

# Barstow Community College



## 2017 – 2018 Catalog

# Barstow Community College

Deborah DiThomas, Ed.D.

Superintendent/President

## BOARD OF TRUSTEES

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

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

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## Greetings from the President

### Welcome to Barstow Community College,

We are excited that you have chosen Barstow Community College as your institution of higher education and we're ready to help you reach your academic and career goals.

In June of 2015, the Accrediting Commission for Community and Junior Colleges reaffirmed that Barstow Community College (BCC) meets the high standards of excellence in education and services set forth by the U.S. Department of Education. This accreditation means that BCC provides degrees and certificates that are recognized by other colleges, universities and employers throughout the world.

Whether you are coming to BCC straight from high school, preparing for a career change, returning to college to finish a degree, or laying the foundation for an advanced degree, we have certificate and degree programs that will fit your needs. All of us are here to support you on your journey.

Research shows that six key factors positively impact your chances for success as a student: feeling directed, focused, nurtured, engaged, connected and valued. We've worked diligently to improve our student services with an emphasis on these factors. We have expanded academic counseling; improved educational planning; created more focused workshops; produced both on-line and in-person student orientations; and increased tutorial services. I encourage you to take advantage of these resources. I also hope you'll get involved in student life by joining our clubs, theatre & music groups, and athletics.



### What makes BCC Different?

People ask, what makes BCC so different from other colleges. My first answer is always our faculty and staff. Our faculty have to meet the same educational requirements as all other California Community Colleges, but at BCC the small class sizes and easy access to caring faculty give you more personalized attention. Dedicated counselors are ready to help you develop your educational plans and guide you to completion. Our administrative team and classified staff members also consider it their responsibility to help you achieve your educational goals. We are all here to help you feel connected and valued.

My second answer would be our environment. Clean air, great open spaces, and a campus that is powered by the sun. More than 90% of our electrical needs are provided by our new 5-acre Solar Array. We also have awesome, beautiful new buildings –the Performing Arts Center, and the Wellness Center both built in the last five years. So while our campus has been around for more than 50 years, we are growing, and developing state-of-the-art facilities to serve our students.

At BCC your success is our #1 goal. It is the driving force behind everything we do. Our entire staff is committed to working with you to help make your time here as enjoyable and productive as possible. Thanks again for selecting Barstow Community College.

A handwritten signature in black ink that reads "Deborah D. Thomas". The signature is written in a cursive, flowing style.

**Dr. Deborah DiThomas**

# **Barstow Community College**

## **Main Campus**

**2700 Barstow Rd.**

**Barstow, CA 92311**

**760-252-2411**

## **Career Technical Education**

### **Workforce & Development Campus**

**1501 State St.**

**Barstow, CA 92311**

**760-252-2411 ext. 7385**

## **Military Education**

**Fort Irwin**

**National Training Center**

**Fort Irwin, CA 92312**

**760-252-2411 ext. 7601**

# ACADEMIC CALENDAR

## Barstow Community College 2017-2018 Academic Calendar

### FALL 2017

#### Aug-17

SU	M	TU	W	TH	F	SA	Notes
		1	2	3	4	5	In-service - 08/11/2017
6	7	8	9	10	11	12	Classes Begin - 08/14/2017
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

#### Sep-17

SU	M	TU	W	TH	F	SA	Notes
					1	2	Labor Day - 09/04/2017
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	

#### Oct-17

SU	M	TU	W	TH	F	SA
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				

#### Nov-17

SU	M	TU	W	TH	F	SA	Notes
			1	2	3	4	Veteran's Day - 11/10/2017
5	6	7	8	9	10	11	Thanksgiving Holiday 11/23/2017-11/24/2017
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

#### Dec-17

SU	M	TU	W	TH	F	SA	Notes
					1	2	Finals - 12/09/2017-12/15/2017
3	4	5	6	7	8	9	Campus Closed - 12/23/17 - 1/1/2018
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

### SPRING 2018

#### Jan-18

SU	M	TU	W	TH	F	SA	Notes
	1	2	3	4	5	6	New Year's Day - 01/01/2018
7	8	9	10	11	12	13	Classes Begin - 01/08/2018
14	15	16	17	18	19	20	MLK Day - 01/15/2018
21	22	23	24	25	26	27	
28	29	30	31				

#### Feb-18

SU	M	TU	W	TH	F	SA	Notes
				1	2	3	Lincoln Day - 02/16/2018
4	5	6	7	8	9	10	Washington Day - 02/19/2018
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28				

#### Mar-18

SU	M	TU	W	TH	F	SA	Notes
				1	2	3	Spring Break Holiday - 03/16/2018
4	5	6	7	8	9	10	Spring Break 03/12/2018-03/18/2018
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

#### Apr-18

SU	M	TU	W	TH	F	SA
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					

#### May-18

SU	M	TU	W	TH	F	SA	Notes
		1	2	3	4	5	Finals - 05/12/2018-05/18/2018
6	7	8	9	10	11	12	Graduation - 05/18/2018
13	14	15	16	17	18	19	Memorial Day - 05/28/2018
20	21	22	23	24	25	26	
27	28	29	30	31			

Summer Semester (2018): June 4 - July 26 (8 Week) & June 18 - July 26 (6 week)

**OFFICE OF THE PRESIDENT**  
**Superintendent/President**

Dr. Deborah DiThomas

Executive Assistant to the President - Michelle Henderson

Director of Public Relations, Communication  
& Marketing – Chris Clark

Civic Center & College Event Planner –  
John Edward Will, Jr.

PIO/Foundation Secretary – Joanna Escalante

Director of Research & Planning – Lisa Holmes  
Institutional Planning & Research Specialist –  
Jessica Tainatongo

**Human Resources**

Associate Vice President of Human Resources – Clint Dougherty

Human Resource Technician – Rosalinda Palakiko

Human Resource Assistant – Paulette Pereira

**ADMINISTRATIVE SERVICES**

Vice President of Administrative Services – Brenda K. Findley

Budget Analyst – Maureen Davis

**Institutional Technology**

Director of Information Technology – Morgan Bohnsack  
Database Analyst II – Felicia Martinez  
Database Analyst – Bryce Prutsos  
Network Administrator – Mike Mayoros  
PC/Network Specialist – Glenn Barr  
PC/Network Specialist – Carl Delzell

**Business Office**

Director of Fiscal Services – Shawna Robbins  
Payroll Technician – Patricia Granados  
Accounting Technician I – Amy Caasi  
Accounting Technician – Lisa Lavarias  
Accounting Assistant – Richard Mendoza  
Purchasing Technician – Sijuan Cantrell

**STUDENT SERVICES**

Vice President of Student Services – Khushnur Dadabhoy, Ph.D

Administrative Assistant – Gloria Basinger

**ADMISSION & RECORDS**

Director of Enrollment Services – Heather Minehart  
A&R Office Coordinator – Heather Robbins  
A&R Technician II – Rosemary Velez  
A&R Technician II – Shirley Villafana

**FINANCIAL AID**

Financial Aid Technician III – Wendy Packer  
Financial Aid Technician II – Michelle Bond  
Financial Aide Technician I – Tannessa Tinley  
Financial Aide Technician I – Lucia De La Rosa

**STUDENT LIFE & SERVICES**

Dir. of Student Development & Outreach – Joann Garcia

**ATHLETICS**

Associate Dean of Students & Athletics – Bryan King

**SPECIAL PROGRAMS & SERVICES**

Director of Special Programs – Christina Calderon  
EOPS Secretary – Wanema Yniguez  
EOPS Program Specialist – Lesia Louro  
EOPS Program Specialist – Mary Grijalva  
Student Success Advisor – Mattie Mendibles  
Assistant Coordinator of ACCESS – Linda Pugliese  
Instructional Aid – Mary Arreola

**STUDENT SUCCESS & EQUITY**

Dean of Student Success & Equity – Tonia Teresh  
Student Success Secretary – April Yanez  
Student Success Coordinator – Melissa Meadows  
Tutorial Services Specialist – Gloria Webster  
Student Success Advisor – Aleah Jameson Goodvich  
Student Success Advisor – Vacant

**COUNSELORS**

Apineru Lealofi, General/Articulation Officer  
Randy Christensen, General  
Eduardo Vasquez, Special Programs  
Tanasha Young, Special Programs

Gene Low, General/Fort Irwin  
Peggy Greeno, General  
Jaime Rodriguez, General

# Administration, Staff & Faculty

## Academic Affairs

Vice President of Academic Affairs, Stephen B. Eaton, Ed.S.  
Administrative Assistant – Barbara Rose

### **INSTRUCTION**

Dean of Instruction – Penny Shreve  
Curriculum/Scheduling Specialist – Elizabeth Locke  
Instructional Lab Assistant/Sciences-Tracy Miller

### **FORT IRWIN**

Director of Military Programs – Jerry Peters  
Students Services Technician – Ceri Satur

### **CAREER TECHNICAL EDUCATION (CTE)**

Dean of Instruction – Workforce & Economic  
Development – Sandra Thomas  
Administrative Secretary – Michelle Berndt  
Director of CTE Grants/TAACCCT – James Lee  
Curriculum & Scheduling Specialist – Samera Kabir  
Site Office Coordinator – Robbie Evans  
Grant Technician – Rhonda Sheffield

### **LIBRARY**

Librarian – Kyri Freeman  
Library Technician II – John Macomber  
Library Technician I – Jodi Treuhaft  
Library Technician I – Crystal Villafana-Tafoya

### **COMPUTER COMMONS**

Assessment Services Director – Kim Young  
Instructional Lab Assistant II – Zephyr Riley  
Instruction Lab Assistant I – Vacant

### **DISTANCE EDUCATION AND LEARNING SUPPORT SERVICES**

Dean of Distance Education and Learning Support  
Services – Tim Botengan  
Webmaster – Nancy Olson  
Web Services Specialist – Aniko Keygulics  
Web Services Technician – Adrienne Rodriguez

## FACULTY

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

English  
B.A., CSU, San Bernardino  
M.A., CSU, San Bernardino

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

Student Development  
B.S. Univ. of Nevada-Las Vegas  
M.S. Webster Univ.

### **BLAINE, ERIC (2012)**

A.S. Barstow Community College  
B.S. CSU-San Bernardino

### **BULKLEY, SCOTT**

Earth Sciences  
B.A. CSU-Hayward  
M.A. Northern Arizona Univ.

### **CUNNINGHAM, MELISSA (2016)**

Administration of Justice  
B.A. Univ. of Pennsylvania  
J.D. Case Western Reserve Univ.

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

English  
B.A/M.A. UC-Riverside  
Ph.D. UC-Riverside

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

Computer Information Systems  
B.S. Univ. of Illinois-Chicago  
M.S. Univ. of Illinois-Chicago

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

Psychology  
B.A. /M.A. UC-Los Angeles  
M.A. CSU-San Bernardino

### **BLAKE, CAROLE (2014)**

A.S. Barstow Community College

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

Counselor  
B.A. CSU-Fresno  
M.A. CSU-Fresno

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

Math  
B.A. CSU-San Bernardino  
M.A. Claremont Graduate School

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

Library Sciences  
B.A. UC-Santa Cruz/M.A. UCLA  
M.A. San Jose State Univ.



- GOLDSTEIN, LEWIS (2005)**  
 Art  
 B.F.A. Univ. of Hawaii  
 M.F.A. Univ. of Hawaii
- GREENO, PEGGY (2008)**  
 M.A. San Jose State Univ.  
 M.A. CSU-Los Angeles
- JIANG, ZHENYING (1991)**  
 Exercise Sport Science/Health  
 B.A. International Language Institute  
 M.S./Ph.D. Univ. of Utah
- LEALOFI, APINERU (2008)**  
 Counselor  
 B.A. CSU-San Bernardino  
 M.S. CSU-Long Beach
- MACIAS, JOHN (1980)**  
 Political Science  
 B.A. UCLA  
 M.P.A. Univ. of Southern California
- NORTON, ALLEN (2013)**  
 Communication  
 A.B. Wheaton College
- O'NEAL, ROLAND (2014)**  
 Industrial Maintenance  
 A.S. Barstow Community College
- PURYEAR, ELLIS TAYLOR (2004)**  
 Health/Physical Education  
 B.A. Southern California College  
 M.S. CSU-Fullerton
- RODRIGUEZ, JAIME (2015)**  
 Counselor  
 B.A. CSU-San Bernardino  
 M.A. Azusa Pacific Univ.
- BRET SAGE (2003)**  
 Biology  
 B.S. CSU-Bakersfield  
 M.S. CSU-Long Beach
- VAN DEN BERG, SALLY (1999)**  
 Math  
 B.S. Black Hills State College  
 M.S. Univ. of Nebraska
- VASCONCELLOS, RAMON (2004)**  
 History/Economics/Accounting  
 B.A. CSU-Northridge  
 M.A. CSU-Los Angeles  
 M.B.A. Woodbury Univ.
- GREENLEE, ELSA (2008)**  
 Cosmetology  
 A.A. Barstow Community College  
 A.S. Barstow Community College
- HOWEY, DAWN (2005)**  
 B.A. CSU-Fullerton  
 M.A. CSU-Fullerton
- KARPEL, MICHAEL (2008)**  
 Physical Education  
 M.Ed.-Azusa Pacific Univ.  
 Ph.D. Brigham Young Univ.
- LOW, GENE (2009)**  
 Counselor  
 B.A. Oklahoma Baptist Univ.  
 M.A. Azusa Pacific Univ.
- MURPHY, JILL (2009)**  
 English as a Second Language  
 B.A. UC-San Diego  
 M.A. CSU-San Bernardino
- NUNES-GILL, NANCY (2009)**  
 Child Development  
 B.S. Excelsior College-NY  
 M.S. Univ. of LaVerne
- PASLEY, DENISE (2015)**  
 Business Management  
 B.A. Chatham Univ.  
 M.S.M. Colorado Technical Univ.
- RANNEY, BEVERLY (2013)**  
 Biology  
 B.S./M.S. Eastern Washington Univ.  
 Ph.D. Univ. of Alaska
- ROSS, AMY (2002)**  
 Music/Theater  
 B.A. Sonoma State Univ.  
 M.F.A. Univ. of Nevada-Las Vegas
- SPENCER, EMILY (2015)**  
 Chemistry  
 B.S. UC-Riverside  
 M.S. UC-Riverside
- VARTANIAN, SONA (2000)**  
 Math  
 B.A. CSU-Fresno  
 M.S. UC-Los Angeles
- VASQUEZ, EDUARDO (2015)**  
 Counselor  
 B.A. UC-Riverside  
 M.S. Univ. of La Verne

# 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 on the college's website or in the President's Office.

## ***HISTORY***

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

In 2005 many campus facilities underwent a Remodel for Efficiency project, a two-phase improvement project that renovated and updated the K Building, S Building and the Norman Smith Center. Phase 1 included the renovation of the K Building (the old library) into the Interim Performing Arts Center (IPAC) which created an open space used primarily by the Performing Arts Department. Due to the opening of the Performing Arts Center, the K Building received minor renovations and now serves as the Student Success Center.

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

In 2007 the Cosmetology Department once located off campus found a new home in the D Building. The building was fully renovated to meet State of California Board Certification for Cosmetology approval, and offers all of the required hours to take the state licensure exam and achieve an associate degree. The D Building is also home to the Viking Bookstore.

In October, 2010, ground was broken on construction for the 750 – seat Performing Arts Center. The Grand Opening was in February 2015. The Wellness Center, located behind the current gymnasium, opened for classes in fall of 2015. In the fall of 2011, the State Street CTE facility started offering classes in workforce and economic development.

Barstow Community College is located off Interstate 15 in the Mojave region of San Bernardino County, California, approximately 120 miles from both Los Angeles and Las Vegas. The college district encompasses

a vast area from the Nevada border on the east to Kern County on the west, and from Inyo County in the north to the San Bernardino Mountains. The college serves the communities of Barstow, Lenwood, Newberry Springs, Daggett, Yermo, Hinkley, Ludlow, and Baker. The college also provides on-site programs to military personnel at the U.S. Army National Training Center, Ft. Irwin and to distance education students through its large online program.

An open-admission, public institution, the college serves more than 4,000 students annually in degree and certificate programs with approximately 120 full-time employees and a \$18 million budget. It provides the first two years of college or university study as part of the California State Community College System of Higher Education. The college's educational program includes lower-division course work, general education offerings, transfer degrees and vocational courses for transfer to baccalaureate degree institutions. The college offers a number of occupational programs designed to prepare students for entry into the workforce. Service learning and self-enrichment classes are also offered to the community.

### ***BARSTOW COLLEGE FOUNDATION***

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

### ***OUR VISION***

Empowering Students to Achieve Their Personal Best Through Excellence in Education

### ***OUR MISSION***

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

### ***OUR OUTCOMES***

- Organize key processes to meet our pledge of quality assurance to our community;
- Provide information to improved decision making at all areas of the college;
- Facilitate thoughtful reflections and dialogue on student learning and institutional excellence and encourage on-going review and improvement;
- Encourage and nurture a culture of inquiry that uses data and evidence to identify and cultivate new opportunities.

### ***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.

## **CORE COMPETENCIES**

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

**CORE COMPETENCIES, continued**

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

# Admissions

## ***OPEN ENROLLMENT***

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

## ***ELIGIBILITY FOR ADMISSION***

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

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

## ***APPLICATION FOR ADMISSION***

Admission to Barstow Community College includes the filing of an application for admission by the student. The application for admission must be completed online at [www.barstow.edu/getting\\_started.html](http://www.barstow.edu/getting_started.html). If you are under the age of 13, contact Admissions and Records for a paper application.

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

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

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

## ***INCOMING TRANSCRIPTS***

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

## ***SPECIAL ADMISSION OF MINOR STUDENTS***

Students, who are under the age of 18 and have not graduated high school, may concurrently enroll at Barstow Community College as a special part-time student to supplement their elementary or secondary school education if they meet the requirements outlined in Administrative Procedure 5011. These students can earn both high school and college credit.

Only those students from the District's service area may apply under this procedure: Baker Valley Unified School District; Barstow Unified School District; Excelsior Charter School (Barstow Campus); and Silver Valley Unified School District. Other students may petition for an exception if they reside within the service area.

### **Limitations on Enrollment**

- Freshman and Sophomore students may enroll in no more than 7 units.
- Junior and Senior students may enroll in no more than 11 units.
- Middle and lower school students may enroll in only one class.
- Students may not enroll in a course unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Unless enrolled in an approved transitional college program, students are prohibited from enrolling in the following courses:
  - Physical education activity courses
  - English as a Second Language
  - Remedial courses
- Exceptions to limitations on enrollment and attendance of juniors/seniors from outside of the service area may be made by the Vice President of Student Services, whose decision will be final. To apply for an exception, the entire Enrollment Process must be completed and a letter must be attached to the Concurrent Enrollment Recommendation explaining the reasons for the request for an exception. The student may only schedule an appointment to meet with the Vice President of Student Services after meeting with a counselor. Concurrent Enrollment Recommendations from outside of the service area must be signed by the principal and cannot be signed by the designee. In addition, the principal must include a typed statement explaining the criteria used to determine the student is highly gifted and can benefit from advanced scholastic/vocational work.

### **Eligibility for Enrollment**

To be eligible to apply for admissions, the student must have a minimum high school grade point average (GPA) of 3.0. Students must maintain a 3.0 grade point average at Barstow Community College to qualify for future enrollment.

### **Transitional College Students**

Students participating in a Transitional College Program may only enroll in classes offered as part of the program.

### **Enrollment Process**

Students must complete steps 1-4 found online at [www.barstow.edu/concurrent-students.html](http://www.barstow.edu/concurrent-students.html).

### **Middle and Lower School Students**

For students attending middle and lower schools, the determination shall be made by the Vice President of Student Services. The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The Vice President of Student Services will determine if the student is highly gifted and has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Vice President of Student Services shall be final. Once a decision has been made, the student, his/her parent or guardian, and the school principal shall be informed of the



decision. The determination may be done by applying one or more of the following options:

- A review of the materials submitted by the student;
- Meeting with the student and his/her parent or guardian;
- Consultation with Director of Enrollment Services and/or counselors;
- Consideration of the welfare and safety of the student and others;
- Consideration of local, state, and/or federal laws;
- Review of the content of the class in terms of sensitivity and possible effects on the minor; and/or
- Times the class(es) meet and the effect on the safety of the minor.

### ***ADMISSION OF INTERNATIONAL STUDENTS***

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

An international student who is on probation at another community college or has been disqualified at that college will not be considered for admission to Barstow Community College. A student with an academic deficiency from a four-year college or university may be considered for admission after review of his/her particular circumstances and/or upon recommendation of that college or university. Prospective students can review international student qualifications and access the application information online at <http://www.barstow.edu/international-students.html>.

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

### ***DENIED ADMISSION***

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

### ***ADDRESS CHANGES***

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

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

Name changes will be recorded only for students who are currently enrolled. Documentation, such as a marriage license, court order, or naturalization papers, may be required for verifying a legal name change. Requests to have a student’s name changed on official college records are submitted to Admissions and Records. Submit date of birth and Social Security Number corrections to Admissions and Records. Documentation substantiating correction will be required.

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

# Residency

## ***RESIDENCY REQUIREMENTS***

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

Residence can only be established or changed by union of physical presence and intent. The one-year residence period which a person must meet to be classified as a resident does not begin until the person is both present in California and has manifested clear intent to become a California resident.

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

## ***MILITARY PERSONNEL AND FAMILY MEMBERS***

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

Veterans discharged or released from at least 90 days of active service less than three years before the date of enrollment, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more is entitled to resident classification.

Federal civil service employees and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees.

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

## ***VETERANS CHOICE AND ACCOUNTABILITY ACT (VACA)***

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

## ***RESIDENCY RECLASSIFICATION AND APPEAL PROCEDURES***

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

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

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

# **Enrollment**

## ***STUDENT SUCCESS STEPS***

Information regarding Student Success Steps can be found online at [www.barstow.edu/getting\\_started.html](http://www.barstow.edu/getting_started.html).

## ***ORIENTATION***

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

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

## ***ASSESSMENT***

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

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

- Students who have been previously assessed and have written verification of scores from other California Community Colleges.
- Students who have already completed an AA/AS or higher degree.

- Students who have successfully completed degree level English or math classes at another regionally accredited college or university. An official copy of the student's transcript must be provided.
- Students who are not otherwise being matriculated, except those who plan to register for English or math at Barstow Community College.

### **Prerequisite/Corequisite**

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

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

### **Procedure**

Unless you have taken the academic placement test or completed the necessary prerequisite from Barstow Community College (BCC), our computer system cannot determine your eligibility to register for a course that has a prerequisite. If you have taken the necessary prerequisite at another institution or have completed the academic placement test elsewhere you must submit the Prerequisite Validation Registration form to Admission & Records for review, available online at [www.barstow.edu/AdmissionsRecords/Forms.html](http://www.barstow.edu/AdmissionsRecords/Forms.html). The form may be emailed to [admissions@barstow.edu](mailto:admissions@barstow.edu) or faxed to (760) 252-6754. Students should initiate this evaluation process at least three weeks prior to the start of the semester in which they plan to register.

### **Prerequisite/Corequisite Challenge**

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

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

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

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

application form to the counselor. If the review process takes longer, the student must be allowed to enroll in the course.

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

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

### ***STUDENT EDUCATION PLAN***

Students must meet with a counselor to develop a student education plan. The plan will detail the classes necessary to complete the declared program of study as well as the necessary timeframe for completion. Prior to their first semester of study, students may create a one-semester abbreviated educational plan with a counselor. Students must meet with a counselor to develop a comprehensive education plan once they have completed 15 units and have an updated plan once 45 units have been completed.

### ***PRIORITY REGISTRATION***

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

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

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

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

- **Tier 1:** Active Duty Military; Veterans; Foster Youth and Former Foster Youth; ACCESS; EOPS; CalWORKS.
- **Tier 2:** Athletes; Associated Student Government; Students who have completed 60- 100 units and have an appropriate informed education goal; students participating in Bridge to College Success; AFS.
- **Tier 3:** Students who have completed 45-60 units and have declared an appropriate education goal; Active duty military family members
- **Tier 4:** Newly admitted students who are fully matriculated
- **Tier 5:** Newly admitted students who are not fully matriculated and those students who do not meet requirements to receive priority registration.

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

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

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

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

### ***STUDENT CLASSIFICATIONS***

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

### ***MAXIMUM UNITS***

In order to meet graduation requirements in four semesters, students must complete an average of 15 degree-applicable units each semester. During the fall and spring semesters, students may register for up to 18 units without approval. Students desiring to enroll in more than 18 units must have a 3.0 GPA and complete the Maximum Unit Increase Form found online at [www.barstow.edu/Pdf/maxunit.pdf](http://www.barstow.edu/Pdf/maxunit.pdf).

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

### ***REGISTRATION***

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

The last day of registration, without instructor permission, for all classes is the Friday before the class begins. Students may continue to add classes after this only by obtaining an add authorization code from the instructor. Instructors may issue add codes for a semester long course for two weeks (14 calendar days) after the course begins or one week (7 calendar days) for nine week courses. Equitable adjustments will be made for other parts of term. Under no circumstances will registration continue beyond census. Add deadlines are posted each semester in the online at [www.barstow.edu/Schedule.html](http://www.barstow.edu/Schedule.html). Failure to register prior to these deadlines will result in the student not being allowed to attend classes or receive credit. Drop deadlines are listed on the student’s Schedule and Account Information page by logging in through “my Barstow Portal” at [www.barstow.edu](http://www.barstow.edu).

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

### ***WAIT LIST POLICY***

Once a class is closed, students may add their names to the waitlist until the waitlist becomes full or until the Friday before the course begins, whichever occurs first. If a student drops the class, creating an opening for enrollment, the first student on the waitlist will be sent an automated email with information regarding the deadline by which registration must occur. The student will be allowed 72-hours to login to the web registration system and add the course. If the first student does not successfully add the course within 72-hours, the student will be deleted from the waitlist and the next student will be sent the automated email. If

students miss the 72-hour period in which registration may occur, they must login and add their name back to the bottom of the waitlist. It is the student's responsibility to monitor their email and resolve any issues that may block registration before the 72-hour period expires. The waitlist process will continue even when the college is closed. Notification will go to students automatically via email. After the course begins, only instructors can add students into their classes. The instructor must issue add authorization codes to allow students to add the course. Instructors are encouraged to give priority for add authorization codes to those students who are on the waitlist in the order they appear. Students who are still on the waitlist should attend the first day of class to obtain an add authorization code if they are allowed in the class by the instructor.

Students, who were unable to add their name to the waitlist because of the waitlist being full, are encouraged to attend the first day of class. If space is available, an instructor may consent to allowing the student to add by issuing an add authorization code. The integrity of the waitlist will be kept intact at all times. Students will not be registered into a full class which overrides the waitlist.

### ***AUDITING COURSES***

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

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

### ***INDEPENDENT STUDY***

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

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

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

### ***ADDING COURSES***

After a student has completed registration, the student may add additional classes online through the "my Barstow Portal" at [www.barstow.edu](http://www.barstow.edu) Once a course has begun, the instructor must issue an add authorization code for the student to register.

### ***CLASS CONFLICTS***

Students may not enroll in two or more sections of the same course during the same term unless the sections do not have overlapping dates. Students may not enroll in classes where the meeting time or the start and end times of the courses are the same. Students may petition to the Academic Exceptions Committee through Admissions and Records to enroll in courses with overlapping times, not to exceed ten minutes, if

failure to enroll would prevent the student from completing the program of study in a timely manner. Students may not petition for overlapping enrollment for mere scheduling convenience. To petition, students should meet with a counselor to complete the Request for Overlapping Time Override.

### ***DROPPING COURSES***

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

Should it become necessary to withdraw from a class, it is the student's responsibility to drop online. Failure to withdraw officially from a class will result in a failing grade. Drop deadlines are listed on the student's Schedule and Account Information page by logging into their personal account. Drop deadlines are mandated by the State of California and Barstow Community College administrative procedures. Separate deadline dates are listed for fee refunds (10% of the class), dropping without a "W" (approximately 20% of the class), and dropping with a "W". Deadlines must be adhered to and failure to do so may result in a failing grade or owing fees. Students may drop classes and still receive a "W" if the drop occurs before 75% of the total days the course meets has elapsed.

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

### ***DROPPING AFTER THE DROP DEADLINE***

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

### ***SECTION CHANGE***

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



# Fees and Refunds

## ***FEES AND EXPENSES***

As a publicly supported community college, Barstow provides low-cost education; students pay nominal fees at registration. To ensure that students are not denied access to a college education, the college offers financial aid to assist with financial obligations. Fees are assessed each term and are to be paid online or in Admissions and Records at either the Barstow or Ft. Irwin campuses. The deadline to pay fees is the second Friday of the semester or at the time of registration. Fees may be paid to Admissions and Records via cash, check, money order, VISA, MasterCard, Discover, or American Express. Failure to pay fees by the deadline will result in a hold on the student's account. Refer to Outstanding Financial Obligations for more information. Stopping payment on a check does not constitute a withdrawal from classes and will result in a \$10 charge.

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

## ***ENROLLMENT FEE***

The enrollment fee is \$46 per unit. All students determined to be California residents by Admissions and Records may apply for the Board of Governor's Fee Waiver. For more information refer to Financial Aid and Veteran's Services or contact the Financial Aid Office by e-mail at [finaid@barstow.edu](mailto:finaid@barstow.edu) or by phone at (760)252- 2411 ext. 7205. Concurrently enrolled students registered in 11 or fewer units are exempt from paying any fees.

## ***NONRESIDENT TUITION***

For 2017 – 2018, nonresidents of California and international students will be charged a tuition fee of \$234 per unit, in addition to the enrollment fees.

## ***INSTRUCTIONAL MATERIALS FEE***

Some classes require a fee for instructional materials, testing, CPR card, etc. Charges vary and are subject to change. Students should consult the current [www.barstow.edu/Fees-Refunds.html](http://www.barstow.edu/Fees-Refunds.html) for fee amounts, which are noted under the appropriate description. Material fees not subject to waiver. Students enrolled in Standard First Aid and Personal Safety (AHLT 51) and/or, Basic CPR (AHLT 63) will be administratively dropped if fees for the course are not paid by noon the Wednesday before the class meets.

## ***SUPPLEMENTAL FEES***

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

- Enrollment Verifications are available immediately and free of charge through each student's self-service account. Students may request free enrollment verifications from Admissions and Records and they will be processed within 10 business days. Requests for immediate enrollment verifications are a cost of \$14 for each form completed.

### ***ENROLLMENT FEE WAIVERS***

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

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

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

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

Students who are nonimmigrant (e.g., those who hold F (student) visas) are not eligible for this exemption. The student must file an exemption request including a signed affidavit with the college that indicates the student has met the conditions described above. The California Nonresident Tuition Exemption Request is available from Admissions and Records and online at [www.barstow.edu/Admissions-and-Records-Forms.html](http://www.barstow.edu/Admissions-and-Records-Forms.html). Student information obtained in this process is strictly confidential unless disclosure is required under law.

