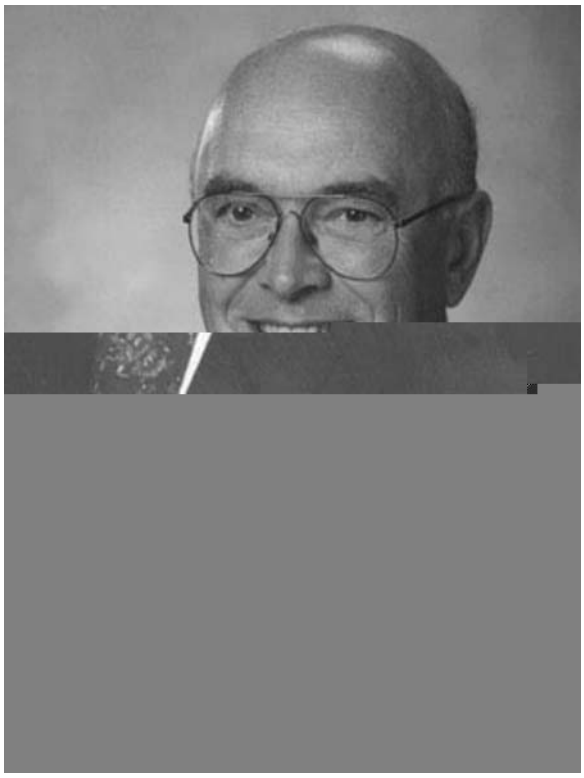
College Catalog
and
Announcement of Courses

Palo Verde College
2008-2009

A California Public Community College
Accredited by
The Western Association of Schools and Colleges

One College Drive
Blythe, California 92225
(760) 921-5500
www.paloverde.edu

WELCOME FROM THE PRESIDENT



Welcome to Palo Verde College, your college.

Palo Verde College is a comprehensive community college. We have programs to help you succeed in whatever your final educational goal may be.

Palo Verde College is a unique institution. It has the programs found at a truly comprehensive community college; yet, it is a small institution that affords its students all the benefits of the intimate atmosphere students enjoy at a small campus. All of our classes are small, so you have a chance to work closely with highly qualified professors. Because we are a small college, student services such as financial aid and tutoring are readily available to you. As a student here, you will be able to know your professors, counselors and other students.

Whatever your dreams are, this catalog is an invitation to explore the opportunities available at Palo Verde College.

JAMES W. HOTTOIS, Ph.D.
Superintendent/President

FALL SEMESTER 2008 CALENDAR

May 1 - May 30, 2008.....*Assessment Testing, 8:00 a.m. - 6:00 p.m., Monday-Thursday,
.....8:00 a.m. - 3:00 p.m., Fridays
May 1 - May 9, 2008.....EOPS Priority Registration
May 1 - May 9, 2009.....DSPS Priority Registration
May 12 - August 29, 2008.....*Open Registration
June 2 - June 13, 2008.....*Assessment Testing, 10:00 a.m. - 6:00 p.m., Monday-Thursday
June 16 - July 18, 2008..... *Assessment Testing, 2:00 p.m. - 6:00 p.m.
July 10, 2008..... *EOPS Orientation, 1:30 p.m.
August 4-29, 2008..... *Assessment Testing, 8:00 a.m. - 6:00 p.m., Monday-Thursday
..... 8:00 a.m. - 3:00 p.m., Fridays
August 7, 2008.....*EOPS Orientation, 9:00 a.m.
August 13, 2008.....*New STudent Orientation, 9:00 a.m.
August 14, 2008.....CARE/CalWORKs Orientation, 10:00 a.m.
August 15, 2008.....*Needles New Student Orientation, 1:00 p.m.
August 18, 2008.....Classes Begin
August 20, 2008..... Flex Day
August 21, 2008..... *New Student Orientation, Make-Up, 5:30 p.m.
August 22, 2008..... Last Day to Petition Co/Prerequisite Challenge Form
August 29, 2008.....Last Day to Register
September 1, 2008.....Labor Day Holiday - Campus Closed
September 2, 2008.....Last Day to Apply for a Refund
September 5, 2008.....Last Day to Withdraw without a “W” on Permanent Record
September 9, 2008.....Spring Street Orientation, 9:00 a.m.
September 11, 2008.....Spring Street Orientation, 5:30 p.m.
September 12, 2008.....*Needles New Student Orientation, 3:00 p.m.
September 24, 2008.....Last Day to Elect P/NP
October 1, 2008.....Institute Day - No Classes
November 11, 2008.....Veteran’s Day - Campus Closed
November 13, 2008.....Flex Day/Career Day
November 18, 2008.....Last Day to Withdraw with a “W” on Permanent Record
November 27-28, 2008.....Thanksgiving Break - Campus Closed
December 15-19, 2008.....Finals Week
December 19, 2008.....Last Day of Classes

*Assesment Testing is mandatory for New Students

SPRING SEMESTER 2009 CALENDAR

December 1-18, 2008.....*Assessment Testing, 8:00 a.m. - 6:30 p.m., Monday-Thursday,
.....8:00 a.m. - 11:30 a.m., Fridays
December 1 - December 5, 2008.....Veteran's, DSPS & EOPS Priority Registration
December 4, 2008.....*EOPS Orientation, 1:30 p.m.
December 8, 2008 - January 27, 2009....*Open Registration
December 24, 2008 - January 4, 2009.....Christmas Break - Campus Closed
January 5 - 8, 2009.....*Assessment Testing, 8:00 a.m. - 5:30 p.m., Monday-Thursday
January 7, 2009..... *EOPS Orientation, 9:00 a.m.
January 8, 2009.....*New Student and DSPS Orientation, 9:00 a.m.
January 8, 2009.....CARE/CalWORKs Orientation, 10:00 a.m.
January 9, 2009..... *Needles Orientation, 6:00 p.m.
January 12, 2009.....Classes Begin
January 12 - 23, 2009.....*Assessment Testing, 8:00 a.m. - 6:30 p.m., Monday-Thursday
.....8:00 a.m. - 11:30 a.m., Fridays
January 14, 2009..... Flex Day
January 19, 2009..... Martin Luther King, Jr. Day - Campus Closed
January 20, 2009.....*New Student and DSPS Orientation - Make Up, 5:30 p.m.
January 21, 2009.....*Last day to Petition - Co/Prerequisite Challenge Form
January 27, 2009.....Last Day to Register
January 27, 2009.....Last Day to Apply for a Refund
January 30, 2009.....Last Day to Withdraw without a "W" on Permanent Record
February 3, 2009.....Spring Street Orientation, 9:00 a.m.
February 7, 2009.....Spring Street Orientation, 5:30 p.m.
February 13, 2009.....Lincoln Day - Campus Closed
February 16, 2009.....Washington Day - Campus Closed
February 23, 2009.....Last Day to Elect P/NP Grading Option
February 23, 2009.....Spring Street Orientation, 5:30 p.m.
March 6, 2009.....Last Day to Petition to Graduate
March 18, 2009.....Flex Day
April 10, 2009.....Good Friday/Easter Sunday - Campus Closed
April 13-17, 2009.....Spring Break - Campus Closed
April 30, 2009.....Last Day to Withdraw with a "W" on Permanent Record
May 25, 2009.....Memorial Day - Campus Closed
May 29, 2009.....Last Day of Classes
May 30, 2009.....Graduation/Institute Day

*Assesment Testing is mandatory for New Students

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BOARD OF TRUSTEES

The Palo Verde Community College District Board of Trustees is composed of seven members elected to serve four year terms. Five of the trustees are elected at large from the part of the District in Riverside County. Two of the trustees are elected at large from the part of the District in San Bernardino County. The terms of trustees are staggered with elections in odd numbered years. In addition, there is a Student Trustee who is elected by the District's students. The Board of Trustees has responsibility for setting policy, overseeing fiscal stability, and establishing an effective educational program for the students and the community. The Board meets on the 2nd and 4th Tuesdays of the month. The first meeting of each month is scheduled as needed for a study session. The Board's business meeting is scheduled for the 4th Tuesday of the month unless some national holiday conflicts with the meeting date or if the Board of Trustees elects to change the date.

Lincoln Edmond.....President
Debbie Birdsong..... Vice President
Ed Gonzales.....Clerk of the Board
Ted Arneson.....Trustee
Samuel Burton..... Trustee
Jerry Lewis.....Trustee
Millie Rodriguez ..... Trustee
Marcus Rodriguez..... Student Trustee

THE PALO VERDE COLLEGE FOUNDATION

The Palo Verde College Foundation is a tax-exempt organization which receives gifts of both real and personal property as a basis for extending educational opportunities to the members of its service area. Gifts can aid the District in its efforts to expand its program and course offerings or they may serve students through scholarships, grants, and other types of assistance.

BOARD OF DIRECTORS

Jill Johnson..... President
Sandra Van Dyke .....Vice President
James Hottois..... Secretary
Quenton Hanson ..... Treasurer
Marcus Rodriguez..... Student Trustee
Ted Arneson ..... Director
Ron Baker..... Director
Floie Barrows..... Director
Doug Bigler.....Director
Geri Butler .....Director
Cheryl Crain..... Director
Ed Gonzales..... Director
John Hadlock..... Director
Ramin Hashemi ..... Director
Charlotte McCreary ..... Director
Connie Reale ..... Director
Michelli Rios ..... Director
Diana Rodriguez ..... Director
Ed Smith ..... Director
Peter Martinez ..... Director
Marcella Thomas..... Director
Lindy Stewart..... Executive Assistant to the Foundation
Ivan Murray..... PIO/Alumni Association Director

GENERAL INFORMATION

PALO VERDE COLLEGE

Palo Verde College is located along the Colorado River in the fertile Palo Verde Valley, 165 miles west of Phoenix, 110 miles east of Palm Springs, and 100 miles north of Yuma. Its service area includes approximately 20,556 people, 12,456 of whom reside in Blythe.

The charm of Southern California agricultural life permeates the valley. Tourism is a major industry, boosted by temperate winters and summers built around river water sports.

Palo Verde College is dedicated to learning, to reflection, to personal growth. People of all ages and backgrounds attend from early morning to late evening and weekends to take advantage of a wide variety of course offerings. The College has a reputation for quality and a readiness to respond quickly and appropriately to all community educational needs.

BACKGROUND

Palo Verde College was founded on September 15, 1947, six miles northwest of Blythe on the site of the former Morton Air Academy. It opened its doors as a junior college within the Palo Verde Unified School District. Seventeen students enrolled. By 1950, enrollment had reached 250.

In September 1958, the College moved into a beautiful Spanish styled building on East Hobsonway. The building was constructed in 1918 to house Palo Verde High School and later became Hobsonway Elementary School before being taken over by Palo Verde College. Athletics came into prominence. The Pirates won three conference championships in football and three in baseball. By 1966, the student body numbered 472.

Palo Verde College moved to the Chanslorway campus in September, 1967. On July 1, 1973, the College separated from the Unified School District. The instructional programs expanded to include vocational/technical, developmental, and continuing education courses. The college purchased 200 acres for its present location, which is just a short distance from its origingal site.

In 1999, Palo Verde Community College District was expanded to include the eastern end of San Bernardino County and the City of Needles. A Needles Center was located on the Needles High School campus, and the first classes began with the Spring 2000 semester. The Board of Trusstees was also expanded from five to seven members with two seats assigned to Needles.

August 2001 marked the start of classes at the new Blythe campus. By Spring 2003, more than 2,000 students were enrolled in classes and enrollment has continued to increase.

Students attend Palo Verde College in preparation for transfer to a four-year institution, to acquire entry-level job skills, to increase their vocational competency, for career and technical training or to participate in a variety of non-credit courses for personal enrichment. Classes are conducted at the Spring Street Center in downtown Blythe and at the Needles Center in addition to the main campus. The college began distance education classes in the Spring 2001 semester for inmates at Ironwood State Prison near Blythe and for other students unable to attend regular classes in Blythe or Needles.

Courses in Administration of Justice, Criminal Justice and Fire Science Technology are offered by Palo Verde College in Blythe as well as through the Ben Clark Training Center, Industrial Emergency Council and Riverside County Fire Department.

Palo Verde College is pleased with the prestige its faculty and graduates have received. The continued success of the College depends upon superior teaching, and faculty members are selected with this in mind.

NEEDLES

The Palo Verde Community College Needles Center was established in Fall 1999 and the first classes were offered in Spring Semester 2000.

The goal of the Needles campus is to reach traditional, non-traditional and all potential students in the additional portion of the District within San Bernardino County. The site is located in Needles, California, approximately 100 miles north of the main campus in Blythe. The Needles Site is a comprehensive source of instruction and technology services which are coordinated with the main campus.

NONCREDIT DIVISION AT SPRING STREET CAMPUS

Whether you are pursuing a degree or certificate or just taking a few credit courses, take a look at the noncredit courses being offered. We have a wide variety of classes scheduled to meet many of the diverse needs of our students. We may have a class that will help you get ready for a credit class you want or we might have a class that you will want to take for personal enrichment. Noncredit classes are free of charge.

Most noncredit classes are held at our center on Spring Street. However, you'll find our classes are also held at locations throughout Blythe and Needles. If you have any questions about noncredit classes, please call (760) 921-5577.

DISTANCE EDUCATION

The Distance Education Program provides a wide variety of classes in a format that differs from the usual traditional classroom experience. In a distance education class, the instructor and student are physically separate for most, if not all, of the course and most of the class is conducted through written communication. Students and instructors do communicate with each other, but they do so in a variety of ways such as email, regular written correspondence, telephone, and even face-to-face meetings under special arrangements. In addition, some courses are enhanced with computer technologies or other audio and video components.

Distance education classes are ideal when a campus-based alternative is impractical or unavailable. However, it must be noted that successfully completing a distance education class requires a high degree of motivation and discipline on the part of the student. All distance education students will have reasonable and adequate access to the full range of student services enjoyed by all of our students. For more information, call (760) 921-5595.

If you plan to apply for financial aid, please contact the Financial Aid Office prior to enrolling in Distance Education to determine if your financial aid eligibility will be affected.

VISION STATEMENT

Palo Verde College will be known for excellence—educationally, socially, economically and culturally.

MISSION STATEMENT

Palo Verde College is a California community college that provides an exemplary learning environment with high quality educational programs and services. It promotes student success, lifelong learning and community development. Our goal is to create better futures for our students and our communities.

COLLEGE VALUES

Excellence
Palo Verde College is committed to excellence. The College expects quality instruction and services, and applauds the achievement of its students, faculty and staff.

Learning
Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The College believes that knowledge, understanding, and their application are keys to a better future.

Integrity and Ethics
Palo Verde College maintains the highest standards of ethics and integrity. The College consistently demands respect, honesty and fairness in its educational programs, professional interactions and community relations.

Diversity
Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.

Creativity
Palo Verde College supports and encourages creativity and innovation.

Civic Responsibility
Palo Verde College supports the continuous development of civic responsibility.

COLLEGE GOALS

Strategic Plan goals and objectives may be viewed on the web at www.paloverde.edu.

GLOSSARY OF TERMS

Administration – Officials of the college who direct and supervise the activities of the institution.

Admission – The process of submitting the required documents which leads to being admitted to the college.

Application – A form that must be completed before a new student is allowed to register for classes.

Articulation Agreement – Articulation agreements refer to a list of courses offered at Palo Verde College which are acceptable at the transfer university as equivalent in content (or as an acceptable substitute) to those courses offered at the university.

Assessment – Testing to meet course prerequisites, to demonstrate minimum competence for a Palo Verde College degree, or to determine proper placement in courses.

Associate Degree (AA or AS) – A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 units.

Associated Student Body (ASB) – The student government of Palo Verde College.

Bachelor of Arts and Bachelor of Science (BA and BS) – Baccalaureate degrees involving a minimum of 120 semester units in either the arts or sciences. Although they are awarded by 4-year transferring institutions, students may complete half of the degree coursework at Palo Verde College.

Basic Skills Classes (Non-degree appropriate) – These courses, principally in the basic skills, equip students to perform satisfactorily in associate and baccalaureate-appropriate classes. Students can take no more than 30 units of these courses; they do not apply to the degrees.

CalWORKs (California Work Opportunities and Responsibilities to Kids) – Current CalWORKs or CalWORKs Phase II recipients (formerly called AFDC/GAIN or TANF recipients), may be eligible for job assistance and child care services while enrolled in college and during a period of transition to work.

Certificate of Completion – A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study.

Cheating - Utilizing dishonest means to meet course requirements including, but not limited to: crib notes, plagiarism, any inappropriate communication during testing, or any behavior prohibited by the instructor.

College-Level – "College-level" courses are those which customarily offer subject matter new to students of post secondary institutions. If the material is not new and also taught at a secondary level (such as history), the college-level course is offered with a depth, breadth, complexity, and pace characterized by post-secondary courses. Students are expected in these latter courses to take increased responsibility for their own learning and to devote considerable time outside of class to that learning.

Community College – A two-year college offering a wide range of programs of study, many determined by local community need.

Continuing Student – One who has attended classes during the previous regular term.

Counseling – Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Corequisite – A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Credit by Examination – Course or unit credit granted for demonstrated proficiency in a given area.

Dean's List – A list published each semester identifying full-time students who have attained a high level of academic achievement.

Deficiency – Grade Point Deficiency: Whenever a student's grade point average is less than 2.0. Subject Deficiency: Whenever a student lacks a course or courses required for admission, graduation or transfer.

Disciplinary Probation – The exclusion of a student from extracurricular activities for a specified period of time, not to exceed one (1) year, because of his/her violation of college rules and/or regulations.

Elective – A course needed for graduation, but not a part of the major requirements.

EOPS (Extended Opportunity Program & Services) – Provides outreach and special assistance to students from culturally, educationally, or financially disadvantaged backgrounds.

Exclusion – To prohibit a student's participation in college activities.

Expulsion – The permanent exclusion of a student from all college privileges including class attendance, by action of the Governing Board because of the student's continued and/or extremely serious violations of college rules and/or regulations.

Final Examination – Final examinations occur on fixed days at set times at the end of each regular semester course. They are held in all courses with the exception of certain activity classes.

Financial Aid Program – Designed to advise and assist students enrolled at least half-time who would be unable to attend college without financial help.

Freshman – One who has completed fewer that 30 units of college credit.

Full-time – A study load of 12 or more units per semester.

General Education Requirements (Also called Breadth Requirements) – A group of courses selected from several disciplines which are required for graduation.

Grade Point Average (GPA) – A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points by the number of units attempted.

IGETC – Intersegmental General Education Transfer Curriculum.

Learning Skills Center (LSC) – The Learning Skills Center is where library books, audio-visual materials, and other equipment such as typewriters and computer terminals are available.

Lower Division – Courses offered at the freshman and sophomore level of a college.

Major – A planned series of courses and activities selected by a student for special emphasis and designed to teach certain skills and knowledge.

Matriculation – An assessment, orientation, and guidance process provided for all Palo Verde College students who wish to participate. The intent of Matriculation is to assist students in both selecting a major field of study and registering for courses that will help them reach their educational objectives. Students are engaged in this process from a period of first time registration to the successful completion of their studies.

Pass/No Pass (Previously listed as "Credit/No Credit") – Completion of a course or program with credit, but no grade granted.

Plagiarism – The misrepresentation of the published ideas or words of another as one's own either from a book, article, or electronic media.

Prerequisite – A condition of enrollment that a student is required to meet prior to registering for a class in order to demonstrate current readiness for enrollment in a course or educational program. A grade of "C" (2.0) or higher must be met in all college coursework.

President's List – A list published each semester identifying full-time students who have attained the highest level of academic achievement.

Probation – An acceptable scholastic standard has not been achieved.

Procedural Due Process – The guaranteed protection of procedural rights when a student is accused of violating a college rule and/or regulation. This includes the right to face an accuser and the right to written documentation of any and all charges, with ample opportunity to prepare a defense.

Registration (Enrollment) – Act of signing up for specific classes and paying fees.

Remedial – Any course that cannot be applied to a degree.

Residence Requirement – The law requiring the payment of tuition by out-of-state students.

Restitution – Reimbursement for damage or loss of property.

Schedule of Courses – A booklet which lists the course title, class section number, units, time, instructor, and locations of all classes offered in a semester.

School Day – Any official day when classes or final examinations are in session, as listed on the current Academic Calendar.

Semester – One-half of the academic year, usually 18 weeks.

Sophomore – One who has completed at least 30 but fewer than 60 units of credit.

Substantive Due Process – The right to protection from arbitrary, capricious, and unreasonable action; the right to expect appropriate penalties for misconduct.

Suspension – The temporary exclusion of a student from classes and college privileges for a specified period of time because of his/her violation of college rules and/or regulations.

Tech Prep – Career and technical courses taken in high school which are awarded college level credit and prepare students for programs at the community college.

Transcript – An official copy of the record of classes attempted/completed by a student.

Transfer Courses – Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Unit – The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

Work Experience – A program which combines classroom studies with on-the-job experience.

DIRECTORY OF SERVICES

Department	*Service*	*Description*	*Contact*	*Phone*
Instruction Services			Corina Richards	921.5514
Learning Skills Center			Louise Gallan	921.5419
	Assessment Testing	Perform placement assessments		
	Tutoring	Provide tutoring service		
	Distance Education testing	Administer tests for distance education classes		
	Open access & Supplemental Skills labs	Provide computer access and services related to course resources to enrolled students		
Library			June Turner	921.5558
	Book, DVD, and video Loans			
	Research Assistance			
	Computer Lab			
	Internet Access			
	Career Information			
	Study Room			
	Copier	Black & white copies - 5¢ a page		
	Color Printer	Color printout - 25¢ a page		
	Scanner			
	Inter-Library Loan			
Student Services			Vicky Lujano	921.5500
	Counseling			
	PVC Transcript	Request transcripts		
CalWORKs			Staci Lee	921.5512
	Child Care	Assistance with childcare while in class/or work		
	Instructional Supplies	Books, or items directly related to class		
	Job Skills/ Placement	Resume writing, interview skills, and job placement		
CARE		CARE provides qualified students with additional services not available to EOPS or the general population.	Carmen Hernandez	921.5423
	Book Vouchers			
	Child Care Grants			
	Transportation Grants			
	School Supplies			
	Meal Tickets			
DSPS		Disabled Student Program & Services	Ida Naranjo-Hamblen	921.5489
	Priority Registration			
	Counseling			
	Accommodations	Accommodations for physical, learning, and psychological disabilities.		
	Assistive Technology Center	Specialized equipment available for psychological, learning, and physical disabilities.		
	Learning Disability Assessment	Verification of learning disability.		

DIRECTORY OF SERVICES CONTINUED

EOPS		EOPS will assist students with making a successful completion at a two-year program and transferring to a four year university.	Stephanie Slagan	921.5402
	Academic Advisement			
	Counseling			
	Book Vouchers			
	Tutoring			
	Transportation Grants			
	Career Information			
	Survival Packets			
	Interpreting Services			
	Priority Registration			
Financial Aid			Esther Rice	921.5553
	Grants	Assistance with FAFSA, Cal Grant applications		
	Scholarships			
	Work-Study			
	Fee Waivers	Assistance with Board of Governor's Fee Waiver		
International Student			Shelley Hamilton	921.5483
	International Student Correspondence	Processes and approves applications and I-20 forms.		
Student Activities			Staci Lee	921.5512
	Student Government	Associated Student Body (ASB), Committee appointments		
	Student Events	Student events sponsored by the ASB		
Transfer/Career Center			Hortensia Rivera	921.5502
	Transfer Counseling	Information for transferring to a 4-year institution		
	Career Planning	Information to assist with career planning		
	Eureka Assessment	Career aptitude assessment		
	Discover Assessment	Interest assessment		
Veteran's Services			Suzy Woods	921.5403
	Veteran's Certifying Official	Enrollment Certification and Advisement		

STUDENT SERVICES

Diana Rodriquez
Vice President of Student Services

ADMISSIONS PROCEDURES

ELIGIBILITY

Admission to Palo Verde College is open to anyone who is a high school graduate, who possesses a GED certificate, or who holds a High School Equivalency Certificate. Those who are not high school graduates or do not have one of the the equivalencies but are eighteen (18) years of age and show evidence of being able to benefit from instruction may also attend the college.

SPECIAL ADMISSION FOR HIGH SCHOOL STUDENTS

High school students in the 11th and 12th grades, with the recommendation of their high school principal, may attend. Those students below 11th grade may attend if they have parent consent and approval from their high school counselor or principal and the college governing board. Enrollment in some courses will be limited (some examples: classes are full, availability of equipment, safety regulations and enrollment in physical education courses not allowed).

The college admissions process requires that all High School students complete a special admissions request application. Students below 11th grade are also required to file a petition, stating the reasons why they should be enrolled in a college course. Once the application and the petition have been filed, a petitions committee will review the petition and forward a recommendation to the Vice President of Student Services. The Vice President of Student Services will forward the recommendation to the college president (or their designee). The president will then forward a recommendation to the governing board at the next scheduled board meeting asking for approval or disapproval of the student's request to enroll in college course(s). The student will be notified in writing of the board's decision within ten (10) working days following the board meeting. This process should be inititated at least two (2) weeks prior to the start of a semester to allow for processing time.

Students below 9th grade will only be admitted to credit courses under special circumstances.

NOTE: All courses are taught at college level and special admit students are expected to meet the same requirements and to be held to the same standards as all other college students in the class.

RESIDENCY

Palo Verde College defines a resident as a U.S. citizen or legal immigrant who intends to make California his or her permanent home and has resided within the State for one year prior to the residency determination date, which is one day prior to the first day of classes of each semester or summer session. The requirements necessary to demonstrate intent to become a California resident are available from the Registrar's Office in Student Services.

OPEN ENROLLMENT

Unless specifically exempted by statute, every course offered and maintained by Palo Verde College is open to any person who has been formally admitted to the College and who meets the course prerequisites as may be established under Title V of the California Administrative Code.

LIMITATIONS ON ENROLLMENT

Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. **NOTE:** Students must pass the prerequisite course with a grade of "C" or better.
Corequisite means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

Please refer to the course descriptions listed in this catalog to determine specific enrollment requirements. Students who do not satisfy the requirements will not be permitted to enroll in the course, unless they are approved through the challenge process. (See "Waiver Process" on in this catalog for further information or contact a counselor.)

No student shall receive more than 30 semester units of credit for remedial coursework. Students who need to exceed this limit shall be referred to appropriate adult noncredit education services. The following students are exempt from the limitation on remedial coursework: (1) Students enrolled in one or more courses of ESL and (2) Students identified by the district as having a learning desability as defined in Title V section 56036.

CLASSIFICATION

Students are classified as follows:
Freshmen have completed fewer than 30 units of college credit.
Sophomores have completed 30 units or more of college credit.
Part-time students carry fewer than 12 units of work.
Full-time students carry 12 or more units of work.

LIMITED ENGLISH PROFICIENCY

By law, limited English proficiency should not be a barrier for admission to the College. However, access to some courses might be limited if English proficiency is judged necessary for successful completion of the course(s). During normal working hours, bilingual staff is available.

APPLICATION FOR ADMISSION

Application forms are available in Student Services. All students enrolling must:

- complete an admission application;
- complete a continuing student form if continuing from the prior semester (if there has been a lapse in enrollment of two (2) regular semesters, another application must be completed);
- arrange to have transcripts of high school and all college work sent to the Registrar. (All transcripts become the property of Palo Verde College and cannot be returned to the student.)

INTERNATIONAL STUDENTS

The College welcomes applications from foreign students and may enroll up to ten percent (10%) of its student body from such applicants. The College has approval from the United States Department of Justice to enroll international students. Application information is available from a counselor.

CREDIT FROM OTHER INSTITUTIONS

Students who transfer from other accredited colleges must submit official transcripts to the Registrar's Office. It is especially important that students pursuing a degree or certificate, as well as those needing to clear prequisites, submit all college transcripts. Veterans wishing to apply for Veteran benefits are required to submit transcripts.

Credits are accepted from institutions accredited by one of the six regional accrediting associations. A "Request for Transcript Evaluation" form must be completed in order to determine equivalencies before any credits will be considered for graduation purposes.

Students must have international transcripts evaluated by an international evaluating agency accepted by Palo Verde College (i.e., International Education Research Foundation, Inc., The Foreign Educational Document Service or World Education Services, Inc.). The agency must submit an Official Evaluation Report to the Registrar's Office. A "Request for Transcript Evaluation" form must also be completed in order to determine equivalencies before any credits will be considered for graduation purposes.

Grades of "P" ("pass"), "CR", and "C" or better are acceptable.

DUAL ADMISSION AGREEMENT BETWEEN CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO and PALO VERDE COLLEGE

California State University, San Bernardino (CSUSB) and Palo Verde College (PVC) have entered into a Dual Admission Program (DAP) agreement for the mutual benefit of both institutions and their students. The DAP is available to students committed to attending CSUSB. Students will be granted admission concurrently upon the condition that the student completes all lower division requirements and achieves full eligibility.

CSUSB and PVC believe that success of transferring can be improved through a systematic, focused and collaborative effort. The overall objective of this agreement is to more closely link the efforts of PVC with CSUSB in order to create a seamless process for the academic, personal and professional success of students.

With the Dual Admission Program (DAP) agreement, the plan is to facilitate the transfer of students from PVC to CSUSB in support of their goals. The student benefits with the DAP by:

- Admission of PVC students to CSUSB to guaranteed contingent upon their completion of 60 semester / 90 quarter credits including full general education certification. This includes a guarantee of admission to all undergraduate programs with the exception of those which are formally impacted at the time the student elects to participate in the agreement, e.g., nursing.
- Enrollment in the CSUSB – PVC Dual Admission Program is initiated by a student filing the Dual Admission application form and confirming his/her understanding of the respective obligations of the student/CSUSB/PVC partnership.

FEES AND EXPENSES / TUITION

ENROLLMENT FEE

The Board of Trustees is required to charge each student a state enrollment fee for credit classes. The enrollment fee shall be as specified by the Board of Governors of the California Community Colleges. The enrollment fee for the 2008-2009 academic year is $20 per unit (subject to change) and is payable when the student registers.

California residents:
State Enrollment Fee..... .... $20 per unit
Arizona residents (per Guest Agreement - see Counselor):
Enrollment Fee.....$42 per unit

ENROLLMENT FEE REFUNDS

When requested by a student on the appropriate form, a full refund shall be made for the class(es) he or she drops during the first ten (10) days of classes of each semester. No refunds shall be made after the first ten (10) days of classes of each semester, unless the program change is a result of action by the district to cancel or reschedule a class(es). One-day courses and short courses are fully refundable if the student withdraws before the course begins.

FINANCIAL ASSISTANCE TO OFFSET ENROLLMENT FEES

In order to prevent the enrollment fee from denying access to students who have limited financial resources, the Board of Governors Waiver (BOGW) is available (to California residents that meet the eligibility requirements) to offset the enrollment fee. Application materials and documentation requirements for the program are available in the Financial Aid Office in Student Services.

TUITION

Non-residents (not including those under the Guest Agreement) enrolling for credit classes at Palo Verde College will be charged tuition, which is due and payable upon registration.

Non-resident Tuition and Enrollment Fees:
Non-resident tuition..... $181 per unit
+ State enrollment fee ..... $20 per unit

TUITION REFUNDS

When requested by a non-resident student (not including those under the Guest Agreement), tuition refunds for official reduction in courses or a complete official withdrawal shall be made according to the following schedule:

First three weeks of semester:
75 percent (75%)

Fourth and fifth weeks:
50 percent (50%)

No refunds will be made after the fifth week of each semester unless the program change is a result of action by the district to cancel or reschedule a class.

Military Withdrawal

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, upon petition of the student, a refund of the entire enrollment fee shall be issued unless academic credit is awarded. Military students must submit a withdrawal form, a copy of military orders, and a refund request to the Registrar’s office in Student Services.

CALIFORNIA NONRESIDENT TUITION EXEMPTION (AB 540)

Any student who meets all of the following requirements shall be exempt from paying nonresident tuition at Palo Verde College (all public colleges and universities in California per AB540).

- Requirements:
  1. The student must have attended a high school (public or private) in California for three or more years.
  2. The student must have graduated from a California high school or attained the equivalent of a diploma prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
  3. An alien student who is without lawful immigration status (undocumented) must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- The student must file an application request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required by law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation, if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will *not* be classified as California residents and are not eligible for EOPS or other state supported programs. They continue to be “nonresidents”.
- AB540 does not provide student financial aid eligibility for undocumented alien students. These students are not eligible for state and federal financial aid but pay only standard state enrollment fees.
- Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

California Nonresident Tuition Exemption requests are available in the Student Services Office.

ACTIVE MILITARY TUITION EXEMPTION

Regulations allow for exceptions from payment of non-resident tuition for some active members of the military and their dependents.

Members of the armed forces (and dependents thereof) stationed in California, (except for those assigned for educational purposes) are entitled to resident classification only for the purpose of determining the amount of tuition and fees. (Ed code 68074 and 68075). Resident classification for purposes of determining the amount of tuition and fees includes eligibility for Board of Governors fee waiver (BOGW).

STUDENT PARKING

Students may park at no charge in the Student Parking Lot located north of the Anthony J. Reale Classroom/Lab building.

TRANSCRIPT REQUESTS

A transcript of credits earned at Palo Verde College will be forwarded at the request of the student. After the first two (2) free copies, a fee of $2 per transcript will be charged. Allow five (5) working days for processing.The processing fee for rush service copies of transcripts is $5 in addition to the $2 transcript fee per copy. Transcripts are not released until all financial obligations are cleared. Requests for facsimile transcripts will have an additional two dollar ($2) fee to cover telecommunications charges. Official transcripts will be processed as requested by the student. Checks, cash or money order payment will be required.

STUDENT FINANCIAL OBLIGATION POLICY

Palo Verde Community College District will impose restrictions on those students and former students who fail to clear district financial obligations. The restrictions are that students or former students shall be denied the privilege to register and/or shall not receive grades, transcripts, diplomas or other earned certificates, enrollment verification or any other services normally afforded students in good standing. Examples include but are not limited to: returned checks, unpaid fee agreements, unpaid loans, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation. All checks returned due to insufficient funds are subject to a fee of $25.00. (Board Policy 3370; Title V Regulation 59410)

ASSOCIATED STUDENT BODY (ASB) MEMBERSHIP FEE

The goal of the Associated Student Body (ASB) is to improve and expand services to students. In addition to other privileges, ASB membership entitles students to a 10% discount on new textbooks, free or reduced price admission to various activities, and discounts for various food and merchandise with local merchants. For further information, refer to the Student Handbook located in Student Services. Please note ASB fees are optional.

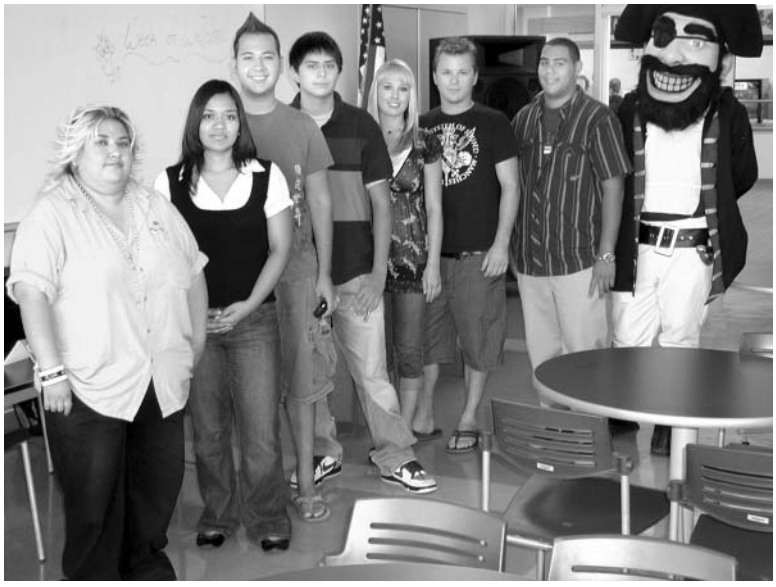
ASB Membership Fee:

$ 8.50 per semester or
$15.00 per academic year

Picture I.D.'s are available in the ASB Office.

TEXTBOOKS AND SUPPLIES

Students are responsible for furnishing their own textbooks and supplies. These materials are available at the bookstore. Students should estimate spending $600 per semester for books and supplies. Monies may be available to help qualified students, contact Financial Aid for assistance.



MATRICULATION
ADMISSIONS, ORIENTATION, ASSESSMENT AND GUIDANCE

The primary purpose of matriculation is to enhance student sucess. Matriculation is a process which is designed to assist students in planning, selecting, and achieving education goals. The process brings the college and a student into an agreement for the purpose of realizing the student's education goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. Listed below are the basic components of the matriculation partnership shared between the college and the student.

The college provides:

- an admissions application process;
- an orientation to the college's programs and services;
- an assessment of the student's English language proficiency, computational skills, goals, learning skills, career aspirations, academic performance, and need for special services;
- counseling and advisement to develop an educational plan and;
- follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- express at least a general education goal upon admission;
- declare an education goal before or during the term after which the student completes 30 units;
- attend class;
- work diligently to complete course assignments;
- demonstrate an effort to attain an educational goal and;
- notify a counselor of any specific needs he or she has or of any change in goals.

EXEMPTION CRITERIA

Students may be exempt from a specific matriculation component for any of the following reasons:

- they have earned a college degree;
- they have been previously served through the matriculation process at Palo Verde College or at another college;
- they will be enrolled in less than six (6) units and do not intend to earn a certificate or degree;
- they will be enrolled for high school credit only.

ADMISSIONS

Students applying for admission to Palo Verde College will be required to provide information to assist the college in assisting them to meet their goals and objectives. Some of this information is required by federal or state law, or college policies. Other information will assist the college in determining whether the student needs to be referred to orienctation and assessment programs. It is important to submit copies of high school transcripts and transcripts of any previous college work at the time of admission.

ORIENTATION

The orientation will give the student important information regarding the services programs and courses available through the college. At this time, the college will explain and answer questions regarding assessment. Orientation sessions are scheduled periodically throughout each year; a schedule of sessions is available in Student Services.

New and transfer students are encouraged to participate in the orientation program.

