



# **BARSTOW COMMUNITY COLLEGE**

## **CATALOG AND ANNOUNCEMENT OF COURSES 2007-2008**

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  
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This catalog is available on the Internet at [www.barstow.edu](http://www.barstow.edu) and in alternate formats upon request. Please call the Disabled Students Programs and Services Office at (760) 252-2411 ext. 7212.

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

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

Cover design by  
Kim Lytle,  
Barstow Community College Photography Instructor

# BARSTOW COMMUNITY COLLEGE

## 2007-2008 ACADEMIC CALENDAR

### FALL 2007

AUGUST 13 — DECEMBER 14

August 10	Inservice
August 13	First day of classes
<b>September 3</b>	<b>Labor Day</b>
October 12	Last day to apply for fall graduation
<b>November 12</b>	<b>Veterans Day</b>
November 13	Last day to drop a semester-length class with a "W"
<b>November 22-23</b>	<b>Thanksgiving Holidays</b>
December 8-14	Final Exams
<b>December 24-26, &amp; 31</b>	<b>Winter Holidays</b>
<b>January 1</b>	<b>New Year's Holiday</b>

### SPRING 2008

JANUARY 14 — MAY 23

January 14	First day of classes
<b>January 21</b>	<b>Martin Luther King Jr. Day</b>
<b>February 8</b>	<b>Lincoln's Birthday</b>
<b>February 18</b>	<b>Washington's Birthday</b>
March 14	Last day to apply for spring graduation
March 17-23	Spring Break
<b>March 21</b>	<b>Spring Holiday</b>
April 23	Last day to drop a semester-length class with a "W"
May 17-23	Final Exams
May 23	Commencement
<b>May 26</b>	<b>Memorial Day</b>

### SUMMER 2008 SESSION I (8-WEEK)

JUNE 2 — JULY 24

June 26	Last day to apply for summer graduation
<b>July 4</b>	<b>Independence Day</b>

### SUMMER 2008 SESSION II (6-WEEK)

JUNE 16 — JULY 24

June 26	Last day to apply for summer graduation
<b>July 4</b>	<b>Independence Day</b>

### 2007

#### July

1 2 3 **4** 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

#### October

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31

### 2008

#### January

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 **21** 22 23 24 25 26  
27 28 29 30 31

#### April

1 2 3 4 5  
6 **7** 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30

#### July

1 2 3 **4** 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31

#### August

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

#### November

1 2 3  
4 5 6 7 8 9 10  
11 **12** 13 14 15 16 17  
18 19 20 21 **22 23** 24  
25 26 27 28 29 30

#### February

1 2  
3 4 5 6 7 **8** 9  
10 11 12 13 14 15 16  
17 **18** 19 20 21 22 23  
24 25 26 27 28 29

#### May

1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 **26** 27 28 29 30 31

#### August

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31

#### September

1  
2 **3** 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30

#### December

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 **24 25 26** 27 28 29  
30 **31**

#### March

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 **21** 22  
23 24 25 26 27 28 29  
30 31

#### June

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

#### September

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30

\*Dates in bold indicate campus closures.





Welcome to Barstow Community College. You are about to enter an exciting world of discovery. When you begin your undergraduate education, you enter a world like no other – a world of the new, the unknown, the exciting, the colorful. And you have chosen a small, very personal college to begin your great educational adventure.

You have also chosen a college that will help you meet your higher education goals. If you are interested in transferring to a four-year institution, our counselors are experts and available. On the other hand, if you want to finish at Barstow Community College and enter the workforce, we have both the career programs to assist you and the business contacts to help you land your first (or next) job.

When you attend Barstow Community College, you are more than a number. Here, our counselors and faculty strive to know each student by name; they will seek to know your interests and they care about your success. The first question all staff at the college will ask is, “How can we help?” Our family atmosphere is more than just a slogan.

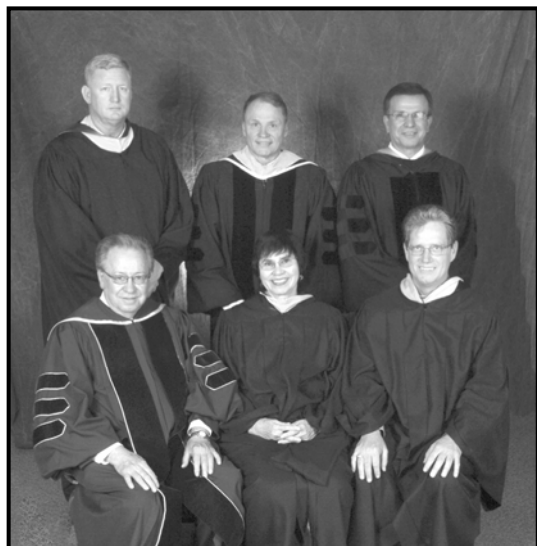
But, small does not mean little. You will find personal service at the college, but you will also find top-notch facilities. The instruction in your chosen field will be taught by highly qualified faculty using the latest technologies.

We also believe your college experience should be more than the classes you take. We encourage you to participate in one or more of the many student activities on campus. Join a club, volunteer for a committee, play a sport. We offer many ways to participate, and all of them are designed for you.

Registration is at hand and you are ready to enter that exciting world of discovery. Join us and let us learn with you.

Sincerely,

Dr. Clifford M. Brock  
President



President..... Fernando (Fred) Baca  
Vice President ..... Philip Harris  
County Representative .....Marcia Zableckis  
Foundation Representative .....Timothy Heiden  
Secretary..... Dr. Ted Baca  
Student Member ..... Daniel Griego

President..... Dr. Clifford M. Brock  
Executive Assistant to the President.... Anita Snedeker  
Public Information Officer .....Maureen Stokes  
Human Resources Director .....Michael Murrey  
Human Resources Assistant..... Betsy Sazo

Vice President ..... Charles (Curt) Mitchell  
Administrative Assistant ..... Susan Davis  
Business Office Manager ..... Shawna Robbins  
Accounting Technician ..... Deborah Wynne  
Accounting Technician ..... Armie Caasi  
Purchasing Technician ..... Thelma Castelli  
Payroll Technician ..... Dayleen Hubby  
Bookstore Manager ..... Kimberly Young  
Bookstore Operations Assistant ..... Jennifer Turner  
Linda Lutz  
M&O Director ..... Rex Van Den Berg  
M&O Technician ..... Patricia Blaine  
Custodian ..... Bruce Fries  
Pete Gonzales  
William Graffunder  
Gene Lopez

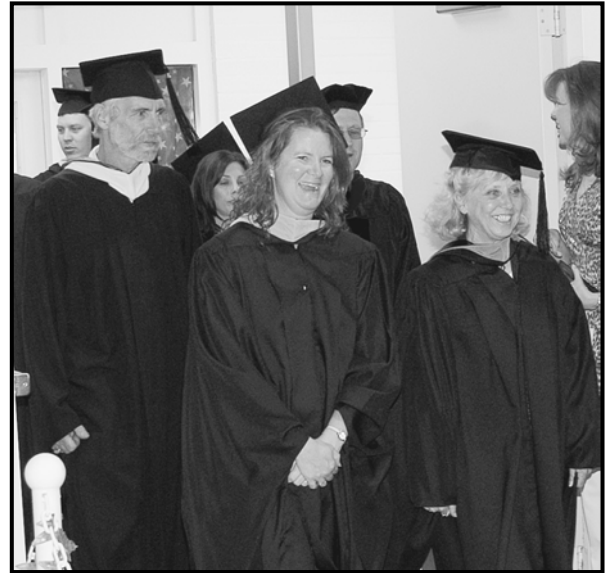
Grounds Specialist .....	Raymond Garcia
	Genaro Rosas
	Juan Carlos Zetina
Skilled Maintenance Specialist .....	Jeffery Bowen
	Jim Lutz
Database Analyst.....	Santos Caasi
Instructional Lab Assistant, Computer .....	Zephyr Riley
	Terri Walker
	Jayne Wanner
Network Administrator .....	Scott DeWald
PC/Network Specialist .....	Glen Barr
	Carl Delzell

Vice President of  
Academic Affairs..... Dr. Mark Meadows  
Administrative Secretary ..... Barbara Rose  
Instruction Office Coordinator... Michelle Henderson  
Director of Vocational Programs .....Ken Eaves  
Faculty Researcher.....Dr. Eva Bagg  
Instructional Lab Assistant,  
Sciences. .... Verla Andrews  
Librarian.....Kyri Freeman  
Instructional Media Technician ..... Ramona Boyton  
Library Technician I .....Sharlette Pacheco  
Jodi Treuhaft  
Tracy Miller  
Library Technician II ..... Suzanne Malek  
Tutorial Services Specialist.....Rhonda Sheffield  
VTEA Counselor ..... Vacant  
Web Content Assistant ..... Aniko Kegyulics  
Web Master .....Nancy Olson



**STUDENT SERVICES**

Dean of Student Affairs..... Vacant  
 Administrative Secretary ..... Vacant  
 Assistant Dean of Student Affairs..... Lefty Olguin  
 Athletic Director ..... Vacant  
 Counselor, CARE/EOPS..... Randy Christensen  
 Counselor, Ft Irwin..... Lynna Heiden  
 Counselor ..... Linda Garcia  
 Counselor, Transfer/Career Center /  
 Articulation Officer..... Vacant  
 Career/Transfer Center Assistant. .... Lirea Turner  
 Coordinator of DSPS  
 Learning and Support ..... Robert Pacheco  
 Assistant Coordinator of  
 DSPS Learning Support..... Ricki Passig  
 Student Life &  
 Development Supervisor ..... Joann Garcia  
 Director of Special  
 Programs & Services..... Corey Rodgers  
 EOPS Secretary..... Wanema Yniguez  
 EOPS Program Specialist..... Lesia Louro  
 Special Programs Specialist ..... Della King  
 Site Office Coordinator, Ft. Irwin..... Jose Hernandez  
 Student Service Assistant, Ft. Irwin..... Bryan People  
 Custodian, Ft. Irwin..... Vacant  
 Manager of Admissions &  
 Records/Financial Aid ..... Heather Porter  
 Admissions & Records Tech. II ..... Lesli L'Angelle  
 Erin Lockett  
 Judy Curiel  
 Rosemary Velez  
 Shirley Villafana  
 Financial Aid Officer..... Lillian Justice  
 Financial Aid Technician ..... Danielle Cordova  
 Financial Aid Clerk..... Ricardo Jones  
 Christina Martinez  
 Ft Irwin Coordinator / Counselor..... Rich Johnston

**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

M.S., Webster University

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

CHRISTENSEN, RANDY (2003)  
Counselor, EOPS/CARE  
B.A., California State University, Fresno  
M.A., California State University, Fresno

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

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

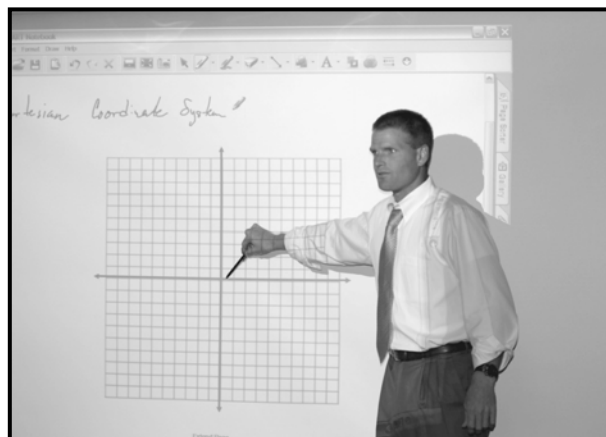
ENSING, KIM (1998)  
Health/PE/Women's Basketball Coach  
B.S., Southern California College  
M.S., St. Cloud State University

FREEMAN, KYRI (2006)  
Library Science  
B.A., University of California, Santa Cruz  
M.A., University of California, Los Angeles  
M.A., San Jose State University

GARCIA, LINDA (2007)  
Counselor  
B.A., University of California, Santa Barbara  
M.S., California Lutheran University

GOLDSTEIN, LEWIS (2005)  
Art  
B.F.A., University of Hawaii  
M.F.A., University of Hawaii

GROSSMAN, DAVID H. (1997)  
Health/PE  
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

HOWEY, DAWN (2005)  
Sociology  
B.A., California State, Fullerton  
M.A., California State, Fullerton

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)  
Ft Irwin Coordinator / Counselor  
B.A., Waynesburg College  
M.A., Northern Arizona University

**KELLENBERGER, FRED J. (1997)**

Computer & Information Science  
A.A., Grossmont College  
B.A., San Diego State 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

**PACHECO, ROBERT (2005)**

Coordinator of DSPS Learning and Support  
B.A., Marquette University  
M.A., University of California, Riverside  
J.D., University of San Francisco

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

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

**ROSS, AMY (2002)**

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

**SAGE, BRET (2003)**

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

**SHREVE, PENNY (2004)**

English  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton

**STINSON, ROBERT (2006)**

Biology  
B.S., Missouri Southern State College  
M.S., University of New Mexico  
Ph.D., University of Arkansas

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

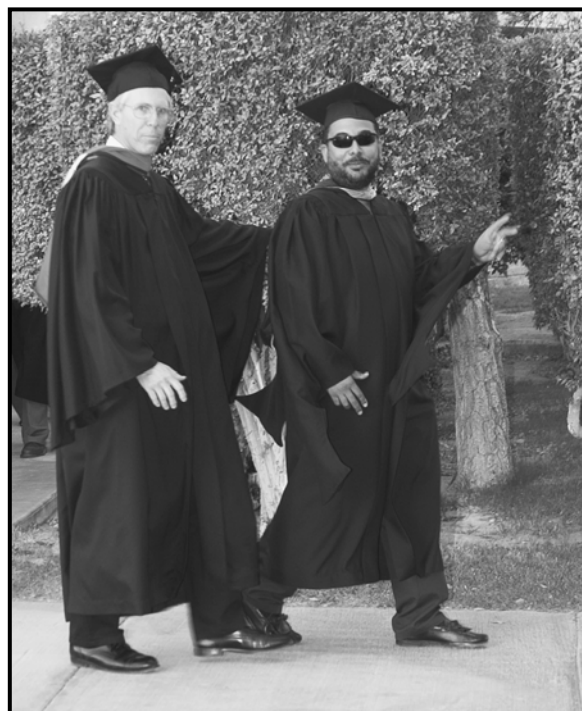
Math  
B.S., Black Hills State College  
M.S., University of Nebraska

**VARTANIAN, SONA (2000)**

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

**VASCONCELLOS, RAMON (2004)**

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



# GENERAL INFORMATION

## ACCREDITATION

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

## HISTORY

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

An open-admission, public institution, the college serves more than 3,200 students in degree and certificate programs with approximately 120 full-time employees and a \$14 million budget. It provides the first two years of college or university study as part of the California State Community College System of Higher Education. The college's educational program includes lower-division course work, general education offerings, and vocational courses for transfer to baccalaureate degree institutions. The college offers a number of occupational programs designed to prepare students for entry into the workforce. Service learning and self-enrichment classes are also offered to the community.

The Barstow Community College District was established in September 1959 by the citizens of the upper High Desert region of Southern California. Evening classes began the next year at Barstow High School, followed by the first day of classes in fall

1962 at Barstow First Methodist Church. Two years later, a \$3 million, six-building complex was constructed at the present location on Barstow Road., and classes began there in February 1965. There followed a technical building in 1967, an administration building in 1975 and an automotive laboratory in spring 1978. The automotive laboratory was converted into a physical fitness center in 2000 and the 28,000-square-foot, state-of-the-art Learning Resource Center (LRC) opened in the fall of 2004. Fall 2005 began the Remodel for Efficiency (RFE) project. The project is currently underway and is responsible for many other improvements to campus facilities.

## BARSTOW COMMUNITY COLLEGE FOUNDATION

The Barstow Community College Foundation is a non-profit, tax-exempt 501(c)(3) corporation established to support excellence in education at Barstow Community College. The Foundation provides financial assistance to the college in the form of scholarships, student success programs, instructional equipment, and many other programs. The Foundation is also a vital link to the community and helps the college develop relationships that benefit both the college and the community. Individuals, families, or businesses desiring to make a donation to the Foundation are invited to contact the Public Information Office at (760) 252-2411 ext. 7350. All donations are tax deductible.

## MISSION

Barstow Community College is 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 skill 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 uses institutional research to advance its mission and its role in the community. The college works in partnership with military bases, local governments, agencies, businesses, and schools to promote positive community development, economic growth, and change.

## GENERAL EDUCATION PHILOSOPHY

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

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

## BOARD OF TRUSTEES IMPERATIVES

Having reviewed the institutional vision, mission and challenges, the Barstow Community College Board of Trustees has set a course for continued organizational 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 they work together to make our values, vision, and mission a reality.

- **Student Success.** Student learning is the primary focus of Barstow Community 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.
- **Workforce Development.** The college maintains a dedicated commitment to vocational, occupational, and career programming and services. It supports short-term job training opportunities for those seeking entry-level employment. All our occupational, vocational career, and job training programs reflect contemporary knowledge and skills as articulated by private sector advisory experts.
- **Community Connections.** The college devotes itself to cooperative relationships with schools, government, social agencies, public and private organizations, businesses, and industries in its service area. Through outreach programs and effective communication, it will collaborate with and serve all those who seek to benefit from college programs and services.
- **Organizational Development.** The college maintains high standards of personal and professional competence and conduct from board members and employees. As a learning organization, it is committed to excellent service in support of individual growth and organizational success. The district fosters cooperative, respectful, competent, and accountable working relationships. The institution promotes and recognizes excellence in employee performance. The board practices fairness in labor negotiations for all parties, including students and the taxpaying public.

# 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 completed on our website at [www.barstow.edu](http://www.barstow.edu) step 1.

**First-time (new) students** are required to complete an admissions process, consisting of an application for admission, orientation, academic placement test, and counseling (see Matriculation on pages 12-14).

**Students returning** to Barstow Community College after a break of more than one semester 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.

**Continuing students** need only complete a personal information update form if changes to personal

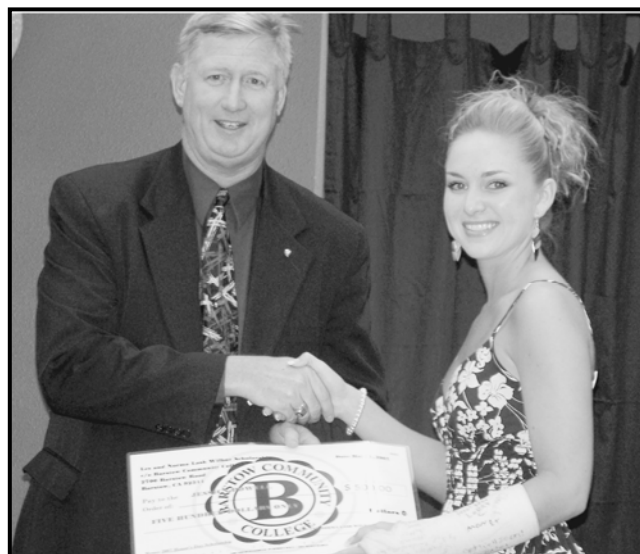
information are necessary. Changes to name or social security number require proof such as driver's license, marriage certificate, social security card, etc.

## INCOMING 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 for inclusion in the student's permanent file. Students who attended high school within the last three years must submit high school transcripts within the above timeframe. Future enrollment may be blocked if transcripts are not submitted. Once transcripts are submitted, they become the property of Barstow Community College.

## SPECIAL ADMISSION OF MINOR STUDENTS (Concurrent Enrollment)

Barstow Community College provides educational enrichment opportunities for a limited number of eligible minor students who have not graduated from high school and who would benefit from advanced scholastic or vocational work. Students in grades K-12 may concurrently enroll at Barstow Community College to supplement their elementary or secondary school education. The specially admitted student enrolled in stipulated college courses may receive both high school and college credit.





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

- Complete a college application for admission
- Complete a concurrent enrollment form
- Submit signed parental or guardian consent
- Submit signed consent from school principal or designee
- Obtain written approval from a Barstow Community College counselor
- Submit paperwork to the Admissions and Records Office
- Show proof of prerequisite 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, must obtain the approval of the Dean of Student Affairs.

### ADMISSION OF INTERNATIONAL STUDENTS

Barstow Community College welcomes its global neighbors. The International Students Office assists students from all over the world who seek an educational 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 who has a permanent residence in another country that he/she has no intention of abandoning.

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



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

- Provide evidence of ability to maintain themselves financially during their enrollment.
- Score 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 Dean of Student Affairs to have them considered.

### RESIDENCY REQUIREMENTS

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

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

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

Military personnel and family members who list California as their home of record are considered residents regardless of duty station.

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

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

If a military member is transferred to a duty station outside of California during a semester, residency remains in tact for the duration of that semester. However, the student's residency status will be changed to non-resident for the following semester.

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

### CHANGE IN RESIDENCY

Students who have been out-of-state residents must submit a new residency statement in order to change their status. Residency documents must be submitted to 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.

### RESIDENCY CLASSIFICATION APPEAL

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



## MATRICULATION

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

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

#### *The student agrees to:*

- Submit an application for admission and all registration forms.
- Complete the academic placement test. This is not a pass/fail instrument but a means to place you in appropriate courses.
- See a counselor for guidance, course selection and completion of Education Plan.
- 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.
- Attend class(es) diligently, 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.
- Complete an Education Plan.

- Conduct post-enrollment evaluation of each student's progress.
- Advise or counsel students enrolled in pre-collegiate basic skills courses, those who have not declared an educational goal and those who are on academic and/or progress probation.
- Refer students to specialized support services such as financial aid, campus employment placement services, Extended Opportunity Program and Services (EOPS), Disabled Students Programs and Services (DSPS), 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.

## ACADEMIC PLACEMENT TESTING

Academic placement tests are required of all first-time college students. The test is an important tool measuring your skills for placement into college classes where you will be most successful and will have a positive learning experience. Students scoring at the higher ranges on this assessment demonstrate readiness to succeed in the higher level classes – saving themselves from taking as many as three (3) prerequisite courses. Placement tests are administered by Barstow Community College test proctors. Please see page 22 for Test Proctoring Services information.

*The following students may be eligible for exception from placement testing:*

- Students who have been previously assessed for academic placement and have written verification of scores from other regionally accredited colleges or universities.
- 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 placement testing component or any other matriculation requirement should contact a counselor.

## PREREQUISITES / COREQUISITES

“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 placement test scores. A corequisite is a course that must be taken concurrently with the course in question. Course prerequisites and corequisites are noted in the Catalog and Schedule of Classes. All co/prerequisites must be passed with a “C” or better.

## CHALLENGING COURSE CO/PREREQUISITES

If blocked from a course because of either a prerequisite or corequisite requirement, the student may 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. Students 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 or a counselor. 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
- A 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 Manager of Admissions and Records. If space is available in the class at the time the student files his/her challenge, he/she may be allowed to register for the challenge course and the District will resolve the challenge within five work days. If the challenge is approved or the District fails to resolve the challenge in a timely manner, the student must be allowed to enroll in the class. If the challenge is denied, the student, if already enrolled, may be administratively withdrawn from the challenged class. If the challenge is upheld and there is no space available, the student may be permitted to enroll the subsequent semester.

### MATRICULATION COMPLAINTS

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

### PRE-REGISTRATION COUNSELING

All new and probationary students are advised to see a counselor for course approval prior to registration. Students who are on academic or progress probation are required to complete a contract with a counselor prior to registration. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop an educational plan. 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 an 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 units without approval. Students desiring to enroll in more than 18 units must have a 3.0 GPA and obtain written approval from a counselor. Written approval from the Dean of Student Affairs is required to enroll in more than 21 units.

During the summer session, students may enroll in 9 units or fewer without approval. Students desiring to enroll in more than 9 units must have a 3.0 GPA and obtain written approval from the Dean of Student Affairs.

## REGISTRATION

Registration is the process of becoming officially enrolled in college. Students may register, add and/or drop courses utilizing any of the following methods:

- **Mail:** Admissions and Records Office, Barstow Community College, 2700 Barstow Road, Barstow, CA 92311
- **Fax:** (760) 252-6754 or (760) 252-1875
- **Internet:** [www.barstow.edu](http://www.barstow.edu)
- **In Person**

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





## WAIT LIST POLICY

When a class is closed, you may place your name on a waitlist. Placement on a waitlist does NOT guarantee acceptance into a closed class. If space becomes available students will be automatically moved from the waitlist to the class roster in the order they were added to the waitlist. Once you are added to the class roster you will be notified. If you no longer wish to enroll in the course, you should remove your name from the waitlist. All waitlists will be purged the last day to register. If you were not added to the class roster before this is done you should contact the instructor by attending the first scheduled class meeting or by email for online classes. After securing the instructor's permission to add the course (either by signature on the program card or by email) the student must officially enroll in the course through the Admissions and Records Office. 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 a Registration 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 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 through the Internet. Failure to withdraw officially 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 has 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 will not be used in calculating grade point averages. However, excessive "W's" will be used as factors in determining probation and dismissal status.

## FEE REFUNDS

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



**DROPPING AFTER THE DROP DEADLINE**

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

**SECTION CHANGE**

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

**DENIED ADMISSION**

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

**ADDRESS CHANGES**

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

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

Name changes will be recorded only for students who are currently enrolled. Documentation, such as a marriage license, court order, or naturalization papers, may be required for verifying a legal name change. Requests to have a student's name changed on official college records are submitted to 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 online or in the Admissions and Records Office on main campus or at the Ft. Irwin campus. All fees are due at the time of registration. These include enrollment fees, ASB fee, materials fee, and if applicable, nonresident fees. Failure to pay fees does not drop a student from a class, except for AHLT 51, AHLT 63 and AHLT 64. Fees may be paid to 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 \$20 per unit. All California residents may apply for the Board of Governor's Fee Waiver. For more information refer to page 20 or contact the Financial Aid Office at (760)252-2411 ext. 7205.



## NONRESIDENT TUITION

For 2007-08, nonresidents of California and international students will be charged a tuition fee of \$173 per unit, in addition to the enrollment fee.

## ASSOCIATED STUDENT BODY (ASB) FEE

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

- 10% discount at the Viking Bookstore on textbooks
- 10% off a regular price combo meal (main, side, & drink) at The Viking Grill (cafeteria)
- Discounts from local merchants and restaurants
- Free admission to Barstow Community College sporting events
- Discounted admission to musical, dance, and theatrical programs

For a complete listing of the benefits available through ASB membership, visit the ASB Office.

## STUDENT REPRESENTATION FEE

The Student Representation Fee is used to support students who lobby for legislative issues that benefit community college students or participate in CalSACC (California Student Association of Community Colleges) activities. Students may elect to waive the \$1 fee for religious, political, financial, or moral reasons by completing the Request to Decline the Associated Student Body and Student Representation Fees available 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: First two copies are free; \$4 for each additional request.

## ENROLLMENT FEE WAIVERS

Eligible students may qualify for a waiver of enrollment fees. To apply, complete your Free Application for Federal Student Aid online at <http://www.fafsa.ed.gov>. 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).
- The alien student who is without lawful immigration status must file an affidavit with the college stating that he/she has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

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

The student must file an exemption request including a signed affidavit with the college that indicates the student has met the conditions described above. The California Nonresident Tuition Exemption Request is available from 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 an 18-week class during the first two (2) weeks of the fall or spring semester may be eligible for a refund of enrollment fees. Refunds are not automatic, except in cases where the college cancelled the class. Students eligible for a refund must submit the refund petition forms to the Admissions and Records Office no later than the date indicated in the current Schedule of Classes. 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. The ASB and Student Representation Fees are non-refundable.

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

### Viking Shop Store Hours:

\*(July 30, 2007 thru May 23, 2008)

Monday thru Thursday - 8:30am to 7pm

Friday - 8:30am to 4pm

Saturday & Sunday - CLOSED

\*(Closed on all regularly scheduled holidays as per the school academic calendar)

### Viking Shop Summer Store Hours:

\*(May 27, 2008 thru July 27, 2008)

Monday thru Thursday - 8:30am to 7pm

Friday, Saturday & Sunday - CLOSED

\*(Closed on all regularly scheduled holidays as per the school academic calendar)

The average cost of textbooks per semester is \$450. The Viking Shop offers used books, when available, as a cost saving alternative.

### Returns

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

### Book Buy Back

Textbook buy back is available at the beginning, middle, and end of fall and spring semesters. Buy back is an opportunity to receive money back for books used during the term. The buy back is conducted by an independent book buyer. There is no guarantee by the bookstore that a book will be bought back at the end of the term. However, when a book is eligible to be bought back it may be worth up to 50% of the initial purchase price. A list of proposed dates for the academic year is typically available by August 1.

### Off Campus Bookstore Services

Books may be purchased for online students by contacting the Viking Shop staff at main campus by phone or fax. A fax order form is available from [bcconline.com](http://bcconline.com). Select the Viking Bookstore link. In addition to the fax order form, books may be purchased online via the bookstore web link from the BCC home page, or directly through [www.vikingshop.bkstr.com](http://www.vikingshop.bkstr.com).

Fort Irwin students may purchase books from the staff at Fort Irwin. Please contact the Barstow College Fort Irwin staff at (760) 380-3905 for more information. For hours and other information, call (760) 252-6722; (760) 252-6753 (Fax); [vshop@barstow.edu](mailto:vshop@barstow.edu).

### 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. For other information, call (760) 252-2411, ext. 7226.

### 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, students should 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 (DSPS)

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 with learning disabilities 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) Disadvantaged educationally, and (5) Completed not 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 online 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

Barstow Community College knows that for some students college may still be beyond reach. The College takes pride in a personal approach to helping students meet the cost of education. A variety of resources are available including grants, fee waivers and part-time employment on campus. Application for all Barstow Community College financial aid programs begins by completing the Free Application for Federal Student Aid (FAFSA). Information regarding the financial aid programs and resources available at Barstow Community

College can be found on the Financial Aid web site at [www.barstow.edu/financialaid](http://www.barstow.edu/financialaid).

Students are urged to contact the Financial Aid Office when they register to see if they qualify for any type of financial aid. The office has all necessary forms and will assist students in completing them. It is the responsibility of the Financial Aid Office to ensure that students have the necessary knowledge to seek financial aid. The application procedure is quicker and less stressful when students work with the Financial Aid Office. For more information or assistance, contact the Financial Aid Office at (760) 252-2411 ext. 7205.

**Pell Grants.** Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree and have earned a high school diploma, GED, or are past the age of compulsory education and have passed a federally approved Ability to Benefit Exam. 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 considered residents of California and meet all eligibility requirements. To apply for a BOGW, students should complete the FAFSA by visiting [www.fasfa.ed.gov](http://www.fasfa.ed.gov). Over 50% of Barstow Community College students qualify for an enrollment fee waiver.

**Federal Work Study.** This federal program provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. The salary is the current federal minimum wage. Federal Work Study awards depend on application date, level of need, and the funding level of the college.

### Eligibility

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

1. Be a United States citizen, national or an eligible non-citizen.
2. Demonstrate financial need.
3. Not have defaulted on any family or student educational loan.
4. Not be in overpayment status on any federal grant program.
5. Be enrolled as a regular student in an eligible program.
6. Not receive or plan to receive financial aid at any other institution while attending Barstow Community College.
7. Satisfy the Ability to Benefit requirement through one of the following:
  - High school diploma
  - General Educational Development (GED) or California Proficiency certificate
  - Certificate of completion of a 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 if past the age of compulsory education. This test is administered through the assessment test taken in the Computer Commons. All three sections must be passed in one sitting.
8. Achieve satisfactory academic progress by completing 67% of all units attempted with a 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.

In addition, withdrawing from some classes, but not all, during a semester may lead to overpayment status. Overpayment status will result in the same repercussions as Return to Title IV status.