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

AB540 does not provide student federal financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid; however, may qualify for a Board of Governor's Fee Waiver (BOG) and CalGrants. Undocumented students who meet AB540 criteria should complete the California Dream Application found online at [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

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

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

### ***REFUND POLICY***

Students who drop a class within the first 10% of class meetings may be eligible for a 100% refund of enrollment fees and nonresident tuition. Refunds are not automatic, except in cases where the college cancelled the class. Students eligible for a refund must submit the refund petition forms to Admissions and

Records no later than the last day of the fall or spring semester or by June 30 for summer. For refund drop deadlines for all classes, students should refer to their Schedule and Account Information page by logging into their personal account. It is the student's responsibility to check these dates immediately after registration, as deadlines can be as early as the first or second day of class. The Student Representation and Student Activities fees are non-refundable once paid.

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

### ***OUTSTANDING FINANCIAL OBLIGATIONS***

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

Barstow Community College participates in COTOP (Chancellor's Office Tax Offset Program), which collects outstanding fees through the California Franchise Tax Board (FTB) in the event the student is owed a state tax refund, wins a California Lottery prize or has unclaimed property to be distributed by the State of California Controller's Office. California State Government Code Sections 12419.2, 12419.7, 12419.9, 12419.10 and 12419.11 authorize the Office of the State Controller and the FTB to collect money owed to individuals and then redirect these funds to pay the individuals' debts owed to the agencies/colleges. An additional 25% will be included in the collection amount to cover collection costs.

Students will receive two notifications via mail, one after the semester that the fees are owed and one 30 days prior to the outstanding account being sent to COTOP for collections. Students may dispute the charges by submitting a letter with any supporting documentation to Admissions and Records prior to the deadline in the notification.

## **Student Support Services**

### ***ACCESSIBILITY COORDINATION CENTER AND EDUCATION SUPPORT SERVICES (ACCESS)***

Barstow Community College is committed to providing support services and special classes to students with a disability. ACCESS works with the departments throughout the college to assure the programs and facilities of the college are accessible to every student. ACCESS provides counseling services and reasonable accommodations that equalize educational opportunities for students. For more information, contact Special Programs and Services at (760) 252- 2411 ext. 7225.

### ***ADMISSIONS AND RECORDS***

Admissions and Records admits and registers all students; maintains, retrieves, and distributes student records and transcripts; reports attendance data to appropriate agencies; and provides information to

students, faculty, administrators, and the community. For more information, e-mail [admissions@barstow.edu](mailto:admissions@barstow.edu) or call (760) 252-2411 ext. 7236.

### ***ATHLETICS***

Barstow Community College is a member of the Western State Athletic Conference and the CCCAA (California Community College Athletic Association). The Vikings compete in men's baseball, men's basketball, women's basketball and women's softball.

Students must be actively enrolled in 12 or more units to be eligible for intercollegiate athletics. To be eligible for the second season of a sport, the student-athlete must complete and pass 24 units beginning from the first semester of competition and ending the day before the second season of competition begins, with 18 of those semester units coming from academic classes. Up to 6 semester units can come from Physical Education classes. Students must maintain a minimum cumulative grade point average of 2.0. Interested students should visit our website at [barstowvikings.com](http://barstowvikings.com).

### ***BARSTOW COLLEGE PROMISE***

Beginning in fall 2017, high school seniors from Barstow Unified School District, Baker Valley Unified School District, or Silver Valley Unified School District are eligible to have enrollment fees paid for the first year of attendance at BCC. To apply students must:

- Complete the admissions application
- Participate on live or online orientation
- Complete the assessment test
- Meet with a counselor or advisor to develop an education plan
- Complete the 2017-18 Free Application for Federal Financial Aid (FAFSA) using school code 001119
- Submit the Barstow College Promise Application online at [www.barstow.edu/promise](http://www.barstow.edu/promise)

### ***BOOKSTORE/VIKING SHOP***

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

### ***RETURNS***

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

### ***BOOK BUY BACK***

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

### ***RENTALS***

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

### ***BUSINESS OFFICE***

The Business Office disburses financial aid, payroll checks, processes refund requests, maintains student scholarship accounts, collects fees, fines, and other payments. For other information, (760) 252-2411 ext. 7226.

### ***CALWORKS***

Barstow Community College CalWORKs Program 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 receive essential support services including academic and personal counseling, tutorial services through programs on campus, personal development workshops, work study opportunities and textbook assistance. For more information, contact Special Programs and Services at (760) 252- 2411 ext. 7255.

### ***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. Contact (760) 252-2411 ext. 7351 or visit [www.bcconline.info/forms/counselor\\_update.htm](http://www.bcconline.info/forms/counselor_update.htm) for an appointment.

### ***EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)***

The Extended Opportunity Programs and Services (EOPS) is a state-funded program designed to provide academic support, financial assistance, and encouragement for eligible low income and educationally disadvantaged students. For more information, contact Special Programs and Services at (760) 252- 2411 ext. 7255.

### ***COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)***

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

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

The Viking Grill (college cafeteria) is located in the Norman Smith Center Student Services. For current services and hours of operation, call (760) 252-2411, ext. 7374

### ***INSURANCE***

Applications for voluntary insurance may be obtained from the Office of Student Services. All students are insured to provide benefits for accidental injury during regular attendance at the college, while attending college-sponsored activities and while traveling under college supervision to and from such activities. The benefits are secondary and paid after any valid and collectible benefits provided by other insurance plans

covering a student, and benefits are paid to the limit of the policy only. Call (760) 252-2411 ext. 7309 for additional information.

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

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

### ***STUDENT HOUSING***

Barstow Community College does not maintain student housing.

### ***TEST PROCTORING SERVICES***

Test proctoring services are available at both the Main Campus Computer Commons and the Ft. Irwin Campus Computer Lab. Online course midterms and finals, academic placement tests, and Ability to Benefit (ATB) placement tests are proctored at both campus locations. Typing certificate tests are proctored at the Main Campus. CLEP, DSST, and Pearson VUE Certification Exams are proctored at the Ft. Irwin Campus. Placement tests are required of all first-time college students. See Student Success Steps for exceptions and more information about academic placement tests. For off campus academic placement or ATB test proctoring, please contact the Computer Commons on the main campus. For available test proctoring times or further information, please see <http://www.bcconline.com/orient/labhours.htm> or contact one of the Test Proctoring Centers: Computer Commons, main campus (760) 252-2411 ext. 7288 or by email at [labtech@barstow.edu](mailto:labtech@barstow.edu), or the Fort Irwin staff at (760)252-2411 ext. 7601.

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

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

### ***STUDENT SUCCESS AND EQUITY***

The Student Success and Equity Department is dedicated to supporting BCC's diverse population of students in achieving their academic goals. This department provides assistance for new students in completing the enrollment process, including orientation, assessment and educational planning. Services also include workshops, special events, advising sessions and online student success resources. For more information, call (760) 252-2411 ext. 7702.

### ***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 LAB***

Tutorial services are available free to students interested in strengthening their academic skills in specific subject areas. The Tutorial Services Lab provides: walk-in tutoring services, one-on-one tutoring, group study, a study hall, and online tutoring. To take advantage of these services, a student must be registered in one or more academic courses at Barstow Community College.

To become a peer 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 on receiving tutoring or how to become a tutor, visit the Tutorial Lab or call (760) 252-2411 ext. 7261.

### ***VOCATIONAL AND TECHNICAL EDUCATION (VTEA)***

The VTEA program assists eligible vocational students majoring in any of the following areas: Accounting, Administration of Justice, Automotive Technology, Business, Computer Science, Cosmetology, Diesel Technology, Early Childhood Education, Industrial Maintenance Electrical & Instrumentation, Industrial Maintenance Mechanic Technology, Management, Photography, Warehouse & Logistics and Welding. Students must be BOGW-eligible and enrolled in a qualified vocational class. VTEA provides book loans, transportation assistance, child care assistance, and academic/vocational counseling.

## **Student Life and Associated Student Government**

### ***STUDENT GOVERNMENT AND ACTIVITIES***

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

Student Government at the college is represented by the Associated Student Government (ASG) of Barstow Community College which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Government elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various college-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the decision and policy-making processes of the college.

Student Activities programs at the college provide a rich variety of opportunities to participate in the planning, development, and implementation of a wide variety of educational, cultural, social, and recreational activities. These activities, whether college-wide or sponsored by a variety of special interest clubs and organizations,

ASG and Student Life Office are located in the Food Court area.

### ***STUDENT IDENTIFICATION CARD***

Students are entitled to receive a free photo identification card. The I.D. card can be obtained from Admission and Records. 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 (Monday thru Thursday from 9:00 a.m. to 4:00 p.m.), special arrangements can be made by calling (760) 252-2411 ext. 7374 or at [studentlife@barstow.edu](mailto:studentlife@barstow.edu).

### ***ASSOCIATED STUDENT GOVERNMENT (ASG) FEE***

This optional \$10 membership fee supports a wide range of student services, activities and programs. Each semester when students register for classes, they are automatically assessed a Student Activities fee. The fee is non-refundable once paid, unless the student's class is cancelled. If the student wishes to waive the fee, they must complete the Request for Waiver of Student Activities Fee, obtain the signature of the Director of Student Development and Outreach or the President of the Associated Student Government, and submit the form to Admissions and Records by the published deadline to pay fees each semester. This is a partial listing of the benefits of ASG membership.

- Discount at the Viking Bookstore on textbooks.
- Discounts from local merchants and restaurants.
- Free admission to Barstow Community College sporting events.
- Discounted admission to musical, dance, and theatrical programs.
- For a complete listing of the benefits available, visit the ASG Office.

### ***STUDENT REPRESENTATION FEE***

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

### ***ALPHA GAMMA SIGMA***

Alpha Gamma Sigma, or AGS as it is often called, is the California Community College Scholastic Honor Society. The Greek Letters in the name were selected because they are the initials from Greek words whose meanings represent the motto of AGS: "Add to good character, knowledge, and judgment." ALPHA stands for "Arete" meaning "Excellence," GAMMA stands for "Gnosis" meaning "Knowledge," SIGMA stands for "Sophrosyne" meaning "Wisdom." The purpose of AGS is to foster, promote, maintain, and recognize scholarship. The function of the state organization is to encourage local chapters to develop, in themselves



or in cooperation with other chapters, programs offering cultural, social, or enrichment experiences as part of the total experience of community college students. The state organization annually awards scholarships to members and also encourages chapters to provide opportunities for participation in service activities and to award scholarships of their own.

Temporary membership may be granted to all students entering Barstow Community College and all Life Members of the California Scholarship Federation. In addition, high school graduates who earned a minimum cumulative GPA of 3.5 will be offered a temporary membership in AGS. Continuing membership may be attained by achieving not less than a 3.0 GPA in the previous semester in courses of recognized college standing.

### ***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 3.5 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.

### ***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.

## **Financial Aid & Veterans Services**

### ***FOSTER YOUTH***

Barstow Community College has recognized that current and former foster youth sometimes have greater challenges when beginning college. To help address this potential need, Barstow Community College participates in the Foster Youth Success Initiative (FYSI) program outlined by the state Chancellor's Office.

The goal of the FYSI program is to improve access, retention, completion and transfer rates for current and former foster youth at Barstow Community College. To this end, a Foster Youth (FYSI) Liaison has been established in the Financial Aid Office.

Current and former foster youth qualify for priority registration and should contact the Liaison prior to registering.

Students with a verified foster youth status may qualify for the CHAFEE grant or other programs aimed at assisting current and former foster youth transition into college life. To determine eligibility, current and/or former foster youth students' should meet with the FYSI Liaison in order to complete the necessary applications. For more information, contact the FYSI Liaison by email at [mbond@barstow.edu](mailto:mbond@barstow.edu) or call (760)252-2411 ext.7306.

### ***SCHOLARSHIP PROGRAM***

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

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

### ***VETERANS SERVICES***

Veterans Choice and Accountability Act (VACA)

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

### ***FINANCIAL AID***

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

Students are urged to contact Financial Aid when they register to see if they qualify for any type of financial aid. The office has all necessary forms and will assist students in completing them. It is the responsibility of the Financial Aid Office to ensure that students have the necessary knowledge to seek financial aid. For more information or assistance, contact Financial Aid at (760) 252-2411 ext. 7205 or by email at [finaid@barstow.edu](mailto:finaid@barstow.edu)

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

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

community college students.

**FTSSG (Full-time Student Success Grant):** This state-funded award is awarded in conjunction with the Cal Grant. Cal Grant B & C recipients who maintain full-time enrollment throughout the semester qualify for this grant.

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

**BOGW (Board of Governors Fee Waiver):** The BOGW is a state program that waives enrollment fees for students who are considered residents of California and meet all eligibility requirements. To apply for a BOGW, students should complete the FAFSA by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Over 60% of Barstow Community College students qualify for an enrollment fee waiver. Effective Fall 2016, students are required to meet minimum academic and progress standards adopted by the Board of Governors. Loss of Fee Waiver will occur if a student has two consecutive primary terms (Fall and Spring) of not meeting cumulative Academic (2.0 GPA or above) or Progress standards (more than 50% completion rate).

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

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

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

of 2.0 and are enrolled in at least 6 units. Students are eligible to work up to three years or until they earn their degree (one additional semester is allowed), whichever comes first. Students must maintain acceptable SAP (Satisfactory Academic Progress) status to be eligible. To apply students must complete the FAFSA and submit a work study application to the Financial Aid Office. Those students selected to work in a department will be awarded FWS funds.

**Bookstore Authorizations:** Federal financial aid regulations require schools to provide a method for students to purchase books no later than the end of the first week of class IF the student is eligible for a financial aid disbursement ten days before the first day of class. BCC meets this federal regulation by authorizing bookstore vouchers at the Viking Shop Bookstore.

Students are not obligated to purchase their books from the bookstore, but BCC will not disburse financial aid until the 5th week of the semester. It is the student's responsibility to procure funds for purchasing books before the actual disbursement date if the choice is made to not utilize the bookstore authorization. For more information, view: Disbursing Based on Attending Hours.

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

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

## **ELIGIBILITY**

- To be eligible for federal financial aid, a student must meet the following requirements:
  - Be a United States citizen/national or an eligible non-citizen.
  - Demonstrate financial need.
  - Not have defaulted on any family or student educational loan.
  - Not be in overpayment status on any federal financial aid program.
  - Be enrolled as a regular student in an eligible program.
  - Not receive or plan to receive financial aid at any other institution while attending Barstow Community College.
  - Not to exceed LEU.
  - Be registered with or exempt from Selective Service.
  - Satisfy the Ability to benefit requirement through one of the following:
    - High school diploma
    - General Educational Development (GED) or California Proficiency Certificate
    - Certificate of completion of a high school home- study program if the program is recognized by the student's home state.
    - A student's postsecondary school academic transcript if the student has completed a program of at least two years in length that is acceptable for full credit toward a bachelor's degree.
    - Effective with the 2012-13 award year, new students who do not meet one of the Ability to Benefit requirements above are not eligible for title IV funds.
    - However, students who were enrolled in an eligible educational program of study at a postsecondary institution before July 1, 2012 may continue to be considered Title IV eligible under either the ATB test or 6 credit hour standards.

- Such students can become eligible by passing an approved “ability-to-benefit” test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree.

### **Satisfactory Academic Progress**

SAP is calculated for all students who were considered enrolled (remained in a class beyond the 20 percent point) during the semester. Calculations are cumulative, include all periods of enrollment and all units from transfer institutions that were posted to the student’s BCC transcript, regardless of whether or not financial aid was received. SAP is only calculated at the end of the full term semester. If a student takes short term classes that end prior to the end of the full term, SAP will not be calculated at that time.

### ***Notification***

Students are sent email notices at the end of each semester after SAP is calculated and directed to login to their account to view their newly calculated SAP status. Students may also receive this information in person at the Financial Aid Office.

### ***Components of SAP***

1. Qualitative: Cumulative Grade Point Average is calculated from all grades achieved by a student, not just from one term.
2. Pace: Students must complete 67 percent of cumulative units attempted
3. Maximum Timeframe:
  - Once a student has completed an Associate Degree, aid eligibility will be suspended.
  - Students must complete their declared program of study within 150 percent of the published length of the program. Failure to complete a declared program by the number of allowable units will result in suspension of aid. BCC programs of study and maximum attempted units:
    - Associate Degree – 90 attempted units
    - High Unit Certificate – 27 attempted units
    - Mid Unit Certificate – 18 attempted units
    - Low Unit Certificate – 9 attempted units
  - All English as a Second Language classes and basic skills course work are deducted from the units attempted when determining satisfactory academic progress for maximum time frame.
  - Students’ records will be evaluated to determine if they will be able to complete a degree or certificate within the maximum timeframe allowed. When it is determined the student will not complete the program within the 150 percent credit limit, the student will be suspended from receiving financial aid. The 150 percent maximum credit rule is applicable to students who change their majors or pursue double majors and second degrees.

### ***Grades, Course Withdrawals, Incompletes, and Repetitions***

Passing grades include A, B, C, D, and P (Pass). The following grades are considered attempted but not completed or passing credits: F, NP (No Pass), W (Withdrawal), I (Incomplete), IP (In Progress – course has not yet ended), and RD (Report Delayed – course has ended but grade not yet reported). If a student completes zero credits in a term for which financial aid was received, the student may

owe a financial aid repayment.

Withdrawals before 20 percent of the semester will not count in attempted or completed units when calculating SAP. Withdrawals after 20 percent of the semester will count as attempted, but not completed and will adversely affect the Pace component of SAP.

Incompletes are granted in rare extenuating circumstances by instructors. Instructors are required to indicate the grade the student will earn if missing work is not submitted by the deadline. Incomplete grades are tracked as:

- IB – equal to a B grade
- IC – equal to a C grade
- ID – equal to a D grade
- IF – equal to an F grade
- INP – equal to a “No Pass” for pass/no pass classes

Incompletes of IF or INP will be treated as failing the class and will count as attempted, but not earned. All other classes will act as attempted and earned. An incomplete will not calculate into the GPA so will only have an impact on Pace.

A student may receive financial aid for a repeated class under these conditions:

- Until the student receives a passing grade for a non-completed or non-passed class (F,NP)
- Once for a previously passed class

Credits taken at another institution that are officially accepted toward the student’s degree or certificate will be used in the calculation of SAP standing.

Non-Traditional Credits (such as AP, CLEP, Credit by Exam, and Military Equivalencies) that are accepted for credit will not be used in the calculation of SAP standing, but will be counted in the calculation of the 150 percent maximum timeframe credit limit for financial aid.

### ***Financial Aid Good Standing***

Student has a cumulative GPA of 2.0 or higher, student is completing 67 percent of all attempted credits each term, and student is able to graduate within 150 percent maximum timeframe limit.

### ***Financial Aid Warning***

Student’s cumulative GPA dropped below a 2.0, and/or student did not complete 67 percent of all attempted credits in a term, and student is able to graduate within 150 percent maximum timeframe limit. A student is able to receive financial aid while on financial aid warning status, but must meet SAP standards during that term of enrollment to remain eligible for subsequent financial aid.

### ***Financial Aid Suspension***

Student did not meet SAP standards while in Financial Aid Warning or Financial Aid Probation status, or it is determined that the student will not be able to graduate within 150 percent maximum timeframe limit, or a student in Financial Aid Academic Plan status fails to follow the plan. Student is not eligible to receive financial aid while on Financial Aid Suspension.

### ***Financial Aid Probation***

This status is only granted upon the approval of a Financial Aid SAP Appeal. Student may receive financial aid for one term but must meet SAP standards by the end of that term to remain eligible for subsequent financial aid.

### ***Financial Aid Probation with Academic Plan***

Student fails to meet SAP standards for the term in which the student is on Financial Aid Probation. This status is only granted upon the approval of a Financial Aid SAP Appeal with the condition the student follows an academic plan. The student is eligible to receive financial aid as long as the student continues to follow that academic plan.

### ***Reestablishing Aid Eligibility***

Students may reestablish aid eligibility, if they are able to complete their program of study within 150 percent of the length of the program, after suspension by meeting SAP qualitative (2.0 cumulative GPA) and pace progression (completion of 67 percent of units attempted). Once eligibility is reestablished the student will receive aid.

Students who appealed due to program completion or maximum timeframe who did not meet the academic plan requirements will remain terminated and cannot regain aid eligibility or submit further appeals.

### ***Appeal Procedures***

A student may appeal for failure to meet satisfactory academic progress.

The appeal form can be downloaded from the Financial Aid Office's website. The student is responsible for providing sufficient information in the written statement to substantiate the existence of extenuating circumstances. Additionally, the student statement must address what steps will be taken to prevent a similar circumstance in the future.

The Financial Aid Office will review the appeal. The appeal process is final and cannot be appealed further unless the student meets the following criteria:

In the semester denied, the student must demonstrate academic success by:

- a) Completion of 9-12 degree applicable, letter graded units with a 3.0 semester GPA, or
- b) Completion of 15 degree applicable, letter graded units with a 2.5 semester GPA

Those completed units must be degree applicable to the educational objective as indicated on the student's most recent Student Educational Plan as determined by an academic counselor.

Students must make a request for consideration of this exception to the Financial Aid Office prior to any published Satisfactory Academic Progress deadlines for the term.

A student may appeal for exceeding the maximum time period. The form can be downloaded from the Financial Aid Office website. The student is responsible for providing sufficient information in the written statement to substantiate the existence of extenuating circumstances. Additionally, the student statement must address 1) why the student has exceeded the maximum number of units and 2) include a timeline for educational goal achievement.

The Financial Aid Office will review the appeal. The appeal process is final.

#### **TITLE IV REFUNDS**

Federal regulations assume that students earn financial aid over the course of a term by attending and participating in classes. Students cannot earn all funds unless attendance and class participation is maintained for more than 60 percent of the term. The calculation counts all calendar days including the first and last day of each term, weekends and holidays. "No passed classes" is defined as W, NP, F, and drops.

#### ***Calculation of the Amount of Title IV Assistance Earned***

The portion of Pell and SEOG, which must be returned to the financial aid accounts will be based on:

- Date of withdrawal as determined by the college based on one of the following:
  - The date the student officially withdrew, or
  - The date the instructor officially dropped the student, or
  - The midpoint of the term, if an unofficial withdraw, or
  - A date documented by the college

#### ***Withdrawal Date***

BCC is required to take attendance for online and Cosmetology courses. The last date of attendance for all online courses will be the last date of substantial interaction as determined by the learning management system. The last date of attendance for Cosmetology students will be the last reported date of attendance by the instructor.

BCC is not required to take attendance for all other courses and the withdrawal date will either be the date the student officially withdrew from classes or the mid-point of term/module for unofficial withdrawals.

- Percentage of the enrollment period earned:
  - Divide the number of days attended by the number of days in the term (including weekends and holidays).
- Courses at BCC are offered as either full term courses (18 weeks) or in modules (2 nine week sessions within the full term). Students enrolled in a combination of classes that meet for the entire 18 weeks will have the calculation based on the total number of days in the term. Students enrolled in one module will have their calculation based on the total number of days in the module.
- Calculation of the portion of financial aid earned up to the 60 percent point in time:
  - Subtract the percentage earned from 100 to determine the percentage unearned.
  - If withdrawal occurs after the 60 percent date, all of the financial aid received will have been earned and no refund will be required.
- Multiply the total federal financial aid by the calculated percentage unearned. This reflects the total amount of unearned federal aid.
- Subtract the unearned amount of institutional costs from the total amount of unearned aid, and this will equal the amount of federal financial aid the student will be responsible for repaying. Students will be notified by mail of the portion of unearned aid the school will refund from institutional costs and the portion the student will be responsible to pay. Students will have 30 days to repay the full amount shown. Failure to pay will result in the balance being turned over to collections.



Unearned financial aid will be applied in the following order to Pell Grant and then to the Federal Supplemental Educational Opportunity Grant. Nor more than 50 percent of the amount received by the student will be required to be returned.

If after calculation it is determined that a student has earned more aid than they have received, the student will be notified and given the option of receiving the refund. The refund will be issued after the student submits the Post Withdrawal Disbursement Notification.

Policies are applied to all students receiving Title IV (Federal Student Aid) funds.

### ***Financial Consequences of Financial Aid Overpayments***

A financial aid overpayment may occur as a result of additional resources, such as scholarships, tuition waivers, agency benefits, or third party payments. In addition, a financial aid overpayment may occur due to dropped classes. In these cases, your financial aid may be reduced.

## **Student Rights and Responsibilities**

### **ACADEMIC ACCOMMODATION**

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

### **COMPUTER USE**

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

### **CRIME AWARENESS AND CAMPUS SECURITY**

Barstow Community College is committed to a safe and secure work and learning environment. Information concerning occurrences of criminal and non-criminal acts for which records are required to be kept under the Crime Awareness and Campus Security Act of 1990 (as amended) and Education Code Section 67380 is published [www.barstow.edu/Pdf/AbtBCC/Admin\\_Services/clery15.pdf](http://www.barstow.edu/Pdf/AbtBCC/Admin_Services/clery15.pdf).

## **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.

### **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.

## **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 Human Resources (760) 252-2411 ext. 7277.

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

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

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to: Office for Civil Rights, Region IX, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105 or [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

## **PROHIBITION HARASSMENT POLICY**

The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following: age, race, color, religion, ancestry, national origin, disability, gender, sexual orientation, or the perception that a person has one or more of the foregoing characteristics. Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

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

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

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

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

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

## **STUDENT CONDUCT**

A student admitted to Barstow College has an obligation to conduct him/herself in a manner compatible with the social and educational functions of this institution. District President, or his or her designee, shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of federal and state laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The procedures shall be made widely available to students through the college catalog and other means. With regard to disciplinary action, all students shall be entitled to due process in accordance with Education Code Sections 66017 and 76037, and Board Procedure 5800.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the District President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or 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 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 College "Computer Use Contract."
30. Responsibility:
  - a. The Superintendent/President is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, refer to Administrative Procedure 5520, which will deal with matters of student discipline and student grievance.
  - b. The Vice President of Student Services will be responsible for the overall implementation of procedures which are specifically related to all non-academic, student related matters contained in Administrative Procedure 5520.
  - c. The Vice President of Academic Affairs will be responsible for the overall implementation of procedures which are specifically related to academic, student related matters contained in the Administrative Procedure 5520
  - d. The Associate Vice President for Human Resources will be responsible for the overall implementation of procedures which are specifically related to the prohibition of discrimination and harassment contained in Administrative Procedure 3430.

## **STUDENT GRIEVANCES**

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

information or a copy of the Student Rights and Grievance Policy and related procedures, contact the Office of Student Services.

### **STUDENT RECORDS AND PRIVACY RIGHTS**

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

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

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

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

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

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of Barstow Community College to make available its completion and transfer rates to all current and prospective students. Information about Student Right-to-Know rates for Barstow Community College and how they can be interpreted is published in the Student Handbook and can also be found at the California Community Colleges’ web site, “Student Right-to-Know Information Clearinghouse,” located at <http://srtk.cccco.edu>.

### **TITLE IX POLICY**

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

### **TRAFFIC AND PARKING REGULATIONS**

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

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

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

### **VOTER REGISTRATION**

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

## **Academic Standards**

### **ACADEMIC FREEDOM**

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

### **ACADEMIC HONESTY**

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

### **ATTENDANCE**

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

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

It is extremely important to arrive to classes on time so as to not interrupt class. Check the course syllabus for each instructor's policy. If there isn't a notice on the classroom door, and if no administrative representative appears to advise you of changed location or otherwise, it is generally required for you to wait 15 minutes. If no one shows at that point, contact the Academic Affairs Office.

### **ATTENDANCE AT FIRST CLASS MEETING**

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

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

### **CLASS SCHEDULE**

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

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

### **COURSE OFFERINGS**

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

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

### **FIELD TRIPS**

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

### **COOPERATIVE WORK EXPERIENCE EDUCATION**

Cooperative Work Experience Education is a process of education which combines work experience with regular college instruction as an integral part of the community college curriculum. It is called Cooperative



Work Experience because it is dependent upon employers and educators cooperating to form a more complete design to develop skills and knowledge to improve self-understanding by integrating classroom study with planned, supervised work experience.

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

### **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.

A fee equivalent to the current per unit charge will be assessed for each examination administered. The credit by examination petition is available from a counselor.

Credit by Examination may be obtained by the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

#### ***Requirements for Credit by Examination***

- A student may petition to be examined only in subjects currently offered in the catalog and addendum and for which the student has not previously earned a grade or is currently enrolled.

- No student may earn more than 25 units toward graduation or more than 15 units in a single semester via credit by examination.
- A student must select the grading mode (if the Pass/No Pass option is available) prior to taking the exam.
- Units earned through Credit by Examination cannot be used to meet the 12 unit residency requirement for an associate degree.
- A fee equivalent to the per-unit charge will be assessed for each examination administered by the college.

### ***Procedures for Administering Examinations***

Students must meet with a counselor to initiate the credit by exam process, and complete the petition form.

The examination is to be prepared by a faculty member in the discipline of the course being challenged and administered to the student by this instructor. The examination is graded by the faculty member who prepares it and the results of the examination are reported to Admissions and Records for processing.

### **TRANSFER OF CREDIT FROM OTHER COLLEGES**

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

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

- Students must register in a minimum of 6 units with Barstow Community College before requesting evaluation of official transcripts or MOS (military occupational specialty).
- All classes will be evaluated and posted.

Students may clear prerequisites without submitting official transcripts by submitting the Prerequisite Validation Form to Admissions and Records.

### **CREDIT FOR FOREIGN SCHOOLS**

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

### **CREDIT FOR MILITARY SERVICE**

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

### **CREDIT FOR TEST EQUIVALENCIES**

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

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

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

# Advanced Placement

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

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

\*NEC (No Equivalent Course)

# CLEP Credit

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

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

\*NEC (No Equivalent Course)

## **DANTES Credit (DSST)**

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

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

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

## LIMITS ON REMEDIAL COURSEWORK

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

## GRADING SYSTEM

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

The following symbols shall be used:

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

**PASS / NO PASS (P/NP):** Petitions to be graded on a “P” / “NP” basis must be submitted to Admissions

and Records prior to 30% of class meetings.

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

### **GRADE POINTS**

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

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

### **GRADE POINT AVERAGE**

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

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

### **GRADE NOTIFICATION**

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

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

### **TRANSCRIPTS**

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

Students may request transcripts online at [www.barstow.edu/Transcripts](http://www.barstow.edu/Transcripts). Transcripts requested online are \$6.50. When requested online, transcripts are typically mailed within 3 business days. Transcript charges are due and payable at the time of the request. Official sealed transcripts are sent to colleges, employers, government, or other agencies. Unofficial transcripts are available for student use and may be obtained online or from a counselor.

### **GRADE CHANGES**

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



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

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

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

### **INSTRUCTOR OFFICE HOURS**

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

### **STUDENT HONORS**

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

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

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

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

### **PROBATION**

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

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

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

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

**NOTIFICATION OF PROBATION STATUS:** A student who is subject to academic or progress probation shall be notified in writing at the end of the semester in which the probation status is calculated.

**REMOVAL FROM PROBATION:** A student on academic probation shall be removed from probation when the student's cumulative GPA is 2.0 or higher. A student on progress probation shall be removed from probation when the cumulative percentage of entries of "W," "FW," and "NP" no longer exceeds 50%.