ASSESSMENT

Assessment tests are one measure used to determine a student's readiness for college level courses and are used to determine initial placement in English and Math courses. Appropriate placement helps to ensure student success. Assessment testing prior to enrollment is expected of students who are pursing an Associate Degree; planning to transfer to a four year college or university; pursuing a certificate program; or enrolling in a Mathematics or English courses (or course that requires Math or English as a prerequisite). Students who have completed the required English and Math courses with grades of "C" or better as evidenced by official transcripts are exempt from this requirement. The Learning Skills Center offers assessment tests throughout the year. The test consists of three parts: reading comprehension, sentence skills, and mathematics, with results immediately available to the student.

Multiple measures (the use of more than one method of assessment) are used for placement in the appropriate course selection process.

COUNSELING AND EDUCATIONAL PLANNING

One of the most important activities involved in the matriculation process is counseling and educational planning. Professional counselors are available to assist each new student in several areas listed below but not limited to:

- deciding upon an educational objective;
- determining the courses required to achieve this objective;
- determining the services needed to assist students in achieving their objective;
- assisting students in course selection appropriate to their goals.

INDIVIDUAL STUDENT EDUCATIONAL PLAN (SEP)

It is important for all students to have a Student Educational Plan (SEP). The SEP serves as an outline of the preliminary education program students will undertake. In addition, the SEP identifies the students' goals (i.e., transfer, AA/AS Degree, certificate, etc.).

Obtaining a SEP is recommended during the student's first year at the college. Students enrolling for enrichment purposes need not follow the matriculation process.

Students should review the SEP with a counselor periodically, particularly if they have decided to change their education objective, college major or if other factors concerning their education should change.

FOLLOW-UP

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Support Services are provided to students on achievement and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on- and off-campus services when appropriate.

MATRICULATION APPEALS PROCEDURE

A matriculating student has the right to challenge or appeal any step in the matriculation service process. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

Review of assessment/placement decisions - The student shall make an appointment to see a counselor to discuss the results of the placement testing. The student has the opportunity to re-test or file a petition to review the assessment decision.

ASSESSMENT RETEST POLICY:

1. *Students who are dissatisfied with their initial English, ESL and/or Mathematics assessment(s) may retest through the assessment center. Students may retest once during the semester at any time after a 14 day waiting period, during which the student has studied adequately to create a reasonable chance that their scores will improve sufficiently.*
2. *Scores from the retest will invalidate previous test results.*
3. *Once a student completes English, ESL or a math course at Palo Verde College the student may not re-take the placement examination for that subject area for placement purposes unless the student took the course for high school credit, in which case the student may retest for initial placement.*
4. *Assessment scores will be valid for a maximum of 24 months.*
5. *Multiple measures (the use of more than one method of assessment) may be used for placement in the appropriate course selection process, see a counselor/advisor.*

Challenging prerequisites/co-requisites (for definition of prerequisites/corequisites, refer to the "Glossary of Terms" in this catalog) - Students may challenge a course prerequisite or corequisite five (5) days pror to the last day to register. Documentation for summer sessions and short courses must be submitted two (2) days before the last day to register.

Students who wish to challenge a prerequisite or co-requisite may do so by submitting a 'Co/Prerequisite Challenge Form' along with appropriate documentation. (The Co/Prerequisite Challenge Form is available in Student Services). It is the responsibility of the student to provide compelling evidence to support the challenge.

Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, the student will be administratively withdrawn from the course and all fees will be refunded.

Complaint of unlawful discrimination – If a student feels that assessment, orientation, counseling, or any other matriculation procedure or service is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified within ten (10) working days of the receipt of the petition regarding the college's proposed response to the complaint and any additional steps which may be taken.

COUNSELING AND SUPPORT SERVICES

Career Counseling – The counseling and guidance staff assists students in determining their academic majors, vocational, or career goals. Most students require specific information about certificate, vocational and/or college preparation and career or job requirements. Often students need specialized counseling to determine how their interests, skills, personal styles and values relate to an academic course of study.

University Transfer Counseling – Many students at the college aspire to transfer to a four-year college or university. Counselors are prepared to assist students in preparing for transfer. It is particularly important for students to see a counselor periodically to review the requirements for transfer to the institution of their choice. In addition, students can meet with representatives of any of the four-year institutions who can provide them with other important information.

Extended Opportunity Program and Services (EOPS) – The Extended Opportunity Program and Services office also provides specialized peer and professional counseling services related to orientation and enrollment procedures, financial aid, book grants, and interpreting services, and university transition. The EOPS staff is prepared to serve students whose primary language is not English.

Disabled Students Program and Services (DSP&S) – Specialized support services and counseling are available. The Program offers individual counseling services to students with disabilities. These services are provided to help with educational planning and to identify specific support services required to assist the students in achieving their educational goals.
Adult Re-Entry Services – The counseling and guidance staff provides academic, career and personal counseling services to adult students who are returning to formal education after a lapse of time.

Financial Aid – The Financial Aid office provides the student with counseling regarding his or her financial circumstances, and will assist the student in obtaining financial support needed to attend the college. Financial aid is available in a number of forms, including grants and work-study programs.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) are designed to provide educational support services to economically and educationally disadvantaged individuals. Students must be full-time (12 units) and must meet the criteria for California residency. There is a limitation on the number of units that can be accumulated.

Assistance is provided with the application process for financial aid. Academic, career, and peer counseling is offered. Services also include interpretation in Spanish for limited or non-English speaking students in selected classes. Book services, in the form of grants, are widely used. EOPS-specific orientations are offered and priority registration is guaranteed.
Workshops on transfer and personal development, as well as employment services, are sponsored by EOPS.

CARE PROGRAM

The Cooperative Agencies Resources for Education (CARE) is an educational program designed to assist EOPS students who are single parents and receiving assistance from CalWORKS (California Work Opportunities and Responsibilities to Kids). CARE provides moral support, financial assistance for child care, transportation and book services, and regularly scheduled meetings designed to assist single parents with parenting skills and educationally related sources to reach their goals. Family social activities are offered.

DISABLED STUDENTS PROGRAM AND SERVICES (DSP&S)

Disabled Students Program and Services (DSP&S) is a categorically funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals.

The DSP&S program is open to any students who have a verifiable physical, psychological, or learning disability, either temporary or permanent, which causes one or more educational limitations.

Funds are used to provide a wide range of services, including, but not limited to:

- Peer-counseling
- Priority registration
- Test-taking accommodation
- Interpreters
- Campus-community liaison

- Note takers
- Tutors
- Academic/specialized counseling
- Assistive Technology Center
- On-campus transportation
- Adaptive equipment
- Tape recorders
- Adaptive P.E.
- Learning disability assessment

CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITIES TO KIDS (CALWORKS)

Current CalWORKs or CalWORKs phase II recipients (formerly called AFDC/GAIN or TANF recipients) may be eligible for job assistance and child care services while enrolled in college and during a period of transition to work. CalWORKS students are encouraged to participate in advising, financial aid, and all areas of matriculation. Details are available in the CalWORKS office or the web at www.paloverde.edu.

COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAM

Cooperative Work Experience is an educational plan which formally integrates academic study with volunteer or paid work experience and realistic work experience, improves opportunities for future career placement and promotion, and improves job skills, work habits, and attitudes.

Cooperative Work Experience placements are worked out with the professor, and students receive credit through occupational work experience or general work experience.

Students may earn up to a total of 16 semester credit hours for Cooperative Work Experience as follows:

OCCUPATIONAL WORK EXPERIENCE is provided for students who are paid employees or non-paid volunteers in positions which either develop or add to marketable skills related to the student's major program of study. Self-employed students are eligible to participate in the work experience program. A maximum of four (4) credit hours per semester may be earned for up to a total of 16 semester hours.

GENERAL WORK EXPERIENCE is provided for students who are paid employees or non-paid volunteers in positions which develop desirable work habits, attitudes, and career awareness; or assists them in learning about the world of work, but are not related to their major program of study or have no declared major. A maximum of three (3) credit hours per semester may be earned, up to a total of six (6) semester hours.

The student must be currently enrolled in either Career Awareness or Career Success Seminar and be enrolled in a minimum of seven (7) units, including work experience.

Volunteer job placement is not guaranteed; however, assistance is provided by the Co-Op Professor/ Coordinator.

To register in Cooperative Work Experience, the student must:

1. meet with the Cooperative Work Experience Coordinator;
2. complete the statement of cooperation and job performance objectives; and
3. obtain written approval from the worksite supervisor within three (3) weeks after enrollment in the program.

HARRY A. FAULL LIBRARY

The Harry A. Faull library is a vital component of the educational experience at Palo Verde College. Located on the second floor of the John O. Crain College Services Building, the Library provides a peaceful haven for studying or relaxation.

The collection is comprised of approximately 19,000 books, videos and DVD's. Current magazines and newspapers are available for reading and research. A computer lab provides high-speed access to the Internet as well as word processing and other popular software programs. The library's website, www.paloverde.edu/library provides access to the library catalog as well as to electronic books, subscription databases and full-text articles from thousands of magazines, newspapers, and professional journals.

During regular semesters the library is open Monday through Thursday, 8:00 a.m. to 8:00 p.m., and Fridays 8:00 a.m. to 4:30 p.m. Summer hours may vary.

LEARNING SKILLS CENTER (LSC)

Palo Verde College staff wants all of our students to be successful in their academic pursuits. The Learning Skills Center (LSC) is an integral link to that assistance. If a student is having problems with his or her academic work, they may get assistance at the LSC.

The LSC provides learning and educational services that support regular classroom instruction. In addition, it serves students who need assistance in achieving their educational/vocational goals by providing basic skills assistance in ESL, reading, writing, and math. Other services include individual assessment, special lab sessions, tutoring, and computer assisted instruction. The LSC is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., and Friday 8:00 a.m. to 4:00 p.m.
Students and staff are strongly encouraged to use the Learning Skills Center.

TUTORING

Tutoring is available to Palo Verde College students who are experiencing difficulty in both academic and vocational subjects. Tutoring is done by qualified, trained tutors who have been recommended by faculty and are under the supervision of the Learning Skills Center Coordinator.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program is offered for students whose native language is other than English. Our goal is to help students desiring a vocational or academic career to bridge the language gap in order to participate fully in regular college-level or vocational/technical classes. Students in the ESL program acquire the essentials of the English language, allowing them to participate more actively in our society by thorough integration and the citizenship process. The ESL program, taught in dynamic nine-week sessions, provides maximum access and flexibility for the students. Initial placement into the program is the result of a conference between the student and a counselor, and a test to establish the English levels.

DON KUYKENDALL CHILD DEVELOPMENT CENTER

The Don Kuykendall Child Development Center is located at 811 W. Chanslorway and is open all year, Monday through Friday from 7:30 a.m. to 5:30 p.m. It is licensed to serve children between the ages of 2 years 9 months and 5 years.

Day care is provided for children of parents who work, parents who are students, and parents who are in training.

Fees are determined by the gross monthly income of parents according to a sliding fee scale provided by the State of California.

The Child Development Center provides program activities and services that are appropriate to the various ages of the children and meet the developmental needs of each child.

BOOKSTORE

The Palo Verde College Bookstore is operated by the College for the convenience of the students. The bookstore carries most required textbooks and student supplies. During the fall and spring semesters, the bookstore is open Monday through Friday.

The bookstore maintains extended hours at the beginning of each semester and summer sessions so that students may obtain the necessary books and supplies by the first class session.
Hours: Monday – Thursday 8:00 a.m. – 5:30 p.m.
Friday: 8:00 a.m. – 3:30 p.m.

PART-TIME EMPLOYMENT

Part-time jobs such as tutors, clerks, student aides, and others, are available for students.
Federal work study and EOPS work study are available for qualified students. See the Financial Aid office or EOPS office for details.

For non-work study positions, contact area supervisors or coordinators.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Palo Verde College administers the GED tests for those who wish to demonstrate the equivalent of a high school education. GED preparation is available at the Palo Verde College Spring Street Campus. Students interested in taking the GED test can get additional information by calling (760) 921-5577 or (760) 921-3804.

EMERGENCY TREATMENT

Palo Verde College does not have a Student Health Service and is not able to provide medical service to students. Basic first aid supplies are available in the Administrative Services and Student Services offices. Some special provisions for students with disabilities may be received through the DSP&S office. For additional information, please call (760) 921-5489.

Students will be asked to provide emergency information at the time of registration. The college will refer students to local emergency medical facilities and notify the person designated in the emergency information. Minors cannot be treated at local hospitals without prior approval of a parent or legal guardian.

CAREER/TRANSFER CENTER

Information regarding careers, colleges, and resource materials necessary for career planning are available in the Career/Transfer Center. Career aptitude and interest assessments are available through EUREKA and DISCOVERY computerized information systems. Students may see a counselor for direction.

TRANSFER TO OTHER INSTITUTIONS

The Transfer Center counseling staff will help students obtain information about transferring to other institutions. Articulation agreements from other colleges and universities are available (refer to ASSIST for current articulation agreements at www.assist.org). Units taken at a community college are generally transferable to a four-year institution. Even with articulation agreements, there may be some circumstances in which individual credit will not transfer. Transfer regulations vary with each institution. For specific information on the requirements for transfer, the student should refer to the catalog of the college or university the student is considering. Catalogs of many institutions of higher education are available for review in the Transfer Center.

VETERANS SERVICES

Palo Verde College will grant priority registration for enrollment to any member or former member of the Armed Forces of the United States for any academic term within 2 years of leaving active duty as verified by DD214 (check the current schedule of courses for priority registration dates).

Veteran services are provided to assist eligible veterans and their dependents in obtaining the VA educational benefits and achieving their educational goals. The Veterans" representative in the Admissions and Records office provides information on veteran benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists in resolving VA educational problems.

Veterans seeking enrollment certification to receive educational benefits under the G.I. Bill should contact the Registrar as soon as possible. Veterans who do not file for benefits 30 days before the opening of the semester should plan for an additional 6 to 8 week delay in receiving benefits.

Palo Verde College is approved for the training of Veterans and eligible persons under the Title 38, United States Code.

VETERANS PROGRAM COURSE REQUIREMENTS

1. Students receiving VA benefits must submit transcripts of all previous college work to the Registrar's office.
2. Students receiving VA benefits must declare a major and are responsible for enrolling only in courses required for their major. Failure to take proper classes can lead to the reduction or termination of benefits. Academic advisement is recommended each term to help achieve proper course placement.
3. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory academic progress. If a VA student's grade point average (GPA) remains below the graduation requirements for more than three consecutive terms, the student will not be certified for VA educational benefits until his or her academic status is restored to good standing.
4. The Veterans' Representative must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans' Affairs, it is imperative that students collecting benefits report all course changes and withdrawals immediately to the Registrar's office.
5. Any student receiving VA educational benefits who has accumulated 30 or more units must have an A.A./A.S. degree evaluation before he/she can be certified for benefits.
6. The unit load requirements for students receiving VA educational benefits are:

   Fall or Spring Semester
   Full-time: 12 units or more
   ¾-time: 9-11 units
   ½-time: 6-8 units

   Summer Session
   Full-time: 6 units or more
   ¾-time: 5 units
   ½-time: 3-4 units

   Veterans taking a course which lasts less than a semester will be paid only for the actual dates of the course and not for the entire semester.

7. Currently enrolled Veterans receive credit for 3.0 units of Health Education and 3.0 units of Physical Education. Official documents indicating that one year of military service has been completed must be submitted by students to the Admissions and Records Office. Military courses shall be assigned the units recommended by the American Council of Education (ACE) or the accredited military institution. The academic transcript will be annotated indicating that these units are awarded for military experience and the Veteran will receive a grade of "CR" for each.
8. Military Withdrawal (MW) will be assigned by the Registrar in cases where a student is unable to complete a course due to military orders which necessitate withdrawal. Students who are members of the military (active or reserve) should present their military orders to the Registrar in order to have the MW assigned. The MW is not considered in issues of progress probation.

FINANCIAL AID

RETURN OF FINANCIAL AID FUNDS

If you receive a Grant and then withdraw or stop attending all of your classes, you will **OWE** money to the federal program.

Palo Verde College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed. The student will be required to repay any unearned financial aid they have received.

IF YOU ARE THINKING OF WITHDRAWING OR JUST LEAVING.....PLEASE THINK AGAIN

Immediately see a counselor or advisor and discuss your academic or personal reason(s) for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your instructors; see what advice and help they can offer.

DON'T LEAVE UNLESS YOU MUST. IF YOU MUST, TAKE CARE OF BUSINESS BEFORE YOU GO.

You must notify the Admissions and Records Office that you will be withdrawing. Note that any statement of intent to withdraw you make to the Admissions and Records Office will constitute the "date of withdrawal" for calculation purposes of repayment.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the financial aid office will have to put a national hold on your student aid eligibility.

FINANCIAL AID PROGRAM

Financial Aid is provided for students who might otherwise not be able to attend college. The College's Financial Aid Program consists of scholarships, grants and work/study jobs. Only United States citizens and permanent residents are eligible for financial aid. Applications for financial aid should be completed during the spring or summer preceding the year the student plans to attend Palo Verde College. Application materials are available from the Financial Aid Office, located in Student Services.

Eligibility for most of the federal and state student aid programs is based on financial need and the "ability to benefit" from the instruction. In addition, the federal student aid programs require that the student recipient:

- have a high school diploma, a GED, or pass a test approved by the U.S. Department of Education to demonstrate the "ability to benefit" from the instruction;
- be enrolled, or accepted for enrollment, as a student working toward a degree or certificate in an eligible program;
- enroll in courses as outlined in the Student Educational Plan;
- make satisfactory academic progress;
- be a United States citizen or eligible non-citizen;
- sign a Statement of Educational Purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid [FAFSA]);
- have a valid Social Security Number;
- register with Selective Service, if required.*

*Military Selective Service: Federal law requires men 18 through 24 years old to be registered with the Selective Service System. The law applies to male citizens and immigrant aliens, but not to foreign students who hold valid student visas. Men must be registered before they can receive federal or state financial aid for school, including loans and grants. Registration forms are available in the Student Services office and at any post office; or, a man can register on-line by visiting the SSS home page on the World Wide Web: http://www.sss.gov.

Students who apply for financial aid must complete the “Free Application for Federal Student Aid.” This application is available from the Financial Aid Office in Student Services. Applications are reviewed, and funds awarded, on a “first completed, first awarded” basis throughout the year, based on available funding levels. College policies will not supercede state and federal regulations.

A more detailed description of the College’s Financial Aid Program is contained in the Student Financial Aid Handbook which is available in the Financial Aid Office.

The following is a summary of the financial aid programs administered by the College. Your Financial Aid Award may consist of one or more of the following:

PELL GRANT

This is a federal program for undergraduate students to help pay for their education. How much you actually receive depends on your estimated family contribution (EFC), the cost of education at Palo Verde College, whether you are a full-time or part-time student, and the number of semesters attended during the school year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Full-time and part-time students may be eligible for this federal supplemental grant. The minimum is $100 per academic year and the maximum is $4,000. Awards are usually limited to $100-$500.

FEDERAL WORK-STUDY (FWS)

Part of the financial aid award may be work-study. This federal program allows the student to work part-time on campus and receive an hourly wage up to an awarded amount. Students must be enrolled at least half-time to be eligible.

Students may apply at the Financial Aid Office in Student Services.

BOARD OF GOVERNORS WAIVER (BOGW)

This is a state program designed to waive the college enrollment fees (not out-of-state tuition). It is available to California residents who show financial need, are recipients of public assistance or have low income.

BUREAU OF INDIAN AFFAIRS GRANTS

Full-time students who are at least 25% American Indian, Eskimo, or Aleut, and recognized by a tribal group may apply for a grant. To request an application, call the Sacramento Office at (916) 978-6058 or visit their website at www.oiep.bia.edu.

CALIFORNIA STATE GRANTS

You can apply for all three Cal Grants - A, B, or C - when completing your FAFSA and GPA verification form, but you may accept only one. Selection is based on financial need and grades. For Cal Grant B, disadvantaged background is also considered; for Cal Grant C, vocational interest and aptitude. You must apply for a Cal Grant by the March 2 deadline.

SCHOLARSHIPS

A number of scholarships are available. For scholarship information, contact the Financial Aid Office in Student Services.

REGULATIONS REGARDING ENROLLMENT FOR FINANCIAL AID STUDENTS

- Student financial aid recipients may not be certified for units which they previously completed successfully (grade of “D” or higher or “CR” credit). Not counted as successful completion are “F”, “I”, “W”, “NC” (no credit).
- Courses not successfully completed may be taken a second time.
- Students receiving a “D” in a course may not receive payment a second time. If repeated as part of an educational program “load”, it may not be counted again for financial aid purposes.

APPROVED PROGRAMS FOR FINANCIAL AID STUDENTS

Entitlement to federal and state student financial aid is subject to the requirement that the student maintain satisfactory progress in his/her approved program. The student's program and academic progress will be evaluated at the beginning of each academic year.

An approved program is one that:

- leads to an Associate of Science Degree, or;
- is a two-year program that is acceptable for credit toward a Bachelor's Degree or Associate of Arts Degree (transfer program), or;
- is at least a one-year program leading to a vocational certificate;
- has been approved by the Department of Education.

In addition to the student's enrollment in an approved program, the student must complete the program requirements within a designated number of semesters. These are:

Associate Degree or Transfer Program

Full-time enrollment (12+ units):
Seven (7) semesters or completion of all degree requirements, whichever occurs first.

¾ time enrollment (9-11 units):
Nine (9) semesters or completion of all degree requirements, whichever occurs first.

½ time enrollment (6-8 units):
Twelve (12) semester or completion of all degree requirements, whichever occurs first.

Exceptions may be made for ESL students, remedial students, and any professional judgment cases that may arise.

Occupational Certificate

Full-time enrollment (12+ units):
Four (4) semesters or completion of all certificate requirements, whichever occurs first.

¾ time enrollment (9-11 units):
Five (5) semesters or completions of all certificate requirements, whichever occurs first.

½ time enrollment (6-8 units):
Eight (8) semesters or completion of all certificate requirements, whichever occurs first.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID STUDENTS

Satisfactory progress is determined throughout the current semester of enrollment and at the completion of each term. To remain eligible for continuing aid, the student must achieve and maintain satisfactory progress. Satisfactory progress is defined as the maintenance of a cumulative grade point average of "C" (2.0) or higher, and the progressive accomplishment of sufficient units and required subjects to complete the educational objective within the allotted period of time. Satisfactory progress is evaluated at the beginning of each semester and must demonstrate positive movement toward the educational objective during the period being evaluated.

The minimum percentage of work required will be the percentage represented by the number of increments completed compared to the maximum time frame allotted for the program. (See tables on the next page).

Students will be allowed a change of educational objective (i.e., AA or AS) only once, and this change must be made by the end of the freshmen year of study (30 units). The student's counselor, the Financial Aid Officer, and the EOPS Director/Counselor must be notified of the change, and the change must be approved.

Students are no longer eligible for financial aid after completion of the educational objective or when the maximum number of semesters or units for the certificate program is completed. This is defined as 150% of the published time frame of the educational programs.

Exceptions to the 70 unit maximum are made for ESL, remedial students, and any professional judgment cases that may arise. Thirty (30) units of remedial course work, in addition to the 70 units required for the AA/AS degrees, is the maximum allowable. ESL course work beyond the remedial 30 units is also allowable.

AA/AS DEGREE OR TRANSFER PROGRAM

		Academic Year						
Level of Enrollment		1	2	3	4	5	6	7
Full-time	Units:	18	36	54	72	X	X	X
¾ time	Units:	14	28	42	56	70	X	X
½ time	Units:	10	20	30	40	50	60	X

VOCATIONAL CERTIFICATE PROGRAM

		Academic Year				
Level of Enrollment		1	2	3	4	5
Full-time	Units:	18	36	54	X	X
¾ time	Units:	14	28	42	56	X
½ time	Units:	10	20	30	40	50

These policies apply to all students regardless of the amount of funding received or the length of time on financial aid or EOPS services. A student may be funded for as few as one semester or as many as six (6) semesters. But in all cases, funding will be discontinued when a student's educational objectives have been accomplished.

A student who cannot enroll in a course(s) necessary for his or her educational program because the College has not offered the course(s) may petition for course substitution or other measures in order to complete the requirements.

Students failing to complete the progressive minimum work (refer to chart) required, or failing to maintain a grade point average of 2.0 or higher during each semester of evaluation, will be notified of the deficiency and placed on financial aid probation or progress probation. If the student fails to make a 2.0 semester GPA but has maintained a cumulative GPA of at least 2.0, the student will remain eligible. At the end of the second academic year (60 units), the student must have academic standing consistent with the requirements for graduation.

Standards which apply to students receiving financial aid or EOPS services also apply to those semesters during which students did not receive financial aid.

Students returning after an absence of ten (10) years or more will not have any former negative academic record count against them for purposes of awarding or receiving financial aid. They will, of course, be subject to meeting the current satisfactory progress requirements.

Students applying for services and financial aid through the EOPS program will not be eligible for the program if they have completed more than 70 units of degree applicable credit at any combination of post secondary higher education institutions.

Once placed on Financial Aid/EOPS probation, the student must consult with the EOPS Director/ Counselor or the Financial Aid Officer for a plan to make up the deficiency during the subsequent semester. A student failing to demonstrate satisfactory progress during the semester of probation will no longer be eligible to receive financial assistance or EOPS services administered by Palo Verde College. A student whose financial assistance or EOPS services have been discontinued may be reinstated once the deficiency has been corrected. During the term, satisfactory progress will be determined accordingly:

The initial payment for each term will be given after the student enrolls in the number of units. The student will need to complete the required number of units with a "C" or better. If the student is receiving less than a "C" in a course(s) that is part of the student's educational goal "load", the student will see the EOPS Director/Counselor or the Financial Aid Officer to establish a program of required tutoring and/or counseling before payment will be given to the student. The required number of semester units necessary to receive financial aid funds or EOPS services is as follows:

- **Extended Opportunity Program and Services (EOPS)** - 12 units or 9 units (a limited number of students may be accepted with a 3/4 –time load).
- **PELL Grant** - 12 units for full-time award, 9 -11 units for ¾ time award, 6-8 units for ½ time award, 1-5 units for less than ½ time award.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** - must be at least 6 units.
- **Federal Work Study (FWS)** - must be enrolled in at least 6 units.

FINANCIAL AID SERVICES APPEAL PROCESS

The Financial Aid Officer and EOPS Director/Counselor are available for counseling regarding all Financial Aid and EOPS regulations, as well as any other matters concerning the student's educational benefits, programs of study, or other services provided by the College.

Students requesting exception to these policies or any students who have been denied and discontinued Financial Aid or EOPS services by the Financial Aid Office, EOPS Office, or who believe the amount of aid offered is inadequate or unfair, may appeal by following the procedures outlined below. Reasons for discontinuing financial aid are as follows:

- failure to achieve satisfactory academic progress;
- proven willful fraud;
- completion of Educational Goal.

A student requesting exceptions to these policies may appeal by following these procedures:

1. Obtain and complete a "Financial Aid Appeal Petition" from the Financial Aid Office in Student Services.
2. Make an appointment with a counselor to update your educational plan and include a copy of the educational plan with your appeal petition.
3. The student presents to the Financial Aid Officer a written statement of appeal with an updated educational plan attached. Appealable items are as follows: Death in the family, personal injury, illness, or other special circumstances (all must be documented).
4. A counseling appointment is scheduled as soon as possible between the student and the Financial Aid Officer or EOPS Director/Counselor (if EOPS student).
5. During the appointment, the Financial Aid Officer or EOPS Director/Counselor reviews the satisfactory progress policy, the student's progress, and the appeal petition.
6. The Financial Aid Officer schedules a meeting of the Appeals committee as expeditiously as possible. Adequate documentation must be submitted by the student.
7. The committee will review the student's case and reach one of the following conclusions: approve appeal, deny appeal, or table for further information.
8. The Financial Aid Officer or EOPS Director/Counselor notifies the student in writing as to the final decision of the committee.
9. The right to appeal a second time for reasons of unsatisfactory progress shall be denied if an appeal is granted during the previous semester.

REINSTATEMENT

A student may be reinstated to "satisfactory" once his or her GPA is at least a 2.0, and he or she has completed the minimum number of semester units for program progress.

STUDENT LIFE

Palo Verde College's Student Activities Program offers opportunities for students to develop leadership skills, prepare for civic responsibility, explore diverse cultures, and help build a strong sense of college community. The Associated Student Body (ASB) governs student affairs of Palo Verde College. The ASB office is located on campus in Room CL 203. For information call (760) 921-5512 or (760) 921-5519.

ASB MEMBERSHIP

ASB Membership Cards entitle students to special discounts on campus and in the community. ASB membership is required for students to take part in student government and to hold office. Cards may be purchased at the time of registration or at any time during the semester. The ASB membership fee is $8.50 per semester or $15 per academic year. Please note ASB fees are optional.

CULTURAL ENRICHMENT

Cultural Enrichment is offered by ASB and the various student clubs. Specific cultural events include Women's History Month, Multicultural Festival, Cinco de Mayo Celebration, and African American Heritage Month.

STUDENT GOVERNMENT

Student Government provides the opportunity for the student body to self-govern and participate in a joint governance structure with faculty, staff, and administration. Seminars and leadership courses which provide training and experience in planning, decision-making, leadership styles, time management and problem solving, budget development, team building, parliamentary procedure, and student government are offered. Campus clubs and organizations are available for student participation.

Students may also help with student orientation, campus tours, outreach activities, and ASB representation in the various joint governance committees of the college.

ASB meetings are held weekly. Public agendas and minutes are posted in the Library and on the bulletin boards outside the Bookstore and Learning Skills Center.

STUDENT CLUBS

Student Clubs provide an opportunity for students to pursue special interests with those who share the same interest. Clubs vary each year depending on student interests and new clubs are actively encouraged. Regular meetings held by each club promote cooperative and coordinated activity planning among the various organizations, such as: ABLE Club (Advocates for a Better Learning Environment), Phi Theta Kappa, Discussion & Debate Club, Black Student Union, CARE Club (Cooperative Agencies Resources for Education), EOPS CLUB (Extended Opportunities Program and Services), Astronomy Club, LVN Fast Track Club, and Traditional LVN Club.

COMMUNITY OUTREACH AND SERVICE

Community Outreach and Service is an integral part of our leadership program and club activities. ASB and the student organizations sponsor or assist with such events as the children's Easter Egg Hunt, Adopt-A-Family Project at Christmas, Blythe Christmas Parade, AVID Middle School Student Visit and the Annual College/Career Day.

THE COLLEGE HOUR

The College Hour provides a time frame every Tuesday from 11:00 a.m. to 12:00 noon. During this period, ASB General Assembly meetings are held. Most classes are not held during this hour, enabling students, faculty, and staff to participate in a collegial setting. A master calendar is maintained in the ASB Office and is posted on the college website and bulletin boards. All clubs are required to register their activities one (1) week in advance of the event.

COLLEGE POLICIES

Geri Butler
Vice President of Administrative Services

ACADEMIC REGULATIONS AND STANDARDS

ACADEMIC ADVISING AND REGISTRATION

Assistance in career and educational planning is offered at Palo Verde College. Counselors are available on an “open door” basis; however, it is suggested that students make appointments. Dates for registration are given in the Schedule of Courses.

PETITION FOR GRADUATION

All potential graduating students must petition to graduate by the 1st Friday in March (of each academic term) according to the following procedure:

1. Students planning to graduate should meet with a counselor for a graduation evaluation during the Fall semester. This will allow for any deficiencies to be satisfied in the following spring term.
2. Complete the Petition to Graduate form.
3. Make an appointment with the counselor to review and sign the Petition to Graduate form before the March deadline. The counselor will submit the petition to the Registrar’s Office for final evaluation. Students should also make a follow up appointment to verify the petition was approved.
4. Students wishing to participate in the graduation ceremony are required to wear a cap and gown*.

*Information about ordering caps and gowns may be obtained through the college bookstore. Information about ordering invitations and/or pictures may be obtained through the Student Services Department.

It can take up to 3 months to process degrees before they are available to be picked up at the Student Services Office.

Note: Degrees and certificates will not be ordered until after all degree requirments are met.

UNIT COURSE LOAD LIMITATION

An overload schedule in excess of 19 units in the Fall and Spring semesters, and more than 8 units in the Summer session may be approved for students who have completed a **minimum** of 12 college units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0. An exception to the minimum standards may be made for high school graduates or equivalents on a case-by-case basis. The number of units of credit offered for each course may be found under “Announcement of Courses” in this catalog. Credit for college work is based on the semester hour (*usually called hours or units*). In lecture courses, one hour in the classroom per week constitutes one unit of work. In the laboratory, three hours per week constitutes one unit of work. In a clinic/field course, three hours per week constitutes one unit of work. Approval for such overloads may be secured by completing a petition and submitting it to the counseling department in Student Services.

Note: Meeting the minimum standards for course overload approval as outlined above does not guarantee that the petition will be approved. Other factors, including the difficulty of the schedule and time constraints, will be taken into consideration by the petitions committee.

ADDING COURSES

Adding courses is permitted under certain circumstances. Consult the Schedule of Courses for the last day to register each semester.

WITHDRAWAL FROM COURSES/COLLEGE

Any student leaving Palo Verde College at any time after registration must formally withdraw from the College through Student Services. Withdrawal from courses is the responsibility of the student and is accomplished by submitting a Student Schedule Change to his/her counselor**. Failure to submit the completed form will result in a failing grade for each course.**

The last day for withdrawal from any full semester course in which the student will receive a "W" (withdrawal) on his/her permanent record, is the Friday of the 14th week or before 75 percent (75%) of the course has elapsed, whichever is the earlier date. This may take place at any time during the semester. After these dates, the student will be assigned the grade earned for the course, and the grade earned will be computed into the GPA. Students should consult the Catalog, Schedule of Courses, counselors, or the Registrar for the last day to withdraw from courses without responsibility for a grade. This policy does not apply to open entry/exit courses. However, students must still submit the program change indicating the intention to withdraw from class, but this may take place at any time during the semester. The withdrawal dates for short courses are listed in the Schedule of Courses.

Students needing to withdraw due to extenuating circumstances such as prolonged illness, accidents, or other circumstances beyond their control, must petition to withdraw without penalty. Forms for this purpose may be obtained from the Registrar. It is the responsibility of the student to provide documentation to support the petition.

All financial obligations must be paid before an honorable dismissal from college is granted.

PASS/NO PASS GRADING

Students may take courses outside of their major or outside of the general education requirements under a pass/no pass plan (P/NP). In courses where the students have received unit credits a "P" (for pass) will be assigned for student achievement, which is considered by the instructor to be passing. When achievement is considered to be unsafisfactory, (or not passing) an "NP" will be assigned. Some UC and CSU campuses do not accept Pass/No pass, so it is important for the student to contact the transferring instituion about the transferability of these courses.

A maximum of twelve units of Pass or Credit may be acquired in this manner. The studnet may choose whether the basis of evaluation is to be pass/no pass or a letter grade at registration, or no later than the end of the first 30% of the term. Units earned on pass/no pass basis shall not be used to calculate grade point average; however, units attempted for which "NP" or "NC" is recorded shall be considered in probation and dismissal procedures. Students must complete a Pass/No pass form and have it signed by a couselor. The form may be obtained from the Registrar's office in Student Services.

CREDIT BY EXAMINATION

To be eligible for credit by examination, a student:

1. Must have earned a minimum of 12 semester hours of credit at Palo Verde College, must be currently registered, and in good standing.
2. Must make an appointment with a counselor to verify eligibility and obtain the Credit by Examination form (form must be signed by the counselor).
3. Must furnish proof of background, experience or training to ensure a reasonable measure of success.
4. After Petition approved the student must pay the current enrollment fee for each unit of credit taken by examination, plus a service fee of $30 prior to taking the examination.

If the petition is approved, the examination or series of tests shall be administered by the appropriate professor. Whether the student passes or fails the test, the course, with the units and grades assigned, shall be entered on the student's record in the same way as regularly scheduled courses. A student who fails the examination(s) shall not be permitted to repeat it. A maximum of 12 units may be earned through credit by examination. Units for which credit is given by examination shall not be counted in determining the 12 semester hours of credit in residence which is required for an Associate degree.

Only those courses listed in the current catalog are approved for credit by examination and only for the amount of credit listed. Ordinarily, no activity, performance, skill or laboratory course may be approved.

The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

CREDIT FOR ADVANCED PLACEMENT

Palo Verde College grants credit towards its Associate Degrees for successful completion of the Advanced Placement (AP) Examination offered by the College Entrance Examination Board. In order to receive credit, a student must (1) receive a score of three or higher and (2) submit official scores to the Admissions and Records Office. A grade of AP credit will be assigned on the transcript. The units earned from the AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. To determine how AP credit may be transferred to a four year college/university, please check with the receiving institution.

INDEPENDENT STUDY

Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons: medical emergency; course required for graduation not offered within the last four semesters; course canceled due to insufficient enrollment; unforeseen change in job status. A maximum of 10 units may be earned by independent study.

Students must make an appointment with a counselor to verify eligibility and obtain the Independent Study Contract form (form must be signed by the counselor).

Once eligibility is verified, the Independent Study Contract must be approved by the Vice President of Instructional Services and the professor selected to supervise the study. The professor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

Students taking a course through independent study must register for the specific course section in the regular manner. Grades earned by independent study have the same status as those acquired through regular class attendance.

WAIVER PROCESS

Students who wish to substitute courses or waive course requirements must follow the petitions process.

In order to graduate or complete requirements for a certificate program at Palo Verde College, students must meet major requirements as well as general education, grade point average, residency and unit requirements. However, the College recognizes that, at times, a substitution of one course for another, or the waiver of a course may be appropriate. (Students must pass a prerequisite course with a grade of “C” or better). Therefore, a policy and procedure has been established to allow students a reasonable opportunity to substitute or waive a course. The process for doing so is as follows:

1. The student will pick up a petition from the Vice President of Student Services.
2. The student will complete the petitions form, clearly stating which course the student is requesting to be waived, or which course the student is requesting to be substituted for the required course.
3. The completed petitions form shall be submitted to the Vice President of Student Services on or before the ninth week of the semester preceding the semester of graduation or of certificate completion.
4. The Vice President of Student Services will then contact other petitions committee members who will meet as expeditiously as possible to vote on the student’s petition.
5. The petitions committee will be comprised of: the Vice President of Student Services, a faculty member in the student’s discipline of study, and a counselor (or faculty member) serving on the graduation committee.
6. The committee of three (3) will review the petition and permanent transcript, and make its determination.
7. The student will be notified immediately of any decision. The result of this action will be reflected in the student education plan (SEP).