### THE VIKING GRILL (Cafeteria)

The college eatery is located in the Norman Smith Center. **The Viking Grill** provides great food, reasonable prices, and friendly service in a pleasant atmosphere. Their breakfast burritos, biscuits and gravy, and fresh, hot, coffee will help you to jump-start your morning. Whether it is breakfast, lunch, a snack, or an early dinner their extensive menu will satisfy that craving! Fresh-baked cookies, a full burger line, sandwiches, great Mexican, and flavored coffees are offered along side healthier choices such as tasty salads and fresh fruit. Discount programs available include the ASB discount (10% off of any order of main, side, & drink) as well as a pre-pay food plan. Call Tim for daily specials, hours of operation, or to phone in your order at ext: 7219. Remember, we cater for your group or party, on or off campus.

### INSURANCE

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

### PHI THETA KAPPA

Phi Theta Kappa is the international honor society of the community college system worldwide, and its central mission is to encourage scholarship among two-year college students. To achieve this purpose,

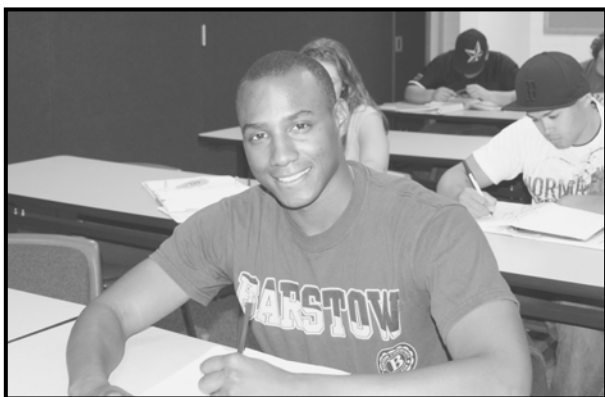
Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. Students achieving a 3.4 cumulative grade point average for a total of 12 or more college transfer-level courses will be invited to join Phi Theta Kappa. As an international organization, members have access to thousands of scholarship opportunities, and many private four-year colleges have specialized programs for the recruitment of Phi Theta Kappa members. Students interested in receiving more information can contact the Student Life and Development Office, at (760) 252-2411 ext. 7374.

### **SCHOLARSHIP PROGRAM**

Each year Barstow Community College awards a number of scholarships ranging in amounts from \$100 to \$1,000. 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 scholarship coordinator at (760) 252-2411 ext. 7309.

### **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. 7204.



### **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.

For 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.



**TEST PROCTORING SERVICES**

The Computer Labs are responsible for proctoring examinations for online courses, placement testing, and Ability to Benefit (ATB) placement testing. The ATB placement test is a form of the academic placement test for students seeking financial aid who do not have either a high school diploma or a GED completion certificate. Placement tests are required of all first-time college students. See page 12 for exceptions and more information about academic placement tests. For information or available test proctoring times, please go to <http://www.bcconline.com/orient/labhours.htm> or call the Barstow Community College main campus computer lab at (760) 252-2411 ext. 7288; the Fort Irwin computer lab at (760) 380-3905, or MCAS at (858) 577-1801.

**LEARNING RESOURCE CENTER**

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

Approximately 42,000 books, 250 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 and audio visual materials are for library use only. Magazine and journal articles are now available electronically both on and off campus. The Learning Resource Center also has textbooks on reserve for student use (textbooks are for library use only).

For additional information, visit the Learning Resource Center'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 also provides services relating to career issues with an emphasis on long-range planning toward career goals.

Services available include: instruction in the use of Project ASSIST, Eureka, and other computer resources; presentations by representatives from four-year institutions; group visits to CSU/UC

campuses; assistance with four-year college/university admissions applications; assessment of aptitude and career interests; workshops on career exploration, decision-making, and planning; instruction in proper resume writing; simulations of job and/or admissions interviews; college admissions test preparation, and job preparedness skills training. For more information, call (760) 252-2411 ext. 7321.

**TUTORIAL SERVICES PROGRAM**

Tutorial services are available free to students interested in strengthening their academic skills in specific subject areas. The Tutorial Services Program provides: (1) a walk-in tutoring center, (2) one-on-one tutoring, (3) group study, (4) a study hall, (5) and online tutoring.

To take advantage of these services, a student must be registered in one or more academic course at Barstow Community College and enrolled in Education 150.

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

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

**VETERANS SERVICES**

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

Veterans are urged to take advantage of the counseling service and educational programs offered by Barstow Community College. The college cooperates with the 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. 7351.

### 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. 7351.

### VOCATIONAL REHABILITATION SERVICES

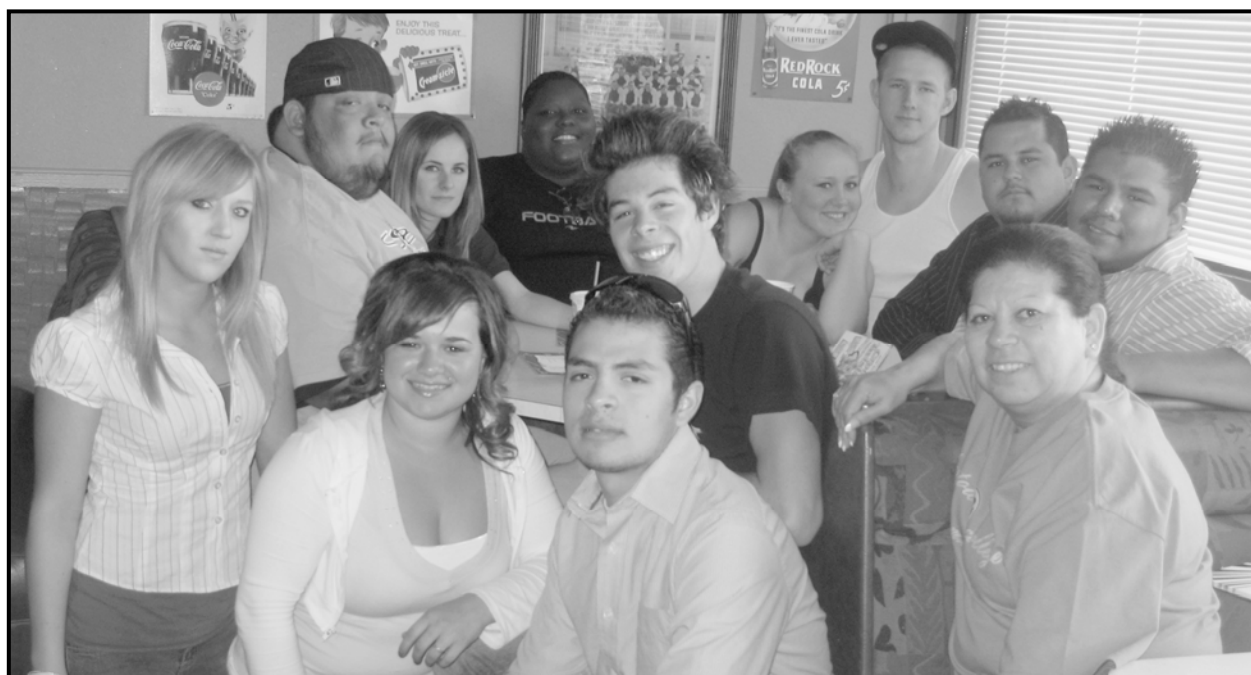
Students who have physical, emotional or other disabilities which handicap them vocationally may be eligible for counseling, vocational guidance and training. Detailed information may be obtained from the DSPS Office or by calling (760) 252-2411 ext. 7225.

### 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 online 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 impairs learning and

motivation; disrupts the classroom; jeopardizes physical and mental health; subjects the user to criminal penalties; injures families; erodes relationships; and inhibits ability to benefit from an education. Barstow Community College therefore asks for student support to maintain and actively promote a drug-free learning environment by being aware and informing others of college policies, referral sources for help, and the substantial legal, personal, and health consequences associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed below.

### *District Policy*

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

### *Health Consequences*

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



- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incardination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancer, and many other health problems.

#### **Barstow Community College Legal Sanctions**

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

#### **State of California Legal Sanctions**

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

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

#### **For Free Confidential Assistance**

For assistance off-campus, call:

- Alcoholics Anonymous (760) 256-1990
- Narcotics Anonymous (760) 255-2045
- For a more comprehensive listing of off-campus referrals, contact a counselor.

## **NON-DISCRIMINATION POLICY**

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

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

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

## **SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY**

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

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

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

## **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: 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 Dean of Student Affairs (for students) at ext. 7353.



## **SMOKING POLICY**

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

## **STUDENT CONDUCT**

A student admitted to Barstow Community College has an obligation to conduct him/herself in a manner compatible with the social and educational functions of this institution. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. With regard to disciplinary action, all students shall be entitled to due process in accordance with Education Code Sections 66017 and 76037 and Board Policy and Procedures 5500 and 5520.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the 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. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties; failure to identify oneself or provide identification to these persons when requested to do so.
21. Violating college or California Education Code regulations pertaining to student organization,

distribution of literature and place and manner of public expression.

22. Unauthorized use of the name of Barstow Community College.
23. Failure to pay financial obligations to the college or to agencies for which the college acts as agent, or failure to return college property.
24. Solicitation of funds for political action or political party campaigns in violation of Board policy.
25. Failure to appear at a disciplinary hearing after being cited as a defendant or as a witness by a college administrator on behalf of either a plaintiff, or by a defendant under citation.
26. Disobeying traffic or parking regulations.
27. Attending or attempting to attend class(es) when not enrolled in the college or in the class(es).
28. Interfering with the instructional process, administrative duties or other college activities or programs.
29. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member or college official; use of computing facilities to interfere with a college computing system; and/or violation of the Barstow Community College "Computer Use Contract."

## STUDENT GRIEVANCES

Barstow Community College encourages a prompt and equitable method of open communication between students, faculty and staff. A student may file a grievance when he/she believes that a college faculty or staff member has violated 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, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and level of enrollment (number of units enrolled).

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

**STUDENT RIGHT-TO-KNOW DISCLOSURE**

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

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

**TITLE IX POLICY**

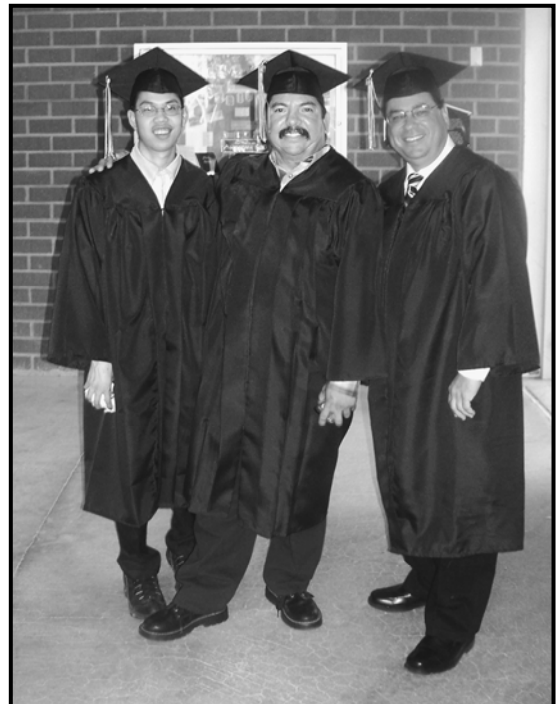
Barstow Community College is committed to support all regulations under Title IX of the Education Amendments of 1972. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Questions regarding Title IX policies can be directed to the Human Resources Director.

**TRAFFIC AND PARKING REGULATIONS**

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

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

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



# ACADEMIC STANDARDS

## ACADEMIC FREEDOM

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

## ACADEMIC HONESTY

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

## ATTENDANCE

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

### 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 office, or online 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.

Barstow Community College classes are based on a 50-minute academic hour followed by a ten-minute break. Classes meet from one to five days per week. 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 explore areas of personal interest.

Classes are offered both on and off campus. The amount and quality of the content and academic

requirements are the same wherever the courses are offered. When there is sufficient demand, the college will attempt to conduct special short-term classes. A balanced offering of summer session classes enables students to accelerate their programs, to satisfy course or curricular requirements or to explore areas of special interest.

### **FIELD TRIPS**

Field trips may be required in courses where it is not noted in the course description. Liability release forms must be completed by each student and filed with the 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 seven units, with a maximum of three units being in work experience per semester. Students may enroll in a maximum of one other class if taking eight units of work experience.

Up to 8 units may be used as elective credit for an General Education Associates Degree. Up to 4 units may be used as major credit and 4 units as elective credit for an Occupational Associates Degree.

Cooperative Work Experience Education may be offered in the following areas: Accounting, Administration of Justice, Allied Health, Art, Automotive Technology, Biology, Business Administration, Chemistry, Child Development, Computer & Business Systems, Cosmetology, Drafting, Education, Electronics, English, Library Science, Management, Mathematics, Photography, Physical Education, Physical Science, Psychology, Sociology, Theatre Arts, 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 18-week semester. In some physical education, art, drama and music courses, a unit of credit is earned for each two hours of class time. In courses composed of learning activities resulting in combinations of lecture and recitation, independent and tutorial study or directed and individual laboratory experiences, the hours are equated with units of credit. The terms semester unit or hour and credit hour are synonymous.

## CONVERSION OF UNITS

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

## CREDIT BY EXAMINATION

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

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.

## TRANSFER OF CREDIT FROM OTHER COLLEGES

Only those courses designated as lower division courses listed on official transcripts from regionally accredited colleges may be accepted for transfer to a degree or certificate program.

## 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.

## CREDIT FOR TEST EQUIVALENCIES

**Advanced Placement Test** scores are accepted by Barstow Community College for college credit in certain classes. A student scoring a 3, 4 or 5 on College Board Advanced Placement (AP) exams should contact a counselor for more information. See page 43 for more details.

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.

### 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 of the 30 unit limitation through the Office of Student Services.

### FINAL EXAMINATIONS

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Final examinations are required in all courses and must be given according to the schedule provided in the Schedule of Classes. No student may be excused from final examinations. Instructors will 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 an 18-week 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 an 18-week class or 20% of the meeting dates. A letter grade must be assigned after the 14<sup>th</sup> week of an 18-week class.
- 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 may automatically revert to an “F” if not removed within one semester of receipt, excluding summer. An extension for an additional



semester may be granted by a counselor. The criteria 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 end of 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 Web** - Go to <http://bcregweg.barstow.edu>
- **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 ten (10) working days for processing. Students who attended Barstow Community College prior to 1993 should allow fifteen (15) working days to process. Two official 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 and may be obtained online, from an Admissions and Records staff or a counselor.

## GRADE CHANGES

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

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor, and in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

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

## 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 salutarian are selected by the Scholastic Standards Committee in accordance with the following criteria:

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

## PROBATION, 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 2.0 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 55756.

### **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 an activity course a total of four times for credit. Courses may be repeated any number of times when necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. In addition, a student may repeat a class once in which he/she received a grade of “D,” “F,” “FW,” or “NC.” When course repetition occurs and a passing grade is registered all previous substandard grades and credits will be disregarded in the computation of grade point averages and cumulative unit totals. Other course repetition may be approved by the Scholastic Standards Committee. To petition for other course repetition submit the request to the Manager of Admissions, Records & Financial Aid

# 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 units (Humanities/Social Science) -20 units (Natural Science/Math) in the chosen program of study, specified units in general education, competency requirements and any remaining units in elective course work.
- **Scholarship Requirement:** An institutional and cumulative GPA of 2.0 or higher in all work attempted and in course work for the major.
- **Residence Requirement:** Completion of a minimum of 12 semester units at the college. No more than 9 units completed after last attendance at the college. This requirement may be waived under the provisions of the Servicemembers Opportunity College or by petition.
- **Major Field of Study:**  
Humanities - ARTS, ENGL, WEST CIV, HUMA, MUSI, PHIL, PHOT, RLGS, FOREIGN LANG, SPCH, TART  
Social Science - CULTURAL ANTH, ARCH, ECON, ETHN, HIST, ORIE, POLI, PSYC, SOCI  
Natural Science/Math - ASTR, BIOL, BOTANY, CHEM, GEOG, GEOL, MATH, OCEA, PHSC, PHYS
- **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, 53ABCD, ARTS 3, 7, 9, 10, 16, 17, GEOG 50, 51, 52, 53, MUSI 5ABC, 6ABC, 7, 12ABC, all PHOT courses, PSYC 30, TART 1AB, 4, 5, 6, 8, 10)

- **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 Admissions and Records early in the semester in which the requirements will be completed so students can be notified of evaluation results. The deadline for petitioning for graduation is posted in the Schedule of Classes and in the Office of Student Affairs.

## 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 Dean of Student Affairs.

## 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.
- 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.

# BARSTOW COMMUNITY COLLEGE

## 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.

For the Associates of Arts in Humanities or Social Science, a minimum of 18 units in the major field of study is required. For the Associates of Science in Natural Science/Math, a minimum of 20 units in the major field of study is required.

### Major Field of Study:

Humanities - ARTS, ENGL, WEST CIV, HUMA, MUSI, PHIL, PHOT, RLGS, FOREIGN LANG, SPCH, TART

Social Science - CULTURAL ANTH, ARCH, ECON, ETHN, HIST, ORIE, POLI, PSYC, SOCI

Natural Science/Math - ASTR, BIOL, BOTANY, CHEM, GEOG, GEOL, MATH, OCEA, PHSC, PHYS

Natural Sciences		6 units
Biological: Complete one course	BIOL 1-5, 7-8, 10-11; ANTH 3; OCEA 1	
Physical: Complete one course	ASTR 1, 1L; CHEM 1, 2A, 2B; GEOG 1; GEOL 1L-5; OCEA 1; PHSC 1, 2; PHYS 1, 2A, 2B, 4A, 4B	
Social Sciences		6 units
Complete two courses in two different areas (min. 3 units each)	ADJU 1; AHLT 70, 72-75; ANTH 1, 4; ARCH 1, 5, 10; BADM 1, 2, 5; ECON 1-2, 5; ETHN 1-2, 4; GEOG 2; HIST 1A, 1B, 2A, 2B, 3-5, 7, 8A, 8B, 12, 50; POLI 2; PSYC 1-6, 11, 14-15, 33; SOCI 1-4, 6, 8, 14-15	
Humanities		6 units
Complete two courses in two different areas (min. 3 units each)	ARTS 1-3, 7, 9, 10, 16-19; ENGL 1B, 2-6; 11, HIST 1A, 1B, 8A, 8B; HUMA 1-6; MUSI 2-7, 12; PHIL 1-6, 8; PHOT 1A, 1B, 2A, 2B, 9; RLGS 1, 5, 10; SPAN 1A, 1B, 2A, 2B, 10; TART 1-6, 8, 10, 11	
American Institutions & Ideals		3 units
POLI 1		
Communication (requires C grade)		3 units
SPEECH 1, 2, 3, 4		

English (requires C grade)		3 units
ENGL 1A or 50		
Lifelong Learning		3 units
Complete one course	BIOL 11/PSYC 11; HEAL 1, 2, 7; PSYC 3, 14; SOCI 4, 14	
Mathematics (requires C grade)		3-4 units
Complete one course	DRAF/ELEC 60; MATH 50, 55, 104, 1-3, 4A, 4B, 4C, 5	
Orientation		0-3 units
ORIE 1 or PSYC 5 (May be waived with official transcript transferring 15+ semester units)		
Physical Education		2 units
Any 2 PE activity courses; or 1 PE activity course and AHLT 51 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		
U.S. History		3 units
HIST 2A or 2B		

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

# BARSTOW COMMUNITY COLLEGE

## 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, Child Development, Computer Science, Cosmetology, Electronics Technology, Fire Technology, Management, Medical Assistant, Photography, or Welding

For the Associate of Science degree in an occupational field of study, students must satisfactorily complete all required courses within the major along with the general education requirements listed below. Refer to pages 41-44 for a list of required courses for each occupational major. General education course work can be used to satisfy the units of the major.

**Note:** A maximum of 4 units in work experience may be applied toward an occupational major and up to 4 units may be applied toward elective credit. See *Cooperative Work Experience Education* for additional information.

Natural Sciences		3 units
Complete one course	ANTH 3; ASTR 1, 1L; 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	
Social and Behavioral Sciences		3 units
Complete one course	ADJU 1, 8; AHLT 70, 72-75 ANTH 1, 4; ARCH 1, 5, 10; BADM 1, 2, 5; ECON 1, 2, 5; ETHN 1, 2, 4; GEOG 2; HIST 1A, 1B, 2A, 2B, 3-5, 7, 8A, 8B, 12, 50; POLI 1, 2; PSYC 1-6, 11, 14-15, 33; SOCI 1-4, 6, 8, 14-15	
Humanities		3 units
Complete one course	ARTS 1-3, 9, 10, 16-19; ENGL 1B, 2-6; 11, HIST 1A, 1B, 8A, 8B; HUMA 1-6; MUSI 2-7, 12; PHIL 1-6, 8; PHOT 1A, 1B, 2A, 2B, 9; RLGS 1, 5, 10; SPAN 1A, 1B, 2A, 2B, 10; TART 1-6, 8, 10, 11	
Activity		(min. 2 units)
Complete one area	Any 2 PE activity courses; or 1 PE activity course and AHLT 51 or AHLT 53 and AHLT 63 or AHLT 64; or 1 PE activity course and AHLT 65 or valid/current American Heart Association or American Health and Safety Institute CPR AND American Red Cross or American Health and Safety Institute First Aid Card	

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

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

# BARSTOW COMMUNITY COLLEGE

## OCCUPATIONAL DEGREE REQUIREMENTS *cont.*

### ASSOCIATE OF SCIENCE, ACCOUNTING

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

ACCT 1A Principles of Accounting	3
ACCT 1B Principles of Accounting	3
ACCT 4 Managerial Accounting	3
ACCT 5 Personal Financial Planning	3

#### Major Elective Requirements

Select at least eight additional units from the following courses:	8
BADM (any); MGMT (any); ECON (any); ACCT (any); CBIS 1	

Minimum Units Required in Major	20
Total Units Required	60

### ASSOCIATE OF SCIENCE, ADMINISTRATION OF JUSTICE

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

ADJU (any)	20
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Minimum Units Required in Major	20
Total Units Required	60



### ASSOCIATE OF SCIENCE, ALLIED HEALTH

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

AHLT 51 Standard First Aid and Personal Safety	.5
AHLT 52 Medical Terminology	3
AHLT 58 Basic Arrhythmia	3
AHLT 63 Basic CPR	

#### *OR*

AHLT 64 Basic CPR Refresher	.5
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*Select One of the Two Major Options Listed Below:*

#### Option I (EMT)

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

AHLT 55A Emergency Medical Tech Basic (EMSA Certification)	5
AHLT 55B Emergency Medical Tech Basic (National Registry Certification)	5
AHLT 62A Emergency Medical Tech Basic Refresher (EMSA Certification)	2
AHLT 62B Emergency Medical Tech Basic Refresher (National Registry Certification)	2

#### Option II (Nursing)

AHLT 54 Nursing Assistant	4.5
AHLT 56 Home Health Aid	1.5

#### Elective (required for both Option I and II)

In addition to the courses listed above for the Core and  
Option requirements, students must take additional  
Allied Health (AHLT) classes to bring the total number  
of units of AHLT classes to at least 20 units.

AHLT (any)	7-11
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Minimum Units Required in Major	20
Total Units Required	60

### ASSOCIATE OF SCIENCE, AUTOMOTIVE TECHNOLOGY

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

AUTO (any)	20
------------	----

Minimum Units Required in Major	20
Total Units Required	60

### ASSOCIATE OF SCIENCE, BUSINESS

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

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

#### Major Elective Requirements

Select at least eight additional units from  
the following courses:

ACCT (any); BADM (any); ECON (any)  
MGMT (any), CBIS 1, 40, 41, 43

Units Required in Major	20
Total Units Required	60

### ASSOCIATE OF SCIENCE, CHILD DEVELOPMENT

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

CHLD (any)	20
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Minimum Units Required in Major	20
Total Units Required	60

### ASSOCIATE OF SCIENCE, COMPUTER SCIENCE

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

CBIS 1 Computer Concepts	3
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..... *And Either*

CBIS 10 Computer Architecture	3
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..... *or*

CBIS 51 A+ Certification Preparation	4
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CBIS 13 Management Information	
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..... Systems	3
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CBIS 19 Systems Analysis and Design	3
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... *OR (for option III only)*

CBIS 40 Spreadsheet Applications	4
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CBIS 41 Beginning Word Processing	4
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CBIS 43 Presentation Applications	
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..... and Media	3
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#### Option I (MIS)

Select three courses from the following:

CBIS 15 Information Networking	3
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CBIS 17 Database Design and	
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..... Management: Microsoft Access	3
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CBIS 22A Business Operating Software,	
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..... Using UNIX	3
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CBIS 22C Windows Server	1.5
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CBIS 29A Introduction to Writing	
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..... Web Pages	3
-----------------	---

CBIS 29B Advanced Web Development	3
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CBIS 30A Networking Technologies –	
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..... CISCO Emphasis	4
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CBIS 30B Networking Technologies –	
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..... CISCO Emphasis II	4
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CBIS 30C Networking Technologies –	
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..... CISCO Emphasis III	4
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CBIS 30D Networking Technology –	
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..... CISCO Emphasis IV	4
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CBIS 51 A+ Certification Preparation	4
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#### Option II (Programming)

Select three courses from the following:

CBIS 3 Programming in Visual Basic	3
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CBIS 6 Programming in Java	3
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CBIS 33 Computer Science 1 with C++	3
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CBIS 29B Advanced Web Development	3
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#### Option III (Business Information Systems)

Select at least eight units from  
the following courses:

CBIS 42 Advanced Word Processing	4
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CBIS 60 Beginning Keyboarding	1.5
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### ASSOCIATE OF SCIENCE, COMPUTER SCIENCE *cont.*

CBIS 61	Skill Building and Document Processing	1.5
CBIS 64	Machine Transcription	3
CBIS 65	Machine Calculations	1.5
CBIS 66	Office Procedures	3
CBIS 67	Records Management	2
CBIS 74	Microsoft Outlook	1.5
CBIS 77	Medical Transcription	3
Or any CBIS course in the Office Services or Administrative Assistant Certificate.		

<b>Minimum Units Required in Major</b>	<b>20</b>
<b>Total Units Required</b>	<b>60</b>

### ASSOCIATE OF SCIENCE, COSMETOLOGY

<b><u>General Education Coursework</u></b>	<b><u>Units</u></b>
General Education Coursework (refer to page 40 for general education course requirements)	27+

<b><u>Major Core Requirements</u></b>	
COSM (any)	20

<b>Minimum Units Required in Major</b>	<b>20</b>
<b>Total Units Required</b>	<b>60</b>

### ASSOCIATE OF SCIENCE, ELECTRONICS TECHNOLOGY

<b><u>General Education Coursework</u></b>	<b><u>Units</u></b>
General Education Coursework (refer to page 40 for general education course requirements)	27+

<b><u>Major Core Requirements</u></b>	
ELEC (any)	20

<b>Minimum Units Required in Major</b>	<b>20</b>
<b>Total Units Required</b>	<b>60</b>



### ASSOCIATE OF SCIENCE, FIRE TECHNOLOGY

<b><u>General Education Coursework</u></b>	<b><u>Units</u></b>
General Education Coursework (refer to page 40 for general education course requirements)	27+

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

<b>Minimum Units Required in Major</b>	<b>30</b>
<b>Total Units Required</b>	<b>60</b>

### ASSOCIATE OF SCIENCE, MANAGEMENT

<b><u>General Education Coursework</u></b>	<b><u>Units</u></b>
General Education Coursework (refer to page 40 for general education course requirements)	27+

<b><u>Major Core Requirements</u></b>		
MGMT 1	Introduction to Management	3
MGMT 3	Human Resource Management	3
MGMT 5	Organization and Management	3
CBIS 13	Management Information Systems	3

#### **Major Electives (required)**

Select at least eight additional units  
From the following courses:  
BADM (any); ACCT (any); MGMT (any);  
ECON 1; ECON 2; CBIS 1

<b>Minimum Units Required in Major</b>	<b>20</b>
<b>Total Units Required</b>	<b>60</b>

### ASSOCIATE OF SCIENCE, MEDICAL ASSISTANT

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

AHLT 52 Medical Terminology	3
AHLT 57 Pharmacology	3
AHLT 60 Medical Insurance	3
AHLT 61A Medical Office Procedures – Front Office	3
AHLT 61B Medical Office Procedures – Back Office	3
AHLT 61C Medical Office Procedures – Practicum	2
AHLT 63 Basic CPR	.5

#### Recommended

BIOL 2 Concepts in Biology	4
<b>OR</b>	
BIOL 10 Introduction to Biology	3
CBIS 41 Beginning Word Processing	4
SPCH 3 Interpersonal Communication	3
PSYC 2 Developmental Psychology	3

Minimum Units Required in Major	20.5
Total Units Required	60

### ASSOCIATE OF SCIENCE, PHOTOGRAPHY

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

PHOT (any)	20
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Minimum Units Required in Major	20
Total Units Required	60

### ASSOCIATE OF SCIENCE, WELDING

<u>General Education Coursework</u>	<u>Units</u>
General Education Coursework (refer to page 40 for general education course requirements)	27+

#### Major Core Requirements

WELD (any)	20
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Minimum Units Required in Major	20
Total Units Required	60



# BARSTOW COMMUNITY COLLEGE / 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.

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.	
	<b>A1 Oral Communication</b>	SPCH 1, 3, 4
	<b>A2 Written Communication</b>	ENGL 1A, 1C
	<b>A3 Critical Thinking</b>	ENGL 1C PHIL 3 SPCH 4
Area B	<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>B1 Physical Science</b>	ASTR 1, 1L* CHEM 1*, 2A*, 2B* GEOG 1* GEOL 1L*, 2, 3*, 5* OCEA 1 PHSC 1*, 2 PHYS 1, 2A*, 2B*, 4A*, 4B*
	<b>B2 Life Science</b>	ANTH 3; BIOL 1, 2*, 3*, 4*, 5*, 7*, 8*, 11 GEOL 4 OCEA 1
	<b>B3 Laboratory Activity</b>	Any * class in Area B1, B2, or B4
	<b>B4 Mathematical Concepts, Quantitative Reasoning</b>	MATH 1, 2, 3, 4A, 4B, 4C, 5
	<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, 5, 6 HIST 1A, 1B, 8A, 8B 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 SPCH 2 TART 2, 3
	<b>C3</b>	One additional course from area C1 or C2

Area D	<b>Social, Political and Economic Institutions and Behavior; Historical Background</b> (A minimum of 9 units in at least two disciplines)	
	<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.
Area E	<b>Lifelong Understanding And Development</b> (3 units)	
	ADJU 1, 3, 5, 8 ANTH 1, 4 ARCH 1, 5, 10 BADM 5 CHLD 6 ECON 1, 2 ENGL 10 ETHN 1, 2 GEOG 1, 2 HIST 1A, 1B, 2A, 2B, 3, 4, 5, 8A, 8B PELC 1 POLI 1, 2 PSYC 1, 2, 3, 4, 5, 11, 33 SOCI 1, 2, 3, 4, 6, 8	
	<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 60 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 SPCH 4
	<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, 1L* 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> ANTH 3 BIOL 1, 2*, 3*, 4*, 5*, 7*, 8*, 11 GEOL 4 OCEA 1
	B3	<b>Laboratory Activity</b> Any * class in Area B1, B2, or B4
	B4	<b>Mathematical Concepts, Quantitative Reasoning</b> MATH 1, 2, 3, 4A, 4B, 4C, 5
Area D	<b>Arts, Literature, Philosophy and Foreign Language</b> (At least one course in C1 and one course in C2; 9 units)	
	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, 5, 6 HIST 1A, 1B, 8A, 8B 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
Area E	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)	
	1.	<b>U.S. History Requirement</b> HIST 2A, 2B*
Area F	2.	<b>U.S. Constitution/American Ideals Requirement</b> POLI 1* *Sequence required for CSU graduation, may be taken at the CSU.
	3.	Students may use any 9 units from this section to fulfill Area D requirements, yet they are encouraged to complete the above U.S. History, Constitution/American Ideals requirement as part of Area D. All CSU campuses, except Chico State, permit these courses to also satisfy Area D.
		ADJU 1, 3, 5, 8 ANTH 1, 4 ARCH 1, 5, 10 BADM 5 CHLD 6 ECON 1, 2 ENGL 10 ETHN 1, 2 GEOG 1, 2 HIST 1A, 1B, 2A, 2B, 3, 4, 5, 8A, 8B PELC 1 POLI 1, 2 PSYC 1, 2, 3, 4, 5, 11, 33 SOCI 1, 2, 3, 4, 6, 8
Area G	<b>Lifelong Understanding And Development</b> (3 units)	
		BIOL 11 HEAL 1, 7 HOME 16 PELC 2 PSYC 3, 4, 5, 11, 14 SOCI 4, 14 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 60 semester units will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy UC or CSU general education requirements. If you choose not to follow the IGETC or you do not complete it before you transfer, you 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, 4

## Area 2 Mathematical Concepts and Quantitative Reasoning (1 course required; 4 units)

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

## 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, 8A, 8B  
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	HIST 1A, 1B, 2A, 2B, 8A, 8B
ARCH 1	POLI 1, 2
CHLD 4	PSYC 1, 2, 4
ECON 1, 2	SOCI 1, 2
ETHN 1, 2	
GEOG 2	

## Area 5 Physical and Biological Sciences

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

### Physical Science

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

### Biological Science

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

## Language Other Than English

(UC Requirement Only)

Complete 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.**

## ADVANCED PLACEMENT EXAMINATION ACCEPTANCE POLICY

Advanced Placement Test Scores are accepted by Barstow Community College as specified by the chart below. A student who has attained a qualifying score should have an official transcript of scores sent to the college for posting to academic records. If more information is needed please contact a counselor.