**DISMISSAL:** A student who is on academic probation shall be subject to dismissal if the student has not earned a minimum cumulative grade point average of at least 2.0 in all units attempted at Barstow Community College in two consecutive semesters. A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units enrolled for which entries of "W," "FW," and "NP" are recorded in two consecutive semesters reaches or exceeds 50%.

- **NOTIFICATION OF DISMISSAL:** A student who is subject to dismissal shall be notified in writing at the end of the semester in which the dismissal status was calculated.
- **APPEAL OF DISMISSAL:** First Dismissal Status: The student must meet with a counselor prior to the Friday before classes begin to be readmitted and continued on probation. If the student fails to meet with a counselor prior to the Friday before classes begin, the student will be dismissed and administratively dropped from any classes for which enrollment has occurred for the upcoming semester.
- **SUBSEQUENT DISMISSAL STATUS:** If a student has previously been continued on probation after dismissal, but does not make significant academic progress, the student will be dismissed. If the student feels that acts exist that warrant an exception to the dismissal action, the student must file a written petition to Admissions and Records within one week after the dismissal letter is mailed. Petitions will be reviewed by the Academic Exceptions Committee.

### **COURSE REPETITION**

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

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

recorded. Student permanent records shall reflect all work attempted so that the student's transcripts are a true and complete academic record. Students must submit the Petition to Repeat a Class form found online at [www.barstow.edu/Pdf/RepeatPetition.pdf](http://www.barstow.edu/Pdf/RepeatPetition.pdf).

**ACADEMIC RENEWAL (without course repetition)**

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

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

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

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

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

# Degrees & Transfer Programs

Barstow Community College offers the following degrees:

## **Associates of Arts/Associates of Science - Non – Occupational**

AA – Social Science  
AA – Humanities  
AS – Natural Science & Math  
AS – Physical Education

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

AS – Accounting  
AS – Administration of Justice  
AS – Automotive Technology  
AS – Business  
AS – Child Development  
AS – Cosmetology  
AS – Diesel Technology  
AS – Industrial Maintenance Mechanical Technology  
AS – Industrial Mechanical Electrical and Instrumentation Technology  
AS - Management  
AS – Photography  
AS – Supply Chain Management (formerly Warehouse/Logistics)  
AS – Welding

## **Associates Degrees for Transfer**

AST – Administration of Justice  
AAT – Art History  
AST – Business Administration  
AST – Early Childhood Education  
AAT – English  
AAT – History  
AAT – Political Science  
AAT – Psychology  
AAT – Sociology

## **CATALOG RIGHTS**

Degree requirements may change from one catalog to the next. Students have the right to graduate under the terms of any of the catalogs that are published while in continuous enrollment, prior to eligibility for graduation. Continuous enrollment is defined as attendance in at least one semester within an academic year. A student who has a break in attendance must use the catalog that is in effect at the time of readmission or a subsequent catalog for the period of continuing enrollment. If a student's major includes course work that has been discontinued, the student must petition the Academic Exceptions Committee through a counselor for the authorization of course substitutions.

# Degrees & Transfer Programs

## **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/Physical Education) or 20 units (Natural Science/Math) in the chosen program of study, specified units in general education, competency requirements, and any remaining units in elective course work.

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

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

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

- Grade of “P” in READ 102
- Satisfactory reading assessment test score
- Grade of “C” or better in ENGL 1A
- Grade of “C” or better in 9 units of general education course work: Natural Sciences– 3 units, Social and Behavioral Sciences–3 units and Humanities–3 units (except participatory courses such as ARTS 7, 9, 16, 17, 18, 19; MUSI 5A, 5B, 5C, 6A, 6B, 6C, 7, 8A, 8C, 8D, 12A, 12B, 12C; all PHOT courses; TART 1, 4, 5, 5B, 5C, 5D, 6, 12, 13
- Basic Skills Proficiency: must complete basic skills area with a grade of “C” or better.
- Math skills: Math 55 or higher
- Written communications: English 1A
- Oral communications: Speech 1, 3

**Course Limitations:** Students should be aware that MATH 101; READ 100, 101, 102; ENGL 101, 102 and all ESL courses 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. Students must have completed or be registered in all courses needed for graduation when petitioning. The deadline for petitioning for graduation is posted online at [www.barstow.edu/Student-Services-Graduation.html](http://www.barstow.edu/Student-Services-Graduation.html).

## **COMMENCEMENT**

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

## **MULTIPLE DEGREES**

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

- Completion of additional major requirements for the subsequent degree.
- Courses used to fulfill general education requirements for the first degree will fulfill general education requirements for subsequent degree; however, additional electives must be completed to fulfill the required number of units for the subsequent degree (18 units or more are required for AA and 20 units are required for AS)
- For Associate Degree for Transfer (ADT's), students must complete the remaining major requirements and CSU GE Breadth for the specific major of the subsequent degree.

# Associate Degree Requirements - Non-Occupational

Designed for students who may plan to transfer. However, 1) completion of an associate's degree does not guarantee admission into another college or university and 2) admissions requirements for intended receiving institutions may vary. Therefore, it is the student's responsibility to ensure that all requirements are fulfilled prior to transferring. It is critical to meet with a counselor to discuss educational goals early in a student's academic career to select coursework that will help to achieve all stated goals. In general, adherence to the IGETC or CSU GE Breadth pattern is a good program to follow if intending to transfer into a baccalaureate program. In addition to the General Education requirements listed below students are also required to complete a minimum of 18 units in the area of emphasis for the **Associate of Arts in Humanities, Associates of Arts in Social Science, Associates of Science in Physical Education** degrees and a minimum of 20 units in the area of emphasis for the **Associate of Science in Natural Science/Math** degree.

<b>Natural Sciences - Complete one course from each</b>	<b>6 Units</b>
<b>Biological</b> - ANTH 3; BIOL 1, 2(L), 4(L), 5(L), 8(L), 10, 10L, 11; GEOL 4; OCEA 1; PSYC 11	
<b>Physical</b> - ASTR 1, ASTR 1L, CHEM 1(L), GEOL 1L, 2, 3(L), 5(L); GEOG 1(L), 4, OCEA 1; PHSC 1(L), PHSC 2	
<b>Social Sciences - Complete two courses in different areas (minimum 3 units each)</b>	<b>6 Units</b>
ADJU 1, 2, 3, 5, 8; ANTH 1, 4; ARCH 1; BADM 1, 2, 5; BIO 11; CHLD 4, 6; ECON 1, 2, 5; ETHN 1, 2, 4; GEOG 1,2; HIST 1A, 1B, 2A, 2B, 3, 4, 5, 7, 8A, 8B, 12; PELC 1; POLI 2, 3; PSYC 1, 2, 3,4, 5, 6, 11, 12, 13, 14, 15, 33; SOCI 1, 2, 3,4, 6, 8, 12, 14, 15	
<b>Humanities - Complete two courses in different areas (minimum 3 each)</b>	<b>6 Units</b>
ARTS 1, 2, 3, 7, 9, 10, 13A, 16, 1718ABC; 19; ENGL 1B, 2, 3, 4, 5, 6, 11, 12, 12B; HIST 1A, 1B, 8A, 8B; HUMA 1, 2, 3,4, 5,6; MUSI 2-7,8ACD, 12ABC; PHIL 1, 2, 3, 4, 5, 6, 7; PHOT 1A, 1B, 2A, 2B; RLGS 1, 5, 10; SPAN 1A, 1B, 2A; TART 1- 6, 12, 12BC, 13, 13BCD	
<b>American Institutions and Ideals</b>	<b>3 Units</b>
POLI 1	
<b>Communication (Requires C grade)</b>	<b>3 Units</b>
SPCH 1, 3	
<b>English (Requires C grade)</b>	<b>3 Units</b>
ENGL 1A	
<b>Lifelong Learning - Complete one course</b>	<b>3 Units</b>
BIOL 11; CHLD 4; HEAL 1, 2, 7; HOME 2; ORIE 1; PSYC 3,4, 5, 6, 11, 14; SOCI 14	
<b>Mathematics ( Requires C grade) - Complete one course</b>	<b>3 - 5 Units</b>
MATH 55, 1, 2, 3, 4A, 4B, 4C, 5	
<b>Orientation</b>	<b>0 - 3 Units</b>
ORIE 1 or PSYC 5 (May be waived with official transcripts transferring 15+ semester units)	
<b>Physical Education</b>	<b>2 - 4 Units</b>
One unit must be from any PE activity courses or ATHL courses. And the following units can be met by any PE activity courses or ATHL courses; AHLT 51, 63, 64 or valid/current American Heart Association or American Health and Safety Institute CPR and ARC or AHS First Aid Care; HEAL 2; PELC 1, 2, 3; MUSI 4ABCD, 5ABC, 6ABC, 7, 8ACD	
<b>U.S. History</b>	<b>3 Units</b>
HIST 2A, 2B or 4	

## ASSOCIATE OF ARTS, HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves and responded to the world around them in artistic and cultural creation. This program requires 18 units in Humanities including a minimum of 3 units in at least three different departments from the list below.

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

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

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

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

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

### Minimum of 6 courses and 18 Units from the following

#### ARTS

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

#### ENGLISH

ENGL 1A, 1B, 1C, 2, 3, 4, 5, 6, 7, 11, 12, 12B

#### HISTORY

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

#### HUMANITIES

HUMA 1, 4, 5

#### MUSIC

MUSI 2, 3, 4, 4B, 4C, 4D, 5A, 5B, 5C, 6A, 6B, 6C, 7, 8, 8A, 8C, 8D, 12A, 12B, 12C

#### PHILOSOPHY

PHIL 1, 2, 3, 4, 5, 6, 7

#### PHOTOGRAPHY

PHOT 1C, 2A, 2B, 9

#### RELIGIOUS STUDIES

RLGS 1, 5, 10

#### SPANISH

SPAN 1A, 1B

#### SPEECH

SPCH 1, 3

#### THEATRE ARTS

TART 1, 2, 3, 4, 5, 6, 12, 13, 13B, 13C, 13D

**MINIMUM UNITS REQUIRED IN MAJOR** 18

**GENERAL EDUCATION COURSEWORK** 27

**MAJOR ELECTIVES** 15

**TOTAL UNITS REQUIRED (MINIMUM)** 60



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

These courses emphasize the study of humankind and the individual as viewed within a historical, sociological, and psychological perspective. Students will evaluate and interpret the ways in which individuals through the ages and in different cultures respond to themselves and the world around them within past, present, and future contexts.

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

### **Program Outcomes:**

- Upon completion of the Social Sciences AS Program, the student will be able to do the following.
- Evaluate and interpret the ways in which individuals through the ages and in different cultures respond to themselves and the world around them within past, present, and future contexts. (Global Awareness)
- Analyze/identify the relationship between themselves and the various social, political, and/or economic institutions. (Critical Thinking)
- Read, interpret, comprehend, and apply the theories of social sciences.

### **Minimum of 6 courses and 19 Units from the following**

#### **ADMINISTRATION OF JUSTICE**

ADJU 1, 2, 3, 5, 8

#### **ANTHROPOLOGY**

ANTH 1, 4

#### **BIOLOGY**

BIOL 11

#### **BUSINESS ADMINISTRATION**

BADM 1, 2, 5

#### **CHILD DEVELOPMENT**

CHLD 4, 6

#### **ECONOMICS**

ECON 1, 2, 5

#### **ETHNIC STUDIES**

ETHN 1

#### **GEOGRAPHY**

GEOG 2

#### **HISTORY**

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

#### **PHYSICAL EDUCATION**

PELC 1, 2, 3, 5

#### **POLITICAL SCIENCE**

POLI 1, 2, 5

#### **PSYCHOLOGY**

PSYC 1, 2, 3, 4, 5, 6, 11, 12, 13, 15, 33

#### **SOCIOLOGY**

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

#### **STUDENT DEVELOPMENT**

SDEV 1

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>18</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>MAJOR ELECTIVES</b>	<b><u>15</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, NATURAL SCIENCE & MATH**

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

### **Program Outcomes:**

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

### **Minimum of 6 courses and 20 Units from the following**

#### **MATH**

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

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

#### **BIOLOGY**

ANTH 3; BIOL 1, 2(L), 4(L), 5(L), 8(L), 10, 10L, 11; GEOL 4; OCEA 1; PSYC 11

#### **PHYSICAL SCIENCE**

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

#### **EARTH SCIENCE**

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

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

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

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>20</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>MAJOR ELECTIVES</b>	<b><u>13</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, PHYSICAL EDUCATION**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
BIOL 10	3
BIOL 10L	1
HEAL 2/HOME 2	3
AHLT 51	.5
PELC 1/PSYC 13	3
PELC 2	3
PELC 3	1.5
PELC 5	3
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>18</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>15</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

# Associate Degree Requirements - Occupational

This degree option is designed for non-transfer, occupational major only. Under this plan, a student may earn an Associate of Science degree in one of the following majors: Accounting, Administration of Justice, Automotive Technology, Business, Child Development, Cosmetology, Diesel Technology, Industrial Maintenance Mechanical Technology, Industrial Mechanical Electrical & Instrumentation, Management, Photography, Warehouse/Logistics and Welding.

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

Natural Sciences - Complete one course	3 Units
ANTH 3; ASTR 1, 1L; BIOL 1, 2(L), 4(L), 5(L), 8(L), 10, 10L, 11; CHEM 1(L); GEOL 1L, 2, 3(L), 4, 5(L); GEOG 1(L), 4, OCEA 1; PHSC 1(L), 2; PSYC 11	
Social and Behavior Sciences - Complete one course	3 Units
ADJU 1, 2, 3, 5, 8; ANTH 1, 4; ARCH 1; BADM 1, 2, 5; BIO 11; CHLD 4, 6; ECON 1, 2, 5; ETHN 1, 2, 4; GEOG 1,2; HIST 1A, 1B, 2A, 2B, 3, 4, 5, 7, 8A, 8B, 12; PELC 1; POLI 2, 3; PSYC 1, 2, 3,4, 5, 6, 11, 12, 13, 14, 15, 33; SOCI 1, 2, 3,4, 6, 8, 12, 14, 15	
Humanities - Complete one course	3 Units
ARTS 1, 2, 3, 7, 9, 10, 13A, 16, 17, 18ABC; 19; ENGL 1B, 2, 3, 4, 5, 6, 11, 12, 12B; HIST 1A, 1B, 8A, 8B; HUMA 1, 2, 3,4, 5,6; MUSI 2-7,8ACD, 12ABC; PHIL 1, 2, 3, 4, 5, 6, 7; PHOT 1A, 1B, 2A, 2B; RLGS 1, 5, 10; SPAN 1A, 1B 2A; TART 1- 6, 12, 12BC, 13, 13BCD	
Activity - Complete one area	2 - 4 Units
One unit must be from any PE activity courses or ATHL courses. And the following units can be met by any PE activity courses or ATHL courses; AHLT 51, 63, 64 or valid/current American Heart Association or American Health and Safety Institute CPR and ARC or AHS First Aid Care; HEAL 2; PELC 1, 2, 3; MUSI 4ABCD, 5ABC, 6ABC, 7, 8ACD	
American Institutions - Complete one course	3 Units
POLI 1, HIST 2A, 2B, 4	
Communication (requires C grade) - Complete one course	3 Units
SPCH 1, 3	
Computer Literacy - Complete one requirement	0 - 1 Unit
* Any one or more unit course in CBIS or CSIS. * Equivalency credit through ACE, PONSI or other national certification program(s). * Credit by examination. * Demonstrated ability equivalent to any CBIS course.	
English (requires C grade)	3 Units
ENGL 1A	
Mathematics (requires C grade)	3 – 5 Units
MATH 55, 1, 2, 3, 4A, 4B, 4C, 5	
Orientation	0 - 3 Units
ORIE 1 or PSYC 5 (May be waived with official transcript transferring 15+ semester units.	

## **ASSOCIATE OF SCIENCE, ACCOUNTING**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ACCT 1A	3
ACCT 1B	3
ACCT 4	3

### **MAJOR ELECTIVE REQUIREMENTS**

Select at least 4 courses (12 additional units) from the following courses: ACCT 5, 68; BADM 1, 19; CSIS 1; ECON 1, 2; CBIS 40.

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>21</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>12</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## ASSOCIATE OF SCIENCE, ADMINISTRATION OF JUSTICE

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

### Program Outcomes:

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ADJU 1	3
ADJU 2	3
ADJU 3	3
ADJU 4	3
ADJU 5	3
ADJU 6	3
ADJU 7	3
ADJU 8	3
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>24</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>09</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, AUTOMOTIVE TECHNOLOGY**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
AUTO 51A	4
AUTO 52	4
AUTO 53	4
AUTO 54	4
AUTO 55	4
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>20</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>13</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, BUSINESS**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ACCT 1A	3
ACCT 1B	3
BADM 1	3
ECON 1	3
ECON 2	3

### **MAJOR ELECTIVE REQUIREMENTS**

Select at least 4 courses (12 additional units) from the following courses: ACCT 4; BADM 2, 19, 51; CBIS 40, 41, 42, 43; MGMT 7

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>15</b>
<b>MAJOR ELECTIVES</b>	<b>12</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>06</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>



## **ASSOCIATE OF SCIENCE, CHILD DEVELOPMENT**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CHLD 4/PSYC 4	3
CHLD 6/SOCI 6	3
CHLD 9	3
CHLD 11A	3
CHLD 14	3
CHLD 20	3
CHLD 25	3
CHLD 49	4

### **MAJOR ELECTIVE REQUIREMENTS (8 UNITS)**

See Certificate Level II for options

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>25</b>
<b>MAJOR ELECTIVES</b>	<b>08</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b><u>27</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, COSMETOLOGY**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
COSM 50A	6
COSM 50B	6
COSM 50C	6
COSM 51A	6
COSM 51 B	6
COSM 51C	6
COSM 52	6
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>42</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b><u>27</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>69</b>

## **ASSOCIATE OF SCIENCE, DIESEL TECHNOLOGY**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
AUTO 63	4
AUTO 64	4
AUTO 65	4
AUTO 67	4
AUTO 70	4
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>20</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>13</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

# **ASSOCIATE OF SCIENCE**

## **INDUSTRIAL MAINTENANCE ELECTRICAL & INSTRUMENTATION**

This case of study prepares students for entry level positions in industry and service occupations requiring skills in Industrial Maintenance Electrical & Instrumentation.

### Program Level Outcomes

1. Students will be able to apply the skills necessary to implement electrical circuits following the National Electrical Code (NEC) guidelines.
2. Students will be knowledgeable about the required materials of trade and have the ability to install them properly.
3. Students will have the skills necessary to potentially receive industry recognized certifications in a variety of crafts.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IMMT 60	1
IMMT 62	1
IMMT 64	1
IMMT 66	1
IMMT 68	1.5
IMMT 69	1.5
IMMT 80A	2
IMMT 80B	1
IMMT 80C	1
IMMT 80D	2
IMMT 80E	2
IMMT 80F	2
BCCT 54	1
ELCT 70A	1
ELCT 70B	1
ELCT 70C	2
ELCT 70D	1
ELCT 70E	1

### **MAJOR ELECTIVE REQUIREMENTS**

Select 11 units from the following courses: WELD 50, 51, 52, 53, 54, 55, 56, 57; ELCT 72A, 72D; IMMT 70, 71, 73, 74, 75, 76, 77; BCTT 50A, 50B, 50C, 60A, 60B, 60C; CBIS 17, 40, 41, 42, 43, 60, 65; CSIS 1

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>24</b>
<b>MAJOR ELECTIVES</b>	<b>11-12</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b><u>27</u></b>
 <b>TOTAL UNITS REQUIRED (MINIMUM)</b>	 <b>62-63</b>

# **ASSOCIATE OF SCIENCE**

## **INDUSTRIAL MAINTENANCE MECHANIC TECHNOLOGY**

This course of study prepares students for entry level positions in industry and service occupations requiring skills in Industrial Maintenance Mechanics. This program is based on nationally recognized industry standards.

### **Program Outcomes**

1. Students will demonstrate use of tools and equipment commonly used in the trade.
2. Students will demonstrate the ability to use scribing and quantitative skills pertaining to a basic layout on the jobsite.
3. Students will be able to work with various types of piping, valves and perform basic hydrostatic and pneumatic testing on the jobsite.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IMMT 60	1
IMMT 62	1
IMMT 64	1
IMMT 66	1
IMMT 68	1.5
IMMT 69	1.5
IMMT 70	1
IMMT 71	1
IMMT 73	1
IMMT 74	1
IMMT 75	2
IMMT 76	1
IMMT 77	2
ELCT 70A	1
ELCT 70B	1
ELCT 70C	2
ELCT 70D	1
ELCT 70E	1

### **MAJOR ELECTIVE REQUIREMENTS**

Select 11 units from the following courses: WELD 50, 51, 52, 53, 54, 55, 56, 57; IMMT 80A, 80B, 80C, 80D, 80E, 80F; BCTT 50A, 50B, 50C, 60A, 60B, 60C; CBIS 17, 40, 41, 42, 43, 60, 64, 65, 74, 77; CSIS 1

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>22</b>
<b>MJOR ELECTIVES</b>	<b>11</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b><u>27</u></b>

<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>
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## **ASSOCIATE OF SCIENCE, MANAGEMENT**

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

### **Program outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
MGMT 1	3
MGMT 3	3
MGMT 5	3
CBIS 13	3

### **MAJOR ELECTIVE REQUIREMENTS**

Select 9 units from the following courses: ACCT 1A, 1B, 4; BADM 1, 2, 6, 19; ECON 1, 2; MGMT 4, 6; CBIS 40, 41, 42, 43, 66

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>21</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>12</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, PHOTOGRAPHY**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
PHOT 1A	4
PHOT 1B	4
PHOT 1C	4
PHOT 2A	4
PHOT 2B	4
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>20</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>13</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE OF SCIENCE, SUPPLY CHAIN MANAGEMENT**

The Associate in Science, Supply Chain Management (formerly Logistics/Warehouse) is designed for people working the fields of supply chain management (logistics and/or operations management) with a desire to expand their knowledge of the industry. The degree is also applicable for persons with an interest to enter the industry with knowledge that will rapidly lead to expanding responsibilities.

### **Program Learning Outcomes**

1. Acquire the basic and in-depth knowledge and skills required in their profession.
2. Apply and refine their technological knowledge and skills in leadership, critical thinking, problem solving, decision-making, teamwork processes, and project management to solve novel, ambiguous, and routing problems.
3. Integrate their knowledge of technological, social, organizational, and value systems to improve the creation and application of technological solutions.
4. Contribute to the improvement of their professions and society through the discovery, application, integration, and assessment of technological capability.
5. Anticipate and fulfill their need for new knowledge and capabilities as their disciplines progress.
6. Employ effective oral, written, graphic and interpersonal modes of communication for expressing technical concepts to diverse audiences.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
WARE 51	3
WARE 53	3
WARE 54	3
WARE 55	3
WARE 57	3
WARE 59	3
WARE 61	3
BADM 51	3
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>24</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>9</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>



## **ASSOCIATE OF SCIENCE, WELDING**

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

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
WELD 50	3
WELD 51	3
WELD 52	3
WELD 53	3
WELD 54	3
WELD 55	3
WELD 56	3
WELD 57	3
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>24</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>27</b>
<b>ELECTIVES</b>	<b><u>09</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

# Associate Degree for Transfer

## California State University (CSU) General Education Breadth Requirement

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

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

Directions: List courses taken at BCC and other colleges, indicate test name if requirement was met by testing.	C	IP	N
<b>AREA A COMMUNICATION IN THE ENGLISH LANGUAGE and CRITICAL THINKING</b> Minimum of one course in Area 1, Area 2 and Area 3; (9 units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A1 Oral Communication: SPCH 1</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A2 Written Communication: ENGL 1A</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A3 Critical Thinking: ENGL 1C, PHIL 3*</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: CSU San Bernardino and certain others require an upper division writing course under Area 1			
<b>AREA B PHYSICAL UNIVERSE AND ITS LIFE FORMS</b> Minimum of one course in each group with one being a lab (L); (10+ units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B1 Physical Science: ASTR 1, ASTR 1L, CHEM 1(L), GEOL 1L, 2*, 3(L), 5(L)*; GEOG 1(L), 4, OCEA 1; PHSC 1(L), PHSC 2</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B2 Life Science: ANTH 3*; BIOL 1, 2(L), 4(L), 5(L), 8(L), 10, 10L, 11; GEOL 4; OCEA 1; PSYC 11</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B3 Laboratory Activity: Any (L) class in Area B1 or B2</b> TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B4 Mathematical Concepts, Quantitative Reasoning and Applications: MATH 1, 2, 3, 4A, 4B, 4C, 5</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AREA C ARTS, LITERATURE, PHILOSOPHY and FOREIGN LANGUAGES</b> One course from C1, one course from C2, and C3 is an elective from C1 or C2; (9 units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C1 ARTS: ARTS 1, 2, 3*, 7, 10, 13A, 16, 17*; HUMA 1, 4; MUSI 2, 3, 12A; PHOT 1A*, 1B*, 2A, 2B; TART 1, 3, 6</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C2 HUMANITIES: ENGL 1B, 2, 3*, 4*, 5*, 6, 11*, 12*, 12B*; HIST 1A, 1B, 8A, 8B; HUMA 1, 2, 3*, 4, 5, 6; PHIL 1, 2*, 3*, 4, 5, 6, 7*, 8; RLGs 1, 5, 10; SPAN 1A, 1B 2A*; TART 3</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C3 One additional course from C1 or C2</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AREA D SOCIAL, POLITICAL and ECONOMIC INSTITUTIONS and BEHAVIOR; HISTORICAL BACKGROUND</b> A minimum of 15 units in at least two disciplines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Group 1: U.S. History Requirement HIST 2A, 2B, 4</b> Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Group 2: U.S. Constitution/American Ideals Requirement POLI 1</b> AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Group 3: Students may use any 9 units from this section to fulfill Area D requirements, yet they are encouraged to complete the above US History, Constitution/American Ideals requirement as part of Area D.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADJU 1, 2, 3, 5, 8; ANTH 1, 4*; ARCH 1*; BADM 2, 5; BIO 11; CHLD 4, 6; ECON 1, 2; ETHN 1, 2*; GEOG 1, 2*; HIST 1A, 1B, 2A, 2B, 3*, 4, 5, 7*, 8A, 8B, 12*; PELC 1; POLI 2, 3*; PSYC 1, 2, 3*, 4, 5, 6*, 11, 12, 13, 33; SOCI 1, 2, 3, 6, 8, 12 Course: _____ AP: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AREA E LIFELONG UNDERSTANDING AND DEVELOPMENT</b> BIOL 11; CHLD 4; HEAL 1, 2, 7*; HOME 2*; ORIE 1; PSYC 3*, 4, 5, 6*, 11, 14; SOCI 14 Course: _____ TR: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Intersegmental General Education Transfer Curriculum (IGETC) requirements

**For students transferring to CSU or UC** - Completion of all requirements in the Intersegmental General Education Transfer Curriculum (IGETC) plus additional transferable course work to total 60 semester units will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy UC or CSU general education requirements. If you choose not to follow the IGETC or you do not complete it before you transfer, you may need to complete campus-specific general education/breadth requirements after you transfer. IGETC is most helpful to students who know they want to transfer but have not yet decided on a particular institution, campus or major. The IGETC is not ideal for certain majors that require extensive major preparation, particularly those in sciences and mathematics. Students choosing to transfer are strongly encouraged to see a counselor since four-year college requirements vary widely and are subject to change. The course requirements for Areas 1 through 5 must be completed before the IGETC can be certified. All courses must be completed with grades of C or better. Although courses may be listed in more than one area, they may be used to satisfy the requirement in only one area. UC certification requires that Areas 1 through 5 and the foreign language requirements be completed. The last community college the student attends before transferring to UC or CSU is responsible for certifying completion of the student's IGETC course work. Partial IGETC certification is available.