OPEN ENTRY/EXIT COURSES

These are courses in which the student may enroll after the semester has started and exit before it has ended. Open entry/exit courses are so designated in the catalog and in the semester schedule. Such courses must be completed prior to the end of the semester in which the student registers.

COURSE REPETITION

State law mandates the credit course repetition regulations at Palo Verde College. Credit courses may be repeated only under the following circumstances:

To elevate substandard grade in a course:

A student who has earned a substandard grade of “D”, “F”, “NP” or “NC” in a credit course may repeat that course **one** time. When the course is completed (W grades are excluded from this section), the repeated course grade will take precedence, whether the grade is higher or lower. The prior grade must remain on the transcript, but will be coded as being repeated and the previous grades and credits will be disregarded in the computation of the grade point average. If the student earns another substandard grade (“D”, “F”, “NP” or “NC”), the course may not be repeated a third time unless special permission is granted by the college Petitions Committee (a petition must be filed) due to extenuating circumstances (verified cases of accidents, illness or other circumstances beyond control of the student). If a third repetition is granted, the prior grade must remain on the transcriipt, but will be coded as being repeated and the previous grades and credits will be disregarded in the computation of the grade point average. The transcript will indicate which courses were excluded for purposes of grade-point calculation, ensuring a true and complete academic record. (Title V 55040 (c))

To repeat a credit course previously completed successfully:

First, credit courses may be repeated when the student has earned a passing grade if the course is required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment (to maintain liceses or certificates or courses in public safety which require periodic refresher training), and the grade received each time shall be included for purposes of calculating the student’s grade point average. (Title V 55041 (b))

Second, credit courses may be repeated in approved activity courses. These courses are identified in the catalog as being repeatable and involve skills progression requiring intensive individual instruction in specific areas. Students may repeat these activity courses not more than three semesters. Grades received for repetition of these courses shall be counted in calculating the student’s grade point average. (Title V 55041 (c)).

Third, a student with a disability may repeat a special credit class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student (for reasons specified in Title V Section 56029) (Title V 55041 (d))

Fourth, repetition of credit courses for which the grades awarded were at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student (student must file a petition). Grades awarded for courses repeated under this subdivision shall not be counted in calculating a student’s grade point average. (Title V 55041 (e))

Fifth, the college may also require repetition of a credit course if the district determines that there has been a “significant lapse of time” (usually five or more years) since the student previously took the course. (Title V 55041 (f))

Sixth, students may repeat a variable credit course as many times as necessary to complete the entire curriculum of the course as described in the course outline of record. (However, students are not allowed to repeat any portion of the curriculum for the course unless they qualify for first, third or fourth reasons listed above). (Title V 55043)

GRADES AND GRADE POINTS

The Palo Verde College grading policies comply with the Board of Governors of the California Community Colleges. The College will ensure that grades earned by the student in non-degree applicable courses will not be included in the calculation of the student's degree applicable grade point average. The following symbols have been authorized:

Evaluative Symbols	Meaning	Grade Point Values
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Passing (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)	

Non-Evaluative Symbols

W The "W" is used to denote withdrawal from a class or classes through 75 percent of the course (or the last day of the 14th week for regular term-length courses, whichever is shorter). The "W" is not used in calculating the grade point average but excessive "W's" are used as factors in progress probation and dismissal procedures.

No notation is made on the academic record of a student who withdraws during the first three weeks of a full-term course, or during the first 20 percent of a course offered as a short-term class.

If a student remains enrolled for 75 percent of the course, either an evaluative or a non-evaluative symbol ("A", "B", "C", "D", "F", "P", "NP", "I", "IP") must be issued by the instructor, except in the case of verifiable extenuating circumstances. (See "Withdrawals" in this catalog for explanations of extenuating circumstances).

IP "IP" is used to denote that the course extends beyond the normal end of an academic term. It indicates that work is "in progress", and that assignment of a grade must await course completion. The grade and units earned appear on the student's transcript upon course completion. The "IP" is not used in calculating the grade point average.

MW "MW" is assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. "MW" shall not be counted in progress probation and dismissal calculations.

I "I" symbol is used to denote an incomplete grade from a class. It is a temporary mark assigned when the professor determines that a student has been unable to complete course requirements by the designated ending date of the course, according to the following definition:

Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reason at the end of the term may result in an "I" symbol being entered in the student's record. The condition of removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the term limit for completing the work has passed.

The "I" must be made up no later than one year following the end of the term in which it was assigned.

An incomplete is issued only upon mutual agreement between the professor and the student. The professor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark.

RD Report Delayed: "RD" may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

INCOMPLETE GRADES

The procedure for implementing an "I" grade is as follows:

Upon the written request of a student and the professor, an "I" grade may be assigned after the 14th week of the semester if the student's assigned work, including the final examination, is deficient for either of the following reasons:

- Verifiable prolonged illness, or emergency.
- Verifiable work conflict.

The condition for removal of the "I" shall be stated on the "Incomplete Grade Contract" and the grade assigned in lieu of its removal.

The "I" will be a factor in probation and dismissal procedures. Students may not re-enroll in courses for which they have been given an "I".

1. The "I" grade contract is to be distributed upon completion or expiration of contract as follows:
   a. One copy is to be retained by the professor
   b. One copy is to be given to the student
   c. One copy is to be forwarded to the Registrar
2. A file has been established in the Registrar's Office for these contracts. This file will be maintained on a chronological basis so that at the beginning of each semester all unfulfilled contracts will be pulled, and appropriate notations made on the student's transcript.

GRADE APPEAL POLICY

When grades are given for any course of instruction taught at Palo Verde College, the grade given to students shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor in the absence of mistake*, fraud, bad faith, or incompetency, shall be final (California Education Code, Section 76224; Title 5 Section 55025).

Appeals to protest grades, or requests for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Student Services with a Petition for grade change.

In addition to the Petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The Petition, accompanying letter, and supporting documentation shall be evaluated by the instructor of record.

If the instructor determines the grade should be changed, he or she shall complete and sign a "Grade Change" form and submit it to the Registrar's Office within 30 calendar days of his or her receipt of the Petition in order to officially change a student's grade. All grade changes shall be reviewed and approved by the Vice President of Instructional Services.

If the instructor determines the grade should not be changed, he or she shall write "Denied" on the Petiion and return it to the Vice President of Student Services within 30 calendar days of his or her receipt of the Petition.

Students may file only one (1) grade appeal petition per class.

In the event that an instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instructional Services shall refer the petition to the appropriate Division chairperson or designee for review and action. The decision of the Division shall be final.

(*For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.)

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

In order to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0. However, the College recognizes that students who have done poorly in the past can, and do, return to their studies with a determination to succeed. Therefore, a policy has been established to give them a reasonable opportunity to do so.

1. The College may eliminate, in the grade point calculations, up to a maximum of two semesters of grades and units which are not reflective of present ability and level of performance.
2. A student shall have completed a minimum of 30 units of satisfactory work from Palo Verde College or any other accredited institution verified by an official transcript (minimum 2.0 GPA) subsequent to the course work to be eliminated, and shall present a written petition to the Petitions Committee for academic renewal.
3. Any action regarding academic renewal shall be noted on the student's transcripts.
4. Work to be eliminated shall be on a semester basis. All work for the designated semester will be eliminated without regard to requirements for graduation, GPA, field of concentration, honors, general education or units. Any work eliminated, which would otherwise meet a particular requirement, will have to be fulfilled by retaking a course or by other legitimate means.
5. Course work that has been eliminated will remain on the student's transcript. The transcript shall be appropriately annotated to indicate that academic renewal has been applied, including the specific semester(s) affected.

AUDITING COURSES

Auditing of courses is not permitted.

ATTENDANCE

A student in a California public community college is expected to attend all sessions of each course. It is the student's responsibility to contact professors regarding any absences.

The acceptance of an excuse for an absence other than illness, or official leave of absence, is at the discretion of the individual professor. The acceptance of an excuse due to illness or strictly unavoidable circumstances may be excused if the cause is explained to the professor. Any absence, excused or otherwise, does not relieve the student of the responsibility for completing the work of the course.

REQUIRED GRADE POINT AVERAGE

To graduate from Palo Verde College, a student must achieve at least a "C" (2.0) grade point average (GPA) in all work attempted. The grade point average is computed by dividing all units attempted into all grade points received.

ACADEMIC PROBATION

1. Once a student has attempted a total of 12 semester units, he or she shall be subject to academic probation if the student has earned a cumulative grade point average below 2.0.
2. Once placed on academic probation, the student has one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.
3. A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) consecutive semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

PROGRESS PROBATION

1. A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries of “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.
2. A student on progress probation shall be removed from probation when the percentage of “W”, “I”, “NP” or “NC” units drops below fifty percent (50%).
3. A student on progress probation shall be subject to dismissal if his or her percentage of “W”, “I”, “NP” or “NC” units reaches or exceeds fifty percent (50%) after one (1) additional semester, for a total of two (2) consecutive semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

DISMISSAL

1. A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) consecutive semesters (Fall and/or Spring).
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units for which he or she has received entries of “W”, “I”, “NP” or “NC” for two (2) consecutive semesters reaches or exceeds fifty percent (50%) of the total number of units the student has attempted.
3. Students who have been dismissed pursuant to academic or progress standards may not apply for reinstatement until a minimum of one semester has elapsed since dismissal.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

REINSTATEMENT

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a Petition for Reinstatement to the Vice President of Student Services. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a reinstated student must have Counselor approval of his or her educational program. A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.

NOTIFICATION OF PROBATION OR DISMISSAL

The college shall make a reasonable effort to provide a student with notice of probation or dismissal at or near the beginning of the semester in which the probation will take effect. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, which includes monitoring of his or her academic program in order to facilitate successful progress. Each student shall also receive other support services to help him/her overcome any academic difficulties. Prior to registration, a student on probation must have Counselor approval of his or her educational program.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC HONOR CODE

The faculty of Palo Verde College is committed to a policy of honesty in academic affairs. We assume that students will pursue their studies with integrity and honesty. However, when students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. Cheating is seeking credit for academic work through the use of dishonest, deceptive, or fraudulent means. Dishonesty consisting of cheating of any kind with respect to examination, course assignments, or illegal possession of examination papers, or any student helping another to cheat is subject to penalties. Plagiarism is representing the work of someone else's as your own. Plagiarism consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off of such work as the student's own, or who fails to give full credit for ideas or materials taken from another has plagiarized.

It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he or she may speak to his or her professor. Depending on the seriousness of the infraction, the student may:

- have his/her course grade lowered;
- receive a failing grade on the paper, test, or course;
- be placed on probation or suspension;
- be expelled.

In cases of cheating or plagiarism the professor may take academic action as outlined in the Due Process section of this catalog. This may range from loss of credit for a specific assignment, examination, or project, to removal from the course with a grade of "F". The professor should initially seek to resolve the problem with the student to their mutual satisfaction. In addition, the professor or student may also request action through the Discipline Hearing Committee and/or the Appeals Procedure, which will adjudicate on the basis of College policy. The Office of the Vice President of Student Services and the Office of the Vice President of Instructional Services will maintain a record of students who have engaged in academic dishonesty. For additional information, contact the Office of Student Services.

STUDENT CONDUCT

Students have certain rights and privileges, as well as certain obligations. In correcting unacceptable student conduct, disciplinary proceedings play a secondary role to counseling and admonition. In the exceptional circumstances, when discipline is deemed necessary, the college will observe due process in order to protect the student from the unfair and arbitrary imposition of serious penalties.

The **Office of Student Services** facilitates due process in matters of **general student conduct.** The **Vice President of Administrative Services** facilitates due process in matters related to **sexual harassment and discrimination.**

Students are expected to maintain the highest standards of citizenship, and to assume responsibility for personal conduct appropriate to college level age and maturity. Students, in all cases, must respect the authority of the professors and such regulations as are necessary for the welfare of the school. Students who are unable to assume such responsibility may be subject to disciplinary action. The following behaviors shall constitute good and sufficient cause for disciplinary action. The items marked with an asterisk (*) may include immediate suspension from the college prior to a Disciplinary Committee Hearing:

1.* Physical or verbal abuse, threat, or use of force or violence directed toward a member of the college community, or a campus visitor who is engaged in authorized activities.
2.* Use, possession, sale, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics or other drugs.
3.* Possession or use of explosives, dangerous chemicals, firearms, or deadly weapons on college property or at a college function.
4.* Theft or damage of property or equipment belonging to a member of the college community or a campus visitor.

5.* Disorderly, lewd, indecent, offensive conduct, sexual harassment, or expression which interferes with the normal educational process.
6. Dishonesty includes, but is not limited to: furnishing false information to the college, cheating, plagiarism, forgery, alteration or misuse of college documents, records, or identification.
7. Obstruction or disruption of classes, administrative services, or other college activities.
8. Unauthorized entry to, or use of, college facilities, supplies, and/or equipment.
9. Willful or persistent smoking, eating, or drinking in any area where prohibited by college policy.
10. Use of cell phones and pagers during class periods without authorization of the instructor.
11. Willful disobedience of college authorities acting in the performance of their duties.
12. Violation of college rules and regulations, including those applicable to student organizations.
13. Other acts defined as illegal under civil or criminal law.

The above list is not intended to be conclusive; there may be other grounds for disciplinary action.

Every effort will be made to resolve disciplinary problems at the lowest level. Disputes over the resolution of a disciplinary action, or the application of severe penalties, will be submitted to a Disciplinary Hearing Committee.

Before the Disciplinary Hearing Committee convenes, the following administrative remedies must be attempted:

1. The violation will be brought to the attention of the student by means of an oral warning from a member of the staff.
2. A second violation will result in a warning and an anecdotal record.
3. Persistent action will result in a report to the Vice President of Student Services, who will meet with the student.
4. Based on written evidence of persistent defiance of authority, or a violation of disciplinary actions, a disciplinary hearing will result.

If a student violates a state or federal statute that requires immediate suspension or presents a threat of bodily harm to himself or herself, or members of the college community, he or she can be removed from the campus prior to a Disciplinary Committee Hearing.

Specific violations which occur at Palo Verde College require administration to define the rights and responsibilities of students.

- administrators must be free to invoke fair and reasonable procedures for operation of the college;
- each student has rights and responsibilities regarding other students.

Schools are viewed as a “marketplace of ideas” but no individual has a constitutional right to prevent a school from carrying out its assigned functions. The school must, however, show that a behavior is disruptive before disciplinary action can be initiated.

When it becomes necessary to impose discipline, and the situation cannot be resolved by a faculty or staff member, the discipline will be referred to the Vice President of Student Services. In the event the disciplinary situation cannot be resolved without a Disciplinary Committee Hearing, the Vice President of Student Services will advise the student of the procedures as outlined in Board Policy 5300 and Administrative Regulation 5300.

In cases involving high school students and/or minors (under 18 years of age), the parent or guardian will be notified immediately if the student is suspended from a college level class taught on the College campus. Discipline for high school students taking classes taught by the College on the high school campus will be referred to the high school administration.

COMPLAINT PROCEDURES/DUE PROCESS

The student is encouraged to pursue course work and other college-sponsored activities that will promote intellectual growth and personal development. In pursuing these goals, the students should be free of unfair and improper action by any member of the academic community. Occasionally, one or more students will register a complaint. Such a complaint may pertain to discrimination, the application of policy, schedules, financial aid, treatment by employees, or any other concerns.

The complaint procedures for discrimination (Regulation 4010) and sexual harassment (Regulation 4011), both allow more than 10 days from the time of the alleged incident to file a complaint, and neither requires a mandatory informal step. For additional information, or for a copy of the procedures, contact the Affirmative Action Officer in Administrative Services or call (760) 921-5448.

Complaints which do not involve allegations of discrimination or sexual harassment must be initiated within ten days of the alleged complaint, and evidence of an attempt to informally resolve the matter must be documented before a formal hearing committee is convened. This procedure may result in a resolution between the two parties thereby avoiding a more formal level of the process. This may prevent the escalation of feelings related to the complaint, and will also help to maintain the privacy of the matter if it remains between the two individuals.

NON-DISCRIMINATION

Gender: Palo Verde College does not allow discrimination on the basis of sex in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted therein prohibit discrimination.

Disabled: Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted therein.

Age, Race, Color, or National Origin: Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975 and the regulations adopted therein. No person shall, on the grounds of age, race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under, any program of Palo Verde College.

Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the Vice President of Administrative Services) in Administrative Services.

The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services.

The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

SEXUAL HARASSMENT

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (Board Policy 4011).

Such behavior includes, but is not limited to, unwelcome sexual advances and verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's educational progress or an individual's employment; (2) submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting the individuals involved; (3) such conduct has the purpose or effect of unreasonably interfering with one's educational or work performance or creating an intimidating, hostile or offensive educational or work environment; or (4) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding

benefits, services, honors, programs, or activities available at or through the Palo Verde Community College District.

Any student who feels sexually harassed should contact the Palo Verde College Affirmative Action Officer (the Vice President of Administrative Services) in Administrative Services.

The procedure for filing a complaint is identified in Administrative Regulation 4011. Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services.

The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented). Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request that the information be removed or, if denied, include a statement disputing the material which was challenged.

Other provisions of the federal law restrict access to the information in student records. School personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be obtained without student consent pursuant to a court order.

The law designates certain information related to students as “Directory Information” and gives the college the right to disclose such information to anyone inquiring without having to ask students for permission. Palo Verde College has designated “Directory Information” to include: name, address, telephone number and electronic mail address, date of birth, dates of attendance, enrollment status, and degrees and awards received. “Directory Information” may be released at the discretion of the college unless a student has notified the college in writing that such information shall not be released. The “*Request to Prevent Disclosure of Directory Information*” forms are available on the college website or in the Registrar’s Office.

When the Registrar’s Office receives a student’s request to prevent the disclosure of directory information, no further disclosures are made without the student’s written consent (except to parties who have legal access to student records without written consent). Rescinding of this action can be done by the student submitting the request in writing to the Registrar’s Office.

Degrees and awards received are published in order to recognize individual scholastic achievements. If a student has denied release of “Directory Information”, recognition for any and all scholastic achievements will also be withheld. Palo Verde College will honor the student’s request to withhold all of the categories listed but cannot assume responsibility to contact them for subsequent permission to release certain information. Regardless of the effect upon the student, Palo Verde College assumes no liability for honoring your instructions that such information may be withheld.

Currently enrolled or former students may examine their academic records which are maintained in the Registrar’s Office located in the John O. Crain College Services Building.

The College policy regarding student records is available from the Registrar’s Office in Student Services (policy #5110).

ACADEMIC INFORMATION

William Smith
Vice President of Instructional Services

HONORS AND AWARDS

Palo Verde College honors those students who have achieved academic excellence during their course of study at the college. Students are eligible for the following honors:

PRESIDENT'S LIST

A letter from Palo Verde College's Superintendent/President is sent to students who complete 12 or more units for the term and earn a semester GPA of 3.80 to 4.00.

DEAN'S LIST

A letter from Palo Verde College's Vice President of Instructional Services is sent to students who complete 12 or more units for the term and earn a semester GPA of 3.50 to 3.79.

HONORS RECOGNITION

Students who graduate with honors or high honors in the Associate Degree program receive that recognition on their diplomas according to the following cumulative GPAs:
3.90 to 4.00.....summa cum laude
3.70 to 3.89……..magna cum laude
3.50 to 3.69……...cum laude

VALEDICTORIAN

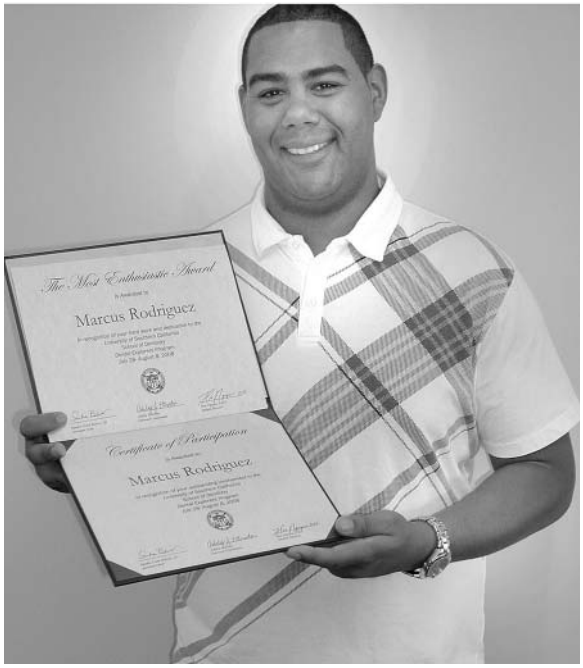
The graduate with the highest level of scholarship is awarded the honor of serving as class Valedictorian.

OUTSTANDING STUDENT AWARDS

Outstanding Student Awards are given to students for outstanding scholastic achievements and demonstrated leadership.

SOPHOMORE MAN AND SOPHOMORE WOMAN OF THE YEAR AWARDS

The Sophomore Man and Sophomore Woman of the Year awards are based on demonstrated leadership on campus, and/or in the community. The selection is made by peers and staff of the college.



REQUIREMENTS FOR CERTIFICATES, DEGREES AND UNIVERSITY TRANSFER

There are three academic objectives that can be completed at Palo Verde College. These include:

- Occupational certificates
- Graduation with an Associate's Degree
- Preparation for transfer to a university where a Bachelor's Degree can be completed.

Many students elect to complete two, or even all three, of these goals at the same time; this can be done with careful planning. This section of the catalog will explain how to accomplish these three objectives. This information can be found on the pages indicated below.

ACADEMIC OBJECTIVE

Certificate Programs..... ..... this page, next section
Associate Degrees..... 54-55
Transfer to a 4-year College or University 55-56
Private and out-of-state Institutions.....56
University of California (UC) 56-57
California State University (CSU).....57
General information about transferring.....58

CERTIFICATE PROGRAMS

Certificate program descriptions may be found beginning on page 62.

If Palo Verde College offers a certificate program in a certain area of study, the classes required to complete that certificate are listed under the corresponding area. It is also possible to complete a certificate program and use those courses towards an Associate Degree or towards transfer. Additionally, certificates and degrees may be pursued concurrently.

If basic academic skills in English, Reading and Math require some remediation, the appropriate courses in those areas should be taken. These courses may be taken prior to, or concurrent with, other courses. Refer to the assessment printout for an indication of which courses to choose. Employers want employees who can think well, speak well, write well, and, at the same time possess adequate social skills. Courses addressing all of these areas can be taken at Palo Verde College.

Many students complete a certificate program, then come back to school and use some of those courses again as the major, and often the electives, for an Associate Degree, or even as preparation for transfer. Other students work on certificates and the requirements for a degree at the same time.

REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE DEGREE

Graduation generally requires two years of full-time study which leads to an Associate in Science (A.S.) or Associate in Arts (A.A.) degree. For extensive coverage of programs available, turn to the section entitled, "Programs of Study", starting on page 61.

The college's graduation requirements allow students to earn Associate Degrees and, with careful planning, simultaneously meet requirements for a certificate or for transfer to a four-year college or university. Students who wish to transfer should check with their intended institution regarding which courses meet that school's requirements.

When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements. However, no course may be counted more than once. The requirements for the **Associate Degrees** may be met by courses meeting the specific major requirements listed in the Palo Verde College Catalog.

No English or English as a Second Language courses that are more than one level below the first transfer level composition course (ENG 099 - Basic Composition) can be counted towards the Associate Degree. Only MAT 083/084 - Elementary Algebra and mathematics courses above that level will count toward the Associate Degree.

Palo Verde College will confer the Associate Degree upon students who successfully complete the following requirements:

- A minimum of 60 units of Associate Degree coursework (as defined by the major).
- A cumulative grade point average of 2.0 or better in all coursework.
- A minimum of 12 units at Palo Verde College.

Students should make an appointment with their counselor the semester before they plan to graduate and request a graduation evaluation in order to complete a petition to graduate.

Schedule a follow-up appointment to verify the petition was approved. The student must follow up on the semester of intended graduation to make sure these courses have been completed.

PETITION FOR GRADUATION

All potential graduating students must petition to graduate by the 1st Friday in March. See "Petition for Graduation" in this catalog for petition procedures.

DEGREE PROGRAM POLICIES

Degree programs shall have at least one of the following purposes:

- Extend general education and cultural understanding
- Prepare for entrance to an occupation
- Provide credits for transfer to a four-year college or university at the junior level

Palo Verde College offers the following Associate Degree:

Associate in Arts
Associate in Science

Multiple Associate Degrees may be awarded according to the following guidelines.

Students seeking additional degrees after having previously received an associate degree from Palo Verde College may qualify if all requirements for the second major are completed with at least a 2.0 grade point average for all units attempted in pursuit of the second degree.

Students seeking additional degrees after previously receiving an associate degree from another college may qualify for graduation. To be eligible students must complete all general education requirements for which equivalencies have not been determined, complete all requirements of the major with at least a 2.0 grade point average for all units attempted in pursuit of the second degree and completet a minimum of 12 units at Palo Verde College.

If students have not been enrolled at Palo Verde College for two or more consecutive semesters, they will need to meet any new general education and major requirements in effect during the academic year in which they return.

TRANSFERRING TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Palo Verde College transfers students annually to campuses of the University of California, California State University, and various private schools.

Students can generally complete the first two years' worth of a four-year Bachelor's Degree at a community college while simultaneously earning an Associate Degree. For further information, consult with a counselor, with Palo Verde College's Transfer Center and, of course, the transfer institution itself. More specific information about transferring is available on the web at www.assist.org.

There are four major types of universities or four-year schools to which community college students transfer: The University of California (UC) system, the California State University (CSU) system, private institutions, and out-of-state institutions.

- **University of California (UC)**
  The UC system is world-renowned for its excellence in teaching and, in particular, research. Each of the ten campuses statewide (nine undergraduate) has its own distinct academic and social character, but all offer intellectually challenging Bachelor's, Master's and Doctoral programs in academically rigorous environments. See pages 56 and 57 for more information on the UC system.

- **California State University (CSU)**
  The twenty-three campuses of the CSU system offer a wide variety of innovative and exciting Bachelor's and graduate-level programs whose goals are to prepare students for effective participation in society. Each campus has its own "flavor," but all offer well regarded programs, many of which are internationally prominent. See page 57 for more information on the CSU system.
- **Private and Out-of-State Institutions**
  Palo Verde College students also transfer to private schools and out-of-state institutions. Such institutions are geographically and figuratively "all over the map," and students are advised to consult them directly. See your counselor for more information.

TRANSFERRING TO THE UNIVERSITY OF CALIFORNIA (UC)

REGULAR TRANSFER (AS A JUNIOR)

If a student wishes to transfer as a junior to any of the campuses of the University of California, he or she should generally plan to complete at least 60 transferable units with at least a 2.4 minimum GPA at Palo Verde College, including those units required in the major and those needed for completion of the general education requirements.

Students to whom this applies should follow the listings under the Intersegmental General Education Transfer Curriculum (IGETC), shown on pages 76 and 77.

There are some exceptions to the general recommendation to follow IGETC, most commonly for those students wishing to transfer to high-unit programs in Engineering or in the sciences. For these majors, it is usually recommended that students follow the general education pattern of the specific campus they plan to attend. See the section on IGETC starting on this page.

GUARANTEED TRANSFER TO UNIVERSITY OF CALIFORNIA RIVERSIDE (UCR)

UC Riverside and Palo Verde College have established a Transfer Admissions Guarantee (TAG) program to encourage students to transfer to UCR and to facilitate that process. A UCR representative visits the Transfer Center periodically to answer questions about programs, majors, and alternative admissions programs. Stop by the Transfer Center to schedule an appointment.

THE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

IGETC (usually pronounced "eye-GET-see") was developed in concert with the UC and CSU systems to create a set of general education courses that would be accepted at both institutions, so that students who have not made a final decision about where to transfer would be able to have one list of courses to follow, instead of two.

Completing the IGETC therefore fulfills the lower division general education requirements for both the UC and the CSU systems without the need, after transfer, to complete any further lower division GE coursework.

It should be noted that completing the IGETC is neither a requirement for admission to UC or CSU, nor is it the only way to fulfill lower-division GE requirements.

- **Certification**
  When a student has completed all the courses to be used for the IGETC, Palo Verde College can, at the student's request, certify to the intended UC or CSU campus that all the lower division GE requirements have been fulfilled. As a general rule, community colleges can certify the IGETC for transfer students who have also completed transfer units at a CSU, UC, or independent colleges, provided that the student has completed most of the transfer units at one or more California community colleges. Students who have been registered at a UC campus during a regular term (not summer or Extension) and wish to return to that campus are not eligible to use IGETC.
- **Limitations**
  All courses used for IGETC must be passed with a minimum grade of C. Credit or pass grades are acceptable, providing they are equivalent to the grade of C.
- **Restrictions**
  IGETC is not used for transfer to UC Berkeley's Haas School of Business or UC San Diego's Revelle or Roosevelt Colleges. It is also not recommended for transfer into majors requiring extensive lower-division preparation, such as engineering, biology, chemistry, and others. Students in these programs should follow the general education pattern of the specific campus they plan to attend. Visit the Transfer Center or see a transfer counselor for thorough planning.

TRANSFERRING WITH FEWER THAN 60 UNITS

If a student wishes to transfer to the UC system with fewer than 60 transferable units, he or she will need to do the following:

- **Take the ACT or SAT**
  The student will need to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) to determine whether he or she will be admitted as a freshman or a sophomore.
- **Clear any missing college preparatory requirements**
  If the student did not complete the appropriate subject requirements in high school, he or she can take equivalent courses at Palo Verde College (or in adult school or in high school summer sessions -- minimum grade of C required) to clear any deficiencies, or earn acceptable scores on specified examinations. Visit the Transfer Center or see a counselor for more information.

TRANSFERRING TO CALIFORNIA STATE UNIVERSITY (CSU)

REGULAR TRANSFER (AS A JUNIOR)

A student is eligible for admission to the California State University with 60 transferable semester units, if the student:

- Has a college GPA of 2.0 (2.4 for Non-Residents) in all transferable college units attempted.
- Is in good standing at the last college or university attended.
- Has completed or will complete prior to transfer at least 30 semester units of courses equivalent to general education with grades of "C" or better. The 30 units of "C" must include all of the general education requirements in communication, English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units required in college level mathematics.

CSU GENERAL EDUCATION BREADTH CERTIFICATION (CSU-GE)/A.A. LIBERAL ARTS

Students planning to graduate from any of the 23 campuses of CSU should complete the CSU GE Breadth (A.A. Liberal Arts) requirements prior to transfer, if possible. Upon completion of the A.A. Degree and, at the student's request, Palo Verde College can certify to the transfer campus that the student has fulfilled all lower-division GE requirements. It is to the student's advantage to complete the entire pattern before transfer. However, Palo Verde College can provide partial certification and uncompleted requirements may be completed at the transfer campus. See CSU-GE/ A.A. Liberal Arts Degree on pages 75 and 76 for more specific details.

GUARANTEED TRANSFER TO CAL STATE SAN BERNARDINO (CSUSB)

Many students elect to transfer to California State University at San Bernardino, which offers a special "guaranteed admission" contract to Palo Verde College students. This agreement guarantees that, upon completion of specified coursework at Palo Verde College, the student will be admitted to CSUSB with full junior status. To develop such a contract, visit the Transfer Center to make an appointment with the CSUSB representative, who comes to Palo Verde College periodically.

TRANSFERRING WITH FEWER THAN 56 UNITS

If a student wishes to transfer to the CSU system with fewer than 56 transferable units, he or she will need to do the following:

- **Take the ACT or SAT and obtain a qualifying "eligibility index"**
  The students will need to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) to determine whether he or she will be admitted as a freshman or sophomore.
- **Clear any missing college preparatory requirements**
  If the student did not complete the appropriate subject requirements in high school, he or she can take equivalent courses at Palo Verde College (or in adult school or in high school summer sessions -- minimum grade of "C" required) to clear any deficiencies, or earn acceptable scores on specified examinations. Visit the Transfer Center or see a counselor for more information.
- Maintain a 2.0 (2.4 for Non-Residents) in all transferrable courses.
- Be in good standing at last college attended.

GENERAL INFORMATION ABOUT TRANSFERRING

TRANSFERRING TO INDEPENDENT OR OUT-OF-STATE COLLEGES

In addition to state-funded institutions, California has many accredited independent colleges and universities. Other states have a wide variety of schools from which to choose. Generally, in-state public school tuition costs are the lowest, but financial aid packages can sometimes absorb much of the difference. For information about private and out-of-state institutions, whose requirements vary considerably, the independent college or university in which the student is interested should be contacted.

TRANSFER CENTER

It's a good idea to begin thinking about transfer goals in the early stages of the program, so that a well-planned program of courses toward the objectives can be established. The Transfer Center, located in the John O. Crain Student Services Building, is the place to go to find out about careers, majors, universities and colleges.

- **Catalogs**
  In the Transfer Center catalogs from colleges and universities throughout California are available. These catalogs contain programs of study, course descriptions, photographs of the campus, requirements for degrees, and other pertinent information. If a catalog from a specific out-of-state institution is not available, information can usually be found on a CD-ROM. Other continuously updated programs, such as the Internet, offer similar opportunities to research options.
- **College Representatives**
  Representatives from the University of California, Riverside and California State University, San Bernardino, visit the Transfer Center periodically to discuss students' transfer plans. Other representatives from both public and private schools visit during the year as well. Ask the Transfer Center counselor for the current schedule.

COUNSELING RESOURCES

Counselors are available to help students identify personal and educational goals, selecting a major, planning courses to meet objectives, and in dealing confidentially with personal situations that may affect their education. It is strongly recommended that all students planning to transfer meet with a Palo Verde College counselor (Transfer Center), to ensure that their courses are in line with their goals and requirements.

An annual Career Day and other resources are available to help students explore their career alternatives.

CAMPUS VISITS

In addition to reviewing catalogs and other written materials of the campus being considered, it is beneficial to visit those institutions.

This will provide the opportunity to become familiar with not only the campus itself, but also the surrounding areas. Do you want to be in an urban setting? Rural? Desert? Coastal? What is the "flavor" of the place and would you feel comfortable there? Visit the libraries, shopping areas, recreation facilities, cafes, bookstores, movie houses and other components that make up a student's life. To explore living situations, visit the university's housing office; also, look at the want ads in the local newspaper.

APPLYING FOR ADMISSION

The University of California (UC system) and the California State University (CSU system) are different and distinct branches of public higher education in California and have different requirements for admission.

To apply to the University of California or the California State University systems, students should plan to complete and mail all required forms within the application filing period listed in the application packets. These packets are available in the Transfer Center.

Contact other institutions directly for information about applications. For further assistance contact the Transfer Center.

APPLICATION DEADLINES

To better the chances for acceptance, students should apply to every university for which they want to be considered during the initial, or priority, application filing period. Students planning to apply to a private university need to research what the initial or priority application filing period is for that university. Certain impacted or highly competitive majors may require earlier deadlines. It is the student's responsibility to research what these deadlines are.

Each individual campus closes application filing periods at different times according to how many students apply. Students who are filing an application late should contact the Admissions Department of the specific college for which they are applying to inquire if applications are still being accepted.

IMPACTED MAJORS

At some UC and CSU campuses, more students may seek admission to popular areas of study such as engineering, computer science, and business than can be accommodated. Occasionally, more applications are received during the first month of the filing period than can possibly be accepted at the particular school. When this happens at a UC or CSU campus, certain majors are declared "impacted," and these schools may permit only limited enrollment. Students who apply to impacted majors may also be directed to alternate campuses. Applicants to impacted majors are subject to supplementary admission criteria.

Students who seek to transfer into majors which are impacted should complete all courses designated as required lower division preparation for the major prior to transfer.

At some schools, completion of specific courses with minimum grades is required before transfer as a condition of acceptance into an impacted major.

MAXIMUM TRANSFERABLE CREDIT

A maximum of 70 semester or 105 quarter units earned in California community colleges may be applied toward the Baccalaureate degree at either a UC or CSU campus.

NOTICE OF RESPONSIBILITY

Students should always study the catalog of the school to which they plan to transfer, and are responsible for directly contacting that institution's admissions office for the most up-to-date information. No matter how much help is received from various sources, it is ultimately the student's responsibility to ensure that all transfer requirements and deadlines are met.

ARTICULATION

When the word "articulation" is used in education, it often has different meanings and connotations, depending on the setting. Articulation, for purposes of this catalog, refers specifically to course articulation - that is, the process of developing a formal, written and published agreement that identifies courses (or sequences of courses) on a "sending" campus that are comparable to, or acceptable in place of, specific course requirements at a "receiving" campus. Successful completion of an articulated course assures the student and the faculty that the student has taken the appropriate course, and has received the necessary instruction and preparation, enabling progression to the next level of instruction at the receiving institution.

Course articulation information, including agreements between Palo Verde College and campuses of California State University and the University of California, is available from academic counselors and from an online database, www.assist.org. The database, referred to as ASSIST (Articulation System Stimulating Inter-institutional Student Transfer) can help determine if credit for courses already taken will be received, and how those courses apply to specific academic goals.

Palo Verde College's policy on course articulation is available in the Student Services Office (Board of Trustee's Policy #5280 and #6090).

UPPER-DIVISION EDUCATIONAL OPPORTUNITIES

Palo Verde College has worked closely with the local community to encourage the establishment of institutions of higher learning and make upper division educational opportunities available so that students may complete their Bachelor of Arts (BA) degree here in Blythe.

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO

Distance learning courses are available from California State University - San Bernardino. Courses are available via interactive video on the Palo Verde College campus. For scheduling information contact the Office of Distributed Learning on the web: http://dcr.csusb.edu/distlearning, or by phone at (909) 880-7439.