Advanced Placement (AP) credit is currently awarded at Barstow Community College as follows:			
Advanced Placement Test	Minimum Scores	Equivalent Barstow College Course	Semester Units
Art / Studio	3,4,5	Arts 7	4
Art / History	3,4	Arts 1	3
	5	Arts 1 and 2	6
Biology	3,4,5	Biology 2	4
Chemistry	3,4,5	Chemistry 1	5
Computer Science Computer Science A/AB	3,4,5	Computer and Business Information Systems 1	3
Economics			
Micro	3,4,5	Economics 2	3
Macro	3,4,5	Economics 1	3
English			
Language and Composition	3,4,5	English 1A	3
Composition and Literature	3,4,5	English 1B	3
French			
Language	3,4,5	French (NEC)	8
Literature	3,4,5	French, Adv (NEC)	6
German	3,4,5	German (NEC)	6
Government and Politics			
American	3,4,5	Political Science (NEC)	3
Comparative	3,4,5	Political Science 2	3
History			
U.S. History	3,4,5	History 2A and 2B	6
Mathematics			
Calculus AB	3,4,5	Mathematics 4A	5
Calculus BC	3,4,5	Mathematics 4A and 4B	10
Music			
Listening and Literature	3,4,5	Music (NEC)	3
Theory	3,4,5	Music (NEC)	3
Psychology	3,4,5	Psychology 1	3
Physics			
Physics B	3,4,5	Physics 1	4
Physics C/Mech/Elec/Magn	3,4,5	Physics 2A or 2B	4
Spanish			
Language	3,4,5	Spanish 1A and 1B	8
Literature	3,4,5	Spanish 2A and 2B	8
Statistics	3,4,5	Mathematics 2	4

# 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 Dean of Student Affairs.

### 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 49 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 49 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 49 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>

### BLUEPRINT READING CERTIFICATE OF COMPLETION

Provides entry-level and upgrading marketable skills that give the student a basic understanding of terminology, concepts, and procedures used in blueprints and specifications. Students will be able to extract information required on construction sites. See page 49 for English, math, and computer science requirements.

Required Courses	Units
BCTT 50C Introduction to Blueprint Reading	1
BCTT 52A Blueprint Reading Fundamentals	3
BCTT 52B Residential Blueprint Reading	3
BCTT 52C Commercial Blueprint Reading	2
BCTT 101 Construction Quantitative Skills	3
<b>Total Units Required</b>	<b>12</b>



## BUSINESS INFORMATION SYSTEMS – OFFICE SERVICES CERTIFICATE OF ACHIEVEMENT

The Office Services certification prepares students for entry-level positions in the clerical field and as a receptionist or typist. Entry-level duties include general clerical duties, filing, and basic computer-related tasks. See page 49 for English, math, and computer science requirements.

Required Courses	Units
CBIS 2	Windows & the Internet 3
CBIS 41	Beginning Word Processing 4
CBIS 43	Presentation Applications And Media 3
CBIS 60	Beginning Keyboarding 1.5
CBIS 61	Skill-Building and Document Processing 1.5
CBIS 65	Machine Calculations 1.5
CBIS 67	Records Management 2
CBIS 74	Microsoft Outlook 1.5
BADM 6	Business Communication 3
<b>Total Units Required</b>	<b>21</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. See page 49 for English, math, and computer science requirements.

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

Required Courses	Units
CBIS 29A	Introduction to Writing Web Pages 3
CBIS 29C	Multimedia for the Web 3
CBIS 40	Spreadsheet Applications 4
CBIS 42	Advanced Word Processing 4
CBIS 64	Machine Transcription 3
CBIS 66	Office Procedures 3
<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 12:30 p.m. and 4:30 p.m. daily. See page 49 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. See page 49 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 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
<b>OR</b>		
CHLD 16	The Preschool Child: Curriculum & Teaching	3
<b>OR</b>		
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 the following listed courses. See page 49 for English, math, and computer science requirements.

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>		9

**COMPUTER INFORMATION SYSTEMS  
CERTIFICATE OF ACHIEVEMENT**

This course of study prepares those interested in entering the fields of computer information systems. Areas of interest include computer architecture, operating systems, and a variety of computer programming languages. See page 49 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 49 for English, math, and computer science requirements.

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

## **CUSTOMER SERVICE ACADEMY CERTIFICATE OF COMPLETION**

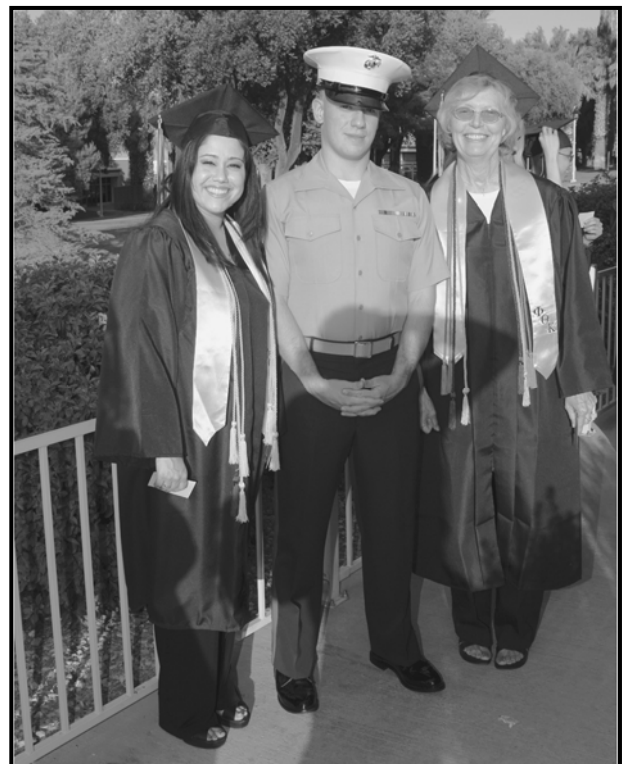
This course of study prepares those interested in improving and enhancing their customer service skills. Areas of interest include communication, decision-making, stress management, time management, team building, and ethics. See page 49 for English, math, and computer science requirements.

Required Courses	Units
BADM 101 Attitude in the Workplace	1
BADM 102 Dealing with Difficult People	1
BADM 103 Mastering Communication	1
BADM 104 Time and Stress Management	1
BADM 105 Decision Making and Problem Solving	1
BADM 106 Managing Change	1
BADM 107 Team Building	1
BADM 108 Business Ethics	1
<b>Total Units Required</b>	<b>8</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 49 for English, math, and computer science requirements.

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



### ELECTRONICS TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Designed to train technicians who develop, manufacture, and service electronic equipment and systems. A student is expected to maintain a grade of 2.0 or better for all classes. Military personnel holding an electronics-related MOS for which they receive partial unit credit for AC or DC or both, may challenge existing Barstow College AC/DC courses (Electronics 51 and Electronics 52) for credit-by-examination. See page 49 for English, math, and computer science requirements.

Required Courses	Units
ELEC 59 Electronics Math	4
<b>OR</b>	
ELEC 60 Technical Math	4
ELEC 51 Direct Current Circuits & Network Analysis	4
ELEC 52 Alternating Current Circuits & Network Analysis	4
ELEC 53 Solid State Devices	4

And **ONE** of the following, or four units of equivalent credit in Electronics 4 through DD295 (Example: Electronic Repair & Troubleshooting):

ELEC 54 Communications Systems	4
ELEC 56 Digital Electronics	4
ELEC 57 Industrial Electronics	4
ELEC 58 Electronics Tests & Measurements	3

**Total Units Required 19-20**



### EMERGENCY MANAGEMENT CERTIFICATE OF COMPLETION

Provides entry-level marketable skills that give the student a basic understanding of terminology, concepts, and procedures used in Emergency Management. It is based on guidelines from the Federal Emergency Management Agency (FEMA). See page 49 for English, math, and computer science requirements.

Required Courses	Units
FIRE 58A Introduction to Emergency Management	3
FIRE 58B Emergency Management Response	4
FIRE 58C Emergency Management Recovery	4
FIRE 58D Introduction to Mitigation for Disasters	4
<b>OR</b>	
FIRE 58E Community Disaster Planning	4
<b>Total Units Required</b>	<b>15</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 49 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
<b>OR</b>	
CHLD 16 The Preschool Child: Curriculum & Teaching	3
<b>Total Units Required</b>	<b>9</b>

## INFORMATION SYSTEMS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

This program will prepare students to acquire basic knowledge in developing skills needed to analyze and solve business problems using the tools of information technology. Areas of interest include information system methodologies, system hardware and software, system analysis and design, system database development, and system Web development. See page 49 for English, math, and computer science requirements.

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

Plus minimum of any 2 courses listed below

CBIS 10	Computer Architecture	3
CBIS 22A	Business Operating Software – Using UNIX	3
CBIS 22C	Business Operating Software – Windows Server	1.5
CBIS 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 49 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

See page 49 for English, math, and computer science requirements.

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 49 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 61A/ CBIS 62	Medical Office Procedures - Front Office	3
AHLT 61B	Medical Office Procedures - Back Office	3
AHLT 61C	Medical Office Procedures - Clinical	2
AHLT 63	Basic CPR	.5
BIOL 2	Concepts in Biology	3
<b>OR</b>		
BIOL 10	Introduction to Biology	3
CBIS 41	Beginning Word Processing	4
SPCH 3	Interpersonal Communication	3
PSYC 2	Developmental Psychology	3
<b>Total Units Required</b>		<b>30.5</b>

### MICROSOFT OFFICE SPECIALIST CERTIFICATE OF COMPLETION

Designed to prepare students to take the Microsoft Office Specialist certification exams. See page 49 for English, math, and computer science requirements.

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

### NETWORK ADMINISTRATOR CERTIFICATE OF COMPLETION

This course of study prepares those interested in entering the fields of networking and information systems. Areas of interest include hardware and cabling, software configuration, and basic networking theory and protocol application. This certificate is meant to give students practical hands-on-application skills to enter into the workforce. See page 49 for English, math, and computer science requirements.

Required Courses		Units
CBIS 10	Computer Architecture	3
CBIS 13	Management Information Systems	3
CBIS 30A	Networking Technologies- CISCO Emphasis	4
CBIS 51	A+ Certification Preparation	4
<b>Total Units Required</b>		<b>14</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 49 for English, math, and computer science requirements.

Required Courses		Units
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>

## RESIDENTIAL CARPENTRY – ROUGH CERTIFICATE OF COMPLETION

Provides entry level marketable skills that give the student a basic understanding of terminology, tools, blueprints, materials and techniques used in exterior and interior residential construction. Students will have the fundamental skills required to gain employment in the construction industry. See page 49 for English, math and computer science requirements.

Required Courses	Unit
BCTT 50A Basic Construction Safety and Rigging	2
BCTT 50B Introduction to Hand and Power Tools	1
BCTT 50C Introduction to Blueprint Reading	1
BCTT 50D Basic Communication and Employability Skills	2
BCTT 50E Construction Technology Core Performance Testing	.5
BCTT 60A Materials and Tools Used in the Trade	2
BCTT 60B Floor Systems, Wall and Ceiling Framing	1
BCTT 60C Roof Framing and Window and Exterior Doors	1
BCTT 60D Introduction to Concrete Materials and Forms	1
BCTT 60E Carpentry Level One Performance Testing	2
BCTT 101 Construction Quantitative Skills	3
<b>Total Units Required</b>	<b>16.5</b>



## WEB MASTER CERTIFICATE OF COMPLETION

This course of study prepares those interested in entering the fields of Web authoring, development, and marinating websites. Areas of interest include writing web pages, web development including advanced concepts like Multimedia and graphics, as well as Database concepts. See page 49 for English, math, and computer science requirements.

Required Courses	Units
CBIS 9 Introduction to Adobe Photoshop	3
CBIS 15 Information Networking	3
CBIS 17 Database Design and Management: Microsoft Access	3
CBIS 29A Introduction to Writing Web Pages	3
CBIS 29C Multimedia for the Web	3
<b>Total Units Required</b>	<b>15</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 49 for English, math, and computer science requirements.

Required Courses	Units
WELD 50 Oxyacetylene Welding & Cutting	3
WELD 51 Shielded Metal Arc Welding & Cutting	3
WELD 52 Position Welding (Arc Welding)	3
WELD 53 Soldering, Brazing, & Braze Welding	3
WELD 54 Gas Metal – Arc Welding	3
WELD 55 Gas Tungsten – Arc Welding	3
WELD/DRAF 56 Blueprint Reading (Metal Trades)	3
<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 the course will meet per week during the semester. Course subjects are listed in alphabetical order. Students planning to transfer units to a four-year institution should consult the articulation agreement with the four-year college (see a College counselor), or consult the institution's catalog to determine specific requirements. Barstow Community College does not offer all the courses listed each semester or year. Some are scheduled only when there is sufficient demand and a qualified instructor is available. Others may be offered in a planned sequence of alternate semesters or years. For current offerings, consult the class schedule that is available in the Instruction Office, Student Services Office, as well as online.

## **ONLINE COURSES**

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

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

## **COURSE OUTLINE OF RECORD AND COURSE SYLLABUS**

Course outlines and course syllabi are made available to students to provide them with information about courses at Barstow Community College. The course outline of record is mandated by state law and is of a generic nature. The syllabus is distributed to students during the first week of school by the instructor and gives specific details about the course. A master file containing all outlines and syllabi is maintained by the 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** are special topics courses and offer an in-depth investigation of topics not covered by the existing curriculum. Course content and units of credit are determined by each department/instructor and approved by the Curriculum Committee. Special topics courses may be offered as either lecture or laboratory courses. Consult the schedule of classes for special topics courses.



**1 through 199 - Independent Study Courses: Regular Course**

A student may, because of special circumstances, petition to take 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 approval by an appropriate instructional vice-president. It is expected that the study will not duplicate existing curriculum, rather, it will be of an advanced nature and extend current courses or series of courses. Consult individual instructors for specific information on course development and procedure.

CSU may limit the number of Independent Study units accepted.

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

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

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

**TRANSFERABILITY OF COURSES**

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

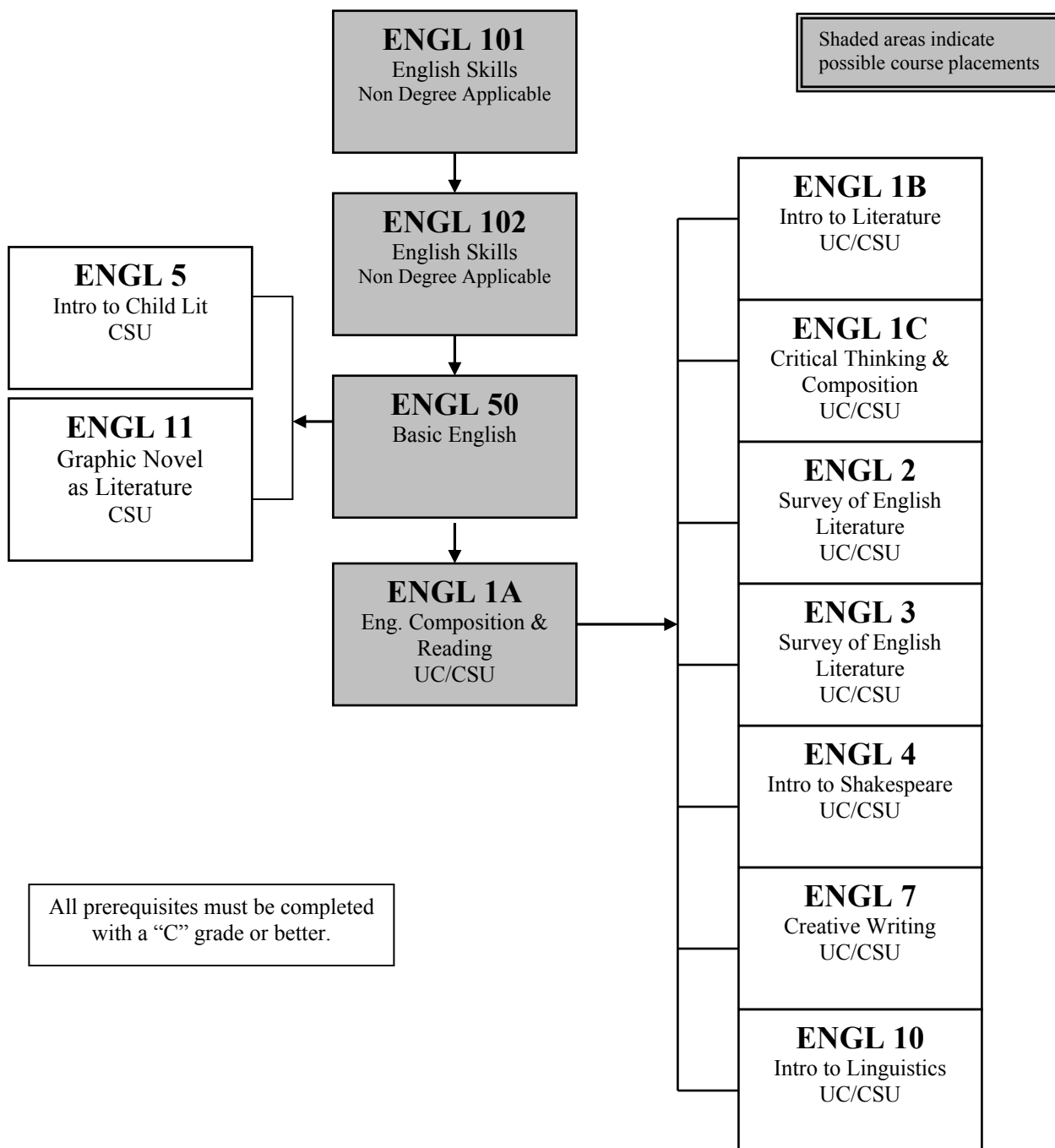
- UC – Transfer to University of California System
- CSU – Transfer to California State University System
- UC/CSU – Transfer to both systems

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

**THE CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM**

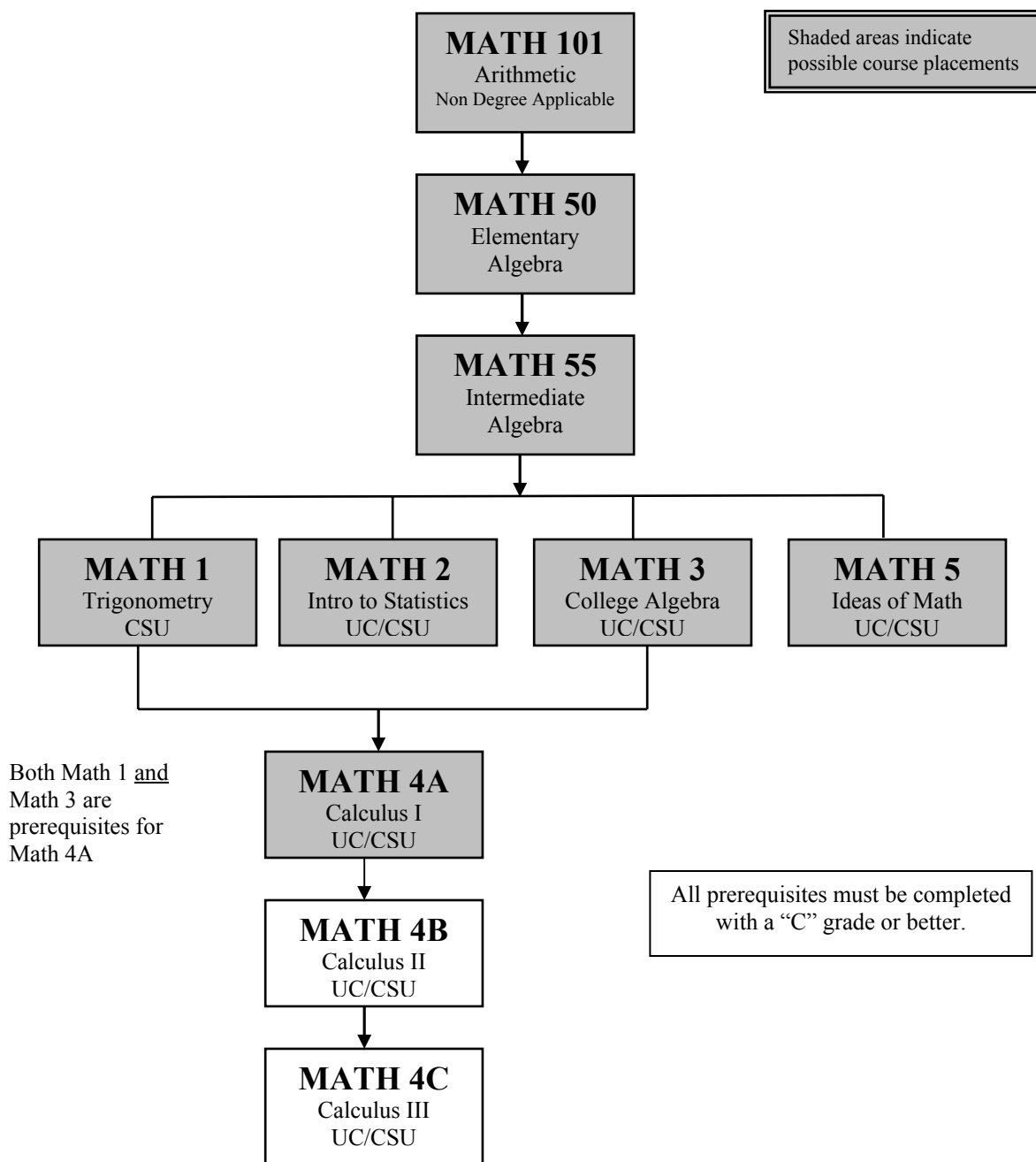
The California Articulation Number (CAN) System identifies many transferable, lower division, preparation courses commonly taught on California college and university campuses. Courses in the CAN System are primarily lower-division preparation for the major, but may also be used to meet other requirements. The System assures students that a CAN course on one participation campus will be accepted “in lieu of” the comparable CAN course on another participation 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.

# BCC English Sequence



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

# BCC Math Sequence



## General Recommendations:

**Math 3 - Recommended for majors in Math, Science and Business**

**Math 5 - Recommended for majors in Liberal Arts and Teaching**

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



## ACADEMIC SUPPORT (ACSK)

### ACSK 150 BEGINNING WRITING ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

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

### ACSK 151 INTERMEDIATE WRITING ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Academic Support 150 with a "CR" grade

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

### ACSK 152 ADVANCED WRITING ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Academic Support 151 with a "CR" grade

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

### ACSK 153 BEGINNING ARITHMETIC ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

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

### ACSK 154 INTERMEDIATE ARITHMETIC ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Academic Support 153 with a "CR" grade

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

### ACSK 155 ADVANCED ARITHMETIC ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Academic Support 154 with a "CR" grade

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

### ACSK 156 BEGINNING READING ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

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

### ACSK 157 INTERMEDIATE READING ESSENTIALS

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Academic Support 156 with a "CR" grade

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

**ACSK 158 ADVANCED READING ESSENTIALS**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: Academic Support 157 with a "CR" grade

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

**ACSK 164 ACADEMIC SUPPORT: ASSESSMENT WORKSHOP**

.5 Unit

Lecture: 9 hours total

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

**ACSK 165 ACADEMIC SUPPORT: LEARNING STRATEGIES**

.5 Unit

Lecture: 9 hours total

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

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

3 Units

Lecture: 3 hours

Lab: 1 hour

*Also available online*

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

**ACCT 1B PRINCIPLES OF ACCOUNTING**

3 Units

Lecture: 3 hours

Lab: 1 hour

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

*Also available online*

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

**ACCT 4 MANAGERIAL ACCOUNTING**

3 Units

Lecture: 3 hours

Lab: 1 hour

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

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. Degree Applicable

**ACCT 5 PERSONAL FINANCIAL PLANNING**

3 Units

Lecture: 3 hours

*Also available online*

Management of personal and family economic affairs. Budgeting, money management, and commercial record keeping. The principles of good buying, analysis of advertising, insurance and investment planning, taxation and consumer protection. The American economic system and citizenship responsibilities in this system. May be taken as Economics 5 – credit granted for one course only. Degree Applicable

**ACCT 68 FEDERAL TAX 1**

3 Units

Lecture: 3 hours

*Also available online*

Designed to serve as an introduction to Federal Taxes as they relate to individuals. Aspects of figuring individual income tax and methods to maximize deductions and credits. Covers filing status, gross income, capital gains, personal deductions, bad debts and tax credits. Degree Applicable

**ACCT 82 OCCUPATIONAL WORK EXPERIENCE IN ACCOUNTING**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

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

3 Units

Lecture: 3 hours

*Also available online*

History and philosophy of administration of justice in America. Description of system and identification with various sub-systems. Role expectations and inter-relationships, theories of crime, punishment and rehabilitation. Ethics, education and training for professionalism in the system. Degree Applicable. UC/CSU (CAN AJ 2)

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

3 Units

Lecture: 3 hours

*Also available online*

Role and responsibilities of law enforcement, judicial, and corrections segments within the administration of justice system. Examination of each sub-system and the relationship each segment maintains with its system members. Degree Applicable. CSU

**ADJU 3 CONCEPTS OF CRIMINAL LAW**

3 Units

Lecture: 3 hours

*Also available online*

Historical development, philosophy and constitutional provisions of criminal law. Definitions and classifications of crime and their application to the administration of justice system. Legal research, study of case law, methodology and concepts of law as a social force. Degree Applicable. UC/CSU (CAN AJ 4)

**ADJU 4 LEGAL ASPECTS OF EVIDENCE**

3 Units

Lecture: 3 hours

*Also available online*

Origin, development, philosophy and constitutional basis of evidence. Constitutional and procedural considerations affecting arrest, search and seizure, and kinds and degrees of evidence and rules governing admissibility. Judicial decisions interpreting individual rights and case studies. Degree Applicable. CSU (CAN AJ 6)

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

3 Units

Lecture: 3 hours

*Also available online*

Roles of administration of justice practitioners and their agencies. Interrelationships and role expectations among various agencies and the public. Professional image of the system and the development of positive relationships between system members and the public. Degree Applicable. UC/CSU

**ADJU 6 CONCEPTS OF ENFORCEMENT SERVICES**

3 Units

Lecture: 3 hours

*Also available online*

Theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Patrol, traffic, and public service responsibilities and their relationship to the administration of justice system. Degree Applicable. CSU

**ADJU 7 PRINCIPLES OF INVESTIGATION****3 Units****Lecture: 3 hours***Also available online*

Principles of all types of investigations utilized in the justice system. Dealing with the public, handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation. Degree Applicable. CSU (CAN AJ 8)

**ADJU 8 JUVENILE CRIME AND DELINQUENCY****3 Units****Lecture: 3 hours***Also available online*

Major types of juvenile crime, role careers of offenders and factors which contribute to production of criminality or delinquency. Methods for dealing with justice system violators and the changing role of police and the courts. Aftercare process of sentence, probation, prisons and parole. Changes of law in crime control and treatment processes. May be taken as Sociology 8 – credit granted for one course only. Degree Applicable. CSU

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

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

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

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

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

Methods, practices, and theory related to the custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. Issues of custodial control from day-to-day institutional living through crisis situations. Interaction between the offender and the correctional employee. Degree Applicable. CSU

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

Techniques in counseling and interviewing available to practitioners in corrections. Techniques and theories in confidence building used by correctional employees in interviews and counseling. For students planning to enter or already employed in the correctional science field. Degree Applicable. CSU

**ADJU 18 FUNDAMENTALS OF PROBATION AND PAROLE****3 Units****Lecture: 3 hours***Also available online*

Overview of the history and philosophical foundations of probation and parole. Organization and operations of probation. Issues and problems relating to the pre-sentence report, determinate versus indeterminate sentencing, role of the probation and parole officer, legal decisions affecting probation and parole practice. May be taken as Sociology 18 – credit granted for one course only. Degree Applicable. CSU

**ADJU 54 CAREER OPPORTUNITIES AND JOB SEARCH SKILLS IN LAW ENFORCEMENT****1.5 Units****Lecture: 27 hours total**

Designed to orient serious law enforcement candidates toward career choices in local, county, state and federal agencies; pitfalls and politics of the jobs. Preparation for required examinations for different agencies. Degree Applicable



**ADJU 55 SEARCH AND RESCUE****.5 Unit****Lecture: 18 hours total****Lab: 9 hours total**

Training sessions for search and rescue technicians that will enable them to remain well informed, sharpen their skills and increase their knowledge. An opportunity to exchange information and develop contacts and resources. Open to all who are interested in search and rescue. May be taken four times for credit. Grades: CR/NC. Degree Applicable

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

Techniques of desert survival in emergency situations. Resisting panic and proper use of materials at hand. Problems of exposure, signaling, communicating, finding and purifying water, finding food, making fires and use of maps and finding directions using natural sources. 36 hours total. Degree Applicable

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

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

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

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

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

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

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

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

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

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

**ADJU 73 PUBLIC SAFETY INTERNSHIP, ACADEMY IV****5 Units****Lecture: 76 hours total****Lab: 50 hours total**

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

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

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

1 ~ 8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**ADJU 100 SECURITY OFFICERS TRAINING  
ACADEMY**

3.5 Units

Lecture: 48 hours total

Lab: 64 hours total

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

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

**ADJU 101 SELF PROTECTION AND RAPE  
PREVENTION**

1 Unit

Lecture: 26 hours total

Lab: 14 hours total

Basic training, in-home and personal security, street smarts, rape prevention, use of self defense, mace and basic firearms training. Non Degree Applicable



**AIRC CONDITIONING (AIRC)**

**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). Degree Applicable

**AIRC 52 COMMERCIAL REFRIGERATION**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Air Conditioning 51 with a "C" grade or better and EPA Certification

Study of commercial refrigeration and freezer applications including various types of product storage and display, and basic service procedures. Advanced study of commercial refrigeration applications including heat loads, installation and service procedures. Basic "hands-on" service procedures are included in the lab portion of this class. Degree Applicable

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

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Air Conditioning 51 with a "C" grade or better and EPA Certification

Study of commercial and domestic air conditioning and heating applications including various types and designs of systems. Advanced study of heat load calculations, design, installation and service procedures. Basic "hands-on" service procedures are included in the lab portion of this class. Degree Applicable

## ALLIED HEALTH (AHLT)

### AHLT 51 STANDARD FIRST AID AND PERSONAL SAFETY

.5 Unit

Lecture: 9 hours total

Techniques of emergency treatment to be used by lay persons when medical assistance is not immediately available. Study of accident prevention and causes. Course will be taught using the current standards. Includes adult CPR and American Red Cross Standard First Aid Course Completion Cards. Course may be repeated as needed for recertification. Nine hours total. Card and instructional material fees are required. Grades: Credit/No Credit. Degree Applicable. UC/CSU

### AHLT 52 MEDICAL TERMINOLOGY

3 Units

Lecture: 3 hours

*Also available online*

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

### AHLT 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. Degree Applicable



### AHLT 55A EMERGENCY MEDICAL TECHNICIAN BASIC (EMSA CERTIFICATION)

5 Units

Lecture: 120 hours total

Lab: 10 hours total

Prerequisite: Minimum state age requirement is 18 years of age – must have current “Healthcare Provider” or equivalent CPR card prior to enrolling

Successful completion of this course will qualify the student for National Registry of EMT's Testing/Certification which is required by the state of California and the Inland Counties Emergency Medical Agency (ICEMA). 130 hours total (includes a minimum of 10 hours clinical). Degree Applicable.