Directions: List courses taken at BCC and other colleges, indicate test if requirement was met by testing.	C	IP	N
<b>AREA 1 – ENGLISH COMMUNICATION</b> CSU: 3 courses required – 1 course from Groups A, B and C; 9 units UC: 2 courses required – 1 course from Groups A and B; 6 units			
<b>GROUP A</b> English Composition ENGL 1A Course: _____ Test: _____ Note: _____ <b>GROUP B</b> Critical Thinking ENGL 1C Course: _____ Test: _____ Note: _____ <b>GROUP C</b> Oral Communication SPCH 1 Course: _____ Test: _____ Note: _____			
<b>AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> (1 course required; 3 units)			
MATH 2, 3, 4A, 4B, 4C, 5 Course: _____ Course: _____ Test: _____ Note: _____			
<b>AREA 3 – ARTS AND HUMANITIES</b> (at least 3 courses, 1 each in Groups A & B; 9 units)			
<b>GROUP A</b> ARTS 1, 2; HUMA 1, 4; MUSI 2, 3 Course: _____ Test: _____ Note: _____ <b>GROUP B</b> ENGL 1B, 2*, 3*, 4*, 5*, 12; HUMA 1, 2*, 3*, 4, 5, 6; PHIL 1, 2, 4, 5, 6, 8*; RLGS 1, 10 Course: _____ Test: _____ Note: _____ <b>GROUP C</b> Elective: Any course from either of the above groups in AREA 3 Course: _____ Test: _____ Note: _____			
<b>AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES</b> (Minimum of 3 courses from at least 2 disciplines; 9 units)			
ANTH 1; ARCH 1; BIOL 11; CHLD 4, 6; ECON 1, 2; ETHN 1, 2*; GEOG 2*; HIST 5; POLI 1, 2; PSYC 1, 2, 4, 6*, 11, 12, 33; SOCI 1, 2, 3, 6, 12 Course: _____ Test: _____ Note: _____			
<b>AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES</b> (1 course from each area; 1 must be a lab course (L); 7-9 units)			
<b>Physical Science</b> ASTR 1, 1L; CHEM 1(L); GEOL 1(L), 2, 3(L), 5(L)*; GEOG 1; OCEA 1; PHSC 1(L), 2 Course: _____ Test: _____ Note: _____ <b>Life/Biological Science</b> ANTH 3*, BIOL 2(L), 3(L)*, 4(L), 5(L), 8(L) Course: _____ Test: _____ Note: _____			
<b>LANGUAGE OTHER THAN ENGLISH (UC requirement only)</b> Proficiency equivalent to 2 years of high school in same language			
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 Subject Test in Foreign Language; or complete SPAN 1B, 2A Course: _____ Course: _____ Test: _____ Completed in high school (indicate high school): _____			
<b>CSU Graduation Requirements in U.S. History, Constitution and American Ideals</b> (1 course from each group. NOT part of IGETC and may be completed prior to transfer. Course(s) used to meet this requirement cannot be used to satisfy IGETC requirements; 6 units)			
<b>AREA A</b> POLI 1 Note: _____ <b>AREA B</b> HIST 2A, 2B, 4 Note: _____			

## **ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER**

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

### **Program Outcomes:**

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

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
ADJU 1	3
ADJU 3	3

### **LIST A: SELECT ANY 2 COURSES FROM THE FOLLOWING**

ADJU 2	3
ADJU 4	3
ADJU 5	3
ADJU 8	3
ADJU 14	3

### **LIST B: SELECT ANY 2 COURSES FROM THE FOLLOWING OR ANY COURSES FROM LIST A (IF NOT SELECTED)**

SOCI 1	3
PSYC 1	3
PSYC 12/SOCI 12	3
MATH 2	4
ADJU 6	3
ADJU 15	3
ADJU 16	3
ADJU 17	3

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>18-19</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>40</b>
<b>ELECTIVES (CSU TRANSFERABLE)</b>	<b><u>02</u></b>
<small>SEE CSUGE BREADTH REQUIREMENTS</small>	

<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60-61</b>
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## **ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER**

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

**Program Learning Outcomes:** Upon successful completion of this program, students should be able to:

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
ARTS 1	3
ARTS 2	3
ARTS 7	4
<b>LIST A: SELECT ANY 1 COURSES FROM THE FOLLOWING</b>	
ARTS 13A	3
<b>LIST B: SELECT ANY 1 COURSES FROM THE FOLLOWING</b>	
ARTS 3	4
ARTS 9	3
ARTS 18A	4
ARTS 19	4
PHOT 1C	4
<b>LIST C: SELECT ANY 1 COURSES FROM THE FOLLOWING</b>	
<b>OR ANY COURSES FROM LIST A, B (IF NOT SELECTED)</b>	
ARTS 10	3
ARTS 16	3
ARTS 17	3
ENGL 4	3
ENGL 11	3
HIST 8A	3
HIST 8B	3
HUMA 1	3
HUMA 4	3
PHIL 1	3
PHIL 5/RLGS 10	3
SPAN 1A	4
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>19-21</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b><u>40</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>59-61</b>

## **ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER**

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

### **Program Outcomes:**

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

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
ACCT 1A	3
ACCT 1B	3
BADM 1	3
ECON 1	3
ECON 2	3
<b>LIST A: SELECT ANY 1 COURSES FROM THE FOLLOWING</b>	
MATH 2	4
<b>LIST B: SELECT ANY 2 COURSES FROM THE FOLLOWING</b>	
CSIS 1	4
BADM 5	3
BADM 6	3
<b>MINIMUM UNITS REQUIRED IN MAJOR GENERAL EDUCATION COURSEWORK</b>	<b>25-26 <u>40</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>65-66</b>

## **ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER**

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

### **Program Learning Outcomes**

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

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
CHLD 4/PSYC 4	3
CHLD 6/SOCI 6	3
CHLD 9	3
CHLD 11A	3
CHLD 14	3
CHLD 20	3
CHLD 25	3
CHLD 49	4
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>25</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b><u>40</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>65</b>

## **ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER**

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

### **Program Learning Outcomes**

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

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
ENGL 1B	3
ENGL 1C	3
<b>LIST A: SELECT ANY 2 COURSES FROM THE FOLLOWING</b>	
ENGL 2	3
ENGL 3	3
ENGL 12	3
<b>LIST B: SELECT ANY 1 COURSES FROM THE FOLLOWING OR ANY COURSES FROM LIST A (IF NOT SELECTED)</b>	
ENGL 7	3
<b>LIST C: SELECT ANY 1 COURSES FROM THE FOLLOWING OR ANY COURSES FROM LIST A, B (IF NOT SELECTED)</b>	
ENGL 4	3
ENGL 5	3
ENGL 11	3
SPAN 1A	4
SPAN 1B	4
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>18-19</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>40</b>
<b>ELECTIVES (CSU TRANSFERABLE)</b>	<b><u>02</u></b>
SEE CSUGE BREADTH REQUIREMENTS	
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60-61</b>



## **ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER**

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

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

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

**Program Learning Outcomes:** Upon successful completion of this program, student should be able to:

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

### **REQUIRED MAJOR CORE COURSES** **UNITS**

HIST 2A	3
HIST 2B	3

### **LIST A: SELECT ANY 2 COURSES FROM THE FOLLOWING**

HIST 1A	3
HIST 1B	3
HIST 8A	3
HIST 8B	3

### **LIST B: SELECT ANY 1 COURSE FROM THE FOLLOWING**

**AREA 1: OR ANY COURSES FROM LIST A, B (IF NOT SELECTED)**

ANTH 4; ETHN 1, HIST 3; POLI 2

### **LIST B: SELECT ANY 1 COURSE FROM THE FOLLOWING**

**AREA 2: OR ANY COURSES FROM LIST A, B (IF NOT SELECTED)**

ANTH 1; ARTS 1, ARTS 2; ECON 1; GEOG 2; HIST 4, 5, 7, 12; POLI 1; PSYC 1; SOCI 1

<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>18-19</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>40</b>
<b>ELECTIVES (CSU TRANSFERABLE)</b>	<b><u>02</u></b>
<small>SEE CSUGE BREADTH REQUIREMENTS</small>	
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER**

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

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
POLI 1	3

**LIST A: SELECT ANY 3 COURSES FROM THE FOLLOWING**

MATH 2	4
POLI 2	3
POLI 3	3
PSYC 12/SOCI 12	3

**LIST B: SELECT ANY 2 COURSES FROM THE FOLLOWING  
OR ANY COURSES FROM LIST A (IF NOT SELECTED)**

ANTH 1, ANTH 4; ECON 1, ECON 2; ETHN 1; HIST 1A, HIST 1B, HIST 2A, HIST 2B, HIST 3, HIST 4, HIST 5, HIST 8A, HIST 8B; PSYC 1, PSYC 2, PSYC 3, PSYC 4, PSYC 5, PSYC 6, PSYC 11, PSYC 33; SOCI 1, SOCI 2, SOCI 3, SOCI 6, SOCI 8

<b>MINIMUM UNITS REQUIRED IN MAJOR GENERAL EDUCATION COURSEWORK ELECTIVES (CSU TRANSFERABLE) SEE CSUGE BREADTH REQUIREMENTS</b>	<b>18-19 40 <u>02</u></b>
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60-61</b>

## **ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER**

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
BIOL 2	4
MATH 2	4
PSYC 1	3
PSYC 12/SOCI 12	3
<b>SELECT ANY 2 COURSES FROM THE FOLLOWING</b>	
PSYC 2	3
PSYC 4	3
SOCI 1	3
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>20</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>40</b>
NOTE: COURSES CAN BE DOUBLE COUNTED FOR GENERAL EDUCATION	
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60</b>

## **ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER**

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

<b>REQUIRED MAJOR CORE COURSES</b>	<b>UNITS</b>
SOCI 1	3
<b>SELECT ANY 2 COURSES FROM THE FOLLOWING</b>	
MATH 2	4
SOCI 2	3
SOCI 12/PSYC 12	3
<b>SELECT ANY 2 COURSES FROM THE FOLLOWING</b>	
SOCI 3	3
SOCI 4	3
SOCI 6	3
SOCI 8	3
SOCI 14	3
SOCI 15	3
<b>SELECT ANY 1 COURSE FROM THE FOLLOWING</b>	
PSYC 1	3
ANTH 1	3
<b>MINIMUM UNITS REQUIRED IN MAJOR</b>	<b>18-19</b>
<b>GENERAL EDUCATION COURSEWORK</b>	<b>40</b>
<b>NOTE: COURSES CAN BE DOUBLE COUNTED FOR GENERAL EDUCATION ELECTIVES (CSU TRANSFERABLE)</b>	<b><u>02</u></b>
<b>SEE CSUGE BREADTH REQUIREMENTS</b>	
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>60-61</b>

# Certificate Programs

Barstow Community College offers Certificates of Achievement and Certificates of Career Preparation. Certificates of Achievement are presented to students who satisfactorily complete certain business, vocational and technical programs that are part of the programs approved by the California Community Colleges Chancellor's Office. Certificates of Career Preparation are awarded for programs of at least 3, but less than 12 units, which are approved locally. Certificates of Career Preparation are not posted to student transcripts. Some certificates are not eligible for financial aid; contact the Financial Aid Office for more information.

**CATALOG RIGHTS** - The requirements for a certificate program may change from one catalog to the next. Students have the right to graduate under the terms of any of the catalogs that are published while in continuous enrollment, prior to eligibility for graduation. Continuous enrollment is defined as attendance in at least one semester within an academic year. A student who has a break in attendance of one year or more must use the catalog that is in effect at the time of readmission or a subsequent catalog for the period of continuing enrollment. If a student's major includes course work that has been discontinued, the student will consult with a counselor.

**PETITIONING FOR A CERTIFICATE** - Certificates are granted three times a year – at the end of the fall, spring and summer terms. Students must file a Petition for Graduation with a counselor during the term in which they are completing the final course work for the certificate. The petition deadline is posted online at <http://www.barstow.edu/Student-Services-Graduation.html>.

**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.

## Certificate of Achievement

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

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

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

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

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

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

## **CERTIFICATE OF ACHIVEMENT, ACCOUNTING**

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

Normal time to completion, assuming full time enrollment: 36 Weeks

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ACCT 1A	3
ACCT 1B	3
ACCT 4	3
ACCT 68	3
BADM 1	3
BADM 51	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>18</b>

## **CERTIFICATE OF ACHIVEMENT, ADMINISTRATION OF JUSTICE**

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

Normal time to completion, assuming full time enrollment: 54 Weeks.

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ADJU 1	3
ADJU 2	3
ADJU 3	3
ADJU 4	3
ADJU 5	3
ADJU 6	3
ADJU 7	3
ADJU 8	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>24</b>

## **CERTIFICATE OF ACHIVEMENT, AUTOMOTIVE**

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

Normal time to completion, assuming full time enrollment: 54 Weeks

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
AUTO 51A	4
AUTO 52	4
AUTO 53	4
AUTO 54	4
AUTO 55	4
AUTO 56	4
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>24</b>

## **CERTIFICATE OF ACHIVEMENT, BUSINESS INFORMATION SYSTEMS - ADMINISTRATIVE ASSISTANT**

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

Normal time to completion, assuming full time enrollment: 36 Weeks

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
BADM 6	3
CBIS 2	3
CBIS 29A	3
CBIS 29C	3
CBIS 64	3
CBIS 65	1.5
CBIS 66	3
CBIS 67	2
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>21.5</b>

## **CERTIFICATE OF ACHIVEMENT, BUSINESS INFORMATION SYSTEMS - OFFICE SERVICES**

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

Normal time to completion, assuming full time enrollment: 36 Weeks

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 40	4
CBIS 41	4
CBIS 42	4
CBIS 43	3
CBIS 60	1.5
CBIS 61	1.5
CBIS 74	1.5
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>19</b>



## **CERTIFICATE OF ACHIVEMENT, CHILD DEVELOPMENT**

### **Level II – Teacher Permit**

The Level II certificate fulfills the educational and practical requirements for students interested in working with children from infancy through third grade. Upon completion of 24 units of ECE/CD ( including 8 core lower division courses), 16 general education units, the recipient is eligible to apply for the California: “Child Development Teacher Permit” (on the Matrix Leve) Additional requirements are 175 days of 3 + hours per day within 4 years).

#### **Program Outcomes:**

1. Students will apply research theories, social interrelationships and developmentally age appropriate activities, teaching strategies, and develop a curriculum based on their observations and assessments that contribute toward the development of the young child.
2. Student will advocate the needs for support for young children and the best practices for their education.
3. Students will create a high quality learning environment that facilitates the emotional, cognitive, language, physical and social domains.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CHLD 4/PSYC 4	3
CHLD 6/SOCI 6	3
CHLD 9	3
CHLD 11A	3
CHLD 14	3
CHLD 20	3
CHLD 25	3
CHLD 49	4
General Education Requirements	16
Core Requirements	24
Total Units Required	41

**CERTIFICATE OF ACHIVEMENT, CHILD DEVELOPMENT**  
**Level III – Master Teacher Permit**

The Level III Certificate is awarded upon the completion of 25 units of ECEICD (including the 8 core lower division courses), 6 Specialization units and 3 Adult Supervision units, and 16 GE units. This course work aligns with the California “Child Development Master Teacher Permit: (on the State Matrix Level additional experiences requirement of 350 days of 3+ hours per day within 4 years).

**Program Outcomes:**

1. Students will apply research theories, social interrelationships and developmentally age appropriate activities, teaching strategies, and develop a curriculum based on their observations and assessments that contribute toward the development of the young child.
2. Student will advocate the needs for support for young children and the best practices for their education.
3. Students will create a high quality learning environment that facilitates the emotional, cognitive, language, physical and social domains.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CHLD 4/PSYC 4	3
CHLD 6/SOCI 6	3
CHLD 9	3
CHLD 11A	3
CHLD 14	3
CHLD 20	3
CHLD 25	3
CHLD 49	4
<b>GENERAL REQUIREMENT COURSES</b>	<b>UNITS</b>
ORIE/SDEV 1	3
ENGL 50	3
MATH 55	3
PSYC 1	3
HUMA 1	3
PEAC 30	3
CHLD 19C	3
<b>CHILD DEVELOPMENT SPECIALIZATION: Choose one area</b>	<b>6</b>
CHLD 15 <u>and</u> CHLD 15A      or	
CHLD 17 <u>and</u> CHLD 17A      or	
CHLD 30 <u>and</u> CHLD 30A      or	
CHLD 35 <u>and</u> CHLD 35A	
General Requirements	20
Specialization Requirements	6
Core Requirements	25
<b>Total Units Required</b>	<b>51</b>

## **CERTIFICATE OF ACHIVEMENT, COSMETOLOGY**

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; antiseptics, bacteriology, sterilization, and principles of sanitation; safety requirements in operation of a beauty salon; principles of chemistry; laws and administrative regulations.

Normal time to completion, assuming full time enrollment: 72 Weeks

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
COSM 50A	6
COSM 50B	6
COSM 50C	6
COSM 51A	6
COSM 51B	6
COSM 51C	6
COSM 52	6
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>42</b>

## **CERTIFICATE OF ACHIVEMENT, DIESEL TECHNOLOGY**

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

Normal time to completion, assuming full time enrollment: 72 Weeks

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
AUTO 63	4
AUTO 64	4
AUTO 65	4
AUTO 67	4
AUTO 70	4
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>20</b>

## **CERTIFICATE OF ACHIVEMENT, FAMILY DAY CARE**

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

Normal time to completion, assuming full time enrollment: 36 Weeks

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CHLD 9	3
CHLD 14	3
CHLD 61	3

### **SELECT ANY ONE COURSE FROM THE FOLLOWING**

CHLD 15	3
CHLD 16	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>12</b>

**CERTIFICATE OF ACHIVEMENT**  
**INDUSTRIAL MAINTENANCE ELECTRICAL & INSTRUMENTATION**

This course of study prepares students for entry-level positions in industry and service occupations requiring skills in Industrial Maintenance Mechanics. This program is based on a national recognized industry standard.

Normal time to completion, assuming full time enrollment: 72 Weeks

**Program Outcomes:**

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

1. Students will demonstrate use of tools and equipment commonly used in the trade.
2. Students will demonstrate the ability to use scribing and quantitative skills pertaining to a basic layout on a jobsite.
3. Students will be able to work with various types of piping, valves and perform basic hydrostatic and pneumatic testing on the jobsite.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
BCTT 54	1
IMMT 60	1
IMMT 62	1
IMMT 64	1
IMMT 66	1
IMMT 68	1.5
IMMT 69	1.5
IMMT 80A	2
IMMT 80B	1
IMMT 80C	1
IMMT 80D	2
IMMT 80E	2
IMMT 80F	1
ELCT 70A	1
ELCT 70B	1
ELCT 70C	2
ELCT 70D	1
ELCT 70E	1
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>23</b>

## **CERTIFICATE OF ACHIEVEMENT**

### **INDUSTRIAL MAINTENANCE MECHANIC TECHNOLOGY**

This course of study prepares students for entry-level positions in industry and service occupations requiring skills in Industrial Maintenance Mechanics. This program is based on a national recognized industry standard.

Normal time to completion, assuming full time enrollment: 72 Weeks

**Program Outcomes:** Upon completion of the Industrial Maintenance Mechanical Technology Certificate Program, the student will be able to do the following:

1. Students will demonstrate use of tools and equipment commonly used in the trade.
2. Students will demonstrate the ability to use scribing and quantitative skills pertaining to a basic layout on a jobsite.
3. Students will be able to work with various types of piping, valves and perform basic hydrostatic and pneumatic testing on the jobsite.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IMMT 60	1
IMMT 62	1
IMMT 64	1
IMMT 66	1
IMMT 68	1.5
IMMT 69	1.5
IMMT 70	1
IMMT 71	1
IMMT 73	1
IMMT 74	1
IMMT 75	2
IMMT 76	1
IMMT 77	2
ELCT 70A	1
ELCT 70B	1
ELCT 70C	2
ELCT 70D	1
ELCT 70E	1

**TOTAL UNITS REQUIRED (MINIMUM) 22**

## **CERTIFICATE OF ACHIEVEMENT, MANAGEMENT**

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

Normal time to completion, assuming full time enrollment: 36 Weeks

### **Program outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ACCT 1A	3
BADM 1	3
BADM 19	3
MGMT 1	3
MGMT 3	3
MGMT 5	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>18</b>

## **CERTIFICATE OF ACHIVEMENT, MANAGEMENT INFORMATION SYSTEM**

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

Normal time to completion, assuming full time enrollment: 36 Weeks

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 13	3
CBIS 14	3
CBIS 19	3

### **SELECT ANY ONE COURSE FROM THE FOLLOWING**

CSIS 1	4
CBIS 2	3

### **SELECT ANY ONE COURSE FROM THE FOLLOWING**

CBIS 15	3
CBIS 16	3
CBIS 17	3
CBIS 22A	3
CBIS 22C	1.5
CBIS 29A	3
CBIS 29B	3
CBIS 29C	3

**TOTAL UNITS REQUIRED (MINIMUM) 15-16**



## **CERTIFICATE OF ACHIVEMENT, PHOTOGRAPHY**

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

Normal time to completion, assuming full time enrollment: 72 Weeks

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
PHOT 1A	4
PHOT 1B	4
PHOT 1C	4
PHOT 2A	4
PHOT 2B	4
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>20</b>

## **CERTIFICATE OF ACHIVEMENT, SUPPLY CHAIN MANAGEMENT**

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
BADM 51	3
WARE 51	3
WARE 53	3
WARE 54	3
WARE 55	3
WARE 57	3
WARE 59	3
WARE 61	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>24</b>

## **CERTIFICATE OF ACHIVEMENT, WELDING**

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

Normal time to completion, assuming full time enrollment: 54 Weeks

### **Program Outcomes:**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
WELD 50	3
WELD 51	3
WELD 52	3
WELD 53	3
WELD 54	3
WELD 55	3
WELD 56/DRAF 56	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>21</b>

# Certificates of Achievement (Career Preparation)

Certificates of Career Preparation are awarded for programs of at least 3, but less than 12 units. Certificates of Career Preparation are not posted to student transcripts.

## **CERTIFICATE REQUIREMENTS**

Barstow Community College shall award a Certificate of Career Preparation to students who complete all coursework in a designated certificate program with a “C” or better.

## **CERTIFICATE OF ACHIEVEMENT, BUSINESS INFORMATION SYSTEMS – COMPUTER OFFICE SPECIALIST**

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

Normal time to completion, assuming full time enrollment: 18 Weeks

### **Program Outcomes**

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

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 40	4
CBIS 42	4
CBIS 43	3
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>11</b>

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

This certificate meets the training needs of family day care providers, individual who are licensed to care for children in their homes. The following course of student will prepare the student to meet the competency standards for the Family Daycare Providers permit.

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

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

### **REQUIRED COURSES**

### **Units**

CHLD 9	3
CHLD 14	3
CHLD 61	3

Plus one of the following courses

CHLD 15	3
CHLD 16	3

## **CERTIFICATE OF CAREER PREPARATION LEVEL I - IMMT/IME&I**

This is an entry level certificate that offers the students skills to begin a pathway to either the IMMT or IME&I certificate of achievement or Associate Degrees.

Normal time to completion, assuming full time enrollment: 18 Weeks

**Program outcomes:** Upon Successful completion of the IMMT/IME&I Certificate of Career Prep Level 1, the student will be able to do the following:

1. Students will have the ability to interpret construction drawings and effectively use craft related quantitative skills in an industrial setting.
2. Students will identify, troubleshoot, and maintain a variety of gaskets, packets, pumps, drivers, valves, and lubrication used in the industry.
3. Student will safely demonstrate the use of tools and equipment commonly used in the trade.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IMMT 60	1
IMMT 62	1
IMMT 64	1
IMMT 66	1
IMMT 68	1.5
IMMT 69	1.5
ELCT 70A	1
ELCT 70B	1
ELCT 70C	2
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>11</b>

**CERTIFICATE OF CAREER PREPARATION LEVEL II  
INDUSTRIAL MAINTENANCE ELECTRICAL & INSTRUMENTATION**

Continues to expands on concepts learned in level 1 and introduces new concepts expanding the students' knowledge and skills in the Industrial Maintenance Electrical and Instrumentation pathway.

Normal time to completion, assuming full time enrollment: 18 Weeks

**Program Outcomes:** Upon successful completion of IME&I Certificate of Career Prep Level II, the student will be able to do the following:

1. Learn the skills necessary to safely work with electrical installation following the National Electrical Code (NEC) guidelines.
2. Demonstrate the ability to work with alternating current and use the test instruments of the trade.
3. Calculate the electrical parameters; in addition, they will be able to understand and use technical drawings and documents.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IMMT 80A	2
IMMT 80B	2
IMMT 80C	1
IMMT 80D	2
IMMT 80E	1
IMMT 80F	1
ELCT 70D	1
ELCT 70E	1
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>11</b>

**CERTIFICATE OF CAREER PREPARATION LEVEL II  
INDUSTRIAL MAINTENANCE MECHANIC TECHNOLOGY**

Continues and expands on the concepts learned in level 1 and introduces new concepts expanding the students' knowledge and skills in the Industrial Maintenance Mechanic Technology Pathway.

Normal time to completion, assuming full time enrollment: 18 Weeks

**Program Outcomes**

1. Students will have an understanding of piping, bearings, steam systems, distillation towers and vessels, heaters, furnaces, heat exchangers, cooling towers, and fin fans.
2. Students will have the ability to identify, install, and maintain valves.
3. Students will understand basic layout concepts.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IMMT 70	1
IMMT 71	1
IMMT 73	1
IMMT 74	1
IMMT 75	2
IMMT 76	1
IMMT 77	1
ELCT 70D	1
ELCT 70E	1
<b>TOTAL UNITS REQUIRED (MINIMUM)</b>	<b>10</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 (based on 18 weeks). Course subjects are listed in alphabetical order. Students planning to transfer units to a four-year institution should consult the articulation agreement with the four-year college, or consult the institution's catalog to determine specific requirements. Barstow Community College does not offer all the courses listed each semester or year. Some are scheduled only when there is sufficient demand and a qualified instructor is available. Others may be offered in a planned sequence of alternate semesters or years. For current offerings, consult the class schedule that is available in the Academic Affairs Office.

## **ONLINE COURSES**

These courses allow students to do their work from home computers through the use of a commercial Internet provider. Students who do not have these facilities will be able to make use of the college labs to connect to the courses. Exams will be conducted under the guidance of a college approved proctor on campus, through the Internet, or off campus. Student identity **must be verified by photo ID** to whomever 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.

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

Course outlines and course syllabi are made available to students to provide them with information about courses. 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 class by the instructor and gives specific details about the course. A master file containing all outlines and syllabi is maintained by the Academic Affairs Office and is available to students.

## **NUMBERING OF COURSES**

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

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

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

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

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

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

A student may, because of special circumstances, petition to take a course listed in the catalog on an individual independent-study basis. For more information, refer to the Admissions and Records portion in the front of the catalog under the listing for Independent Study. Independent Study – Regular Courses, may



also be designed to meet the needs for classes which will not produce minimum enrollments.

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

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

CSU may limit the number of Independent Study units accepted.

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

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

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

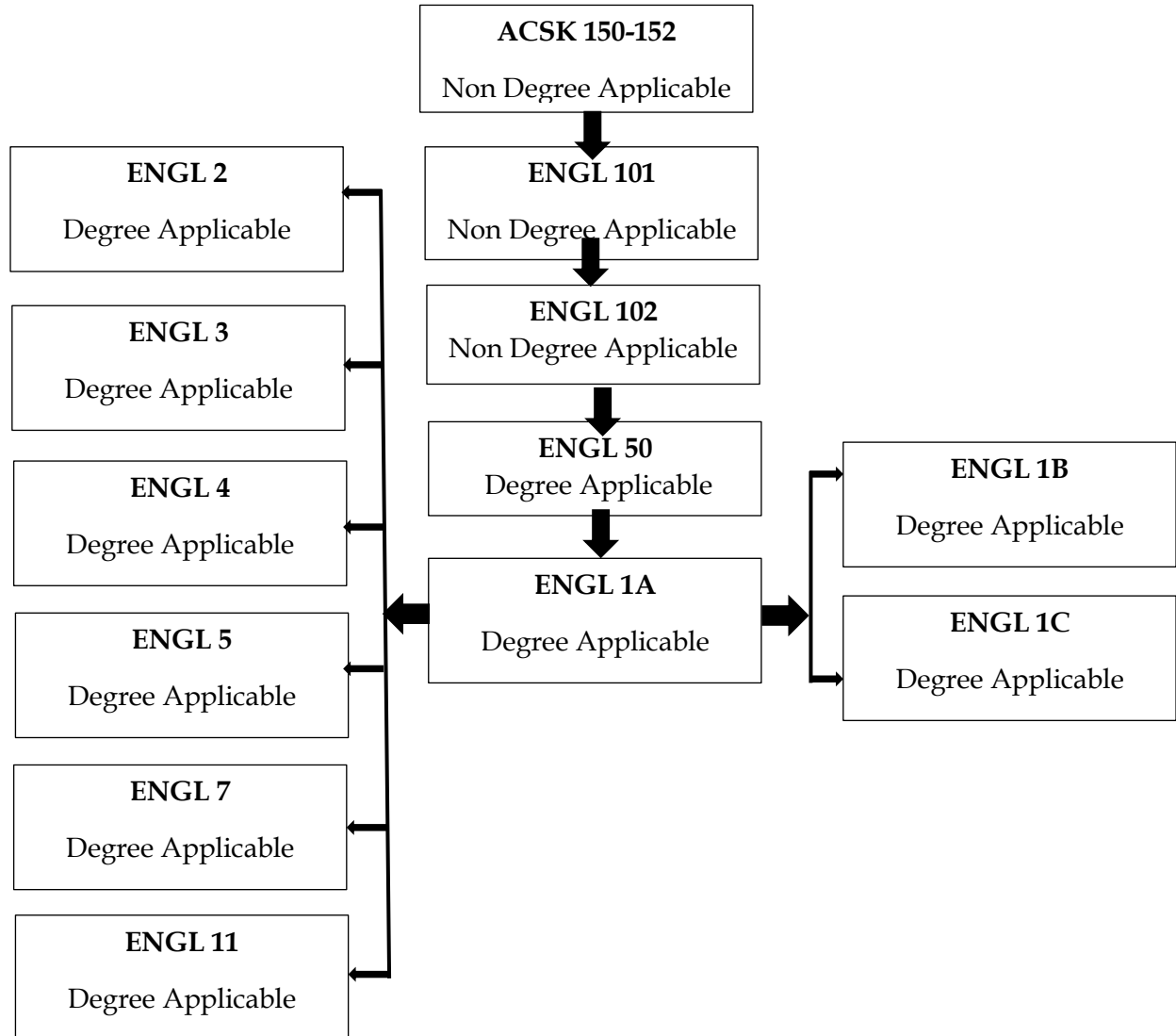
#### **TRANSFERABILITY OF COURSES**

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

- UC – Transfer to University of California System
- CSU – Transfer to California State University System
- UC/CSU – Transfer to both systems
- Students must understand that some courses designated as baccalaureate level may not meet certain requirements at the transferring institution; however, they may be used for elective credit at the discretion of the transfer school.

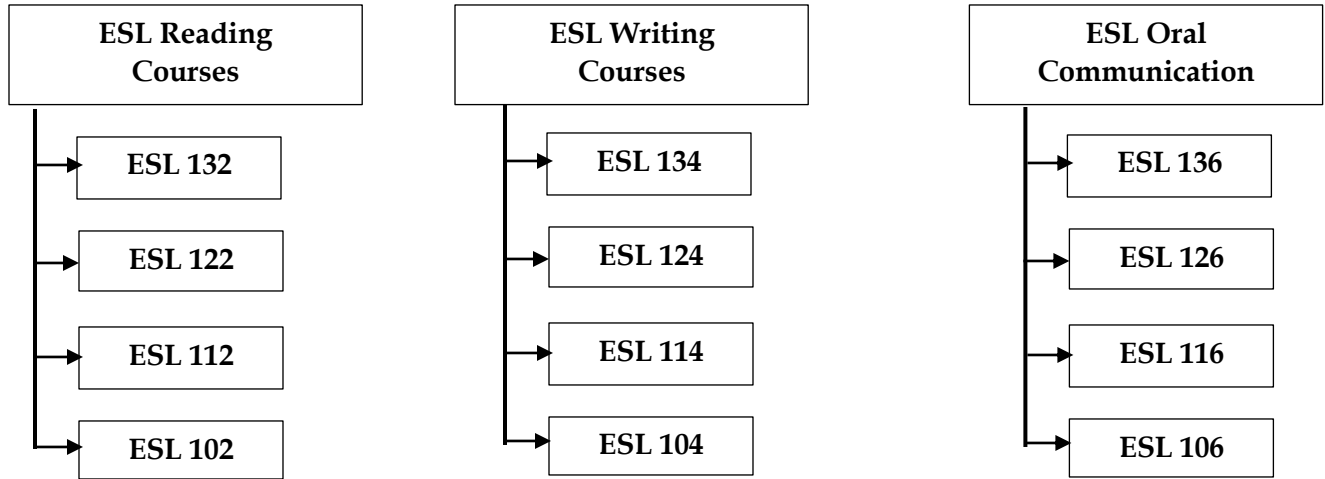
# BCC ENGLISH SEQUENCE

All prerequisites must be completed with a "C" grade or better



# BCC ESL SEQUENCE

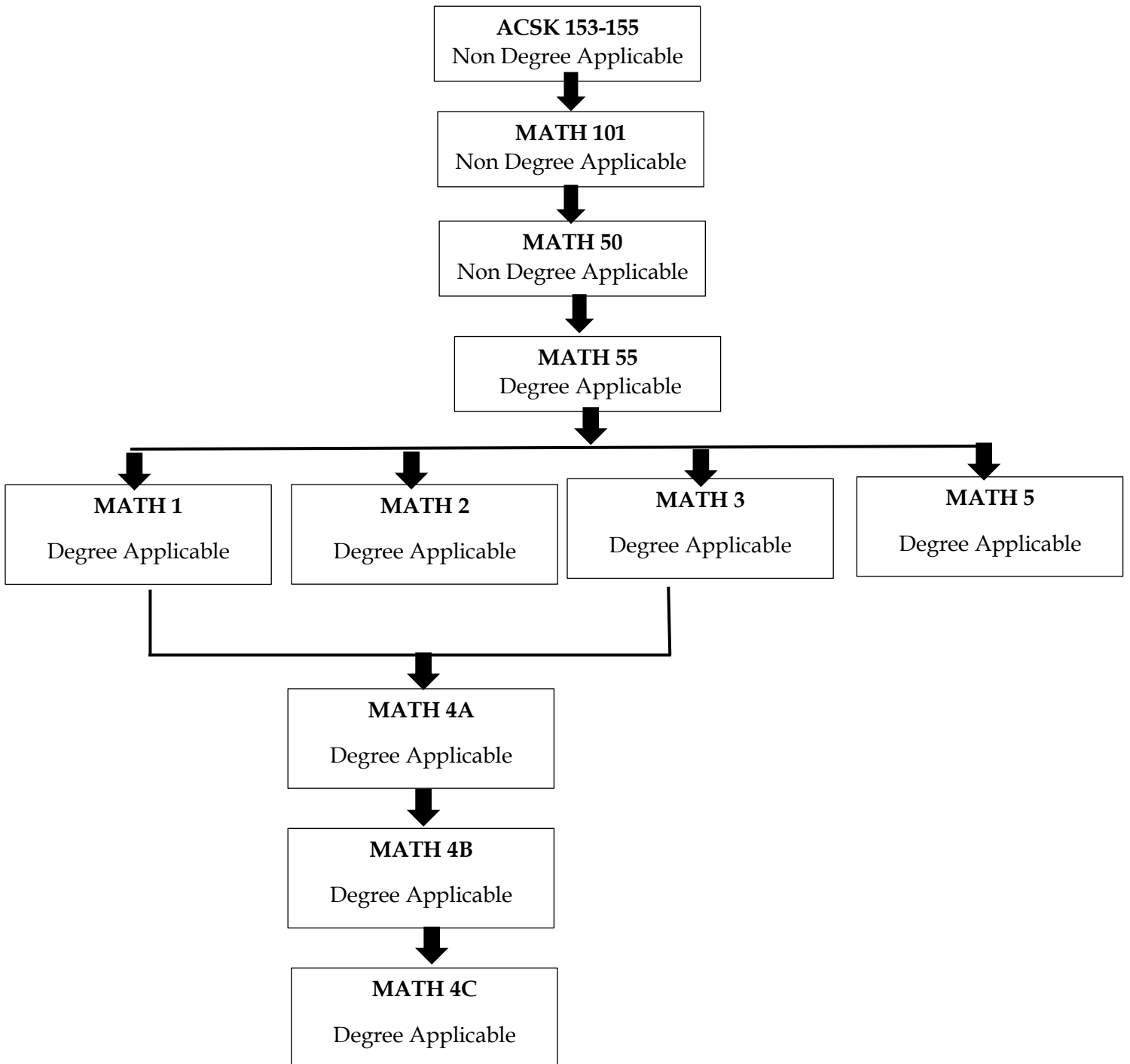
## Credit ESL Courses



## Non - Credit ESL Courses

- Beginning ESL: 192: Expanding Foundations of ESL
- High Beginning ESL: 190: ESL: Developing Literacy

# BCC MATH SEQUENCE



# COURSE OFFERINGS

## **ACADEMIC SUPPORT (ACSK)**

### **ACSK 150      BEGINNING WRITING ESSENTIALS      3 Units**

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

Progressive, individualized instruction in fundamentals of English grammar, essential elements of writing, and conventions of sentence and paragraph development. Computer composing. Designated “special class” (Title 5, Section 56028).