PROGRAMS OF STUDY

TABLE OF A.S./A.A. DEGREE PROGRAMS, CERTIFICATES OF ACHIEVEMENT AND CERTIFICATES OF CAREER PREPARATION

Program/ Discipline	A.S. Degree	A.A. Degree	Certificates of Achievement	Certificates of Career Preparation
Accounting	1		1	
Administrative Office Assistant	1		1	
Alcohol & Drug Studies			1	2
Arts & Humanities		1		
Automotive Technology	1		1	1
Building Technology	1		1	
Business & Technology		1		
Business Management	1		1	2
Child Development	1		1	1
Computer Information Science	1			4
Criminal Justice	1		1	
Fire Science Technology	1		2	3
General Clerical Assistant	1		1	
Geographic Information Systems				1
Journalism				1
Mathematics & Science		1		
Nursing & Allied Health			2	6
Social & Behavioral Science		1		
Welding Technology			1	

ASSOCIATE OF SCIENCE DEGREE

The Associate in Science Degree is a program of study that generally leads to a specific occupational goal or may prepare the student for transfer. Some courses in such programs do not transfer all credit earned to a four-year college or university. Programs of study with specific course requirements are defined in this catalog.

ASSOCIATE DEGREE REQUIREMENTS

A. A minimum of 60 units of Associate Degree credit college work.
B. Grades of C or better in all English and Math courses AND in all courses in the Major.
C. Achievement of a "C" (2.0) grade point average in all Associate Degree credit college work.
D. Minimum of 12 units in residence at Palo Verde College.
E. Complete at least one course at Palo Verde College in the semester in which requirements are completed.
F. Successful completion of all institutional requirements.
G. A minimum of 18 units of major requirements in a specific field.

CERTIFICATE PROGRAMS

Certificate Programs are designed to prepare for occupational goals. Some certificates are also designed to relate to the Associate Degree so that students may enter the workforce with the option of continuing their education.There are two certificates available to the students through Palo Verde College. The "Certificate of Achievement" is a certificate that has been approved by the California Community Colleges Chancellor's Office and will be entered on the students transcripts upon completion. The "Certificate of Career Preparation" is a locally approved certificate under 18 units and **will not** be entered on the students transcipts upon completion.

CERTIFICATE REQUIREMENTS

A. Achievement of "C" (2.0) grade point average in all Certificate credit college work.
B. Grades of C or better in all English and Math courses.
C. Completion of at least one course at Palo Verde College in the semester in which requirements are completed.
D. Successful completion of all institutional requirements.

OPTION A—A.S. GENERAL EDUCATION - PVC

DEGREE REQUIREMENTS
A.S. GENERAL EDUCATION - PVC

COMMUNICATIONS – (6 units minimum) in English and Oral Communication); 3 units from Group A and 3 units from Group B.

Group A
ENG ♦101*

Group B
ENG ♦103*
PHI 210
SPE ♦101, ♦102*, ♦103*

NATURAL SCIENCES – (3 units minimum)

AST 101, 105, 110
BIO 100, 101, ♦ 110, ♦111, ♦115, ♦ 140, ♦ 210, ♦211,
CHE ♦101, ♦108, ♦109, ♦141, ♦210, ♦211,
GEO ♦101, 107,
GEL 101, 103, ♦105, 110, 201, 202, 203, 204, 205,
PHS 140,
PHY ♦101, ♦110, ♦220

MATHEMATICS – (3-4 units)

MAT ♦086 [OR] ♦088

HUMANITIES - (3 units minimum)

ART 106, ♦110, ♦111, ♦120, ♦125, 135, 160,
EDU 131, ♦132, ♦133, ♦134, 160, ♦161, ♦201,
ENG ♦102*, ♦120*, ♦122*, ♦125*, ♦132*, ♦133*, ♦135*, ♦139*, ♦140, ♦141, ♦142*, ♦154, ♦201, ♦202,
FRE 101, ♦102,
HIS ♦110* or ♦120*, 150*, 160*, 210*, 220*, 230*
JOU ♦101, ♦110, ♦150, ♦151,
MUS ♦121, 131, ♦132, ♦135, ♦137, ♦150, ♦ 233, ♦234,
PHI 100, 105, 210,
SPA ♦101, ♦102, 115, 130, ♦131, ♦203, ♦204,
THA ♦110, ♦120

SOCIAL SCIENCES - Area A (3 units minimum)

HIS 130 or 140, and POS 145 (recommended for CSU) or
HIS ♦110*, ♦115, ♦120*, 125, 150*, 160*, 210*, 220*,230*, 215, ♦225, 245 or POS 101, 285

SOCIAL SCIENCES - Area B (3 units minimum)

ANT 100, 101, 102, 103, 104, 105, 106, 201,
CRJ ♦103, 220,
ECO 105, 106,
GEO 103, 104,
PSY ♦101, ♦110*, ♦115, ♦145, ♦150, ♦201, ♦205, ♦210, 215, ♦220,
SOC 101, 111*

Life Long Understanding & Self Development (3 units) **[OR]** exempt)

ADS 101, 102
CHD201
GEO 108
GES 115*
HEA 128, 140*, 142
PHE (see counseling)
PSY ♦110*
SOC 111*

INSTITUTIONAL REQUIREMENTS

HEA 140* (3 units)
GES 101 (1 unit) [OR] GES 115* (3 units)
CIS 101 (3 Units) [OR] CIS 102 (3 Units) [OR] CIS 106 (3 units)

**These courses can only be counted once in the GE area. This degree is not a transferable degree. Courses within the degree may transfer to a four year college/university. See a counselor for additional information.*

The following is a list of the majors and the corresponding requirements which satisfy the Associate in Science degree for Palo Verde College. Courses requiring a co/prerequisite or have recommendations are marked with a diamond (♦).

ACCOUNTING

This degree program is designed to prepare students to enter the workforce as accounting technicians or tax technicians. The curriculum is supported by related business courses and strong general education program for students interested in qualifying for responsible positions in accounting.

A.S. DEGREE REQUIREMENTS: ACCOUNTING

Course	Title	Units
♦ACC 101	Principles of Accounting I	4
♦ACC 102	Principles of Accounting II	4
♦ACC 209	Payroll Accounting	3
♦ACC 216	Intro to Computer Accounting	2
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
BUS 221	Income Tax Procedures	4
CIS 113	Database Apps Microsoft Access	2
CIS 120	Spreadsheets: Microsoft Excel	2
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3
MAN 145	Organizational Behavior	3
♦OFA 131	Career/Information Word Processing Applications	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: ACCOUNTING

Course	Titles	Units
♦ACC 101	Principles of Accounting I	4
♦ACC 102	Principles of Accounting II	4
♦ACC 209	Payroll Accounting	3
♦ACC 216	Intro to Computer Accounting	2
BUS 105	Business Mathematics	3
BUS 221	Income Tax Procedures	4
CIS 120	Spreadsheets: Microsoft Excel	2
Elective	Group 1	3
Elective	Group 2	3
Elective	Group 3	3
Total Required Units		**31**

Student must choose a minimum of three units from each of the following groups:

GROUP 1

BUS 100	Computer Keyboarding	2
CIS 113	Database Apps: Microsoft Access	2
OFA 123	Keyboarding Basic	1
♦OFA 124	Keyboarding Basic	1
♦OFA 125	Keyboarding Basic	1
♦OFA 131	Career/Information Word Processing Applications	3

GROUP 2

BUS 101	Introduction to Business	3
BUS 135	Business Law	3
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3

GROUP 3

MAN 145	Organizational Behavior	3
♦OFA 220	General Office Procedures	5
♦OFA 221	Administrative Office Procedures	5
Total Required Units		**31**

ADMINISTRATIVE OFFICE ASSISTANT

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

A.S. DEGREE REQUIREMENTS: ADMINISTRATIVE OFFICE ASSISTANT

Course	Title	Units
BUS 105	Business Mathematics	3
BUS 107	Electronic Calculators	2
BUS 202	Business Communication	3
♦CWE 140	Occupational Work Experience	1-4
CWE 150	Career Success Seminar [OR]	
CWE 155	Career Awareness Seminar	1
OFA 123	Keyboarding Basic, Part 1	1
♦OFA 124	Keyboarding Basic, Part 2	1
♦OFA 125	Keyboarding Basic, Part 3	1
♦OFA 131	Career/Information Word Processing Applications	3
♦OFA 133	Keyboarding Formatting, Pt. 1	1
♦OFA 134	Keyboarding Formatting, Pt. 2	1
♦OFA 135	Keyboarding Formatting, Pt. 3	1
OFA 136	Shorthand I, Part 1	1
♦OFA 137	Shorthand I, Part 2	1
♦OFA 138	Shorthand I, Part 3	1
♦OFA 139	Shorthand I, Part 4	1
OFA 145	Intro to Bookkeeping and Quickbooks	2
♦OFA 220	General Office Procedures	5
♦OFA 221	Administrative Office Procedures	5
♦OFA 223	Keyboarding Processing, Pt. 1	1
♦OFA 224	Keyboarding Processing, Pt. 2	1
♦OFA 225	Keyboarding Processing, Pt. 3	1
♦OFA 236	Shorthand II, Part 1	1
♦OFA 237	Shorthand II, Part 2	1
♦OFA 238	Shorthand II, Part 3	1
♦OFA 239	Shorthand II, Part 4	1
♦OFA 246	Shorthand III, Part 1	1
♦OFA 247	Shorthand III, Part 2	1
♦OFA 248	Shorthand III, Part 3	1
♦OFA 249	Shorthand III, Part 4	1

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: ADMINISTRATIVE OFFICE ASSISTANT

Course	Title	Units
BUS 105	Business Mathematics	3
BUS 107	Electronic Calculators	2
BUS 202	Business Communication	3
♦CWE 140	Occupational Work Experience	1-4
CWE 150	Career Success Seminar [OR]	
CWE 155	Career Awareness Seminar	1
OFA 123	Keyboarding Basic, Part 1	1
♦OFA 124	Keyboarding Basic, Part 2	1
♦OFA 125	Keyboarding Basic, Part 3	1
♦OFA 133	Keyboarding Formatting, Pt. 1	1
♦OFA 134	Keyboarding Formatting, Pt. 2	1
♦OFA 135	Keyboarding Formatting, Pt. 3	1
OFA 136	Shorthand I, Part 1	1
♦OFA 137	Shorthand I, Part 2	1
♦OFA 138	Shorthand I, Part 3	1
♦OFA 139	Shorthand I, Part 4	1
OFA 145	Intro to Bookkeeping and Quickbooks	2
♦OFA 220	General Office Procedures	5
♦OFA 221	Administrative Office Procedures	5
♦OFA 236	Shorthand II, Part 1	1
♦OFA 237	Shorthand II, Part 2	1
♦OFA 238	Shorthand II, Part 3	1
♦OFA 239	Shorthand II, Part 4	1
Total Required Units		**36**

ALCOHOL & DRUG STUDIES

The Alcohol and Drug Studies Program (ADS) offers a Certificate of Achievement and two Career Preparation Certificates. These provide the student with academic and practical skills for entry-level employment in alcohol and drug treatment programs, training in alcohol and drug abuse counseling for employment with human services organizations and training for professionals who wish to expand their knowledge and skills. The goals are to develop basic competencies in counseling, case management, record keeping, treatment planning, pharmacology and physiology of substance abuse dependency, and social services systems.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: ALCOHOL & DRUG STUDIES

To acquire a Certificate of Achievement or a Certificate of Career Preparation, it is necessary to complete the required courses with a "C" or better.

Course	Title	Units
ADS 107	Group & Family Processes	3
♦ADS 150*	Practicum for Alcohol and Drug Studies	6
♦PSY 101	General Psychology	3

**This is a 3 unit course that needs to be taken twice in order to meet certificate requirements.*

(Choose a minimum of 3 courses from the list below)

ADS 101	Introduction to Addiction Studies	3
ADS 102	Pharmacology & Physiological Effects of Addiction	3
ADS 103	Case Management and Documentation	3
ADS 104	Addiction Prevention Education & Outreach/Referral	3

(Choose a minimum of 3 courses from the list below)

ADS 105	Dual Diagnosis and Mental Health Issues	3
ADS 108	Codependency & Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
♦PSY 220	Counseling and Interviewing	3

(Choose a minimum of 2 courses from the list below)

♦PSY 110	Personal and Social Adjustment I	3
♦PSY 201	Human Growth & Development	3
♦PSY 210	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
Total Required Units		**36**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: ADS SPECIALIST I

To acquire a Certificate of Achievement or a Certificate of Career Preparation, it is necessary to complete the required courses with a "C" or better.

Course	Title	Units
ADS 101	Introduction to Addiction Studies	3
ADS 103	Case Management & Documentation	3
ADS 104	Addiction Prevention Education & Outreach/Referral	3
♦PSY 220	Counseling and Interviewing	3
Elective	*Choose three (3) units from the list below:*	
ADS 107	Group and Family Processes	3
ADS 108	Codependency and Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
Total Required Units		**15**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
ADS SPECIALIST II

To acquire a Certificate of Achievement or a Certificate of Career Preparation, it is necessary to complete the required courses with a "C" or better.

Course	Title	Units
ADS 101	Introduction to Addiction Studies	3
ADS 102	Pharmacology & Physiological Effects of Addiction	3
ADS 105	Dual Diagnosis & Mental Health Issues	3
♦PSY 220	Counseling and Interviewing	3
Elective	*Choose three (3) units from the list below:*	
ADS 108	Codependency and Family Systems	3
ADS 109	Substance Abuse in Special Populations	3
♦PSY 210	Abnormal Psychology	3
Total Required Units		**15**

AUTOMOTIVE TECHNOLOGY

The automotive technology program provides for entry level skills in the automotive field. The program is designed to impart in-depth technical skills as required in today's highly technical automotive field. Preparation for employment in the automotive and/or transportation trades, with upgrading and specialization skills for those currently employed will be stressed. Emphasizes practical experience in actual repairs under simulated shop conditions.

A.S. DEGREE REQUIREMENTS:
AUTOMOTIVE TECHNOLOGY

Course	Title	Units
AUT 103	Suspension, Steering & Alignment	3
AUT 110	Brake Systems	3
AUT 112	Engine Electrical Systems	3
AUT 113	Standard and Automatic Power Trains	3
AUT 201	Auto Maintenance and Repair	6
AUT 202	Fuel and Emissions Systems	3
BUS 105	Business Mathematics	3
MAN 107	Small Business Management	3
MAN 145	Organizational Behavior	3
♦PHY 101	Introduction to Physics	4
WEL 100	Oxyacetylene Gas Welding	3
Elective	Automotive Technology	3
Elective	Automotive Technology	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:
AUTOMOTIVE TECHNOLOGY

Course	Title	Units
AUT 101	Basic Technician Skills	3
AUT 102	Engine Analysis/ Tune Up	3
AUT 110	Brake Systems	3
♦AUT 111	Automotive Electrical Systems	3

Automotive Technologies Electives –
Choose a minimum of 6 units from the list below:

Course	Title	Units
AUT 103	Suspension, Steering & Alignment	3
AUT 112	Engine Electrical Systems	3
AUT 113	Standard and Automatic Power Trains	3
AUT 200	Engine Diagnosis/Overhaul	6
AUT 202	Fuel and Emissions Systems	3
AUT 212	Automotive Air Conditioning	3
Total Required Units		**18**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
AUTOMOTIVE FABRICATION

Course	Title	Units
AUT 090*	Automotive Fabrication & Set-Up	4
AUT 103	Suspension, Steering & Alignment	3
AUT 200	Engine Diagnosis/Overhaul	6
WEL 102	Basic Gas Metal Arc Welding (MIG)	3

**This is a 2 unit course that needs to be taken twice in order to meet certificate requirements.*

Total Required Units	**16**

BUILDING TECHNOLOGY

The Building Technology program provides students with a basic background in the management of construction projects. Students will find employment in the broad spectrum of opportunities available in the construction industry. The program also provides continuing education for those already employed as contractors, site superintendents, project managers, estimators, and other areas related to construction.

A.S. DEGREE REQUIREMENTS:
BUILDING CONSTRUCTION TECHNOLOGY

Course	Title	Units
ACC 100	Basic Accounting	4
BCT 100	Introduction to Building Trades	3
BCT 101	Rough Carpentry	3
BCT 102	Advanced Framing Techniques	3
BCT 110	Blueprint Reading	3
BCT 112	Basic Electricity	3
BCT 113	Basic Plumbing	3
BCT 210	Interior Trim Carpentry	3
BCT 211	Concrete Construction [OR]	
BCT 212	Masonry Construction	3
BCT 215	Intro to Computer Aided Drafting (CAD)	3
BUS 135	Business Law	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:
BUILDING CONSTRUCTION TECHNOLOGY

Course	Title	Units
BCT 100	Introduction to Building Trades	3
BCT 101	Rough Carpentry	3
BCT 102	Advanced Framing Techniques	3
BCT 110	Blueprint Reading	3

Building Technologies Electives -
Choose minimum of 6 units from the list below:

Course	Title	Units
BCT 112	Basic Electricity	3
BCT 113	Basic Plumbing	3
BCT 210	Interior Trim Carpentry	3
BCT 211	Concrete Construction [OR]	
BCT 212	Masonry Construction	3
BCT 215	Intro to Computer Aided Drafting (CAD)	3
Total Required Units		**18**

BUSINESS MANAGEMENT

The Business Management degree provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

A.S. DEGREE REQUIREMENTS:
BUSINESS MANAGEMENT

Course	Title	Units
♦ACC 101	Principles of Accounting I	4
♦ACC 102	Principles of Accounting II	[OR]
Elective	Business	3-4
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3
MAN 105	Principles of Management and Organizations	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3
MAN 145	Organizational Behavior	3
♦PSY 145	Human Relations	3
Elective	Accounting [OR] Business	3-4
Elective	Business [OR] Management	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:
BUSINESS MANAGEMENT

Course	Title	Units
♦ACC 101	Principles of Accounting I	4
♦ACC 102	Principles of Accounting II	4
BUS 135	Business Law	3
BUS 202	Business Communication	3
ECO 106	Principles of Microeconomics	3
MAN 105	Principles of Management and Organizations	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3

Electives - Choose a minimum of 5 units from the list below:

Course	Title	Units
♦ACC 209	Payroll Accounting	3
♦ACC 216	Intro to Computer Accounting	2
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
♦BUS 115	Small Business Finance	3
BUS 201	Principles of Organizational Leadership	3
CIS 120	Spreadsheets: Microsoft Excel	2
ECO 105	Principles of Macroeconomics	3
MAN 145	Organizational Behavior	3
MAN 205	Investments	3
♦PSY 145	Human Relations	3
Total Required Units		**31**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
BUSINESS STUDIES

Computer Information Science (Choose a minimum of 3 units from the following)

Course	Title	Units
CIS 101	Introduction to Computers & Information Systems	3
CIS 102	Personal Computer Applications	3
♦CIS 139	Introduction to Programming	3

Finance or Accounting (Choose a minimum of 3 units from the following)

Course	Title	Units
ACC 100	Basic Accounting	4
♦ACC 101	Principles of Accounting I	4
♦ACC 102	Principles of Accounting II	4
♦ACC 209	Payroll Accounting	3
BUS 105	Business Mathematics	3
♦BUS 115	Small Business Finance	3

Organizational Studies (Choose a minimum of 3 units from the following)

Course	Title	Units
BUS 101	Introduction to Business	3
MAN 105	Principles of Management and Organizations	3
MAN 145	Organizational Behavior	3

Interpersonal Processes (Choose a minimum of 3 units from the following)

Course	Title	Units
BUS 201	Principles of Organizational Leadership	3
MAN 106	Personnel Management	3
♦PSY 145	Human Relations	3

Specialty Areas (Choose a minimum of 3 units from the following)

Course	Title	Units
BUS 135	Business Law	3
BUS 206	Marketing	3
BUS 208	Retailing	3
MAN 107	Small Business Management	3
MAN 205	Investments	3

Communications (Choose a minimum of 3 units from the following)

Course	Title	Units
BUS 202	Business Communication	3
BUS 217	Customer Relations	3

Total Required Units **18**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
BUSINESS LITERACY

Course	Title	Units
ACC 100	Basic Accounting	4
BUS 101	Introduction to Business	3
♦MAT 082	Arithmetic Fundamentals with Lab	**[OR]**
BUS 105	Business Mathematics	3-4
CIS 101	Introduction to Computers and Information Systems	3

Total Required Units **13**

CHILD DEVELOPMENT

The child development program is designed to prepare students for employment as teachers, directors and aides in preschools and child care centers, including infant/toddler and extended day facilities. Coursework meets the educational components of the California commissions on teacher credentialing. The degree meets the educational requirements of the Teacher, Master Teacher and Site Supervisor Child Development Permits. The courses are also appropriate for parents, administrators, health care professionals, and others working with children. Courses are designed to partially meet lower division course preparation for students planning a bachelor's degree in Child Development.

A.S. DEGREE REQUIREMENTS:
CHILD DEVELOPMENT

Course	Title	Units
CHD 115	Introduction to Early Childhood Education	3
CHD 125	Child, Family, & the Community	3
CHD 130	Art for Early Childhood	[OR]
CHD 235	Music for Early Childhood	3
CHD 135	Literature for Early Childhood	3
CHD 140	Play, Socialization and Discipline	3
CHD 201	Growth & Development for Early Childhood	3
CHD 210	Principles & Practices of ECE	4
CHD 215	Supervision & Administration I	3
CHD 216	Supervision & Administration II	3
CHD 220	Infant & Toddlers	3
CHD 230	Nutrition, Health & Safety	3
CHD 240	Supervised Field Experience	4
♦PSY 101	General Psychology	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:
CHILD DEVELOPMENT - TEACHER

As required for California State Credentialing purposes, all courses (general ed. and child development) must be completed with a grade of "C" or better.

Course	Title	Units
CHD 115	Introduction to Early Childhood Education	3
CHD 125	Child, Family, and the Community	3
CHD 135	Literature for Early Childhood	3
CHD 140	Play, Socialization and Discipline	3
CHD 201	Growth and Development for Early Childhood	3
CHD 210	Principles & Practices of ECE	4
CHD 220	Infants and Toddlers	3
CHD 230	Nutrition, Health, and Safety	3
CHD 240	Supervised Field Experience	4
♦ENG 101	Reading and Composition	3
HEA 140	Health Education	3
♦MAT 086	Intermediate Algebra	[OR]
♦MAT 088	Intermediate Algebra w/ lab	3-4
POS 145	American Political Institutions	[OR]
HIS 130	American History I	[OR]
HIS 140	American History II	3
♦PSY 101	General Psychology	3
Total Required Units		**44**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
CHILD DEVELOPMENT – ASSOCIATE TEACHER

As required for California State Credentialing purposes, all courses (general ed. and child development) must be completed with a grade of "C" or better.

Course	Title	Units
CHD 115	Introduction to Early Childhood Education	3
CHD 125	Child, Family, and the Community	3
CHD 201	Growth and Development for Early Childhood	3
CHD 210	Principles & Practices of ECE	4
Total Required Units		**13**

COMPUTER INFORMATION SCIENCE

To meet the needs of the successful computer science or computational science, this degree program integrates the study of computer applications and computer sciences. This degree program prepares the student for immediate entry into a vocational field related to computer programming and/or further study in computer science, or computational science.

A.S. DEGREE REQUIREMENTS:
COMPUTER INFORMATION SCIENCE

Course	Title	Units
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
CIS 101	Introduction to Computers & Information Systems	3
CIS 102	Personal Computer Applications	3
♦CIS 111	Computer Business Applications	3
♦CIS 139	Introduction to Programming	3
♦CIS 170	Computer Maintenance	2
♦CIS 247	Networking and Telecommunications	3
♦CIS 248	Systems Analysis & Design	3
*Elective	Computer Information Science	8

**Electives - Choose a minimum of 8 units from the list below:*

CIS 103	Introduction to the Internet	2
CIS 113	Database Applications: Microsoft Access	2
CIS 120	Spreadsheets: Microsoft Excel	2
CIS 123	Web Page Design-HTML	3
CIS 124	Web Page Design Tools	2
CIS 143	Word Processing: MS Word	2
CIS 146	Presentation Graphics	2
CIS 150	Windows	2
CIS 180	Starting a Web Business	3
♦CIS 213	Database Driven Websites	2
CIS 230	Introduction to Java Script	3
CIS 260	Desktop Publishing	2

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
COMPUTER APPLICATIONS

Course	Title	Units
CIS 101	Introduction to Computers & Information Systems	3
CIS 102	Personal Computer Applications	3
♦CIS 111	Computer Business Applications	3
CIS 124	Web Page Design Tools	2
CIS 150	Windows	2
CIS 260	Desktop Publishing	2
*Elective	Computer Information Science	2

**Electives - Choose a minimum of 2 units from the list below:*

CIS 123	Web Page Design-HTML	3
♦CIS 139	Introduction to Programming	3
CIS 146	Presentation Graphics	2
♦CIS 170	Computer Maintenance	2
CIS 180	Starting a Web Business	3
♦CIS 213	Database Driven Websites	2
CIS 230	Introduction to Java Script	3
♦CIS 247	Networking and Telecommunications	3
♦CIS 248	Systems Analysis & Design	3
Total Required Units		**17**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: COMPUTER REPAIR

Course	Title	Units
CIS 101	Introduction to Computer & Information Systems	3
CIS 102	Personal Computer Applications	3
♦CIS 111	Computer Business Applications	3
CIS 150	Windows	2
♦CIS 170	Computer Maintenance	2
♦CIS 247	Networking and Telecommunications	3
Total Required Units		**16**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: 3D COMPUTER ANIMATION

Course	Title	Units
♦CIS 130	Introduction to 3D Computer Animation	3
♦CIS 131	Animation Principles and Production I	3
♦CIS 132	Animation Principles and Production II	3
♦CIS 133	Advanced 3D Computer Animation	3
Total Required Units		**12**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: INFORMATION TECHNOLOGY LITERACY

Course	Title	Units
CIS 101	Introduction to Computer Information Systems	3
CIS 102	Personal Computer Applications	3
♦CIS 111	Computer Business Applications	3
Total Required Units		**9**

CRIMINAL JUSTICE

The Criminal Justice Program is designed to provide students with the basic theoretical knowledge that will prepare them for a career in law enforcement or corrections. The program develops a high level of academic, personal, and professional competence demanded in a wide range of agencies.

PEACE OFFICERS/CORRECTIONAL OFFICERS TRAINING: Documents indicating that such training has taken place must be submitted by the student. Academy training may be awarded up to 12 units for the certificate and/or the degree in Criminal Justice as follows:

3 units for Physical Education, 3 units for Health Education, 3 units for CRJ 115, 3 units for elective credit in CRJ

OR

9 units of elective credit in CRJ, 3 units for CRJ 115

A.S. DEGREE REQUIREMENTS: CRIMINAL JUSTICE

Course	Title	Units
♦CRJ 103	Criminal Law	3
CRJ 115	Introduction to Law Enforcement/ Corrections	3
CRJ 120	Community Relations	3
CRJ 125	Report Writing	3
CRJ 135	Spanish for Emergency Services Personnel	3
		[OR]
Elective	Spanish Course	2-5
CRJ 206	Legal Aspects of Evidence	3
♦ENG 103	Critical Thinking and English Composition	[OR]
PHI 210	Introduction to Logic	[OR]
♦SPE 102	Public Speaking	3
♦PSY 101	General Psychology	3
♦PSY 210	Abnormal Psychology	3
Elective	Criminal Justice	3
Elective	Criminal Justice	3
Elective	Criminal Justice	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: CRIMINAL JUSTICE

Course	Title	Units
♦CRJ 103	Criminal Law	3
CRJ 115	Introduction to Law Enforcement/ Corrections	3
CRJ 120	Community Relations	3
CRJ 125	Report Writing	3
CRJ 135	Spanish for Emergency Services Personnel	3
		[OR]
Elective	Spanish Course	2-5
CRJ 206	Legal Aspects of Evidence	3
Elective	Computer Course	2-3

Electives - Choose a minimum of 12 units from the list below:

CRJ 102	Juvenile Procedures	3
CRJ 104	Criminal Investigation	3
CRJ 130	Alcohol, Narcotics, and Drug Abuse	3
CRJ 133	Women and Crime	3
CRJ 150	Patrol Procedures	3
♦CRJ 160	Reserve Officer Level III	2
♦CRJ 165	Arrest and Firearms	3
CRJ 220	Interviewing and Counseling	[OR]
♦PSY 220	Counseling and Interviewing	3
♦PSY 210	Abnormal Psychology	3
Total Required Units		**31**

FIRE SCIENCE TECHNOLOGY

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.

A.S. DEGREE REQUIREMENTS: HAZARDOUS MATERIALS SPECIALIST

Course	Title	Units
♦CRJ 165	Arrest and Firearms	3
FST 150	HAZ MAT-First Responder Operations	1
FST 151	HAZ MAT-First Responder Awareness	0.5
♦FST 152	Basic Chemistry	2
♦FST 153	Applied Chemistry	2
♦FST 154	Incident Considerations	2
♦FST 155	Tactical Field Operations	2
♦FST 157	Specialized Mitigation Techniques, Module F	2
♦FST 158	Advanced Field Operations, Module G	2
♦FST 161	HAZ-MAT-Incident Command System	1
FST 165	Confined Space Rescue Operations	1
FST 166	Confined Space Rescue Awareness	0.5-1
FST 167	Confined Space III	0.5
FST 173	Rescue Systems I	1.5
FST 174	Rescue Systems	2
Elective	FST **[OR]** Police Science	3
Elective	FST **[OR]** Police Science	3
Elective	FST **[OR]** Police Science	3

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: HAZARDOUS MATERIALS SPECIALIST

This certificate is designed to meet the NFPA 471/472 standards, and 29 CFR 1910.120 regulations as well as federal OSHA standards for hazardous materials first responder.

Course	Title	Units
FST 150	HAZ MAT First Responder Operations	1
FST 151	HAZ MAT First Responder Awareness	0.5
♦FST 152	Basic Chemistry	2
♦FST 153	Applied Chemistry	1.5
♦FST 154	Incident Considerations	2
♦FST 155	Tactical Field Operations	2
♦FST 157	Specialized Mitigation Techniques, Module F	2
♦FST 158	Advanced Field Operations, Module G	2
♦FST 161	HAZ-MAT-Incident Command System	1
FST 165	Confined Space Rescue Operations	1
FST 166	Confined Space Rescue Awareness	0.5-1
FST 167	Confined Space III	0.5
FST 173	Rescue Systems I	1.5
FST 174	Rescue Systems II	2
Total Required Units		**19.5**

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: FIRE SCIENCE TECHNICIAN

The Fire Science Technician Certificate is designed to provide students with an understanding of the theory and practice of fire management in urban, suburban and rural settings.

Course	Title	Units
FST 102	Introduction to Fire Science	2
FST 103	Fire Investigation I	2
FST 104	Fire Fighting Apparatus	3
FST 130	Fire Tactics and Strategy	3
♦FST 131	Fire Command 2E Wildland Fire Control I	3
FST 150	HAZ MAT - First Responder Operations	1
FST 151	HAZ MAT - First Responder Awareness	0.5
♦FST 152	Basic Chemistry	2
HEA 142	Community First Aid	1
Total Required Units		**17.5**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: FIREFIGHTER I

Course	Title	Units
♦FST 140	Essentials of Firefighting	8.25
FST 150	Haz Mat – First Responder Operations	1
FST 159	Basic ICS	1
FST 166	Confined Space Rescue Awareness	0.5-1
♦FST 228	Emergency Care of the Sick & Injured	1.5 – 2
Total Required Units		**12.25**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: FIRE INSTRUCTOR I

This certificate will enable the holder of the certificate in his or her career as a fire technology instructor to perform certain fire and EMS training and education. This is a two-course series certificate. Course topics include: The Occupational Analysis, course outline, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all.

Course	Title	Units
FST 178	Instructor 1A, Instructional Techniques	2
♦FST 179	Instructor 1B, Instructional Techniques	2
Total Required Units		**4**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: FIRE INSTRUCTOR II

This certificate will enable the holder of the certificate in his or her career as a fire technology instructor to perform the techniques of evaluation, course writing and media uses. The classes include: Construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security, and evaluation of test results to determine instructor and student effectiveness. Essential course for writing valid, objective tests. Group dynamics, problem-solving techniques, and interpersonal relations are utilized in staff meetings, brainstorming sessions, and conference meetings.

Course	Title	Units
♦FST 216	Instructor 2A Techniques of Evaluation	2
♦FST 217	Instructor 2B Group Dynamics & Problem Solving	2
♦FST 218	Instructor 2C Employing Audiovisual Aids	2
Total Required Units		**6**

GENERAL CLERICAL ASSISTANT

The General Clerical Assistant program prepares students to use computer applications and business procedures to solve problems in contemporary business environments. Office Administration (OFA) courses are applicable in many career ladders including vocational training and retraining, and career advancement. OFA courses, certificates, and the AS Degree are stepping-stones to a variety of professional careers in business and technology.

A.S. DEGREE REQUIREMENTS: GENERAL CLERICAL ASSISTANT

Course	Title	Units
BUS 105	Business Mathematics	3
BUS 107	Electronic Calculators	2
BUS 202	Business Communications	3
♦CWE 140	Occupational Work Experience	1-4
CWE 150	Career Success Seminar [OR]	
CWE 155	Career Awareness Seminar	1
OFA 123	Keyboarding Basic, Part 1	1
♦OFA 124	Keyboarding Basic, Part 2	1
♦OFA 125	Keyboarding Basic, Part 3	1
♦OFA 131	Career/Information Word Processing Applications	3
♦OFA 133	Keyboarding Formatting, Part 1	1
♦OFA 134	Keyboarding Formatting, Part 2	1
♦OFA 135	Keyboarding Formatting, Part 3	1
OFA 145	Introduction to Bookkeeping and Quick books	2
♦OFA 220	General Office Procedures	5
♦OFA 221	Administrative Office Procedures	5
♦OFA 223	Keyboarding Processing, Pt. 1	1
♦OFA 224	Keyboarding Processing, Pt. 2	1
♦OFA 225	Keyboarding Processing, Pt. 3	1

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: GENERAL CLERICAL ASSISTANT

Course	Title	Units
BUS 105	Business Mathematics	3
BUS 107	Electronic Calculators	2
BUS 202	Business Communication	3
♦CWE 140	Occupational Work Experience	1-4
CWE 150	Career Success Seminar [OR]	
CWE 155	Career Awareness Seminar	1
OFA 123	Keyboarding Basic, Part 1	1
♦OFA 124	Keyboarding Basic, Part 2	1
♦OFA 125	Keyboarding Basic, Part 3	1
♦OFA 133	Keyboarding Formatting, Pt. 1	1
♦OFA 134	Keyboarding Formatting, Pt. 2	1
♦OFA 135	Keyboarding Formatting, Pt. 3	1
OFA 145	Introduction to Bookkeeping and Quickbooks	2
♦OFA 220	General Office Procedures	5
♦OFA 221	Administrative Office Procedures	5
Total Required Units		**28**

GEOGRAPHIC INFORMATION SYSTEMS

Most local, state, and federal government agencies use GIS, as do businesses, planners, architects, foresters, geologists, archeologists, and so on. The growth of GIS has been a marketing phenomenon of amazing breadth and depth and will remain so for many years to come. It is likely that all students, regardless of their particular field of interest, will at least come across and probably use a GIS in some way in the years ahead. The purpose of this program in GIS is designed to prepare students with the theory and practical skills necessary for entry level employment as GIS technicians and to prepare them for careers in this expanding technology. Students will learn to capture, store, transform, manage, analyze, and display spatial information using computer based mapping technology.

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: GEOGRAPHIC INFORMATION SYSTEMS

Course	Title	Units
GEO 120	Introduction to Cartography	3
GEO 130	Introduction to Geographic Information Systems	3
♦GEO 230	Intermediate Geographic Information Systems	3
♦GEO 231	Advanced Geographic Information Systems	3

Spatial Analysis Electives – choose a minimum of 3 units

ANT 101	Cultural Anthropology	3
ANT 201	Introduction to Archeology	3
GEO 103	World Geography	3
GEO 104	Cultural Geography	3
SOC 101	Introduction to Sociology	3
Total Required Units		**15**

JOURNALISM

The Journalism certificate program prepares students to work in an entry-level position in the field of Journalism. Students will gain the knowledge necessary to write for newspapers and other publications and develop the skills essential to the production of a newspaper. Students will also learn digital photography techniques and associated software needed to work in the field of Photojournalism.

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS: JOURNALISM

Course	Title	Units
♦ENG 101	Reading and Composition	3
♦JOU 101	Introduction to Journalism	3
♦JOU 110	Newspaper Design and Production	3
♦JOU 150	Photojournalism	3
♦JOU 151	Advanced Photojournalism	3
Total Required Units		**15**

NURSING & ALLIED HEALTH

The programs in Nursing and Allied Health offer certificates for students seeking entry level employment in the health care profession and prepare students to write state board and national exams. As required by California State Credentialing requirements all courses (general education and nursing) must be passes with a "C" or better.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: TRADITIONAL LICENSED VOCATIONAL NURSING

Prior to enrollment in the LVN programs, students must show official proof of High School Graduation or GED Completion (Foreign transcripts must be evaluated for US equivalency) and must be at least 17 years of age.

GENERAL EDUCATION COURSES **REQUIRED** FOR ADMISSION TO TRADITIONAL LVN PROGRAM
Current CPR and HCP card
ENG 099 Basic Composition
MAT 081/082 Basic Arithmetic
OR Assessment Test Scores **above** ENG 099 and MAT 082

CORE NURSING COURSES **REQUIRED** FOR TRADITIONAL LVN *PRIOR* TO ADMISSION
NUR 100 Certified Nursing Assistant – Lecture*
NUR 118 Certified Nursing Assistant – Clinical*
*Or equivalent, such as current California CNA License

GENERAL EDUCATION CORE COURSES TO BE COMPLETED *PRIOR* TO COMPLETION OF LVN PROGRAM

Course	Title	Units	
♦BIO 210	*Human Anatomy	4	**AND**
♦BIO 211	*Human Physiology	5	**OR**
♦NUR 102	Introduction to Anatomy and Physiology for Allied Health	3	

*****Strongly recommended for students continuing on to RN

♦PSY 101	*General Psychology	3	**AND**
♦PSY 201	*Life Span Development	3	**OR**
♦NUR 114	Understanding Human Growth and Behavior for Licensed Vocational Nursing	4.5	

*****Strongly recommended for students continuing on to RN

CORE TRADITIONAL LVN COURSES REQUIRED FOR CERTIFICATE

Course	Title	Units
♦NUR 100	CNA- Lecture	3
♦NUR 118	CNA- Clinical	3
♦NUR 103	Introduction to Pharmacology I	1.25
♦NUR 106	Introduction to Pharmacology II	2
♦NUR 120	Fundamentals of Nursing – Lecture	6
♦NUR 121	Fundamentals of Nursing – Clinical	5
♦NUR 108	Nutrition I (or NUR 117)	1
♦NUR 109	Medical-Surgical Nursing I – Lecture	6
♦NUR 124	Medical-Surgical Nursing I – Clinical	5
♦NUR 111	Nutrition II (or NUR 117)	0.5
♦NUR 112	Medical-Surgical Nursing II – Lecture	6
♦NUR 127	Medical-Surgical Nursing II – Clinical	7
Total Required Units		**53.25 +**

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:
FAST TRACK LICENSED VOCATIONAL NURSING

Prior to enrollment in the LVN programs, students must show official proof of High School Graduation or GED Completion (Foreign transcripts must be evaluated for US equivalency) and must be at least 17 years of age.