### AHLT 55B EMERGENCY MEDICAL TECHNICIAN BASIC (NATIONAL REGISTRY CERTIFICATION)

5 Units

Lecture: 80 hours total

Lab: 60 hours total

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

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

### AHLT 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. Degree Applicable. CSU

### AHLT 57 PHARMACOLOGY

3 Units

Lecture: 3 hours

*Also available online*

Basic and current concepts in pharmacology. The mechanisms of drug action, metabolism, excretion and toxicity. Drug dosage and calculation, patient care and medical-legal aspects with respect to nursing and allied health. Degree Applicable. CSU

## 70 COURSE OFFERINGS

### **AHLT 58 BASIC ARRHYTHMIA**

**3 Units**

**Lecture: 3 hours**

**Prerequisite:** Current CPR card or concurrent enrollment in Allied Health 63

Review of general anatomy and physiology of the heart and coronary system. Complications associated with acute myocardial infarction with strong electrophysiological/arrhythmogenic component. Certificate in Basic Electrocardiography and Arrhythmia Interpretation issued upon completion of course. Continuing Education credit given to licensed nurses. Degree Applicable

### **AHLT 59 UNIVERSAL FIRST AID**

**.5 Unit**

**Lecture: 9 hours total**

Techniques of emergency treatment to be used by lay persons when medical assistance is not immediately available. Study of prevention and causes. Includes American Health and Safety Institute Course Completion Card. Course may be repeated as needed for recertification. Card fees required. 9 hours total. Grades: CR/NC. Degree Applicable

### **AHLT 60 MEDICAL INSURANCE**

**3 Units**

**Lecture: 3 hours**

Completion of medical insurance forms for the private sector, industrial, Medi-care, Medi-cal, Medi-care/Medi-cal patient. Billing, collecting, banking and preparation of payroll. Degree Applicable

### **AHLT 61A MEDICAL OFFICE PROCEDURES-FRONT OFFICE**

**3 Units**

**Lecture: 3 hours**

Part of a two course introduction designed to provide basic skills necessary for employment in a physician's office. Includes medical law/ethics and procedures to assist the physician in the front office. Development of proficiency in typing medical correspondence, case histories, insurance reports, telephone techniques, appointment scheduling, receptionist duties, filing, billing, and verbal communications with patients and other personnel. Degree Applicable

### **AHLT 61B MEDICAL OFFICE PROCEDURES-BACK OFFICE**

**3 Units**

**Lecture: 3 hours**

Part of a two course introduction designed to provide basic skills necessary for employment in a physician's office. Includes medical law/ethics and procedures to assist the physician in the back office. Development of proficiency in clinical procedures, conducting patient interview, assisting in medical exam, integrating a broad knowledge base into practice and verbal communications with patients and other personnel. Degree Applicable

### **AHLT 61C MEDICAL OFFICE PROCEDURE - PRACTICUM**

**2 Units**

**Lecture: 1.5 hours**

**Lab: 1.5 hours**

**Prerequisite:** Allied Health 61A and Allied Health 61B with a "C" grade or better and a current American Heart Association or an American Red Cross Professional Provider Level CPR certificate

Designed to provide the externship component of Allied Health 61, Medical Office Procedures. Each student will complete a total of 216 hours. This will be broken out as 27 hours of lecture, 27 hours of lab, and 162 hours of practical clinical experience. The practical clinical experience will be performed in rotational sequence in the offices and clinics of qualified physicians as well as medical facilities meeting externship criteria located throughout the high desert. Each student must provide a CPR card and proof of a negative PPD or chest X-ray at the first meeting. Degree Applicable

### **AHLT 62A EMERGENCY MEDICAL TECHNICIAN BASIC REFRESHER-EMSA CERTIFICATION**

**2 Units**

**Lecture: 24 hours total**

**Activity: 8 hours total**

**Prerequisite:** Current EMT Certification and CPR Card-Level C

Required for renewal of Emergency Medical Technician I certificate. Approved by the Department of Public Health, Bureau of Medical Services, and Inland Counties Emergency Medical Authority. 32 hours total. May be repeated as needed (once every 2 years) for recertification through EMS Agency. Degree Applicable

**AHLT 62B      EMERGENCY MEDICAL TECHNICIAN  
BASIC REFRESHER-  
NATIONAL REGISTRY CERTIFICATION**

2 Units

Lecture: 36 hours total

Prerequisite: Current EMT Certification and CPR Card-Level C

Required for Emergency Medical Technician-Basic Certification. Approved for the EMT-Basic National Curriculum, through National Registry of Emergency Technicians and Department of Transportation. Degree Applicable

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

.5 Unit

Lecture: 9 hours total

Combination of prudent heart living and emergency first aid procedure that consists of recognizing respiratory and cardiac arrest and starting the proper application of cardiopulmonary resuscitation to maintain life until life support is available. Course will be taught using the current standards. Upon successful completion of the course the student will receive a Health Care Provider CPR card from the American Red Cross, valid for a one-year period. Card and instructional material fees are required. Grades: CR/NC. Degree Applicable. UC/CSU

**AHLT 64      BASIC CPR REFRESHER**

.5 Unit

Lecture: 9 hours total

Prerequisite: CPR Certificate

Designed to prepare students for renewal of the Healthcare Provider CPR Certificate of successful completion from the American Red Cross. Course will be taught using the current standards. Same content as Allied Health 63. May be repeated as needed for certification. Card and instructional material fees are required. Grades: CR/NC. Degree Applicable. UC/CSU

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

1 Unit

Lecture: 18 hours total

Allied Health 65 is a course in preventative health care for personnel in child day care centers and family day care homes. This course meets the licensing requirements for the state of California. Card fee required. May be taken four times for credit. Degree Applicable

**AHLT 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. Degree Applicable

**AHLT 70      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 principle 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. Degree Applicable

**AHLT 71      ALCOHOL/DRUG COMMUNITY EDUCATION  
AND PREVENTION OUTREACH PROGRAM**

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. Degree Applicable

## 72 COURSE OFFERINGS

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### **AHLT 72 ALCOHOL / DRUG ABUSE: INTERVENTION, TREATMENT, AND RECOVERY**

**3 Units**

**Lecture: 3 hours**

The treatment of dependency disorders and recovery from them will be explored from two divergent perspectives: the reformatory 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. Degree Applicable

### **AHLT 73 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. Degree Applicable

### **AHLT 74 ALCOHOL / DRUG ABUSE: FAMILY AND OTHER GROUP DYNAMICS**

**3 Units**

**Lecture: 3 hours**

Review 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 their reintegration of the family into the workplace and community. The approach will be highly experimental in format, and students will participate in exercises that will lead to the development of these skills. Degree Applicable

### **AHLT 75 ALCOHOL / DRUG STUDIES FIELD WORK PRACTICUM**

**3 Units**

**Lecture: 3 hours**

Provides field experience whereby students apply the values, concepts, and skills gained in other core courses to the process of helping others. The major emphasis is sharpening skills, use of self in the helping process, group process, and the use of systems and community resources. Degree Applicable

### **AHLT 77 MEDICAL TRANSCRIPTION**

**3 Units**

**Lecture: 2 hours**

**Lab: 3 hours**

**Recommended: Ability to type 40 words a minute**

Development of a marketable skill in producing documents and other types of medical communications through listening to dictation tapes. Emphasis on excellence in keying and proficiency in the use of medical terminology and English skills: spelling, grammar, and punctuation. May be taken as Computer and Business Information Systems 77 - credit granted for one course only. Degree Applicable

### **AHLT 82 OCCUPATIONAL WORK EXPERIENCE IN ALLIED HEALTH**

**1-8 Units**

*Also available online*

See Cooperative Work Experience Education listing.

## **ANTHROPOLOGY (ANTH)**

### **ANTH 1 INTRODUCTION TO CULTURAL ANTHROPOLOGY**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of socio-cultural systems. Subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. Applies anthropological perspectives to contemporary issues. Degree Applicable. UC/CSU (CAN ANTH 4)

### **ANTH 3 INTRODUCTION TO PHYSICAL ANTHROPOLOGY**

**3 Units**

**Lecture: 3 hours**

Concepts, methods of inquiry, and theory of biological evolution and their application to the human species. Specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. Degree Applicable. UC/CSU (CAN ANTH 2)

**ANTH 4 PRE-COLUMBIAN CIVILIZATIONS  
OF MESOAMERICA****3 Units****Lecture: 3 hours**

Introduction to the Pre-Columbian peoples and cultures of Mexico and Central America. An archaeological and ethnohistorical survey of the origin and development of civilizations in ancient Mesoamerica from Paleo-Indian times to the Spanish conquest. Degree Applicable. UC/CSU

**ARCHAEOLOGY (ARCH)****ARCH 1 INTRODUCTION TO  
ARCHAEOLOGY****3 Units****Lecture: 3 hours**

An introduction to the science of Archaeology, its development, methods, theories and objectives. The interdisciplinary nature of modern archaeological research will be emphasized through a review of dating techniques, methods of survey and excavation, analysis and explanation. Models of cultural evolution through prehistory and history in both the Old and New Worlds will be evaluated in terms of the archaeological evidence. Degree Applicable. UC/CSU (CAN ANTH 6)

**ARCH 5 ARCHAEOLOGY OF  
THE SOUTHWEST****3 Units****Lecture: 3 hours**

Archaeology of the American Southwest with emphasis on the Anasazi of the Four Corners area and the Mogollon and Hohokam of New Mexico and Arizona. Degree Applicable. CSU

**ARCH 10 ARCHAEOLOGY OF THE  
MOJAVE DESERT****3 Units****Lecture: 3 hours**

Introduction to the Pre-Clovis New World Archaeology and that of the Calico site and the Eastern Calico Mountains Archaeological District. The nature of the stone tool evidence and the multi-disciplinary nature of the Early Man investigations. Two one-day field excavations or surface surveys. Degree Applicable. CSU

**ARCH 50 ARCHAEOLOGY OF THE  
SODA SPRINGS AREA****1 Unit****Lecture: 9 hours total****Activity: 18 hours total**

Origin of the geology of the area, Indians of the area (customs, tools, rock art), early white men in the area, significance of the Mojave River, area mining and railroads, the Mojave and Mormon trails, the Dr. Springer Era and tour facilities, present-day usage of the area and field-work experience. 27 hours total. Grades: CR/NC. Degree Applicable

**ARCH 51 INDIAN ROCK ART OF THE  
SODA SPRINGS AREA****1 Unit****Lecture: 10 hours total****Activity: 16 hours total**

Basics of archaeological dig procedures. Visit to Early Man Site dig, Dr. Springer Era of Zzyzx. Indians of the area, food they used and rock art of the area around Baker, Cima and Granite Mountains. Tour of Mitchell Caverns and limestone formations. Nominal course fee required. 26 hours total. Grades: CR/NC. Degree Applicable

**ARCH 52 INDIAN ROCK ART OF THE  
CHINA LAKE-RANDBURG AREA****1 Unit****Lecture: 10 hours total****Activity: 17 hours total (overnight)**

Indians of the area, food they used and the rock art around the China Lake Military Reservation and Randburg. 27 hours total. Grades: CR/NC. Degree Applicable

**ARCH 53A HUMAN HISTORY OF THE  
MOJAVE DESERT****1 Unit****Lecture: 11 hours total****Activity: 20 hours total (overnight)**

Natural history of the central Mojave Desert. This two-day field trip class will provide first-hand experience seeing remains of archaeological and historic sites from the Pleistocene (ice age) to the present including petroglyph sites, Newberry Cave, Camp Cady, Spanish Canyon, Early Man Site, and old trails from Indian footpaths to the Mormon Road. 31 hours total including field trip. Grades: CR/NC. Degree Applicable

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

1 Unit

Lecture: 11 hours total

Lab: 20 hours total

Human history of the Western Mojave Desert and the San Bernardino Mountains. This two-day field trip class will provide a first-hand experience seeing remains of archaeological and historic sites, stressing the relations between the San Bernardino Mountains and the Mojave desert and the role the Cajon Pass played in desert history. 31 hours total including field trip. Grades: CR/NC. Degree Applicable

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

1 Unit

Lecture: 11 hours total

Lab: 20 hours total

Human history of the forgotten western frontier-the Owens Valley. This two-day field trip class will provide a first-hand experience seeing remains of archaeological and historic sites in another part of the desert. This fascinating area has all the elements of the westward movement: explorers, mining, range wars, Indian wars, water wars, recreation, and the Japanese relocation camp of World War II Manzanar. 31 hours total including field trip. Grades: CR/NC. Degree Applicable

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

1 Unit

Lecture: 11 hours total

Lab: 20 hours total

Human History of the Mojave Desert from the 49ers mining scandals to ghost towns in the Shoshone/Tecopa area. This two-day field trip class will provide first-hand experience seeing remains of historic sites in the Shoshone/Tecopa area: the Old Spanish Trail, parts of the 49er/Mormon Roads and mining ghost towns create "Artifacts in Place" an interesting way to study history of the west. 31 hours total including field trip. Grades: CR/NC. Degree Applicable

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

3 Units

Lecture: 3 hours

*Also available online*

Primitive features of art and the aesthetic experience. Understanding of resources and value of the arts and significance of taste and style. The history of painting, sculpture and architecture from earliest times to Gothic Art. Degree Applicable. UC/CSU (CAN ART 2)

**ARTS 2 ART HISTORY AND APPRECIATION**

3 Units

Lecture: 3 hours

*Also available online*

Understanding of the resources and value of the arts and the significance of taste and style. History of painting, sculpture and architecture from Gothic Art to the present. Degree Applicable. UC/CSU (CAN ART 4)

**ARTS 3 BASIC DESIGN**

4 Units

Lecture: 3 hours

Lab: 3 hours

Fundamental elements and principles of the visual arts. Problems in line, shape, value, color, texture, and space theories in two dimensions. Experimental techniques in the use of media both traditional and non-traditional for artistic expression. Degree Applicable. UC/CSU (CAN ART 14)

**ARTS 7 DRAWING AND COMPOSITION**

4 Units

Lecture: 3 hours

Lab: 3 hours

Materials and methods of basic drawing. Black, white and color rendering. Short-term and sustained drawing techniques developed through the use of gesture, scribble and action drawing with stress on composition. Techniques of drawing through use of mixed media, chalk, pencil, charcoal and conte. May be taken four times for credit. Degree Applicable. UC/CSU



**ARTS 9 INTRODUCTION TO  
ADOBE PHOTOSHOP****3 Units****Lecture: 2 hours****Lab: 3 hours****Prerequisite:** Computer and Business Information Systems 1 or 2 with a "C" grade or better

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts. Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Computer and Business Information Systems 9 or Photography 9 – credit granted for one course only. Degree Applicable. CSU

**ARTS 10 PAINTING****3 Units****Lecture: 2 hours****Lab: 4 hours**

Expressive and technical principles in painting. Studio work in beginning acrylic paint techniques. Simple grayzaille, glazing, and alla-prima methods. Techniques for framing, mounting and stretching canvases. May be taken four times for credit. Degree Applicable. UC/CSU (CAN ART 10)

**ARTS 16 FREEHAND SKETCHING****3 Units****Lecture: 2 hours****Lab: 3 hours**

Introduction to the sketching process, emphasizing skill development in various media. Analyzing visual fields and developing hand-to-eye coordination. May be taken twice for credit. Degree Applicable. UC/CSU

**ARTS 17 WATERCOLOR PAINTING****3 Units****Lecture: 2 hours****Lab: 3 hours**

Transparent and opaque water-based media including but not limited to watercolor, gouache, water-based inks, various other media and compositional methods. Development of technique and personal expression. May be taken twice for credit. Degree Applicable. UC/CSU

**ARTS 18 BEGINNING CERAMICS****4 Units****Lecture: 3 hours****Lab: 3 hours**

Introductory level studio course in ceramics. Provides broad understanding of ceramic techniques and aesthetics through demonstrations and visual aids. Includes handbuilding, wheel throwing, basic theories of clay and glazes, and firing techniques. Strong emphasis on developing a personal, artistic vision. Degree Applicable. CSU

**ARTS 19 SCULPTURE****4 Units****Lecture: 3 hours****Lab: 3 hours**

Introductory level studio course in Sculpture. Provides broad understanding of sculptural techniques and aesthetics through demonstrations and visual aids. Includes modeling a relief in clay, terra cotta figure sculpting and portrait sculpting, assemblage and an introduction carving. Firing and finishing techniques are also included. Strong emphasis on developing a personal, artistic vision. Degree Applicable

**ARTS 82 OCCUPATIONAL WORK  
EXPERIENCE IN ART****1-8 Units***Also Available online*

See Cooperative Work Experience Education listing.

**ASTRONOMY (ASTR)****ASTR 1 INTRODUCTION TO ASTRONOMY****3 Units****Lecture: 3 hours***Also available online*

Principles of astronomy, including motions of the earth, time measurement, the solar system, stellar and galactic phenomena and cosmology. Star and constellation identification. Viewing of telescopic objects. Degree Applicable. UC/CSU

**ASTR 11 OBSERVATIONAL ASTRONOMY**

1 Unit

Lab: 3 hours

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

Laboratory course which examines the major principles of astronomy, and utilizes observations through the telescope to explore the planets and moons of the solar system, stars, nebulae, and galaxies. Degree Applicable. UC/CSU

**ATHLETICS (ATHL)****ATHL 1 INTERCOLLEGIATE BASKETBALL (Men)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 2 INTERCOLLEGIATE BASKETBALL (Women)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 3 INTERCOLLEGIATE BASEBALL (Men)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 4 INTERCOLLEGIATE VOLLEYBALL (Women)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 5 INTERCOLLEGIATE TENNIS (Men)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 6 INTERCOLLEGIATE TENNIS (Women)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 7 INTERCOLLEGIATE CROSS-COUNTRY (Men)**

2 Units

Activity: 175 hours total

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit. Degree Applicable

**ATHL 8 INTERCOLLEGIATE CROSS-COUNTRY (Women)****2 Units****Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit.  
Degree Applicable

**ATHL 10 INTERCOLLEGIATE SOFTBALL (Women)****2 Units****Activity: 175 hours total**

All intercollegiate athletic courses provide an opportunity for inter-conference, invitational, sectional or state competition. Advanced techniques and strategies of the individual sport and the development of mental, muscular and cardiovascular endurance will be stressed. May be taken four times for credit.  
Degree Applicable

**ATHL 20 BASKETBALL (Men)****1 Unit****Activity: 3 hours**

Fundamentals of shooting, passing, dribbling, pivoting, rebounding and tipping. Basic play patterns, defenses, team play and rules interpretation. May be taken four times for credit.  
Degree Applicable

**ATHL 31 SPORTS CONDITIONING FOR INTERCOLLEGIATE ATHLETES****1 Unit****Activity: 3 hours**

For men and women athletes. Specific physical fitness related to intercollegiate athletic participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis placed on individual and group activities that contribute to specific sport advancement. May be taken four times for credit. Degree Applicable

**AUTO MECHANICS TECHNOLOGY (AUTO)****AUTO 51 BASIC AUTOMOTIVE MAINTENANCE****3 Units****Lecture: 3 hours**

Designed for the novice who wants to understand how an automobile works and how to make it safer and more reliable. Automotive terminology, minor maintenance and repairs, warranty coverage, consumer protection and roadside emergencies.  
Degree Applicable

**AUTO 51A INTRODUCTION TO AUTOMOTIVE TECHNOLOGY****4 Units****Lecture: 3 hours****Lab: 3 hours**

Designed for a student's first exposure to all areas of automotive technology based upon the National Automotive Technicians Education Foundation (NATEF's) General Service Standards.  
Degree Applicable

**AUTO 52 AUTOMOTIVE ELECTRICAL SYSTEMS****4 Units****Lecture: 3 hours****Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in Electrical/Electronic Systems (A6). Diagnosing problems related to electrical/electronic components. Degree Applicable

**AUTO 53 AUTOMATIC TRANSMISSIONS AND TRANSAXLES****4 Units****Lecture: 3 hours****Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in Automatic Transmissions and Transaxles (A2). Diagnosing problems related to automatic transmissions and transaxles. Degree Applicable

**AUTO 54 AUTOMOTIVE BRAKES****4 Units****Lecture: 3 hours****Lab: 3 hours**

Basic Skills for Automotive Service Excellence (ASE) certification in Automotive Brakes (A5), including diagnosing and repairing problems related to automotive brakes. Preparation for Automotive Service Excellence (ASE) in Automotive Brakes (A5). Degree Applicable

**AUTO 55 SUSPENSION AND STEERING****4 Units****Lecture: 3 hours****Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in suspension and steering (A4), including diagnosing problems related to suspension and steering. Preparation for Automotive Service Excellence (ASE) certification test in suspension and steering (A4). Degree Applicable

**AUTO 56 ENGINE PERFORMANCE****4 Units****Lecture: 3 hours****Lab: 3 hours**

Basic skills for Automotive Service Excellence (ASE) certification in automotive engine performance (A8), including diagnosing problems related to automotive engines. Preparation for Automotive Service Excellence (ASE) certification test in automotive engine performance (A8). Degree Applicable

**AUTO 57 HEATING AND AIR CONDITIONING****4 Units****Lecture: 3 hours****Lab: 3 hours**

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

**AUTO 58 BASIC AUTOMOTIVE ENGINES****4 Units****Lecture: 3 hours****Lab: 3 hours**

Operation, maintenance, and repair of automotive engines and supporting equipment. Degree Applicable

**AUTO 59 MANUAL TRANSMISSIONS AND POWER TRAINS****4 Units****Lecture: 3 hours****Lab: 3 hours**

Theory, principles, and diagnosis of manual transmissions and power trains to include repair, installation, and break-in procedures. Degree Applicable

**AUTO 62 BASIC MOTORCYCLE SERVICING****4 Units****Lecture: 3 hours****Lab: 3 hours**

Maintenance, trouble diagnosis, and light service operations on two- and four-stroke cycle street and off-highway motorcycles. Degree Applicable

**AUTO 63 DIESEL ENGINE FUNDAMENTALS****4 Units****Lecture: 3 hours****Lab: 3 hours**

Designed to provide the student with a working knowledge of diesel engines. The development, uses, advantages/disadvantages, design, components, operating principles (two-stroke and four-stroke cycle), diesel fuels, and the combustion process and exhaust emissions will be covered. The student will perform pre-operational services, start and stop a diesel engine, identify engine components and systems, and develop a hands-on knowledge of tools and test equipment used in the repair of diesel engines. Degree Applicable



**AUTO 64 DIESEL FUEL INJECTION SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63 with a "C" grade or better

Designed to provide the student with a working knowledge of diesel fuel-injection systems. It includes: types of fuel systems, requirements of fuel systems, safety precautions, basic operation principles, hands-on repair, service procedures for several different types of fuel injectors and nozzles, and hands-on testing of selected fuel injectors. It also provides the student with a hands-on knowledge of fuel-injection equipment, tools, and test equipment. Degree Applicable

**AUTO 65 DIESEL TRUCK STARTING, CHARGING, AND ELECTRICAL SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63 with a "C" grade or better

Designed to provide students with a working knowledge of diesel engine starting and charging systems, including basic electrical principles, batteries and battery service, electronic devices, AC and DC charging systems, and cranking systems. Emphasis will be placed on theory, use of test equipment, diagnosis of electrical problems, and repair/replacement of charging and starting systems and their components. This course will prepare the student to enter the diesel job market with a working knowledge of diesel engine starting and charging systems. Degree Applicable

**AUTO 66 DIESEL ENGINE SERVICE**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63 and 64 with a "C" grade or better

Designed to provide the student with a working knowledge of diesel engine service procedures, troubleshooting and diagnostic, test equipment, fuel injection pump and service, tune-up, governors, fuel pump and injector timing, and valve adjustment. Emphasis will be placed on tune-up, governor and rack adjustment, valve timing, and fuel pump service and calibration. Degree Applicable

**AUTO 67 DIESEL ENGINE AUXILIARY SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Automotive 63 with a "C" grade or better

Designed to provide the student with a working knowledge of the diesel engine auxiliary system. It includes component identification, function, designs, on-engine inspection, component removal/replacement, and troubleshooting and repair of the air induction and exhaust system, cooling system, and lubrication system. It also includes an overview of diesel fuel-injection systems and governors, and starting and charging systems used on diesel engines. Degree Applicable

**AUTO 68 DIESEL ENGINE CYLINDER HEAD SERVICE**

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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

**AUTO 69 DIESEL ENGINE OVERHAUL/REBUILD**

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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

## 80 COURSE OFFERINGS

### **AUTO 70 DIESEL BRAKE, STEERING, AND SUSPENSION SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Nomenclature, theory of operation, and service procedures involved in the brake system, the use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs. Emphasis on power brake, dual brake systems, hydraulic systems, and PN systems. A working knowledge of hydraulic and hydraulic principles as well as an understanding of the function, theory of operation, maintenance, diagnosis, and service procedures involved in the steering and suspension system. Degree Applicable

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

1-8 Units

*Also Available online*

See Cooperative Work Experience Education listing.

## **BIOLOGY (BIOL)**

### **BIOL 1 ENVIRONMENTAL BIOLOGY**

3 Units

Lecture: 3 hours

*Also available online*

Interaction of man with the living world around him. Biological effects of the environment on him and his effects on it. Problems of over-population and environmental deterioration. Degree Applicable. UC/CSU

### **BIOL 2 CONCEPTS IN BIOLOGY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 55 with a "C" grade or better

An integrated approach to the inter-relationships of the life sciences. Basic processes common to all living things. Concepts of biochemistry, cell morphology, cell metabolism, genetics, evolution, and classification. Degree Applicable. UC/CSU

### **BIOL 3 INTRODUCTION TO PLANT BIOLOGY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 55 with a "C" grade or better

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

### **BIOL 4 HUMAN ANATOMY**

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: Biology 2 or equivalent with a "C" grade or better

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

### **BIOL 5 HUMAN PHYSIOLOGY**

5 Units

Lecture: 4 hours

Lab: 3 hours

Prerequisite: Biology 2 or 4 and Chemistry 1 or equivalent with a "C" grade or better

Basic functioning of the organ systems of the human body, including the brain and nervous system, vision and hearing, heart and circulation, blood and immunity, respiration, digestion and metabolism, muscles, excretory, endocrine, and reproductive systems. Degree Applicable. UC/CSU (CAN BIOL 12)



**BIOL 7 GENERAL ZOOLOGY**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 55 with a "C" grade or better

Recommended: Biology 2 with a "C" grade or better

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

**BIOL 8 MICROBIOLOGY**

5 Units

Lecture: 3 hours

Lab: 6 hours

Prerequisite: Chemistry 1 or 2A and Biology 2 with a "C" grade or better

Introduction to bacteria and parasitic forms of protozoa, helminthes, and fungi. The examination of morphological, physiological, and epidemiological characteristics of these organisms and of immune response produced by their hosts. Laboratory procedures for the culture identification of pathogenic bacteria and with instruction in basic serological and immunological technique. Degree Applicable. UC/CSU (CAN BIOL 14)

**BIOL 10 INTRODUCTION TO BIOLOGY**

3 Units

Lecture: 3 hours

*Also available online*

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

**BIOL 11 HUMAN SEXUALITY**

3 Units

Lecture: 3 hours

*Also available online*

Human anatomy, physiology and behavior as related to sexual reproduction, including fertilization, pregnancy, child birth and birth control. Consideration will also be given to genetics, homosexuality, sexually transmitted diseases, and sexual intercourse and response. May be taken as Psychology 11 – credit granted for one course only. Degree Applicable. UC/CSU

**BIOL 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 two nights and three days. Degree Applicable

**BIOL 82 OCCUPATIONAL WORK EXPERIENCE IN BIOLOGY**

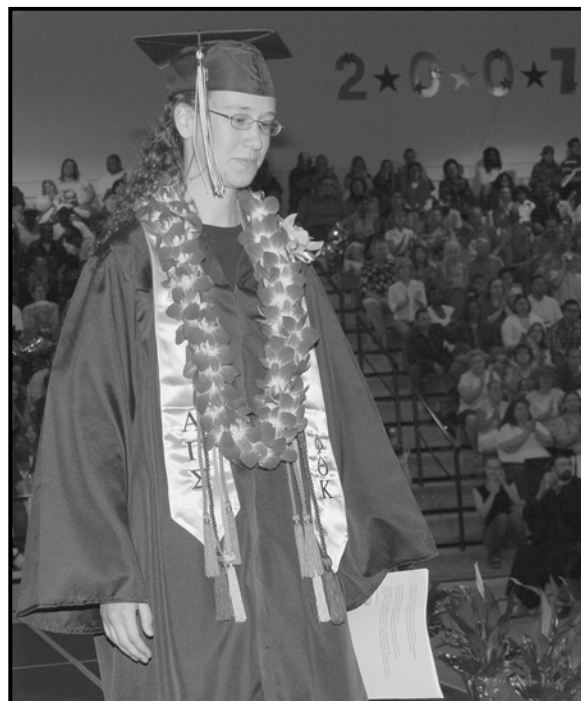
1-8 Units

*Also Available online*

See Cooperative Work Experience Education listing.

**BOTANY**

See Biology 3, Introduction to Plant Biology.



