONOMICS**

3 Units

Lecture: 3 hours

*Also available as ITV and on-line course*

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. Formerly Economics 50. CSU

**EDUCATION (EDUC)****30 COMMUNITY SERVICE PROJECT**

1-3 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. 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. Formerly Sociology 30.

**64 THE PARENT PROJECT**

1.5 Units

Lecture: 30 hours total

The Parent Project is a highly structured parenting skills program created to help parents prevent and intervene in destructive adolescent behaviors.

**82 OCCUPATIONAL WORK EXPERIENCE  
IN EARLY CHILDHOOD EDUCATION**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education Listing.

**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.

**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.

**ELECTRONICS (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.

**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.

**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.

**53 SOLID STATE DEVICES**

4 Units

Lecture: 3 hours

Lab: 3 hours

**Prerequisite: Electronics 51 and 52**

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. CSU

**54 COMMUNICATIONS SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Electronics 53

Concepts of communications equipment, modulation, radio receivers and transmitters, antennas, microwave, satellite, data networks, fiber optic, and basic modern communication applications.

**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.

**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.

**57 INDUSTRIAL ELECTRONICS**

4 Units

Lecture: 3 hours

Lab: 2 hours

Prerequisites: Electronics 51 and 56

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.

**58 ELECTRONIC TESTS AND MEASUREMENTS**

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisites: Electronics 51 and 52

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.

**59 ELECTRONIC MATHEMATICS**

4 Units

Lecture: 4 hours

Prerequisite: Mathematics 50

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. Formerly Math 51.

**60 TECHNICAL MATHEMATICS**

4 Units

Lecture: 4 hours

Prerequisites: Math 101 with a "C" grade or better or assessment recommendation for Math 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. Formerly Math 50.

**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.

**82 OCCUPATIONAL WORK  
EXPERIENCE IN ELECTRONICS**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**EMERGENCY MEDICAL  
TECHNICIAN**

See Allied Health 55 A &amp; B and 62 A &amp; B

**ENGLISH (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 on-line*English composition and reading using descriptive,  
narrative, expository, argumentative, essay and  
research techniques. UC/CSU (CAN ENGL 2)**1B INTRODUCTION TO LITERATURE**

3 Units

Lecture: 3 hours

Prerequisite: English 1A or 1A Plus

*Also available on-line*Critical reading and written analysis of standard  
literary works: poetry, short story, novel and drama.  
UC/CSU (CAN ENGL 4)**1C CRITICAL THINKING AND  
COMPOSITION**

3 Units

Lecture: 3 hours

Prerequisite: English 1A or 1A Plus

*Also available on-line*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. UC/CSU**2 SURVEY OF ENGLISH  
LITERATURE**

3 Units

Lecture: 3 hours

Prerequisite: English 1A or 1A Plus

*Also available on-line*Reading and critical analysis of 8th through 17th  
Century English literature. UC/CSU (CAN ENGL 8)**3 SURVEY OF ENGLISH  
LITERATURE**

3 Units

Lecture: 3 hours

Prerequisite: English 1A or 1A Plus

*Also available on-line*Continuation of English 2 covering representative  
works in 18th through 20th century English  
literature. UC/CSU (CAN ENGL 10)**4 INTRODUCTION TO SHAKESPEARE**

3 Units

Lecture: 3 hours

Prerequisite: English 1A or 1A Plus

*Also available on-line*Reading, analysis and discussion of representative  
Shakespearean comedies, histories, tragedies and  
poems. UC/CSU**6 BIBLE AS LITERATURE**

3 Units

Lecture: 3 hours

*Also available on-line*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. UC/CSU**7 CREATIVE WRITING**

3 Units

Lecture: 3 hours

Prerequisite: English 1A or 1A Plus

*Also available on-line*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. UC/CSU (CAN ENGL 6)

**10 INTRODUCTION TO LINGUISTICS****3 Units****Lecture: 3 hours****Prerequisite: English 1A**

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. UC/CSU

**50 BASIC ENGLISH****3 Units****Lecture: 3 hours****Lab: 1 hour****Prerequisite: English 102 or assessment recommendation for English 50***Also available on-line*

English Composition with emphasis on paragraphing, the multi-paragraph essay, research skills. Designed to prepare students for English 1A. Formerly English 103.

**82 OCCUPATIONAL WORK  
EXPERIENCE IN ENGLISH****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

**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: CR/NC. Non Degree Applicable.

**102 ENGLISH SKILLS****3 Units****Lecture: 3 hours****Lab: 1 hour****Prerequisite: Credit in English 101, 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: CR/NC. Non Degree Applicable.

**ENVIRONMENTAL  
TECHNOLOGY (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).

**82 OCCUPATIONAL WORK  
EXPERIENCE IN ENVIRONMENTAL  
TECHNOLOGY****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

**ETHNIC STUDIES (ETHN)****1 INTRODUCTION TO ETHNIC STUDIES****3 Units****Lecture: 3 hours***Also available on-line*

Introduction to ethnicity in the United States with emphasis on major ethnic minorities. Focus on ancestral, religious, linguistic and cultural differentiation. UC/CSU

**2 INTRODUCTION TO  
MEXICAN AMERICAN/CHICANO STUDY****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. UC/CSU

**4 LATINO STUDIES**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**FIRE TECHNOLOGY (FIRE)****50 INTRODUCTION TO FIRE TECHNOLOGY**