Grades: P/NP. Non-Degree Applicable Credit.

### **ACSK 151      INTERMEDIATE WRITING ESSENTIALS      3 Units**

**Lecture: 3 hours; Lab: 1 hour      Prerequisite: ACSK 150 with a “P” grade**

Review of English grammar and basic elements of writing; concentration on the writing of representational discourse, expansion of computer composing. Designated “special class” (Title 5, section 56028).

Grades: P/NP. Non Degree Applicable Credit.

### **ACSK 152      ADVANCED WRITING ESSENTIALS      3 Units**

**Lecture: 3 hours; Lab: 1 hour      Prerequisite: ACSK 151 with a “P” grade**

Review of basic maxims of written communications and composing of representational discourse, introduction to fundamentals of expository writing; refinement of computer composing. Designated “special class” (Title 5, section 56028).

Grades: P/NP. Non Degree Applicable Credit.

### **ACSK 153      BEGINNING ARITHMETIC ESSENTIALS      3 Units**

Progressive, individualized instruction in basic arithmetic computation: addition, subtraction, multiplication, and division of whole numbers. Designated “special class” (Title 5, section 56028).

Grades: P/NP. Non Degree Applicable Credit.

### **ACSK 154      INTERMEDIATE ARITHMETIC ESSENTIALS      3 Units**

**Lecture: 3 hours; Lab: 1 hour      Prerequisite: ACSK 153 with a “P” grade**

Individualized progressive instruction in addition, subtraction, multiplication, and division of fractions. Designated “special class” (Title 5, section 56028).

Grades: P/NP. Non Degree Applicable Credit

### **ACSK 155      ADVANCED ARITHMETIC ESSENTIALS      3 Units**

**Lecture: 3 hours; Lab: 1 hour      Prerequisite: ACSK 154 with a “P” grade**

Individualized, progressive instruction in decimals, proportions, and percent. Designated “special class” (Title 5, section 56028). Grades:

P/NP. Non Degree Applicable Credit.

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

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

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

**ACSK 157 INTERMEDIATE READING ESSENTIALS 3 Units**

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

**Prerequisite: ACSK156 with a “P” grade**

Review of word attack skills, as needed, and concentrated instruction in vocabulary building, spelling, and development of techniques and strategies for improvement of reading comprehension at the literal and interpretive levels of understanding. Designated “special class” (Title 5, section 56028).

Grades: P/NP. Non Degree Applicable Credit.

**ACSK 158 ADVANCED READING ESSENTIALS 3 Units**

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

**Prerequisite: ACSK 157 with a “P” grade**

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

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**ACCOUNTING (ACCT)**

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

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

*Also available online*

Basic principles and procedures of accounting, accounting cycle, deferrals, accruals, receivables, inventories, plant assets, payroll, partnerships and corporations.

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

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

**Lecture: 3 hours; Lab: 1 hour Prerequisite: ACCT 1A with a “C” grade or better**

*Also available online*

Continuation of Accounting 1A. Partnership, corporation and branch accounting, funds statements, statement analysis, manufacturing, cost accounting and budgeting.

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

**ACCT 4 MANAGERIAL ACCOUNTING 3 Units**

**Lecture: 3 hours; Lab: 1 hour Prerequisite: ACCT 1A with a “C” grade or better**

*Also available online*

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

**ACCT 5 PERSONAL FINANCIAL PLANNING 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ACCT 68 FEDERAL TAX 1 3 Units**

**Lecture: 3 hours**

*Also available online*

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

**ACCT 82 OCCUPATIONAL WORK EXPERIENCE IN ACCOUNTING 1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**ADMINISTRATION OF JUSTICE (ADJU)**

**ADJU 1 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE 3 Units**

**Lecture: 3 hours**

*Also available online*

History and philosophy of administration of justice in America. Description of system and identification with various sub-systems. Role expectations and inter-relationships, theories of crime, punishment and rehabilitation. Ethics, education and training for professionalism in the system.

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

**ADJU 2 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 3 CONCEPTS OF CRIMINAL LAW 3 Units**

**Lecture: 3 hours**

*Also available online*

Historical development, philosophy and constitutional provisions of criminal law. Definitions and classifications of crime and their application to the administration of justice system. Legal research, study of case law, methodology and concepts of law as a social force.

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

**ADJU 4 LEGAL ASPECTS OF EVIDENCE 3 Units**

**Lecture: 3 hours** *Also available online*

Origin, development, philosophy and constitutional basis of evidence. Constitutional and procedural considerations affecting arrest, search and seizure, and kinds and degrees of evidence and rules governing admissibility. Judicial decisions interpreting individual rights and case studies.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 5            COMMUNITY RELATIONS OF THE JUSTICE SYSTEM            3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**ADJU 6            CONCEPTS OF ENFORCEMENT SERVICES            3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU.

**ADJU 7            PRINCIPLES OF INVESTIGATION            3 Units**

**Lecture: 3 hours**

*Also available online*

Principles of all types of investigations utilized in the justice system. Dealing with the public, handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 8            JUVENILE CRIME AND DELINQUENCY            3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**ADJU 14           INTRODUCTION TO CORRECTIONS            3 Units**

**Lecture: 3 hours**

*Also available online*

History and trends of corrections. Legal issues, general laws (i.e., codes, statues, case law, etc.) and general operations in correctional institutions.

Relationship between corrections and other components of the criminal justice system will also be examined. Employment opportunities and entry requirements in the criminal justice field.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 15           LEGAL ASPECTS OF CORRECTIONS            3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU



**ADJU 16 CONTROL AND SUPERVISION IN CORRECTIONS 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 17 CORRECTIONAL INTERVIEWING AND COUNSELING 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 18 FUNDAMENTALS OF PROBATION AND PAROLE 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**ADJU 54 CAREER OPPORTUNITIES/JOB SEARCH SKILLS IN LAW ENFORCEMENT 1.5 Units**

**Lecture: 27 hours' total**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**ADJU 55 SEARCH AND RESCUE .5 Unit**

**Lecture: 18 hours total Lab: 9 hours' total**

Training sessions for search and rescue technicians that will enable them to remain well informed, sharpen their skills and increase their knowledge. An opportunity to exchange information and develop contacts and resources. Open to all who are interested in search and rescue.

Grades: P/NP. Degree Applicable Credit. Non-Repeatable.

**ADJU 82 OCCUPATIONAL WORKEXPERIENCE IN ADMIN OF JUSTICE 1 - 8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**ALLIED HEALTH (AHLT)**

**AHLT 51 STANDARD FIRST AID AND PERSONAL SAFETY .5 Unit**

**Lecture: 9 hours' total**

Techniques of emergency treatment to be used by lay persons when medical assistance is not immediately available. Study of accident prevention and causes. Course will be taught using the current standards.

Includes adult CPR and American Red Cross Standard First Aid Course Completion Cards. Course may be repeated as needed for recertification. Nine hours total. Card and instructional material fees are required.  
Grades: P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

**AHLT 52 MEDICAL TERMINOLOGY 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 55A EMERGENCY MEDICAL TECHNICIAN BASIC (EMSA CERTIFICATION) 8 Units**

**Lecture: 145 hours total; Lab: 15 hours' total**

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

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 62A EMERGENCY MEDICAL TECHNICIAN BASIC REFRESHER-EMSA CERTIFICATION 2 Units**

**Lecture: 24 hours total Activity: 8 hours' total**

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

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 63 BASIC CPR (CARDIO-PULMONARY RESUSCITATION) .5 Unit**

**Lecture: 9 hours' total**

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

Card and instructional material fees are required.

Grades: P/NP. Degree Applicable Credit. Major and Gen Ed Applicable. UC/CSU

**AHLT 64 BASIC CPR REFRESHER .5 Unit**

**Lecture: 9 hours total Prerequisite: CPR Certificate**

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

Grades: P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**AHLT 70 PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS** **3 Units**

**Lecture: 3 hours**

*Also available online*

Examines the physiological effect of alcohol and other drugs on the human body. Includes aspects of tolerance, habituation, cross tolerance, and synergistic effect. Grades: Option (A-F), P/NP.

Degree Applicable Credit. Major and Gen Ed Applicable. CSU

**AHLT 71 ALCOHOL/DRUG COMMUNITY EDUCATION AND PREVENTION OUTREACH PROGRAM** **3 Units**

**Lecture: 3 hours**

*Also available online*

Reviews history, theories, models, and state of the art approaches to the prevention field. Examines identified risk factors, cultural/ethnic consideration, and community prevention strategies. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU

**AHLT 72 ALCOHOL / DRUG ABUSE: INTERVENTION, TREATMENT, AND RECOVERY 3 Units**

**Lecture: 3 hours**

*Also available online*

Examines and analyzes the tools and techniques necessary to move the chemically dependent individual into the treatment process, the varying types of treatment programs, and the essentials of effective recovery.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

**AHLT 74 ALCOHOL/DRUG ABUSE: FAMILY AND OTHER GROUP DYNAMICS 3 Units**

**Lecture: 3 hours**

*Also available online*

Introduces the theory and practice of family counseling. Topics include family systems and dynamics, effects of chemical dependency, codependency, and counseling techniques. Grades: Option (A-F), P/NP.

Degree Applicable Credit. Gen Ed Applicable. CSU

**AHLT 77 MEDICAL TRANSCRIPTION** **3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Recommended: Ability to type 40 words 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 CBIS 77 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AHLT 82 OCCUPATIONAL WORK EXPERIENCE IN ALLIED HEALTH** **1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**ANTHROPOLOGY (ANTH)**

**ANTH 1 INTRODUCTION TO CULTURAL ANTHROPOLOGY** **3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**ANTH 3 INTRODUCTION TO PHYSICAL ANTHROPOLOGY 3 Units**

**Lecture: 3 hours**

Concepts, methods of inquiry, and theory of biological evolution and their application to the human species. Specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, bio-cultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course.

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

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**ARCHAEOLOGY (ARCH)**

**ARCH 1 INTRODUCTION TO ARCHAEOLOGY 3 Units**

**Lecture: 3 hours**

An introduction to the science of Archaeology, its development, methods, theories and objectives. The interdisciplinary nature of modern archaeological research will be emphasized through a review of dating techniques, methods of survey and excavation, analysis and explanation. Models of cultural evolution through prehistory and history in both the Old and New Worlds will be evaluated in terms of the archaeological evidence. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ARCH 50 ARCHAEOLOGY OF THE SODA SPRINGS AREA 1 Unit**

**Lecture: 9 hours total Activity: 18 hours' total**

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

Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 51 INDIAN ROCK ART OF THE SODA SPRINGS AREA 1 Unit**

**Lecture: 10 hours total Activity: 16 hours' total**

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

Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 52 INDIAN ROCK ART OF THE CHINA LAKE-RANDBURG AREA 1 Unit**

**Lecture: 10 hours' total**

**Activity: 17 hours total (overnight)**

Indians of the area, food they used and the rock art around the China Lake Military Reservation and Randsburg. 27 hours total.

Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53A HUMAN HISTORY OF THE MOJAVE DESERT 1 Unit**

**Lecture: 11 hours' total**

**Activity: 20 hours total (overnight)**

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

Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53B HUMAN HISTORY OF THE MOJAVE DESERT 1 Unit**

**Lecture: 11 hours total Lab: 20 hours' total**

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

Grades: P/NP. Degree Applicable Credit. Area of Emphasis Applicable.

**ARCH 53C HUMAN HISTORY OF THE MOJAVE DESERT 1 Unit**

**Lecture: 11 hours total Lab: 20 hours' total**

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

**ARCH 53D HUMAN HISTORY OF THE MOJAVE DESERT 1 Unit**

**Lecture: 11 hours total Lab: 20 hours' total**

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

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**ART (ARTS)**

**ARTS 1 ART HISTORY AND APPRECIATION 3 Units**

**Lecture: 3 hours**

*Also available online*

Primitive features of art and the aesthetic experience. Understanding of resources and value of the arts and significance of taste and style. The history of painting, sculpture and architecture from earliest times to Gothic Art. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**ARTS 2 ART HISTORY AND APPRECIATION 3 Units**

**Lecture: 3 hours**

*Also available online*

Understanding of the resources and value of the arts and the significance of taste and style. History of painting, sculpture and architecture from Gothic Art to the present.

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

**ARTS 3 BASIC DESIGN 3 Units**

**Lecture: 3 hours; Lab: 3 hours**

Fundamental elements and principles of the visual arts. Problems in line, shape, value, color, texture, and space theories in two dimensions. Experimental techniques in the use of media both traditional and non-traditional for artistic expression.

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

**ARTS 7 DRAWING AND COMPOSITION 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

Materials and methods of basic drawing. Black, white and color rendering. Short-term and sustained drawing techniques developed through the use of gesture, scribble and action drawing with stress on composition. Techniques of drawing through use of mixed media, chalk, pencil, charcoal and conte.

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

**ARTS 9 INTRODUCTION TO ADOBE PHOTOSHOP 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 or 2 with a “C” grade or better**

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts.

Adobe Photoshop will develop hands-on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Computer and Business Information Systems 9 or Photography 9 – credit granted for one course only.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU. Non-Repeatable.

**ARTS 10 PAINTING 3 Units**

**Lecture: 2 hours; Lab: 4 hours**

Expressive and technical principles in painting. Studio work in beginning acrylic paint techniques. Simple grayzaille, glazing, and alla-prima methods. Techniques for framing, mounting and stretching canvases.

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

**ARTS10B INTERMEDIATE PAINTING 3 Units**

**Lec: 2 hours; Lab: 4 hours**

**Prerequisite: ARTS 10 with a grade of “C” or better**

Continued study of materials and techniques in painting with oils and pastels.

Grades. Option (A-F), P/NP. Non-Repeatable.

**ARTS 13A ASIAN ART HISTORY: EARLY CULTURES 3 Units**

**Lec: 3 hours**

Survey of art as an integral part of Asian culture: India and SE Asia, China, and Japan from earliest times to C.1200. Grades. Option (A-F), P/NP. UC/CSU.

**ARTS 16 FREEHAND SKETCHING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Introduction to the sketching process, emphasizing skill development in various media. Analyzing visual fields and developing hand-to-eye coordination. Grades: Option (A-F), P/NP. Degree Applicable Credit.

Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

**ARTS 17 WATERCOLOR PAINTING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Transparent and opaque water-based media including but not limited to watercolor, gouache, water-based inks, various other media and compositional methods. Development of technique and personal expression. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

**ARTS 18A CERAMICS 3 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

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

**ARTS 18B INTERMEDIATE CERAMICS 4 Units**

**Lecture: 3 hours; Lab: 3 hours Prerequisite: Arts 18A with a "C" grade or better**

Intermediate level studio course in ceramics. Provides continuing education and design projects in hand-building and wheel throwing with the addition of alternative firing techniques. Includes glaze and firing techniques for pit firing, saggar firing, raku firing, and barrel firing. The techniques learned are similar to ceramic processes used by indigenous peoples and the early creators of ceramic technique.

Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

**ARTS 18C ADVANCED CERAMICS-WHEEL THROWING 7 Units**

**Lec: 3 hours; Lab: 3 hours**

Advanced level studio course in ceramics. Provides continuing education and design project with an emphasis on wheel throwing and the combination of wheel thrown and hand-built techniques. Students will play a large role in designing their own projects.

Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**ARTS 19 SCULPTURE 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis Applicable. UC/CSU. Non-Repeatable.

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**ASTRONOMY (ASTR)**

**ASTR 1 INTRODUCTION TO ASTRONOMY 2 Units**

**Lecture: 3 hours**

*Also available online*

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

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





multiple opportunities to apply running strategies to actual racing situations. Running performance will be assessed and evaluated by the students to improve performance. Tryouts and out of season conditioning and training will be integral components of the class. May be taken four times for credit.

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

**ATHL 9 INTERCOLLEGIATE SOCCER (Women) 3 Units**

**Activity: 9 hours**

This intercollegiate athletic course provides an opportunity for inter-conference, invitational, sectional and/or state competition. Advanced techniques and strategies of the individual sport and development and of mental muscular and cardiovascular wellness will be stressed. May be taken four times for credit.

Grade Option. (A-F), P/NP. Degree Applicable Credit. CSU

**ATHL 10 INTERCOLLEGIATE SOFTBALL (Women) 2 Units**

**Activity: 175 hours total**

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

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

**ATHL 20 BASKETBALL (Men) 1 Unit**

**Activity: 3 hours**

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

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

**ATHL 21 INDIVIDUAL BASIC SKILLS OF BASKETBALL (Women) .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Basic fundamentals of basketball including shooting, ball handling, rebounding, foot-work, and one-on-one skills. Basic full-court concepts including setting screens and team defense. Rules of play reviewed. May be taken four times for credit. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU

**ATHL 22 TEAM STRATEGIES BASKETBALL (Women) .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Basic team skills and concepts of basketball, in a group setting. Basic motion offense, fast break concepts, transition defense, full-court press, press-breakers, scrimmage situations, out-of-bounds sets, zone defenses, and player-to-player defense. Rules of basketball, with respect to team skills. May be taken four times for credit.

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

**ATHL 23 BASEBALL 1 Unit**

**Activity: 3 hours**

Fundamentals of game including throwing, catching, base running, and hitting. Off-season conditioning will also be stressed. May be taken four times for credit.

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

**ATHL 25 WOMEN'S SOFTBALL 1 Unit**

**Activity: 3 hours**

Fundamental skills and techniques of softball. Includes a study of the rules and strategies of the game.

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

**ATHL 26 WOMEN'S SOCCER 3 units**

**Activity: 9 hours**

This intercollegiate athletic course provides an opportunity for inter-conference, invitational, sectional and/or state competition. Advanced techniques and strategies of the individual sport and development and of mental muscular and cardiovascular wellness will be stressed. May be taken four times for credit. Grade Option. (A-F), P/NP. Degree Applicable Credit. CSU

**ATHL 31 SPORTS CONDITIONING FOR INTERCOLLEGIATE ATHLETES 1 Unit**

**Activity: 3 hours**

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

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

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**AUTO MECHANICS TECHNOLOGY (AUTO)**

**AUTO 51 BASIC AUTOMOTIVE MAINTENANCE 3 Units**

**Lecture: 3 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 51A INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 52 AUTOMOTIVE ELECTRICAL SYSTEMS 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 53 AUTOMATIC TRANSMISSIONS AND TRANSAXLES 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**AUTO 54 AUTOMOTIVE BRAKES 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.



course will prepare the student to enter the diesel job market with a working knowledge of diesel engine starting and charging systems.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 66 DIESEL ENGINE SERVICE 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Automotive 63 and 64 with a “C” grade or better**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 67 DIESEL ENGINE AUXILIARY SYSTEMS 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Automotive 63 with a “C” grade or better**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**AUTO 70 DIESEL BRAKE, STEERING, AND SUSPENSION SYSTEMS 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

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

**AUTO 82 OCCUPATIONAL WORK EXPERIENCE IN AUTO MECHANICS TECHNOLOGY 1-8 Units**

See Cooperative Work Experience Education listing.

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**(BIOL)**

**BIOL 1 ENVIRONMENTAL BIOLOGY 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**BIOL 2 CONCEPTS IN BIOLOGY 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Mathematics 55 with a “C” grade or better**

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

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

Gen Ed Applicable. UC/CSU

**BIOL 3 INTRODUCTION TO PLANT BIOLOGY 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: MATH 55 with a “C” grade or better**

Study of the major divisions of the plant kingdom with emphasis on morphology, physiology, ecology, and taxonomy. Laboratory includes experiments, observations, and field trip.

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

**BIOL 4 HUMAN ANATOMY 5 Units**

**Lecture: 3 hours; Lab: 6 hours**

**Prerequisite: Biology 2 or equivalent with a “C” grade or better**

Introduction to the study of the gross and microscopic structures of the human body using a systemic approach. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**BIOL 5 HUMAN PHYSIOLOGY 5 Units**

**Lecture: 4 hours; Lab: 3 hours**

**Prerequisite: Biology 2 or 4 and Chemistry 1 or equivalent with a “C” grade or better**

Basic functioning of the organ systems of the human body, including the brain and nervous system, vision and hearing, heart and circulation, blood and immunity, respiration, digestion and metabolism, muscles, excretory, endocrine, and reproductive systems.

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

**BIOL 8 MICROBIOLOGY 5 Units**

**Lecture: 3 hours; Lab: 6 hours**

**Prerequisite: Chemistry 1 or 2A and Biology 2 with a “C” grade or better**

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

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

**BIOL 10 INTRODUCTION TO BIOLOGY 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**BIOL 10L INTRODUCTION TO BIOLOGY LAB 1 Unit**

**Lab: 3 hours**

A biology laboratory as it relates to the human species. This laboratory complements the Biology 10 Introduction to Biology lecture course. It contains lab exercises to accompany a one-semester human biology course. Labs include the scientific method, chemistry of cells, structure of cells and tissues, cardiovascular system, respiratory system, muscular system, skeletal system, lymphatic and immune system, urinary system, reproductive system, genetics, molecular biology, evolution, and ecology. This course may be taken concurrently with BIOL 10.

Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU/UC

**BIOL 11 HUMAN SEXUALITY 3 Units**

**Lecture: 3 hours**

*Also available online*

Human anatomy, physiology and behavior as related to sexual reproduction, including fertilization, pregnancy, child birth and birth control.

Consideration will also be given to genetics, homosexuality, sexually transmitted diseases, and sexual intercourse and response. May be taken as Psychology 11 – credit granted for one course only.

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

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**BUILDING CONSTRUCTION TRADES TECHNOLOGY (BCTT)**

**BCTT 50A BASIC CONSTRUCTION SAFETY AND RIGGING 2 Units**

**Lecture: 2 hours**

*Also available online*

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

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

Major Applicable.

**BCTT 50B INTRODUCTION TO HAND AND POWER TOOLS 1 Unit**

**Lecture: 1 hour**

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

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

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

**BCTT 50C INTRODUCTION TO BLUEPRINT READING 1 Unit**

**Lecture: 1 hour**

*Also available online*

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

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

**BCCT 50 D BASIC COMMUNICATION AND EMPLOYMENT SKILLS 1 Unit**

**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.

Pass/No Pass Only (P/NP); Non Repeatable/Non Activity Course (May be repeated two times with a grade of less than “P” or “C”)

**BCTT 50E CONSTRUCTION TECHNOLOGY CORE PERFORMANCE TESTING .5 Unit**

**Lab: 1.5 hours**

**Prerequisite: BCTT 50A, 50B, and 50C with a “C” grade or better**

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

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

**BCTT 51 CONSTRUCTION QUANTITATIVE SKILLS 3 Units**

**Lecture: 3 hours**

*Also available online*

Basic mathematical procedures commonly used in the construction and maintenance crafts, such as multiplication, subtraction, addition, division, working with fractions, measuring areas, and volume. Not to be used to meet any math requirement.

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

**BCTT 52A BLUEPRINT READING FUNDAMENTALS 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**BCTT 52B RESIDENTIAL BLUEPRINT READING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: BCTT 52A with a “C” grade or better**

*Also available online*

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

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

**BCTT 54 SAFETY ORIENTATION 1 Unit**

**Lecture: 1 hour**

*Also available online*

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

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

**BCTT 55 INTRODUCTORY SKILLS FOR THE CREW LEADER 1 Unit**

**Lecture: 1 hour**

*Also available online*

Basic leadership skills in crew supervision. Grades: Option (A-F). Degree Applicable Credit.

**BCTT 57 INTRODUCTION TO CA TITLE 24, ENERGY STANDARD 1 Unit**

**Lecture: 18 hours**

*Also available online*

Introduction to “the California Building Energy Efficiency Standard, (Title 24).” The Building Energy Efficiency Standards were first adopted in 1978, to set energy standards for California’s home and business energy usage. This course is intended to help owner, builders, contractors, and inspectors to understand and comply with the ever changing, California standards for low-rise residential buildings.

Grades: Option (A-F), P/NP. Degree Applicable.

**BCTT 60A MATERIALS AND TOOLS USED IN THE TRADE 2 Units**

**Lecture: 2 hours**

**Recommended: Building Construction Trades Technology 50E with a “C” grade or better** *Available online*

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

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

**BCTT 60B FLOOR SYSTEMS, WALL AND CEILING FRAMING 1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades Technology 60A with a “C” grade or better** *Available online*

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

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

**BCTT 60C ROOF FRAMING AND WINDOW AND EXTERIOR DOORS 1 Unit**

**Lecture: 1 hour**

**Recommended: Building Construction Trades Technology 60B with a “C” grade or better** *Available online*

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

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

**BCTT 60D INTRODUCTION TO CONCRETE MATERIALS AND FORMS 1 Unit**

**Lecture: 1 hour**

*Also available online*

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

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

**BCTT 60E RESIDENTIAL CARPENTRY LEVEL ONE PERFORMANCE TESTING 2 Units**

**Lab: 6 hours**

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

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

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

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**BUSINESS ADMINISTRATION (BADM)**

**BADM 1 BUSINESS LAW 1 3 Units**

**Lecture: 3 hours**

*Also available online*

The legal and social environment of business. The regulatory environment in which business operates. Basic



principles of law as applied to ordinary business transactions. Consumer protection, crimes, torts, computers and the law. The essential elements of contracts. Emphasis on Uniform Commercial Code and California Law through representative cases.

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

**BADM 2 BUSINESS LAW II 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**BADM 5 INTRODUCTION TO BUSINESS 3 Units**

**Lecture: 3 hours**

*Also available online*

Survey of functions, objectives, organization, and structure of business within the American free enterprise system. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**BADM 6 BUSINESS COMMUNICATIONS 3 Units**

**Lecture: 3 hours**

**Recommendation: English 50 with a "C" grade or better or assessment into ENGL 1A**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**BADM 19 MARKETING 3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**BADM 51 BUSINESS MATH 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**BADM 82 OCCUPATIONAL WORK EXPERIENCE IN BADM 1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

**BADM 100 CUSTOMER SERVICE TRAINING 1 Unit**

**Lecture: 16 hours' total**

*Also available online*

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

Grades: P/NP. Non Degree Applicable Credit.

**BADM 101 ATTITUDE IN THE WORKPLACE 1 Unit**

**Lecture: 1 hour**

*Also available online*

This course is designed to provide the participant with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The participant will be introduced to the concepts of how attitudes are communicated, the three types of attitudes, and how to adjust one's 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: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**BADM 102 DEALING WITH DIFFICULT PEOPLE 1 Unit**

**Lecture: 1 hour**

*Also available online*

This course will explore the causes and impact that conflict can have on customer service. Students will learn strategies and techniques for resolving tough issues, and how to turn a difficult customer into a loyal one.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**BADM 106 MANAGING CHANGE 1 Unit**

**Lecture: 1 hour**

*Also available online*

This course will explore the natural tendency of employees and customers to resist change. Students will learn techniques for handling workplace change, and how to introduce change to their customers.

Furthermore, change management techniques will be explored.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**BADM 107 TEAM BUILDING 1 Unit**

**Lecture: 1 hour**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**BADM 108 BUSINESS ETHICS****1 Unit****Lecture: 1 hour***Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

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**CHEMISTRY (CHEM)****CHEM 1 INTRODUCTORY CHEMISTRY****4 Units****Lecture: 3 hours; Lab 3 hours****Prerequisite: MATH 50 with a minimum grade of "C".**

A survey of the principles of chemistry, including general, organic and biochemistry, primarily for pre-nursing, liberal arts, and home economics students. Topics covered: Atomic structure, chemical bonding, stoichiometry, periodic table, trends of elements and periodic table, states of matter, oxidation numbers and redox equations, electrochemistry, solutions, equilibrium, acids and bases, nuclear chemistry, organic nomenclature, basic organic reactions and biochemistry.

Grade Options: (A-F), P/NP. Degree applicable credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

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**CHILD DEVELOPMENT (CHLD)****CHLD 4 CHILD GROWTH AND DEVELOPMENT****3 Units****Lecture: 3 hours***Also available online*

This course examines the major physical psycho-social, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

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

UC/CSU (Cross-listed with SOCI 6)

**CHLD 6 CHILD, FAMILY, COMMUNITY****3 Units****Lecture: 3 hours***Also available online*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

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

**CHLD 9 INTRODUCTION TO EARLY CHILDHOOD CURRICULUM****3 Units****Lecture 3 hours****Prerequisite: ENG 50 and CHLD4/PSYC4 with a Grade of "C"**

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting

development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

Grade: Option (A-F). Degree Applicable. CSU

**CHLD 11A Principles and Practices in Early Childhood Education 3 Units**

**Lecture: 3 hours**

**Also available online**

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

Grade Option: (A-F). P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 12A CREATIVE ACTIVITIES FOR EARLY CHILDHOOD EDUCATION 3 Units**

**Lecture: 3 hours**

This course is designed to offer students an understanding of developmentally age appropriate activities as they relate to literature, dramatization, finger plays, puppetry, and presentation of language experiences. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable.