## BUILDING CONSTRUCTION TRADES TECHNOLOGY (BCTT)

### BCTT 50A BASIC CONSTRUCTION SAFETY AND RIGGING

2 Units

Lecture: 2 hours

*Also available online*

Basic construction safety using OSHA approved standards, stressing safe work practices and procedures, proper inspection of safety equipment before use, and the proper use of safety equipment. Degree Applicable

### BCTT 50B INTRODUCTION TO HAND AND POWER TOOLS

1 Unit

Lecture: 1 hour

Recommended: Building Construction Trades Technology 50A with a "C" grade or better  
*Also available online*

Basic hand and power tools used in construction and maintenance, and the importance of their care and use. Valuable safety information for each type of tool discussed. Degree Applicable

### BCTT 50C INTRODUCTION TO BLUEPRINT READING

1 Unit

Lecture: 1 hour

*Also available online*

Introduction to basic blueprint terms, components, symbols, different types of construction drawings commonly used on job sites and the importance of each type. Degree Applicable

### BCTT 50D BASIC COMMUNICATION AND EMPLOYMENT SKILLS

2 Units

Lecture: 2 hours

*Also available online*

Techniques for communicating effectively with co-workers and supervisors. Critical thinking and problem solving skills, effective relationship skills, effective presentation, and key workforce issues such as sexual harassment, stress, and substance abuse. Degree Applicable

### BCTT 50E CONSTRUCTION TECHNOLOGY CORE PERFORMANCE TESTING

.5 Unit

Lab: 1.5 hours

Prerequisite: Building Construction Trades Technology 50A, 50B, and 50C with a "C" grade or better

Designed to allow the students to demonstrate their understanding of the techniques and procedures learned in BCTT 50A, BCTT 50B, and BCTT 50C. Students will be required to successfully pass the National Center for Construction Education and Research (NCCER) Performance Profiles. Degree Applicable

### BCTT 52A BLUEPRINT READING FUNDAMENTALS

3 Units

Lecture: 3 hours

*Also available online*

Basic blueprint terms, components, and symbols commonly used in residential drawings. Different types of construction drawings commonly used on the job sites and the importance of each type. Degree Applicable

### BCTT 52B RESIDENTIAL BLUEPRINT READING

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Building Construction Trades Technology 52A with a "C" grade or better  
*Also available online*

Terms and techniques used in residential construction drawings including extraction of information and math used on residential job-sites. Degree Applicable

### BCTT 52C COMMERCIAL BLUEPRINT READING

2 Units

Lecture: 1 hour

Lab: 3 hours

Prerequisite: Building Construction Trades Technology 52A with a "C" grade or better  
*Also available online*

Terms and techniques used in commercial construction drawings including extraction of information and math used on commercial job sites. Degree Applicable



**BCTT 54 SAFETY ORIENTATION**

1 Unit

Lecture: 1 hour

*Also available online*

Provides participants with a general overview of the most common job-site hazards and their related safety guidelines. Meets requirements for OSHA 10-hour course. Degree Applicable

**BCTT 55 INTRODUCTORY SKILLS FOR THE CREW LEADER**

1 Unit

Lecture: 1 hour

*Also available online*

Basic leadership skills in crew supervision. Degree Applicable

**BCTT 60A MATERIALS AND TOOLS USED IN THE TRADE**

2 Units

Lecture: 2 hours

**Recommended:** Building Construction Trades Technology 50E with a "C" grade or better

*Also available online*

Covers various materials used in construction, including many kinds of fasteners and adhesives used with wood and masonry construction, and expands on the hand and power tools. Degree Applicable

**BCTT 60B FLOOR SYSTEMS, WALL AND CEILING FRAMING**

1 Unit

Lecture: 1 hour

**Recommended:** Building Construction Trades Technology 60A with a "C" grade or better

*Also available online*

Framing basics as well as the procedures for laying-out and constructing wood floors, framing walls and ceilings, including roughing-in doors and window openings, construction corners and partition T's, bracing walls and ceilings, and applying sheathing. Degree Applicable

**BCTT 60C ROOF FRAMING AND WINDOWS AND EXTERIOR DOORS**

1 Unit

Lecture: 1 hour

**Recommended:** Building Construction Trades Technology 60B with a "C" grade or better

*Also available online*

Various kinds of roofs and instructions for laying out rafters for gable roofs, hip roofs, and valley intersections, including both stick built and truss built roofs and various types of windows, skylights, and exterior doors, weather stripping and locksets. Degree Applicable

**BCTT 60D INTRODUCTION TO CONCRETE MATERIALS AND FORMS**

1 Unit

Lecture: 1 hour

*Also available online*

Covers various types of cement and materials used in concrete construction including reinforcement materials such as rebar, bar supports, and welded-wire fabric, concrete volume estimates, concrete tests, and concrete curing methods. Degree Applicable

**BCTT 60E RESIDENTIAL CARPENTRY LEVEL ONE PERFORMANCE TESTING**

2 Units

Lab: 6 hours

**Prerequisite:** Building Construction Trades Technology 60A, 60B, 60C, and 60D with a "C" grade or better

Demonstration of the skills learned in the classroom, performed under the guidance of journeyman and/or qualified personnel on the jobsite. Degree Applicable

**BCTT 62A READING PLANS AND SITE LAYOUT I**

1 Unit

Lecture: 1 hour

**Recommended:** Building Construction Trades Technology 50E with a "C" grade or better

*Also available online*

Principles, equipment, and methods used to perform site layout tasks of distance measurements differential leveling, including site layout responsibilities of individuals on the site. Degree Applicable

**BCTT 62B EXTERIOR FINISH AND MOISTURE PROTECTION**

1 Unit

Lecture: 1 hour

Recommended: Building Construction Trades Technology 62A with a "C" grade or better

*Also available online*

Materials and installation techniques used in various types of siding, including installation procedures and basic requirements for insulation, moisture control, and ventilation. Degree Applicable

**BCTT 62C ROOFING, STAIR, AND METAL STUD APPLICATIONS**

2 Units

Lecture: 2 hours

Recommended: Building Construction Trades Technology 50E with a "C" grade or better

*Also available online*

Materials and installation techniques for a number of basic types of roofing. Installation techniques of stairs and metal studs. Degree Applicable

**BCTT 62D DRYWALL AND INTERIOR FINISH APPLICATIONS**

2 Units

Lecture: 2 hours

Recommended: Building Construction Trades Technology 50E with a "C" grade or better

*Also available online*

Materials, tools, and procedures used to install drywall including finishing and correct drywall finishing problems. Installation of various types of doors and their related hardware in several types of walls. Materials, tools, and procedures used in suspended ceilings. Different types of finish work, including cabinets, cabinet construction, and various types of hardware. Degree Applicable

**BCTT 62E RESIDENTIAL CARPENTRY LEVEL TWO PERFORMANCE TESTING**

3 Units

Lab: 9 hours

Prerequisite: Building Construction Trades Technology 62A, 62B, 62C, and 62D with a "C" grade or better

Allows the students to demonstrate the skills learned in BCTT 62A, 62B, 62C, and 62D under the guidance of an instructor, journeyman and/or qualified personnel on the jobsite. Degree Applicable

**BCTT 70A ELECTRICAL SAFETY AND HAND BENDING**

1 Unit

Lecture: 1 hour

*Also available online*

Safety rules as applied to handling and working with electrical systems and circuits. Precautions to take for various electrical hazards found on the jobsite and required OSHA mandated lockout/tag out procedure. Methods and procedures used in cutting, bending, and reaming conduit. Degree Applicable

**BCTT 70B FASTENERS AND ELECTRICAL THEORY**

1 Unit

Lecture: 1 hour

*Also available online*

Applications and installation procedures for various types of fasteners and anchors. Basic electrical theory. Circuit calculations involving the application of Ohm's and Kirchoff's laws. Degree Applicable

**BCTT 70C ELECTRICAL TEST EQUIPMENT, NEC, RACEWAYS, BOXES, FITTINGS, AND CONDUCTORS**

2 Units

Lecture: 2 hours

Recommended: Building Construction Trades Technology 70B with a "C" grade or better

*Also available online*

Operation and applications of various types of electrical test equipment, National Electrical Code (NEC), various types of raceways, boxes, fittings, and conductors including their installation procedures and NEC requirements. Degree Applicable

**BCTT 70D INTRODUCTION TO ELECTRICAL BLUEPRINTS AND RESIDENTIAL AND COMMERCIAL WIRING**

1 Unit

Lecture: 1 hour

Recommended: Building Construction Trades Technology 70C with a "C" grade or better

*Also available online*

Electrical blueprint reading, including the interpretation of various types of scales, drawings, schedules, and specifications. Various types of switches and receptacles used in residential, commercial, and industrial wiring, along with their basic installation procedures and NEC requirements. Degree Applicable

**BCTT 70E      ELECTRICAL LEVEL ONE  
PERFORMANCE TESTING**

1 Unit

Lab: 3 hours

Prerequisite: Building Construction Trades Technology 70A, 70B, 70C & 70D with a "C" grade or better

Opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite.  
Degree Applicable

**BCTT 72A      ALTERNATING CURRENT, MOTORS,  
AND GROUNDING**

2 Units

Lecture: 2 hours

Prerequisite: Building Construction Trades Technology 70A, 70B, 70C & 70D with a "C" grade or better

Recommended: Building Construction Trades Technology 70E with a "C" grade or better  
*Also available online*

Principles of alternating current and operation and applications of various types of motors.  
Degree Applicable

**BCTT 72B      GROUNDING, CONDUIT, BOXES, FITTINGS,  
AND CONDUCTOR INSTALLATIONS**

1 Unit

Lecture: 1 hour

Prerequisite: Building Construction Trades Technology 70A, 70B, 70C & 70D with a "C" grade or better

Recommended: Building Construction Trades Technology 72A with a "C" grade or better  
*Also available online*

National Electrical Code (NEC) requirements and procedures for proper grounding. Methods and procedures used in conduit bending, selection and installation of outlet boxes and fittings and conductors. Degree Applicable

**BCTT 72C      CABLE TRAY, CONDUCTOR  
TERMINATIONS, SPLICES, AND  
INSTALLATION OF ELECTRIC SERVICES**

1 Unit

Lecture: 1 hour

Prerequisite: Building Construction Trades Technology 70A, 70B, 70C & 70D with a "C" grade or better

Recommended: Building Construction Trades Technology 72B with a "C" grade or better  
*Also available online*

Methods and procedures used in selection and installation of cable tray, making conductor terminations and splices. Methods and procedures used in the installation of electric service.  
Degree Applicable

**BCTT 72D      CIRCUIT BREAKERS, FUSES, CONTACTORS,  
RELAYS, AND ELECTRICAL LIGHTING**

1 Unit

Lecture: 1 hour

Prerequisite: Building Construction Trades Technology 70A, 70B, 70C & 70D with a "C" grade or better

Recommended: Building Construction Trades Technology 72C with a "C" grade or better  
*Also available online*

Methods and procedures used in selection and installation of circuit breakers, fuses, contactors, and relays. Methods and procedures used in the installation of different types of lamps and lighting fixtures. Degree Applicable

**BCTT 72E      ELECTRICAL LEVEL TWO  
PERFORMANCE TESTING**

2 Units

Lab: 6 hours

Prerequisite: Building Construction Trades Technology 72A, 72B, 72C & 72D with a "C" grade or better

Opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite.  
Degree Applicable

**BCTT 76A      LOAD AND CONDUCTOR CALCULATIONS  
AND WIRING DEVICES**

3 Units

Lecture: 3 hours

Prerequisite: Building Construction Trades Technology 72A, 72B, 72C, and 72D with a "C" grade or better

Recommended: Building Construction Trades Technology 72E with a "C" grade or better  
*Also available online*

Load calculations and National Electric Code (NEC) requirements for branch and feeder circuits, conductor selection and calculations using various tables in the NEC, procedures used when sizing and selecting over current protection, raceway, box, and fitting fill requirements, methods and procedures used when sizing and selecting wiring devices. Degree Applicable

**BCTT 76B      DISTRIBUTION SYSTEMS**

2 Units

Lecture: 2 hours

Prerequisite: Building Construction Trades Technology 72A, 72B, 72C, and 72D with a "C" grade or better

Recommended: Building Construction Trades Technology 72E with a "C" grade or better  
*Also available online*

Methods and procedures related to distribution equipment, including grounding, switchboard testing and maintenance, ground fault sensing, and interpreting electrical drawings, methods and procedures used in selecting and wiring distribution system transformers and builds on information and lighting principles previously covered. Degree Applicable

**BCTT 76C      MOTOR CALCULATIONS, MAINTENANCE,  
AND CONTROLS**

2.5 Units

Lecture: 2.5 hours

Prerequisite: Building Construction Trades Technology 72A, 72B, 72C, and 72D with a "C" grade or better

Recommended: Building Construction Trades Technology 72E with a "C" grade or better  
*Also available online*

Calculations used to size motor branch and feeder circuits, over current protection, and disconnects. Methods and procedures used in motor maintenance. Methods and procedures used in selecting and writing motor controls. Degree Applicable

**BCTT 76D      HAZARDOUS LOCATIONS**

1 Unit

Lecture: 1 hour

Prerequisite: Building Construction Trades Technology 72A, 72B, 72C, and 72D with a "C" grade or better

Recommended: Building Construction Trades Technology 72E with a "C" grade or better  
*Also available online*

NEC requirements and installation procedures related to electrical equipment installed in hazardous locations. Degree Applicable

**BCTT 76E      ELECTRICAL LEVEL THREE  
PERFORMANCE TESTING**

.5 Unit

Lab: 1.5 hours

Prerequisite: Building Construction Trades Technology 76A, 76B, 76C, and 76D with a "C" grade or better

Allows the students to demonstrate the skills learned in BCTT 76A, BCTT 76B, BCTT 76C, and BCTT 76D under the guidance of an instructor or journeyman and/or qualified personnel on the jobsite. Degree Applicable

**BCTT 77A      LOAD CALCULATIONS, LIGHTING, AND  
EMERGENCY SYSTEMS**

2 Units

Lecture: 2 hours

Prerequisite: Building Construction Trades Technology 76A, 76B, 76C, and 76D with a "C" grade or better

Recommended: Building Construction Trades Technology 76E with a "C" grade or better  
*Also available online*

Basic calculation procedures and calculations for residential and commercial applications, various lighting installations, applications, and wiring systems, the National Electric Code (NEC) installation requirements for electric generators and storage batteries. Degree Applicable



**BCTT 77B      BASIC ELECTRONIC THEORY AND  
FIRE ALARM SYSTEMS****2 Units****Lecture: 2 hours****Prerequisite:** Building Construction Trades Technology 76A, 76B, 76C, and 76D with a "C" grade or better**Recommended:** Building Construction Trades Technology 76E with a "C" grade or better  
*Also available online*

Function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors, fire alarm control units, Digital Alarm Communicator Systems (DACS), installation wiring for alarm initiating and notification devices, and alarm system maintenance. Degree Applicable

**BCTT 77C      SPECIALTY TRANSFORMERS, CONTROLS,  
AND HEAT TRACING****3 Units****Lecture: 3 hours****Prerequisite:** Building Construction Trades Technology 76A, 76B, 76C, and 76D with a "C" grade or better**Recommended:** Building Construction Trades Technology 76E with a "C" grade or better  
*Also available online*

Various types of transformers and their applications, information on selecting, sizing, and installing these devices, applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drivers and troubleshooting. Basic overview of HVAC systems and their controls stressing electrical trouble shooting and the NEC requirements, various heat tracing systems along with their applications and installation requirements. Degree Applicable

**BCTT 77D      MOTOR MAINTENANCE AND HIGH  
VOLTAGE TERMINATIONS/SPLICES****1 Unit****Lecture: 1 hour****Prerequisite:** Building Construction Trades Technology 76A, 76B, 76C, and 76D with a "C" grade or better**Recommended:** Building Construction Trades Technology 76E with a "C" grade or better  
*Also available online*

Motor cleaning, testing, and preventative maintenance and basic troubleshooting, an overview of the NEC and cable manufacturers' requirements for high voltage terminations and splices. Degree Applicable

**BCTT 77E      ELECTRICAL LEVEL FOUR  
PERFORMANCE TESTING****.5 Units****Lab: 1.5 hours****Prerequisite:** Building Construction Trades Technology 77A, 77B, 77C, and 77D with a "C" grade or better

Allows the students to demonstrate the skills learned in BCTT 77A, BCTT 77B, BCTT 77C, and BCTT 77D under the guidance of an instructor or journeyman and/or qualified personnel on the jobsite. Degree Applicable

**BCTT 101      CONSTRUCTION QUANTITATIVE SKILLS****3 Units****Lecture: 3 hours***Also available online*

Basic mathematical procedures commonly used in the construction and maintenance crafts, such as multiplication, subtraction, addition, division, working with fractions, measuring areas, and volume. Non-Degree Applicable

**BUSINESS ADMINISTRATION (BADM)****BADM 1      BUSINESS LAW I****3 Units****Lecture: 3 hours***Also available online*

The legal and social environment of business. The regulatory environment in which business operates. Basic principles of law as applied to ordinary business transactions. Consumer protection, crimes, torts, computers and the law. The essential elements of contracts. Emphasis on Uniform Commercial Code and California Law through representative cases. Degree Applicable. UC/CSU (CAN BUS 8)

**BADM 2      BUSINESS LAW II****3 Units****Lecture: 3 hours***Also available online*

Law as applied to business transactions, personal property and bailments, sales, commercial paper, secured transactions, creditors' rights, insurance agency, and employment. Study of the Uniform Commercial Code and California law through representative cases. Degree Applicable. UC/CSU

**BADM 5 INTRODUCTION TO BUSINESS**

3 Units

Lecture: 3 hours

*Also available online*

Survey of functions, objectives, organization, and structure of business within the American free enterprise system. Degree Applicable. UC/CSU

**BADM 6 BUSINESS COMMUNICATIONS**

3 Units

Lecture: 3 hours

Recommendation: English 50 with a "C" grade or better or assessment recommendation for English 1A

*Also available online*

A survey of the principles and techniques of business communications as a tool for business decision making. Focus is on effective oral and written business communications. Methods of investigating, organizing, and presenting business data and ideas are developed through practical involvement. Ethical and legal implications as well as other critical thinking techniques are emphasized. Degree Applicable. CSU

**BADM 19 MARKETING**

3 Units

Lecture: 3 hours

*Also available online*

Survey of major marketing methods, institutions and practices, distribution of goods and services from producer to consumer. Trade channels, agencies of distribution, trends in marketing practices. Role of the consumer in marketing process. Market research, product planning, pricing, marketing costs, and marketing legislation. Degree Applicable. CSU

**BADM 51 BUSINESS MATH**

3 Units

Lecture: 3 hours

*Also available online*

Application of basic arithmetic to business transactions and activities. Improve computational skills (addition, subtraction, multiplication, division) working number and word problems using whole numbers, fractions, decimals, percents, interest, and equations to solve problems. Degree Applicable

**BADM 62 PROFESSIONAL DEVELOPMENT**

2 Units

Lecture: 2 hours

Prepares students to enter the workplace with a professional point of view. Includes development of self-esteem and encouragement in critical thinking about emerging issues such as ethics at work, leadership, goals, interpersonal communication, and job seeking skills. Degree Applicable

**BADM 82 OCCUPATIONAL WORK  
EXPERIENCE IN BUSINESS  
ADMINISTRATION**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**BADM 100 CUSTOMER SERVICE  
TRAINING**

1 Unit

Lecture: 16 hours total

This course is designed to provide the student with certain key skills and attitudes that are needed to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints, and sales skills. Grades: CR/NC. Non Degree Applicable

**BADM 101 ATTITUDE AND THE  
WORKPLACE**

1 Unit

Lecture: 16 hours total

This course is designed to provide the participant with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The participant will be introduced to the concepts of how attitudes are communicated, the three types of attitudes, and how to adjust ones attitude. Topics will also include the primary causes of bad attitude, turnaround strategies to battle them, and specific techniques to raise the attitudes of others. Grades: CR/NC. Non Degree Applicable

**BADM 102 DEALING WITH  
DIFFICULT PEOPLE****1 Unit****Lecture: 16 hours total**

This course will explore the causes and impact that conflict can have on customer service. Students will learn strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one. Grades: CR/NC. Non Degree Applicable

**BADM 103 MASTERING COMMUNICATION****1 Unit****Lecture: 16 hours total**

This course covers verbal and non-verbal communications, as well as superior listening skills. The communication process model will be discussed as well as barriers to effective communications. The course also covers various techniques to improve the clarity of communication. Grades: CR/NC. Non Degree Applicable

**BADM 104 TIME AND STRESS  
MANAGEMENT****1 Unit****Lecture: 16 hours total**

This course explores ways in which time and stress impacts employee performance ability. Furthermore, the course will also cover the utilization of time management techniques needed to increase employee efficiency and productivity. Grades: CR/NC. Non Degree Applicable

**BADM 105 DECISION MAKING AND  
PROBLEM SOLVING****1 Unit****Lecture: 16 hours total**

This course is designed to introduce the participant to decision making and problem solving. Emphasis will be placed on decision making and problem solving techniques and steps in the decision making process. Grades: CR/NC. Non Degree Applicable

**BADM 106 MANAGING CHANGE****1 Unit****Lecture: 16 hours total**

This course will explore the natural tendency of employees and customers to resist change. Students will learn techniques for handling workplace change, and how to introduce change to their customers. Furthermore, change management techniques will be explored. Grades: CR/NC. Non Degree Applicable

**BADM 107 TEAM BUILDING****1 Unit****Lecture: 16 hours total**

This course explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts and create superior customer service. Students will learn the roles in a team and how to be both a leader and a team player. Grades: CR/NC. Non Degree Applicable

**BADM 108 BUSINESS ETHICS****1 Unit****Lecture: 16 hours total**

This course will explore the importance of ethics in the workplace. Students will discuss ethical lapses often displayed in commercial environments and how to correct them. Additionally, students will craft a personal philosophy of ethics and values important to their business and social dealings. Grades: CR/NC. Non Degree Applicable

**CHEMISTRY (CHEM)****CHEM 1 INTRODUCTORY CHEMISTRY****4 Units****Lecture: 3 hours****Lab: 3 hours**

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

A survey of the principles of chemistry primarily for pre-nursing, liberal arts, and home economics students. Topics covered: atomic structure, chemical bonding, stoichiometry, periodic table, states of matter, solutions, equilibrium, acids and bases, nuclear chemistry, and basic organic chemistry. Degree Applicable. UC/CSU

**CHEM 2A GENERAL COLLEGE CHEMISTRY****5 Units****Lecture: 3 hours****Lab: 6 hours**

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

Basic principles of chemistry from quantitative point of view, including stoichiometry, atomic structure, chemical bonding, gas laws, solutions, and oxidation-reduction processes. Quantitative emphasis in the laboratory. Degree Applicable. UC/CSU (CAN CHEM 2)

**CHEM 2B GENERAL COLLEGE CHEMISTRY**

5 Units

Lecture: 3 hours

Lab: 6 hours

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

Continuation of Chemistry 2A with emphasis on equilibrium processes. Kinetics, ionic and solubility equilibria, electro-chemistry, and thermodynamics. Laboratory includes an introduction to qualitative analysis. Degree Applicable. UC/CSU (CAN CHEM 4)

**CHEM 82 OCCUPATIONAL WORK EXPERIENCE IN CHEMISTRY**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

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

3 Units

Lecture: 3 hours

*Also available online*

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. Degree Applicable. UC/CSU

**CHLD 6 CHILD, FAMILY, COMMUNITY**

3 Units

Lecture: 3 hours

*Also available online*

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. Degree Applicable. UC/CSU

**CHLD 10 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS**

3 Units

Lecture: 3 hours

*Also available online*

Designed for students who are considering teaching as a career and for those wishing to prepare to be teacher aides. Includes a self-appraisal of the student's potential as a teacher. Encompasses the background, problems and issues of education in a democratic society with special emphasis on ECE programs. Degree Applicable. CSU

**CHLD 11A PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION**

4 Units

Lecture: 3 hours

Lab: 3 hours

Curriculum planning and evaluation; discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents and children; professional ethics and job search skills. 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. Degree Applicable. CSU

**CHLD 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. Degree Applicable. CSU





**CHLD 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. Degree Applicable. CSU

**CHLD 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. Degree Applicable. CSU

**CHLD 14 CHILD HEALTH, SAFETY,  
AND NUTRITION****3 Units****Lecture: 3 hours***Also available online*

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. Degree Applicable. CSU

**CHLD 15 INFANTS AND TODDLERS:  
CURRICULUM AND TEACHING****3 Units****Lecture: 3 hours***Also available online*

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. Degree Applicable. CSU

**CHLD 16 THE PRESCHOOL CHILD:  
CURRICULUM AND TEACHING****3 Units****Lecture: 3 hours***Also available online*

Development and behavior based on current knowledge in child development. Intellectual, physical, emotional, and social development of the child. Degree Applicable. CSU

**CHLD 17 PROGRAMS FOR SCHOOL-AGE  
CHILDREN: CURRICULUM AND  
TEACHING****3 Units****Lecture: 3 hours***Also available online*

Programs and curriculum for the school-age child in a before-and-after school environment. Establishing an appropriate environment, planning activities, and interacting with children. Degree Applicable. CSU

**CHLD 19A ADMINISTRATION OF EARLY  
CHILDHOOD EDUCATION I****3 Units****Lecture: 3 hours**

**Prerequisite:** Child Development 4 or Psychology 4, Child Development 6 or Sociology 6, and Child Development 10, 11A or B, and 14 with a "C" grade or better

*Also available online*

An overview of organization and management of preschool programs, including program planning, budgeting, and regulations. Degree Applicable. CSU

**CHLD 19B ADMINISTRATION OF EARLY  
CHILDHOOD EDUCATION II****3 Units****Lecture: 3 hours**

**Prerequisite:** Child Development 19A with a "C" grade or better

*Also available online*

Examine the dynamics of management behavior and the communication process within early childhood education programs. Degree Applicable. CSU

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

3 Units

Lecture: 3 hours

Lab: 10 hours total

*Also available online*

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. Degree Applicable. CSU

**CHLD 53 AUDIO-VISUAL FOR EARLY CHILDHOOD EDUCATION**

3 Units

Lecture: 3 hours

Audio-visual communication techniques in graphic design, still photography, motion pictures, television and computers appropriate in early childhood education. Degree Applicable

**CHLD 54 CHILD LANGUAGE DEVELOPMENT**

3 Units

Lecture: 3 hours

Introduction to the study of language, communication, and literacy development as a perceptual and cognitive process in young children. Degree Applicable

**CHLD 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. Degree Applicable

**CHLD 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. Degree Applicable

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

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**COMMUNICATIONS (COMM)**
**COMM 50 FINGERSPELLING AND BASIC SIGNS I**

3 Units

Lecture: 3 hours

Introduction to basic manual communication including finger-spelling and introductory sign language. Emphasis on both expressive and receptive communication skills. May be taken twice for credit. Degree Applicable

**COMM 51 FINGERSPELLING AND BASIC SIGNS II**

3 Units

Lecture: 3 hours

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

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

**COMM 52 FINGERSPELLING AND BASIC SIGNS III**

3 Units

Lecture: 3 hours

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

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

**COMM 60 COLLEGE LEVEL READING**

3 Units

Lecture: 2 hours

Lab: 2 hours

**Prerequisite:** Communications 102 with a "C" grade or better

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

**COMM 61 VOCABULARY FOR COLLEGE**

2 Units

Lecture: 2 hours

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

**COMM 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.

**COMM 101 READING AND BASIC SKILLS**

3 Units

Lecture: 2 hours

Lab: 2 hours

**Prerequisite:** Communications 100 with a "CR" grade or assessment recommendation for Communications 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

**COMM 102 READING AND BASIC SKILLS**

3 Units

Lecture: 2 hours

Lab: 2 hours

**Prerequisite:** Communications 101 with a "CR" grade or assessment recommendation for Communications 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

**COMM 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.

**COMM 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 of computer work and one hour 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

**COMM 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

**COMM 152 ESL LITERACY**

0 Units

Lecture: 2 hours total

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

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

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

0 Units

Lecture: 2 hours

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

**COMM 154 INTERMEDIATE GRAMMAR AND SPOKEN ENGLISH (ESL)**

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 153

An intermediate course in English for non-native speakers. English grammar, vocabulary, speaking, reading, and writing. May be taken twice for credit. Grades: CR/NC. Non Degree Applicable


**COMM 155 ADVANCED GRAMMAR AND SPOKEN ENGLISH (ESL)**

3 Units

Lecture: 2 hours

Lab: 2 hours

Prerequisite: Communications 154 with a "CR" grade

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

**COMM 156 WRITING AND READING PROBLEMS OF ESL STUDENTS**

3 Units

Lecture: 3 hours

Lab: 1 hour

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

**COMM 160 BASIC SKILLS EDUCATION PROGRAM**

0 Units

FORT IRWIN:

Lecture: 76 hours total

Testing: 4 hours total (80 combined total hours)

MCLB:

Lecture: 112 hours total

Testing: 4 hours total (116 combined total hours)

A study of mathematics, reading, and vocabulary skills. Mathematics skills include mathematical concepts, whole numbers, fractions, decimals, percents, and story problems. Reading skills include main idea, restatement, inference, supporting details, and vocabulary in context. Vocabulary skills include: Latin and Greek roots and prefixes and vocabulary lists. Grades: Non-credit. Non-Degree Applicable

## COMPUTER AND BUSINESS INFORMATION SYSTEMS (CBIS)

### CBIS 1 COMPUTER CONCEPTS

3 Units

Lecture: 2 hour

Lab: 3 hours

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

*Also available online*

Overview of computer technology, theory, and concepts for multidisciplinary majors. Introduction to micro-computer and super-computer terminology including history, societal impact, and peripherals. Functions and capabilities of word processors, spreadsheets, databases and graphics are covered through lecture, discussion, and hands-on assignments. Concepts include types of software and hardware, data structure and management, communications and network fundamentals, and an introduction to basic programming language. Degree Applicable. CSU (CAN CSCI 2)

### CBIS 2 WINDOWS AND THE INTERNET

3 Units

Lecture: 2 hours

Lab: 3 hours

*Also available as a hybrid course*

Examine the fundamental concepts of a computer, Windows Operating Systems, and the Internet. This course is meant to be for beginners. Students learn how to configure, set, and use Windows and the Internet for maximum productivity and efficiency. Emphasis is placed on skills development. Degree Applicable. CSU

### CBIS 3 PROGRAMMING IN VISUAL BASIC

3 Units

Lecture: 2 hours

Lab: 3 hours

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

An introductory course in the BASIC programming language. Analysis of problems for computer solution using BASIC language. Applications drawn from business, mathematics, and physical science. Degree Applicable. UC/CSU (CAN CSCI 6)

### CBIS 6 PROGRAMMING IN JAVA

3 Units

Lecture: 2 hours

Lab: 3 hours

*Also available online*

Introduction to computer programming using JAVA. Writing and using new objects, calling standard JAVA libraries, calling JAVA applets with HTML that will execute over the World Wide Web, and integrating JAVA with VRML and JAVASCRIPT. Emphasis on practical applications of programming. Laboratory instruction includes program development and execution. Degree Applicable. CSU

### CBIS 9 INTRODUCTION TO ADOBE PHOTOSHOP

3 Units

Lecture: 2 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 1 or 2 with a "C" grade or better

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts. Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Arts 9 or Photography 9 – credit granted for one course only. Degree Applicable. CSU

### CBIS 10 COMPUTER ARCHITECTURE

3 Units

Lecture: 2 hours

Lab: 3 hours

Introduction to computer architecture hardware and its background, concepts and functions of modern computer operating systems, disassembly and reassembly of microcomputers, and identification of its components. Degree Applicable. CSU



**CBIS 13 MANAGEMENT INFORMATION SYSTEMS**

3 Units

Lecture: 2 hours

Lab: 3 hours

*Also available online*

Introduces the student to management information systems concepts. The course will present a variety of data processing facilities. Course topics include: The computer as an organizational information system, systems methodologies, and the computer as a problem-solving tool, the computer-based information system, and organizational information systems. Degree Applicable. CSU

**CBIS 15 INFORMATION NETWORKING**

3 Units

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

An introduction to the data communication field for the information technology student. Covers the introductory topics of hardware, software, protocols, channels, modems, local area networks, wide area networks, and various applications. Student will gain hands-on experience with current popular communications systems. Degree Applicable. CSU

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

3 Units

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

Fundamentals of data base structure, design and development. Topics include user requirements, file organizations, data structure and security, database processing, database management systems, and database development. Students design and develop database applications using a popular business database program. Degree Applicable. CSU

**CBIS 19 SYSTEMS ANALYSIS AND DESIGN**

3 Units

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

Traditional systems analysis and design methods and tools. Topics include role of the systems analyst, feasibility studies, modeling technique systems design, reporting and documentation, and implementation strategies. Computer-aided software engineering (CASE) tools will be utilized to design and develop information systems. Degree Applicable. CSU

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

3 Units

Lecture: 2 hour

Lab: 3 hours

*Also available online*

This course introduces students to the UNIX operating system. Topics include common UNIX commands; file manipulation; editing; and the UNIX file structure. This hands-on class is designed for the computer novice or for the UNIX novice who wants to get productive with the UNIX operating system in the shortest time possible. Degree Applicable. CSU

**CBIS 22C WINDOWS SERVER**

1.5 Units

Lecture: 1 hour

Lab: 1.5 hours

This course introduces students to the basics of establishing and managing a WINDOWS Server. Topics include internal architecture, system security, network configuration (with a focus on TCP/IP), the registry and services, domains and system policies, user accounts and group management, disk backup and maintenance, troubleshooting and performance optimization. Degree Applicable. CSU