3 Units

Lecture: 3 hours

*Also available on-line.*

Introduction to fire service and fire protection. History of fire protection. Fire loss analysis, public and private fire protection and basic fire chemistry. CSULA

**51 FIRE PREVENTION**

3 Units

Lecture: 3 hours

*Also available on-line.*

Function and organization of fire protection, inspection, surveying and mapping procedures. Recognition and solution of fire and life hazards. Enforcement of codes and regulations. CSULA

**GEOGRAPHY (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. UC/CSU (CAN GEOG 6)

**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. UC/CSU (CAN GEOG 4)

**50 NATURAL HISTORY OF YOSEMITE**

1 Unit

Lecture: 8 hours total

Lab: 16 hours total

First-hand study and observation of Yosemite including: climate, vegetation, glaciology, geology and man's impact on the area. Attendance at one hour pre-trip orientation meeting required. Three day field course. Formerly Geography 100.

**51 NATURAL HISTORY OF DEATH VALLEY**

1 Unit

Lecture: 12 hours

Lab: 12 hours

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. Formerly Geography 101.

**52 NATURAL HISTORY OF EASTERN SIERRA NEVADA**

1 Unit

Lecture: 12 hours

Lab: 18 hours

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. Formerly Geography 102.

**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. Formerly Geography 103.

**GEOLOGY (GEOL)****11 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. UC/CSU (CAN GEOL 2)

**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 crystal 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. UC/CSU

**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. UC/CSU

**4 THE AGE OF DINOSAURS****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**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 geologic history of the earth. Fossil preservation, distribution and paleoecology. One field trip is required. UC/CSU

**50 ROCKS AND MINERALS OF THE CALIFORNIA DESERT****3 Units****Lecture: 3 hours**

Introduction to the regional geology of the Mojave Desert and environs, including the origin, occurrence, and identification of selected rocks and minerals. Two field trips are required.

**HEALTH AND SAFETY (HEAL)****1 HEALTH EDUCATION****3 Units****Lecture: 3 hours***Also available as ITV and on-line course*

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. UC/CSU

**1L HEALTH EDUCATION****3.5 Units****Lecture: 3 hours****Lab: .5 hours**

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. UC/CSU

**2 NUTRITION****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**7 HEALTH AND BODY IMAGE****3 Units****Lecture: 3 hours**

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. CSU

**HISTORY (HIST)****1A SURVEY OF WESTERN CIVILIZATION****3 Units****Lecture: 3 hours***Also available as on-line*

Political, cultural and philosophical development of Western civilization from the origins of civilization to Renaissance. UC/CSU (CAN HIST 2)

**1B SURVEY OF WESTERN CIVILIZATION****3 Units****Lecture: 3 hours***Also available on-line*

Political, cultural and philosophical development of Western civilization from the Renaissance to the present. UC/CSU (CAN HIST 4)

**2A SURVEY OF U.S. HISTORY****3 Units****Lecture: 3 hours***Also available as ITV or on-line course*

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. UC/CSU (CAN HIST 8)

**2B SURVEY OF U.S. HISTORY****3 Units****Lecture: 3 hours***Also available as ITV or on-line course*

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. UC/CSU (CAN HIST 10)

**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. UC/CSU

**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. UC/CSU

**5 HISTORY OF CALIFORNIA****3 Units****Lecture: 3 hours****Activity: One field trip**

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. UC/CSU

**7 UNITED STATES MILITARY HISTORY****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**12 THE VIETNAM WAR****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**50 HISTORY OF THE MOJAVE DESERT****3 Units****Lecture: 3 hours****Activity: One field trip**

History of the Mojave Desert from Early Man through the space shuttle landings. Mohave and Paiute Indians, Spanish explorers and American trappers.

**HOME ECONOMICS (HOME)****2 NUTRITION****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU (CAN FCS 2)

**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. Formerly Home Economics 151. CSU

**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. Formerly Home Economics 150. CSU

**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. Formerly Home Economics 152.

**51 TAILORING****2 Units****Lecture: 1 hour****Lab: 3 hours**

**Prerequisite:** Home Economics 50 or equivalent sewing experience

Skills and techniques in tailoring. Students will complete either a suit or a coat. May be taken three times for credit. Formerly Home Economics 153.

**52 CONTEMPORARY SEWING****2 Units****Lecture: 1 hour****Lab: 3 hours**

The study and application of contemporary sewing techniques for use on pants, designer sweatshirts, and western country wear. Formerly Home Economics 154.

**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, applique, beading, crochet, and knitting.

**82 OCCUPATIONAL WORK EXPERIENCE  
IN HOME ECONOMICS**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**HUMANITIES (HUMA)****1 HUMANITIES THROUGH THE ARTS**

3 Units

Lecture: 3 hours

*Also available as ITV and on-line course*

Introduction to the humanities through study of the elements and historical significance of films, drama, music, literature, painting, sculpture, and architecture. UC/CSU

**2 SURVEY OF HUMANITIES**

3 Units

Lecture: 3 hours

Critical examination of art, music, literature, philosophy, and history from the Greeks to 1453. UC/CSU

**3 SURVEY OF HUMANITIES**

3 Units

Lecture: 3 hours

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

**4 SURVEY OF FILM**

3 Units

Lecture: 3 hours

*Also available as ITV course*

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. UC/CSU

**5 MULTI-CULTURAL MYTHOLOGY**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**LIBRARY SCIENCE (LIBR)****60 LIBRARY RESEARCH SKILL**

1 Unit

Lecture: 18 hours total

Introduction to library resources and services. Use of bibliographical tools for effective library and information research. Familiarity with basic reference sources to meet the information needs of everyday life and course work.