Grades: Option (A-F), P/NP. Degree Applicable. Major Applicable. CSU

**CHLD 14 CHILD HEALTH, SAFETY, AND NUTRITION 3 Units**

**Lecture: 3 hours**

**Also available online**

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health, and safety will be identified along with the importance of collaboration with families and health professionals.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 15 INFANTS AND TODDLERS: CURRICULUM AND TEACHING 3 Units**

**Lecture: 3 hours**

**Also available online**

This course is designed to explore the cognitive/language, emotional, physical, social and theoretical contributions toward the development of children from birth to three years. The course reviews the practical approaches to program planning, the role of the caregiver, curriculum and environment, health and safety, and working with families. This course fulfills the California licensing requirements for Infant Center personnel. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 15A INFANTS AND TODDLERS: CURRICULUM 3 Units**

**Lecture: 3 hours**

**Also available online**

Designed to enhance the teacher's roll in all aspects of a developmentally appropriate program. Explores the process of planning and implementing a curriculum framework that support learning and development. Supports Infant/Toddler Specialization.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 16 THE PRESCHOOL CHILD CURRICULUM AND TEACHING 3 Units**

**Lecture: 3 hours**

*Also available online*

Development and behavior based on current knowledge in child development. Intellectual, physical, emotional, and social development of the child. Establish an understanding of curriculum development, lesson planning and developmentally age appropriate activities. Leads towards a Certificate Level II and/or Child Development Teacher Permit (Matrix) Applicable.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 17 PROGRAMS FOR SCHOOL-AGE CHILDREN: CURRICULUM AND TEACHING 3 Units**

**Lecture: 3 hours**

*Also available online*

Programs and curriculum for the school-age child in a before-and-after school environment. Establishing an appropriate environment, planning activities, and interacting with children. Leads towards a Certificate Level I and or Child Development Associate Teacher Permit (Matrix) Applicable.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 17A ACTIVITIES FOR SCHOOL-AGE CHILDREN 3 Units**

**Lecture: 3 hours**

*Also available online*

Designed to create, implement and evaluate developmentally appropriate activities for school-age children (K-8). Emphasizes instruction in providing activities for individuals and groups that stimulate growth, discovery, and learning. Supports School-Age Children Specialization.

Grades: (A-F), P/NP. Degree Applicable Credit. Major applicable. CSU

**CHLD 19A ADMINISTRATION I-PROGRAMS IN EARLY CHILDHOOD EDUCATION 3 Units**

**Lecture: 3 hours**

**Prerequisite: CHLD4/PSYC 4, CHLD6/SOCI6, CHLD9 AND CHLD11A** *Also available online*  
**Recommendation ENGL 50.**

Introduction to the administration of early childhood programs. Covers program types, budgets, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open and operate an early care education program. Grades: Option (A-F). Degree Applicable. CSU

**CHLD 19B ADMINISTRATION II-PERSONNEL AND LEADERSHIP IN ECE 3 Units**

**Lecture: 3 hours**

**Prerequisite: Child Development 19A Recommendation ENGL 50.**

*Also available online*

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, and professional development, and reflective practices for diverse and inclusive early care and education.

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

**CHLD 19C ADULT SUPERVISION AND MENTORING IN ECE 3 Units**

**Lecture: 3 hours.**

*Also available online*

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. Grades: Option (A-F), P/NP. Degree Applicable. CSU

**CHLD 20 OBSERVATION AND ASSESSMENT 3 Units**

**Lecture: 3 hours Prerequisite: Child Development 4 with a “C” grade or better**

*Also available online*

This course will focus on appropriate use of assessment and observation strategies to document development growth, play and learning in order to join with families and professionals in promoting children’s success and maintaining quality programs. Recording strategies, rating systems, portfolio, and multiple assessment methods are explored. Leads towards a Certificate Level II and or Child Development Teacher Permit (Matrix) Applicable.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 25 TEACHING IN A DIVERSE SOCIETY 3 Units**

**Lecture: 3 hours Also available online**

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will have explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

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

**CHLD 30 CHILD LANGUAGE DEVELOPMENT 3 Units**

**Lecture hours 3 hours Previously CHLD 54 Available online**

This course will examine communicative and linguistic development of children, with emphasis upon development of various levels; vocabulary, sentences, discourse structures, and metalinguistic awareness. Children’s knowledge of phonology, semantics, syntax, and pragmatics will be addressed, with attention to individual, gender, and cultural differences and special issues such as bilingualism. Empirical descriptions and contrastive theoretical approaches to language development will be covered.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 30A EARLY CHILDHOOD LITERACY 3 Units**

**Lecture: 3 hours Previously CHLD 54A Recommended: English 50 Also available online**

Explore techniques that support building a foundation for reading, writing, listening, and speaking using a developmentally appropriate approach. Develop activities and an environment that promotes language and literacy in young children. Research literature suitable for children up to eight years old, with emphasis on techniques of selection and presentation of books. Supports Literacy Specialization.

Grade: (A-F), P/NP. Degree Applicable Credit. CSU

**CHLD 35 THE CHILD WITH SPECIAL NEEDS 3 Units**

**Lecture 3 hours Previously CHLD 60**

*Also available online*

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of the historical and societal influences, laws relating to children with special needs and the identification and referral process.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CHLD 35A CHILDREN WITH CHALLENGING BEHAVIORS 3 Units**

**Lecture: 3 hours Previously CHLD 60A Recommended: English 50 Also available online**

Effective strategies for working with children who have challenging behaviors in the early childhood classroom environment. Emphasis on teacher's role in working with parents and supporting children through emotional difficulties. Supports Special Needs Specialization.

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

**CHLD 49 PRACTICUM FIELD EXPERIENCE 4 Units**

**Previously CHLD 80**

**Lecture: 2 hours; Lab: 2 hours**

**Prerequisite: ENG 1A, CHLD4/PSYC4, CHLD9, and CHLD 20 with a grade of "C".**

This course is designed for students to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Grade: Option (A-F). Degree Applicable. CSU

NOTE: The state requires proof of immunization for Measles, Whooping cough, Influenza as well as TB.

**CHLD 61 FAMILY DAY CARE PROVIDER 3 Units**

**Lecture: 3 hours**

*Also available online*

Factors involved in providing quality child care in one's home. Establishment of a safe, healthy, and stimulating environment; refining or developing business policies and parent contracts. First Aid and CPR training.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**CHLD 82 OCCUPATIONAL WORK EXPERIENCE IN CHILD CARE & TEACHER AID 1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**COMMUNICATION (COMM)**

**COMM 160 BASIC SKILLS EDUCATION PROGRAM 0 Units**

**FORT IRWIN:**

**Lecture: 76 hours' total**

**Testing: 4 hours total (80 combined total hours) MCLB:**

**Lecture: 112 hours' total**

**Testing: 4 hours total (116 combined total hours)**

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

Grades: Non-credit. Non-Degree Applicable Non Credit.

## **COMPUTER AND BUSINESS INFORMATION SYSTEMS (CBIS)**

### **CBIS 2                      WINDOWS AND THE INTERNET    3 Units**

**Lecture: 2 hours; Lab: 3 hours**

*Also available as a hybrid course*

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

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

### **CBIS 3                      PROGRAMMING IN VISUAL BASIC    3 Units**

**Lecture: 2 hours; Lab: 3 hours Recommended: Computer and Business**

**Information Systems 1 with a “C” grade or better**

An introductory course in the BASIC programming language. Analysis of problems for computer solution using BASIC language. Applications drawn from business, mathematics, and physical science.

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

### **CBIS 6                      PROGRAMMING IN JAVA    3 Units**

**Lecture: 2 hours; Lab: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### **CBIS 9                      INTRODUCTION TO ADOBE PHOTOSHOP    3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 or 2 with a “C” grade or better**

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts.

Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Arts 9 or Photography 9 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. CSU. Non- Repeatable.

### **CBIS 10                      COMPUTER ARCHITECTURE    3 Units**

**Lecture: 2 hours; Lab: 3 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

### **CBIS 13                      MANAGEMENT INFORMATION SYSTEMS    3 Units**

**Lecture: 2 hours; Lab: 3 hours**

*Also available online*

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



system, and organizational information systems.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 14 INTERNET SECURITY 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 with a “C” grade or better**

*Also available online*

This course will provide an overview of the field of information security and assurance. A spectrum of security activities, methods, methodologies, and procedures will be covered. Additional topics include inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre and post incident procedures, technical and managerial responses, an overview of the information security planning and staffing functions, cryptographic techniques and applications, and security ethical and legal issues.

Grades: Options (A – F), P/NP. Degree Applicable

**CBIS 15 INFORMATION NETWORKING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 with a “C” grade or better**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

CSU

**CBIS 16 NETWORK SECURITY 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 15 with a “C” grade or better**

*Also available online*

This course is a comprehensive guide for anyone wishing to take the Comp TIA Security + 2008 exam. This course introduces students to various security concepts, issues, and countermeasures in computer networks. The course covers newly covered exam topics including cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breeds of attackers, Wi-Fi Protected Access 2, and Microsoft Windows security.

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

**CBIS 17 DATABASE DESIGN AND MANAGEMENT: MICROSOFT ACCESS 3 Units**

**Lecture: 2 hours; Lab: 3 hours Prerequisite: Computer and Business**

**Information Systems 1 with a “C” grade or better**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 19 SYSTEMS ANALYSIS AND DESIGN 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 with a “C” grade or better**

*Also available online*

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

**CBIS 22A BUSINESS OPERATING SOFTWARE, USING UNIX 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

*Also available online*

This course introduces students to the UNIX operating system. Topics include common UNIX commands; file manipulation; editing; and the UNIX file structure. This hands-on class is designed for the computer novice or for the UNIX novice who wants to get productive with the UNIX operating system in the shortest time possible. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 22C WINDOWS SERVER 1.5 Units**

**Lecture: 1 hour; Lab: 1.5 hours**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 29A INTRODUCTION TO WRITING WEB PAGES 3 Units**

**Lecture: 2 hours; Lab: 3 hours Recommended: Computer and Business**

**Information**

**Systems 1 or 2 with a "C" grade or better**

*Also available online*

Fundamentals of Hyper-Text Markup Language (HTML) and electronic publishing on the Web. Students will learn how to produce a multi-page Web site with images, text and links; tables, frames, forms and simple multimedia; uploading and modifying Web documents to a Web server.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 29B ADVANCED WEB DEVELOPMENT 3 Units**

**Lecture: 2 hours; Lab: 3 hours Prerequisite: Computer and Business**

**Information Systems 29A and 17 with a "C" grade or better**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 29C MULTIMEDIA FOR THE WEB 3 Units**

**Lecture: 2 hours; Lab: 3 hours Prerequisite: Computer and Business**

**Information Systems 1 with a "C" grade or better**

*Also available online*

An introductory course to basic multimedia and graphic concepts. Topics include design methodology and

delivery. Students will learn and incorporate the fundamentals of editing and manipulating text, images, video, animation, and audio to effectively communicate to the web user. Macromedia Flash, Fireworks, and Adobe Photoshop will be used to develop hands-on skills to produce professional quality multimedia presentations for business and Commerce applications.

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

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

**Lecture: 2 hours; Lab: 3 hours**

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

*Also available online*

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

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

**CBIS 33B Object Oriented Programming with C+ 3 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 6 and 33 with a "C" grade or better**

*Also available online*

The second C++ computer- programming course in a sequence. Develops an understanding of object-oriented programming. Students will be introduced to classes, objects, constructors and destructors, operator overloading, inheritance, multiple- inheritance, polymorphism, function templates and standard template library. Students also will be introduced to data structure concepts such as link- lists and dynamic memory allocation.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**CBIS 40 SPREADSHEET APPLICATIONS 4 Units**

**Lecture: 3 hours; Lab: 3 hours Recommended: Computer and Business**

**Information Systems 1 with a "C" grade or better**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 41 BEGINNING WORD PROCESSING 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Recommended: Working familiarity with Windows**

*Also available online/hybrid*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 42 ADVANCED WORD PROCESSING 3 Units**

**Lecture: 3 hours; Lab: 3 hours Recommended: Computer and Business**

**Information Systems 41 with a "C" grade or better**

*Also available online/hybrid*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 43 PRESENTATION APPLICATIONS AND MEDIA 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Recommended: Working familiarity with Windows**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**CBIS 60 DATA ENTRY I 1.5 Units**

**Lecture: 1 hour; Lab: 1.5 hours**

*Also available online*

Operation of the computer keyboard and an introduction to word processing software with emphasis upon developing basic keyboarding techniques required to develop speed and accuracy on straight copy. Instruction will include the alphabetic keys, numeric keys, and special symbol keys.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 64 BUSINESS AND LEGAL TRANSCRIPTION 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 60 with a “C” grade or better**

Development of a marketable skill in the transcription of verbal information to an appropriate written format. Business communication skills will be enhanced by listening to dictation and transcribing information accurately. Transcription techniques and writing skills necessary to prepare proper business documents will be applied using word processing applications.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 65 ELECTRONIC CALCULATIONS 1.5 Units**

**Lecture: 1 hour; Lab: 1.5 hours**

Study of math procedures and drill on the operation of the electronic printing calculator and the electronic display calculator. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**CBIS 66 OFFICE ADMINISTRATION 3 Units**

**Lecture: 3 hours**

**Prerequisite: Computer and Business Information Systems 60 with a “C” grade or better or equivalent experience**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.



**Building Construction Trades Technology, Business Administration, Child Development, Computer and Business Information Systems, Cosmetology, Culinary, Drafting, Electrical Technology, Electronics, Fire Technology, Logistics/Warehousing, Management, Photography, Real Estate, Theatre Arts, or Welding** *Also available as a hybrid course*

Designed to coordinate the student's occupational on-the-job training with related instruction in work related skills. Determination of the appropriate work experience is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is involved.

Student must have a position, paid or non-paid, available. A maximum of eight credits may be earned in occupational work experience education during one enrollment period for a total of 16 semester units (Title 5, Section 55253) Grades: P/NP. Degree Applicable Credit. CSU

**COOP 83 GENERAL WORK EXPERIENCE 1-6**  
**Units**

Activity: 75 hours of paid work per unit of credit or 60 hours of volunteer work per unit of credit (Title 5, Section 55256.5)

**Prerequisite: Employment and enrollment in any other College course**

Supervised employment of students in order to assist them in acquiring desirable work habits and attitudes in real jobs. Employers and the College cooperate in relating classroom learning with on-the-job experience. Determination of the appropriate work experience is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, and type of work in which the student is involved. Student must have a position, paid or non-paid available. A maximum of six semester credit hours may be earned in general work experience education. (Title 5, Section 55253).

Grades: P/NP. Degree Applicable Credit. CSU

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**COSMETOLOGY (COSM)**

**COSM 50A BEGINNING COSMETOLOGY 6 Units**  
**Lecture: 36 hours total Lab: 216 hours' total**

Beginning Cosmetology (COSM 50A) is an introduction to the basic fundamentals of cosmetology. Theory in rules, regulations, and sanitation, professional image, bacteriology, basic procedures of draping, shampooing, and wet hairstyling are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing, students must have a high school diploma or its equivalent (GED) or have completed 10th grade and passed an ability to benefit (ATB) and be at least 17 years old.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 50B BEGINNING COSMETOLOGY 6 Units**  
**Lecture: 30 hours total Lab: 199.5 hours' total**

**Prerequisite: Cosmetology 50A with a "C" grade or better**

Beginning Cosmetology (COSM 50B) is a continuation of basic fundamentals of cosmetology. Theory in rules, regulations, and sanitation, professional image, bacteriology, basic procedures of draping, shampooing, haircutting, thermal iron techniques, and hair augmentation are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing students must have a high school diploma or its equivalent (GED) or have completed 10th grade and passed an ability to benefit (ATB) and be at least 17 years old.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 50C BEGINNING COSMETOLOGY 6 Units**

**Lecture: 30 hours total Lab: 199.5 hours' total**

**Prerequisite: Cosmetology 50B with a "C" grade or better**

Beginning Cosmetology (COSM 50C) is completion to basic fundamentals of cosmetology. Theory in rules, regulations, and sanitation, professional image, bacteriology, basic procedures of draping, shampooing, permanent waving and hair coloring are taught by lecture and demonstration with supervised work practice. In order to meet state requirements for testing, students must have a high school diploma or its equivalent (GED) or have completed 10th grade and passed an ability to benefit (ATB) and be at least 17 years old.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 51A INTERMEDIATE COSMETOLOGY 6 Units**

**Lecture: 30 hours total Lab: 199.5 hours' total**

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

Intermediate Cosmetology (COSM 51A) Intermediate studies of cosmetology. Theory in nail growth, structure, diseases and disorders. Nail technology including manicuring/pedicuring, wraps, acrylic (methacrylate), tips, and gel nails are taught by lecture and demonstration with supervised work under instructor on clients.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 51B INTERMEDIATE COSMETOLOGY 6 Units**

**Lecture: 30 hours total Lab: 199.5 hours' total**

**Prerequisite: Cosmetology 51A with a "C" grade or better**

Continuation of Cosmetology 51 sequence. Theory in cells, anatomy, physiology, and chemistry. Basic facials, acne facials, facials with scrubs, dermal light treatments, hair removal, and makeup procedures. Practice all salon industry techniques learned in 50 sequence; working under instructor supervision on clients and doll heads.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 51C INTERMEDIATE COSMETOLOGY 6 Units**

**Lecture: 30 hours total Lab: 199.5 hours' total**

**Prerequisite: Cosmetology 51B with a "C" grade or better**

Completion of Cosmetology 51 sequence. Theory in business management, records, and accounting. Employment preparation, salon ownership, advertising, and building client base. Practice all salon industry techniques learned in 50 sequence, 51A and 51B; working under instructor supervision on clients and doll heads. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 52 ADVANCED COSMETOLOGY 6 Units**

**Lecture: 32 hours total Lab: 192 hours' total**

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

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**COSM 82 OCCUPATIONAL WORK EXPERIENCE IN COSMETOLOGY 1-8 Units**

See Cooperative Work Experience Education listing

## **ECONOMICS (ECON)**

### **ECON 1 PRINCIPLES OF ECONOMICS (MACRO) 3 Units**

**Lecture: 3 hours**

*Also available online*

Scarcity and economizing problems. American capitalism, mechanics of individual prices, nature and method of economics, the price system, economic relationships of government, households and business. National income, employment and fiscal policy, money, monetary policy and growth.

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

### **ECON 2 PRINCIPLES OF ECONOMICS (MICRO) 3 Units**

**Lecture: 3 hours**

*Also available online*

Economics of the firm and resource allocation. Market structure of American capitalism. Demand, supply, and elasticity; theory of consumer demand. Cost of production, pure competition, pure monopoly, monopolistic competition, oligopoly, wage determination, pricing of resources and general equilibrium. Current domestic problems and international economics.

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

### **ECON 5 PERSONAL FINANCIAL PLANNING 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

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## **EDUCATION (EDUC)**

### **EDUC 151 INTRODUCTION TO TUTORING 1 Unit**

**Lecture/Activity: 18 hours**

Explores theories of learning and communication with practical applications to tutorial contexts. Emphasis on tutoring students from diverse backgrounds with focus on psychological and social factors fundamental to learning, orientation to materials and resources, and development of effective interpersonal skills. Open Entry/Open Exit. Non Degree/Non Credit. Weekly hours by arrangement.

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## **ELECTRICAL TECHNOLOGY (ELCT)**

### **ELCT 61A INTORUCTION TO PHOTOVOLTAIC SYSTEMS 1 Unit**

**Lecture: 18 hours**

Introduces Photovoltaic (PV) systems, the direct conversions of solar energy into electricity. Give students an understanding of solar radiation, as it relates to the design of a functional renewable energy resource (photovoltaics). Grades: Option (A- F), P/NP.



- ELCT 61B SOLAR SITE SURVEY AND PERMITTING 1 Unit**  
**Lecture: 18 hours** *Also available online*  
 Course will enable the student to understand the requirement for the design and installation of a solar system, including the system elements required, configuration, permitting and final inspection of the completed installation. Grades: (A-F), P/NP.
- ELCT 61C SOLAR CELLS, MODULES AND ARRAYS 1 Unit**  
**Lecture: 18 hours**  
*Also available online*  
 This course will introduce the student to the mechanical components required for a PV system, including; Solar cells, modules, arrays, battery back- up, and charging controls.  
 Grades: Option (A-F), P/NP.
- ELCT 61D ELECTRICAL INVERTORS AND SYSTEM SIZING 2 Units**  
**Lecture: 36 hours**  
**Prerequisite: ELCT 70 E with a “C” grade or better.**  
 This course will introduce the student to electrical invertors including: sizing of the invertor, electrical integration with the grid, and commissioning of the system.  
 Grades: Option (A-F), P/NP.
- ELCT 61E PHOTOVOLTAIC SYSTEM PERFORMANCE & TROUBLESHOOTING 2 Units**  
**Lecture: 36 hours**  
**Lab: 54 hours**  
**Prerequisite: ELCT 61D with a “C” grade or better.**  
 This course is designed for the student to get hands on experience working with Photovoltaic system, including system installation, troubleshooting and commissioning. Grades: Option (A-F), P/NP.
- ELCT 70A ELECTRICAL SAFETY AND HAND BENDING 1 Unit**  
**Lecture: 1 hour**  
*Also available online*  
 Safety rules as applied to handling and working with electrical systems and circuits. Precautions to take for various electrical hazards found on the jobsite and required OSHA mandated lockout/tag out procedure. Methods and procedures used in cutting, bending, and reaming conduit.  
 Grades: Option (A-F). Degree Applicable Credit.
- ELCT 70B FASTENERS AND ELECTRICAL THEORY 1 Unit**  
**Lecture: 1 hour**  
*Also available online*  
 Applications and installation procedures for various types of fasteners and anchors. Basic electrical theory. Circuit calculations involving the application of Ohm’s and Kirchoff’s laws.  
 Grades: Option (A-F). Degree Applicable Credit.
- ELCT 70C Electrical Test Equipment, NEC 2 Units**  
**Lecture 2 hours**  
**Also available Online**  
 This course is designed to operate and apply various types of electrical test equipment. National electrical Code (NEC), various types of raceways, boxes, fittings and conductors including installation procedures and NEC requirements. Grade Option: (A-F). Degree Applicable. Area of Emphasis.

**ELCT 70D INTRO TO ELECTRICAL BLUEPRINTS /RESIDENTIAL/COMMERCIAL 1 Unit**

**Lecture: 1 hour**

**Recommended: Electrical Technology 70C with a “C” grade or better**

*Also available online*

Electrical blueprint reading, including the interpretation of various types of scales, drawings, schedules, and specifications. Various types of switches and receptacles used in residential, commercial, and industrial wiring, along with their basic installation procedures and NEC requirements. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 70E ELECTRICAL LEVEL ONE PERFORMANCE TESTING 1 Unit**

**Lab: 3 hours**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a “C” grade or better**

Opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite. Grades: Option (A-F). Degree Applicable Credit.

**ELCT 72A ALTERNATING CURRENT, MOTORS, AND GROUNDING 2 Units**

**Lecture: 2 hours**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a “C” grade or better**

**Recommended: Electrical Technology 70E with a “C” grade or better**

*Also available online*

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

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

**ELCT 72D CIRCUIT BREAKERS, FUSES, CONTACTORS, RELAYS, AND ELECTRICAL LIGHTING 1 Unit**

**Lecture: 1 hour**

**Prerequisite: Electrical Technology 70A, 70B, 70C & 70D with a “C” grade or better**

**Recommended: Electrical Technology 72C with a “C” grade or better**

*Also available online*

Methods and procedures used in selection and installation of circuit breakers, fuses, contactors, and relays.

Methods and procedures used in the installation of different types of lamps and lighting fixtures.

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

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**ENGLISH (ENGL)**

**ENGL 1A ENGLISH COMPOSITION AND READING 3 Units**

**Lecture 3 hours**

**Prerequisites English 50 with a “C” grade or better or assessment recommendation for English 1A.**

**ENGL 50X *Also available Online***

English composition and reading using descriptive, narrative, expository, argumentative, Essay and research techniques.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**ENGL 1B INTRODUCTION TO LITERATURE 3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a “C” grade or better**

*Also available online*

Critical reading and written analysis of standard literary works: poetry, short story, novel and drama.

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

**ENGL 1C CRITICAL THINKING AND COMPOSITION 3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a “C” grade or better**

*Also available online*

Reading and evaluation of English prose in a critical and logical way. The emphasis will be on critical analysis and research as well as the student's development of effective written arguments.

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

**ENGL 2 SURVEY OF ENGLISH LITERATURE 3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a “C” grade or better**

*Also available online*

Reading and critical analysis of 8th through 17th Century English literature.

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

**ENGL 3 SURVEY OF ENGLISH LITERATURE 3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a “C” grade or better**

*Also available online*

Continuation of English 2 covering representative works in 18th through 20th century English literature.

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

**ENGL 4 INTRODUCTION TO SHAKESPEARE 3 Units**

**Lecture: 3 hours**

**Prerequisite: English 1A with a “C” grade or better**

*Also available online*

Reading, analysis and discussion of representative Shakespearean comedies, histories, tragedies and poems.

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

**ENGL 5 INTRODUCTION TO CHILDREN’S LITERATURE 3 Units**

**Lecture: 3 hours**

**Prerequisite: English 50 with a “C” grade or better Recommended: English 1A with a “C” grade or better**

Survey of historical and cultural development of children’s literature. Course will use critical approaches to analyzing themes, genres and evolution of literature. This course will introduce students to a wide range of children’s literature with the goal of inspiring appreciation of the literature and an understanding of the cultural effects on young readers.

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

**ENGL 6 BIBLE AS LITERATURE 3 Units**

**Lecture: 3 hours**

*Also available online*

Introduction to the literature of the Bible, including the Apocrypha. A study of the literary and human dimension of scripture through selected readings in English from the various books of the Old and New Testaments and the Apocrypha. May be taken as Religious Studies 5 - credit granted for one course only.

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



the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read 250 pages' college-level texts and write a minimum of 8,000 words. Classroom instruction integrates Writing and Reading activities. This course is an alternative pathway to reach ENGL 1A. Course maximum is 22 students. Final level recommendations after completion of the course will be determined by instructor. (Non-degree credit course).

**ENGL 101 ENGLISH SKILLS 3 Units**

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

Fundamentals of grammar, punctuation, usage, and paragraph development. Spelling, vocabulary and sentence development.

Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**ENGL 102 ENGLISH SKILLS 3 Units**

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

**Prerequisite: English 101 with a "P" grade or assessment recommendation for English 102**

Grammar, clauses, phrases, parallelism and modifiers. Paragraph writing with proper introduction, support and conclusion.

Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**ENGL 192 BRIDGE TO COLLEGE SUCCESS-ENGLISH LEVEL 2 0 Unit**

**Lecture 1 hour**

**Prerequisite Assessment into ENGL 102**

Course is non-credit for those who completed the assessment test and who scored below Transfer level. This course is a refresher course only. Students will be refreshed on basic English process: Grammar, Basic Paragraphing, Reading, Writing, and practicing Critical Thinking. Aimed at students who assessed into ENGL 102. Instructor will make final Determination on student level upon completion of refresher course.

Grade Option: Non – Credit.

**ENGL 193 BRIDGE TO COLLEGE SUCCESS-ENGLISH LEVEL 3 0 Unit**

**Lecture 1 hour**

**Recommended Assessment into ENGL 50**

Course is non-credit for those who completed the assessment test and who scored below transfer level. This course is a refresher course only. Students will be refreshed on basic English processes: Reading, Writing, and Critical thinking. Aimed at students who assessed into ENGL 50. Instructor will make final determination on student's level upon completion of refresher course.

Grade Option- Non-Credit.

**ENGL 194 BRIDGE TO COLLEGE SUCCESS-ENGLISH LEVEL 4 0 Unit**

**Lecture 1-hour Lab .5 hour**

**Recommended Assessment into ENGL 1A or high ENGL 50**

Course is non-credit for those who completed the assessment test and who scored at transfer level but for some reason may not have full skills to adapt to college English instruction. This course is a refresher course only. Students will be refreshed on necessary English processes: Reading, Writing, and Critical thinking. Aimed at students who assessed into ENGL 1A but barely, or have not been in English or school recently and would like a brief refresher and introduction to college presentation of English. Instructor will make additional recommendations on student's level upon completion of refresher course.

Grade Option. Noncredit.



**ESL 114 INTERMEDIATE ESL WRITING 3 Units**

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

**Prerequisite: ESL 104 with a “P” grade or assessment recommendation for ESL 114**

This high –intermediate ESL course focuses on the continued development of grammar and writing skills. Course emphasis is on the writing process, paragraph development and organization, purpose, audience, and sentence types. Students will explore social, vocational, and academic topics as they assert and connect their ideas.

Grade: P/NP. Non Degree Applicable.

**ESL 116 INTERMEDIATE ESL ORAL COMMUNICATION 3 Units**

**Lecture: 3 hours**

**Prerequisite: ESL 106 with a “P” grade or assessment recommendation for ESL 116**

This high-intermediate ESL course focuses on the continued development of oral communication skills. Course emphasis is on building fluency in conversations, small and whole group discussions, short informal speeches, beginning note taking, and listening comprehension. Students will continue to explore social, vocational, and academic topics. Grades: Grade: P/P. Non Degree Applicable.

**ESL 122 ADVANCED ESL READING 3 Units**

**Lecture: 3 hours**

**Prerequisite: ESL 112 with a “P” grade or assessment recommendation for ESL 122**

This advanced ESL course focuses on the continued development of reading and vocabulary building skills. Students read advanced personal, academic, literary, and professional texts. Course emphasis is on independent reading, strengthening comprehension, evaluation of main ideas and significant details, analysis and evaluation of facts and opinions, search for bias, and reading and vocabulary strategy enrichment.

Grade: P/NP. Non Degree Applicable.

**ESL 124 ADVANCED ESL WRITING 3 Units**

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

**Prerequisite: ESL 114 with a “P” grade or assessment recommendation for ESL 124**

This advanced ESL course focuses on essay writing. Course emphasis is on the writing process, essay development and organization, purpose, audience, and sentence types. Students will explore social, vocational, literary, and academic topics as they assert and connect their ideas.

Grades: P/NP. Non Degree Applicable.

**ESL 126 ADVANCED ESL ORAL COMMUNICATION 3 Units**

**Lecture: 3 hours**

**Prerequisite: ESL 116 with a “P” grade or assessment recommendation for ESL 126**

This low-advanced ESL course focuses on the development of oral communication skills in academic and professional settings. Students listen and respond to lectures, presentations, and discussions on advanced academic, literary, and professional topics. Course emphasis is on critical discussions, strengthening of comprehension and fluency, analysis of main ideas and details, analysis and evaluation of facts and opinions, search for bias, effective note taking strategies, and vocabulary enrichment.