**CBIS 29A INTRODUCTION TO WRITING  
WEB PAGES**

3 Units

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

Fundamentals of 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. Degree Applicable. CSU

**CBIS 29B ADVANCED WEB DEVELOPMENT**

3 Units

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

Introduction and fundamentals of web programming to include advanced Markup Languages and Scripting Languages. Hands-on experience in producing Dynamic HTML (Hypertext Markup Language), Javascript, XML, PHP, and ASP web-type applications/sites. Develop skills for web user interfaces to manage files, databases, and extracting and reporting information. Along with basic client/server Web serving concepts and an introduction to database middleware concepts. Use of popular web development programs such as Macromedia DreamweaverMX and Microsoft Front Page. Degree Applicable. CSU

**CBIS 29C MULTIMEDIA FOR THE WEB**

3 Units

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

An introductory course to basic multimedia concepts. Topics include design methodology and delivery. Students will learn and incorporate the fundamentals of editing and manipulating text, images, video, animation, and audio to effectively communicate to the web user. Macromedia Flash will be utilized to develop hands-on skills to produce professional quality multimedia for the web. Degree Applicable. CSU

**CBIS 30A NETWORKING TECHNOLOGIES-  
CISCO EMPHASIS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 15 with a "C" grade 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. Degree Applicable. CSU

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

4 Units

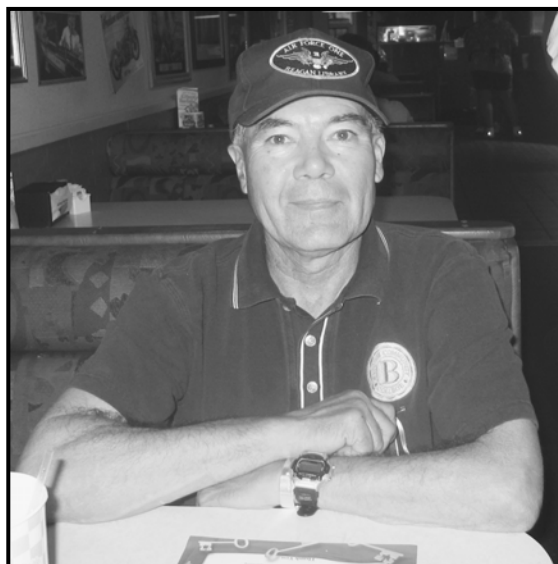
Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 30A with a "C" grade 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. Degree Applicable



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

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 30B with a "C" grade 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. Degree Applicable. CSU

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

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Computer and Business Information Systems 30C with a "C" grade 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. Degree Applicable. CSU

**CBIS 33 COMPUTER SCIENCE 1 with C++  
3 Units**

Lecture: 2 hours

Lab: 3 hours

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

*Also available online*

Computer software design, implementation, methods, and environment using a current high-level language. Survey of computers, applications, and other areas of computer science. Program design, coding, debugging, and documentation using techniques of good programming style. Program development in a powerful operating environment. Degree Applicable. UC/CSU

**CBIS 40 SPREADSHEET APPLICATIONS**

4 Units

Lecture: 3 hours

Lab: 3 hours

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

*Also available online*

An introductory course in the principles of spreadsheets. The student will develop skill in the use of spreadsheets to create and print computerized spreadsheets data in the solutions of common business problems. Current software in place includes Microsoft for Pentium Computers. Degree Applicable. CSU

**CBIS 41 BEGINNING WORD PROCESSING**

4 Units

Lecture: 3 hours

Lab: 3 hours

Recommended: Working familiarity with Windows

*Also available online*

Students will learn to use word processing software for creating, formatting, editing, enhancing, and printing appropriate business letters, envelopes, bound and unbound reports, memorandums, tables, charts, templates, and other business documents. Current software in place includes Microsoft & Corel. Degree Applicable. CSU



**CBIS 42      ADVANCED WORD PROCESSING**

4 Units

Lecture: 3 hours

Lab: 3 hours

**Recommended:** Computer and Business Information Systems 41 with a "C" grade or better*Also available online*

Designed for students with word processing experience. Assimilate word processing features that are used to enhance the visual display of business documents with graphic elements. Other topics include newsletter layout, creating electronic forms, macros, mail merge, advanced tables, footnotes, endnotes, outlines, indexes, table of contents, master documents, hyperlinks, and web pages. Current software in place includes Microsoft & Corel. Degree Applicable. CSU

**CBIS 43      PRESENTATION APPLICATIONS AND MEDIA**

3 Units

Lecture: 2 hour

Lab: 3 hours

**Recommended:** Working familiarity with Windows*Also available online*

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

**CBIS 51      A+ CERTIFICATION PREPARATION**

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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

**CBIS 60      BEGINNING KEYBOARDING**

1.5 Units

Lecture: 1 hour

Lab: 1.5 hours

Operation of the computer keyboard and an introduction to word processing software with emphasis upon developing basic keyboarding techniques required to develop speed and accuracy on straight copy. Instruction will include the alphabetic keys, numeric keys, and special symbol keys. Degree Applicable

**CBIS 61      SKILL-BUILDING AND DOCUMENT PROCESSING**

1.5 Units

Lecture: 1 hour

Lab: 1.5 hours

Improve keyboarding technique, develop language-arts skill, and build data-entry proficiency, speed and accuracy. Learn to produce typical office and personal documents efficiently and correctly by applying the current formatting and efficiency standards used in business and industry. Degree Applicable

**CBIS 62      MEDICAL OFFICE PROCEDURES-FRONT OFFICE**

3 Units

Lecture: 3 hours

Part of a two course introduction designed to provide basic skills necessary for employment in a physician's office. Includes medical law/ethics and procedures to assist the physician in the front office. Development of proficiency in typing medical correspondence, case histories, insurance reports, telephone techniques, appointment scheduling, receptionist duties, filing, billing, and verbal communications with patients and other personnel. May be taken as Allied Health 61A – credit granted for one course only. Degree Applicable



**CBIS 64 MACHINE TRANSCRIPTION****3 Units****Lecture: 2 hours****Lab: 3 hours****Prerequisite:** Computer and Business Information Systems 60 with a "C" grade or better

Development of a marketable skill in the transcription of verbal information to an appropriate written format. Business communication skills will be enhanced by listening to dictation and transcribing information accurately. Transcription techniques and writing skills necessary to prepare proper business documents will be applied using word processing applications. Degree Applicable

**CBIS 65 MACHINE CALCULATIONS****1.5 Units****Lecture: 1 hour****Lab: 1.5 hours**

Study of math procedures and drill on the operation of the electronic printing calculator and the electronic display calculator. Degree Applicable

**CBIS 66 OFFICE PROCEDURES****3 Units****Lecture: 3 hours****Prerequisite:** Computer and Business Information Systems 60 with a "C" grade or better or equivalent experience

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

**CBIS 67 RECORDS MANAGEMENT****2 Units****Lecture: 1 hour****Lab: 3 hours**

Prepares students for all of today's records management environments including electronic filing. Stresses the managerial considerations and the systems thinking that are important for a career using records management. Degree Applicable

**CBIS 74 MICROSOFT OUTLOOK****1.5 Units****Lecture: 1 hour****Lab: 1.5 hours****Recommended:** Working familiarity with Windows

Instruction in the use of Microsoft Outlook, a personal information management program used to communicate with others, schedule appointments and tasks, record information about personal and business contacts, and organize files. Degree Applicable

**CBIS 77 MEDICAL TRANSCRIPTION****3 Units****Lecture: 2 hours****Lab: 3 hours****Recommended:** Ability to type 40 words per minute

Development of a marketable skill in producing documents, and other types of medical communications through listening to dictation tapes. Emphasis on excellence in keying and proficiency in the use of medical terminology and English skills: spelling, grammar, and punctuation. May be taken as Allied Health 77 - credit granted for one course only. Degree Applicable

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

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

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

See Cooperative Work Experience Education listing.

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

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

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

This course emphasizes the sales process including the seven steps to sales, cashiering procedures, inventory stock and control, entry level business math, work ethic, and managerial skills. Degree Applicable

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

Develop oral and written skills emphasizing communication with coworkers and customers, correct grammar and speech, business English, human resources, leadership characteristics, teamwork, reading and interpreting instructions, filing, and telephone technique. Degree Applicable

**COOPERATIVE WORK EXPERIENCE EDUCATION (COOP)****COOP 80 INTRODUCTION TO EMPLOYMENT****1 Unit****Lecture: 1 hour**

Exploration of employer expectations and on-the-job problems. Applications, interviews, personality assessment and human relations. Degree Applicable

**COOP 82 OCCUPATIONAL WORK EXPERIENCE**

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

**Activity: 75 hours employed in occupational experience 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 online*

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 8 units may be used as elective credit for a General Education Associates Degree. Up to 4 units may be used as major credit and 4 units as elective credit for an Occupational Associates Degree. The number of credits accepted as elective credit for transfer to CSU varies by campus. Grades: CR/NC. May be taken four times for credit. Degree Applicable. CSU

**COOP 83 GENERAL WORK EXPERIENCE**

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

Activity: 75 hours employed field experience 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 6 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. May be taken four times for credit. Grades: CR/NC. Degree Applicable. CSU

**COOP 100 JOB PREPARATION WORKSHOP**

1 Unit

Lecture: 28 hours total

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

**COSMETOLOGY (COSM)**
**COSM 50A BEGINNING COSMETOLOGY**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

Theory in rules, regulations & sanitation, professional image, bacteriology, and fundamentals of various salon industry techniques (i.e.) permanent waving, hair coloring, hair styling, shampooing, manicuring/pedicuring, etc. are taught by lecture and demonstration with supervised work practice. In order to meet State requirements for testing, students must have a high school diploma or its equivalent (GED); or have completed the 10<sup>th</sup> grade and passed an ability to benefit test (ATB) and is at least 17 years old. Degree Applicable

**COSM 50B BEGINNING COSMETOLOGY**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

**Prerequisite:** Cosmetology 50A with a "C" grade or better

Continuation of Cosmetology 50 sequence. Theory in rules, regulation & sanitation, professional image, bacteriology, and fundamentals of various salon industry techniques (i.e.) permanent waving, hair coloring, hair styling, shampooing, manicuring/pedicuring, etc., are taught by lecture and demonstration with supervised work practice. Degree Applicable

**COSM 50C BEGINNING COSMETOLOGY**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

**Prerequisite:** Cosmetology 50B with a "C" grade or better

Completion of Cosmetology 50 sequence. Theory in rules, regulation & sanitation, professional image, bacteriology, and fundamentals of various salon industry techniques (i.e.) permanent waving, hair coloring, hair styling, shampooing, manicuring/pedicuring, etc., are taught by lecture and demonstration with supervised work practice. Degree Applicable

**COSM 51A INTERMEDIATE COSMETOLOGY**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

**Prerequisite:** Cosmetology 50C with a "C" grade or better

Theory in cells, Anatomy/Physiology and Chemistry. Practice all salon industry techniques learned in Cosmetology 50 A, B, & C. Work under instructor supervision on clients and doll heads. Degree Applicable

**COSM 51B INTERMEDIATE COSMETOLOGY**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

**Prerequisite:** Cosmetology 51A with a "C" grade or better

Continuation of Cosmetology 51 sequence. Theory in cells, Anatomy/Physiology, and Chemistry. Practice all salon industry techniques learned in Cosmetology 50 A, B, & C. Work under instructor supervision on clients and doll heads. Degree Applicable

**COSM 51C INTERMEDIATE COSMETOLOGY**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

Prerequisite: Cosmetology 51B with a "C" grade or better

Completion of Cosmetology 51 sequence. Theory in cells, Anatomy/Physiology, and Chemistry. Practice all salon industry techniques learned in Cosmetology 50 A, B, & C. Work under instructor supervision on clients and doll heads. Degree Applicable

**COSM 52 ADVANCED COSMETOLOGY**

6 Units

Lecture: 32 hours total

Lab: 192 hours total

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

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

**COSM 53A BEGINNING MANICURING**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Theory in rules, regulation & sanitation, professional image, bacteriology, and fundamentals of manicuring/pedicuring are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing, students must have a high school diploma or its equivalent (GED); or have completed the 10<sup>th</sup> grade and passed an ability to benefit test (ATB) and is at least 17 years old. Degree Applicable

**COSM 53B ADVANCED MANICURING**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

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

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

**COSM 55 COSMETOLOGY STATE BOARD REFRESHER**

6 Units

Lecture: 30 hours total

Lab: 199.5 hours total

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

Theory of State Board Rules and Regulations. Theory of Barbering & Cosmetology Act for the State of California. State Board preparation for all phases of State Board. Cosmetology practical and written examination. Model needed. Degree Applicable

**COSM 58A BEGINNING ESTHETICIAN**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

Theory in rules, regulation & sanitation, professional image, bacteriology. Fundamentals of skin care, hair removal, make-up, and facial techniques are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing, students must have a high school diploma or its equivalent (GED); or have completed the 10<sup>th</sup> grade and passed an ability to benefit test (ATB) and is at least 17 years old. Degree Applicable

**COSM 58B INTERMEDIATE ESTHETICIAN**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

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

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

**COSM 58C ADVANCED ESTHETICIAN**

6 Units

Lecture: 60 hours total

Lab: 144 hours total

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

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

**COSM 82 OCCUPATIONAL WORK  
EXPERIENCE IN COSMETOLOGY**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**CULINARY ARTS (CULN)**
**CULN 50 SERVSAFE SANITATION AND  
FOOD SAFETY**

1 Unit

Lecture: 1 hour

*Also available online*

Principles of sanitation and safety in any hospitality management facility, including basic microbiology; sanitary practices in purchasing; storing and preparing food; sanitary maintenance of the kitchen, dining room, and all equipment; personal hygiene; food handling; and vector control and safety practices. Students will receive a Servsafe certification upon successful completion. Degree Applicable

**CULN 54 INTRODUCTION TO CULINARY ARTS I**

2 Units

Lecture: 1 hours

Lab: 3 hours

Prerequisite: Culinary Arts 50 with a "C" grade or better

Comprehensive hands-on introduction to culinary basics, including basic preparations and classic, international, and popular dishes. Understanding of the professionalism required including teamwork, speed, and accuracy. Degree Applicable

**CULN 58 INTRODUCTION TO CULINARY ARTS II**

2 Units

Lecture: 1 hour

Lab: 3 hours

Prerequisite: Culinary Arts 54 with a "C" grade or better

Advanced methods of cooking, emphasizing complete meals with focus on the taste and visual appeal. Field trips required. Degree Applicable

**CULN 62 CULINARY ARTS III**

2 Units

Lecture: 1 hour

Lab: 3 hours

Prerequisite: Culinary Arts 58 with a "C" grade or better

Emphasizing the speed, consistency, visual appeal, and creativity required to work in a professional kitchen, producing classic dishes from the world's cuisines, including banquet service, platter presentation, and salt dough centerpieces. Degree Applicable

**CULN 66 INTRODUCTION TO BAKING AND PASTRIES**

2 Units

Lecture: 1 hour

Lab: 3 hours

Prerequisite: Culinary Arts 50 with a "C" grade or better

Introduces bake shop operations; including the process, chemistry, and techniques of basic baking. Degree Applicable

**CULN 70 BAKING AND PASTRIES II**

2 Units

Lecture: 1 hour

Lab: 3 hours

Prerequisite: Culinary Arts 66 with a "C" grade or better

Continues to build the foundation of Baking and Pastries I by including production of pies and tarts, cakes, and candies as well as sugar sculptures. Degree Applicable

**CULN 71 CULINARY ARTS PRACTICUM**

1.5 Units

Lecture: 16 hours total

Lab: 28 hours total

On-the Job: 108 hours total

Prerequisite: Culinary Arts 62 with a "C" grade or better

Designed to provide on-the-job experience in Culinary Arts. Students will complete a minimum of 152 hours. 16 hours of lecture, 28 hours of lab, and 108 hours of on-the-job experience. On-the-job experience may be paid or unpaid. Degree Applicable

## DRAFTING (DRAF)

### **DRAF 50 INTRODUCTION TO COMPUTER AIDED DRAFTING**

3 Units

Lecture: 2 hour

Lab: 3 hours

**Recommended: Computer and Business Information Systems 1 with a "C" grade or better**

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

### **DRAF 51 INTERMEDIATE COMPUTER AIDED DRAFTING**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite: Drafting 50 with a "C" grade or better**

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

### **DRAF 52 ARCHITECTURAL DRAFTING**

3 Units

Lecture: 2 hours

Lab: 3 hours

Design and produce a full set of drawings required for construction of a residential structure. Emphasis is on compliance with building code requirements. Degree Applicable

### **DRAF 53 TECHNICAL ILLUSTRATION**

3 Units

Lecture: 2 hours

Lab: 3 hours

Techniques for the production of illustrations used in print, transparencies, and presentation graphics. Emphasis on isometric presentation, shading and exploded views. Degree Applicable

### **DRAF 54 ELECTRICAL-ELECTRONIC DRAFTING**

3 Units

Lecture: 2 hours

Lab: 3 hours

Overview of methods used in drawing industrial electronic, electrical and communications including printed circuits, block diagrams and schematics. Emphasis placed on tolerances, military numbering systems and specifications and formula applications. Degree Applicable

### **DRAF 55 SHEETMETAL DRAFTING**

3 Units

Lecture: 2 hours

Lab: 3 hours

Basic layouts and projections used in sheet metal layout and construction. Emphasis is on designing special components to fit given problem assignments. Degree Applicable

### **DRAF 56 BLUEPRINT READING (METAL TRADES)**

3 Units

Lecture: 2 hours

Lab: 3 hours

Basic techniques of interpreting and using engineering drawings or prints used in the metal trades. Visualization of objects, sectional drawings, orthographic and isometric projections, symbols, scales and practices used in blueprints for the metal trades. May be taken as Welding 56 - credit granted for one course only. Degree Applicable

### **DRAF 60 TECHNICAL MATHEMATICS**

4 Units

Lecture: 4 hours

**Prerequisite: Mathematics 101 with a "C" grade or better or assessment recommendation for Mathematics 50**

Calculating and problem-solving skills using algebraic and real numbers in arithmetic operations. Use of customary and Systems International measurement units. Symbols, terms, signed numbers, equations, ratio and proportion, exponents, radicals, formulas and trigonometric functions. May be taken as Electronics 60 - credit granted for one course only. Degree Applicable

**DRAF 82 OCCUPATIONAL WORK  
EXPERIENCE IN DRAFTING**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**DRAMA**

See Theatre Arts

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

3 Units

Lecture: 3 hours

*Also available online*

Scarcity and economizing problems. American capitalism, mechanics of individual prices, nature and method of economics, the price system, economic relationships of government, households and business. National income, employment and fiscal policy, money, monetary policy and growth. Degree Applicable. UC/CSU (CAN ECON 2)

**ECON 2 PRINCIPLES OF ECONOMICS (MICRO)**

3 Units

Lecture: 3 hours

*Also available online*

Economics of the firm and resource allocation. Market structure of American capitalism. Demand, supply, and elasticity; theory of consumer demand. Cost of production, pure competition, pure monopoly, monopolistic competition, oligopoly, wage determination, pricing of resources and general equilibrium. Current domestic problems and international economics. Degree Applicable. UC/CSU (CAN ECON 4)

**ECON 5 PERSONAL FINANCIAL PLANNING**

3 Units

Lecture: 3 hours

*Also available online*

Management of personal and family economic affairs. Budgeting, money management, and commercial record keeping. The principles of good buying, analysis of advertising, insurance and investment planning, taxation and consumer protection. The American economic system and citizenship responsibilities in this system. May be taken as Accounting 5 – credit granted for one course only. Degree Applicable. CSU

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

1-3 Units

Lecture: 1 hour per unit

**Prerequisite:** Completion of 12 units of general education course work with a minimum GPA of 2.0. **Prior approval of instructor. Department enrollment consistent with agency/industry being served.**

Supervised field work with local public agencies and/or private industry. Students may serve as unpaid volunteers in a variety of settings, gaining exposure to and experience in the world of work, while applying general knowledge and principles learned in the classroom. Requires a memorandum of understanding between the agency or group being served and the College; mandatory class meetings on a weekly basis; and an individualized student learning agreement accompanied by three (3) hours of service per week per unit of credit. May be taken for a total of six units. May be taken as Psychology 30 - credit granted for one course only. Degree Applicable

**EDUC 64 THE PARENT PROJECT**

1.5 Units

Lecture: 30 hours total

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

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

1-8 Units

*Also available online*

See Cooperative Work Experience Education Listing.

**EDUC 150 TUTORIAL SUPPORT**

0 Units

Activity: 1-200 hours

Tutoring assistance in academic and vocational subjects. Assists students in mastery of subject matter and improvement of study skills necessary for academic success and retention. Supervised tutoring provided through individual, and/or small group sessions, CD Rom, or lab settings. Students may enroll in course up to 200 hours. Open Entry/Open Exit. NON DEGREE/NON CREDIT. Students are encouraged to sign up each semester. Weekly hours by arrangement.



**EDUC 151 INTRODUCTION TO TUTORING**

0 Units

Lecture/Activity: 1-270 hours

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

**ELECTRONICS (ELEC)****ELEC 50 SURVEY OF ELECTRONICS**

3 Units

Lecture: 3 hours

Concepts, applications and history of electronics. Fundamental electronic principles, electronics in communications, medicine, space, music, computers and electronic power systems. Application in business and industry. Degree Applicable

**ELEC 51 DIRECT CURRENT CIRCUITS AND NETWORK ANALYSIS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Basic principles of electronics, direct current, circuit calculations, laws, theorems, magnetic circuits, sources of electricity, switching circuits, meters, motors and generators. Use of network analysis in D.C. circuits. Degree Applicable

**ELEC 52 ALTERNATING CURRENT CIRCUITS AND NETWORK ANALYSIS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Alternating circuit calculations, vector and phasor analysis, capacitance, inductance, switching networks, A.C. meters, A.C. motors and generators. Use of network analysis in A.C. circuits. Degree Applicable

**ELEC 53 SOLID STATE DEVICES**

4 Units

Lecture: 3 hours

Lab: 3 hours

**Prerequisite:** Electronics 51 and 52 with a "C" grade or better

Basic introduction to solid state devices, their operational ratings and specifications. Devices include diodes, bipolar and field effect transistors, optoelectronic applications, operational amplifiers, filters, integrated circuits and special selected devices. Degree Applicable. CSU

**ELEC 54 COMMUNICATION SYSTEMS**

4 Units

Lecture: 3 hours

Lab: 3 hours

**Prerequisite:** Electronics 53 with a "C" grade or better

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

**ELEC 55 SOLDERING**

1 Unit

Lab: 3 hours

Demonstrates the proper use of soldering equipment. Designed to train students to pass the highest NASA or Private Industry requirements for hand soldering. Degree Applicable

**ELEC 56 DIGITAL ELECTRONICS**

4 Units

Lecture: 3 hours

Lab: 3 hours

Number systems including binary, octal and hexadecimal, basic logic gate symbology, truth tables, waveforms and expressions, full/half and decimal adders, set/reset and gated flip-flops, shift and serial registers, up-down and ripple counters, DA/AD converters, decoders, multiplexers and displays with computer tri-state interfacing, memories and microprocessor inputs/outputs using programs. Degree Applicable

**ELEC 57 INDUSTRIAL ELECTRONICS****4 Units****Lecture: 3 hours****Lab: 2 hours****Prerequisite:** Electronics 51 and 56 with a "C" grade or better

Industrial control devices, operational amps, motor controls, linear integrated circuits, power controls, trans-conductors, process control, pulse-code modulation and telemetry modulation communications and programming controls. Degree Applicable

**ELEC 58 ELECTRONIC TESTS AND MEASUREMENTS****3 Units****Lecture: 2 hours****Lab: 3 hours****Prerequisite:** Electronics 51 and 52 with a "C" grade or better

An introductory course designed to provide the skills in measurements used in analyzing electronic circuits. Use of analog meters, digital multi-meters, function generators and oscilloscopes. Degree Applicable

**ELEC 59 ELECTRONIC MATHEMATICS****4 Units****Lecture: 4 hours****Prerequisite:** Mathematics 50 with a "C" grade or better

Mathematics needed for work in basic electronics including use of meter, voltage divider and wheatstone bridge circuits and network simplification, plan vectors, phasor algebra, logarithms and determinants. Continued use of the electronic calculator. Degree Applicable

**ELEC 60 TECHNICAL MATHEMATICS****4 Units****Lecture: 4 hours****Prerequisite:** Mathematics 101 with a "C" grade or better or assessment recommendation for Mathematics 50

Calculating and problem-solving skills using algebraic and real numbers in arithmetic operations. Use of customary and Systems International measurement units. Symbols, terms, signed numbers, equations, ratio and proportion, exponents, radicals, formulas and trigonometric functions. May be taken as Drafting 60 - credit granted for one course only. Degree Applicable

**ELEC 70 SHORT COURSE IN ELECTRONICS****3 Units****Lecture: 2 hours****Lab: 3 hours**

Basic course in electronics for those who find it an asset or a must in electronics related professions, e.g., computer technology, music technology, auto/appliance repair, as well as for practical home applications. Fast paced explorations of theory and practice in analog and digital electronics. Limited design concepts, plus maintenance, repair, and interfacing of electronic devices. A good review course for persons with prior training in electronics. Degree Applicable

**ELEC 82 OCCUPATIONAL WORK EXPERIENCE IN ELECTRONICS****1-8 Units***Also available online*

See Cooperative Work Experience Education listing.

**EMERGENCY MEDICAL TECHNICIAN**

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

**ENGLISH (ENGL)****ENGL 1A ENGLISH COMPOSITION AND READING****3 Units****Lecture: 3 hours****Prerequisite:** English 50 with a "C" grade or better or assessment recommendation for English 1A*Also available online*

English composition and reading using descriptive, narrative, expository, argumentative, essay and research techniques. Degree Applicable. UC/CSU (CAN ENGL 2)

**ENGL 1B INTRODUCTION TO LITERATURE****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better*Also available online*

Critical reading and written analysis of standard literary works: poetry, short story, novel and drama. Degree Applicable. UC/CSU (CAN ENGL 4)

**ENGL 1C CRITICAL THINKING AND COMPOSITION****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better*Also available online*

Reading and evaluation of English prose in a critical and logical way. The emphasis will be on critical analysis and upon the student's development of effective written arguments. Degree Applicable. UC/CSU

**ENGL 2 SURVEY OF ENGLISH LITERATURE****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better*Also available online*

Reading and critical analysis of 8th through 17th Century English literature. Degree Applicable. UC/CSU (CAN ENGL 8)

**ENGL 3 SURVEY OF ENGLISH LITERATURE****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better*Also available online*

Continuation of English 2 covering representative works in 18th through 20th century English literature. Degree Applicable. UC/CSU (CAN ENGL 10)

**ENGL 4 INTRODUCTION TO SHAKESPEARE****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better*Also available online*

Reading, analysis and discussion of representative Shakespearean comedies, histories, tragedies and poems. Degree Applicable. UC/CSU

**ENGL 5 INTRODUCTION TO CHILDREN'S LITERATURE****3 Units****Lecture: 3 hours****Prerequisite:** English 50 with a "C" grade or better**Recommended:** English 1A with a "C" grade or better

Survey of historical and cultural development of children's literature. Course will use critical approaches to analyzing themes, genres and evolution of literature. This course will introduce students to a wide range of children's literature with the goal of inspiring appreciation of the literature and an understanding of the cultural effects on young readers. Degree Applicable. CSU

**ENGL 6 BIBLE AS LITERATURE****3 Units****Lecture: 3 hours***Also available online*

Introduction to the literature of the Bible, including the Apocrypha. A study of the literary and human dimension of scripture through selected readings in English from the various books of the Old and New Testaments and the Apocrypha. May be taken as Religious Studies 5 - credit granted for one course only. Degree Applicable. UC/CSU

**ENGL 7 CREATIVE WRITING****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better*Also available online*

An introductory course to the creative writing process in which students produce a body of creative fiction: poetry, short story and drama. May be taken twice for credit. Degree Applicable. UC/CSU (CAN ENGL 6)

**ENGL 10 INTRODUCTION TO LINGUISTICS****3 Units****Lecture: 3 hours****Prerequisite:** English 1A with a "C" grade or better

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

**ENGL 11 GRAPHIC NOVEL AS LITERATURE**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for English 1A

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

*Also available online*

An introduction to the graphic novel as a literary form. Course will cover the evolution of sequential art through the present, focusing on themes of autobiography, biography, identity, society, culture, history, and intertextuality. The course will also include visual analysis necessary for understanding the medium and the formation of literary canon. Degree Applicable. CSU

**ENGL 50 BASIC ENGLISH**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: English 102 with a "CR" grade or assessment recommendation for English 50

*Also available online*

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

**ENGL 82 OCCUPATIONAL WORK EXPERIENCE IN ENGLISH**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**ENGL 101 ENGLISH SKILLS**

3 Units

Lecture: 3 hours

Lab: 1 hour

Fundamentals of grammar, punctuation, usage, and paragraph development. Spelling, vocabulary and sentence development. May be taken twice for credit. Grades: CR/NC. Non Degree Applicable

**ENGL 102 ENGLISH SKILLS**

3 Units

Lecture: 3 hours

Lab: 1 hour

Prerequisite: English 101 with a "CR" grade or assessment recommendation for English 102

Grammar, clauses, phrases, parallelism and modifiers. Paragraph writing with proper introduction, support and conclusion. May be taken twice for credit. Grades: CR/NC. Non Degree Applicable

**ENVIRONMENTAL TECHNOLOGY (ENVT)**
**ENVT 50 HAZARDOUS MATERIAL WASTE HANDLING**

2 Units

Lecture: 40 hours total

Lab: 8 hours total

Identification and classification of hazardous materials and wastes; health effects and personal safety; packaging, labeling, handling, storage, and transportation procedures; contingency planning and release response; and hazardous materials and waste laws, regulations, and policies. This course fulfills the general training requirements initially required for hazardous waste handlers by RCRA regulations [(40 CFR 264.16 (a) (1) and 265.16 (a) (1)], Hazard Communication program (29 CFR 1910.1200), and DOT hazardous materials training (HM-126F). Degree Applicable

**ENVT 82 OCCUPATIONAL WORK EXPERIENCE IN ENVIRONMENTAL TECHNOLOGY**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.