**82 COOPERATIVE WORK EXPERIENCE  
IN LIBRARY SCIENCE**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**MANAGEMENT (MGMT)****1 INTRODUCTION TO MANAGEMENT**

3 Units

Lecture: 3 hours

*Also available on-line*

Management theory and practice, including the role that planning, organizing, leading, and controlling play in contemporary management. CSU

**3 HUMAN RESOURCE MANAGEMENT**

3 Units

Lecture: 3 hours

*Also available on-line*

Personnel techniques: selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility. Formerly Management 52. CSU

**4 LABOR-MANAGEMENT RELATIONS****3 Units****Lecture: 3 hours**

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. CSU

**5 ORGANIZATION AND MANAGEMENT****3 Units****Lecture: 3 hours**

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. CSU

**6 PSYCHOLOGY OF MANAGEMENT****3 Units****Lecture: 3 hours***Also available on-line*

Consideration and application of psychological principles basic to good employer/employee relations. Motivational factors in human behavior. CSU

**7 SMALL BUSINESS MANAGEMENT****3 Units****Lecture: 3 hours***Also available on-line*

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. CSU

**60 EFFECTIVE MILITARY COMMUNICATIONS****2.5 Units****Lecture: 45 hours total**

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.

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

Prepares and qualifies students for Observer/Controller (OC) duties. 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.

**75 MANAGING UNIT ARMS FUNCTION****2 Units****Lecture: 1.5 hours****Lab: .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.

**82 OCCUPATIONAL WORK EXPERIENCE IN  
MANAGEMENT/SUPERVISION****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

## MATHEMATICS (MATH)

### 1 PRECALCULUS TRIGONOMETRY

4 Units

Lecture: 4 hours

Prerequisites: Math 55

*Also available on-line*

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. CSU (CAN MATH 16)

### 2 INTRODUCTION TO STATISTICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Math 55

*Also available on-line*

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. UC/CSU (CAN STAT 2)

### 3 COLLEGE ALGEBRA

3 Units

Lecture: 3 hours

Prerequisite: Math 55 with a "C" grade or better, or assessment recommendation for Math 3

*Also available on-line*

Theory of polynomial equations, permutations and combinations, probability; the binomial theorem, vectors, matrices, determinants, and partial fractions. UC/CSU (CAN MATH 10)

### 4A ANALYTICAL GEOMETRY AND CALCULUS I

5 Units

Lecture: 5 hours

Prerequisites: Math 1 and Math 3

*Also available on-line*

Limits, continuity, derivatives, applications of the derivative, and the integral. UC/CSU (CAN MATH 18)

### 4B ANALYTICAL GEOMETRY AND CALCULUS II

5 Units

Lecture: 5 hours

Prerequisite: Math 4A with a "C" grade or better

*Also available on-line*

Techniques of integration, applications of the integral, sequences and series, conic sections, polar coordinates, vectors and the geometry of space. UC/CSU (CAN MATH 20)

### 4C ANALYTICAL GEOMETRY AND CALCULUS III

5 Units

Lecture: 5 hours

Prerequisite: Math 4B with a "C" grade or better

*Also available on-line*

Vector valued functions, partial derivatives, multiple integrals, calculus of vector fields. UC/CSU (CAN MATH 22)

### 5 THE IDEAS OF MATHEMATICS

3 Units

Lecture: 3 hours

Prerequisites: Math 55

Sets, propositional logic, and their application to topics of discrete mathematics including enumeration techniques, and finite probability spaces. Satisfies college transfer requirements. UC/CSU (CAN MATH 12)

### 50 ELEMENTARY ALGEBRA

4 Units

Lecture: 4 hours

Prerequisite: Math 101 with a "C" grade or better, or assessment recommendation for Math 50

*Also available on-line*

Operations on signed numbers, solving linear equations in one variable, operations with polynomials (with emphasis on factoring) and rational expressions, operations with radical expressions, and solution of elementary word problems. Formerly Math 102.

**55 INTERMEDIATE ALGEBRA**

4 Units

Lecture: 4 hours

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

*Also available on-line*

Exponents, powers, and roots. Quadratic equations and quadratic functions. Graphing linear and quadratic functions and inequalities. Slopes of lines. Solutions of equations with rational expressions. Solving systems of linear equations with two and three unknowns. Second and third order determinants, exponential and logarithmic functions. Absolute value and inequalities. Formerly Math 103.

**82 OCCUPATIONAL WORK EXPERIENCE IN MATHEMATICS**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**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. Computation with positive integral exponents and square roots of perfect squares. Computation of perimeters, areas, and volumes. Use of the metric system. Non Degree Applicable.

**104 PLANE AND SOLID GEOMETRY**

4 Units

Lecture: 4 hours

Prerequisite: Math 50

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.

**MILITARY SCIENCE (MILS)****70 OBSERVER-CONTROLLER/ LEADERSHIP DEVELOPMENT CERTIFICATION PROGRAM**

3 or 4 Units

Lecture: 36 hours total

Lab: 54 or 84 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.