Grade: P/NP. Non Degree Applicable.

**ESL 132 BRIDGE TO ACADEMIC READING 3 Units**

**Lecture: 3 hours**

**Prerequisite: ESL 122 with a “P” grade or assessment recommendation for ESL 132**

This high-advanced ESL course is designed to prepare students for college-level coursework. Through the reading and analysis of academic and literary texts, students will build their reading comprehension and fluency in English. Study and research skills are also covered in this course.

Grade: P/NP. Non Degree Applicable.

**ESL 134 BRIDGE TO ACADEMIC WRITING 3 Units**

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

**Prerequisite: ESL 124 with a “P” grade or assessment recommendation for ESL 134**

This high-advanced ESL course focuses on essay structure and development. Course emphasis is on developing thesis statements, building paragraphs into essays, refining approach to the writing process, purpose, audience, and advanced sentence production. Students will respond to social, professional, literary, and academic texts as they assert and connect their ideas. Prepares the student for college-level coursework.

Grades: P/NP. Non Degree Applicable.

**ESL136 BRIDGE TO ACADEMIC ORAL COMMUNICATION 3 Units**

**Lecture: 3 hours**

**Prerequisite: ESL 126 with a “P” grade or assessment recommendation for ESL 136**

This high-advanced ESL course focuses on the expansion of oral communication skills in academic and professional settings. Students listen and respond to lectures, presentation, and discussions on advanced academic, literary, and professional topics. Course emphasis is on critical discussion, strengthening of comprehension and fluency, evaluation of presented ideas, analysis of bias, expanding effective note taking strategies, and vocabulary enrichment. Designed to prepare students for degree applicable courses.

Grades: P/NP. Non Degree Applicable.

**ESL 190 DEVELOPING LITERACY 0 Unit**

**Lecture: 4 hours; Lab: 1 hour**

Beginning course in English as a Second Language that focuses on developing literacy. This course focuses on survival English skills through building vocabulary and developing speaking, listening, reading, and writing skills. Students are introduced to common practices in the American classroom and norms of social exchanges in the United States. This course, in conjunction with ESL 192, will prepare students for credit courses in ESL.

Grade: Credit/No Credit (CR/NC). Non Credit. Non Degree Applicable.

**ESL 192 EXPANDING FOUNDATIONS IN ESL 0 Unit**

**Lecture: 4 hours; Lab 1 hour**

**Prerequisite: ESL 190 with a “P” grade or assessment recommendation for ESL 192**

English as a Second Language that focuses on expanding the foundations of literacy. This course continues to build on the use of language in everyday contexts through focus on vocabulary development, pronunciation, speaking practice, listening comprehension, and fundamental reading and writing skills. This course, in conjunction with ESL 190, is designed to prepare students for credit ESL coursework.

Grade: Credit/No Credit. Non Credit. Non Degree Applicable.

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**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,







enhance a healthy body image. May be taken as Theatre Arts 7 – credit granted for one course only.  
Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. CSU

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## **HISTORY (HIST)**

### **HIST 1A SURVEY OF WESTERN CIVILIZATION 3 Units**

**Lecture: 3 hours**

*Also available as online*

Political, cultural and philosophical development of western civilization from the origins of civilization to Renaissance.

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

### **HIST 1B SURVEY OF WESTERN CIVILIZATION 3 Units**

**Lecture: 3 hours**

*Also available online*

Political, cultural and philosophical development of western civilization from the Renaissance to the present.

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

### **HIST 2A SURVEY OF U.S. HISTORY 3 Units**

**Lecture: 3 hours**

*Also available online*

Development of the United States from the founding of the colonies through the Reconstruction Period. This course includes an in-depth study of the U.S. Constitution.

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

### **HIST 2B SURVEY OF U.S. HISTORY 3 Units**

**Lecture: 3 hours**

*Also available online*

Political, economic, and social development of the United States since the end of the Civil War. Foreign policy and America's part in the international arena of the 20th Century.

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

### **HIST 3 HISTORY OF MEXICO 3 Units**

**Lecture: 3 hours**

Social, economic and political history of Mexico from pre-Columbian period to the present. Structure of Mexico's development and its position in the world community.

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

### **HIST 4 THE UNITED STATES IN THE TWENTIETH CENTURY 3 Units**

**Lecture: 3 hours**

Economic, political and social problems faced by the United States. Historic causes and future trends.

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

### **HIST 5 HISTORY OF CALIFORNIA 3 Units**

**Lecture: 3 hours**

*Also available online*

History of California from the Ice Age to the present. Early Man, historic Indians, Spanish and Mexican occupations, American trappers and the 49ers, and developments which make it a unique state. One Saturday

field trip required.

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

**HIST 7 UNITED STATES MILITARY HISTORY 3 Units**

**Lecture: 3 hours**

*Also available online*

A survey of U.S. military history from the colonial era to the present day, including the military's role as an agent of change in society. Diplomatic, cultural, and societal developments will be considered in relation to the military in war and peace.

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

**HIST 8A WORLD CIVILIZATIONS 3 Units**

**Lecture: 3 hours**

*Also available online*

World Civilizations 8A surveys world history from the dawn of humans to the 14th century. The course will emphasize major forces, trends, and developments that have shaped human history.

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

**HIST 8B WORLD CIVILIZATIONS 3 Units**

**Lecture: 3 hours**

*Also available online*

World Civilizations 8B surveys world history from the 14th century to the present. The course will emphasize major forces, trends and developments that have shaped human history.

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

**HIST 12 THE VIETNAM WAR 3 Units**

**Lecture: 3 hours**

*Also available online*

The history of the Vietnam War to include the roots of American involvement, military campaigns, Vietnamization, and U.S. policy before, during and after the war.

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

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**HUMANITIES (HUMA)**

**HUMA 1 HUMANITIES THROUGH THE ARTS 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**HUMA 4 SURVEY OF FILM 3 Units**

**Lecture: 3 hours**

Major films, including classics, from 1900 to the present, will be viewed and discussed. Director's techniques, cinematography, filmic means, and grammar of film, philosophy, and literary value will

be studied.

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

**HUMA 5 MULTI-CULTURAL MYTHOLOGY 3 Units**

**Lecture: 3 hours**

*Also available online*

An introductory survey course in comparative mythology. Students will read, discuss, and write about basic myths as they have appeared in different civilizations. Basic myths, such as those dealing with creation, earliest times, the flood, tales of love, tales of heroes, journeys to other worlds, and some examination of the concept of myth itself and its values in today's society will be explored.

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

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**INDUSTRIAL MAINTENANCE MECHANIC TECHNOLOGY (IMMT)**

**IMMT 60 FUNDAMENTALS OF INDUSTRIAL MAINTENANCE MECHANICS 1 Unit**

**Lecture: 1 hour**

Designed to give the students the fundamental tools necessary to increase success in the workforce.

Covered in this course are orientation to the trade, tools of the trade, fasteners and anchors, and introduction to test instruments.

Grades. Option (A- F), P/Np, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 62 OXYFUEL CUTTING 1 Unit**

**Lecture: 1 hour**

Designed to give the student the fundamental skills necessary to use oxyfuel cutting equipment safely.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 64 CRAFT RELATED QUANTITATIVE SKILLS 1 Unit**

**Lecture: 1 hour**

Designed to give the student the fundamental quantitative skills commonly used by industrial maintenance mechanics.

Grades. Option (a-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 66 CONSTRUCTION DRAWINGS 1 Unit**

**Lecture: 1 hour**

Designed to give the student the fundamental skills to read commonly used blueprints by industrial maintenance mechanics.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 68 GASKETS, PUMPS, DRIVES, VALVES, & LUBRICATION 1.5 Units**

**Lecture 1.25 hours Lab: 75 hour**

*Also available online*

Designed to give the student the fundamental skills in gaskets, packing, pumps, drivers, valves and lubrication used for industrial maintenance mechanics.

Grade Options: (A-F), P/NP, Noncredit. Degree Applicable Credit. Area of Emphasis.

**IMMT 69 MATERIAL, HANDLING, HAND RIGGING, MOBILE & SUPPORT EQUIPMENT****Lecture: 1.5 hours****1.5 Units**

Designed to give the student the fundamental skills in material handling, hand rigging, mobile and support equipment used industrial maintenance mechanics.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 70 BASIC LAYOUT****1 Unit****Lecture: 1 hour**

Designed to give the student the fundamentals skills necessary to do basic layout on the jobsite. Covered in this course are layout tools, basic layout including scribing, and using quantitative skills required in layouts.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 71 INTRODUCTION TO PIPING****1 Unit****Lecture: 1 hour**

Designed to give the student the fundamental skills necessary to work with various types of piping on the jobsite. Covered in this course are copper and plastic piping and introduction to ferrous metal piping.

Grades. Option (A-F), P/NP, Non-credit.

Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 73 IDENTIFY, INSTALL, AND MAINTAIN VALVES****1 Unit****Lecture: 1 hour**

Designed to give the student the fundamental skills necessary to work with various types of valves, and perform basic hydrostatic and pneumatic testing on the jobsite.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 74 INTRODUCTION TO BEARINGS****1 Unit****Lecture: 1 hour**

Designed to give the student the fundamental skills necessary to work with various types of bearings on the jobsite. Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 75 INTRODUCTION TO STEAM SYSTEMS****2 Units****Lecture: 2 hours**

Designed to give the student the fundamental skills necessary to work with various types of steam systems commonly found on the jobsite.

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

**IMMT 76 DISTILLATION TOWERS AND VESSELS****1 Unit****Lecture: 1 hour**

Designed to give the student the fundamental skills necessary to work with various types of distillation towers and vessels commonly found on the jobsite.

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

**IMMT 77 HEATERS, FURNACES, HEAT EXCHANGERS, COOLING TOWERS & FIN FANS****Lecture: 2 hours****2 Units**

Designed to give the student the fundamental skills necessary to work with various types of heaters, furnaces, heat exchangers, cooling towers, and fin fans commonly found on the jobsite.

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

**IMMT 80A      E & I HAZARDOUS LOCATIONS      2 Units**

**Lec: 1.5 hours Lab: 1.5 hours Prerequisite: E & I Level I**

**May be repeated two times with a grade less than “C”.**

Designed to give the student the fundamental skills necessary to understand alternative current. Covered in this course are calculations used for AC waveforms, resistive and inductive AC circuits, and various types of AC circuits.

Grade Option: (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of emphasis applicable.

**IMMT 80B      E & I Test Equipment      1 Unit**

**Lecture: .75**

**Lab: .25**

**Prerequisite E&I Level I**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student the fundamental skills necessary to use testing equipment used in the field covered in his course are test instruments, troubleshooting, meter polarity, reading and converting scales, use of a frequency meter, and use of digital and analog meters.

Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 80C      Flow, Pressure, Level & Temperature      1 Unit**

**Lecture: .75**

**Lab: .25**

**Prerequisite E&I Level I**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student the fundamental skills necessary to understand various measurements used in the field Covered in this course are flow, pressure, level, and temperature.

Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 80D      Process Quantitative Skills      2 Units**

**Lecture: 1.5 hours Lab: 15 hours**

**Prerequisite: E & I Level I**

**May be repeated two times with a grade less than “C”.**

Designed to give the student the fundamental skills necessary to perform various mathematical operations used in the field. Covered in this course are basic mathematical operations necessary in instrumentation, pressure measurement, and factor conversion.

Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 80E      Tubing Installation and Testing      2 Units**

**Lecture: 1.5 hours Lab: 1.5 hours Prerequisite: E & I Level I**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student the fundamental skills necessary to perform various mathematical operations used in the field. Covered in this course are basic mathematical operations necessary in instrumentation, pressure measurement, and factor conversion.

Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 80F      Introduction to Instrument Drawings & Documents      2 Units**

**Lecture: 1.5 hours Lab: 1.5 hours Prerequisite E&I Level I**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student the fundamental skills necessary to extract and use information found on drawings and documents commonly used in the field. Covered in this course are standard Instrument Society of America (ISA) instrument symbols and abbreviations, instrument indexes, general instrument specifications, general notes and details, installation detail drawings, and location drawings.  
Grade Options (A-F), P/NP, Non-Credit. Degree Applicable Credit. Area of Emphasis.

**IMMT 90A E & I HAZARDOUS LOCATIONS .5 Unit**

**Lecture: .5 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade less than "C".**

Designed to give the student an understanding of hazardous locations commonly found in the field. Covered in this course are various classifications of hazardous locations, wiring methods permitted, use of seals and drains, wiring methods for Class I, Class II and Class II hazardous locations, and NEC requirements of installing explosion-proof fittings in specific hazardous locations.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90B ELECTRICAL COMPONENTS & DRAWINGS 1 Unit**

**Lecture: 1 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade less than "C".**

Designed to give the student an understanding of electrical components and drawings commonly found in the field. Covered in this course are electronic system components of solid-state devices including transistors, diodes, rectifiers, uses, leads, integrated circuits, pin numbers, and logic gates.

Additionally, common types of electrical and instrumentation diagrams and drawings including wiring, ladder, one-line, motor controller, P & ID, loop, and raceway diagrams.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90C E & I MOTOR CONTROLS 1 Unit**

**Lecture: 1 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to the student and understanding of motor controls commonly found in the field. Covered in this course are contactors, relays pilot devices, and motor control wiring.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90D E & I DISTRIBUTION SYSTEMS AND TRANSFORMER APPLICATION 2 Units**

**Lecture: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than "C".**

Designed to give the student an understanding of distribution equipment and transformer applications commonly found in the field. Covered in this course are overcurrent protection, fuses and circuit breakers, switchgear, visual and mechanical inspections, ground faulty relay systems, three-phase transformers, specialty transformers, NEWC requirements, and harmonic derating.

Grades Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.



**IMMT 90E E & I CONDUCTOR SELECTION & CALCULATIONS APPLICATIONS 2 Units**

**Lecture: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student an understanding of conductor selection and calculations commonly found in the field. Covered in this course are selection of electrical conductors for specific applications, calculation of voltage drops, NEC regulations, calculate and apply NEC tap rules, conductor sizing, conductor derating, and selection of conductors for various temperature ranges and atmospheres.

Grades. Option (A-F), P/NP, Non- credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90F E & I TEMPORARY GROUDNING 2 Units**

**Lecture: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student and understanding of conductor selection and calculations commonly found in the field. Covered in this course are purpose of temporary grounding, temporary grounding devices requirement, temporary grounding equipment, instillation and removal of temporary grounding devices.

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

**IMMT 90G LAYOUT & INSTALLATION OF TUBING & PIPING SYSTEMS 2 Units**

**Lecture: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student and understanding of layout & installation of tubing & piping systems commonly found in the field. Covered in this course are scope of the layout, proper methods for routing piping or tubing, application of fitter’s math, cut piping and tubing, accurately bend piping or tubing, installation of various piping, fittings, and tubing supports.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90H MACHINE BENDING OF CONDUIT 2 Units**

**Lecture: 2 hours**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student an understanding of machine bending of conduit commonly found in the field. Covered in this course are the process of conduit using power tools, parts of electric and hydraulic benders, offsets, kicks, saddles, segmented, and parallel bends, quantative skills required to end conduit.

Grades. Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90I HYDRAULIC AND PNEUMATIC CONTROLS 1 Unit**

**Lecture: 1 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student an understanding of hydraulic and pneumatic controls commonly found in the field. Covered in this course are hydraulic system safety, principles of hydraulics devices and symbols and explain their functions, hydraulics systems in a process application, pneumatic system safety, physical characteristics of gases, compressing gases, pneumatic transmission of energy, principles of compressors, compressed air treatment, pneumatic system components and symbols.

Grades Option (A-F), P/NP, Non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

**IMMT 90J      MOTOR OPERATED VALVES      1 Unit**

**Lecture: 1 hour**

**Prerequisite: E & I Level II**

**May be repeated two times with a grade of less than “C”.**

Designed to give the student an understanding of motor operated valves commonly found in the field. Covered in this course are safety regulations associated with motor-operated valves (MOV), operating principles of various types of MOVs, applications of MOVs, setting up a MOV, removing and replacing a limit switch.

Grades Option (A-F), P/NP, non-credit. Degree Applicable Credit. Area of Emphasis Applicable.

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**MANAGEMENT (MGMT)**

**MGMT 1      INTRODUCTION TO MANAGEMENT      3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**MGMT 3      HUMAN RESOURCE MANAGEMENT      3 Units**

**Lecture: 3 hours**

*Also available online*

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**MGMT 4      LABOR-MANAGEMENT RELATIONS      3 Units**

**Lecture: 3 hours**

*Also available online*

History and development of the labor movement. Agreements and collective bargaining, current legislative trends, governmental controls on bargaining, and wage determination. Economic and behavioral aspects of the labor market. Grievance initiation and resolution. Supervisor's responsibility in administration of an agreement. Future issues in private and public sector collective bargaining.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**MGMT 5      ORGANIZATION AND MANAGEMENT      3 Units**

**Lecture: 3 hours**

*Also available online*

Examination of supervisor's responsibility for planning, organizing, staffing, directing, controlling, and coordinating activities. Functions of the organization and the supervisor's role in meeting the firm's objectives. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**MGMT 6      PSYCHOLOGY OF MANAGEMENT      3 Units**

**Lecture: 3 hours**

*Also available online*

Consideration and application of psychological principles basic to good employer/employee relations.

Motivational factors in human behavior.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. CSU

**MGMT 7            SMALL BUSINESS MANAGEMENT**

**3 Units**

**Lecture: 3 hours**

*Also available online*

Introduction to management techniques used by small businesses in the free enterprise system. Product ideas, evaluations, planning, start-up problems, structuring, financing, purchasing inventory, location, hiring, business law, taxes, permits, and insurance. Preparation of a comprehensive business plan project.

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

**MGMT 82            OCCUPATIONAL WORK EXPERIENCE IN MANAGEMENT/SUPERVISION**

**See Cooperative Work Experience Education listing.**

**1-8 Units**

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**MATHEMATICS (MATH)**

**MATH 1            PRECALCULUS TRIGONOMETRY**

**3 Units**

**Lecture: 4 hours**

**Prerequisite: MATH 55 with a “C” grade or better**

*Also available online*

Fundamental properties of functions; generating inverse functions and reciprocal functions; circular functions, angular measure; trigonometric functions; use of trigonometric functions in solving problems involving triangles; fundamental identities.

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

**MATH 2            INTRODUCTION TO STATISTICS**

**4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: MATH 55 with a “C” grade or better**

*Also available online*

Data collection, graphical displays of data, S-Plus software; Minitab, or Excel; descriptive statistics, correlation and regression; design of experiments, basic concepts of probability and sampling distributions; discrete and continuous distributions including normal and t-distribution. Estimation and hypothesis testing small and large samples. The Chi-square goodness and fit test. Students use S-Plus statistical, Minitab, or Excel software with statistical applications.

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

**MATH 3            COLLEGE ALGEBRA**

**3 Units**

**Lecture: 3 hours**

**Prerequisite: MATH 55 with a “C” grade or better or assessment recommendation for Mathematics**

**3 Also available online**

Equations and inequalities including quadratic and rational inequalities; functions and graphs including combining functions and inverse functions; Polynomial functions including finding real and complex zeros; Exponential and logarithmic functions; Rational functions including graphing and finding asymptotes; Systems of equations including systems in three variables, partial fractions, and nonlinear systems; Matrices and determinants: Sequences including arithmetic and geometric sequences, and the binomial theorem; Counting principles; Conic sections.

Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MATH 4A      ANALYTICAL GEOMETRY AND CALCULUS I      5 Units**

**Lecture: 5 hours**

**Prerequisite: Mathematics 1 and Mathematics 3 with a “C” grade or better**

*Also available online*

Limits, continuity, derivatives, applications of the derivative, and the integral.

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

**MATH 4B      ANALYTICAL GEOMETRY AND CALCULUS II      5 Units**

**Lecture: 5 hours**

**Prerequisite: Mathematics 4A with a “C” grade or better**

*Also available online*

Techniques of integration, applications of the integral, sequences and series, conic sections, polar coordinates, vectors and the geometry of space.

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

**MATH 4C      ANALYTICAL GEOMETRY AND CALCULUS III      5 Units**

**Lecture: 5 hours**

**Prerequisite: Mathematics 4B with a “C” grade or better**

*Also available online*

Vector valued functions, partial derivatives, multiple integrals, calculus of vector fields.

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

**MATH 5      THE IDEAS OF MATHEMATICS      3 Units**

**Lecture: 3 hours**

**Prerequisite: Mathematics 55 with a “C” grade or better or assessment recommendation for Mathematics 5**

Sets, propositional logic, and their application to topics of discrete mathematics including enumeration techniques, and finite probability spaces. Satisfies college transfer requirements. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**MATH 50      ELEMENTARY ALGEBRA      4 Units**

**Lecture: 4 hours**

**Prerequisite: Mathematics 101 with a “C” grade or better or assessment recommendation for Mathematics 50**

*Also available online*

Operations on signed numbers; solving linear equations and inequalities in one variable; graphing linear equations in two variables; properties of integral exponents; operations with polynomials (with emphasis on factoring) and rational expressions; operations with radical expressions; solution of elementary word problems. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable.

**MATH 55      INTERMEDIATE ALGEBRA      4 Units**

**Lecture: 4 hours**

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

*Also available online*

Introduction to functions and linear functions; systems of linear equations in two and three variables; inequalities including compound and absolute value inequalities; polynomial functions and factoring;

rational expressions, functions, and equations including division; radicals, radical functions, and integral and rational exponents including complex numbers; quadratic equations and functions including graphing. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

**MATH 101 ARITHMETIC 3 Units**

**Lecture: 3 hours**

**Also available as a hybrid course**

Computations with whole numbers, fractions and decimals; meanings of fractions, decimals and percent; translations of verbal problems into mathematical statements; rounding, approximation and numerical estimation; use of basic arithmetic properties, graphs and tables; computation with positive integral exponents and square roots of perfect squares; computation of perimeters, areas and volumes; operations with signed numbers. Grades: Option (A-F), P/NP. Non Degree Applicable Credit.

**MATH 191 BRIDGE TO COLLEGE SUCCESS-MATH LEVEL 1 0 Unit**

**Lecture 1-hour Lab .5 hour Recommend Assessment into ACSK 150, 151, 152, or MATH 101**

Course in non-credit for those who completed the assessment test and who scored below transfer level. This course is a refresher course only. Students will have refreshed on basic math processes and problems. Aimed at students who assessed into ACSK 150, 151, 152, or MATH 101. Instructor will make final determination on student's level upon completion of refresher course.

Grade Option: Non-Credit.

**MATH 192 BRIDGE TO COLLEGE SUCCESS-MATH LEVEL 2 0 Unit**

**Lecture 1-hour Lab .5 hour**

**Recommend Assessment into MATH 50**

Course is non-credit for those who completed the assessment test and who scored below transfer level. This course is a refresher course only. Students will be refreshed on basic math processes and problems. Aimed at students who assessed into MATH 50. Instructor will make final determination on student's level upon completion of refresher course.

Grade Option: Non-Credit.

**MATH 193 BRIDGE TO COLLEGE SUCCESS-MATH LEVEL 3 0 Unit**

**Lecture 1-hour Lab .5 hour**

**Recommend Assessment into MATH 55**

Course is non-credit for those who completed the assessment test and who scored below transfer level. This course is a refresher course only. Students will be refreshed on basic math processes and problems. Aimed at students who assessed into MATH 55. Instructor will make final determination on student's level upon completion of refresher course. Grade Option: Non-Credit.

**MATH 194 BRIDGE TO COLLEGE SUCCESS-MATH LEVEL 4 0 Unit**

**Lecture 1-hour Lab .5 hour**

**Recommend Assessment into MATH 3 or higher MATH 55**

Course is a non-credit for those who completed the assessment test and who scored below transfer level. This course is a refresher course only. Students will be refreshed on basic math processes and problems MATH 3 but barely, or have not been in math or school recently and would like a brief refresher and introduction to college presentation of math. Instructor will make additional recommendation on student's level upon completion of refresher course. Grade Option: Non-credit.



<b>MUSI 5A</b>	<b>BEGINNING CONCERT BAND</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
Beginning study and performance of band literature from early classics to contemporary works.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non- Repeatable.		
<b>MUSI 5B</b>	<b>INTERMEDIATE CONCERT BAND</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
Intermediate study and performance of band literature from early classics to contemporary works.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.		
<b>MUSI 5C</b>	<b>ADVANCED CONCERT BAND</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
Advanced study and performance of band literature from early classics to contemporary works.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non- Repeatable.		
<b>MUSI 6A</b>	<b>BEGINNING SYMPHONIC BAND</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
Beginning study and performance of band literature from early classics to contemporary works.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non- Repeatable.		
<b>MUSI 6B</b>	<b>INTERMEDIATE SYMPHONIC BAND</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
Intermediate study and performance of band literature from early classics to contemporary works.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.		
<b>MUSI 6C</b>	<b>ADVANCED SYMPHONIC BAND</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
Advanced study and performance of band literature from early classics to contemporary works.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non- Repeatable.		
<b>MUSI 7</b>	<b>JAZZ ENSEMBLE</b>	<b>1 Unit</b>
<b>Lab: 3 hours</b>		
<b>Prerequisite: Advanced level instrumental abilities</b>		
Rehearsal and performance of standard commercial orchestra literature, including original and published arrangements for dance bands, radio, television, and motion picture orchestras.		
Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.		
<b>MUSI 8A</b>	<b>BEGINNING CHAMBER SINGERS</b>	<b>.5 – 1 Unit</b>
<b>Lab: 1.5 hours - 3 hours</b>		
Introduction to the performance of choral music from various periods and styles of the choral repertoire by a select group of singers. Admission with consent of the instructor based on an audition (student must		

contact instructor for audition appointment). Must be concurrently enrolled in College Choir (MUSI 4/B/C/D). Grade Option (A-F), P/NP. Degree Applicable Credit. On-repeatable.

**MUSI 8B INTERMEDIATE CHAMBER SINGERS .5 – 1 Unit**

**Lecture: 0 Lab: 1.5 – 3 hours**

**Recommend Concurrent enrollment in MUSI 4 B, C, D (College Choir)**

Continued performance of choral music from various periods and styles of the choral repertoire by a select group of singers. Admission with the consent of the instructor based on an audition (student must contact instructor for audition appointment). Must be concurrently enrolled in College Choir (MUSI 4, B, C, D). Grade Option: (A-F). P/NP. Degree Applicable Credit. Area of emphasis and Gen Ed applicable. UC/CSU.

**MUSI 8C Advanced Chamber Singers .5 – 1 Unit**

**Lecture: 0 Lab: 1.5 – 3 hours**

**Recommend Concurrent enrollment in MUSI 4 B, C, D (College Choir)**

Continued performance of choral music from various periods and styles of the choral repertoire by a select group of singers. Admission with the consent of the instructor based on an audition (student must contact instructor for audition appointment). Must be concurrently enrolled in College Choir (MUSI 4, B, C, D). Grade Option: (A-F). P/NP. Degree Applicable Credit. Area of emphasis and Gen Ed applicable. UC/CSU

**MUSI 8D Masters Chamber Singers .5 – 1 Unit**

**Lecture: 0 Lab: 1.5 – 3 hours**

**Recommend concurrent enrollment in MUSI 4 B, C, D (College Choir)**

Performance of choral music from various periods and styles of the choral repertoire by a select group of singers at a mastery level. Admission with the consent of the instructor based on an audition (student must contact instructor for audition appointment). Must be concurrently enrolled in College Choir (MUSI 4 B, C, D). Grade Option: (A-F). P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed applicable. UC/CSU

**MUSI 12A BEGINNING PIANO 2 Units**

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

**Prerequisite: Students must have a keyboard available for regular practice**

Class instruction in basic keyboard techniques and theory, including scales, chords, selected solos, and studies. Developing skills in reading music, familiarization with keyboard, and hand and finger control.

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

**MUSI 12B BEGINNING PIANO 1 Unit**

**Lecture: 1 hour; Lab: 1 hour**

**Prerequisite: Music 12A or equivalent with a “C” grade or better and access to a piano for practice purposes**

Continued class instruction in piano and theory techniques. Emphasis on phrasing, extended hand positions, and increased hand and finger control.

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

**MUSI 12C INTERMEDIATE PIANO 1 Unit**

**Lecture: 1 hour; Lab: 1 hour**

**Prerequisite: Music 12B or equivalent with a “C” grade or better and access to a piano for practice**



**purposes**

Continuation of Music 12B. Basic keyboard technique, including music reading, keyboard harmony, transposition, and improvisation.

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

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**OCEANOGRAPHY (OCEA)****OCEA 1 INTRODUCTION TO THE MARINE ENVIRONMENT 3 Units****Lecture: 3 hours**

The ocean and its effect on the Earth's weather, its size and diversity of contained life forms and its contributions to the physical and historical development of man. The ocean's impact on geographical and economic matters. The impact of oceanic pollutants and potential exploitation of marine resources.

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

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**PHILOSOPHY (PHIL)****PHIL 1 INTRODUCTION TO PHILOSOPHY 3 Units****Lecture: 3 hours**

Inquiry into similarities and differences in ancient and modern philosophy. Nature, politics, culture, virtue.

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

**PHIL 2 SURVEY OF PHILOSOPHY 3 Units****Lecture: 3 hours**

Critical investigation of major schools and developments and analysis of outstanding thinkers in the Western tradition from pre-Socratics to the 18th century. Methods and techniques of the discipline.

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

**PHIL 3 LOGIC 3 Units****Lecture: 3 hours*****Also available online***

An introduction to the principles of sound reasoning with emphasis on propositional logic, deduction, induction, language, fallacies.

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

**PHIL 4 ETHICS 3 Units****Lecture: 3 hours*****Also available online***

Examination of classical ethics. Comparison with competing viewpoints and systems and consideration of current ethical issues.

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

**PHIL 5 COMPARATIVE RELIGION 3 Units****Lecture: 3 hours*****Also available online***

An introduction to the major world religions: Hinduism, Buddhism, Judaism, Christianity, Islam,

Confucianism, Taoism, and Shintoism. A critical study of the fundamental religious beliefs of each religion and an examination of their philosophical presuppositions. May be taken as Religious Studies 10 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**PHIL 6 INTRODUCTION TO THE BIBLE 3 Units**

**Lecture: 3 hours**

*Also available online*

A preparation for informed study of the Bible. Contemporary interpretive stances, history, methods, and major themes will be examined. Significant portions of the Bible will be studied in the process. May be taken as Religious Studies 1 - credit granted for one course only.

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

**PHIL 7 Pre-Modern Philosophy 3 Units**

**Lecture: 3 hours**

Critical investigation of major thinkers in the ancient and medieval periods of Western Philosophy. From pre-Socratics to St. Thomas Aquinas. Associate degree applicable.

Grade Option (ABCDEF) and Pass/No Pass (P/NP); Non Repeatable/Non Activity Course (May be repeated two times with a grade of less than "P" or "C") CSU/UC

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**PHOTOGRAPHY (PHOT)**

**PHOT 1C INTRODUCTION TO DIGITAL PHOTOGRAPHY 3 Units**

**Lecture: 2 hours; Lab: 6 hours**

Introduction to the world of photography through the lens of the digital camera. Students will learn the operations of the digital camera (exposure, framing, cropping, white balance, megapixels, and printing), the different imaging controls, and production of professional quality photographs using digital imaging software. Students are required to provide their own digital camera. Grades: Option (A-F).