GENERAL EDUCATION COURSES **REQUIRED** FOR ADMISSION TO THE FAST TRACK LVN PROGRAM
Current CPR and HCP card
ENG 099 Basic Composition
MAT 081/082 Basic Arithmetic
OR Assessment Test Scores **above** ENG 099 and MAT 082

CORE FAST TRACK LVN COURSES REQUIRED FOR CERTIFICATE

Course	Title	Units
♦NUR 102	*Introduction to Anatomy and Physiology for Allied Health	3
♦NUR 114	**Understanding Human Growth and Behavior for Licensed Vocational Nursing	4.5
♦NUR 115	Pharmacology for Fast Track LVN	3
♦NUR 116	Fast Track LVN Fundamentals – Lecture	9.5
♦NUR 141	Fast Track LVN Fundamentals – Clinical	6
♦NUR 117	Nutrition for Nursing	1.5
♦NUR 143	Fast Track Medical-Surgical – Lecture	12
♦NUR 144	Fast Track Medical-Surgical – Clinical	8
♦NUR 145	Fast Track LVN - Clinical Focus	5
Total Required Units		**52.50 +**

*Unless student has already taken the class or BIO 210 AND BIO 211
**Unless student has already taken the class or PSY 101 AND PSY 201

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
CERTIFIED NURSING ASSISTANT

Course	Title	Units
♦NUR 100	Certified Nursing Assistant – Lecture	3
♦NUR 118	Certified Nursing Assistant – Clinical	3
Total Required Units		**6**

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
CERTIFIED HOME HEALTH AIDE

Course	Title	Units
♦ NUR 101	Certified Home Health Aide	2
Total Required Units		**2**

♦ Must hold current CNA license or be concurrently enrolled in NUR 100 and NUR 118

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
EMERGENCY MEDICAL TECHNICIAN

Course	Title	Units
♦HEA 160	*Emergency Medical Technician	4-6
Total Required Units		**4-6**

* To enroll, the student must be at least 18 years of age and have a current CPR and HCP card.
* Strongly recommend English 99 prior to enrollment for student success

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
EMERGENCY MEDICAL TECHNICIAN REFRESHER

Course	Title	Units
♦HEA 161	Emergency Medical Technician Refresher	1
Total Required Units		**1**

♦ Must be a licensed EMT or less than one year expired.
♦ Must have current (or expired less than one year) license.

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
PHLEBOTOMY

Course	Title	Units
♦HEA 130	*Certified Phlebotomy Technician I (CPT-I)	3
♦HEA 132	Certified Phlebotomy Technician I (CPT-I) – Practical Experience	1
Total Required Units		**4**

* To enroll, the student must be at least 18 years of age

CERTIFICATE OF CAREER PREPARATION REQUIREMENTS:
IV THERAPY

Course	Title	Units
♦NUR 250	IV Therapy Techniques For Nurses	2
Total Required Units		**2**

♦ Offered ONLY after completion of Traditional or Fast Track LVN Program

WELDING TECHNOLOGY

The program of studies in Welding Technology is designed to provide comprehensive occupational training in welding methods currently used in the welding fabrication industry. Students will be taught the manipulative skills and the technical knowledge required to operate oxyacetylene, shielded electric arc, MIG, TIG, and semiautomatic flame cutting. They will be prepared for certification as required by employment in the welding industry.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS:
WELDING TECHNOLOGY

Course	Title	Units
WEL 100	Oxyacetylene Gas Welding	3
WEL 101	Shielded Metal Arc Welding	3
WEL 102	Basic Gas Metal Arc Welding (MIG)	3
WEL 103	Basic Gas Tungsten Arc Welding (TIG)	3

Welding Technologies Electives – choose a minimum of 6 units from the list below:

BCT 110	Blueprint Reading	3
BCT 215	Introduction to Computer Aided Drafting	3
WEL 200	Advanced MIG Welding	3
WEL 201	Advanced TIG Welding	3
WEL 202	Advanced Oxyacetylene Welding	3
WEL 203	Consolidated Welding	3
Total Required Units		**18**

Certificates of Achievement are presented to students who satisfactorily complete certain business, vocational and technical programs (18 units or more that are part of the programs approved by the California Community Colleges Chancellor's Office). Certificates of Achievement (Low-Unit) are awarded by the Division for programs at least 12 units but no less than 18 units.

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 Scholastic Standards Committee may authorize substitutions of courses.

Counselors are available to assist students with program selection and planning. It is recommended that students utilize ASSIST (www.assist.org) to access course equivalencies with many UC and CSU campuses. ASSIST is the recognized source of statewide articulation data.

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

(With General Education Requirements Option B or C)

PROGRAM DESCRIPTION

The Associate degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Choose either **Option B**: *CSU General Education Breadth* or **Option C:** *IGETC* (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal.

Complete 18 units in one "**Area of Emphasis**" from those outlined.
(Note: Where appropriate, courses in the "Area of Emphasis" may also apply towards General Education areas on the General Education pattern.)

For **ALL DEGREE OPTIONS**: Complete necessary Palo Verde College Graduation and Proficiency requirements (See PVC Catalog for a list of all applicable courses).
All classes listed below transfer to the CSU system and courses in **BOLD** also transfer to the **UC system.** Refer to www.assist.org for articulation agreements and transfer details for each course.

General Education CSU-GE Breadth or IGETC: 33-39 units
(Units necessary to meet CSU-GE Breadth or IGETC Certification requirements only.)

Areas of Emphasis: **18 units**
A minimum of 18 units is required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

Electives: 3-9 units
Electives may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU and/or UC for appropriate credit.

Total Units 60 units

OPTION B—GENERAL EDUCATION CSU-GE BREADTH

DEGREE REQUIREMENTS

GENERAL EDUCATION CSU-GE BREADTH

The California State University system has established a requirement of 48 semester units in general education as part of a baccalaureate degree. At least nine of the 48 semester units must be upper division courses. A student attending Palo Verde College may complete 39 of the 48 semester units prior to transfer. See Course Descriptions for information regarding CSU transferability.

Area A Communication in the English Language and Critical Thinking:
9 semester units required with at least one course each from A1, A2, A3

A1 Oral Communication
SPE ♦101, ♦102*, ♦103*

A2 Written Communication
ENG ♦101

A3 Critical Thinking
ENG ♦103, PHI 210, SPE ♦102*, SPE ♦103*

Area B Physical Universe and Its Life Forms:
10 semester units required with at least one course each from Physical Science, Life Science (at least on to contain a laboratory component identified with (___) and Mathematics/ Quantitative Reasoning)

B1 Physical Science
AST 101, ♦105, ♦110
CHE ♦101, ♦108, ♦109, ♦141, ♦210, ♦211
GEO ♦101, 107
GEL 101, 103, ♦105, 110
PHS 140
PHY ♦101, ♦110, ♦220

B2 Life Science
BIO 100, ♦110, ♦111, ♦140, ♦210, ♦211

B3 Laboratory Activity
This requirement is satisfied by the completion of any lab course in B1 or B2.

B4 Mathematics/Quantitative Reasoning
MAT ♦106, ♦108, ♦110, ♦210, ♦220, ♦224, ♦226
PSY ♦155

Area C Arts, Literature, Philosophy and Foreign Language:
9 semester units required with at least one course each in Arts and Humanities

C1 Arts (Art, Dance, Music, Theater)
ART ♦110, ♦111, ♦120, ♦125, ♦135
ENG ♦125
MUS ♦121, 131, ♦132, ♦137, 150, 233, 234
THA ♦110

C2 Humanities (Literature, Philosophy, Foreign Language
EDU 131, ♦132, ♦134
ENG ♦102*, ♦120, ♦122, ♦132, ♦133, ♦135, ♦139, ♦140, ♦141, ♦142, ♦154, ♦201, ♦202
FRE 101, ♦102
HIS ♦110*, ♦120*, 150*, 160*, 210*, 220*, 230*
PHI 100, 105
SPA ♦101, ♦102, 115, 130, ♦131, ♦203,♦ 204

Area D Social, Political and Economic Institutions and Behavior, Historical Background:
9 semester units required with courses in at least 2 disciplines

D1: ANT 100, 101, 102, 103, 104, 105*, 106*, 201
D2: ECO 105, 106
D3: ANT 105*, 106*
D4: HIS 150*
D5: GEO 103, 104
D6: HIS ♦110*, ♦115, ♦120*, 125, ♦130, ♦140, 150*, 160*,210*, 215, 220*, ♦225, 230*, 245
D7: SOC 111*
D8: CRJ ♦103
POS 101, 145, 285
D9: CHD 201
CRJ 220
PSY ♦101, ♦110*, ♦115, ♦145, ♦201, ♦205, ♦210, ♦215, ♦220
D0: SOC 101

Area E Life Long Understanding & Self Development:
Minimum 3 units
ADS 101, 102
CHD 201
GEO 108
GES 115*
HEA 128, 140*, 142
PHE (see counseling)
PSY ♦110*
SOC 111*

Institutional Requirements
HEA 140*
GES 101 or GES 115
CIS 101 or CIS 102 or CIS 106

State Requirement in U.S. History and U.S. Constitution/State and Local Government
HIS 130 or 140
[AND]
POS 145

OPTION C—INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

DEGREE REQUIRMENTS

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

AREA 1:
English Communication
CSU—3 courses required, one from each group below.
UC—2 courses required, one from Group A and one from Group B.

Group A: English Composition, 1 course, 3 semester, 4-5 quarter units.
ENG ♦101

Group B: Critical Thinking—English Comp., 1 course, 3 semester, 4-5 quarter units.
ENG ♦103

Group C: Oral Communication (CSU requirement only) 1 course, 3 semester, 4-5 quarter units.
SPE ♦101, ♦102, ♦103

AREA 2:
Mathematical Concepts and Quantitative Reasoning
1 course, 3 semester, 4-5 quarter units.
MAT ♦106+, ♦108+, ♦110+, ♦210+, ♦220, ♦224, ♦226

AREA 3 :
ARTS and HUMANITIES
At least 3 courses, with at least one course from the Arts and one course from the Humanities. 9 semester, 12-15 quarter units.

Arts:
ART ♦110, ♦111;
ENG ♦125*;
MUS ♦121, ♦137;
THA ♦110

Humanities:
ENG ♦102, ♦122,♦125*, ♦132, ♦133, ♦135, ♦139, ♦140, ♦141, ♦154, ♦201, ♦202
HIS ♦110*, ♦120*, ♦125*, ♦130*, ♦140*, 150*, 160*, 210*, 215*, 220*, ♦225*, 230*, 245*
PHI 100, 105, 210
SPA ♦203, ♦204

AREA 4:
Social and Behavioral Sciences
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester, 12-15 quarter units

ANT 100, 101, 102, 103, 104, 201
CHD 201
ECO 105, 106
GEO 103, 104
HIS ♦110*, ♦120*, ♦125*, ♦130*, ♦140*, 150*, 160*, 210*, 215*, 220*, ♦225*, 230*, 245*
POS 101, 145*, 285
PSY ♦101, ♦115, ♦201, ♦205, ♦210, ♦215
SOC 101

AREA 5—Physical and Biological Sciences
At least 2 courses, one PHS course and one must include a laboratory. 7-9 semester, 9-12 quarter units

Physical Sciences
AST 101, ♦105, ♦110
CHE ♦101+, ♦108, ♦210, ♦211
GEO ♦101
GEL 101, 103, ♦105, 110
PHS 140+
PHY ♦101+, ♦110, ♦220

Biological Sciences
BIO 100+, ♦110, ♦111, ♦140, ♦210, ♦211

AREA 6—Language Other Than English (UC Requirement Only)
Complete 2 years of the same foreign language of high school level work with a grade of "C" or better **OR** earn a score of 3 or higher on the Foreign Language Advanced Placement Test or 550 on the College Board Achievement Test in Foreign Language or complete one course from the list below:

EDU ♦132, ♦134
FRE ♦102
SPA ♦102, 115, ♦203, ♦204

CSU Graduation Requirement in U.S. History, Constitution and American Ideals
(Not part of IGETC; may be completed prior to transfer)
6 units, one course from Group 1 and one course from Group 2
Note: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

Group 1
POS 145*

Group 2
HIS ♦130*, ♦140*

Legend:
*Course may be counted in one area only.
+Transfer credit may be limited by either UC or CSU or both.
(_) Designates courses with laboratory

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division, general education courses to satisfy general education requirements.

The course requirements for all areas must be completed before IGETC can be certified. All courses must be completed with grades of "C" or better.

AREAS OF EMPHASIS

(With General Education Requirements - Option B or Option C)

ARTS & HUMANITIES

ART **105, 110, 111, 120, 125, 135**
EDU **131, 132, 134**
ENG **102, 120, 122, 125, 132, 133, 135, 139, 140, 141, 142, 154, 201, 202**
FRE **101, 102**
GES 101**, 115**
HIS **110, 120, 150, 160, 210, 220, 230**
MUS **121, 131, 132, 137, 150, 233, 234**
PHI **100, 105**
SPA **101, 102, 115,** 130, 131, **203, 204**
SPE **101, 102, 103**
THA **110, 115, 120**

BUSINESS & TECHNOLOGY

ACC **101, 102,** 209, 216
ART **120, 125**
BIO **100, 110**
BUS **101,** 105, **135,** 221
CIS **101, 102,** 113, 120, 123, **139,** 170, 247, **248**
ECO **105, 106**
GEO **130**
MAN 105, 106, 107, 145
MAT **106, 110, 210, 220, 224**

Students must complete at least two courses in ACC, BUS or MAN and at least two courses in CIS. At least one business course is required for this emphasis. For depth of study, two or more courses in one discipline is required.

MATHEMATICS & SCIENCE

AST **101, 105, 110**
BIO **100, 110, 111, 140, 210, 211**
CHE **101, 108,** 141, **210, 211**
GEO **101, 103, 104, 107, 108, 120, 130, 230,** 231
GEL **101, 103, 105, 110**
MAT **106, 108, 110, 210, 220, 224, 226**
PHS **140**
PHY **101, 110, 220**

Students following the CSU GE or IGETC must complete two science courses with at least one lab AND at least one transferable math to get certified. If a student is transferring in a science and/or math major, more math and science courses must be completed.

SOCIAL & BEHAVIORAL SCIENCES

ANT **100, 101, 102, 103, 104,** 105, 106, **201**
CHD **201**
CRJ **103**
ECO **105, 106**
GEO **103, 104**
HIS **110, 115, 120, 125, 130, 140, 150, 160, 210, 215, 220, 225, 230, 245**
POS **101, 145, 285**
PSY **101,** 110, **115, 145, 201, 205, 210, 215,** 220
SOC **101, 111**

ANNOUNCEMENT OF COURSES

COURSE NUMBERING SYSTEM

Numbering	Designation
050 - 069	***Selected Topics: Special Interest*** - Courses designed to meet particular community requests or interests. May be offered for two semesters on an experimental basis. Not intended for transfer.
070 - 079	***Special Interest -*** Courses designed for students interested in personal improvement, physical fitness or pursuing a hobby. Not intended for transfer.
080 - 099	***Developmental*** - Courses which provide basic knowledge and skills. These courses are usually found in areas such as English, mathematics, or other areas which may be considered as support for academic achievement. Not intended for transfer.
100 - 199	***First Year Level Courses -*** Courses designed for transfer, with the exception of selected courses within some vocational programs.
200 - 299	***Second Year Level Courses*** (excluding 280 & 290) - Courses designed for transfer, with the exception of selected courses within some vocational programs.
280*	***Selected Topics Courses: Non-Vocational*** - Selected topics will be offered in all subject areas when there is sufficient interest. Selected topics can be in the form of a class or an individual project.
290	***Special Project Courses: Vocational*** - Courses in this category are designed to meet the specialized vocational needs of in-service students in a specific subject area. Selected topics can be in the form of a class or an individual project.

The notation **CSU** means the course will transfer to the 23 campuses of the California State University.

The notation **UC** means the course will transfer to the 10 campuses of the University of California.

The notation **IGETC** means the course will fulfill the Intersegmental General Education Transfer Curriculum.

The ✉ symbol means the course is available through Distance Education.

The ® symbol means the course is repeatable.

*Please note that the granting of transfer credit for courses in this category is contingent upon a review of the course outline by the UC campus.

CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number (CAN) system is a statewide numbering system independent from the course numbers assigned by local colleges, that identifies some of the transferable, lower division courses commonly taught withing academic disciplines on college campuses. *The CAN system is being phased out; a new program, the Lower Division Transfer Pattern (LDTP) Project, is being implemented. For an interim period, some CAN designated courses are accepted as meeting the associated statewide LDTP requirements. The interim articulation will be superseded by full articulation once course outlines have been approved through the LDTP submission and review process, and additional courses may be approved during that process. Students are encouraged to check with the Counseling departments at Palo Verde College and/or at the CSU campus to which they intend to transfer to obtain more current information.

STUDENT LEARNING OUTCOMES

Student Learning outcomes can be found on the course outlines located on the Palo Verde College website at www.paloverde.edu.

ACCOUNTING

ACC 080 SUPPLEMENTAL INSTRUCTION FOR ACCOUNTING®
.25-1 unit Course length: 12-48 hours laboratory
Corequisite: ACC100 or ACC 101
Intended for students who need and/or want additional instruction and review of Basic (ACC 100) and/or Principles of Accounting (ACC 101). This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉ACC 100 BASIC ACCOUNTING
4 units Course length: 72 hours lecture
CSU
Theory of debit and credit, analysis and recording of business transactions, an introduction to payroll accounting, and completion of the accounting cycle with preparation of simple financial reports. The course will also cover the theory and practice in the fundamentals of accounting transactions, business documents, journals and ledgers, opening, adjusting and closing entries.

✉ACC 101 PRINCIPLES OF ACCOUNTING I
4 units Course length: 72 hours lecture
CSU; UC
Prerequisite: ACC 100
This introductory financial accounting course provides instruction in the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Subject matter includes coverage of asset valuation, revenue and expense recognition, and appropriate accounting for various asset, liability, and capital accounts. This course is required for business majors preparing for, and planning to transfer to a four-year college or university.

✉ACC 102 PRINCIPLES OF ACCOUNTING II
4 units Course length: 72 hours lecture
CSU; UC
Prerequisite: ACC 101
Continues on the foundations acquired in ACC 101. The basic accounting concepts and principles are adapted to more complex business organizations such as partnerships, corporations, and manufacturing companies, including theories and practices peculiar to these forms of business organizations. Emphasis is given to the use of information needed for managerial planning and control. Students are introduced to the concepts of cost accounting and budgeting data needed in the planning and control in the decision making process.

✉ACC 209 PAYROLL ACCOUNTING
3 units Course length: 54 hours lecture
CSU
Prerequisite: ACC 100
Students will learn the basic record keeping skills necessary to determine payroll for a small business. They will study the practical application of recording, summarizing, and reporting business transactions for internal uses as well as completing federal, state, and local reporting requirements. The student will be given a practical working knowledge of current tax laws and practical experience in applying the regulations in a manual and computerized system.

✉ACC 216 INTRODUCTION TO COMPUTER ACCOUNTING
2 units Course length: 27 hours lecture, 9 hours laboratory
CSU
Prerequisite: ACC 100
An introduction to computerized accounting systems, general ledger, depreciation, accounts receivable, accounts payable, and payroll. Emphasizes hands-on approach to integration of these automated functions with principles of accounting.

✉ACC 280 SELECTED TOPICS IN ACCOUNTING

.25 – 4 units Course length: 4.5 – 72 hours lecture and/or
CSU 13.5 – 216 hours laboratory

Prerequisite: ACC 100

Group investigation of a special topic in the area of accounting. As appropriate, the specific subject will be announced in the Schedule of Courses.

✉ACC 290 SELECTED STUDIES IN ACCOUNTING

.25 – 4 units Course length: 4.5 – 72 hours lecture and/or
CSU 13.5 – 216 hours laboratory

Prerequisite: ACC 100

Group investigation of a special problem in the area of accounting. As appropriate, the specific subject will be announced in the Schedule of Courses.

ADMINISTRATION OF JUSTICE

ADJ 080 CHP-EXPLORER ACADEMY LEVEL III

3 units Course length: 48 hours lecture, 32 hours laboratory

This course is third in a series of four designed to provide the California Highway Patrol (CHP) explorer cadet with an introduction of the responsibilities of a California Highway Patrol Officer. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. This course may be offered as Pass/No Pass.

ADJ 110 ADVANCED OFFICER SAFETY TRAINING®

.25 –1 unit Course length: 2-16 hours lecture AND/OR 6-24 hours laboratory
CSU

This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of handling bomb situations, building entry and searches, burglary in progress calls, public property protection, and domestic violence modules. Because of the topical design of this course, it may be repeated. Successful completion of this course is signified by a grade of “Pass”.

ADJ 115 BASIC COMMUNITY SERVICE OFFICER ACADEMY

5 units Course length: 83 hours lecture, 37 hours laboratory

This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of: weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. This course may be offered as Pass/No Pass.

ADJ 140 CERTIFIED INSTRUCTOR TRAINING

1.5 units Course length: 32 hours lecture, 8 hours laboratory

This course is designed to prepare the student to become a Certified Instructor for law enforcement courses. The student is exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. This course may be offered as Pass/No Pass.

ADJ 144 RADIOACTIVE MATERIALS RESPONSE AND ENFORCEMENT

.75 units Course length: 12 hours lecture, 4 hours laboratory
CSU

This course provides the student with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. This course may be offered as Pass/No Pass.

ADJ 145 GENERAL HAZ MAT INSPECTION & COMPLIANCE TRAINING COURSE

2 units Course length: 34 hours lecture, 2 hours laboratory

This course provides the student knowledge for proper procedures for inspecting hazardous materials shipments for compliance with hazardous materials regulations. It consists of lecture, discussion, and demonstration initiating Hazardous Materials Inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. This course may be offered as Pass/No Pass.

ADJ 146 BULK PACKAGING INSPECTION TRAINING COURSE

2 units Course length: 32 hours lecture, 8 hours laboratory

CSU

Prerequisite: Certificate of proficiency to conduct North American Standard Level I or Level V inspections and successful completion of the General Hazardous Materials Inspection and Compliance training.

This course provides the student with the knowledge and background necessary to inspect bulk packaging shipments of hazardous materials for compliance with hazardous materials regulations. This course is 40 hours in length.

ADJ 147 SPECIALLY MARKED PATROL VEHICLE COMMERCIAL ENFORCEMENT TRAINING

1.5 units Course length: 24 hours lecture

This course provides the public safety officer with the necessary skills required to safely analyze the contents of specially marked vehicles. Topics include appropriate pullover and inspection techniques. In addition, the student will identify and use the various site forms authorized by the California Highway Patrol (CHP). Driver maintained log book inspection procedures will also be discussed. Material safety data sheets will be utilized during the inspection process if hazardous materials are involved. This course may be offered as Pass/No Pass.

ADJ 148 RADIOACTIVE MATERIALS RESPONSE AND ENFORCEMENT - REFRESHER®

.5 units Course length: 8 hours lecture

CSU

Prerequisite: ADJ 144, Radioactive Materials Response and Enforcement

This course provides updates and new protocols for managing radioactive incidents and taking appropriate enforcement action. This course may be repeated.

ADJ 150 TECHNIQUES OF ACCIDENT INVESTIGATION TRAINING

1.5 units Course length: 32 hours lecture, 8 hours laboratory

This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination, and vehicle damage assessment. This course may be offered as Pass/No Pass.

ADJ 151 GRADE CROSSING COLLISION INVESTIGATION

1 unit Course length: 12 hours lecture, 4 hours laboratory

CSU

This course is designed to provide law enforcement personnel information on investigating traffic collisions occurring at railroad grade crossings, including train stopping distances, reasons for investigating grade crossing collisions, hazards inherent with train versus motor vehicle collisions, and methods of stopping a train. This course may be offered as Pass/No Pass.

ADJ 152 COMPUTER AUTOMATED COLLISION REPORTING

2 units Course length: 40 hours lecture

This course is designed to familiarize field officers with the use of various computer programs to assist them with collision investigations. This course involves basic computer skills, along with skills specifically relating to report compilation and diagramming software. This course may be offered as Pass/No Pass.

ADJ 153 MOTORCOACH/BUS INSPECTION TRAINING

1.5 units Course length: 24 hours lecture, 8 hours laboratory

CSU

This course will provide the student with the knowledge and background necessary to inspect motorcoaches and/or busses utilizing the guidelines established by the Commercial Vehicle Safety Alliance (CVSA). Successful completion of this training course will allow students to conduct inspections and certify vehicles that meet all critical inspection standards. This course may be offered as Pass/No Pass.

ADJ 155 SCHOOL BUS COORDINATOR

2 units Course length: 32 hours lecture, 8 hours laboratory

This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of maintaining an effective School Pupil and Farm Labor Transportation Safety Program. The course outlines the laws, policies and procedures which govern the transportation of the school pupils of farm workers on the streets and highways of the state. This course may be offered as Pass/No Pass.

ADJ 156 BULK PACKAGING INSPECTION REFRESHER®

.25 units Course length: 6 hours lecture, 2 hours laboratory

CSU

This course provides the student with the knowledge and background necessary to effectively supervise and coordinate emergency incidents regarding bulk packaging shipments of hazardous materials. This course may be offered as Pass/No Pass. This course is repeatable.

ADJ 157 AVIATION SAFETY SEMINAR

1 unit Course length: 16 hours lecture

This course is designed to provide the student with information on current safety practices as well as information on accident trends to provide a basis for prevention techniques. This course provides law enforcement personnel involved in flight operations with updated information on the tasks facing airborne law enforcement operations including crew resource management, accident causation, and defensive flying. This course may be offered as Pass/No Pass.

ADJ 160 ADVANCED ACCIDENT INVESTIGATION TRAINING

3 units Course length: 60 hours lecture, 20 hours laboratory

This course is designed to provide the student with advanced skills for investigating traffic accidents. The course will focus on injury traffic accidents, skid patterns, accident photography, collection of evidence, and processing intoxicated drivers. This course may be offered as Pass/No Pass.

ADJ 161 ENHANCED OFFICER SAFETY TRAINING (EOST)®

.25-1 unit Course length: 2-16 hours lecture AND/OR 6-24 hours laboratory

CSU

Prerequisite: Basic POST (Peace Officers Standards and Training) Certificate or equivalent

Students will participate in a dynamic training environment designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student's ability to use his/her personal, as well as departmental weapons. This course may be offered as Pass/No Pass. This course may be repeated.

ADJ 162 NATIONAL HIGHWAY TRAFFIC SAFETY ADMIN (NHTSA) STANDARDIZED CHILD SAFETY TRAINING

.25 units Course length: 6 hours lecture, 2 hours laboratory

This course provides the student with the knowledge and background necessary to properly install and evaluate the safety aspects of a federally approved child safety seat. Upon completion of this course, the student will be certified by NHTSA to instruct in the proper utilization in the use of child restraint seats. This course may be offered as Pass/No Pass.

ADJ 163 EMERGENCY VEHICLE OPERATIONS

2 units Course length: 32 hours lecture, 8 hours laboratory

CSU

This course provides the student with the defensive driving skills needed when operating a patrol vehicle in various situations. The student will become familiar with the Anti-lock Braking System, Vehicle Maintenance, Vehicle Placement, Basic Skid Control and Special Conditions/Defensive Driving. This course may be offered as Pass/No Pass.

ADJ 164 DEFENSIVE DRIVING TRAINING®

.25 units Course length: 4 hours lecture, 4 hours laboratory

CSU

Prerequisite: Valid Driver's License

This course focuses upon the basics of defensive driving with particular attention to the issues of vehicle maintenance, vehicle placement, basic skid control, special conditions, defensive driving, and departmental policy. This course will also instill in the student the confidence and the skills and techniques to avoid potentially hazardous situations such as road obstacles, cross traffic, pedestrians, road dips and other obstacles. This course may be offered as Pass/No Pass. This course may be repeated.

ADJ 165 DRUG RECOGNITION EVALUATOR (DRE) INSTRUCTOR TRAINING

2 units Course length: 32 hours lecture, 8 hours laboratory

CSU

The Standardized Field Sobriety Testing (SFST) Instructor course prepares students to become instructors of the SFST course. The course covers such concepts as how adults learn, basic public speaking and creating an effective classroom presentation. Topics also include an overview of drugs that impair driving as well as a complete review of the SFST course curriculum. Students will prepare and deliver two classroom presentations. This course may be offered as Pass/No Pass.

ADJ 170 DRUG RECOGNITION TRAINING

3.5 units Course length: 56 hours lecture, 32 hours laboratory

This course is designed to provide the student with the skills necessary to identify the physiological symptoms of individuals under the influence of narcotics. The course will focus on drug evaluation procedures and testing methods. This course may be offered as Pass/No Pass.

ADJ 171 DRUG RECOGNITION EVALUATOR RE-CERTIFICATION

.25 units Course length: 4 hours lecture, 4 hours laboratory

This course provides the drug recognition evaluator with updated drug trends, case law, and policies related to the field of drug recognition and evaluation. This course may be offered as Pass/No Pass.

ADJ 172 DRUG RECOGNITION EXPERT INSTRUCTOR TRAINING

2 units Course length: 40 hours lecture/laboratory

This course is designed to provide updated training for drug recognition expert instructors as required by the Commission on P.O.S.T. (Peace Officers Standards and Training). This course may be offered as Pass/No Pass.

ADJ 174 STANDARDIZED FIELD SOBRIETY TEST (SFST)/PRE-SCHOOL

1 unit Course length: 14 hours lecture, 2 hours laboratory

This course provides law enforcement personnel with the knowledge and procedures to administer psychophysical field sobriety tests and to understand the limitations of such tests. It additionally provides information on the laws related to drug and alcohol influence and provides a basic understanding of the objective symptoms of drug and alcohol intoxication. This course may be offered as Pass/No Pass.

ADJ 175 K-9 CERTIFICATIONS

.5 units Course length: 1 hour lecture, 15 hours laboratory

This course is limited to law enforcement officers involved in K-9 programs. Areas covered in this course include the following: obedience training, on and off leash, apprehension work as well as building and dope searches. This course may be offered as Pass/No Pass.

ADJ 176 BOMB SEARCH TEAM TRAINING®

.5 units Course length: 4 hours lecture, 4 hours laboratory

CSU

This course provides law enforcement personnel with the knowledge and abilities necessary to instruct classes in their respective areas relating to bomb threat, evacuation and facility and vehicle searches. This course may be offered as Pass/No Pass. This course may be repeated.

ADJ 177 CIVIL DISTURBANCE TRAINING®

.25 units Course length: 3 hours lecture, 5 hours laboratory

CSU

This course provides California Highway Patrol (CHP) personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. This course may be offered as Pass/No Pass. This course may be repeated.

ADJ 178 WORKPLACE VIOLENCE PREVENTION INSTRUCTOR TRAINING

1 unit Course length: 24 hours lecture

This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and non-uniformed CHP personnel identifying and preventing violence in the workplace. This course may be offered as Pass/No Pass.

ADJ 180 CPR INSTRUCTOR TRAINING

1 unit Course length: 18 hours lecture, 6 hours laboratory

This course provides the student with the information and skills necessary to become certified by the American Heart Association as a Basic Life Support (BLS) CPR instructor. This course may be offered as Pass/No Pass.

ADJ 182 RACIAL PROFILING AWARENESS

.5 units Course length: 8 hours lecture

CSU

This course presents the legal definition of racial profiling and examines the controversies racial profiling has created. Students will discuss the conceptual and legal aspects of the law as it applies to video taped scenarios viewed in class, documented court cases, and hypothetical examples presented by the instructor. Students will examine historical events that have adversely affected relationships between law enforcement and minority communities in the past, current events, and how understanding these events can help officers improve relationships between law enforcement agencies and the communities they serve. This course may be offered as Pass/No Pass.

ADJ 183 STANDARDIZED FIELD SOBRIETY TEST (SFST)/PRE-SCHOOL INSTRUCTOR TRAINING

1.25 units Course length: 16 hours lecture, 16 hours laboratory

CSU

This course provides law enforcement personnel with the skills to teach the process of administering psychophysical field sobriety tests to other students. The authorized procedures for administering these tests as well as the limitations of such tests are discussed. This course also examines the laws related to drug and alcohol influence and provides a basic overview of the objective symptoms of drug and alcohol intoxication. This course may be offered as Pass/No Pass.

ADJ 185 PROTECTIVE SERVICES DETAIL®

.25-.5 units Course length: 4-8 hours lecture, 4-8 hours laboratory

This course provides law enforcement personnel with the knowledge and procedures necessary to conduct a public official motorcade to assure the safe movements of federal, state, and local officials. This course may be repeated up to three (3) times for credit. This course may be offered as Pass/No Pass.

ADJ 186 EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELOR RECERTIFICATION

.25 units Course length: 8 hours lecture/laboratory

CSU

This course provides annual refresher training for incumbent California Highway Patrol (CHP) Equal Employment Opportunity (EEO) counselors. It covers updates on program trends, case law, and other relevant information so that employees can maintain appropriate skills and knowledge necessary to provide effective EEO counseling/advice. This course may be offered as Pass/No Pass.

ADJ 187 EQUAL EMPLOYMENT OPPORTUNITY (EEO) INVESTIGATOR RECERTIFICATION

.25 units Course length: 8 hours lecture/laboratory

CSU

This course provides annual refresher training for incumbent California Highway Patrol (CHP) Equal Employment Opportunity (EEO) investigators. It covers updates on program trends, case law, and other relevant information so that employees can maintain appropriate skills and knowledge necessary to provide effective EEO investigations. This course may be offered as Pass/No Pass.

ADJ 190 RADAR INSTRUCTOR TRAINING

1.5 units Course length: 32 hours lecture

This course is designed to provide the student with the skills necessary to conduct radar operations instruction. The course will focus on instructor responsibilities, the preparation of course outlines, the preparation of lesson plans, and the delivery of instruction. This course may be offered as Pass/No Pass.

ADJ 195 RADAR OPERATIONS

1 unit Course length: 20 hours lecture, 4 hours laboratory

CSU

This course is designed to train law enforcement personnel in the operation of traffic RADAR. This course may be offered as Pass/No Pass.

ADJ 200 RADAR ENFORCEMENT TRAINING

1.5 units Course length: 24 hours lecture, 30 hours laboratory

This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature, and practical operation of police speed control radar. This course may be offered as Pass/No Pass.

ADJ 205 PUBLIC SAFETY SEMINAR®

.5–2 units Course length: 8-36 hours lecture

CSU

This course is a series of selected law enforcement, fire technology, or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets P.O.S.T., S.T.C., and California State Fire Marshal certified skill proficiency requirements for public safety mandated training. Total of 8 to 36 hours lecture. This course may be repeated. This course may be offered as Pass/No Pass.

ADJ 210 BASIC CRIME SCENE INVESTIGATION

4 units Course length: 66 hours lecture, 14 hours laboratory

This course is designed to present a detailed study of the scientific and investigative processes of a crime scene investigation. The course will focus on the collection, preservation, identification, and packaging of crime scene evidence. Topics will include weapon crimes, informant development, interview and interrogation techniques, reporting procedures, and computer information resources. This course may be offered as Pass/No Pass.

ADJ 220 SPANISH LANGUAGE FOR LAW ENFORCEMENT

1.5 units Course length: 27 hours lecture, 13 hours laboratory

This course is designed to provide the student with basic Spanish language words and phrases for enhanced communications during field operations. The course will focus on using the Spanish language during vehicle stops, traffic accident investigations, driving under the influence investigation, drug interdiction programs, and high risk tactical events. This course may be offered as Pass/No Pass.

ADJ 226 INITIAL COMMUNICATION OPERATOR TRAINING – PHASE I

5 units Course length: 40 hours lecture, 120 hours laboratory

This course provides entry level CHP communication operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications, and the operation of Computer Aided Dispatch (CAD). This course may be offered as Pass/No Pass.

ADJ 228 INITIAL COMMUNICATION OPERATOR TRAINING – PHASE II

2 units Course length: 20 hours lecture, 60 hours laboratory

Prerequisite: ADJ 226

This course provides intermediate level CHP communication operators with the functions of their positions. The course will focus on departmental procedures, civil liability, dispatch scenarios, techniques of communications, and the operations of Computer Assisted Dispatch (CAD). This course may be offered as Pass/No Pass.

ADJ 230 INITIAL COMMUNICATION OPERATOR TRAINING – PHASE 1 & 2

6 units Course length: 48 hours lecture, 192 hours laboratory

This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications, and the operations of Computer Aided Dispatch (CAD). This course may be offered as Pass/No Pass.

ADJ 232 CAD DISPATCH TEAM TRAINING

2 units Course length: 40 hours lecture

CSU

This course provides students with knowledge in updating static file information in the CAD (Computer Aided Dispatch) Technical Essentials and Maintenance Training system, reporting equipment problems, providing local training to users, acting as site contacts for vendors and headquarters personnel, and disseminating CAD system related information. This course may be offered as Pass/No Pass.

ADJ 233 PUBLIC SAFETY DISPATCHER REFRESHER TRAINING

.25 units Course length: 4 hours lecture, 4 hours laboratory
CSU

Provides incumbent California Highway Patrol (CHP) Public Safety Dispatchers updated training in Computer Aided Dispatch (CAD), California Law Enforcement Telecommunications System (CLETS) and the California Vehicle Code. This course may be offered as Pass/No Pass.