**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.



**MUSIC (MUSI)****2 MUSIC APPRECIATION-  
CLASSICAL****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**3 MUSIC APPRECIATION-  
AMERICAN MUSIC****3 Units****Lecture: 3 hours***Also available on-line*

Survey of American music from the American Revolution to the present. Presentation and analysis of traditional, folk, jazz, rock, and commercial popular music. Examination of the historical and sociological influences on the music. UC/CSU

**4 CONCERT CHOIR****1 Unit****Lab: 3 hours**

Study and performance of choral music from early classics to contemporary works. Course may be repeated 3 times. CSU

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

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

**5B INTERMEDIATE CONCERT BAND****1 Unit****Lab: 3 hours**

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

**5C ADVANCED CONCERT BAND****1 Unit****Lab: 3 hours**

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

**6A BEGINNING SYMPHONIC BAND****1 Unit****Lab: 3 hours**

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

**6B INTERMEDIATE SYMPHONIC BAND****1 Unit****Lab: 3 hours**

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

**6C ADVANCED SYMPHONIC BAND****1 Unit****Lab: 3 hours**

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

**7 JAZZ ENSEMBLE****1 Unit****Activity: 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. UC/CSU

**12A BEGINNING PIANO****2 Units****Lecture: 1 hour****Activity: 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. UC/CSU

## 102 ORIENTATION

### 12B BEGINNING PIANO

1 Unit

Lecture: 1 hour

Activity: 1 hour

Prerequisite: Music 12A or equivalent 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 twice for credit. UC/CSU

### 12C INTERMEDIATE PIANO

1 Unit

Lecture: 1 hour

Activity: 1 hour

Prerequisite: Music 12B or equivalent 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 twice for credit. UC/CSU

### 82 OCCUPATIONAL WORK EXPERIENCE IN MUSIC

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

## OCEANOGRAPHY (OCEA)

### 1 INTRODUCTION TO THE MARINE ENVIRONMENT

3 Units

Lecture: 3 hours

*Also available as ITV course*

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 economical matters. The impact of oceanic pollutants and potential exploitation of marine resources. UC/CSU

## ORIENTATION (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. UC/CSU

### 2 STUDENT ATHLETE ORIENTATION

1 Unit

Lecture: 1 hour

Required of all first time student-athletes, this course assists in teaching educational and athletic goals. Topics to include substance abuse, time management, sexually transmitted disease, 2 year and 4 year eligibility rules, nutrition, student success skills, team cohesion, and personal life survival skills. CSU

### 51 COLLEGE SURVIVAL SKILLS

.5 Unit

Lecture: 9 hours total

Study techniques to improve grades. Development of an education plan.

### 100 PREPARING FOR 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. No college credit.

### 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. No college credit.

**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. No college credit.

**PHILOSOPHY (PHIL)**

**1 INTRODUCTION TO PHILOSOPHY**

3 Units

Lecture: 3 hours

Inquiry into similarities and differences in ancient and modern philosophy. Nature, politics, culture, virtue. UC/CSU (CAN PHIL 2)

**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. UC/CSU

**3 LOGIC**

3 Units

Lecture: 3 hours

An introduction to the principles of sound reasoning with emphasis on propositional logic, deduction, induction, language, fallacies. UC/CSU (CAN PHIL 6)

**4 ETHICS**

3 Units

Lecture: 3 hours

Examination of classical ethics. Comparison with competing viewpoints and systems and consideration of current ethical issues. UC/CSU (CAN PHIL 4)

**5 COMPARATIVE RELIGION**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**6 INTRODUCTION TO THE BIBLE**

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

**8 MODERN PHILOSOPHY**

3 Units

Lecture: 3 hours

Critical investigation of major thinkers in the modern period of Western Philosophy. From Descartes to Mill. UC/CSU



**PHOTOGRAPHY (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. Formerly Photography 50A. UC/CSU (CAN ART 18)

**1B INTRODUCTION TO PHOTOGRAPHY**

4 Units

Lecture: 3 hours

Lab: 4 hours

Prerequisites: Photography 1A or equivalent

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. Formerly Photography 50B. UC/CSU

**2A ADVANCED PHOTOGRAPHY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisites: Photography 1B and an adjustable camera

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. Formerly Photography 2 and 51A. CSU

**2B ADVANCED PHOTOGRAPHY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisites: Photography 2A

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. Formerly Photography 51B. CSU

**3 COLOR PHOTOGRAPHY**

4 Units

Lecture: 3 hours

Lab: 4 hours

Prerequisites: Photography 2A 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 twice for credit. Formerly Photography 52. CSU

**4 HAND COLORED BLACK & WHITE PRINTS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Photography 2B or equivalent

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 twice for credit. Formerly Photography 53. CSU

**54 FIELD PHOTOGRAPHY**

1 Unit

Lecture: 12 hours

Lab: 12 hours

Recommended: Photography 1A

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. Formerly Photography 100.

**82 OCCUPATIONAL WORK EXPERIENCE  
IN PHOTOGRAPHY**

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

**PHYSICAL EDUCATION – ACTIVITY  
(PEAC)**

**1 STEP AEROBICS**

.5 – 1 Unit

Activity: 27 or 54 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. Formerly PE 27 and PHED 27. UC/CSU

**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. Formerly PHED 25. UC/CSU

**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. Degree Applicable. Formerly PHED 48.1. UC/CSU

**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. Formerly PHED 15 and 15A. UC/CSU

**5 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. UC/CSU

**6 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. Formerly PHED 23. UC/CSU

**7 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. Formerly PHED 22. UC/CSU

**8 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. Formerly PE 42. UC/CSU

**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 twice for credit. Formerly PHED 38. UC/CSU

**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 twice for credit. Formerly PHED 39. UC/CSU

**11 BEGINNING VOLLEYBALL**

1 Unit

Activity: 3 hours

Fundamentals, team play, rules and strategy. May be taken four times for credit. Formerly PHED 32. UC/CSU