Degree Applicable Credit. Major, Area of Emphasis, and Gen Ed Applicable. CSU

**PHOT 2A ADVANCED PHOTOGRAPHY 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Photography 1B with a "C" grade or better**

A continuation of basic photography with greater emphasis on the technical process of fine photographic expression. Light management, negative manipulation, and the creative print are examined as the basics of black and white photography. An adjustable camera with flash is required. A field trip may be required.

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

**PHOT 2B ADVANCED PHOTOGRAPHY 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Photography 2A with a "C" grade or better**

Photography through the development of esthetic and philosophical attitudes, individual photographic vision and a personal "style". A finished portfolio will form the basis of student achievement. An adjustable camera with flash is required. A field trip may be required.

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

**PHOT 2C DIGITAL PHOTOGRAPHY 4 Units**

**Lecture: 3 hours; Lab: 4 hours**

**Prerequisite: Photography 1C with a “C” grade or better**

Continuation in investigation of the digital camera. Students will learn the operations of the digital camera (lighting, shutter speed, apertures, ISO setting, and camera exposure setting) and imaging controls in digital imaging software. Grades: Option (A-F). Degree Applicable Credit. Gen Ed Applicable.

**PHOT 3 COLOR PHOTOGRAPHY 4 Units**

**Lecture: 3 hours; Lab: 4 hours**

**Prerequisite: Photography 2A with a “C” grade or better and an adjustable camera**

Introduction to color photography. Transparency and negative materials with emphasis on print making from slides. Color design and composition. Print presentation and color photography as art. Field trips are required. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU. Non-Repeatable.

**PHOT 4 HAND COLORED BLACK & WHITE PRINTS 4 Units**

**Lecture: 3 hours; Lab: 3 hours**

**Prerequisite: Photography 2B or equivalent with a “C” grade or better**

Hand coloring black and white prints with oil colors, watercolors, pencils, and dyes in the old style color prints. This is a vocational skill.

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

**PHOT 9 INTRODUCTION TO ADOBE PHOTOSHOP 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Computer and Business Information Systems 1 or 2 with a “C” grade or better**

This course is designed to introduce the student into the world of digital imaging and computer graphics. The student will learn photo editing, text overlays, multi-layer imaging, graphic design, and layouts.

Adobe Photoshop will develop hands on skills to produce professional quality photographs and presentations for private and business applications. May be taken as Arts 9 or Computer and Business Information Systems 9 – credit granted for one course only.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

CSU. Non-Repeatable.

**PHOT 82 OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY 1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**PHYSICAL EDUCATION – ACTIVITY (PEAC)**

**PEAC 3 CIRCUIT WEIGHT TRAINING – MACHINES ONLY .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Circuit weight training provides the student an opportunity to improve in cardiovascular endurance and muscular strength. Training is intended to improve cardiovascular and skeletal muscle function in a controlled workout setting.

Grades: Option (A- F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 4                    BASIC WEIGHT TRAINING AND CONDITIONING                    .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Instruction on the basics of weight training and aerobic conditioning. Recommended for students interested in muscle toning, weight redistribution, physical rehabilitation, and aerobic conditioning. Individual workout programs developed at the basic level under supervision of the instructor.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 11                    BEGINNING VOLLEYBALL                    .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Fundamentals, team play, rules and strategy.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 12                    INTERMEDIATE VOLLEYBALL                    1 Unit**

**Activity: 3 hours**

**Prerequisite: Physical Education Activity 11 with a “C” grade or better**

Review basic volleyball skills and begin work on more advanced skills and playing strategies.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 13                    FITNESS WALKING                    .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Cardiovascular training through aerobic walking. Start at your current level of fitness and add resistance in terms of speed, duration, and varied terrain. Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non- Repeatable.

**PEAC 14                    JOGGING                    .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Techniques of running and training methods. Development of cardiovascular and respiratory endurance.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non- Repeatable.

**PEAC 15                    LIFETIME FITNESS & DIETARY ANALYSIS                    1 Unit**

**Activity: 3 hours**

Students design, develop, refine, and execute individual fitness programs. Emphasis is on program design, development, and nutritional practices of the student.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non- Repeatable.

**PEAC 16                    LIFETIME FITNESS                    1 Unit**

**Activity: 3 hours**

Student performs a series of high-repetition, low- resistance exercises using weights, develops cardiovascular endurance using aerobic exercise equipment, and develops flexibility using static stretches. Once oriented and instructed, students will perform an individualized exercise plan.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 17                    BEGINNING ADAPTIVE PHYSICAL FITNESS                    .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

**Recommended: Physician or OSS Coordinator referral**

This physical education courses for the disabled is designed to assist students in developing and maintaining the basic physical fitness skills, knowledge, and attitudes necessary for enjoyable and satisfactory participation in lifetime physical fitness activities. Designated “Special Class” (Title 5, Section 56028).

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non- Repeatable.

**PEAC 20 TAI JI QUAN 1 Unit**

**Activity: 3 hours**

Tai Ji Quan (Tai Chi) is a Chinese traditional exercise for the body and mind, which tones muscles, improves flexibility, and reduces stress. Tai Ji Quan, as a slow, rhythmic movement with meditation has been recognized by medical experts worldwide as an effective way to achieve relaxation, decrease high blood pressure, promote cardiovascular fitness, and slow the aging process.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 21 BREATHING MEDITATION & RELAXATION 1 Unit**

**Activity: 18 hours' total**

Qi Gong is an ancient Chinese breathing exercise with meditation which is being developed today for therapy of chronic illness and stress in China.

Although the physiological side effects produced by Qi Gong resemble those of meditation, there are certain features that are unique, effective, and often mysterious. The course will cover the theory, practice, physical and physiological relaxation, and other benefits of breathing meditation.

Grades: P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable.

**PEAC 23 BEGINNING JAZZ DANCE 1 Unit**

**Activity: 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. Degree applicable.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non- Repeatable.

**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.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non- Repeatable.

**PEAC 29 CARDIOVASCULAR LAB .5 or 1 Unit**

**Activity: 1.5 or 3 hours**

Instruction in performing vigorous aerobic exercise in cardiovascular training (Free runner, Stairmaster, Lifecycle, Row Machine, etc.). Individual workout programs will be developed based on required assessment tests and will be monitored through daily recording of workouts and weekly self-testing.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable

**PEAC 30 GENERAL ACTIVITY 1 Unit**

**Activity: 3 hours**

*Also available online*

Intended primarily for online students interested in furthering physical and mental wellbeing through meaningful experiences in physical activities. Activities offered will vary according to facilities available. Activities monitored by the instructor.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU. Non-Repeatable

**PEAC 33        BADMINTON****.5 or 1 Unit****Activity: 1.5 or 3 hours**

Activity course in which students will develop the basic skills necessary to play the game of badminton. Technical skills include the overhead and underhand clears, the short & low serve, drop shots and the smash. Emphasis on the fundamental strategies and rules used in both singles and doubles play.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. Non-Repeatable.

**PEAC 194        FITNESS WALKING FOR SENIORS****Non-Credit****Lab: 1.5 hours**

A fitness walking class designed for seniors and adults with physical or health limitations. This course is designed to utilize walking to improve muscular strength and endurance, posture and mobility, and to general physical fitness.

Non-Credit. Eligible to be repeated.

**PHYSICAL EDUCATION – LECTURE (PELC)****PELC 1        SPORT PSYCHOLOGY****3 Units****Lecture: 3 hours Also available online**

An introduction to sport psychology as well as an overview of sport psychology factors such as motivation, communication, imagery, management of psychic energy, stress management, relaxation, goal setting, and the implementation of psychological skills testing (PST). May be taken as Psychology 13 – credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. CSU

**PELC 2        INTRODUCTION TO PHYSICAL EDUCATION****3 Units****Lecture: 3 hours**

An introduction to the philosophies and purposes of physical education. Examines the qualifications for various professional opportunities in the physical education field.

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

**PELC 3        PHYSICAL FITNESS AND WELLNESS****1.5 Units****Lecture: 1 hour; Activity: 1.5 hours**

Lifetime fitness and wellness through lecture, discussion, lifestyle assessment, and health risk management. Lifestyle components are cardiovascular fitness, nutrition, and stress management. Health factors above and beyond cardiovascular fitness, nutrition, stress, and other health-related issues (e.g., drug abuse, behavior modification, cardiovascular disease, and women’s issues).

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

**PELC 5        PRINCIPLES OF ATHLETIC TRAINING****3 Units****Lecture: 3 hours**

Introduction to principles of athletic training. Theories and methods in the prevention, assessment, treatment, and rehabilitation of sports injuries. Application of wrapping, taping, and treatment protocols. Material fee required. Grades: Option (A-F). Degree Applicable Credit. CSU

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## PHYSICAL EDUCATION – THEORY (PETH)

### PETH 1 THEORY OF BASKETBALL

2 Units

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

History, terminology, and strategy of the game. Practice organization and drill progressions for offenses, defenses, and fast break. Responsibilities of the coach in the organization and administration of basketball. Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU. Non-Repeatable.

### PETH 3 THEORY OF BASEBALL

2 Units

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

Detailed study of the fundamental skills, rules, statistics, terminology, and coaching of baseball, with emphasis on the role of the coach.

Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU. Non-Repeatable.

### PETH 4 THEORY OF VOLLEYBALL

2 Units

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

**Recommended: Physical Education Activity 11 with a “C” grade or better**

In-depth study and analysis of terminology, structure, strategies and coaching of the game. Skill development, on-court application, position responsibilities and coaching. Historical aspects for comprehension on any level of competition.

Grades: Option (A-F), P/NP. Degree Applicable Credit. UC/CSU. Non-Repeatable.

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## PHYSICAL SCIENCE (PHSC)

### PHSC 1 PHYSICAL SCIENCE FOR GENERAL EDUCATION

4 Units

**Lecture: 3 hours; Lab: 3 hours**

Basic principles of physics to tie geology, chemistry, meteorology, and astronomy into one logical and meaningful structure.

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

### PHSC 2 INTRODUCTION TO EARTH SCIENCE

3 Units

**Lecture: 3 hours**

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

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

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## POLITICAL SCIENCE (POLI)

### POLI 1 AMERICAN POLITICAL INSTITUTIONS

3 Units

**Lecture: 3 hours**

**Recommended: Eligibility for English 1A**

*Also available online*

The fundamental principles of American federal, state, and local government. Governmental structure, political parties, and public policies. Offered every semester.

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

**POLI 2                    COMPARATIVE GOVERNMENT                    3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**POLI 3                    INTRODUCTION TO INTERNATIONAL RELATIONS                    3 Units**

**Lecture: 3 hours**

**Recommended: Reading 60 or pass Reading 102**

*Also available online/hybrid*

An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues-focusing on the nature of political relations among nations, including the basic factors which influence international relations.

Emphasis is placed on an examination of contemporary world politics.

Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. CSU

**POLI 5                    INTRODUCTION TO MODERN TERRORISM                    3 Units**

**Lecture: 3 hours**

An introductory course on modern terrorism with an analytical approach to the study of terrorism, the identification of terrorist groups and tactics and finally an examination of governmental responses to reduce or eliminate the incidence of terrorism.

Grades. Option (A-F), and Pass/No Pass (P/NP) Non-Repeatable.

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**PSYCHOLOGY (PSYC)**

**PSYC 1                    INTRODUCTION TO PSYCHOLOGY                    3 Units**

**Lecture: 3 hours**

*Also available online*

Consideration of the development of psychology, sensation and perception, learning and memory, motivation, emotion, state of consciousness, stress, health and adjustment, abnormal behavior and psychotherapy, sex roles and sexual behavior.

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

**PSYC 2                    DEVELOPMENTAL PSYCHOLOGY                    3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**PSYC 3                    PERSONAL PSYCHOLOGY                    3 Units**

**Lecture: 3 hours**

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

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



**PSYC 4 CHILD GROWTH AND DEVELOPMENT 3 Units**

**Lecture: 3 hours**

*Also available online*

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

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

**PSYC 5 INTRODUCTION TO CAREER AND LIFE PLANNING 3 Units**

**Lecture: 3 hours**

*Also available online*

Development of tools to assess the skills, interests, values, and motivation needed to make career decisions. Includes decision making, educational planning, and college survival. May be used to meet Orientation requirement for graduation.

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

**PSYC 6 ADULT DEVELOPMENT & AGING 3 Units**

**Lecture: 3 hours**

*Also available online*

Basic principles in the field of adult development and aging from adolescence to the aged, including phases of aging, transitions, coping, and constructive or positive adaptation. Theoretical and research methodological issues in the study of adult maturation will be reviewed.

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

**PSYC 11 HUMAN SEXUALITY 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**PSYC 12 RESEARCH IN SOCIAL SCIENCES 3 Units**

**Lecture: 3 hours**

**Prerequisite: Introduction to Psychology 1 or Introduction to Sociology 1 with a “C” grade or better.**

**Recommended: Eligibility for ENGL 1A.**

*Also available online*

Surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation and reporting of research data.

Research selected review of research in neurophysiology, sensation, learning, memory and social psychology as well as sociology. Grades. Options (A-F), P/NP. Degree applicable. CSU

**PSYC 13 INTRODUCTION TO SPORT PSYCHOLOGY 3 Units**

**Lecture: 3 hours**

*Also available online*

An introduction to sport psychology as well as an overview of sport psychology factors such as motivation, communication, imagery, management of psychic energy, stress management, relaxation, goal setting, and the implementation of psychological skills testing (PST). May be taken as Physical Education Lecture 1 – credit granted for one course only.

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

**PSYC 14 INTRODUCTION TO DRUG/ALCOHOL STUDIES 3 Units**

**Lecture: 3 hours**

*Also available online*

A historical perspective on drug/alcohol abuse, its impact on the individual, the family, the community, and society. Definitions of use, abuse, and addiction as well as the disease concept of addiction. Effectiveness and economics of various models of treatment and rehabilitation. May be taken as Sociology 14 - credit granted for one course only.

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

**PSYC 15 INTRODUCTION TO GUIDANCE AND COUNSELING 3 Units**

**Lecture: 3 hours**

*Also available online*

A survey of the guidance process, communication, functions of counseling, and various counseling theories. Introduction to the whole guidance process. Integrated approach to basic helping skills utilizing theory, practice, and case application. Development of skills needed to establish effective helping relationships. May be taken as Sociology 15 – credit granted for one course only.

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

**PSYC 33 Marriage and Family 3 Units**

**Lecture: 3 hours**

*Also available online*

Human relationships in anticipation of, preparation for, and participation in marriage. Social change as it affects marriage and family life. Psychological and sexual aspects and implications which make for success or failure in marriage. May be taken as Sociology 3 – credit granted for one course only.

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

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**READING (READ)**

**READ 100 ACADEMIC READING 3 Units**

**Lecture: 3 hours**

**Lab: 1 hour**

Introductory reading course for students from a variety of backgrounds and learning skill levels who are having extreme difficulties with reading. Emphasis on phonics, basic sight vocabulary, lower level reading comprehension strategies, following directions, and introductory writing skills. Eighteen hours of supplemental instruction the lab that supports this course is required.

Grades: P/NP. Non Degree Applicable Credit.

**READ 101 INTERMEDIATE READING 3 Units**

**Lecture: 3 hours**

**Lab: 1 hour**

**Prerequisite: Reading 100 with a “P” grade or assessment recommendation for Reading 101**

Preparatory reading and study skills course for students from a variety of backgrounds and learning skill levels who are having difficulties with reading. Focus on improvement of reading and study skills abilities, with emphasis on reading comprehension, vocabulary development, and study techniques.

Eighteen hours of supplemental instruction in the lab that supports this course is required.

Grades: P/NP. Non Degree Applicable Credit.

**READ 102 INTERACTIVE READING AND LITERATURE 3 Units**

**Lecture: 3 hours**

**Lab: 1 hour**

**Prerequisite: Reading 101 with a “P” grade or assessment recommendation for Reading 102**

Reading course for students to focus on reading comprehension, literacy terminology, and vocabulary development using literature as a basis. Eighteen hours of supplemental instruction in the lab that supports this course is required. Grades: P/NP. Non Degree Applicable Credit.

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**RELIGIOUS STUDIES (RLGS)**

**RLGS 1 INTRODUCTION TO THE BIBLE 3 Units**

**Lecture: 3 hours**

*Also available online*

A preparation for informed study of the Bible. Contemporary interpretive stances, history, methods, and major themes will be examined. Significant portions of the Bible will be studied in the process. May be taken as Philosophy 6 - credit granted for one course only.

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

**RLGS 5 BIBLE AS LITERATURE 3 Units**

**Lecture: 3 hours**

*Also available online*

Introduction to the literature of the Bible, including the Apocrypha. A study of the literary and human dimension of scripture through selected readings in English from the various books of the Old and New Testaments and the Apocrypha. May be taken as English 6 - credit granted for one course only.

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

**RLGS 10 COMPARATIVE RELIGION 3 Units**

**Lecture: 3 hours**

*Also available online*

An introduction to the major world religions: Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, Taoism, and Shintoism. A critical study of the fundamental religious beliefs of each religion and an examination of their philosophical presuppositions. May be taken as Philosophy 5 - credit granted for one course only.

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

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## **SOCIOLOGY (SOCI)**

### **SOCI 1 INTRODUCTION TO SOCIOLOGY 3 Units**

**Lecture: 3 hours**

*Also available online*

Characteristics of social life and human behavior in social interaction. Selected sociological concepts. The social structure and processes of institutions and communities. Social stratification and social change in contemporary society.

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

### **SOCI 2 AMERICAN SOCIAL PROBLEMS 3 Units**

**Lecture: 3 hours**

*Also available online*

Analysis of the major social problems confronting Americans in the 20th Century. Emphasis on future trends. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

UC/CSU

### **SOCI 3 MARRIAGE AND FAMILY 3 Units**

**Lecture: 3 hours**

*Also available online*

Human relationships in anticipation of, preparation for, and participation in marriage. Social change as it affects marriage and family life. Psychological and sexual aspects and implications which make for success or failure in marriage. May be taken as Psychology 33 - credit granted for one course only.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable.

UC/CSU

### **SOCI 6 CHILD, FAMILY, COMMUNITY 3 Units**

**Lecture: 3 hours**

*Also available online*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

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

Gen Ed Applicable. UC/CSU (Cross-listed with CHLD 6)

### **SOCI 8 JUVENILE CRIME AND DELINQUENCY 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

**SOCI 12 RESEARCH IN SOCIAL SCIENCES 3 Units**

**Lecture: 3 hours**

**Prerequisites: Introduction to Psychology 1 or Introduction to Sociology 1 with a grade “C” or better.**

**Recommended eligibility for ENGL 1A.**

*Also available online/hybrid*

Surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation and reporting of research data. Research design and methodology will be illustrated through a selected review of research in neurophysiology, sensation, learning, memory and social psychology as well as sociology.

Grades. Option (A-F), P/NP. Degree applicable. CSU/UC

**SOCI 14 INTRODUCTION TO DRUG/ALCOHOL STUDIES 3 Units**

**Lecture: 3 hours**

*Also available online*

A historical perspective on drug/alcohol abuse, its impact on the individual, the family, the community, and society. Definitions of use, abuse, and addiction as well as the disease concept of addiction. Effectiveness and economics of various models of treatment and rehabilitation. May be taken as Psychology 14 - credit granted for one course only. Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

**SOCI 15 INTRODUCTION TO GUIDANCE AND COUNSELING 3 Units**

**Lecture: 3 hours**

*Also available online*

Survey of the guidance process, communication, functions of counseling, and various counseling theories. Introduction to the whole guidance process. Integrated approach to basic helping skills utilizing theory, practice, and case application. Development of skills needed to establish effective helping relationships. May be taken as Psychology 15 - credit granted for one course only.

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

**SOCI 18 FUNDAMENTALS OF PROBATION AND PAROLE 3 Units**

**Lecture: 3 hours**

*Also available online*

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

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

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**SPANISH (SPAN)**

**SPAN 1A BEGINNING SPANISH 4 Units**

**Lecture: 3 hours**

**Lab: 3 hours**

Proficiency-oriented approach to Spanish, designed to give students skill in understanding, speaking, reading, and writing the language.

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

**SPAN 1B ELEMENTARY SPANISH 4 Units**

**Lecture: 3 hours**

**Lab: 3 hours**

**Prerequisite: Spanish 1A with a “C” grade or better**

Continuation of Spanish 1A. Pronunciation, vocabulary, sentence structure, grammar, dialogues, and cultural exercise.

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

**SPAN 2A INTERMEDIATE SPANISH 4 Units**

**Lecture: 3**

**Lab: 3**

**Prerequisite: Spanish 1B or acceptable placement test score.**

Continuation of Spanish 1B. Review of grammar. Conversation, idioms, and selected readings.

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

**SPAN 2B INTERMEDIATE SPANISH 4 Units**

**Lecture: 3**

**Lab: 3**

**Prerequisite: Spanish 2A or acceptable placement test score.**

Continuation of Spanish 2A. Review of grammar. Conversation, idioms, and selected readings.

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

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**SPEECH (SPCH)**

**SPCH 1 ELEMENTS OF PUBLIC SPEAKING 3 Units**

**Lecture: 3 hours**

Principles of oral communication in audience situations. Development of poise in front of an audience, research, speech organization, and effectiveness of delivery.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

**SPCH 3 INTERPERSONAL COMMUNICATION 3 Units**

**Lecture: 3 hours**

*Also available online*

Blend of the important areas of interpersonal communication and the art of platform speaking. Theory and practical skills are analyzed and practiced as they apply to all forms of communication, including one-to-one situations, small group situations, and public speaking situations. The creative processes of informative and persuasive deliveries.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Gen Ed Applicable. UC/CSU

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## **STUDENT DEVELOPMENT (SDEV) Previously ORIENTATION (ORIE)**

### **SDEV 1 COLLEGE SUCCESS 3 Units**

#### **Lecture: 3 hours**

Academic skills necessary to succeed in college and provide an orientation to college life. Structured self-awareness activities to identify goals, interests, skills, values and lifestyles, and to make sound educational and career choices. Time and stress management, learning styles, study techniques, and effective interpersonal communication skills, to improve student performance, retention and instructor- student relations. Emphasis on life-long success in academic, professional, and personal development.

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

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## **THEATER ARTS (TART)**

### **TART 1 BEGINNING ACTING 3 Units**

#### **Lecture: 3 hours**

Introduction to the basic techniques of acting, theory, terminology, and movement.

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

### **TART 3 THEATRE APPRECIATION 3 Units**

#### **Lecture: 3 hours**

#### *Also available online*

Study of the art, craft, and business of the theatre. Emphasis on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic.

Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU

### **TART 4 THE BROADWAY VOICE 1 Unit**

#### **Lab: 2 hours**

Establishing basic vocal technique including posture, vocal exercises, and breathing. Application of technique through the study of different genres of music using musical theatre literature.

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

### **TART 4B INTERMEDIATE BROADWAY VOICE 1 Unit**

#### **Lab: 2 hours**

#### **Prerequisite: TART 4 with a grade of "C" or better.**

Establishing improved, basic vocal technique, including posture, vocal exercises, and breathing. Application of technique through the study of different genres of music using musical theatre literature.

Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.

### **TART 4C ADVANCED BROADWAY VOICE I 1 Unit**

#### **Lab: 2 hours**

#### **Prerequisite: TART 4B with a grade of "C" or better.**

Establishing advanced improvement in basic vocal technique, including posture, vocal exercises, and breathing. Application of technique through the study of different genres using musical theatre literature.

Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU. Non-Repeatable.





- TART 12 CLASSICAL THEATRE PRODUCTION 1-4 Units**  
**Activity: 36 hours total per unit of credit**  
 Applied study and practice of script analysis, acting techniques, technical theatre, and other performance skills through preparation and performance of a classical theatre production.  
 Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.  
 UC/CSU. Non- Repeatable.
- TART 13 MUSICAL THEATRE PRODUCTION 1-4 Units**  
**Activity: 36 hours total per unit of credit**  
 Applied study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of a musical theatre production.  
 Grades: Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.  
 UC/CSU. Non- Repeatable.
- TART 13B INTERMEDIATE MUSICAL THEATRE PRODUCTION .5 – 4 Units**  
**Lab: 1 – 8 hours**  
**Prerequisite: TART 13 with a grade of “C” or better.**  
 Applied improved study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of musical theatre production.  
 Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable.  
 UC/CSU. Non- Repeatable.
- TART 13C ADVANCED MUSICAL THEATRE PRODUCTION II .5 – 4 Units**  
**Lab: 1 – 8 hours**  
**Prerequisite: TART 13B with a grade of “C” or better.**  
 Advancement of applied improved study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of a musical theatre production.  
 Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. Non-Repeatable.
- TART 13D ADVANCED MUSICAL THEATRE PRODUCTION III .5 – 4 Units**  
**Lab: 1 -8 hours**  
**Prerequisite: TART 13C with a grade of “C” or better.**  
 Advanced applied study and practice of script analysis, acting, singing, dancing, technical theatre, and other performance skills through preparation and performance of a musical theatre production.  
 Grades. Option (A-F), P/NP. Degree Applicable Credit. Area of Emphasis Applicable. Non- repeatable.
- TART 82 OCCUPATIONAL WORK EXPERIENCE IN THEATRE ARTS 1-8 Units**  
*Also available as a hybrid course* See Cooperative Work Experience Education listing.

## **WAREHOUSEING AND LOGISTICS (WARE)**

- WARE 51 INTRODUCTION TO OPERATIONS AND SUPPLY CHAIN MANAGEMENT 3 Units**  
**Lecture 3 hours**  
*Also Available online*  
 Provides study in logistical business process, managing quality, product development, services, operations

planning and supply chain layout decisions in manufacturing. Studies expands into simulation modeling and theory exploration. Grade: Option (A-F). Degree Applicable.

**WARE 52 INTRODUCTION TO WAREHOUSING AND DISTRIBUTION 3 Units**

**Lecture: 3 hours**

*Also available online*

Concepts in warehousing and distribution processes and techniques, including distribution planning and terminology; transportation methods; Occupational Safety and Health Administration (OSHA) safety rules and regulations; shipping; marketing and receiving procedures; and inventory control.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 53 INTERNATIONAL LOGISTICS 3 Units**

**Lecture 3 hours**

*Also available online*

Provides study in globalized business, the economic value of ecommerce, service characteristics of international transportation providers, roles of the US and foreign governments, international security provisions, documentation/terms of sales used in export/import markets and fundamentals of effective logistics in the international market.

Grade: Option (A-F). Degree Applicable.

**WARE 54 Material Handling 3 Units**

**Lecture 3 hours**

**Also available online and hybrid**

Study various applications of automated material handling systems in the warehousing and distribution industry. Applications studies explore the dynamics of inventory movement as it pertains to the functionality and infrastructure of mechanized warehousing and distribution facilities. Grade Options: (A-F). Degree Applicable credit. Area of Emphasis.

**WARE 55 PRINCIPLES OF LOGISTICS 3 Units**

**Lecture: 3 hours**

*Also available online*

Concepts in product distribution, including supply chain management, integrated logistics and activities.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 57 MATERIALS MANAGEMENT 3 Units**

**Lecture: 3 hours**

*Also available online*

Covers the basics of supply chain management, manufacturing planning and control systems, purchasing, and physical distribution. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 59 INTRODUCTION TO PURCHASING 3 Units**

**Lecture: 3 hours**

*Also available online*

Basics of purchasing principles and management, including objectives and organizations, key purchasing variables, applications, and systems and controls.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 61 PROJECT MANAGEMENT 3 Units**

**Lecture: 3 hours**

Provides study in project selection, concept identification, development, implementation, and project closeout. Students will gain experience, knowledge and abilities to analyze strategic goals, gather data, perform network analysis, develop schedules, plans, develop work breakdown structure, perform network analysis, and project scope verification.

Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WARE 82 OCCUPATIONAL WORK EXPERIENCE IN WAREHOUSING AND LOGISTICS 1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**WELDING (WELD)**

**WELD 50 OXYACETYLENE WELDING AND CUTTING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Materials, equipment, and safety practice in oxyacetylene welding and cutting. Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 51 SHIELDED METAL ARC WELDING AND CUTTING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Use of electrodes, metals, welding machines in arc welding and cutting.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 52 POSITION WELDING (ARC WELDING) 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

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

Advanced shielded metal arc welding. Electrodes and welding symbols.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 53 SOLDERING, BRAZING, AND BRAZE WELDING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 50 (or equivalent) with a "C" grade or better**

Special welding processes and applications.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 54 GAS METAL-ARC WELDING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 51 and 52 or equivalent with a "C" grade or better**

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

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 55 GAS TUNGSTEN-ARC WELDING 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 50 and 51 or equivalent with a "C" grade or better**

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

Grades Option (A-F), P/NP. Degree Applicable Credit. Major Applicable. Non-Repeatable.

**WELD 56 BLUEPRINT READING (METAL TRADES) 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

Basic techniques of interpreting and using engineering drawings or prints used in the metal trades. Visualization of objects, sectional drawings, orthographic and isometric projections, symbols, scales, and practices used in blueprints for the metal trades. May be taken as Drafting 56 - credit granted for one course only.

Grades: Option (A-F), P/NP. Degree Applicable Credit. Major Applicable.

**WELD 57 WELDING FABRICATION AND PROJECTS 3 Units**

**Lecture: 2 hours; Lab: 3 hours**

**Prerequisite: Welding 50, 51, 52, 53, 54, 55, and 56 with a “C” grade or better**

Designed for the accomplished welding student to gain welding fabrication and repair welding principles and skills. Also, construction of complex and useful projects.

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

**WELD 82 OCCUPATIONAL WORK EXPERIENCE IN WELDING 1-8 Units**

*Also available as a hybrid course*

See Cooperative Work Experience Education listing.

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**WORKFORCE DEVELOPMENT (WKFC)**

**WKFC 50D BASIC COMMUNICATION AND EMPLOYMENTSKILLS 2 Units**

**Lecture: 2 hours**

*Also available online*

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

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

**WKFC 52 SOFT SKILLS FOR THE WORKPLACE 2 Units**

**Lecture: 3 hours**

*Also available online*

Designed to give the student the fundamental tools necessary to increase success in the workforce.

Covered in this course are teamwork, conflict management, communication skills, and critical thinking skills. Grades: Option (A-F), P/NP. Degree Applicable Credit.

**WKFC 103 MASTERING COMMUNICATION 1 Unit**

**Lecture: 1 hour**

*Also available online*

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

Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 104      TIME AND STRESS MANAGEMENT**

**1 Unit**

**Lecture: 1 hour**

*Also available online*

This course explores ways in which time and stress impacts employee performance ability. Furthermore, the course will also cover the utilization of time management techniques needed to increase employee efficiency and productivity

Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.

**WKFC 105      DECISION MAKING AND PROBLEM SOLVING**

**1 Unit**

**Lecture: 1 hour**

*Also available online*

This course is designed to introduce the participant to decision making and problem solving. Emphasis will be placed on decision making and problem solving techniques and steps in the decision making process.

Grades: P/NP. Non Degree Applicable Credit. Non-Repeatable.