## ETHNIC STUDIES (ETHN)

### ETHN 1 INTRODUCTION TO ETHNIC STUDIES

3 Units

Lecture: 3 hours

*Also available online*

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

### ETHN 2 INTRODUCTION TO MEXICAN AMERICAN/CHICANO STUDIES

3 Units

Lecture: 3 hours

Introduction to the cultural traditions and history of Mesoamerica. Examination of the Mesoamerican social legacy as it influences Mexican Americans/Chicanos today. Degree Applicable. UC/CSU

### ETHN 4 LATINO STUDIES

3 Units

Lecture: 3 hours

*Also available online*

An overview of Latino experience in the United States. From native roots to the Spanish and Mexican colonial period to the present. Emphasis on Mexicans and Mexican Americans. Degree Applicable. UC/CSU

## FIRE TECHNOLOGY (FIRE)

### FIRE 1 FIRE PROTECTION ORGANIZATION

3 Units

Lecture: 3 hours

*Also available online*

This course provides an overview to fire protection, laws, and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. It also introduces fire protection systems, introduction to fire strategy and tactics. Degree Applicable

### FIRE 2 FIRE PREVENTION TECHNOLOGY

3 Units

Lecture: 3 hours

*Also available online*

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

### FIRE 3 FIRE BEHAVIOR AND COMBUSTION

3 Units

Lecture: 3 hours

*Also available online*

Theories and fundamentals of how and why fires start, spread, and how they are controlled. Degree Applicable

### FIRE 4 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 Units

Lecture: 3 hours

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

*Also available online*

Components of building construction that relate to fire and life safety with emphasis on firefighter safety. Elements of construction and design of structures, key factors of inspecting buildings, preplanning fire operations, and operating at emergencies. Degree Applicable

### FIRE 5 FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units

Lecture: 3 hours

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

*Also available online*

Design features and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. Degree Applicable

**FIRE 6 FIRE HYDRAULICS**

3 Units

Lecture: 3 hours

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

*Also available as a hybrid course*

Foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection, application of hydraulic principles to analyze and solve water supply problems.  
Degree Applicable

**FIRE 7 WILDLAND FIRE FIGHTING ESSENTIALS**

2 Units

Lecture: 2 hours

*Also available as a hybrid course*

Information, methods, and techniques used in wildland fire suppression. Introduction to wildland fire behavior. Provides methods and techniques in the safe and effective control of wildland fires.  
Degree Applicable

**FIRE 16 FIRE INVESTIGATION I**

3 Units

Lecture: 3 hours

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

Fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security motives of the fire-setter, and types of fire causes. Degree Applicable

**FIRE 17 FIRE INVESTIGATION II**

2 Units

Lecture: 2 hours

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

Advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying. Degree Applicable

**FIRE 19 HAZARDOUS MATERIALS CHEMISTRY I**

3 Units

Lecture: 3 hours

*Also available online*

Basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters. Degree Applicable

**FIRE 56A OCCUPATIONAL SAFETY AND HEALTH FOR THE FIRE SERVICE**

2 Units

Lecture: 2 hours

*Also available online*

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

**FIRE 56B LEGAL ASPECTS OF THE FIRE SERVICE**

1 Unit

Lecture: 1 hour

*Also available online*

Examination of Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, and a review of relevant court cases.  
Degree Applicable

**FIRE 57A STRATEGY AND TACTICS**

3 Units

Lecture: 3 hours

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

*Also available online*

In-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.  
Degree Applicable

**FIRE 58A INTRODUCTION TO EMERGENCY MANAGEMENT**

3 Units

Lecture: 3 hours

*Also available online*

History, terminology, goals, and mission of the Emergency Management occupation and profession. The roles, responsibilities, lines of authority and characteristics of effective program managers including professional associations, federal support programs, model state practices and functional activities. Degree Applicable

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

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

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

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

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

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

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

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

**GEOGRAPHY (GEOG)****GEOG 1      INTRODUCTION TO PHYSICAL GEOGRAPHY****4 Units****Lecture: 3 hours****Lab: 3 hours**

An introduction to the physical world we live in, focusing on a global understanding of earth-sun relationships, seasonal change, storms and weather processes, climate and its influence on vegetation, soils, water, and landforms. The lab includes the interpretation of geographic information from maps, graphs, and field observations. Degree Applicable. UC/CSU (CAN GEOG 6)

**GEOG 2      INTRODUCTION TO CULTURAL GEOGRAPHY****3 Units****Lecture: 3 hours**

A study of the world's cultural landscape, focusing on an understanding of population dynamics, migration, agriculture, industrialization, urbanization, and religious, economic, and political patterns. Degree Applicable. UC/CSU (CAN GEOG 4)

**GEOG 50 NATURAL HISTORY OF  
YOSEMITE****1 Unit****Lecture: 8 hours total****Lab: 16 hours total**

First-hand study and observation of the natural history of Yosemite. Climate, vegetation, glaciology, geology and man's impact on the area. Attendance at one hour pre-trip orientation meeting required. Three day field course. 24 hours total. Degree Applicable

**GEOG 51 NATURAL HISTORY OF  
DEATH VALLEY****1 Unit****Lecture: 12 hours total****Lab: 12 hours total**

This three-day field course will provide first-hand study and investigation of the natural history of Death Valley including: climate, desert vegetation, geology, and landforms of arid regions. 24 hours total. Degree Applicable

**GEOG 52 NATURAL HISTORY OF  
EASTERN SIERRA NEVADA****1 Unit****Lecture: 12 hours total****Lab: 18 hours total**

This three-day field course will provide first-hand study and investigation of the natural history of the eastern Sierra Nevada including: desert vegetation, climate, volcanism, glaciology and man's impact on this area. 30 hours total. Degree Applicable

**GEOG 53 NATURAL HISTORY OF  
WESTERN SIERRA NEVADA****2 Units****Lecture: 12 hours total****Lab: 30 hours total**

This five-day field course will provide first-hand study and investigation of the natural history of the gold country of western Sierra Nevada including: climate, vegetation, geology, history of gold mining and man's impact on the area. 42 hours total. Degree Applicable

**GEOLOGY (GEOL)****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. Degree Applicable. UC/CSU (CAN GEOL 2)

**GEOL 2 GEOLOGY OF CALIFORNIA****3 Units****Lecture: 3 hours**

An introduction to the development of California's varied landscape with emphasis on the geologic features of the state and their relationship to large-scale crustal movement (plate tectonics) of western North America. Special consideration will be given to the occurrence and distribution of earthquakes in the state. One-day field trip required. Degree Applicable. UC/CSU

**GEOL 3 NATURAL DISASTERS****4 Units****Lecture: 3 hours****Lab: 3 hours**

A study of the inter-relationship between man and his geologic environment, focusing on the causes and consequences of such natural hazards as earthquakes, volcanic eruptions, landslides, and flooding. The lab includes the interpretation and investigation of geologic hazards from topographic maps and field observations. One day field trip required. Degree Applicable. UC/CSU

**GEOL 4 THE AGE OF DINOSAURS****3 Units****Lecture: 3 hours***Also available online*

The historical geology and paleontology of the Mesozoic era including dinosaur evolution, ecology, lifestyles, habitat and extinction. Current controversies in dinosaur research will also be discussed. One day field trip required. Degree Applicable. UC/CSU



**GEOL 5      FOSSILS AND THE  
HISTORY OF LIFE****4 Units****Lecture: 3 hours****Lab: 3 hours**

An introduction to the study of fossils. Evolution of animals and plants and their role in the interpretation of the geologic history of the earth. Fossil preservation, distribution and paleoecology. One field trip is required. Degree Applicable. UC/CSU

**GEOL 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. Degree Applicable

**HEALTH AND SAFETY (HEAL)****HEAL 1      HEALTH EDUCATION****3 Units****Lecture: 3 hours***Also available online*

Introduction to health topics which include: health care systems; substances including alcohol, tobacco, caffeine, narcotics and other drugs; ecology; birth to death cycle; self-awareness; effective consumer practices; nutrition and physical conditioning. Degree Applicable. UC/CSU

**HEAL 1L      HEALTH EDUCATION****3.5 Units****Lecture: 3 hours****Lab: 9 hours total**

Introduction to health topics which include: health care systems; substances including alcohol, tobacco, caffeine, narcotics and other drugs; ecology; birth to death cycle; self-awareness; effective consumer practices; nutrition, physical conditioning and CPR. This course fulfills the teaching credential requirements. Degree Applicable. UC/CSU

**HEAL 2      NUTRITION****3 Units****Lecture: 3 hours***Also available online*

Fundamentals of nutrition, roles of proteins, fats, carbohydrates, vitamins, minerals and water in the human body. Food choices, nutritional needs, energy and body weight. May be taken as Home Economics 2 - credit granted for one course only. Degree Applicable. UC/CSU

**HEAL 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 Theatre Arts 7 - credit granted for one course only. Degree Applicable. CSU

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

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

**HIST 1B      SURVEY OF WESTERN  
CIVILIZATION****3 Units****Lecture: 3 hours***Also available online*

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

**HIST 2A SURVEY OF U.S.  
HISTORY****3 Units****Lecture: 3 hours***Also available online*

Development of the United States from the founding of the colonies through the Reconstruction Period. This course includes an in-depth study of the U.S. Constitution. Degree Applicable. UC/CSU (CAN HIST 8)

**HIST 2B SURVEY OF U.S.  
HISTORY****3 Units****Lecture: 3 hours***Also available online*

Political, economic and social development of the United States since the end of the Civil War. Foreign policy and America's part in the international arena of the 20th Century. Degree Applicable. UC/CSU (CAN HIST 10)

**HIST 3 HISTORY OF MEXICO****3 Units****Lecture: 3 hours**

Social, economic and political history of Mexico from pre-Columbian period to the present. Structure of Mexico's development and its position in the world community. Degree Applicable. UC/CSU

**HIST 4 THE UNITED STATES IN  
THE TWENTIETH CENTURY****3 Units****Lecture: 3 hours**

Economic, political and social problems faced by the United States. Historic causes and future trends. Degree Applicable. UC/CSU

**HIST 5 HISTORY OF CALIFORNIA****3 Units****Lecture: 3 hours***Also available online*

History of California from the Ice Age to the present. Early Man, historic Indians, Spanish and Mexican occupations, American trappers and the 49ers, and developments which make it a unique state. One Saturday field trip required. Degree Applicable. UC/CSU

**HIST 7 UNITED STATES MILITARY  
HISTORY****3 Units****Lecture: 3 hours***Also available online*

A survey of U.S. military history from the colonial era to the present day, including the military's role as an agent of change in society. Diplomatic, cultural, and societal developments will be considered in relation to the military in war and peace. Degree Applicable. UC/CSU

**HIST 8A WORLD CIVILIZATIONS****3 Units****Lecture: 3 hours***Also available online*

World Civilizations 8A surveys world history from the dawn of humans to the 14<sup>th</sup> century. The course will emphasize major forces, trends, and developments that have shaped human history. Degree Applicable. UC/CSU

**HIST 8B WORLD CIVILIZATIONS****3 Units****Lecture: 3 hours***Also available online*

World Civilizations 8B surveys world history from the 14<sup>th</sup> century to the present. The course will emphasize major forces, trends and developments that have shaped human history. Degree Applicable. UC/CSU

**HIST 12 THE VIETNAM WAR****3 Units****Lecture: 3 hours***Also available online*

The history of the Vietnam War to include the roots of American involvement, military campaigns, Vietnamization, and U.S. policy before, during and after the war. Degree Applicable. UC/CSU

**HIST 50 HISTORY OF THE  
MOJAVE DESERT****3 Units****Lecture: 3 hours**

History of the Mojave Desert from Early Man through the space shuttle landings. Mojave and Paiute Indians, Spanish explorers and American trappers. This class will take one field trip. Degree Applicable

## HOME ECONOMICS (HOME)

### HOME 2 NUTRITION

3 Units

Lecture: 3 hours

*Also available online*

Fundamentals of nutrition, roles of proteins, fats, carbohydrates, vitamins, minerals and water in the human body. Food choices, nutritional needs, energy and body weight. May be taken as Health 2 - credit granted for one course only. Degree Applicable. UC/CSU (CAN FCS 2)

### HOME 10 PRINCIPLES OF CLOTHING CONSTRUCTION

2 Units

Lecture: 1 hour

Lab: 3 hours

Basic technique for developing skills in apparel construction. Core components: sewing tools and equipment; body measurements; pattern selection; pattern adjustments; fabric selection and preparation; understanding and using commercial patterns; basic fabric manipulation; basic construction techniques; standards of quality construction; fit of a garment; construction of a complete garment. Degree Applicable. CSU

### HOME 16 LIFE MANAGEMENT

2 Units

Lecture: 2 hours

Current changes in society which influence life management skills, including changing family structure, value conflicts, dual role issues, decision-making, and resource management. Degree Applicable. CSU

### HOME 50 ADVANCED SEWING

2 Units

Lecture: 1 hour

Lab: 3 hours

Advanced skills and techniques in garment construction with emphasis on fitting. May be taken four times for credit. Degree Applicable

### HOME 51 TAILORING

2 Units

Lecture: 1 hour

Lab: 3 hours

**Prerequisite:** Home Economics 50 with a "C" grade or better or equivalent sewing experience

Skills and techniques in tailoring. Students will complete either a suit or a coat. May be taken three times for credit. Degree Applicable

### HOME 52 CONTEMPORARY SEWING

2 Units

Lecture: 1 hour

Lab: 3 hours

**Recommended:** Basic sewing skills, entry level sewing machine knowledge

The study and application of contemporary sewing techniques and projects that are current and of interest to the community. Projects will range from accessories, fashion garments, and home decoration using specialty techniques. Basic sewing skills are recommended. May be taken four times for credit. Degree Applicable

### HOME 53 ART IN CLOTHING

2 Units

Lecture: 1 hour

Lab: 3 hours

This course is an overview of basic techniques used for embellishing clothing using originality and creativity. Students will learn techniques for decorative machine stitchery, piecing, applique, beading, crochet, and knitting. Degree Applicable

### HOME 82 OCCUPATIONAL WORK EXPERIENCE IN HOME ECONOMICS

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

## HUMANITIES (HUMA)

### HUMA 1 HUMANITIES THROUGH THE ARTS

3 Units

Lecture: 3 hours

*Also available online*

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

**HUMA 2 SURVEY OF HUMANITIES**

3 Units

Lecture: 3 hours

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

**HUMA 3 SURVEY OF HUMANITIES**

3 Units

Lecture: 3 hours

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

**HUMA 4 SURVEY OF FILM**

3 Units

Lecture: 3 hours

Major films, including classics, from 1900 to the present, will be viewed and discussed. Director's techniques, cinematography, filmic means, and grammar of film, philosophy, and literary value will be studied. Degree Applicable. UC/CSU

**HUMA 5 MULTI-CULTURAL MYTHOLOGY**

3 Units

Lecture: 3 hours

*Also available online*

An introductory survey course in comparative mythology. Students will read, discuss, and write about basic myths as they have appeared in different civilizations. Basic myths, such as those dealing with creation, earliest times, the flood, tales of love, tales of heroes, journeys to other worlds, and some examination of the concept of myth itself and its values in today's society will be explored.  
Degree Applicable. UC/CSU

**HUMA 6 HISTORY IN FILM**

3 Units

Lecture: 3 hours

Prerequisite: Eligibility for English 1A

Advisory: History 2A or History 2B with a "C" grade or better

The purpose of this class is to study historic events, personages, places, and themes in United States history using the medium of film. The course analyzes why cinema often both romanticize and offer puerile versions of history in hopes of achieving political and cultural satisfaction with societal mores. Motivations of directors and writers are studied in conjunction with the public responses to their work. Degree Applicable. CSU

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

1 Unit

Lecture: 1 hour

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. 18 hours total.  
Degree Applicable

**LIBR 82 COOPERATIVE WORK EXPERIENCE  
IN LIBRARY SCIENCE**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

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

3 Units

Lecture: 3 hours

*Also available online*

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

**MGMT 3 HUMAN RESOURCE  
MANAGEMENT**

3 Units

Lecture: 3 hours

*Also available online*

Personnel techniques: selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.  
Degree Applicable. CSU



**MGMT 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. Degree Applicable. CSU

**MGMT 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. Degree Applicable. CSU

**MGMT 6      PSYCHOLOGY OF  
MANAGEMENT****3 Units****Lecture: 3 hours***Also available online*

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

**MGMT 7      SMALL BUSINESS  
MANAGEMENT****3 Units****Lecture: 3 hours***Also available online*

Introduction to management techniques used by small businesses in the free enterprise system. Product ideas, evaluations, planning, start-up problems, structuring, financing, purchasing inventory, location, hiring, business law, taxes, permits, and insurance. Preparation of a comprehensive business plan project. Degree Applicable. CSU

**MGMT 60    EFFECTIVE MILITARY  
COMMUNICATIONS****2.5 Units****Lecture: 2.5 hours**

Advanced skill education program for military personnel and others interested in developing effective military communication skills. The composition of memoranda, disposition forms, letters, military reports, and written/oral briefings. Preparation for supervisory roles involving correspondence, report writing, and line unit staff work. 45 hours total. Degree Applicable

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

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

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

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

**MGMT 82    OCCUPATIONAL WORK EXPERIENCE IN  
MANAGEMENT/SUPERVISION****1-8 Units***Also available online*

See Cooperative Work Experience Education listing.

## MATHEMATICS (MATH)

### MATH 1 PRECALCULUS TRIGONOMETRY

4 Units

Lecture: 4 hours

Prerequisite: Mathematics 55 with a "C" grade or better

*Also available online*

Fundamental properties of functions; generating inverse functions and reciprocal functions; circular functions; angular measure; trigonometric functions; use of trigonometric functions in solving problems involving triangles; fundamental identities. Degree Applicable. CSU (CAN MATH 16)

### MATH 2 INTRODUCTION TO STATISTICS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Mathematics 55 with a "C" grade or better

*Also available online*

Data collection, graphical displays of data, S-Plus software; Minitab, or Excel; descriptive statistics, correlation and regression; design of experiments, basic concepts of probability and sampling distributions; discrete and continuous distributions including normal and t-distribution. Estimation and hypothesis testing small and large samples. The Chi-square goodness and fit test. Students use S-Plus statistical, Minitab, or Excel software with statistical applications. Degree Applicable. UC/CSU (CAN STAT 2)

### MATH 3 COLLEGE ALGEBRA

3 Units

Lecture: 3 hours

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

*Also available online*

Equations and inequalities including quadratic and rational inequalities; functions and graphs including combining functions and inverse functions; Polynomial functions including finding real and complex zeros; Exponential and logarithmic functions; Rational functions including graphing and finding asymptotes; Systems of equations including systems in three variables, partial fractions, and nonlinear systems; Matrices and determinants; Sequences including arithmetic and geometric sequences, and the binomial theorem; Counting principles; Conic sections. Degree Applicable. UC/CSU (CAN MATH 10)

### MATH 4A ANALYTICAL GEOMETRY AND CALCULUS I

5 Units

Lecture: 5 hours

Prerequisite: Mathematics 1 and Mathematics 3 with a "C" grade or better

*Also available online*

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

### MATH 4B ANALYTICAL GEOMETRY AND CALCULUS II

5 Units

Lecture: 5 hours

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

*Also available online*

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

### MATH 4C ANALYTICAL GEOMETRY AND CALCULUS III

5 Units

Lecture: 5 hours

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

*Also available online*

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

### MATH 5 THE IDEAS OF MATHEMATICS

3 Units

Lecture: 3 hours

Prerequisite: Mathematics 55 with a "C" grade or better or assessment recommendation for Mathematics 5

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

**MATH 50 ELEMENTARY ALGEBRA**

4 Units

Lecture: 4 hours

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

*Also available online*

Operations on signed numbers; solving linear equations and inequalities in one variable; graphing linear equations in two variables; properties of integral exponents; operations with polynomials (with emphasis on factoring) and rational expressions; operations with radical expressions; solution of elementary word problems.

Degree Applicable

**MATH 55 INTERMEDIATE ALGEBRA**

4 Units

Lecture: 4 hours

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

*Also available online*

Introduction to functions and linear functions; systems of linear equations in two and three variables; inequalities including compound and absolute value inequalities; polynomial functions and factoring; rational expressions, functions, and equations including division; radicals, radical functions, and integral and rational exponents including complex numbers; quadratic equations and functions including graphing.

Degree Applicable

**MATH 82 OCCUPATIONAL WORK EXPERIENCE IN MATHEMATICS**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**MATH 101 ARITHMETIC**

3 Units

Lecture: 3 hours

*Also available as a hybrid course*

Computations with whole numbers, fractions and decimals; meanings of fractions, decimals and percents; translations of verbal problems into mathematical statements; rounding, approximation and numerical estimation; use of basic arithmetic properties, graphs and tables; computation with positive integral exponents and square roots of perfect squares; computation of perimeters, areas and volumes; operations with signed numbers.

Non Degree Applicable.

**MATH 104 PLANE AND SOLID GEOMETRY**

4 Units

Lecture: 4 hours

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

Basic postulates of Euclidean geometry, proofs of geometric theorems; angles, parallel lines, congruent and similar triangles; rectilinear figures, circles, and arcs; Pythagorean Theorem; application of formulas for perimeters, areas, volumes and surface areas of geometric figures; geometric constructions; loci; coordinate geometry and right triangle trigonometry; solution of elementary word problems; intuitive spatial geometry.

Degree Applicable

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

3 or 4 Units

Lecture: 36 hours total

Lab: 54 or 84 hours total

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

**MILS 71 OPPOSING FORCES (OPFOR) TACTICS AND OPERATIONS**

2 Units

Lecture: 2 hours

Designed to introduce newly assigned members of the Opposing Forces (OPFOR) regiment to the equipment and to the organization of the regiment in order to more effectively function in OPFOR operations. Includes an introduction to environmental concerns, rules and regulations. Acquaints students with desert safety and survival. Reviews military tactics with an emphasis on former Soviet operations. Degree Applicable

**MUSIC (MUSI)****MUSI 2 MUSIC APPRECIATION-  
CLASSICAL**

3 Units

Lecture: 3 hours

*Also available online*

Survey of classical music from the medieval period through modern times. Medieval, baroque, classical, romantic, impressionistic, expressionistic, and contemporary music. Examination of the historical and sociological influences of the music. Degree Applicable. UC/CSU

**MUSI 3 MUSIC APPRECIATION-  
AMERICAN MUSIC**

3 Units

Lecture: 3 hours

*Also available online*

Survey of American music from the American Revolution to the present. Presentation and analysis of traditional, country, blues, rock, jazz, musical theatre, classical, and commercial popular music. Examination of the historical and sociological influences on the music. Degree Applicable. UC/CSU

**MUSI 4 COLLEGE CHOIR**

1 Unit

Lab: 3 hours

Study and performance of choral music from early classics to contemporary works. Degree Applicable. CSU

**MUSI 5A BEGINNING CONCERT BAND**

1 Unit

Lab: 3 hours

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

**MUSI 5B INTERMEDIATE CONCERT BAND**

1 Unit

Lab: 3 hours

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

**MUSI 5C ADVANCED CONCERT BAND**

1 Unit

Lab: 3 hours

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

**MUSI 6A BEGINNING SYMPHONIC BAND**

1 Unit

Lab: 3 hours

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

**MUSI 6B INTERMEDIATE SYMPHONIC BAND**

1 Unit

Lab: 3 hours

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

**MUSI 6C ADVANCED SYMPHONIC BAND**

1 Unit

Lab: 3 hours

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

**MUSI 7 JAZZ ENSEMBLE**

1 Unit

Lab: 3 hours

**Prerequisite: Advanced level instrumental abilities**

Rehearsal and performance of standard commercial orchestra literature, including original and published arrangements for dance bands, radio, television, and motion picture orchestras. May be taken four times for credit. Degree Applicable. UC/CSU

**MUSI 12A BEGINNING PIANO**

2 Units

Lecture: 1 hour

Lab: 2 hours

**Prerequisite: Students must have a keyboard available for regular practice**

Class instruction in basic keyboard techniques and theory, including scales, chords, selected solos, and studies. Developing skills in reading music, familiarization with keyboard, and hand and finger control. Degree Applicable. UC/CSU



**MUSI 12B BEGINNING PIANO**

1 Unit

Lecture: 1 hour

Lab: 1 hour

Prerequisite: Music 12A or equivalent with a "C" grade or better and access to a piano for practice purposes

Continued class instruction in piano and theory techniques. Emphasis on phrasing, extended hand positions, and increased hand and finger control. May be taken twice for credit. Degree Applicable UC/CSU

**MUSI 12C INTERMEDIATE PIANO**

1 Unit

Lecture: 1 hour

Activity: 1 hour

Prerequisite: Music 12B or equivalent with a "C" grade or better and access to a piano for practice purposes

Continuation of Music 12B. Basic keyboard technique, including music reading, keyboard harmony, transposition, and improvisation. May be taken twice for credit. Degree Applicable. UC/CSU

**MUSI 82 OCCUPATIONAL WORK EXPERIENCE IN MUSIC**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**OCEANOGRAPHY (OCEA)****OCEA 1 INTRODUCTION TO THE MARINE ENVIRONMENT**

3 Units

Lecture: 3 hours

The ocean and its effect on the Earth's weather, its size and diversity of contained life forms and its contributions to the physical and historical development of man. The ocean's impact on geographical and economical matters. The impact of oceanic pollutants and potential exploitation of marine resources. Degree Applicable. UC/CSU

**ORIENTATION (ORIE)****ORIE 1 COLLEGE SUCCESS**

3 Units

Lecture: 3 hours

Academic skills necessary to succeed in college and provide an orientation to college life. Structured self-awareness activities to identify goals, interests, skills, values and lifestyles, and to make sound educational and career choices. Time and stress management, learning styles, study techniques, and effective interpersonal communication skills, to improve student performance, retention and instructor-student relations. Emphasis on life-long success in academic, professional, and personal development. Degree Applicable. UC/CSU

**ORIE 2 STUDENT ATHLETE ORIENTATION**

1 Unit

Lecture: 1 hour

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

**ORIE 49 STUDENT LEADERSHIP**

2 Units

Lecture: 2 hours

Lab: 1 hour

Combines the study methods and materials needed to develop a working knowledge of "Robert's Rules of Order" as well as an understanding of the California Educational Code, as it relates to Student Government. Develops leadership skills in resolution, public speaking, and community outreach. Class is open to all students, and required for student body officers. May be taken as Political Science 50 – credit granted for one course only. Class may be taken twice for credit. Degree Applicable

**ORIE 51 COLLEGE SURVIVAL SKILLS**

.5 Unit

Lecture: 9 hours total

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

**ORIE 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.

**ORIE 101 PREPARING FOR THE ACT**

0 Units

Lecture: 18 hours total

Investigation of the ACT examination. Content, types of questions, and method of scoring. Techniques and strategies which lead to higher scores. Practice on model questions. 18 hours total. No college credit.

**ORIE 102 PREPARING FOR THE GED**

0 Units

Lecture: 18 hours total

Investigation of the GED examination. Content, types of questions, and method of scoring. Techniques and strategies which lead to higher scores. Practice on model questions. 18 hours total. No college credit.

**PHILOSOPHY (PHIL)**
**PHIL 1 INTRODUCTION TO PHILOSOPHY**

3 Units

Lecture: 3 hours

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

**PHIL 2 SURVEY OF PHILOSOPHY**

3 Units

Lecture: 3 hours

Critical investigation of major schools and developments and analysis of outstanding thinkers in the Western tradition from pre-Socratics to the 18th century. Methods and techniques of the discipline. Degree Applicable UC/CSU

**PHIL 3 LOGIC**

3 Units

Lecture: 3 hours

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

**PHIL 4 ETHICS**

3 Units

Lecture: 3 hours

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

**PHIL 5 COMPARATIVE RELIGION**

3 Units

Lecture: 3 hours

*Also available online*

An introduction to the major world religions: Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, Taoism, and Shintoism. A critical study of the fundamental religious beliefs of each religion and an examination of their philosophical presuppositions. May be taken as Religious Studies 10 - credit granted for one course only. Degree Applicable. UC/CSU

**PHIL 6 INTRODUCTION TO THE BIBLE**

3 Units

Lecture: 3 hours

*Also available online*

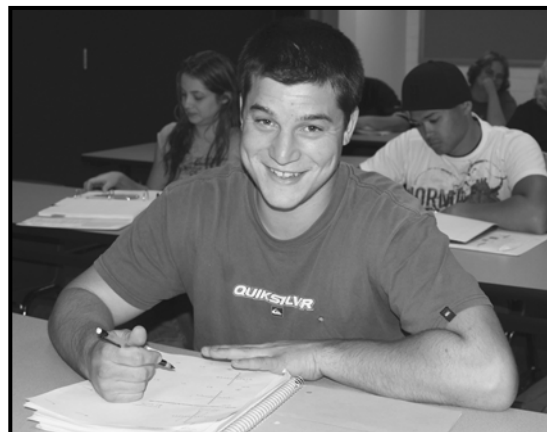
A preparation for informed study of the Bible. Contemporary interpretive stances, history, methods, and major themes will be examined. Significant portions of the Bible will be studied in the process. May be taken as Religious Studies 1 - credit granted for one course only. Degree Applicable. UC/CSU

**PHIL 8 MODERN PHILOSOPHY**

3 Units

Lecture: 3 hours

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



## PHOTOGRAPHY (PHOT)

### PHOT 1A INTRODUCTION TO PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 4 hours

Prerequisite: Adjustable camera (Instamatic Not Acceptable)

Introduction to photography as a nonverbal communication form. The camera, black and white film, darkroom, and black and white printmaking are examined. History of photographic methods and photographers are also discussed. Field trip required. Degree Applicable. UC/CSU (CAN ART 18)

### PHOT 1B INTRODUCTION TO PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 4 hours

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

Continuation of the investigation of black and white techniques with added emphasis on methods of negative development and print-making, the use of artificial light, color slides and "instant" prints. An adjustable camera is required. A field trip is also required. Degree Applicable. UC/CSU

### PHOT 2A ADVANCED PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Photography 1B with a "C" grade or better

A continuation of basic photography with greater emphasis on the technical process of fine photographic expression. Light management, negative manipulation, and the creative print are examined as the basics of black and white photography. An adjustable camera with flash is required. A field trip may be required. Degree Applicable. CSU

### PHOT 2B ADVANCED PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 3 hours

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

Photography through the development of esthetic and philosophical attitudes, individual photographic vision and a personal "style". A finished portfolio will form the basis of student achievement. An adjustable camera with flash is required. A field trip may be required. Degree Applicable. CSU

### PHOT 3 COLOR PHOTOGRAPHY

4 Units

Lecture: 3 hours

Lab: 4 hours

Prerequisite: Photography 2A with a "C" grade or better and an adjustable camera

Introduction to color photography. Transparency and negative materials with emphasis on print making from slides. Color design and composition. Print presentation and color photography as art. Field trips are required. May be taken twice for credit. Degree Applicable. CSU

### PHOT 4 HAND COLORED BLACK & WHITE PRINTS

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Photography 2B or equivalent with a "C" grade or better

Hand coloring black and white prints with oil colors, watercolors, pencils, and dyes in the old style color prints. This is a vocational skill. May be taken twice for credit. Degree Applicable. CSU



**PHOT 9 INTRODUCTION TO ADOBE PHOTOSHOP**

3 Units

Lecture: 2 hours

Lab: 3 hours

**Prerequisite:** Computer and Business Information Systems 1 or 2 with a "C" grade or better

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts. Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Arts 9 or Computer and Business Information Systems 9 – credit granted for one course only. Degree Applicable. CSU

**PHOT 54 FIELD PHOTOGRAPHY**

1 Unit

Lecture: 12 hours total

Lab: 12 hours total

**Recommended:** Photography 1A with a "C" grade or better

Applied field photography through experience gained under close supervision on two days of field work, followed by critical review session one week later. May be taken four times for credit. 24 hours total. Degree Applicable

**PHOT 82 OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**PHYSICAL EDUCATION – ACTIVITY (PEAC)****PEAC 1 STEP AEROBICS**

.5 or 1 Unit

Activity: 1.5 or 3 hours

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

**PEAC 2 AEROBICS AND BODY CONDITIONING**

1 Unit

Activity: 3 hours

Body conditioning and aerobics with emphasis on cardiovascular conditioning with fundamental methods of exploring techniques for aerobic and anaerobic exercises. Includes training of select muscle groups. Enhances flexibility while emphasizing development of strength and endurance. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 3 CIRCUIT WEIGHT TRAINING – MACHINES ONLY**

.5 or 1 Unit

Activity: 1.5 or 3 hours

Circuit weight training provides the student an opportunity to improve in cardiovascular endurance and muscular strength. Training is intended to improve cardiovascular and skeletal muscle function in a controlled workout setting. Degree Applicable. UC/CSU

**PEAC 4 BASIC WEIGHT TRAINING AND CONDITIONING**

.5 or 1 Unit

Activity: 1.5 or 3 hours

Instruction on the basics of weight training and aerobic conditioning. Recommended for students interested in muscle toning, weight redistribution, physical rehabilitation, and aerobic conditioning. Individual workout programs developed at the basic level under supervision of the instructor. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 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. Degree Applicable. UC/CSU

**PEAC 6 TEAM STRATEGIES  
BASKETBALL (Women)****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Basic team skills and concepts of basketball, in a group setting. Basic motion offense, fast break concepts, transition defense, full-court press, press-breakers, scrimmage situations, out-of-bounds sets, zone defenses, and player-to-player defense. Rules of basketball, with respect to team skills. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 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. Degree Applicable. UC/CSU