**12 INTERMEDIATE VOLLEYBALL**

1 Unit

Activity: 3 hours

Prerequisite: Physical Education Activity 11

Review basic volleyball skills and begin work on more advanced skills and playing strategies. Degree Applicable. Formerly PHED 33. UC/CSU

**13 FITNESS WALKING**

.5 or 1 Unit

Activity: 27 or 54 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. Formerly PHED 30. UC/CSU

**14 JOGGING**

.5 or 1 Unit

Activity: 27 or 54 hours

Techniques of running and training methods. Development of cardiovascular and respiratory endurance. May be taken four times for credit. Formerly PHED 29. UC/CSU

**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. Formerly PHED 43. UC/CSU

**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. Formerly PHED 44. UC/CSU

**17 BEGINNING ADAPTIVE PHYSICAL FITNESS**

.5 or 1 Unit

Activity: 1.5 or 3 hours

Recommended: Physician or DSPS 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 repeated for credit. Designated "Special Class" (Title 5, Section 56028). Formerly PHED 45. UC/CSU

**18 BOWLING**

1 Unit

Activity: 3 hours

Fundamentals, techniques, rules, and social etiquette of bowling. May be taken four times for credit. Formerly PHED 26. UC/CSU

**19 JAPANESE MARTIAL ARTS –  
BEGINNING KARATE**

.5 or 1 Unit

Activity: 27 or 54 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. Formerly PHED 40. UC/CSU

**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 aging process. May be taken three times for credit. Formerly PHED 46, 46A. UC/CSU

**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 three times for credit. Formerly PHED 46B, 47. UC/CSU

**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 three times for credit. Formerly PHED 20. UC/CSU

**23 BEGINNING JAZZ DANCE**

.5 or 1 Unit

Activity: 27 or 54 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. A maximum of one unit allowable under any combination of scheduling. Formerly PHED 48A, 41A. UC/CSU

**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. A maximum of one unit allowable under any combination of scheduling. Formerly PHED 48B, 41B. UC/CSU

**27 GOLF**

1 Unit

Activity: 3 hours

Fundamentals, techniques, rules, and social etiquette of golf. May be taken four times for credit. Formerly PHED 28. UC/CSU

**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. Formerly PE 40A. UC

**29 CARDIOVASCULAR LAB**

.5 or 1 Unit

Activity: 27 or 54 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 for a total of four units.

**30 GENERAL ACTIVITY**

1 Unit

Activity: 3 hours

*Also available on-line*

Intended primarily for on-line 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. CSU



**PHYSICAL EDUCATION – INTERCOLLEGIATE (PEIN)**

**INTERCOLLEGIATE ATHLETICS**

Activity: 175 hours total each session.

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. Each course may be taken three times for credit. CSU

- 1 INTERCOLLEGIATE BASKETBALL (Men)**  
Formerly PHED 1  
2 Units
- 2 INTERCOLLEGIATE BASKETBALL (Women)**  
Formerly PHED 3  
2 Units
- 3 INTERCOLLEGIATE BASEBALL (Men)**  
Formerly PHED 2  
2 Units
- 4 INTERCOLLEGIATE VOLLEYBALL (Women)**  
Formerly PHED 8  
2 Units
- 5 INTERCOLLEGIATE TENNIS (Men)**  
Formerly PHED 6  
2 Units
- 6 INTERCOLLEGIATE TENNIS (Women)**  
Formerly PHED 7  
2 Units
- 7 INTERCOLLEGIATE CROSS-COUNTRY (Men)**  
Formerly PHED 4  
2 Units
- 8 INTERCOLLEGIATE CROSS-COUNTRY (Women)**  
Formerly PHED 5  
2 Units
- 10 INTERCOLLEGIATE SOFTBALL (Women)**  
Formerly PHED 11  
2 Units  
Not CSU Transferable

## PHYSICAL EDUCATION - LECTURE (PELC)

### 1 SPORT PSYCHOLOGY

3 Units

Lecture: 3 hours

*Also available on-line*

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. Formerly PHED 13. CSU

### 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. Formerly PHED 14. UC/CSU

### 3 PHYSICAL FITNESS AND WELLNESS

1.5 Units

Lecture: 18 hours total

Activity: 27 hours total

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). Formerly PHED 16. CSU

## PHYSICAL EDUCATION – THEORY (PETH)

### 1 THEORY OF BASKETBALL

2 Units

Lecture: 1 hours

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 repeated two times. Formerly PHED 18. UC/CSU

### 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. Formerly PHED 19. UC/CSU

### 4 THEORY OF VOLLEYBALL

2 Units

Lecture: 1 hour

Activity: 3 hours

Recommended: Physical Education Activity 11

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 twice for credit. Formerly PHED 17. UC/CSU

## PHYSICAL SCIENCE (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. UC/CSU

### 2 INTRODUCTION TO EARTH SCIENCE

3 Units

Lecture: 3 hours

*Also available as ITV course*

Introduction to geology, astronomy, meteorology, climatology, and oceanography. Earth's place in the universe. Scientific method and tools of scientific investigation. UC/CSU

### 82 OCCUPATIONAL WORK EXPERIENCE IN PHYSICAL SCIENCE

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

## PHYSICS (PHYS)

### 1 INTRODUCTORY PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

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

*Also available on-line*

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. CSU

### 2A GENERAL COLLEGE PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

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

Basic principles of physics. Mass, energy, stresses, mechanics, heat, wave motion, and sound. Formerly Physics 1A. UC/CSU (CAN PHYS 2)