ADJ 240 VEHICLE THEFT INVESTIGATION

2 units Course length: 36 hours lecture, 4 hours laboratory

This course is designed to provide the student with the techniques utilized in automobile theft investigations. This course will focus on VIN identification, vehicle registration, physical evidence, modus operandi, sources of information, vehicle theft laws, and case preparation. This course may be offered as Pass/No Pass.

ADJ 250 CPR REFRESHER COURSE

.5 units Course length: 4 hours lecture, 4 hours laboratory

This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. This course may be offered as Pass/No Pass.

ADJ 260 COMMUNICATIONS OPERATORS IN-SERVICE

1.5 units Course length: 25 hours lecture, 15 hours laboratory

This course provides CHP communications operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications, and the operations of Computer Assisted Dispatch (CAD). This course may be offered as Pass/No Pass.

ADJ 270 COMMUNICATIONS SUPERVISORS TRAINING

1 unit Course length: 15 hours lecture, 25 hours laboratory

This course provides California Highway Patrol (CHP) communications supervisors with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications, and the operations of Computer Assisted Dispatch (CAD). This course may be offered as Pass/No Pass.

ADJ 275 COMMUNICATIONS TRAINING SPECIALIST

1 unit Course Length: 10 hours lecture, 30 hours laboratory

This course is designed to prepare the student to become a communications training instructor. The student is exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. This course may be offered as Pass/No Pass.

ADJ 280 SELECTED TOPICS IN ADMINISTRATION OF JUSTICE

.25 – 4 units Course length: 4.5 – 72 hours lecture and/or
CSU 13.5 – 216 hours laboratory

Group investigation of a special topic in the area of administration of justice. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/No Pass.

ADJ 290 SELECTED STUDIES IN ADMINISTRATION OF JUSTICE

.25 – 4 units Course length: 4.5 – 72 hours lecture and/or
13.5 – 216 hours laboratory

Group investigation of a special problem in the area of administration of justice. As appropriate, the specific subject will be announced in the Schedule of Courses.

AGRICULTURE

AGR 130 PRIVATE PILOT GROUND SCHOOL

3 units Course length: 54 hours lecture
CSU

This is an entry level course in preparation for the F.A.A. pilot written examination. Topics include: aerodynamics, weight and balance, flight computer, navigation, meteorology aircraft familiarization, in-flight and airport traffic area procedures, radio communications procedures, flight planning, and Federal Aviation Regulations.

AGR 161 ORNAMENTAL HORTICULTURE

3 units Course length: 54 hours lecture

CSU

This course is designed to instruct students in the growth, production, and care of plants for ornamental purposes. Topics include plant growth needs, botanical classification, plant physiology, plant reproduction, plant diseases and pests, planting medias, management practices, selection and care of plants, and careers in Ornamental Horticulture.

AGR 163 FLORAL DESIGN

3 units Course length: 54 hours lecture

CSU

This course is designed to allow students to apply an artistic approach to floral design. Students will explore elements and principles of design, two or three dimensional designs, history of floral art, arrangement styles and techniques, seasonal, holiday and occasional designs. Students will achieve this through creating, designing, identifying, explaining and evaluating all topics of study.

AGR 172 PLANTS AND ANIMALS OF THE DESERT

3 units Course length: 54 hours lecture

CSU; UC

Recommended: The ability to read, write, and speak English at the college level.

This course examines the distribution, adaptation, behavior, and ecology of plants and animals of desert environments. The course focuses on the deserts of North America with particular emphasis on the southwestern United States. The course will include local field trips.

ALCOHOL/DRUG STUDIES

ADS 080 SUPPLEMENTAL INSTRUCTION FOR ALCOHOL/DRUG STUDIES®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in an Alcohol/Drug Studies course or courses.

Intended for students who need and/or want additional instruction and review of Alcohol/Drug Studies courses. This course is Pass/No Pass only and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉ADS 101 INTRODUCTION TO ADDICTION STUDIES

3 units Course length: 54 hours lecture

CSU GE: E; UC

Addiction studies investigate the global effects of substance abuse on the mind and body. This course offers an introduction to many chemical substances abused and the treatment and prevention methodologies currently in use. The student will learn about the individual drugs and drug classes. The complexity of human drug consumption on biological, psychological and social levels will be addressed. Biological and psychological characteristics of substance abuse will also be closely examined in the realm of psychopharmacology. Drug use variations and the effects of culture and current controversies in the field of addiction studies will be explored.

✉ADS 102 PHARMACOLOGY AND PHYSIOLOGICAL EFFECTS OF ADDICTION

3 units Course length: 54 hours lecture

CSU GE: E; UC

This course examines the effects of alcohol and other chemically altering drugs on behavior and body functions, highlighting impairment to systemic processes. Students will learn the pharmacology and pharmacokinetics of addiction. In addition, they will become familiar with diagnostic procedures and tools used to measure these effects. This course provides information on specific anatomic processes targeted by pharmacological and physiological treatments, and the recovery programs currently available. This course is designed for the student continuing studies in the ADS certificate program as well as some students pursuing other related fields.

✉ADS 103 CASE MANAGEMENT AND DOCUMENTATION

3 units Course length: 54 hours lecture

CSU

This course outlines information related to: initial admission requirements for alcohol and drug assistance programs, assessment requirements for orientation to the programs, disciplinary rules, costs of programs, methods of payment, client's rights, treatment goals, methods of charting, and treatment and recovery plans, roles of aftercare in the treatment process, importance of client follow-up, relapse dynamics, various modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. This course is designed for the student in the Addiction Studies certificate program.

✉ADS 104 ADDICTION PREVENTION EDUCATION AND OUTREACH/REFERRAL

3 units Course length: 54 hours lecture

CSU

This course covers the legal aspects of counseling clients who seek help with addiction as well as patient rights including the laws of confidentiality and exceptions to confidentiality. The concepts of prevention and community education/outreach will be covered along with screening and interview techniques, crisis intervention and crisis counseling techniques. This course is designed for students in the Alcohol and Drug Studies Program. It is required for certification with the California Certification Board for Alcohol and Drug Counselors.

✉ADS 105 DUAL DIAGNOSIS AND MENTAL HEALTH ISSUES

3 units Course length: 54 hours lecture

CSU

This course is designed to instruct students when working with dually diagnosed clients in the assessment, referral and professional collaboration process. Current research indicates that approximately half of the individuals seeking alcohol and drug counseling are dually diagnosed and require concurrent, integrated treatment. Areas covered include the major concepts of chronic mental illness, DSM criteria, integrated treatment and relapse prevention. This course is designed for students in the Alcohol and Drug Studies Program. It is required for certification with the California Certification Board for Alcohol and Drug Counselors.

✉ADS 107 GROUP AND FAMILY PROCESSES

3 units Course length: 54 hours lecture

CSU

Group and family processes focus on interpersonal dynamics which involve direct participation in a small group experience. The course covers major theories and research strategies regarding interpersonal behavior, interpersonal styles, forms of communication, group process, group goals, decision making, controversy and conflict, leadership, and communication problems. The course will instruct students on the utilization of strategies to prevent interpersonal and systems dysfunctions with communication groups, family enrichment, and parenting groups. This course is designed for students in the Alcohol and Drug Studies Program. It is required for certification with the California Certification Board for Alcohol and Drug Counselors.

✉ADS 108 CODEPENDENCY AND FAMILY SYSTEMS

3 units Course length: 54 hours lecture

CSU

This course is designed to provide an in-depth look at codependence and its effects on alcoholism and substance abuse and the family system. Codependents are persons with impaired mental health and relational skills which are determined primarily by their relationship to a substance abuser/addict or by other dysfunctional primary relationships. In this course, the etiology, symptomology, and treatment of codependency are presented. The student will learn to identify patterns of family dysfunction, the roots of codependency, and the impact of chemical dependency, physical and sexual abuse, and parental rigidity on the development of the personality. Topics include a variety of approaches to viewing the family and codependency, some aspects of family and codependency treatment, and how counselors can be affected by codependence.

✉ADS 109 SUBSTANCE ABUSE IN SPECIAL POPULATIONS

3 units Course length: 54 hours lecture

CSU

Substance abuse and dependence have many unique characteristics when it occurs in persons and groups outside the typical family unit. This course addresses various cultural factors influencing the use and abuse of alcohol and other drugs in selected special populations in American society and the effect of these influences on the treatment and recovery processes for chemical dependency. An examination of those characteristics is explored among special populations including adolescents, the elderly, racial and ethnic minorities, gays/lesbians, the physically and developmentally disabled, the chronically ill, and the incarcerated population.

ADS 150 PRACTICUM FOR ALCOHOL AND DRUG STUDIES®

3 units Course length: 3 hours lecture, 150 hours clinic/field

CSU

Prerequisite: The student must have completed all but one of the ADS required courses.

This course provides the alcohol and drug studies student with field experience at a community recovery program in order to put into practice the theories learned in the ADS program. Under the supervision of an on-site manager, the student obtains experience in screening, intake, and admission procedures, orientation, individual and group counseling, referral, and aftercare. The student also has the opportunity to learn from professionals in the field. Practical field experience is essential to counseling confidence for students seeking certification with the California Association of Alcohol and Drug Abuse Counselors (CAADAC). There are three total lecture hours per semester plus completion of at least 150 hours of documented work in an agency or organization in the alcohol/drug abuse field. Students must take ADS 150 twice to obtain the required 6 units for certification.

ANTHROPOLOGY

✉ANT 100 PHYSICAL ANTHROPOLOGY

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE: D1; UC: B

A survey of the human evolution and human variation through the study of primates, human heredity, variability of modern populations and fossil record of early human primates.

✉ANT 101 CULTURAL ANTHROPOLOGY

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE: D1; UC: B

Study of human society with emphasis on the nature and significance of culture for human life. Utilizes comparisons, drawn largely from non-Western, non-industrial societies, illustrating diverse solutions to universal human problems.

✉ANT 102 AZTECS, MAYA, AND THEIR PREDECESSORS

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE: D1; UC: B

This course surveys the origin, spread, and decline of pre-Columbian civilizations in Mexico and adjacent areas. Examines the archaeological, economic, social, political, cultural, and religious systems of Meso-America.

✉ANT 103 INTRODUCTION TO CALIFORNIA INDIANS

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE D1; UC: B

This course is a comparative study of numerous Native American cultures located in California and peripherally related cultural areas. Anthropological materials for ethnographic, ethnohistorical, ethnological and archaeological sources will be utilized.

ANT 104 INTRODUCTION TO NORTH AMERICAN INDIANS

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE: D1; UC: B

A comparative study of Native American cultures from the Arctic to Panama, utilizing ethnographical, ethnohistorical, ethnological and archaeological materials.

✉ANT 105 INDIANS OF THE SOUTHWEST

3 units Course length: 54 hours lecture

IGETC: 4A, CSU GE: D1, D3; UC

Surveys the cultural adaptations of the native people of the southwestern United States and the changes of those cultures through time. Emphasizes their environments, archaeological backgrounds, historic relations with the Spanish, Mexican, and Anglo-American occupiers of their lands, and their historically known and contemporary cultures including means of subsistence, technology, social organization, religion, and arts.

✉ANT 106 MEXICAN-AMERICAN CULTURE

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE: D1, D3; UC

Analysis of Mexican-American culture and society; religion, history, political interest, economy, customs, institutions; cultural adaptation of the Mexican-American to the dominant culture.

ANT 201 INTRODUCTION TO ARCHAEOLOGY

3 units Course length: 54 hours lecture

IGETC: 4A; CSU GE: D1; UC: B

Prehistoric cultures, archaeological techniques, basic inventions, cultural innovations, and the development of urban civilizations.

ANT 280 SELECTED TOPICS IN ANTHROPOLOGY

3 units Course length: 54 hours lecture

CSU

Examination of topics, current trends and/or issues in the sub-disciplines of Anthropology not covered by regular catalog offerings. Recommended preparation varies with topic.

ANT 290 SELECTED STUDIES IN ANTHROPOLOGY

3 units Course length: 36 hours lecture, 54 hours clinic/field

Field investigation of the regional cultures and cultural artifacts in selected areas of the world. Requires fieldtrip participation averaging four hours per week.

ART

✉ART 101 INTRODUCTION TO ART

3 units Course length: 54 hours lecture

CSU

Prerequisite: ENG 099 eligibility: Students must be able to develop, organize and express ideas in paragraph and essay form.

This course is an introduction to problems, techniques and social forces that shape and reflect our visual world. Students will gain insights and develop an understanding of the variables inherent in planning, organizing and making art.

ART 105 DIGITAL PHOTOGRAPHY

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU; UC

Prerequisite: ENG 082

Corequisite: ENG 099 or eligibility

This is a course of study in the major components of the digital darkroom. The course includes the theory and use of digital cameras, scanners, editing software and printers. Emphasis is on the usages of digital imagery. Lab sections consist of actual hands on use of the digital camera, computer utilization, including editing, scanning, cropping, and final output.

ART 106 ADVANCED DIGITAL PHOTOGRAPHY
3 units Course length: 45 hours lecture, 18 hours laboratory
CSU
Prerequisite: Completion of ART 105 Digital Photography. Familiarity with Adobe PhotoShop desired, or instructor's permission.
This is an advanced course of study in digital photographic equipment, software, and output methodology. Emphasis is on advanced technique and artistic expression as applied to the completion of chosen and directed projects. Lab section emphasizes portfolio and PowerPoint presentations of finished projects utilizing cameras, scanners, editing and output technology.

ART 107 INTERMEDIATE DIGITAL PHOTOGRAPHY
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
Prerequisite: ART 105
Continuation of ART 105 with emphasis on advanced capture, editing and output methodologies. Artistic application of digital technologies required in producing finished projects is stressed.

✉ART 110 ART HISTORY AND APPRECIATION I
3 units Course length: 54 hours lecture
IGETC: 3A; CSU GE: C1; UC: H
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
A comparative introduction and overview of art history in a global context. This course develops an appreciation and understanding of the primary concepts, facts, and the significance of artworks in human history from prehistoric art to the Gothic period in the 15th century. Provides a foundation in the use of materials and techniques in various media, and the architectural basics, principal elements of mythology and the world's greatest religions, as well as recent developments in the visual art world.

ART 111 ART HISTORY AND APPRECIATION II
3 units Course length: 54 hours lecture
IGETC: 3A; CSU GE: C1; UC: H
Prerequisite: ART 110
This course is a continuation of the introductory study of major artworks in a global context exploring the significance of art in human history. Art and history are covered from the Gothic and Renaissance periods to Postmodernism in the late 20th century.

✉ART 120 BASIC PAINTING DESIGN AND COLOR
3 units Course length: 27 hours lecture, 81 hours laboratory
CSU GE: C1; UC
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
This course is an introduction to visual form, and ways of organizing two-dimensional visual forms into vivid and coherent images. The course deals in both theories of color and design and applications of theoretical principles. This course may serve as both an introduction to art for those with a tentative interest in art making, and as a foundation course for all other studio courses offered, including drawing and painting, as well as courses such as ceramics and sculpture which involve construction in three-dimensions. This course does not require drawing experience.

✉ART 125 BASIC DRAWING AND COMPOSITION
3 units Course length: 27 hours lecture, 81 hours laboratory
CSU GE: C1; UC
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
This course introduces students to the techniques and theory they need to create naturalistic and abstract drawings in various media. It provides students with the means to see and describe the world three-dimensionally by using naturalistic settings as well as to use their imaginative powers. It provides the student with compositional strategies for making their depictions more meaningful and effective. No previous art experience is required.

✉ART 135 OIL PAINTING

2 units Course length: 18 hours lecture, 54 hours laboratory

CSU GE: C1; UC

Prerequisite: ART 125

A beginning-to-intermediate level course designed to focus on developing an understanding of aesthetic elements of picture making, using the inherent qualities of the medium. Exercises in still-life, landscape and natural forms, with detailed instruction from the sketch to the finished painting, will include creative use of pictorial space, form, color and their relationship to each other. Growth and expansion of personal and experimental imagery will be encouraged, to help the students find new perceptions to explore.

✉ART 140 WATERCOLOR

2 units Course length: 18 hours lecture, 54 hours laboratory

CSU; UC

This course is an introduction to the fundamental aspects of watercolor techniques focusing on the aesthetic concerns of composition, imagery and medium usage. Individualized instruction and demonstrations will include color mixing, graded washes, atmospheric perspective, brush handling, and so on with exercises in still-life, natural forms and landscape. Students with the basic understanding of color application technique, will be encouraged to explore and realize the conceptual, descriptive and expressive possibilities of this medium.

ART 155 PAINTING NATURE IN VARIOUS MEDIUMS

1 unit Courses length: 54 hours laboratory

CSU

Prerequisite: ART 125

An intermediate level course focusing on the development of a personal style that is able to capture the emotive spirit and essential rhythm of nature. Emphasis is on acquiring the skills to utilize expressive qualities of different mediums in order to evoke certain moods or feelings through the painting.

ART 160 INTRODUCTION TO SCULPTURE

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU; UC

Prerequisite: ENG 082

Corequisite: ENG 099 or eligibility

This course is an introduction to sculptural materials processes and forms. The course helps students to appreciate the shapes of sculpture (past and present) with the study of theoretical principles of three-dimensional design, and through the application of those principles by hands-on experience. This course is intended for all students interested in working in three-dimensional media.

ART 161 SCULPTURE II

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU; UC

Prerequisite: ART 160 with a grade of "C" or better, or equivalent.

This course continues the introduction to sculptural materials, processes and forms begun in Art 160. It differs from 160 in that it covers more advanced theories of three-dimensional design, and the application of those design principles through studio work in three dimensions. The course requires that students show more initiative in their selection and pursuit of sculptural goals, be more articulate in defining these goals, and extend their sculptural reach to include either new sculptural forms or new sculptural materials. This course is intended for all students interested in working for a second semester in three-dimensional media.

ART 180 BEGINNING PAINTING

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU; UC

Prerequisite: ART 120 with a grade of "C" or better, or equivalent

This course is an introduction to oil and acrylic painting methods and techniques with emphasis on composition, color, and application of general design principles. A variety of subject matter such as still-life, landscape, portrait and nonobjective subjects, and a variety of stylistic approaches such as cubism, collage, realism and expressionism, are explored. This course is designed to further students' creative abilities and critical thinking in visual terms. The course is designed for students who are pursuing an Associates in Arts degree, preparing for a major in Art, as well as for those who wish to improve their artistic skills.

ART 181 COMPOSITION IN PAINTING II

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU; UC

Prerequisite: ART 180

This course continues the introduction to painting begun in ART 180. ART 181 is an advanced course in the theories and application of oil and acrylic painting methods and techniques with emphasis on composition, color, and application of general design principles. A variety of subject matter such as still-life, landscape, portrait and not-objective subjects, and a variety of stylistic approaches such as cubism, collage, realism and expressionism, are explored. This course is designed to further student's creative abilities and critical thinking in visual terms. The course is designed for students interested in working for a second semester in painting.

ART 199 BEGINNING LARGE SCALE WALL PAINTING AND MURAL MAKING METHODS

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU

This course is designed to introduce the motivated beginner or the advanced student to the mural making process. Design concepts, content and painting techniques inherent to developing large scale works will be discussed and performed. A major component of this class will be the practical applications of skills learned by painting two "real world" projects throughout the course of the semester.

ART 200 LIFE DRAWING I

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU; UC

Prerequisite: ART 120

Life Drawing I teaches the students to outline, sketch, draw, and paint the human figure as represented by professional draped models who take poses lasting from three minutes to three hours. Students discover what to look for in representing the human form as well as how to evaluate their artistic product. Through studio work, the development of a portfolio and the active reconsideration of their and other students' work as a whole, ART 200 develops an understanding of the subject matter that establishes a foundation for mastery of advanced draughtsmanship.

ART 201 LIFE DRAWING II

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU; UC

Prerequisite: ART 200

Life Drawing II continues the work of ART 200, Life Drawing I, with increased emphasis on accurate representation as well as the expressive aesthetic and humanistic content of the students' drawings. Taking the human body as a basis for the understanding of organic structure in art, and a basic source of decorative and expressive possibilities in design, ART 201 moves beyond matters of accurate draughtsmanship and clear representation towards developing a use of color, alternative media, and aesthetic choice in the production of art.

ART 209 INTERMEDIATE LARGE SCALE WALL PAINTING AND MURAL MAKING METHODS

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU

An intermediate level course designed to enhance the painting skills of the beginning or intermediate level student. Discussions will revolve around messages and meanings of large-scale painting and how they will affect their audiences. Painting technique, design decisions and location will be discussed in greater detail as well as planning and in important preparatory drawings and research.

ART 219 ADVANCED LARGE SCALE WALL PAINTING AND MURAL MAKING METHODS

3 units Course length: 27 hours lecture, 81 hours laboratory

CSU

An advanced painting course designed to allow students a real world experience with the mural making process. Projects will very in size and scope and will be discussed at the first class meeting. Students will be given research assignments and problems specifically related to the current project. Design, color and painting strategies will also be discussed in the classroom and in the "field". A major portion of this class will be in the "field" working on an actual murals.

ASTRONOMY

✉AST 101 INTRODUCTORY ASTRONOMY

3 units Course length: 54 hours lecture

IGETC: 5A; CSU GE: B1; UC: S

This course is an introduction to general astronomy. Its topics include the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way galaxy, modern techniques and instruments, the character of the nebulae and galaxies, stellar characters and theories, the search for extraterrestrial life, and the implications of astronomical discoveries. Special emphasis is placed on recent research in astronomy and the latest discoveries and tools used in modern astronomy.

✉AST 105 ASTRONOMY: THE SOLAR SYSTEM

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Prerequisite: MAT 083 or MAT 084

As a survey of the solar system, Astronomy 105 covers essential concepts and principles necessary for study of the heavens, including Kepler's and Newton's Laws, radiation, spectroscopy and telescope technology. The course also studies the planets, moons, asteroids, comets, and the Sun. Lab sections consist of observations and calculations of trajectories, as well as calculations of the size and mass of solar objects.

✉AST 110 ASTRONOMY: BEYOND THE SOLAR SYSTEM

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Prerequisite: AST 105

A continuation of AST 105, this course looks beyond the solar system and examines the formation and evolution of stars, neutron stars and black holes, the Milky Way and other active galaxies, quasars, cosmology, the evolution of the universe and the possibilities of intelligent life in our galaxy. The labs will consist of observations, tracking and measurements of stars and examination of other galactic features.

AUTOMOTIVE TECHNOLOGY

AUT 090 AUTOMOTIVE FABRICATION & SET-UP®

2 units Course length: 18 hours lecture, 72 hours laboratory

This two unit course is designed to prepare students to understand the rules and regulations of various sanctioned stock car races. Students will prepare a stock car to meet all requirements and be able to participate in sanctioned racing events. These preparations include fabrication of safety cages as well as suspension set up. This course is repeatable up to four times.

AUT 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

3 units Course length: 36 hours lecture, 54 hours laboratory

This course covers those items necessary to maintain the vehicle: preventive maintenance, minor tune-up, roadside repairs, simple adjustments, and introduction to shop procedures, methods of removing and replacing external parts plus minor diagnosis of components. Students will become familiar with safety in the shop and learn how to use various equipment and tools. Students will learn how to properly handle chemicals found in the shop. Strict adherence to safety rules and procedures will be emphasized.

AUT 101 BASIC TECHNICIAN SKILLS

3 units Course length: 36 hours lecture, 54 hours laboratory

This course teaches the basic skills needed by a beginning apprentice for repair and maintenance in an automotive facility. Safety, basic hand tools, cleaning techniques and customer relations will be covered. The entire automobile will be studied: tune-up, engines, carbureting, electrical systems, power transmission, and chassis systems. Shop work consists of related work on automotive equipment.

AUT 102 ENGINE ANALYSIS/TUNE-UP

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU

Basic theory of operation of standard and electronic ignition systems, batteries, electrical systems, fuel and carbureting, and emission control systems. Emphasis placed on the use of basic test instruments in diagnosing problems in these systems, along with maintenance and servicing procedures.

AUT 103 SUSPENSION, STEERING AND ALIGNMENT
3 units Course length: 36 hours lecture, 54 hours laboratory
Complete automotive suspension systems with emphasis on wheel alignment and suspension service on both domestic and foreign cars. Theory of suspension and alignment covered along with the rebuilding of front suspension systems, including McPherson Strut and Dual-control arm types. Wheel alignment procedures covered extensively of both foreign and domestic cars. Wheel balancing is included.

✉AUT 105 AUTOMOTIVE TECHNOLOGY: PRINCIPLES, DIAGNOSIS, AND SERVICE®
5 units Course length: 90 hours lecture
CSU
This comprehensive course provides a general introduction to the discipline of automotive service, and then guides students through the eight areas of ASE certification. Its unique emphasis is on diagnosis; diagnostic stories and tech tips are included throughout to help illustrate how real problems are solved. Each new topic covers the parts involved plus the purpose, function, and operation, as well as how to test and diagnose each system. It accurately reflects the information and skills needed in today's workplace. This course may be repeated one time.

AUT 110 BRAKE SYSTEMS
3 units Course length: 36 hours lecture, 54 hours laboratory
This course covers the complete braking system found on most domestic and foreign cars. Theory of operation, servicing, procedures, testing/diagnosis/repair of most major braking systems. Drum and rotor machining, hydraulics, power braking system and four-wheel disc brakes. Emphasis on theory of operation and servicing techniques of latemodel cars and light trucks.

AUT 111 AUTOMOTIVE ELECTRICAL SYSTEMS
3 units Course length: 36 hours lecture, 54 hours laboratory
Recommended: AUT 100 or work experience
This course covers the operating principles, troubleshooting techniques, and repair procedures of electrical supply systems and battery-starter systems. Demonstration lectures and practical experience in the laboratory will cover batteries, starter systems, generating systems, and lighting systems.

AUT 112 ENGINE ELECTRICAL SYSTEMS
3 units Course length: 36 hours lecture, 54 hours laboratory
Operating principles, troubleshooting techniques, and repair procedures of electrical supply systems and battery-starter systems. Demonstration lectures and practical experience in the laboratory on batteries, starter systems, alternator-generator charging systems, and accessory and lighting systems.

AUT 113 STANDARD AND AUTOMATIC POWER TRAINS
3 units Course length: 36 hours lecture, 54 hours laboratory
Introduction to automotive transmissions, both manual and automatic, drive lines, differentials, trans axles, front wheel drive, power take-offs, clutches, shop safety, use of tools and equipment, precision measurement, and employment in the automotive trade.

AUT 115 INTRODUCTION TO ALTERNATIVE FUELS
3 units Course length: 54 hours lecture
CSU
This course introduces students to the role, function, and practical application of Compressed Natural Gas (CNG) as an alternative fuel for the internal combustion engine. Propane, methanol, and hydrogen are also discussed.

AUT 120 INTRODUCTION TO DIESEL TECHNOLOGY
3 units Course length: 36 hours lecture, 54 hours laboratory
The primary objective of this course is to provide a fundamental understanding of the diesel engine, its fuel management and maintenance procedures. Included are: operating theory, servicing procedures, and diagnostic and repair procedures, and comparison with gasoline engines. Instruction methods will include lecture, hands-on projects, and roundtable discussions.

AUT 200 ENGINE DIAGNOSIS/OVERHAUL
6 units Course length: 72 hours lecture, 108 hours laboratory
Designed for the serious technician to develop skills and understanding to determine if an engine should be repaired or overhauled. Course includes advanced diagnostic procedures and use of the latest diagnostic procedures and use of the latest diagnostic tools. Included is "complete engine rebuilding," where an engine is rebuilt from the basic cylinder block to a running machine.

AUT 201 AUTO MAINTENANCE AND REPAIR
6 units Course length: 72 hours lecture, 108 hours laboratory
CSU
Designed to develop an understanding of the operations, care, and routine maintenance of the automobile, includes the overall theory of the automobile; maintenance of the tires, wheels, oil and lubricants; maintenance of smog devices; simple tune-up procedures; and safety factors.

AUT 202 FUEL AND EMISSIONS SYSTEMS
3 units Course length: 36 hours lecture, 54 hours laboratory
Operating principles, design, troubleshooting techniques, and repair procedures of automotive fuel and emission-control systems; demonstrated lectures and practical experience in the laboratory on shop components and “live” vehicles.

AUT 210 ENGINE PERFORMANCE AND TROUBLESHOOTING
6 units Course length: 72 hours lecture, 108 hours laboratory
For the advanced technician, this course outlines the power structure of well tuned engines, gives hands-on experience in performance-tuning. Computer controlled engines are the focal point with special emphasis on engine control, transmission control, environment control, and suspension control systems.

AUT 212 AUTOMOTIVE AIR CONDITIONING
3 units Course length: 36 hours lecture, 54 hours laboratory
Theory and practical application related to testing, servicing, and repair of all automotive air conditioning/heating systems. New environment procedures and laws are covered. Freon recovery techniques and procedures are also covered. This course can be regarded as entry level for those who immediately apply the basic skills developed in the course and shop. These skills are preparatory for those who plan to continue studies in advanced phases of refrigeration and air conditioning, including systems not related to automotive applications.

AUT 290 SELECTED STUDIES IN AUTOMOTIVE TECHNOLOGY
.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory
Group investigation of a special problem in the area of automotive technology. As appropriate, the specific subject will be announced in the Schedule of Courses.

BIOLOGY

BIO 080 SUPPLEMENTAL INSTRUCTION FOR BIOLOGICAL SCIENCES®
.25-1 unit Course length: 12-48 hours laboratory
Corequisite: Any Biological Science course.
This is a supplemental skills course for students who need and/or want additional assistance and review of biological sciences courses. This course is a Pass/No Pass variable unit class and requires co-requisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉BIO 100 INTRODUCTION TO BIOLOGY
4 units Course length: 72 hours lecture
IGETC: 5B; CSU GE: B2; UC: S
This course encompasses the study of basic biological concepts and emphasis on characteristics of plants, animals, human body systems, cells, health, genetics and the environment. BIO 100 may be taken concurrently with BIO 101 or independent of BIO 101. Not for Biology major credit.

BIO 101 INTRODUCTION TO BIOLOGY LABORATORY
1 unit Course length: 36 hours laboratory
CSU
Laboratory exposure to biological phenomena including microscope activities of cells, osmosis, diffusion, invertebrate structures, vertebrate structures, plant growth, fertilization in animals and plants. BIO 101 may be taken concurrently with BIO 100 or independent of BIO 100. Not for Biology major credit.

BIO 110 BASICS OF BIOLOGY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5B; CSU GE: B2, B3; UC: S

Prerequisite: MAT 086 or MAT 088

This course includes, among other topics, cell morphology, plant and animal development, elements of genetics, ecology, and evolution. All topics are based on specifically stated learning objectives which the student has to master in order to progress through the course. Mastery is evidenced through quizzes and examinations. To help students, laboratories and theories are integrated and then each student is further helped in the mastery of the materials by extensive use of charts, models, videos, workbooks, and color transparencies in conjunction with instructional aide, tutor and/or professor sessions encompassing group and individual conferences.

BIO 111 BASIC MICROBIOLOGY

5 units Course length: 54 hours lecture, 108 hours laboratory

IGETC: 5B; CSU GE: B2, B3; UC: S

Prerequisite: BIO 110

This course encompasses introduction to the morphology, physiology, ecology, and pathogenicity of the major groups of bacteria, including a general survey of other microorganisms. All topics are based on specifically stated learning objectives which the student has to master in order to progress through the course. Mastery is evidenced through quizzes and examinations. To help the students, laboratories and theories are integrated and each student is further helped in the mastery of the materials by the professor's use of charts, modules, videos, and transparencies in conjunction with instructional aide, tutor and/or professor sessions encompassing group and individualized conferences.

BIO 115 EVOLUTION

3 units Course length: 36 hours lecture, 36 hours laboratory

CSU; UC

Prerequisite: BIO 110

This course is an introductory course that will provide students with a basic knowledge of evolution. It discusses various theories of evolution, including Charles Darwin's Origin of Species by Means of Natural Selection. The laboratory portion of this course will consist of hands-on application of basic biological principles and use of tools such as microscopes, videos, and transparencies. This course is especially beneficial to students who are planning careers as biologists and professionals who yearn for knowledge of why organisms are as they are and how they came to be that way.

BIO 140 ANIMAL BIOLOGY (ZOOLOGY)

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5B; CSU GE: B2, B3; UC: S

Prerequisite: BIO 110 and MAT 086 or MAT 088

This course will provide students with fundamental properties of animal life and explain the hierarchical properties of living systems. It is designed to familiarize the student with interrelationships between animals and the environment. The lab portion of this course will emphasize a hands-on approach as each student will be afforded the opportunity to use the microscope, and benefit from such tools as transparencies, videos, slides, charts, living and non-living specimens.

BIO 141 INTRODUCTORY BOTANY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5B; CSU GE: B2, B3; UC: S

Prerequisite: BIO 110 and MAT 086 or 088

The course includes a study of the major plant structures, such as roots, stems, leaves, flowers, essentials of plant physiology, plant nutrition, and basic elements of plant taxonomy.

BIO 210 HUMAN ANATOMY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5B; CSU GE: B2, B3; UC: S

Prerequisite: BIO 110

This course provides knowledge of the anatomical structures of the human body. All topics covered are based on specifically stated objectives which each student must master in order to progress through the course. To help the students, laboratories and theories are integrated. Additionally, each student is further helped in the mastery of the materials by the professor's use of models, videos, workbooks, and transparencies in conjunction with instructional aide, tutor and/or sessions with the professor encompassing group and individualized conferences.

BIO 211 HUMAN PHYSIOLOGY

5 units Course length: 54 hours lecture, 108 hours laboratory

IGETC: 5B; CSU GE: B2, B3; UC: S

Prerequisite: BIO 110

This course provides detailed study of the functions of the human body. Great emphasis is placed on the body's varied systems and their interrelationships for maintaining the body's homeostasis. The studies in this course are based on specifically stated learning objectives which the students have to master in order to progress through the course. To help each student attain the aforementioned goal, laboratories and theories are integrated. Additionally, each student is further helped in the mastery of materials by professor's use of models, charts, videos, and transparencies in conjunction with instructional aide and sessions with the professor encompassing group and individualized conferences.

BUILDING CONSTRUCTION TECHNOLOGY

BCT 090 PRACTICAL EXPERIENCE IN GENERAL CONSTRUCTION®

2 units Course length: 18 hours lecture, 72 hours laboratory

This course provides a practical experience in general construction. It will cover safety, mathematics, materials, and basic tools used in the construction trades. Students will be involved in the complete process of construction of single family dwellings. This course is offered as Pass/No Pass. This course is repeatable up to four times.

BCT 100 INTRODUCTION TO BUILDING TRADES

3 units Course length: 36 hours lecture, 54 hours laboratory

This course provides an overview into the building trades. It will cover safety, mathematics, materials, and basic tools used in the construction trades. The relationships among various subcontractors such as mechanical, plumbing, and electrical will be covered. Students will learn to use various measuring devices and fasteners used in construction. The course will cover proper handling of some of the hazardous materials carpenters can come into contact with in the construction trades.

BCT 101 ROUGH CARPENTRY

3 units Course length: 36 hours lecture, 54 hours laboratory

This course is designed to give students a working knowledge of building layout, floor framing, wall framing, and beginning roof framing. Students will learn to use hand and power tools and equipment commonly used in the construction field. Knowledge and skills acquired in BCT 100 will be advanced.

BCT 102 ADVANCED FRAMING TECHNIQUES

3 units Course length: 36 hours lecture, 54 hours laboratory

Advanced framing practices including cantilevers, patio decks, and post and beam construction. Roof framing principles and applications for gable, hip, and intersecting roof designs. Use of the knowledge and skills acquired in previous BCT courses to build a project in the field or community.

BCT 110 BLUEPRINT READING

3 units Course length: 54 hours lecture

This course is designed to teach skills in reading, interpreting, analyzing, and visualizing construction drawings and specifications prepared by architects and engineers. Emphasis is placed on reading and extracting information from detailed drawings. This information is required to build structures. The student will be taught how to relate that information to specifications which provide additional information in the form of written explanations and descriptions.

BCT 112 BASIC ELECTRICITY

3 units Course length: 36 hours lecture, 54 hours laboratory

This course includes theory and laboratory assignments in electrical design, symbols used on building construction blueprints, explanation of electrical diagrams, use of the National Electrical Code as a governing agent which establishes wiring requirements, residential wiring, switching, lighting, receptacles, and service entrances in the laboratory.

BCT 113 BASIC PLUMBING

3 units Course length: 36 hours lecture, 54 hours laboratory

This course provides the basic information about the tools, materials, equipment, processes and career opportunities in the plumbing field. The course covers both hand and machine tools, and supplies background knowledge necessary for vocational competence.

BCT 114 EXTERIOR FINISH APPLICATIONS

3 units Course length: 36 hours lecture, 54 hours laboratory

Demonstration and hands-on application of various types of exterior finishes such as stucco, brick veneer, sheathing, and wood siding in a construction environment. This class will also cover exterior paint applications. The proper selection and application of exterior caulking and sealants will be covered.

BCT 115 CARPENTRY FOR THE HOMEMAKER

3 units Course length: 36 hours lecture, 54 hours laboratory

This course introduces the student to various aspects of building construction, including safety, building materials, structural components, and methods of installation. The safe use of various carpentry tools will be covered, as well as select segments of household repairs such as basic plumbing and electrical repair. This course is designed to give the homemaker hands-on insight to basic home projects, new or repair.

BCT 120 DRYWALL APPLICATIONS

3 units Course length: 36 hours lecture, 54 hours laboratory

This course will cover the installation of drywall on a construction project. Included in this course are installation techniques for drywall, taping and bedding, and texture applications. Also, proper surface preparation for painting will be covered. This class will paint the drywalled areas as required by blueprints for the house project. Wallpaper applications will be discussed and applied as required by blueprints for the house project.

BCT 125 ELECTRICAL CONCEPTS FOR HVAC

4 units Course length: 54 hours lecture, 54 hours laboratory

Prerequisite: Basic Refrigeration or One Year Field Experience or by Instructor Permission after Evaluation of Student

Electrical Concepts for HVAC (heating, venting, air conditioning) introduces the student to the rudiments of electricity, covering electron flow in electric circuits, the laws of electromagnetism and the principles of magnetic induction. The course includes an introduction to electrical test equipment, system components, circuit analysis, and troubleshooting electrical components for refrigeration and air conditioning equipment.