**PEAC 9 BEGINNING TENNIS****1 Unit****Activity: 3 hours**

Theory and practice in grips, basic strokes, basic positions, scoring formulas, rules and regulations and terminology. May be taken twice for credit. Degree Applicable. UC/CSU

**PEAC 10 INTERMEDIATE TENNIS****1 Unit****Activity: 3 hours**

A review of strokes, rallying and playing proficiency, development of full court game strategy for singles and doubles and the development of concentration and consistency. May be taken twice for credit. Degree Applicable. UC/CSU

**PEAC 11 BEGINNING VOLLEYBALL****1 Unit****Activity: 3 hours**

Fundamentals, team play, rules and strategy. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 12 INTERMEDIATE VOLLEYBALL****1 Unit****Activity: 3 hours**

**Prerequisite:** Physical Education Activity 11 with a "C" grade or better

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

**PEAC 13 FITNESS WALKING****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Cardiovascular training through aerobic walking. Start at your current level of fitness and add resistance in terms of speed, duration, and varied terrain. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 14 JOGGING****.5 or 1 Unit****Activity: 1.5 or 3 hours**

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

**PEAC 15 LIFETIME FITNESS & DIETARY  
ANALYSIS****1 Unit****Activity: 3 hours**

Students design, develop, refine, and execute individual fitness programs. Emphasis is on program design, development, and nutritional practices of the student. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 16 LIFETIME FITNESS****1 Unit****Activity: 3 hours**

Student performs a series of high-repetition, low-resistance exercises using weights, develops cardiovascular endurance using aerobic exercise equipment, and develops flexibility using static stretches. Once oriented and instructed, students will perform an individualized exercise plan. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 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). Degree Applicable. UC/CSU

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

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

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

Basic skills needed for the art of unarmed self-defense. Includes the use of blocking, shifting, punching, striking, and kicking. Develops coordination, builds self-confidence, improves reflexes, and increases stamina. Karate is a physical art form that anyone can practice according to his/her own capabilities. Degree Applicable. UC/CSU

**PEAC 20 TAI JI QUAN****1 Unit****Activity: 3 hours**

Tai Ji Quan (Tai Chi) is a Chinese traditional exercise for the body and mind, which tones muscles, improves flexibility, and reduces stress. Tai Ji Quan, as a slow, rhythmic movement with meditation has been recognized by medical experts worldwide as an effective way to achieve relaxation, decrease high blood pressure, promote cardiovascular fitness, and slow the aging process. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 21 BREATHING MEDITATION & RELAXATION****1 Unit****Activity: 18 hours total**

Qi Gong is an ancient Chinese breathing exercise with meditation which is being developed today for therapy of chronic illness and stress in China. Although the physiological side effects produced by Qi Gong resemble those of meditation, there are certain features that are unique, effective, and often mysterious. The course will cover the theory, practice, physical and physiological relaxation, and other benefits of breathing meditation. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 22 CHEERLEADING****1 Unit****Activity: 3 hours**

Designed for song and yell leaders or physical education and recreation majors. Practice and evaluation of song and cheerleading techniques as well as injury prevention specifically related to cheerleading is stressed. Field work may be required. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 23 BEGINNING JAZZ DANCE****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Basic jazz dance instruction in the areas of classical, lyrical, and contemporary styles. Instruction will include physical development in muscular strength, endurance, flexibility, coordination, rhythm, and balance. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 24 BEGINNING MODERN DANCE****1 Unit****Activity: 3 hours**

Introduction to the basic fundamentals of modern dance techniques and style through the development of muscular strength, flexibility, coordination, balance, alignment, endurance, and rhythm. Degree Applicable. UC/CSU

**PEAC 27 GOLF****1 Unit****Activity: 3 hours**

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

**PEAC 28     CARDIO KICKBOXING****.5 or 1 Unit****Activity: 1.5 or 3 hours**

A non-contact, aerobic and anaerobic conditioning workout which consists of kickboxing and martial arts moves. Designed to help improve each participant's strength and cardiovascular fitness level. A rested interval training program emphasizing safe and effective body movement, flexibility, and improvement in strength. May be taken four times for credit. Degree Applicable. UC

**PEAC 29     CARDIOVASCULAR LAB****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Instruction in performing vigorous aerobic exercise in cardiovascular training (Free runner, Stairmaster, Lifecycle, Row Machine, etc.). Individual workout programs will be developed based on required assessment tests and will be monitored through daily recording of workouts and weekly self-testing. May be taken for a total of four units. Degree Applicable. UC

**PEAC 30     GENERAL ACTIVITY****1 Unit****Activity: 3 hours***Also available online*

Intended primarily for online students interested in furthering physical and mental well being through meaningful experiences in physical activities. Activities offered will vary according to facilities available. Activities monitored by the instructor. May be taken four times for credit. Degree Applicable. UC/CSU

**PEAC 32     WOMEN'S SOFTBALL****1 Unit****Activity: 3 hours**

Fundamental skills and techniques of softball. Includes a study of the rules and strategies of the game. Degree Applicable. UC/CSU

**PHYSICAL EDUCATION -  
LECTURE (PELC)****PELC 1     SPORT PSYCHOLOGY****3 Units****Lecture: 3 hours***Also available online*

An introduction to sport psychology as well as an overview of sport psychology factors such as motivation, communication, imagery, management of psychic energy, stress management, relaxation, goal setting, and the implementation of psychological skills testing (PST). May be taken as Psychology 13 – credit granted for one course only. Degree Applicable. CSU

**PELC 2     INTRODUCTION TO PHYSICAL  
EDUCATION****3 Units****Lecture: 3 hours**

An introduction to the philosophies and purposes of physical education. Examines the qualifications for various professional opportunities in the physical education field. Degree Applicable. UC/CSU

**PELC 3     PHYSICAL FITNESS AND WELLNESS****1.5 Units****Lecture: 1 hour****Activity: 1.5 hours**

Lifetime fitness and wellness through lecture, discussion, lifestyle assessment, and health risk management. Lifestyle components are cardiovascular fitness, nutrition, and stress management. Health factors above and beyond cardiovascular fitness, nutrition, stress, and other health-related issues (e.g., drug abuse, behavior modification, cardiovascular disease, and women's issues). Degree Applicable. CSU

**PELC 5     PRINCIPLES OF ATHLETIC  
TRAINING****3 Units****Lecture: 3 hours**

Introduction to principles of athletic training. Theories and methods in the prevention, assessment, treatment, and rehabilitation of sports injuries. Application of wrapping, taping, and treatment protocols. Material fee required. Degree Applicable. CSU

## PHYSICAL EDUCATION – THEORY (PETH)

### PETH 1 THEORY OF BASKETBALL

2 Units

Lecture: 1 hour

Activity: 3 hours

History, terminology, and strategy of the game. Practice organization and drill progressions for offenses, defenses, and fast break. Responsibilities of the coach in the organization and administration of basketball. May be taken four times for credit. Degree Applicable. UC/CSU

### PETH 3 THEORY OF BASEBALL

2 Units

Lecture: 1 hour

Activity: 3 hours

Detailed study of the fundamental skills, rules, statistics, terminology, and coaching of baseball, with emphasis on the role of the coach. May be taken four times for credit. Degree Applicable. UC/CSU

### PETH 4 THEORY OF VOLLEYBALL

2 Units

Lecture: 1 hour

Activity: 3 hours

**Recommended: Physical Education Activity 11 with a "C" grade or better**

In-depth study and analysis of terminology, structure, strategies and coaching of the game. Skill development, on-court application, position responsibilities and coaching. Historical aspects for comprehension on any level of competition. May be taken four times for credit. Degree Applicable. UC/CSU

## PHYSICAL SCIENCE (PHSC)

### PHSC 1 PHYSICAL SCIENCE FOR GENERAL EDUCATION

4 Units

Lecture: 3 hours

Lab: 3 hours

Basic principles of physics to tie geology, chemistry, meteorology, and astronomy into one logical and meaningful structure. Degree Applicable. UC/CSU

### PHSC 2 INTRODUCTION TO EARTH SCIENCE

3 Units

Lecture: 3 hours

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

### PHSC 82 OCCUPATIONAL WORK EXPERIENCE IN PHYSICAL SCIENCE

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

## PHYSICS (PHYS)

### PHYS 1 INTRODUCTORY PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

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

*Also available online*

Introduction to basic concepts, theories, and laws in physics, including but not limited to motion, force, momentum, and energy. A non mathematical approach to understanding basic physics. Degree Applicable. UC/CSU

### PHYS 2A GENERAL COLLEGE PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

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

Basic principles of physics. Mass, energy, stresses, mechanics, heat, wave motion, and sound. Degree Applicable. UC/CSU (CAN PHYS 2)

### PHYS 2B GENERAL COLLEGE PHYSICS

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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



**PHYS 4A      ENGINEERING PHYSICS**

4 Units

Lecture: 3 hours

Lab: 3 hours

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

Vectors, kinematics, translational, and rotational dynamics, simple harmonic oscillators and waves. For physics, chemistry, mathematics, and engineering majors.

Degree Applicable. UC/CSU (CAN PHYS 8)

**PHYS 4B      ENGINEERING PHYSICS**

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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

**POLITICAL SCIENCE (POLI)****POLI 1      AMERICAN POLITICAL INSTITUTIONS**

3 Units

Lecture: 3 hours

Recommended: Eligibility for English 1A

*Also available online*

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

**POLI 2      COMPARATIVE GOVERNMENT**

3 Units

Lecture: 3 hours

*Also available online*

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

**POLI 50      STUDENT LEADERSHIP**

2 Units

Lecture: 2 hours

Lab: 1 hour

Combines the study methods and materials needed to develop a working knowledge of "Robert's Rules of Order," as well as an understanding of the California Educational Code as it relates to Student Government. Develops leadership skills in the following areas: Committee work, budget building, program planning, conflict resolution, public speaking, and community outreach. Class is open to all students and required for student body officers. May be taken as Orientation 49 – credit granted for one course only. Class may be taken twice for credit. Degree Applicable

**PSYCHOLOGY (PSYC)****PSYC 1      INTRODUCTION TO PSYCHOLOGY**

3 Units

Lecture: 3 hours

*Also available online*

Consideration of the development of psychology, sensation and perception, learning and memory, motivation, emotion, state of consciousness, stress, health and adjustment, abnormal behavior and psychotherapy, sex roles and sexual behavior. Degree Applicable. UC/CSU (CAN PSY 2)

**PSYC 2      DEVELOPMENTAL PSYCHOLOGY**

3 Units

Lecture: 3 hours

*Also available online*

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

**PSYC 3      PERSONAL PSYCHOLOGY**

3 Units

Lecture: 3 hours

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

**PSYC 4 CHILD GROWTH  
AND DEVELOPMENT**

3 Units

Lecture: 3 hours

*Also available online*

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

**PSYC 5 INTRODUCTION TO CAREER  
AND LIFE PLANNING**

3 Units

Lecture: 3 hours

*Also available online*

Development of tools to assess the skills, interests, values, and motivation needed to make career decisions. Includes decision making, educational planning, and college survival. May be used to meet Orientation requirement for graduation. Degree Applicable. CSU

**PSYC 6 ADULT DEVELOPMENT  
& AGING**

3 Units

Lecture: 3 hours

*Also available online*

Basic principles in the field of adult development and aging from adolescence to the aged, including phases of aging, transitions, coping, and constructive or positive adaptation. Theoretical and research methodological issues in the study of adult maturation will be reviewed. Degree Applicable. CSU

**PSYC 11 HUMAN SEXUALITY**

3 Units

Lecture: 3 hours

*Also available online*

Human anatomy, physiology, and behavior as related to sexual reproduction, including fertilization, pregnancy, childbirth, and birth control. Consideration will also be given to genetics, homosexuality, sexually transmitted diseases, and sexual intercourse and response. May be taken as Biology 11 - credit granted for one course only. Degree Applicable. UC/CSU

**PSYC 13 INTRODUCTION TO SPORT PSYCHOLOGY**  
3 Units

Lecture: 3 hours

*Also available online*

An introduction to sport psychology as well as an overview of sport psychology factors such as motivation, communication, imagery, management of psychic energy, stress management, relaxation, goal setting, and the implementation of psychological skills testing (PST). May be taken as Physical Education Lecture 1 – credit granted for one course only. Degree Applicable. CSU

**PSYC 14 INTRODUCTION TO  
DRUG/ALCOHOL STUDIES**

3 Units

Lecture: 3 hours

*Also available online*

A historical perspective on drug/alcohol abuse, its impact on the individual, the family, the community, and society. Definitions of use, abuse, and addiction as well as the disease concept of addiction. Effectiveness and economics of various models of treatment and rehabilitation. May be taken as Sociology 14 - credit granted for one course only. Degree Applicable. UC/CSU

**PSYC 15 INTRODUCTION TO  
GUIDANCE AND COUNSELING**

3 Units

Lecture: 3 hours

*Also available online*

A survey of the guidance process, communication, functions of counseling, and various counseling theories. Introduction to the whole guidance process. Integrated approach to basic helping skills utilizing theory, practice, and case application. Development of skills needed to establish effective helping relationships. May be taken as Sociology 15 – credit granted for one course only. Degree Applicable. CSU



**PSYC 30 COMMUNITY SERVICE PROJECT**

1-4 Units

Lecture: 1 hour per unit

**Prerequisites:** Completion of 12 units of general education course work with a minimum GPA of 2.0. Prior approval of instructor. Departmental enrollment consistent with agency/industry being served

Supervised field work with local public agencies and/or private industry. Students may serve as unpaid volunteers in a variety of settings, gaining exposure to and experience in the world of work, while applying general knowledge and principles learned in the classroom. Requires a memorandum of understanding between the agency or group being served and the College; mandatory class meetings on a weekly basis; and an individualized student learning agreement accompanied by three (3) hours of service per week per unit of credit. May be taken four times for credit. May be taken as Education 30 - credit granted for one course only. Degree Applicable. CSU

**PSYC 33 MARRIAGE AND FAMILY**

3 Units

Lecture: 3 hours

*Also available online*

Human relationships in anticipation of, preparation for, and participation in marriage. Social change as it affects marriage and family life. Psychological and sexual aspects and implications which make for success or failure in marriage. May be taken as Sociology 3 - credit granted for one course only. Degree Applicable. UC/CSU

**PSYC 51 ISSUES IN PSYCHOLOGY**

1 Unit

Lecture: 1 hour

*Also available online*

Journey to the unknown side of the personality through myths and folk tales. Myths are viewed as patterns of behavior which can help explain our own quest for wholeness. The quest theme defined as the voyage from unconsciousness to consciousness. Myths and folklore from English, European, Spanish-speaking, and American cultures will be utilized to establish the universality of the search for wholeness. Degree Applicable

**PSYC 82 OCCUPATIONAL WORK EXPERIENCE IN PSYCHOLOGY**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.

**PSYC 101 PERSONAL GROWTH AND SURVIVAL SKILLS**

2 Units

Lecture: 2 hours

An effective study course that analyzes time management problems, memory improvement, note taking, textbook reading, theme and report writing, concentration, and review for exams. An exploration of self understanding and confidence building through group discussion. Grades: CR/NC. Non Degree Applicable

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

3 Units

Lecture: 3 hours

*Also available online*

Fundamentals of real estate, including testing techniques, study routines, and administration of practice tests. Degree Applicable

**REAL 82 OCCUPATIONAL WORK EXPERIENCE IN REAL ESTATE**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.



## RELIGIOUS STUDIES (RLGS)

### RLGS 1 INTRODUCTION TO THE BIBLE

3 Units

Lecture: 3 hours

*Also available online*

A preparation for informed study of the Bible. Contemporary interpretive stances, history, methods, and major themes will be examined. Significant portions of the Bible will be studied in the process. May be taken as Philosophy 6 - credit granted for one course only. Degree Applicable. UC/CSU

### RLGS 5 BIBLE AS LITERATURE

3 Units

Lecture: 3 hours

*Also available online*

Introduction to the literature of the Bible, including the Apocrypha. A study of the literary and human dimension of scripture through selected readings in English from the various books of the Old and New Testaments and the Apocrypha. May be taken as English 6 - credit granted for one course only. Degree Applicable. UC/CSU

### RLGS 10 COMPARATIVE RELIGION

3 Units

Lecture: 3 hours

*Also available online*

An introduction to the major world religions: Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, Taoism, and Shintoism. A critical study of the fundamental religious beliefs of each religion and an examination of their philosophical presuppositions. May be taken as Philosophy 5 - credit granted for one course only. Degree Applicable. UC/CSU



## SOCIOLOGY (SOCI)

### SOCI 1 INTRODUCTION TO SOCIOLOGY

3 Units

Lecture: 3 hours

*Also available online*

Characteristics of social life and human behavior in social interaction. Selected sociological concepts. The social structure and processes of institutions and communities. Social stratification and social change in contemporary society. Degree Applicable. UC/CSU (CAN SOC 2)

### SOCI 2 AMERICAN SOCIAL PROBLEMS

3 Units

Lecture: 3 hours

*Also available online*

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

### SOCI 3 MARRIAGE AND FAMILY

3 Units

Lecture: 3 hours

*Also available online*

Human relationships in anticipation of, preparation for, and participation in marriage. Social change as it affects marriage and family life. Psychological and sexual aspects and implications which make for success or failure in marriage. May be taken as Psychology 33 - credit granted for one course only. Degree Applicable. UC/CSU

### SOCI 4 EFFECTIVE PARENTING

3 Units

Lecture: 3 hours

Techniques and methods used in the guidance and supervision of school-age children. Current theories of child and adolescent psychology. Degree Applicable. CSU

**SOCI 6 CHILD, FAMILY, COMMUNITY**

3 Units

Lecture: 3 hours

*Also available online*

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 Child 6 – credit granted for one course only. Degree Applicable. UC/CSU

**SOCI 8 JUVENILE CRIME AND DELINQUENCY**

3 Units

Lecture: 3 hours

*Also available online*

Major types of juvenile crime, role careers of offenders, and factors which contribute to production of criminality or delinquency. Methods for dealing with justice system violators and the changing role of police and the courts. Aftercare process of sentence, probation, prisons, and parole. Changes of law in crime control and treatment processes. May be taken as Administration of Justice 8 – credit granted for one course only. Degree Applicable. CSU

**SOCI 14 INTRODUCTION TO  
DRUG/ALCOHOL STUDIES**

3 Units

Lecture: 3 hours

*Also available online*

A historical perspective on drug/alcohol abuse, its impact on the individual, the family, the community, and society. Definitions of use, abuse, and addiction as well as the disease concept of addiction. Effectiveness and economics of various models of treatment and rehabilitation. May be taken as Psychology 14 – credit granted for one course only. Degree Applicable. UC/CSU

**SOCI 15 INTRODUCTION TO  
GUIDANCE AND COUNSELING**

3 Units

Lecture: 3 hours

*Also available online*

Survey of the guidance process, communication, functions of counseling, and various counseling theories. Introduction to the whole guidance process. Integrated approach to basic helping skills utilizing theory, practice, and case application. Development of skills needed to establish effective helping relationships. May be taken as Psychology 15 – credit granted for one course only. Degree Applicable. CSU

**SOCI 18 FUNDAMENTALS OF  
PROBATION AND PAROLE**

3 Units

Lecture: 3 hours

*Also available online*

Overview of the history and philosophical foundations of probation and parole. Organization and operations of probation. Issues and problems relating to the pre-sentence report, determinate versus indeterminate sentencing, role of the probation and parole officer, legal decisions affecting probation and parole practice. May be taken as Administration of Justice 18 – credit granted for one course only. Degree Applicable. CSU

**SOCI 82 OCCUPATIONAL WORK EXPERIENCE  
IN SOCIOLOGY**

1-8 Units

*Also available online*

See Cooperative Work Experience Education listing.



## SPANISH (SPAN)

### SPAN 1A BEGINNING SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

Proficiency-oriented approach to Spanish, designed to give students skill in understanding, speaking, reading, and writing the language.

Degree Applicable UC/CSU (CAN SPAN 2)

### SPAN 1B ELEMENTARY SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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

### SPAN 2A INTERMEDIATE SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

Prerequisite: Spanish 1B with a "C" grade or better

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

### SPAN 2B INTERMEDIATE SPANISH

4 Units

Lecture: 3 hours

Lab: 3 hours

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

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

### SPAN 5 SPANISH FOR CONVERSATION

3 Units

Lecture: 3 hours

Prerequisite: Spanish 1B with a "C" grade or better

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

### SPAN 10 INTRODUCTION TO LITERATURE IN SPANISH

3 Units

Lecture: 3 hours

Prerequisite: Spanish 2B with a "C" grade or better

Literary genre and the reading of Spanish prose, poetry, and drama. (Similar content to English 1B, but all lectures, readings, and compositions in Spanish language). Degree Applicable. UC/CSU

## SPEECH (SPCH)

### SPCH 1 ELEMENTS OF PUBLIC SPEAKING

3 Units

Lecture: 3 hours

Principles of oral communication in audience situations. Development of poise in front of an audience, research, speech organization, and effectiveness of delivery. Degree Applicable. UC/CSU (CAN SPCH 4)

### SPCH 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. Degree Applicable. UC/CSU

### SPCH 3 INTERPERSONAL COMMUNICATION

3 Units

Lecture: 3 hours

*Also available online*

Blend of the important areas of interpersonal communication and the art of platform speaking. Theory and practical skills are analyzed and practiced as they apply to all forms of communication, including one-to-one situations, small group situations, and public speaking situations. The creative processes of informative and persuasive deliveries. Degree Applicable. UC/CSU (CAN SPCH 8)

**SPCH 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. Degree Applicable. UC/CSU

**SUMMER READINESS (SUMR)****SUMR 100 COLLEGE PREPARATION****6 Units****Lecture: 6 hours**

Introduction to the college community. Survival skills for college life, overcoming math anxiety, effective reading, writing made easier, introduction to employment, career-life planning, and self-awareness. Degree Applicable

**THEATRE ARTS (TART)****TART 1 BEGINNING ACTING****3 Units****Lecture: 3 hours**

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

**TART 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. Degree Applicable. UC/CSU

**TART 3 THEATRE APPRECIATION****3 Units****Lecture: 3 hours***Also available online*

Study of the art, craft, and business of the theatre. Emphasis on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Degree Applicable. UC/CSU

**TART 4 THE BROADWAY VOICE****1 Unit****Lab: 3 hours**

Establishing basic vocal technique including posture, vocal exercises, and breathing. Application of technique through the study of different genres of music using musical theatre literature. May be taken four times for credit. Degree Applicable. UC/CSU

**TART 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. 1-4 units offered. 36 hours total per unit of credit. May be taken four times for credit. Degree Applicable. UC/CSU

**TART 6 INTERMEDIATE ACTING****3 Units****Lecture: 3 hours****Prerequisite:** Theatre Arts 1 or 5 with a "C" grade or better

Further studies in acting stressing the importance of character analysis and development. Emphasis on extensive scene and monologue study. May be taken four times for credit. Degree Applicable. UC/CSU (CAN DRAM 22)

**TART 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. Degree Applicable. CSU

**TART 8 CALICO THEATRE WORKSHOP****1 Unit****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. Degree Applicable

**TART 10 INTRODUCTION TO THEATRICAL DESIGN****3 Units****Lecture: 2 hours****Lab: 3 hours**

An introductory course in the theory and practice of scenic, lighting, and sound design for theatrical productions. The lab explores the application of production practices of stagecraft, construction, painting, and finishing of the sets for an actual live production on campus. May be taken four times for credit. Degree Applicable. UC/CSU

**TART 11 CHILDREN'S THEATRE****3 Units****Lecture: 2 hours****Lab: 3 hours**

Exploration of children's literature in performance through dramatic presentations for an audience of young people. No prior theatrical experience is required. Recommended for theatre, education, and early childhood education majors. Public performances and field trips are required. Degree Applicable. CSU

**TART 82 OCCUPATIONAL WORK EXPERIENCE IN THEATRE ARTS****1-8 Units***Also available online*

See Cooperative Work Experience Education listing.

**WAREHOUSING AND LOGISTICS (WARE)****WARE 50 FORKLIFT OPERATIONS****.5 Unit****Lecture: 6 hours total****Lab: 12 hours total***Also available as a hybrid course*

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

**WARE 52 INTRODUCTION TO WAREHOUSING AND DISTRIBUTION****3 Units****Lecture: 3 hours***Also available online*

Concepts in warehousing and distribution processes and techniques, including distribution planning and terminology; transportation methods; Occupational Safety and Health Administration (OSHA) safety rules and regulations; shipping; marketing and receiving procedures; and inventory control. Degree Applicable

**WARE 55 PRINCIPLES OF LOGISTICS****3 Units****Lecture: 3 hours***Also available online*

Concepts in product distribution, including supply chain management, integrated logistics and activities. Degree Applicable

**WARE 57 MATERIALS MANAGEMENT****3 Units****Lecture: 3 hours***Also available online*

Covers the basics of supply chain management, manufacturing planning and control systems, purchasing, and physical distribution. Degree Applicable

**WARE 59 INTRODUCTION TO PURCHASING****3 Units****Lecture: 3 hours***Also available online*

Basics of purchasing principles and management, including objectives and organizations, key purchasing variables, applications, and systems and controls. Degree Applicable





## WELDING (WELD)

### WELD 50 OXYACETYLENE WELDING AND CUTTING

3 Units  
Lecture: 2 hours  
Lab: 3 hours

Materials, equipment, and safety practice in oxyacetylene welding and cutting.  
Degree Applicable

### WELD 51 SHIELDED METAL ARC WELDING AND CUTTING

3 Units  
Lecture: 2 hours  
Lab: 3 hours

Use of electrodes, metals, welding machines in arc welding and cutting. Degree Applicable

### WELD 52 POSITION WELDING (ARC WELDING)

3 Units  
Lecture: 2 hours  
Lab: 3 hours  
Prerequisite: Welding 51 with a "C" grade or better

Advanced shielded metal arc welding. Electrodes and welding symbols. Degree Applicable

### WELD 53 SOLDERING, BRAZING, AND BRAZE WELDING

3 Units  
Lecture: 2 hours  
Lab: 3 hours  
Prerequisite: Welding 50 (or equivalent) with a "C" grade or better

Special welding processes and applications.  
Degree Applicable

### WELD 54 GAS METAL-ARC WELDING

3 Units  
Lecture: 2 hours  
Lab: 3 hours  
Prerequisite: Welding 51 and 52 or equivalent with a "C" grade or better

Special welding processes and applications. Ferrous and non-ferrous metals and position welding.  
Degree Applicable

### WELD 55 GAS TUNGSTEN-ARC WELDING

3 Units  
Lecture: 2 hours  
Lab: 3 hours  
Prerequisite: Welding 50 and 51 or equivalent with a "C" grade or better

Special welding processes and applications. Ferrous and non-ferrous metals and position welding. May be taken twice for credit. Degree Applicable

### WELD 56 BLUEPRINT READING (METAL TRADES)

3 Units  
Lecture: 2 hours  
Lab: 3 hours

Basic techniques of interpreting and using engineering drawings or prints used in the metal trades. Visualization of objects, sectional drawings, orthographic and isometric projections, symbols, scales, and practices used in blueprints for the metal trades. May be taken as Drafting 56 - credit granted for one course only. Degree Applicable

### WELD 82 OCCUPATIONAL WORK EXPERIENCE IN WELDING

1-8 Units  
*Also available online*

See Cooperative Work Experience Education listing.

## ZOOLOGY

See Biology 7, General Zoology



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# Directory of Services

**Barstow Community College**  
**Phone (760) 252-2411 Fax (760) 252-1875**

<b><u>Where To Go For</u></b>	<b><u>Department</u></b>	<b><u>Extension</u></b>
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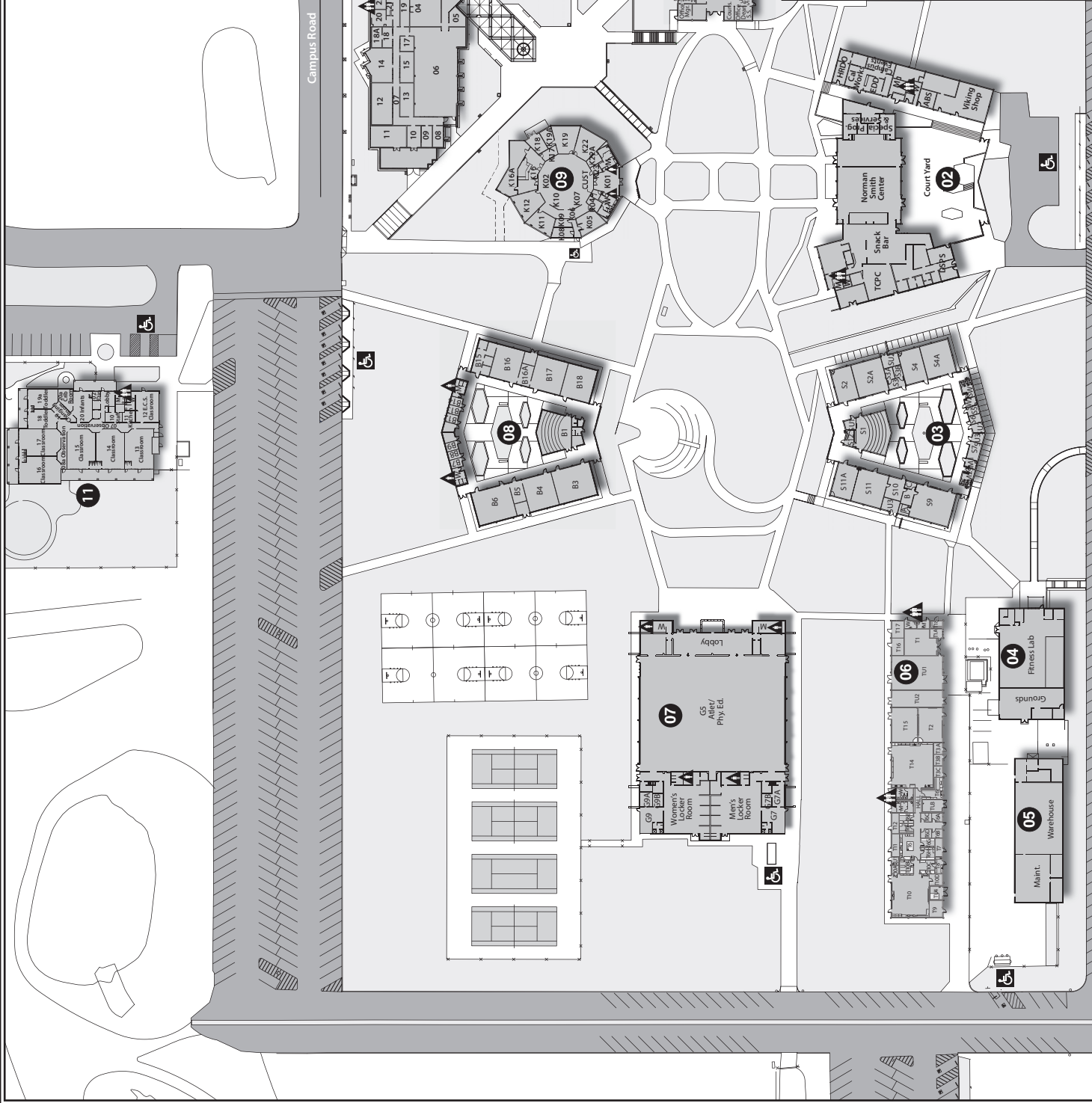
Campus Road

# CAMPUS DIRECTORY

## LEGEND



- 01 Administration
- 02 Student Center
- 03 Classrooms
- 04 Fitness Center
- 05 Warehouse
- 06 Classrooms
- 07 Gymnasium
- 08 Classrooms
- 09 Performing Arts
- 10 Learning Resource Center
- 11 Classrooms





*Notes.....*

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