### 2B GENERAL COLLEGE PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Physics 2A

Continuation of Physics 2A. Electricity and magnetism, light and modern physics. Formerly Physics 1B. UC/CSU (CAN PHYS 4)

### 4A ENGINEERING PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Math 4A or concurrent enrollment

Vectors, kinematics, translational, and rotational dynamics, simple harmonic oscillators and waves. For physics, chemistry, mathematics, and engineering majors. UC/CSU (CAN PHYS 8)

### 4B ENGINEERING PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisites: Physics 4A and Math 4B, or concurrent enrollment in Math 4B

Continuation of Physics 4A. Thermodynamics, electricity, magnetism, Maxwell's equations, and light. UC/CSU (CAN PHYS 12)

## POLITICAL SCIENCE (POLI)

### 1 AMERICAN POLITICAL INSTITUTIONS

3 Units

Lecture: 3 hours

Recommended: Eligibility for English 1A

Also available as ITV and on-line course

The fundamental principles of American federal, state, and local government. Governmental structure, political parties, and public policies. Offered every semester. UC/CSU (CAN GOVT 2)

### 2 COMPARATIVE GOVERNMENT

3 Units

Lecture: 3 hours

Fundamental political principles, structure, political parties, and public policies of major foreign governments. Comparison of western democracies and past and present totalitarian systems. UC/CSU

### 50 STUDENT LEADERSHIP

2 Units

Lecture: 2 hours

Lab: 1 hour

Development of leadership skills including communication facilitation with problem and conflict resolution. Study of organizational and governmental structures and governance models. May be taken twice for credit.

## PSYCHOLOGY (PSYC)

### 1 INTRODUCTION TO PSYCHOLOGY

3 Units

Lecture: 3 hours

Also available as ITV and on-line course

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. UC/CSU (CAN PSY 2)

### 2 DEVELOPMENTAL PSYCHOLOGY

3 Units

Lecture: 3 hours

Also available on-line

Theories, research methods and findings concerning physical, cognitive, and psychosocial development of the individual from conception through the entire life span. UC/CSU

### 3 PERSONAL PSYCHOLOGY

3 Units

Lecture: 3 hours

Factors which affect human motivation, emotion, frustration, conflict, and adjustment as related to interpersonal relationships. UC/CSU

### 4 CHILD GROWTH AND DEVELOPMENT

3 Units

Lecture: 3 hours

Also available as ITV or on-line course

Development of children from prenatal through adolescent periods of growth. Consideration of case studies. Requires one hour of observation at child care center. UC/CSU

### 5 INTRODUCTION TO CAREER AND LIFE PLANNING

3 Units

Lecture: 3 hours

Also available on-line

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. CSU

### 6 ADULT DEVELOPMENT & AGING

3 Units

Lecture: 3 hours

Also available on-line

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. CSU

**11 HUMAN SEXUALITY****3 Units****Lecture: 3 hours***Also available on-line*

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, sexual intercourse, and response. May be taken as Biology 11 - credit granted for one course only. UC/CSU

**13 INTRODUCTION TO SPORT PSYCHOLOGY****3 Units****Lecture: 3 hours***Also available on-line*

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. CSU

**14 INTRODUCTION TO DRUG/ALCOHOL STUDIES****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**15 INTRODUCTION TO GUIDANCE AND COUNSELING****3 Units****Lecture: 3 hours***Also available on-line*

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. CSU

**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 for a total of four times for credit. May be taken as Education 30 - credit granted for one course only. CSU

**33 MARRIAGE AND FAMILY****3 Units****Lecture: 3 hours***Also available as ITV and on-line course*

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. UC/CSU

**51 ISSUES IN PSYCHOLOGY****1 Unit****Lecture: 1 hour***Also available on-line*

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.

**60 PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS****3 Units****Lecture: 3 hours**

This is a core requirement for a proposed alcohol and drug abuse curriculum. The principal thrust of this course is to focus on the effects of alcohol and other drugs on the body and to study the physiology of alcohol and other drugs in two areas: (1) physical effects of alcohol and other drugs on the body, and (2) the chronic physiological effects of chemical dependency and or chemical addictions. May be taken as Sociology 60 - credit granted for one course only. CSU

**61 ALCOHOL/DRUG COMMUNITY EDUCATION AND PREVENTION OUTREACH PROGRAMS****3 Units****Lecture: 3 hours**

History, theories, models, and state-of-the-art approaches to the prevention field. Students examine and explore their own values and behaviors as they relate to the use and abuse of alcohol and other drugs. Prevention programs and activities appropriate for the individual, community, campus parent/family, and work site. Strategies for public policies, media information-dissemination, ethnic, and cultural specific approaches. May be taken as Sociology 61 - credit granted for one course only.