BCT 126 PRINCIPLES OF HEATING, AIR CONDITIONING AND REFRIGERATION

2 units Course length: 27 hours lecture, 27 hours laboratory

This class provides an introduction to the fundamentals of the refrigeration cycle, gas laws and principles of heat transfer. The class provides the student with basic mechanical and brazing skills necessary in the HVAC industry. The student will become familiar with refrigeration systems, welding equipment, hand tools and equipment unique to the HVAC industry.

BCT 127 DOMESTIC REFRIGERATION

2 units Course length: 27 hours lecture, 27 hours laboratory

Prerequisite: BCT 126, one year field experience in the HVAC industry or by permission of the instructor.

The class applies knowledge of electrical and mechanical refrigeration fundamentals adapted to the application and troubleshooting of domestic refrigeration systems, including window A/C units and ice production. Students will gain a thorough understanding of the refrigeration cycle and gain hands-on experience in troubleshooting domestic refrigeration systems. Students will expand their skills in electrical circuit analysis and will be exposed to automatic controls, equipment operating requirements and field service practices. Upon completion of this course, the student will have been exposed to the technical background necessary to pursue employment in such fields as domestic refrigeration repair.

BCT 128 RESIDENTIAL/COMMERCIAL REFRIGERATION AND AIR CONDITIONING

3 units Course length: 45 hours lecture, 18 hours laboratory

Prerequisite: BCT 126, Principles of Heating, Air Conditioning and Refrigeration; BCT 125 Electrical Concepts for HVAC; or permission of the instructor.

This course applies electrical and mechanical refrigeration to the installation service and maintenance of residential, commercial heating and cooling systems. Commercial system controls and advanced troubleshooting are emphasized with student comprehension and hands-on applicability. This course allows the student to gain a thorough understanding of the refrigeration cycle, air distribution and heat loads and gain “hands-on” experience in troubleshooting air conditioning systems. Students will learn skills in electrical circuit analysis and will be exposed to automatic controls, equipment operating requirements and field service practices. Upon completion of this course, the student will have been exposed to the technical background necessary for the student to pursue employment in such fields as entry level system installer, positions in maintenance and technical fields, and other positions in the refrigeration and air conditioning industry.

BCT 130 PRINCIPLES OF DRAFTING

3 units Course length: 36 hours lecture, 54 hours laboratory

This course is designed for students with limited or no drafting experience. Topics covered include careers in drafting, use of equipment used in drafting, techniques used in drafting, lettering, line control, use of architecture, engineering, and metric scales, freehand and mechanical drawing techniques, and shape description using drafting tools.

BCT 132 TECHNICAL DRAFTING

3 units Course length: 36 hours lecture, 54 hours laboratory

Studies the use of drafting equipment and drawing media, advanced orthographic projection, sectioning, dimensioning, and tolerancing. Introduces fasteners and threads and various drawing reproduction processes.

BCT 134 DESCRIPTIVE GEOMETRY

3 units Course length: 36 hours lecture, 54 hours laboratory

Studies lines, planes, successive auxiliary views, piercing points, intersection of planes, angles between planes, concurrent vectors, developments and map projections.

BCT 136 DRAFTING TECHNIQUES USED IN MACHINE, STRUCTURAL, AND ELECTRONICS

3 units Course length: 36 hours lecture, 54 hours laboratory

Studies shop processes, threads, fasteners, details, and assembly drawings. Also, studies basic elements of structural drafting including symbols, dimensional design and detail drawings of steel, concrete, and wood structures. This course covers the basic components of drafting techniques used in the design of printed circuits.

BCT 138 COMPUTER AIDED DRAFTING – 2D ARCHITECTURAL

3 units Course length: 36 hours lecture, 54 hours laboratory

This course uses computer aided drafting systems to generate architectural design drawings such as floor plans, elevations, and structural details.

BCT 140 COMPUTER AIDED DRAFTING – MACHINE, MAP, STRUCTURAL, AND ELECTRONICS

3 units Course length: 36 hours lecture, 54 hours laboratory

This course examines how to use Computer Aided Drafting software to draw and edit polylines, set layers, line types, dimensioning, creating section lines, and graphics patterns, design symbols, and attributes for multiple use.

BCT 142 COMPUTER AIDED DRAFTING – ADVANCED AND INTRODUCTION TO 3D

3 units Course length: 36 hours lecture, 54 hours laboratory

This course advances skills learned in BCT 140 - Computer Aided Drafting - Machine, Map, Structural, and Electronics.

BCT 200 CABINETRY I

3 units Course length: 36 hours lecture, 54 hours laboratory

The first of three courses to prepare individuals with skills for cabinet making. The course introduces the student to tools, equipment and techniques in fine woodworking. The student will learn about types of lumber, their uses, the trade, layout, and the tools, equipment and techniques in handling them safely. The student will make one project that is a class assignment. The second project will be of his/her choice and design. Strict adherence to safety rules and procedures will be emphasized.

BCT 201 CABINETRY II

3 units Course length: 36 hours lecture, 54 hours laboratory

The second of three courses to prepare individuals with the skills to build cabinets. This is a continuation of BCT 200 and teaches students additional skills in tools and techniques used in fine woodworking. Students will learn the uses of: fancy bits and cutters on molding shaper, nail guns, planers and high-speed sanders. Students must pass a safety course before they can use the equipment. Students will learn how to layout full cabinets, figure material, cut and assemble, clean up, and demonstrate installation. Student will build a cabinet of his/her choice for the class assignment. Strict adherence to safety rules and procedures will be emphasized.

BCT 202 FINISH CABINETRY

3 units Course length: 36 hours lecture, 54 hours laboratory

The third of three courses to prepare individuals with the skills for cabinet making. This course is a continuation of BCT 201 and teaches students additional tools and techniques used in fine woodworking. Students will learn: the use of wall space; where to add shelves, drawers, doors, and pullouts. Students will learn sink layouts, dishwasher cutouts, stove, oven, refrigerator and other openings. Students will make a project using six different tools, nail guns and show safety skills on each. Project will include fine joints and finish sanding. Strict adherence to safety rules and procedures will be emphasized.

BCT 206 CABINETRY

3 units Course length: 36 hours lecture, 54 hours laboratory

This course will cover the tools, equipment, and materials used to build cabinets. Students will design techniques for: wall space, shelves, drawers, doors and pullouts. Students will determine sink layouts, dishwasher cutouts, stove and oven, refrigerators, and other openings. Students will construct the cabinets and vanities for a house under construction. Students will learn application techniques of various finishes for cabinets such as stains and varnishes. Students will complete the finish on cabinets to be installed.

BCT 210 INTERIOR TRIM CARPENTRY

3 units Course length: 36 hours lecture, 54 hours laboratory

This course will cover the prefabrication and installation techniques for the interior doors for an ongoing construction project. Students will learn the proper use of tools used in finish carpentry. Students will gain hands-on experience by installing the pre-hung door unit in a construction project. This course will cover installation techniques for floor trim, shelving, and other interior trim work required by the blueprints or specifications of the construction projects.

BCT 211 CONCRETE CONSTRUCTION

3 units Course length: 36 hours lecture, 54 hours laboratory

This course provides the basic information about the tools, materials, equipment, processes, and career opportunities in concrete construction. The course covers both hand and machine tools, and supplies background knowledge necessary for vocational competence.

BCT 212 MASONRY CONSTRUCTION

3 units Course length: 36 hours lecture, 54 hours laboratory

Introduction to masonry materials and methods of laying out block and brick construction. Study and application of advanced methods and materials used in brick and stone masonry. Will be used to build a project in the shop or community.

BCT 215 INTRODUCTION TO COMPUTER AIDED DRAFTING (CAD)

3 units Course length: 36 hours lecture, 54 hours laboratory

This class is an introductory class for students with limited or no computer aided drafting experience. Students will gain hands-on experience using micro-based software, microcomputers, inputting/pointing devices, such as keyboards and mice, and output devices such as printers and plotters.

BCT 280 SELECTED TOPICS IN BUILDING CONSTRUCTION

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special topic in the area of building construction technology. As appropriate, the specific subject will be announced in the Schedule of Courses.

BCT 290 SELECTED STUDIES IN BUILDING CONSTRUCTION

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of building construction technology. As appropriate, the specific subject will be announced in the Schedule of Courses.

BUSINESS

BUS 080 SUPPLEMENTAL INSTRUCTION FOR BUSINESS AND MANAGEMENT®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Any Business, Management, Supervision or Economics course.

This is a supplemental skills course for students who need and/or want additional assistance and review in business or management class. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

BUS 100 COMPUTER KEYBOARDING

2 units Course length: 27 hours lecture, 27 hours laboratory

CSU

Development of competency in using the computer keyboard; emphasis on the number keys, the alphabetic keys, and the function keys; study of the BASIC command words and special characters. Competency level required for credit is 18 words per minute. “Pass/No Pass.” This course is not open to major in Office Administration or those who have completed Basic Computer Keyboarding.

✉BUS 101 INTRODUCTION TO BUSINESS

3 units Course length: 54 hours lecture

CSU; UC

Provides the student with a general background in the elements and characteristics of business enterprise. Gives the student a broader understanding of the nature of business and a preliminary idea of the various areas of business specialization.

BUS 102 SPEEDWRITING

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU

Recommended: Basic Keyboarding

The primary purpose of this course is to provide instruction in taking notes quickly and easily. Speedwriting is a step-by-step technique that utilizes the principles of longhand. This technique will help students improve their skills in note taking, using the library, preparing reports, and recording meeting minutes. Students will transcribe notes on the computer.

✉BUS 105 BUSINESS MATHEMATICS

3 units Course length: 54 hours lecture

CSU

Fundamental math course for business majors. This course focuses on the use of basic mathematics to solve typical business problems including simple and compound interest, commissions, bank records, annuities, percents in business, payroll, life and health insurance, accounting applications, taxes, and other selected topics.

BUS 107 ELECTRONIC CALCULATORS

2 units Course length: 27 hours lecture, 27 hours laboratory

CSU

Instruction and practice in the use of the 10-key electronic calculator as applied to business problems such as banking deposits, inventory control, expense reports, payroll computations, commissions, credit and interest, and markup/markdowns.

✉BUS 115 SMALL BUSINESS FINANCE

3 units Course length: 54 hours lecture
CSU
Recommended: MAT 084
An intensive examination of the essentials of finance designed specifically for the small-business owner, or prospective owner. Topics include economic concepts of finance, forms of business ownership, financial statement analysis, breakeven analysis, working capital management, time value of money, capital budgeting and personal finance for the business owner.

✉BUS 135 BUSINESS LAW

3 units Course length: 54 hours lecture
CSU; UC
Fundamental principles of law as applied to the ordinary business relationship; sources of business law; the essential elements of a contract; agency and employment relationships; negotiable instruments; personal property, and sales of personal property; emphasis on the Uniform Commercial Code.

✉BUS 201 PRINCIPLES OF ORGANIZATIONAL LEADERSHIP

3 units Course length: 54 hours lecture
CSU
A detailed analysis of leadership theory and practice through lectures, discussions, simulations and independent field experiences. A survey of leadership theory, leadership style, oral and written communication, ethical leadership, conflict management, and the dynamics of culture and gender in organizations.

✉BUS 202 BUSINESS COMMUNICATION

3 units Course length: 54 hours lecture
CSU
Business 202 guides students in developing a basic understanding of the principles and techniques of business communications, written and oral. The course fosters students' ability to compose a variety of business letters, memoranda and reports in the context of diverse business situations. The course challenges students to understand and reconcile ethical dilemmas involving business communications, and provides the opportunity to expand their knowledge of business terminologies, practices and concepts.

✉BUS 206 MARKETING

3 units Course length: 54 hours lecture
CSU
Examines the basic concepts and practices of modern marketing with emphasis on developing and implementing strategies to deal with real-world marketing problems and issues. Topics include customer behavior, market segmentation and positioning, pricing, marketing channels and supply chain management, e-commerce, retailing and wholesaling, global marketing and marketing ethics.

✉BUS 208 RETAILING

3 units Course length: 54 hours lecture
CSU
Principles and practices used in retail store operations, with emphasis on site selection, store layout, buying functions, inventory control, mark-up, display, promotion, credit, selling, marketing, and cost analysis.

✉BUS 221 INCOME TAX PROCEDURES

4 units Course length: 72 hours lecture
CSU
Learn the federal tax rules and how to prepare tax returns, supplemental schedules and other forms for individuals and business firms. Students compute Social Security and self-employment taxes and how to report payroll taxes, and review the differences between California state and Federal tax laws, forms and procedures.

BUS 280 SELECTED TOPICS IN BUSINESS

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of business. As appropriate, the specific subject will be announced in the Schedule of Courses.

BUS 290 SELECTED STUDIES IN BUSINESS

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of business. As appropriate, the specific subject will be announced in the Schedule of Courses.

CHEMISTRY

✉CHE 101 INTRODUCTION TO GENERAL CHEMISTRY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Recommended: 1) Completion of MAT 084 with grade of "C" or better; or 2) One year of high school algebra; or 3) Eligible for MAT 086/MAT 088 as determined by the testing/counseling process.

This course is a preparatory course for students who have never had chemistry and covers the metric system, atoms and elements, bonding, solids, liquids, gases, stoichiometry, solutions, reactivity, and acids and bases. It is appropriate for nursing students, hotel and restaurant management students, as well as students who will pursue higher level chemistry.

CHE 108 FUNDAMENTALS OF ORGANIC CHEMISTRY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Recommended: CHE 101 or CHE 210 or CHE 211 or High School Chemistry

This course covers the properties of alkanes, alkenes, alkynes, stereochemistry, alkyl halides, nucleophilic substitution, elimination, spectroscopy, conjunction, aromaticity, aromatic substitution and organic synthesis. This course also includes topics on alcohols, aldehydes, ketones, carboxylic acids and derivatives, condensation reactions, amines, biochemistry and polymer chemistry.

CHE 109 CHEMISTRY FOR THE HEALTH SCIENCES AND NURSING DISCIPLINES

5 units Course length: 54 hours lecture, 108 hours laboratory

CSU GE: B1, B3

Prerequisite: MAT 083/084 with a grade of 'C' or better, and CHE 101 with a grade of 'C' or better, and the ability to read and write in English.

A one semester study of inorganic, organic, and biochemistry. The course provides a foundation in biochemistry that assists students in anatomy, physiology, microbiology and nursing courses. The focus is on the biochemistry of the human body; health and nutrition aspects are covered.

✉CHE 210 GENERAL CHEMISTRY I

5 units Course length: 54 hours lecture, 108 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Prerequisite: One year high school chemistry with grade of "C" or better or CHE 101 with grade of "C" or better AND two courses in high school algebra or MAT 086 or MAT 088 with grade of "C" or better.

This course constitutes the first half of a two semester sequence in general chemistry. Topics include a mathematical introduction (metric system, significant figures and scientific notation), discussion of atoms, molecules and ions, stoichiometry, electronic structure, periodic relationships, bonding, molecular geometries and properties of gases, liquids, solids and solutions. Appropriate lab experiments are included.

CHE 211 GENERAL CHEMISTRY II

5 units Course length: 54 hours lecture, 108 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Prerequisite: CHE 210

This course constitutes the second half of a two semester sequence in general chemistry. Topics include a review of solutions, kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, and various other areas of chemistry. Appropriate laboratory experiments included.

CHILD DEVELOPMENT

The curriculum in Child Development studies is designed to meet certification requirements established by the Commission for Teacher Preparation and Licensing for the Children's Center Permit and field work experience as described by the Commission. The curriculum will also offer students training in the necessary understanding, knowledge, practice, and skills to qualify for the occupations of teacher and teacher aide.

CHD 080 SUPPLEMENTAL INSTRUCTION FOR CHILD DEVELOPMENT®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in Child Development course or courses

This is a supplemental skills course for students who need and/or want additional assistance and review in Child Development courses. This course is a Pass/No Pass variable unit class and requires corequisite enrolment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

CHD 110 THE PROCESS OF PARENTING

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU

Information on strategies parents or students can use to deal with children's behavior and to enhance understanding and closeness among family members. This course meets all criteria for the Credentialing Board for the designation of a DS2 course.

CHD 115 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 units Course length: 54 hours lecture

CSU

This course serves as an overview of the field of Child Development. Emphasis is placed on the analysis of historical and contemporary philosophies and models of early childhood education, exploration of the variety and scope of programs in the community, examination of career options and career preparation in the field of Child Development, and current issues and trends facing early childhood education. This course partially fulfills the certification requirements for child development.

CHD 120 DEVELOPING CAPABLE YOUNG PEOPLE

2 units Course length: 36 hours lecture

CSU

This training course, by Stephen Glenn, Ph.D., is a powerful program for preparing adults who work with young people to help them develop the perceptions and skills that determine how effectively people deal with life. Young people who gain strength in these assets normally increase in character, resiliency, and other human intelligences essential for living healthily and successfully meeting the challenges of life, learning, relationships, and the work world. This course is based on a unique inductive learning model which emphasizes collaboration, unique relationships, and situations so that they can achieve personal mastery.

CHD 125 CHILD, FAMILY AND THE COMMUNITY

3 units Course length: 54 hours lecture

CSU

This course is a study of the dynamics of human development and socialization in a culturally pluralistic society. Emphasis is placed on the influences of contemporary family living and cultural patterns on the child, school-family relationships, and community resources and services that support and strengthen families.

CHD 130 ART FOR EARLY CHILDHOOD

3 units Course length: 54 hours lecture

CSU

This course is an introductory study of the function of creativity and the affective domain in early childhood educational programs. Emphasis is placed on the development of art curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age and maturity levels based on child development theories and concepts.

CHD 135 LITERATURE FOR EARLY CHILDHOOD
3 units Course length: 54 hours lecture
CSU
Students will explore techniques for promoting language development for the preschool child. The development of a reading readiness curriculum for preschool-age children will be discussed as students plan environments that incorporate language across the curriculum and throughout the day. Students will survey children's books and literature and practice storytelling techniques.

CHD 140 PLAY, SOCIALIZATION AND DISCIPLINE
3 units Course length: 54 hours lecture
CSU
This course will explore the applications of developmental theory for behavior, and for communicating and interacting with young children. Included will be a discussion of behavior problems and methods of self-discipline, criteria modification and positive reinforcement techniques, and principles of play actions in relation to the socialization used for directed experiences in working with children in a child development setting.

CHD 145 CHILD ABUSE & NEGLECT
3 units Course length: 54 hours lecture
CSU
This course provides an overview of child abuse and neglect, from both historical and contemporary perspectives. Topics include physical and emotional abuse and neglect, sexual abuse, reporting and investigation, case management and the legal response, treatment for victims and abusers, and prevention of future child abuse and neglect. This course would be an asset for clinicians, teachers, case workers and individuals that work with children. Students will examine related news topics and an in-depth case study as part of course requirements.

CHD/HEA 188 PEDIATRIC CPR, FIRST AID, HEALTH & SAFETY
1 unit Course length: 18 hours lecture
This 18-clock hour course is designed to provide the student with the basic skills to provide a safe, disease and hazard free environment in which to provide a child care setting. It will also teach the student proper child-level First Aid and CPR skills in the event of an accident or illness. It meets the California Child Care Certification requirements for child care facilities.

CHD 201 GROWTH AND DEVELOPMENT FOR EARLY CHILDHOOD
3 units Course length: 54 hours lecture
IGETC: 4I; CSU GE: D9, E; UC: B
This course is a study of the interrelationship between the physical, cognitive and psychosocial growth and development of the individual from conception through adolescence. Emphasis is placed on positive relationships with family members, peers and other significant individuals. Theories and philosophies of human development and cross-cultural patterns are explored. Observations of children and educational programs are required.

CHD 205 ADULT SUPERVISION: MENTORING IN A COLLABORATIVE LEARNING SETTING
2 units Course length: 36 hours lecture
CSU
This course covers the methods and principles of supervising adults in the early childhood setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to student teachers and to new staff while simultaneously addressing the needs of children, parents and other staff. This course meets the adult supervision coursework requirement for the Child Development Permit (the Master Teacher, Site Supervisor, and the Program Director levels).

✉CHD 210 PRINCIPLES & PRACTICES OF EARLY CHILDHOOD EDUCATION
4 units Course length: 54 hours lecture, 54 hours laboratory
CSU
Application of developmental principles to early childhood education curriculum. Focus is on program and activity planning as they relate to appropriate play and learning experiences, materials, and equipment. Course includes effective classroom management and techniques of evaluation. DS3.

CHD 215 SUPERVISION & ADMINISTRATION OF CHILDHOOD DEVELOPMENT PROGRAMS I
3 units Course length: 54 hours lecture
CSU
Introduction to administrative responsibilities of staffing, employee supervision, budgeting, and personnel practices. Organizational and program structure are included as are guidelines governing current child development programs. DS6.

CHD 216 SUPERVISION & ADMINISTRATION OF CHILDHOOD DEVELOPMENT PROGRAMS II
3 units Course length: 54 hours lecture
CSU
Advanced level of administration and managerial knowledge needed to operate a child care center as a successful business, emphasis upon analysis and application of business theory and principles in the areas of budget, personnel, environmental design, program, and business communications. DS3.

CHD 220 INFANTS AND TODDLERS
3 units Course length: 54 hours lecture
CSU
Examines the physical, social, emotional, and intellectual growth of the child including the atypical infant. Discusses the selection and maintenance of toys and play equipment for indoor and outdoor environments. Appropriate observations and visitations to the community will be required.

CHD 227 PARENTING PRINCIPLES AND COMMUNICATIONS®
1 unit Course length: 20 hours lecture
CSU
This course is the study of the basic and advanced techniques of positive parenting, including assertive discipline, self-esteem, open communications, support networks, encouraging responsibility, and improved communication skills. This course may be repeated three (3) times for credit.

CHD 230 NUTRITION, HEALTH AND SAFETY
3 units Course length: 54 hours lecture
CSU
This course provides students and child development professionals with a survey of the nutritional, health, and safety needs of children from infants/toddlers through preschool age. Topics may include, but are not limited to, the planning and execution of environments and activities that promote safety, balanced diet, and overall health for children. Students also learn the fundamentals of pediatric first aid and cardiopulmonary resuscitation (CPR). This course also meets the Title XXII, fifteen hour, Health and Safety Training requirement, including signs and symptoms of child abuse.

CHD 235 MUSIC FOR EARLY CHILDHOOD
3 units Course length: 54 hours lecture
CSU
This course will provide the student with basic skills and techniques for using instruments, records, songs, and rhythmic movement with young children. Creation of a curriculum to utilize the child's need for a balance of musical activities appropriate to his development will be explored. Previous music experience not required.

CHD 240 SUPERVISED FIELD EXPERIENCE
4 units Course length: 216 hours laboratory
CSU
Supervised field experience in child development programs. Students gain experience in activity planning and instructional methods. DS3.

CHD 280 SELECTED TOPICS IN CHILD DEVELOPMENT
.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of child development. As appropriate, the specific subject will be announced in the Schedule of Courses.

CHD 290 SELECTED STUDIES IN CHILD DEVELOPMENT

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of child development. As appropriate, the specific subject will be announced in the Schedule of Courses.

COMMUNICATIONS

COM 080 SUPPLEMENTAL INSTRUCTION FOR TRANSFER LEVEL ENGLISH AND SPEECH®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Any transfer level (including ENG 099) English or Speech class.

This is a supplemental skills course for students who need and/or want additional assistance and review in transfer level English and Speech. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

COM 081 SUPPLEMENTAL INSTRUCTION FOR BASIC SKILLS ENGLISH AND READING®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Any basic skills Reading or English class

This is a supplemental skills course for students who need and/or want additional assistance and review in basic skills English or Reading courses. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

COM 105 YEARBOOK DESIGN AND PRODUCTION®

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU

Recommended: CIS 102 or CIS 106

COM 105 teaches the communication and journalism skills to design and produce a college-level yearbook. Areas of emphasis include teamwork, concept development, design layout, project scheduling and planning, events reporting, headline writing, caption writing, storyline development, photography, typography, graphics, production, finance, salesmanship, advertising and distribution. Course may be repeated three times.

COMPUTER INFORMATION SCIENCE

CIS 080 SUPPLEMENTAL INSTRUCTION FOR COMPUTER INFORMATION SCIENCE®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in any CIS class inlcuding but not limited to: CIS 101, 102, 103, 106, 111, 113, 120, 123, 124, 139, 143, 150, 170, and 260

This is a supplemental skills course for students who need and/or want additional assistance and review in computer information classes. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attenance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉CIS 101 INTRODUCTION TO COMPUTERS & INFORMATION SYSTEMS

3 units Course length: 54 hours lecture

CSU; UC

This is an introductory course that will provide students with a basic knowledge of computers and information systems. It will also include an extensive overview of state-of-the-art technology, structured design techniques, and real-world environment of the computer industry, covering hardware, software, and concepts of information systems. This course is especially beneficial for students, teachers, and professionals who are using, or planning to use, microcomputers in personal or business environments.

✉CIS 102 PERSONAL COMPUTER APPLICATIONS

3 units Course length: 54 hours lecture

CSU, UC

This is an introductory course that will provide students with a basic knowledge of computers, computer peripherals, and software. It is designed to familiarize the student with both systems and applications software. The lab portion of the course will consist of hands-on problem solving, using tools such as word processing, spreadsheets, and databases and presentation graphics software. This course is especially beneficial for students, teachers, and professionals who are using, or planning to use computers in a personal or business environment.

CIS 103 INTRODUCTION TO THE INTERNET

2 units Course length: 36 hours lecture

CSU

This course provides an overview to using the Internet. It is designed for all levels, whether the student has extensive experience or is a novice. In addition to explaining the basics of using a browser and navigating the World Wide Web, a variety of topics such as Web page design, business applications, e-mail, and research techniques will be introduced. On-line reference resources such as dictionaries, thesauruses, glossaries, and encyclopedias will be explored. The student will learn the fundamentals of utilizing search engines and Boolean search strategies.

✉CIS 106 INTRODUCTION TO COMPUTER LITERACY

3 units Course length: 54 hours lecture

CSU

This is an introductory computer survey course. Topics include computer terminology, computer development, computer uses, impact of computers on society, the changing work place, and computer crime. This course includes hands-on experience using an integrated software package such as Microsoft Office.

✉CIS 111 COMPUTER BUSINESS APPLICATIONS

3 units Course length: 54 hours lecture

Prerequisite: CIS 102

Further discussions of hardware, software systems, procedures and human resources integrated with applications using computers to solve a variety of problems.

CIS 113 DATABASE APPLICATIONS: MICROSOFT ACCESS

2 units Course length: 36 hours lecture

CSU

This course is concerned with the use of database management systems to solve a wide range of information storage, management and retrieval problems in organizations ranging from large corporations to personal applications. Students will learn how to create a database, use queries, design forms and reports, and prepare applications for Internet viewing.

✉CIS 120 SPREADSHEETS: MICROSOFT EXCEL

2 units Course length: 36 hours lecture

CSU

Use of spreadsheet software for business, scientific, and accounting applications. A hands-on presentation of the material used extensively in today's business environment. Topics include charts, formatting, filters, pivot tables, databases, hyperlinks, integration (OLE) with Word and Internet, WordArt, and input forms.

CIS 123 WEB PAGE DESIGN USING HTML

3 units Course length: 54 hours lecture

CSU

This course will provide a practical understanding of HTML (Hypertext Markup Language) to design a Web Page. Notepad and other software tools will be used to teach text formatting commands, background formatting, hyperlinks, e-mail links, tables, forms, image maps, and frames. Students will also learn various types of images, videos, and sound files into a Web Page.

CIS 124 WEB PAGE DESIGN TOOLS
2 units Course length: 36 hours lecture
CSU
This course provides the student with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Microsoft FrontPage. The course uses FrontPage to streamline and automate Web site development and management. Upon completion of this class, the student will be prepared to take the Core-level Microsoft Office User Specialist Exam for Microsoft FrontPage 2000.

✉CIS 130 INTRODUCTION TO 3D COMPUTER ANIMATION
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
Prerequisite: Students should have computer experience before enrolling in this course. PVHS Computers I, PVHS Computers II, CIS 101, CIS 102, or an equivalent course would qualify as a pre-requisite for this course.
3D Computer Animation is an ever growing industry. Computer animation today is used in computer games, computer generated films, software, and virtual reality. In this course, various computer animation and graphic design techniques and topics will be introduced and discussed. The main topics that will be covered are object modeling, 2D and 3D animation, the World/Object Coordinate System, Spline Objects, Material Management, Object Management, Hyper-nurb Objects, Null and Symmetry Objects, and Lighting.

✉CIS 131 ANIMATION PRINCIPLES AND PRODUCTION I
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
Prerequisite: CIS 130
Computer Animation is an ever growing industry. This course will cover topics including object shading using Maxon Sketch and Toon, Pyro-clusters, Net Rendering, and Rigid and Soft Body Dynamics. Students will design projects utilizing the skills introduced in the course. Students will also implement many of the skills learned in the Introduction to 3D Computer Animation course.

✉CIS 132 ANIMATION PRINCIPLES AND PRODUCTION II
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
Prerequisite: CIS 130, CIS 131
In this course students will learn about the Animation Industry. The history of Animation, the animation industry today, and current trends will be addressed. This course will introduce computer animation techniques such as motion capturing, procedural methods, motion blending and kinematics using Maxon Mocca, object painting using Maxon Body Paint 3D, and object manipulation using Maxon Thinking Particles and Key-framing.

✉CIS 133 ADVANCED 3D COMPUTER ANIMATION
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
Prerequisite: CIS 130, CIS 131, CIS 132
Advanced 3D Computer Animation will tie together all of the skills and concepts introduced in the 3 prerequisite courses. This project based course will utilize object animation, lighting, key-framing, texturing, nurbs, splines, and rendering. Each student will create a project that will demonstrate mastery of the 4 sequential animation courses.

✉CIS 139 INTRODUCTION TO PROGRAMMING
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU; UC
Recommended: CIS 101 and CIS 102
This introductory course teaches the use of structured programming techniques and statements using Visual BASIC programming language. It also includes structured design techniques and program documentation, and file handling. Critical thinking skills such as problem analysis, development of algorithms, program design, and error resolution will be incorporated into a wide range of applications. Elementary graphics and screen formatting/menu development, and array handling will also be covered.

CIS 143 WORD PROCESSING – MICROSOFT WORD
2 units Course length: 36 hours lecture
CSU
A course designed to teach the operation of the popular word processing software, Microsoft Word, for the general student. This course does not include the teaching of secretarial skills, but concentrates on the functions of the software. It is primarily designed for students wishing to use a word processor for preparation of school and personal documents.

CIS 146 PRESENTATION GRAPHICS
2 units Course length: 36 hours lecture
CSU
This course provides training in the use of presentation graphics software. Students will learn to create and deliver professional slide shows and presentations. This course teaches students how to design, create and present information, such as graphs or bulleted lists, to an audience. Students will be able to save presentations as web pages. Topics include the creation of handouts, overheads, charts and other types of visual aids for use in a presentation.

CIS 150 WINDOWS®
2 units Course length: 36 hours lecture, 18 hours laboratory
CSU
Introduces the Microsoft Windows graphics user interface. Includes all major operating functions and commands and gives a hands-on sampling of application software. Covers the different operating modes, setup procedures and data interchange. This course may be repeated up to three (3) times.

✉CIS 170 COMPUTER MAINTENANCE®
2 units Course length: 36 hours lecture, 18 hours laboratory
CSU
Recommended: CIS 101 and CIS 150
Fundamentals of personal computer hardware, including ports, boards, buses, memory, disk drives, controllers, monitors, and printers, as well as PC configuration, preventive maintenance, and diagnostics; stresses the skills required to pass the Electronics Technician A+ Certification Test. Computer-aided instruction and hands-on lab exercises are included. (Repeatable: May be taken four times only.)

✉CIS 180 STARTING A WEB BUSINESS
3 units Course length: 54 hours lecture
CSU
This course provides the student with the knowledge required to set up an Internet based business. The student will learn the key business elements of planning and starting an e-business. The class covers the important business concepts needed for sound Web site development. Emphasis is on analysis and understanding of good site design rather than hands-on technical skills.

CIS 213 DATABASE-DRIVEN WEB SITES
2 units Course length: 36 hours lecture
CSU
Recommended: CIS 113 or CIS 123
Publish database information over a corporate Intranet or the World Wide Web using the most commonly used programming language and Web application development tools. In this course, you will create interactive, dynamic Web pages that can execute stored procedures, query a database, populate form elements and validate data.

CIS 230 INTRODUCTION TO JAVASCRIPT
3 units Course length: 54 hours lecture
CSU
This course is an introduction to JavaScript, the object based scripting language. The student will learn how to use JavaScript to add dynamic content and interactivity to their web pages. The course assumes students know how to create basic HTML web pages.

✉CIS 247 NETWORKING AND TELECOMMUNICATIONS

3 units Course length: 54 hours lecture
CSU
Recommended: CIS 101 or CIS 102
Introduction to the techniques, procedures and technology of data communications. Covered topics include the use of MODEMS to access remote computer bulletin boards, information services and other computers. Also covers local area networks (LAN) and computer interfacing.

✉CIS 248 SYSTEMS ANALYSIS AND DESIGN

3 units Course length: 54 hours lecture
CSU; UC
Recommended: CIS 101 or CIS 102 or CIS 139
Course discusses the procedures and techniques necessary for implementing a new computer system or modifying an existing computer system. The course discusses both large and micro-computers. Hardware and software considerations are discussed.

CIS 260 DESKTOP PUBLISHING

2 units Course length: 36 hours lecture
CSU
This course provides instruction in the use of graphics application software for desktop publications. Students learn publishing techniques including designing, creating, editing, and enhancing publications using desktop publishing software. Emphasis is placed on producing documents including newsletters, fliers, brochures, letterheads, and other types of published productions.

CIS 265 ADOBE PHOTOSHOP

2 units Course length: 27 hours lecture, 27 hours laboratory
CSU
Acquire, edit, and output simple and complex digital imagery utilizing the tools and techniques of Adobe Photoshop. Emphasis is on the utilization of various techniques in sizing and cropping, color balance, hue and saturation control, shadowing, and text utilization. Students prepare images for printing and present outputs for various media.

CIS 270 ADVANCED ADOBE PHOTOSHOP

2 units Course length: 27 hours lecture, 27 hours laboratory
CSU
Prerequisite: CIS 265
Acquire, edit, and output digital imagery utilizing the tools and techniques of Adobe Photoshop CS and image ready software. Emphasis is on advanced techniques, shortcuts, and visual enhancement in layering, composite imaging, and artistic expression. Students prepare for printing and utilization in various other types of visual media.

CIS 280 SELECTED TOPICS IN COMPUTER INFORMATION SCIENCE

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of computer information science. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Credit/No-Credit.

CIS 290 SELECTED STUDIES IN COMPUTER INFORMATION SCIENCE

.25-4 units Course length: 4.5-72 hours lecture and/or
13.5-216 hours laboratory
Group investigation of a special problem in the area of computer information science. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Credit/No-Credit.

COOPERATIVE WORK EXPERIENCE

CWE 140 OCCUPATIONAL WORK EXPERIENCE®

1-4 units Course length: 75 hours laboratory per unit

CSU

Corequisite: Concurrent enrollment in either CWE 150 (Career Success) or CWE 155 (Career Awareness) seminar. Students must also be enrolled for a minimum of 7 units including Seminar and Work Experience courses. This is a variable unit course.

Cooperative Work Experience consists of a planned program of academic instruction to correlate on-the-job training with transfer or occupational curricula. The course is designed for students desiring college credit for paid or volunteer work experience related to their educational or occupational goal. Using their jobs as a learning situation, the students join with their employers and the college in establishing at least three learning objectives involving new, improved, or expanded responsibilities or duties. These learning objectives either develop or add to marketable skills directly related to the student's major program of study. The disciplines that will utilize Occupational Work Experience are: Agriculture, Business, Health Occupations, Education, Criminal Justice, Mathematics, Natural Science, Engineering, Early Childhood Development, Computer Science, Automotive Technology, Home Economics, Trade and Industrial Education. Students will be required to complete 60 hours of related volunteer work or 75 hours of related paid employment to earn 1 unit. Students may earn up to a total of 16 work experience units, including general or occupational, not to exceed 4 units per semester (per Title 5, Section 55253).

CWE 145 GENERAL WORK EXPERIENCE®

1-3 units Course length: 75 hours laboratory per unit

CSU

Corequisite: Concurrent enrollment in either CWE 150 (Career Success) or CWE 155 (Career Awareness) seminar. Students must also be enrolled for a minimum of 7 units including Seminar and Work Experience courses. This is a variable unit course.

This course consists of a planned program of instruction that combines in-school training with practical work experience. The college approved employment does not have to be related to the student's occupational goals. General Work Experience is provided for students who are paid employees or non-paid volunteers in positions which develop desirable work habits, attitudes and career awareness or assists them in learning about the world of work, but are not related to their major program of study or have no declared major. Students will be required to complete 60 hours of volunteer work or 75 hours of related paid employment to earn 1 unit. Each student may take CWE 145 for a maximum of 6 units not to exceed 3 units per semester. Students may earn up to a total of 16 work experience units, including general or occupational, not to exceed 4 units per semester (per Title 5, Section 55253).

CWE 150 CAREER SUCCESS SEMINAR®

1 unit Course length: 18 hours lecture

CSU

A weekly seminar devoted to the exploration and evaluation of current issues related to individual on-the-job experiences and career related topics. Interpersonal and intrapersonal effectiveness in work related human relations with emphasis on communications, motivation, leadership and personal attitude. Career interests and personality assessments, resumes, individualized job survey projects, career inventory projects, and problems. Topics may include: Safe working conditions, your rights to organize, working relationships, business ethics, how to hold on to your positive attitude, productivity, absenteeism, how to handle the rumor mill, routes to the top, leadership style, how to handle disenchantment, frustration, stress and plateau periods at work. Enrollment in this course is open to all students but enrollment in a Career Awareness or a Career Success Seminar course is required to earn college credit for occupational or general work experience. Each semester represents different job survey projects and related assignments. This course may be repeated three (3) times for credit.