**62 ALCOHOL/DRUG ABUSE: INTERVENTION, TREATMENT & RECOVERY****3 Units****Lecture: 3 hours**

The treatment of dependency disorders and recovery from them will be explored from two divergent perspectives: the reformative and the transformative. Current treatment modalities will be compared and contrasted in terms of their view of the individual in the social and clinical context. The class experience itself will serve as an intervention by challenging students to examine their existing ideas about treatment and recovery from dependency disorders. May be taken as Sociology 62 - credit granted for one course only. CSU

**63 ADOLESCENT/ALCOHOL/DRUG ABUSE: ETIOLOGY, TREATMENT, PREVENTION****3 Units****Lecture: 3 hours**

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. May be taken as Sociology 63 - credit granted for one course only. CSU

**64 ALCOHOL/DRUG ABUSE: FAMILY & OTHER GROUP DYNAMICS****3 Units****Lecture: 3 hours**

Reviews the family dynamics associated with alcoholism and drug addiction; the impact of the disease of addiction on family members, peers, and coworkers. The approach will be to examine the ideas and dynamics of these relationships. The counselor who assists these persons will develop and practice strategies for family oriented approaches to recovery and the reintegration of the family into the workplace and community. The approach will be highly experiential in format, and students will participate in exercises that will lead to the development of these skills. May be taken as Sociology 64 - credit granted for one course only. CSU

**65 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 are sharpening skills, use of self in the helping process, group process, the use of systems, and community resources. May be taken as Sociology 65 - credit granted for one course only. CSU

**82 OCCUPATIONAL WORK EXPERIENCE IN PSYCHOLOGY****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

**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: CR/NC. Non Degree Applicable.

**REAL ESTATE (REAL)****82 OCCUPATIONAL WORK EXPERIENCE IN REAL ESTATE****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

**100 REAL ESTATE LICENSE COURSE****3 Units****Lecture: 3 hours**

Basic fundamentals of real estate to include testing techniques, study routines, and administration of practice tests.

**RELIGIOUS STUDIES (RLGS)****1 INTRODUCTION TO THE BIBLE****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**5 BIBLE AS LITERATURE****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**10 COMPARATIVE RELIGION****3 Units****Lecture: 3 hours***Also available on-line*

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. UC/CSU

**SOCIOLOGY (SOCL)****1 INTRODUCTION TO SOCIOLOGY****3 Units****Lecture: 3 hours***Also available on-line*

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 changes in contemporary society. UC/CSU (CAN SOC 2)

**2 AMERICAN SOCIAL PROBLEMS****3 Units****Lecture: 3 hours***Also available as ITV and on-line course*

Analysis of the major social problems confronting Americans in the 20th Century. Emphasis on future trends. UC/CSU (CAN SOC 4)

**3 MARRIAGE AND FAMILY****3 Units****Lecture: 3 hours***Also available as ITV and on-line course*

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. UC/CSU

**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. CSU

**6 CHILD, FAMILY, COMMUNITY**

**3 Units**

**Lecture: 3 hours**

*Also available on-line*

An overview of patterns of family living in contemporary society tempered by various elements of cultural, social, economic, and racial factors. Emphasis on wise use of community resources such as those available in education, health, welfare, religious, recreational, and counseling organizations. UC/CSU

**8 JUVENILE CRIME AND DELINQUENCY**

**3 Units**

**Lecture: 3 hours**

*Also available on-line*

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. CSU

**14 INTRODUCTION TO DRUG/ALCOHOL STUDIES**

**3 Units**

**Lecture: 3 hours**

*Also available on-line*

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. UC/CSU

**15 INTRODUCTION TO GUIDANCE AND COUNSELING**

**3 Units**

**Lecture: 3 hours**

*Also available on-line*

Course will provide an understanding of the various types of counseling techniques available to therapist. The course will also provide the student with a comprehensive understanding of the theory and the process of each of the counseling methods. May be taken as Psychology 15 - credit granted for one course only. CSU

**18 FUNDAMENTALS OF PROBATION AND PAROLE**

**3 Units**

**Lecture: 3 hours**

*Also available on-line*

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.

**60 PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS**

**3 Units**

**Lecture: 3 hours**

This is a core requirement for a proposed alcohol and drug abuse curriculum. The principal thrust of this course is to focus on the effects of alcohol and other drugs on the body and to study the physiology of alcohol and other drugs in two areas: (1) physical effects of alcohol and other drugs on the body, and (2) the chronic physiological effects of chemical dependency and/or chemical addictions. May be taken as Psychology 60 - credit granted for one course only. CSU

**61 ALCOHOL/DRUG COMMUNITY EDUCATION AND PREVENTION OUTREACH PROGRAMS****3 Units****Lecture: 3 hours**

History, theories, models, and state-of-the-art approaches to the prevention field. Students examine and explore their own values and behaviors as they relate to the use and abuse of alcohol and other drugs. Prevention programs and activities appropriate for the individual, community, campus, parent, family, and work site. Strategies for public policies, media information-dissemination, ethnic, and cultural specific approaches. May be taken as Psychology 61 - credit granted for one course only.

**62 ALCOHOL/DRUG ABUSE: INTERVENTION, TREATMENT, RECOVERY****3 Units****Lecture: 3 hours**

The treatment of dependency disorders and recovery from them will be explored from two divergent perspectives: the reformative and the transformative. Current treatment modalities will be compared and contrasted in terms of their view of the individual in the social and clinical context. The class experience itself will serve as an intervention by challenging students to examine their existing ideas about treatment and recovery from dependency disorders. May be taken as Psychology 62 - credit granted for one course only. CSU

**63 ADOLESCENT ALCOHOL/DRUG ABUSE: ETIOLOGY, TREATMENT, PREVENTION****3 Units****Lecture: 3 hours**

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. May be taken as Psychology 63 - credit granted for one course only. CSU

**64 ADOLESCENT/DRUG ABUSE: FAMILY & OTHER GROUP DYNAMICS****3 Units****Lecture: 3 hours**

Reviews the family dynamics associated with alcoholism and drug addiction; the impact of the disease of addiction on family members, peers, and coworkers. The approach will be to examine the ideas and dynamics of these relationships. The counselor who assists these persons will develop and practice strategies for family oriented approaches to recovery and the reintegration of the family into the workplace and community. The approach will be highly experiential in format, and students will participate in exercises that will lead to the development of these skills. May be taken as Psychology 64 - credit granted for one course only. CSU

**65 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. May be taken as Psychology 65 - credit granted for one course only.

**82 OCCUPATIONAL WORK EXPERIENCE IN SOCIOLOGY****1-8 Units***Also available on-line*

See Cooperative Work Experience Education listing.

## SPANISH (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. UC/CSU (CAN SPAN 2)

### 1B ELEMENTARY SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Spanish 1A

Continuation of Spanish 1A. Pronunciation, vocabulary, sentence structure, grammar, dialogues, and cultural exercise. UC/CSU (CAN SPAN 4)

### 2A INTERMEDIATE SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Spanish 1B

Continuation of Spanish 1B. Review of grammar. Conversation, idioms, and selected readings. UC/CSU (CAN SPAN 8)

### 2B INTERMEDIATE SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Spanish 2A

Continuation of Spanish 2A. Grammar review, usage, and idioms. UC/CSU (CAN SPAN 10)

### 5 SPANISH FOR CONVERSATION

3 Units

Lecture: 3 hours

Prerequisites: Spanish 1B

Emphasis on spoken Spanish. Development of oral fluency through class discussions, conversation, games, and vocabulary exercises. This course stresses communication skills; conducted in Spanish. UC/CSU

### 10 INTRODUCTION TO LITERATURE IN SPANISH

3 Units

Lecture: 3 hours

Prerequisite: Spanish 2B

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). UC/CSU

## SPEECH (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. UC/CSU (CAN SPCH 4)

### 2 ORAL INTERPRETATION

3 Units

Lecture: 3 hours

The study of both prose and poetry and how best to interpret a selection for the benefit of an audience. May be taken as Theatre Arts 2 - credit granted for one course only. UC/CSU

### 3 INTERPERSONAL COMMUNICATION

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU (CAN SPCH 8)

### 4 ARGUMENTATION

3 Units

Lecture: 3 hours

Methods of critical inquiry and advocacy. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments. UC/CSU

## SUMMER READINESS

### 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.

## THEATRE ARTS (TART)

### 1 BEGINNING ACTING

3 Units

Lecture: 3 hours

Introduction to the basic techniques of acting, theory, terminology, and movement. Formerly Drama 1A. UC/CSU (CAN DRAM 8)

### 2 ORAL INTERPRETATION

3 Units

Lecture: 3 hours

The study of both prose and poetry and how best to interpret a selection for the benefit of an audience. May be taken as Speech 2 - credit granted for one course only. Formerly Drama 2. UC/CSU

### 3 THEATRE APPRECIATION

3 Units

Lecture: 3 hours

*Also available on-line*

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. UC/CSU

### 4 THE BROADWAY VOICE

2 Units

Lecture: 1 hour

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 two times for credit. UC/CSU

### 5 DRAMA PRODUCTION

1-4 Units

Activity: 36 hours total per unit of credit

Participation in a major theatrical production either in the acting or technical aspects of preparation and presentation. A maximum of twelve units allowable under any combination of scheduling. Formerly Drama 5. UC/CSU

### 6 INTERMEDIATE ACTING

3 Units

Lecture: 3 hours

Prerequisite: Theatre Arts 1 or 5

Further studies in acting stressing the importance of character analysis and development. Emphasis on extensive scene and monologue study. May be repeated one time for credit. UC/CSU (CAN DRAM 22)

### 7 HEALTH AND BODY IMAGE

3 Units

Lecture: 3 hours

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. CSU

### 8 CALICO THEATRE WORKSHOP

1 Units

Lab: 3 hours

Collaboration in the analysis, preparation, and production of short theatrical works through participation as directors, actors, and/or technicians. The process culminates in public performances at Calico Ghost Town.

### 82 OCCUPATIONAL WORK EXPERIENCE IN THEATRE ARTS

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

## WELDING (WELD)

### 50 OXYACETYLENE WELDING AND CUTTING

3 Units

Lecture: 2 hours

Lab: 3 hours

Materials, equipment, and safety practice in oxyacetylene welding and cutting. Formerly Welding 100.

### 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. Formerly Welding 101.

### 52 POSITION WELDING (ARC WELDING)

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Welding 50

Advanced shielded metal arc welding. Electrodes and welding symbols. Formerly Welding 102.

### 53 SOLDERING, BRAZING, AND BRAZE WELDING

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Welding 51 or equivalent

Special welding processes and applications. Formerly Welding 103.

### 54 GAS METAL-ARC WELDING

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisites: Welding 51 and 52 or equivalent

Special welding processes and applications. Ferrous and non-ferrous metals and position welding. Formerly Welding 104.

### 55 GAS TUNGSTEN-ARC WELDING

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisites: Welding 50 and 51 or equivalent

Special welding processes and applications. Ferrous and non-ferrous metals and position welding. May be taken twice for credit. Formerly Welding 105.

### 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.

### 82 OCCUPATIONAL WORK EXPERIENCE IN WELDING

1-8 Units

*Also available on-line*

See Cooperative Work Experience Education listing.

## ZOOLOGY

See Biology 7, General Zoology



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