CWE 155 CAREER AWARENESS SEMINAR®

1 unit Course length: 18 hours lecture

CSU

A weekly seminar devoted to giving students an understanding of the connection between human relations and success or failure in finding a satisfying working life. Topics include: Personal growth, increased self-awareness, and increased awareness of how to get along with others. Career and personality assessments, resumes, individualized job surveys, career inventory projects, and problems. Other topics may include: Human relations and you, the forces that shape you, relating to others, understanding yourself and others, different aspects to your character, improving morale, communication roadblocks, how your attitude counts, the information explosion, stresses of work, and the job-getting process. Enrollment in this course is open to all students but enrollment in a Career Awareness or a Career Success Seminar course is required to earn college credit for occupational or general work experience. Each semester represents different job survey projects and related assignments. This course may be repeated three (3) times for credit.

CRIMINAL JUSTICE

CRJ 080 EXPLORER ACADEMY - BASIC

1.5 units Course length: 24 hours lecture, 16 hours laboratory

This course is designed to provide the police officer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. This course may be offered as Pass/No Pass.

CRJ 082 EXPLORER ACADEMY - ADVANCED

1.5 units Course length: 24 hours lecture, 16 hours laboratory

This course is designed to provide the police explorer scout with an overview of advanced issues related to the pursuits of law enforcement personnel. The course will focus on physical fitness, advanced report writing, leadership, bicycle patrol, controlled substance abuse, defensive tactics, and laws of search and seizure. This course may be offered as Pass/No Pass.

CRJ 085 POLICE EXPLORER ACADEMY I

2 units Course length: 20 hours lecture, 50 hours laboratory

This course is designed to provide the student with an overview of the career in Law Enforcement. This portion of the program focuses on physical fitness, laws of arrest, review of the legal system, criminal law, crime scene searches, search and seizure, protection and collection of evidence. This course may be offered as Pass/No Pass.

CRJ 086 POLICE EXPLORER ACADEMY II

2 units Course length: 20 hours lecture, 50 hours laboratory

This is the second course in the Explorer Academy series designed to focus on accident investigation, child abuse, cultural discrimination, controlled substance, and crimes against persons and property. This course may be offered as Pass/No Pass.

CRJ 100 CORRECTIONAL OFFICER BASIC

12 units Course length: 185 hours lecture, 111 hours laboratory

CSU

Prerequisite: Every student who is not sponsored by a law enforcement agency, or is not a peace officer employed by a state or local law enforcement agency, department, or district, is required to submit a written certification from the Department of Justice that the student has no criminal history background which would disqualify them from owning, possessing, or having under their control a firearm. (Reference PC § 13511.5).

This course is designed on the intensive academy model and provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedures, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Officer Basic meets or exceeds the mandates of the California Board of Corrections. This course may be offered as Pass/No Pass.

CRJ 102 JUVENILE PROCEDURES

3 units Course length: 54 hours lecture

CSU

Organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. This course may be offered as Pass/No Pass.

CRJ 103 CRIMINAL LAW

3 units Course length: 54 hours lecture

CSU GE: D8; UC

Prerequisite: CRJ 115

This course provides a study of the development of criminal law from English Common Law to the present. It also will acquaint the students with the elements of various crimes, the requirement of criminal intent and the various defenses that may be raised in resisting criminal prosecution. It is intended that the student will appreciate the fact that the criminal law is ever changing, that it varies from state to state in a never ending attempt to strike a balance between individual liberties and the collective needs of society. It is a study of the authority of government to regulate personal conduct within constitutional limits so that each individual may enjoy maximum freedom and liberty. This course may be offered as Pass/No Pass.

CRJ 104 CRIMINAL INVESTIGATION

3 units Course length: 54 hours lecture

CSU

CRJ 104 focuses upon the basics of scientific investigation, with particular attention to the issues of securing a crime scene, search and collection of evidence, the preservation of physical evidence, and the legal aspects of evidence. In particular, Criminal Investigation examines the evaluation of collected evidence through scientific aids, the development of sources, and the conducting of interviews and interrogations. Additionally, CRJ 104 considers the organization of follow-up interviews, the role of psychological testimony, and the proper means of preparation for courtroom appearances. This course may be offered as Pass/No Pass.

CRJ 105 IDENTIFICATION AND IMPACT OF GANGS

3 units Course length: 54 hours lecture

CSU

Designed for individuals pursuing careers in law enforcement or corrections, CRJ 105 examines the origins, evolutions, and philosophies of prison gangs, as well as subculture groups within the corrections system. Included in the content of Identification and Impact of Gangs, will be the effect of street gangs on the community, the judicial system, and corrections. Additionally, the course offers an introduction to Federal and California laws as they pertain to prison gangs, street gangs, and their members. This course may be offered as Pass/No Pass.

CRJ 108 RESERVE OFFICER TRAINING I

3 units Course length: 54 hours lecture

Initial training program that covers the topics of concern in the performance of a reserve officer's duties. This course may be offered as Pass/No Pass.

CRJ 109 RESERVE OFFICER LEVEL II

5 units Course length: 90 hours lecture/laboratory

Prerequisite: 1) CRJ 165 (this is part two of a three-part Reserve Officer Training Program controlled by Peace Officer Training Program controlled by Peace Officers Standards and Training [POST]). 2) Every student who is not sponsored by a law enforcement agency, or is not a peace officer employed by a state or local law enforcement agency, department, or district, is required to submit a written certification from the Department of Justice that the student has no criminal history background which would disqualify them from owning, possessing, or having under their control a firearm. (Reference PC § 13511.5).

The course objective is to instruct the student as to the role and the function of the backup officer and to prepare the student to respond to and assist appropriately his or her partner officer. The course will include lecture and/or video presentations in law, custody, communications, force and weaponry, patrol procedures, traffic, physical fitness techniques, defensive techniques, and driver awareness vehicle operation. Defensive techniques and weaponry will be demonstrated by specialized instructors (weaponry on the range). Vehicle operation will be demonstrated on a driving course and role playing will be used to reinforce traffic techniques. This course is designed primarily to meet the requirements of Level II Reserve Training - Module B - and is POST certified. This course may be offered as Pass/No Pass.

CRJ 110 JUVENILE CORRECTIONS OFFICER CORE

6.25 units Course length: 93.5 hours lecture, 60.5 hours laboratory

Responsibilities of the juvenile institutions counselor, handling emergencies, classifications, dealing with assaultive clients, ethnic/cultural factors, indicators of medical/physical problems, drug abuse, suicidal tendencies, gang affiliation, understanding the juvenile justice system and process, physical conditioning, and daily tasks. This course is required for all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training for Corrections (STC) program. This course may be offered as Pass/No Pass.

CRJ 111 JAIL OPERATIONS

3 units Course length: 55 hours lecture, 17 hours laboratory

CSU

This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody-trained officers. This course may be offered as Pass/No Pass.

CRJ 112 PROBATION OFFICER CORE

7 units Course length: 107 hours lecture, 67 hours laboratory

Prerequisite: CRJ 164

The Probation Officer Core training course will cover the needs of all entry-level personnel, even those with no background at all. This course provides the trainee with the basic concepts, tools, and skills necessary to perform effectively in the position of Probation Officer. This course may be offered as Pass/No Pass.

CRJ 114 PUBLIC SAFETY DISPATCH

6 units Course length: 106 hours lecture, 14 hours laboratory

CSU

This course is designed for law enforcement entry level Complaint Desk dispatchers. This course provides basic skills and knowledge in proper telephone, radio techniques, stress management, and local emergency medical service systems. This course may be offered as Pass/No Pass.

CRJ 115 INTRODUCTION TO LAW ENFORCEMENT/CORRECTIONS

3 units Course length: 54 hours lecture

CSU

CRJ 115 provides an introduction to the criminal justice system, primarily to develop a general understanding of the criminal justice system's response to crime in society. It is important to note that the general theme of this course involves the delicate balance between community interests and individual rights that criminal justice decision making requires, and will explore this theme by examining the criminal justice process in some detail, focusing on how the system is structured to respond to crime. This requires an understanding of the core elements of the criminal justice system: police, courts, and corrections. This course may be offered as Pass/No Pass.

CRJ 118 THE PRISON SYSTEM IN AMERICA

3 units Course length: 54 hours lecture

CSU

This course provides an in-depth study of the prison system and the culture that evolves on a daily basis. The course covers a short history of prisons and incorporates the latest inmate population numbers compared to incarceration rates over the last several decades. The course also provides a historical and current look at the nation's drug war. Additionally, the course provides an overview on the various types of prisons, prisoners' sub-culture, prisoner's rights and programming opportunities. A study regarding the reality of parole and the challenge of release will also be discussed.

CRJ 120 COMMUNITY RELATIONS

3 units Course length: 54 hours lecture

CSU; UC

This course introduces students to the role of community relations in the American justice system with particular attention to the impact of the news media, public information, research groups, lobbyists, and "grass-roots" community organizations. Additionally, CRJ 120 considers the responses to mass media, community action, and political pressure that are available to law enforcement officials and employees of the criminal justice system at large. This course may be offered as Pass/No Pass.

CRJ 121 FIELD TRAINING OFFICER

2 units Course length: 32 hours lecture, 8 hours laboratory

This course is designed to provide the student with an understanding of the purpose of the POST-certified field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. Total of 32 hours lecture and 8 hours laboratory. This course may be offered as Pass/No Pass.

CRJ 122 INLAND BOATING ENFORCEMENT

1.5 units Course length: 24 hours lecture, 16 hours laboratory

This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated, and the care and safe operation of the patrol boat. This course may be offered as Pass/No Pass.

CRJ 124 WRITING SKILLS FOR CORRECTIONS

1 unit Course length: 16 hours lecture, 8 hours laboratory

This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memorandums, and reports used in institutional settings for documentation will be reviewed. Total of 16 hours lecture and 8 hours laboratory. This course may be offered as Pass/No Pass.

CRJ 125 REPORT WRITING

3 units Course length: 54 hours lecture

CSU

CRJ 125 includes rationale and methods of law enforcement reporting, principles of effective report writing, organizing reports, and writing operational law enforcement reports based on case studies. The course emphasizes writing on the narrative portion of reports used in most aspects of law enforcement work. The basis of the course is police and corrections reports, but the principles taught apply equally well in security, loss prevention, and other aspects of law enforcement, including courtroom testimony. This course may be offered as Pass/No Pass.

CRJ 128 LATENT FINGERPRINT RETRIEVAL

.5 units Course length: 8 hours lecture, 8 hours laboratory

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on the identification, fiction ridges, and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces, and powder processing versus chemical processing. Total of 8 hours lecture and 8 hours laboratory. This course may be offered as Pass/No Pass.

CRJ 129 DRUG USE RECOGNITION®

1 unit Course length: 20 hours lecture, 4 hours laboratory

This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H & S code. The course fulfills the Commission on P.O.S.T. two year, twenty-four hour training requirement for advanced officer training. Total of 20 hours lecture adn 4 hours laboratory. This course may be offered as Pass/No Pass. This course is repeatable.

CRJ 130 ALCOHOL, NARCOTICS AND DRUG ABUSE

3 units Course length: 54 hours lecture

CSU

Introduction to the problems of substance abuse. History and classification of drugs and abuse. Designed to equip human service workers and the general public to gain knowledge of the issues involved in drug abuse. This course may be offered as Pass/No Pass.

CRJ 132 FAMILY INTERVENTION

1 unit Course length: 36 hours lecture

CSU

This highly structured, activity-based course is designed to help parents prevent and intervene in their children's destructive behaviors, including academic failure, substance abuse, and gang involvement.

CRJ 133 WOMEN AND CRIME

3 units Course length: 54 hours lecture

CSU

CRJ 133 will focus on the experiences of women in the criminal justice system, as victims, offenders, and professionals. The course will survey the key issues in female criminality, dealing with women and the courts, and social control. Reviews social theories and traditional criminology, as well as modern theories and feminist criminology drawing on research in North America and Britain. This course may be offered as Pass/No Pass.

CRJ 135 SPANISH FOR EMERGENCY SERVICES PERSONNEL

3 units Course length: 54 hours lecture

CSU

This is an introductory course that will provide students with basic skills in Spanish for public safety professionals and those interested in public safety careers, such as law enforcement/corrections, firefighters, and emergency medical workers. It also provides students with a better understanding of the Hispanic culture and issues involving cultural diversity. This course may be offered as Pass/No Pass.

CRJ 137 CALIFORNIA FAMILY LAW

3 units Course length: 54 hours lecture

CSU

This course outlines the rights of the parties in California Family Law, with particular attention to the legal aspects of marriage, divorce, paternity, child custody, property, and spousal support. Additionally, CRJ 137 examines such issues as antenuptial agreements, same-sex marriages, annulment, adoption, spousal violence, and tax laws. This course may be offered as Pass/No Pass.

CRJ 140 CORRECTIONAL INVESTIGATION

3 units Course length: 54 hours lecture

CSU

An examination of the process of correctional investigation as an integral part of the probation and parole process. The history and development of probation and parole, including current practices at the federal, state and local levels. Investigation techniques needed in the preparation of pre-sentence investigation reports, their use in the courts, probation and parole supervision, and correctional institutions. This course may be offered as Pass/No Pass.

CRJ 145 WILDLIFE LAW ENFORCEMENT

3 units Course length: 54 hours lecture

This course is designed to introduce the student to the duties and responsibilities of the wildlife enforcement officer, basic qualifications for the position, and history of wildlife enforcement in the United States and its origins in the Old World. Also presented will be rules of arrest: search and seizure, case law; patrol and arrest techniques: collection, preservation and presentation of evidence. Included will be the role of the wildlife enforcement officer in today's society, basics of wildlife management's use of enforcement as a management tool, and descriptions of the varied jurisdictions within the wildlife enforcement field. This course may be offered as Pass/No Pass.

CRJ 149 BICYCLE PATROL

.5 units Course length: 11 hours lecture, 21 hours laboratory

This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. This course may be offered as Pass/No Pass.

CRJ 150 PATROL PROCEDURES

3 units Course length: 54 hours lecture

CSU

A course on the ethical aspects of police patrol, the history and theory of patrol; written and oral communications, observation and perception, preliminary investigation, field note-taking and crime scene recording, field interrogation, citizen contact and vehicle stops, special situations and special hazards, and officer safety. This course may be offered as Pass/No Pass.

CRJ 151 TRAFFIC CONTROL
3 units Course length: 54 hours lecture
CSU
A study of traffic law enforcement, regulations, and control; fundamentals of traffic accident investigation and an overview of the California Vehicle Code. This course may be offered as Pass/No Pass.

CRJ 154 CRIME SCENE EXAMINATION
.5 units Course length: 8 hours lecture, 8 hours laboratory
This course is designed to instruct the student in the principles of physical evidence, crime scene preliminary examination, latent fingerprint recovery, recording the scene, trace evidence, crime scene photography, and collection and packaging of biological evidence. This course may be offered as Pass/No Pass.

CRJ 155 CRIME SCENE INVESTIGATION
3 units Course length: 54 hours lecture
CSU
This course is designed to instruct the student in the principles of physical evidence, crime scene preliminary examination, latent fingerprint recovery, recording the scene, trace evidence, and collection and packaging of biological evidence. This course may be offered as Pass/No Pass.

CRJ 160 RESERVE OFFICER LEVEL III
2 units Course length: 64 clock hours
CSU
Prerequisite: Every student who is not sponsored by a law enforcement agency, or is not a peace officer employed by a state or local law enforcement agency, department, or district, is required to submit a written certification from the Department of Justice that the student has no criminal history background which would disqualify them from owning, possessing, or having under their control a firearm. (Reference PC § 13511.5).
Initial training program that covers the topics of concern in the performance of a reserve officer's duties, includes firearms. This course may be offered as Pass/No Pass.

CRJ 164 LAWS OF ARREST, SEARCH & SEIZURE®
2 units Course length: 36 hours lecture
CSU
This course covers professional orientation, laws of arrest, search seizure, evidence, preliminary investigations, and communication and arrest techniques. It satisfies PC 832 requirements for anyone having limited peace officer status or as a requirement for employment. It does not include firearms training. This course may be offered as Pass/No Pass. This course is repeatable.

CRJ 165 ARREST AND FIREARMS®
3 units Course length: 54 hours lecture, 24 hours clinic/field
CSU
Prerequisite: Every student who is not sponsored by a law enforcement agency, or is not a peace officer employed by a state or local law enforcement agency, department, or district, is required to submit a written certification from the Department of Justice that the student has no criminal history background which would disqualify them from owning, possessing, or having under their control a firearm. (Reference PC § 13511.5).
Arrest and Firearms is designed primarily to meet the requirements of Penal Code 832 establishing a minimum mandatory standard of training for peace officers in California. This is a training course covering basic regulations and skills in exercising the powers of arrest and the carrying and use of firearms. Topics include ethics, law, force, evidence, and investigation in addition to arrest and control, and the use and care of firearms. This course may be repeated as necessary for recertification. This course may be offered as Pass/No Pass.

CRJ 168 STUN-TECH R.E.A.C.T. BELT TRAINING
.5 units Course length: 8 hours lecture
This course certifies an officer in the use of the STUN-TECH Remove Electronically Activated Control Technique (R.E.A.C.T.) Belt Training. The belt is a device worn by incorrigible prisoners in a courtroom setting. Should the prisoner become combative, the belt can be instantly activated. An electrical charge will immediately and temporarily disable the individual. This course may be offered as Pass/No Pass.

CRJ 169 FACILITY SECURITY TRAINING

.25 units Course length: 8 hours lecture

CSU

This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. This course may be offered as Pass/No Pass.

CRJ 178 DESERT SURVIVAL AND RESCUE, PART 1

3 units Course length: 36 hours lecture, 54 hours clinic/field

CSU

Recommended: Current CPR and First Aid

Part 1 of a 2-part course sequence on Desert Rescue and Survival principles, techniques and methods. Topics include desert survival skills, survival conditions, personal protection, land navigation, sustenance, edible plants and animals, signaling and recovery, search organization, probability and methodology, basic rope and knot skills, map and compass operation, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 179 SEARCH AND RESCUE FIELD PRACTICE®

1 unit Course length: 16 hours lecture, 44 hours clinic/field

CSU

Recommended: Current CPR and First Aid

This is a progressive course sequence regarding the practical applications of search and rescue principles and techniques. This course is designed to meet the requirements established by the National Association for Search and Rescue. Topics of the course include search management, legal aspects, map reading, land navigation, technical rope rescue, compass operation, Global Positioning System (GPS) operation, tracking, first aid, CPR, and area familiarization. Numerous field activities are associated with this course. This course may be repeated three (3) times for credit. This course may be offered as Pass/No Pass.

CRJ 181 SEARCH AND RESCUE TECHNIQUES I

1 unit Course length: 8 hours lecture, 40 hours clinic/field

Recommended: Current CPR and First Aid; courses need not be taken in sequence.

Part 1 of a 6 part course sequence on Search and Rescue principles, techniques and methods. This series is designed to meet the requirements established by the National Association for Search and Rescue. Topics include search organization, probability and methodology, basic rope and knot skills, map and compass operation, land navigation, area familiarization, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, survival skills, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 182 SEARCH & RESCUE TECHNIQUES II

1 unit Course length: 8 hours lecture, 40 hours clinic/field

Recommended: Current CPR and First Aid; courses need not be taken in sequence.

Part 2 of a 6 part course sequence on Search and Rescue principles, techniques and methods. This series is designed to meet the requirements established by the National Association for Search and Rescue. Topics include search organization, probability and methodology, basic rope and knot skills, map and compass operation, land navigation, area familiarization, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, survival skills, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 183 SEARCH & RESCUE TECHNIQUES III

1 unit Course length: 8 hours lecture, 40 hours clinic/field

Recommended: Current CPR and First Aid; courses need not be taken in sequence.

Part 3 of a 6 part course sequence on Search and Rescue principles, techniques and methods. This series is designed to meet the requirements established by the National Association for Search and Rescue. Topics include search organization, probability and methodology, basic rope and knot skills, map and compass operation, land navigation, area familiarization, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, survival skills, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 184 SEARCH & RESCUE TECHNIQUES IV

1 unit Course length: 8 hours lecture, 40 hours clinic/field

Recommended: Current CPR and First Aid; courses need not be taken in sequence.

Part 4 of a 6 part course sequence on Search and Rescue principles, techniques and methods. This series is designed to meet the requirements established by the National Association for Search and Rescue. Topics include search organization, probability and methodology, basic rope and knot skills, map and compass operation, land navigation, area familiarization, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, survival skills, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 185 SEARCH & RESCUE TECHNIQUES V

1 unit Course length: 8 hours lecture, 40 hours clinic/field

Recommended: Current CPR and First Aid; courses need not be taken in sequence.

Part 5 of a 6 part course sequence on Search and Rescue principles, techniques and methods. This series is designed to meet the requirements established by the National Association for Search and Rescue. Topics include search organization, probability and methodology, basic rope and knot skills, map and compass operation, land navigation, area familiarization, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, survival skills, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 186 SEARCH & RESCUE TECHNIQUES VI

1 unit Course length: 8 hours lecture, 40 hours clinic/field

Recommended: Current CPR and First Aid; courses need not be taken in sequence.

Part 6 of a 6 part course sequence on Search and Rescue principles, techniques and methods. This series is designed to meet the requirements established by the National Association for Search and Rescue. Topics include search organization, probability and methodology, basic rope and knot skills, map and compass operation, land navigation, area familiarization, GPS systems, tracking, victim packaging and transport, lost person behavior, basic rock climbing skills, introductory rappelling techniques, survival skills, and the legal aspects of search and rescue endeavors. Numerous activities and field trips are associated with this program. This course may be offered as Pass/No Pass.

CRJ 187 POLICE SUPERVISION

3 units Course length: 81 hours lecture/laboratory

CSU

A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress, and motivation. Total of 80 hours lecture/laboratory. This course may be offered as Pass/No Pass.

CRJ 190 GPS-MAP INTERFACE TECHNIQUES

.25 units Course length: 8 hours lecture

CSU

GPS-Map Interface is designed to teach Global Positioning Systems and how they interface with computer mapping programs. Topics covered will include basic GPS, how it works, and how it can be used to assist different public service agencies in daily operations, along with using different computerized mapping programs to figure distance, area, elevation, location, and terrain features. This course may be offered as Pass/No Pass.

CRJ 191 BASIC AND ADVANCED MAPS, COMPASSES, GPS'S

2 units Course length: 54 hours lecture/laboratory

CSU

This course is designed to instruct students on how to properly use different types of maps, compasses, and GPS's. Topics covered will include coordinate systems and their use, computer mapping programs, how they work with GPS's and compasses, and how to properly use them, land navigation exercises, use of both street, trail, and topographic maps with emphasis on topographic maps. This course may be offered as Pass/No Pass.

CRJ 195 ADVANCED CORRECTIONS TRAINING

.5 units Course length: 14 hours lecture, 10 hours laboratory

CSU

This STC (Standards of Corrections and Training) certified course is designed to enhance professionalism through continued training in state mandated corrections topics. This course may be offered as Pass/No Pass.

CRJ 200 CORRECTIONAL SUPERVISION I
4.5 units Course length: 81 hours lecture
CSU
This course provides an in-depth study of supervision as related to the corrections field with emphasis on leadership development, team building skills, interpersonal communication skills, and basic responsibilities. The course covers the multifaceted role of the supervisor in the correctional environment as a leader, manager, supervisor, coach, trainer, evaluator, and team builder. The critical skills and knowledge required to be an effective correctional supervisor will be covered to include ethics, decision making skills, inmate custody (control, movement and housing), legal aspects of supervision, institutional security, health and safety procedures, personnel issues, staffing, contracts (unions, bargaining units), and emergency planning and training. This course may be offered as Pass/No Pass.

CRJ 206 LEGAL ASPECTS OF EVIDENCE
3 units Course length: 54 hours lecture
CSU
This course focuses upon rules of evidence in Western jurisprudence, from their beginnings in the Middle Ages to their development in the English Courts, and into their present application in the United States. CRJ 206 examines our present legal theories and practices in their historical context, paying specific attention to such matters as the nature of hearsay evidence, the Exclusionary Rule, the Fruit of the Poisonous Tree Doctrine, and the Miranda Warnings. Additionally, Legal Aspects of Evidence takes up the basic rules governing admissibility of evidence, with particular attention to witness credibility, fingerprint and DNA evidence, and other means of scientific and physical testimony.
This course may be offered as Pass/No Pass.

CRJ 210 ADULT CORRECTION OFFICER ENHANCEMENT
6 units Course length: 216 hours lecture/laboratory
This course is a supplement module to the Correctional Officer Basic. It contains agency specific topics such as: Chemical Agents, Extended Arrest Methods and Firearms, Criminal Justice Information System (CJIS), and Radio Practicals. This course may be offered as Pass/No Pass.

CRJ 219 INTERVIEW AND INTERROGATION
.25 units Course length: 8 hours lecture
This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses, and suspects in a field setting. Methods for preparing for an interview, establishing a rapport with people, and interview strategies will be discussed. Additionally, methods for using a tape recorder and techniques for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. This course may be offered as Pass/No Pass.

CRJ 220 INTERVIEWING AND COUNSELING
3 units Course length: 54 hours lecture
CSU GE: D9
This course provides an overview of the interviewing and counseling techniques available to practitioners in law enforcement. The student will learn the use of appropriate techniques and theories in confidence building which may be used by law enforcement employees in interviews and counseling. CRJ 220 is a basic course for students planning to enter or already employed within the criminal justice field. This course may be offered as Pass/No Pass.

CRJ 225 LAW ENFORCEMENT ETHICS
3 units Course length: 54 hours lecture
CSU
This is a dynamic course that through discussion and interaction provides the student with the skills necessary to make sound decisions in matters affecting others. It gives students insight into the consequences of their actions and factors to be taken into consideration beforehand. The course is designed for Criminal Justice professionals or others interested in the ethical consequences of decision making. This course may be offered as Pass/No Pass.

CRJ 280 SELECTED TOPICS IN CRIMINAL JUSTICE
.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of criminal justice. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/No Pass.

CRJ 290 SELECTED STUDIES IN CRIMINAL JUSTICE

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of criminal justice. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Pass/No Pass

CRJ 295 TOPICS FOR CAREER OFFICERS

.5-3 units Course length: 9-54 hours

This course will present a series of topics of interest to those employed in law enforcement or those who are considering that career. This course may be offered as Pass/No Pass

CULINARY ARTS

CUA 100 INTRODUCTION TO THE HOSPITALITY INDUSTRY

3 units Course length: 54 hours lecture

CSU

Overview of the hospitality industry, its history, and interrelationships of hotel, restaurant, travel, and leisure industries. Economic and social influences of leisure. Emphasis on attitude required of a person seeking a position in the industry.

CUA 110 INTRODUCTION TO CULINARY ARTS

2 units Course length: 18 hours lecture, 54 hours laboratory

CSU

This course is designed to impart a basic set of fundamentals for an individual intending to enter the restaurant field as a chef's apprentice and for the home culinary chef.

CUA 111 SANITATION AND SAFETY

3 units Course length: 54 hours lecture

CSU

The basic principles of microbiology, sanitation, safety, equipment selection, and facility layout for a food service operation. Includes the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. Prepares student for National Food Handler Certification Examination.

CUA 115 CREATIVE COOKING AND MENU PREPARATION

2 units Course length: 18 hours lecture, 54 hours laboratory

CSU

This course is designed to teach the student the fine art of preparing meals, soups, stocks and sauces. The use of flavor combinations for meal preparation and various cooking methods are introduced.

CUA 121 CULINARY PRINCIPLES I

2 units Course length: 18 hours lecture, 54 hours laboratory

CSU

Prerequisite: CUA 111

Fundamentals of food preparation and cookery emphasizing quality standards of production and the basic cooking methods as used in the modern commercial kitchen. Laboratory work includes knife skill, vegetable cuts, preparation of vegetables, soups, stocks, and sauces. High standards of professionalism, sanitation, and proper work habits will also be emphasized. Class requires purchase of a set of knives. Students will be required to follow hospitality department dress standards. TB clearance required.

CUA 131 PRINCIPLES OF BAKING I

2 units Course length: 18 hours lecture, 54 hours laboratory

CSU

Prerequisite: CUA 111

Study in the fundamentals of baking, including ingredient composition and function, preparation and evaluation of yeast, roll-in yeast, and quick breads, biscuits and muffins, cookies, shortened cakes, pies, custards, and recipe conversion. Students will be required to follow hospitality department dress standards. TB clearance required.

CUA 141 PANTRY
2 units Course length: 18 hours lecture, 54 hours laboratory
CSU
Prerequisite: CUA 111
Methods of pantry and breakfast preparation, including proper use of cook's knife, the preparation and presentation of salad and salad dressings, proper vegetable and fruit and vegetable identification. Basic cooking methods applied in breakfast service will be covered. Students will be required to follow hospitality department dress standards. TB clearance required.

CUA 151 FOOD PRODUCTION MANAGEMENT
2 units Course length: 18 hours lecture, 54 hours laboratory
CSU
Prerequisite: Any two of the following: CUA 121, CUA 131, or CUA 141
Techniques and practice in how to manage individuals responsible for producing food. The role of the supervisor in planning, organizing, supervising, and controlling food production is discussed. Students will be required to follow hospitality department dress standards. TB clearance is required.

CUA 155 OUTDOOR COOKING
2 units Course length: 54 hours lecture/laboratory
This course is designed to impart the basic skill to plan satisfying and interesting meals, and list the supplies and the equipment needed to cook in a non-kitchen environment. The course is designed to teach the basic skills needed to cook these meals in an outdoor setting. The course is not only designed to heighten the outdoor experience but to provide skills which would be needed in the event of a disaster which could render modern kitchen appliances nonfunctional.

CUA 161 NUTRITION
3 units Course length: 54 hours lecture
CSU
Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Emphasis on individual needs, food sources of nutrients, current nutrition issues, and diet analysis.

CUA 165 OUTDOOR COOKING INTERMEDIATE
2 units Course length: 54 hours lecture/laboratory
Recommended: CUA 155
This course is designed to impart an intermediate skill level to planning satisfying and interesting meals, listing the supplies and the equipment needed to cook in a non-kitchen environment. The course is designed to teach a higher skill level needed to cook these meals in an outdoor setting than is available at the basic CUA 155 class. The course is not only designed to heighten the outdoor experience but to provide skills which would be needed in the event of a disaster which could render modern kitchen appliances non-functional.

CUA 200 FOOD SCIENCE
4 units Course length: 54 hours lecture, 54 hours laboratory
CSU
Prerequisite: CHE 101
The scientific study of the basic constituents of foods (carbohydrates, lipids, protein, and water) and the chemical, microbial, and physical actions and reactions that cause nutritional, sensory, and other changes before, during, and after processing. Includes hands-on experimentation and guest speakers.

CUA 210 MENU PLANNING AND PURCHASING
3 units Course length: 54 hours lecture
CSU
Prerequisite: CUA 161
The basic principles of menu planning, purchasing, writing specifications for food and supplies and proper receiving/storage techniques. Methods for planning interesting and satisfying meals for restaurants and institutions will be examined. There will be an emphasis on type of operation, psychological needs, available equipment, skill of the personnel, merchandising, menu pricing, and operating budget.

CUA 290 SELECTED STUDIES IN CULINARY ARTS
.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of culinary arts. As appropriate, the specific subject will be announced in the Schedule of Courses.

DANCE

✉DAN 101 HISTORY OF DANCE
3 units Course length: 54 hours lecture
CSU
Prerequisite: ENG 082
Co-requisite: ENG 099 or eligibility
This course introduces the world of dance. It surveys the history, culture and religious signifcance of dance and compares primitive expression of societies and cultures to the contemporary expressions of dance, as well as a survey of the relationship in style to those of other art forms such as music and art.

DAN 102 INTRODUCTION TO DANCE
4 units Course length: 54 hours lecture, 54 hours laboratory
CSU
Prerequisite: ENG 082
Co-requisite: ENG 099 or eligibility
This course introduces the student to dance as an art form through lecture, video and activity. The student will experience historical and contemporary dance forms, such as ballet, modern jazz, hip-hop, and ballroom.

DAN 103 DANCE COMPOSITION
4 units Course length: 54 hours lecture, 54 hours laboratory
CSU
Prerequisite: ENG 082
Co-requisite: ENG 099 or eligibility
This class will introduce students to the study, application and performance of basic dance techniques in solo and group compositions.

ECONOMICS

✉ECO 105 PRINCIPLES OF MACROECONOMICS
3 units Course length: 54 hours lecture
IGETC: 4B; CSU GE: D2; UC: B
Macroeconomics: introduction to the concepts and tools of economic analysis, especially as they apply to the United States economy. The major topics include resources, government expenditures and taxation, money and banking, national income determination, and business cycles.

✉ECO 106 PRINCIPLES OF MICROECONOMICS
3 units Course length: 54 hours lecture
IGETC: 4B; CSU GE: D2; UC: B
Microeconomics: a study of principles and applications regarding specific economic sectors (micro analysis). Various competitive models in a market economy are studied in detail. Economics of labor unions, farming, international trade and finance provide a background for study and analysis of many current world and domestic problems.

EDUCATION

EDU 070 TUTORING SEMINAR®
.5 units Course length: 16 hours lecture/laboratory
Recommended: Grade of "A" or "B" in course being tutored or referred by an instructor
This course is required of all student tutors. Seminar includes orientation to tutoring, education methods, and interpersonal skills used in tutoring. Special strategies for ESL, writing or math may be included as appropriate for tutor area. Designed to provide inexperienced tutors as well as those experienced with the knowledge and skills necessary to be effective tutors. This is an open entry/open exit course designed to meet the needs of the tutor and tutee. Individual times will be arranged for tutoring sessions and lecture/review sessions. This course may be repeated one (1) time for credit.

EDU 080 SUPPLEMENTAL SKILLS LAB®

.5 units Course length: 27 hours laboratory

Co-requisite: This is a companion course to a math, computer science, science, business or other class where students can benefit from the use of computer aided instruction, assisted technology resources as well as supplemental videos.

This course provides computer assisted instruction and/or materials supplementary to classroom instruction and/or laboratory presentation to advance students' knowledge or growth. This is an individualized course so specific topics and time required will be determined by the needs of each student. This course is open entry/open exit; Pass/No Pass (26 contact hours). This course may be repeated three (3) times for credit.

EDU 081 SUPPLEMENTAL SKILL LAB®

1 unit Course length: 54 hours laboratory

Co-requisite: This is a companion course to a math, computer science, science, business or other class where students can benefit from the use of computer aided instruction, assisted technology resources as well as supplemental videos.

This course provides computer assisted instruction and/or materials supplementary to classroom instruction and/or laboratory presentation to advance students' knowledge or growth. This is an individualized course so specific topics and time required will be determined by the needs of each student. This course is open entry/ open exit; Pass/No Pass (52 contact hours). This course may be repeated three (3) times for credit.

EDU 083 SUPPLEMENTAL LANGUAGE SKILLS LAB®

.5 units Course length: 27 hours laboratory

Co-requisite: Concurrent enrollment in an appropriate subject credit course

This course provides computer assisted instruction and/or materials supplementary to classroom instruction and/or laboratory presentation to advance students' knowledge or growth in language skill development/acquisition. As an individualized course, specific topics and time required will be determined by the needs of each student. This course is open entry/open exit; Pass/No Pass (26 contact hours). This course may be repeated three (3) times for credit.

EDU 084 SUPPLEMENTAL LANGUAGE SKILLS LAB®

1 unit Course length: 54 hours laboratory

Co-requisite: Concurrent enrollment in an appropriate subject credit course

This course provides computer assisted instruction and/or materials supplementary to classroom instruction and/or laboratory presentation to advance students' knowledge or growth in language skill development and acquisition. As an individualized course, specific topic and time required will be determined by the needs of each student. This course is open entry/open exit; Pass/No Pass (52 contact hours). This course may be repeated three (3) times for credit.

✉EDU 085 ASSESSMENT REVIEW FOR ARITHMETIC®

.5 units Course length: 27 hours laboratory

This course is designed as a self-paced, computer aided review of the principles of arithmetic and may be taken in conjunction with MAT 080 or as a stand-alone course. It consists of 25 lessons including review of integers, graphs, simple word problems, simple fractions, measurements, decimals, percents, and fraction equivalents. Its purpose is to serve as a refresher for students in basic mathematics. This course is repeatable once for credit. Pass/No Pass.

✉EDU 086 ASSESSMENT REVIEW FOR ALGEBRA®

.5 units Course length: 27 hours laboratory

This course is designed as a self-paced, computer aided review of the principles of basic algebra. It can be taken as a stand-alone course or as an additional lab to beginning algebra. This course is repeatable once for credit. Pass/No Pass.

✉EDU 087 ASSESSMENT REVIEW FOR READING COMPREHENSION®

.5 units Course length: 27 hours laboratory

This course is designed as a self-paced, computer aided review of reading skills. It consists of 21 lessons designed to improve student reading comprehension. This course is repeatable once for credit. Pass/No Pass.

✉EDU 131 AMERICAN SIGN LANGUAGE I
3 units Course length: 54 hours lecture
CSU GE: C2; UC
A course in manual communication emphasizing the vocabulary and syntax, finger spelling and introduction to American Sign Language (AMESLAN) to equip the student to communicate with the deaf on a conversational level. Some stress placed on the educational, social, psychological, and economic problems of deafness.

✉EDU 132 AMERICAN SIGN LANGUAGE II
3 units Course length: 54 hours lecture
IGETC: 6A; CSU GE: C2; UC
Prerequisite: EDU 131
Instruction in American Sign Language in areas of vocabulary, general knowledge of studies and research concerning deafness; practice in expressive and receptive manual skills, and instructions of ASL structure.

EDU 133 AMERICAN SIGN LANGUAGE REVIEW®
3 units Course length: 54 hours lecture
CSU
Prerequisite: EDU 131 or EDU 132
Review of instruction in American Sign Language (ASL) in areas of vocabulary, general knowledge of studies and research concerning deafness; practice in expressive and receptive manual skills, and instructions of ASL structure. The culture of deaf people in North America, visual training, sign vocabulary development, receptive and expressive skills development, and basic sentence patterns of American Sign Language will be covered. This course may be repeated up to three (3) times.

EDU 134 AMERICAN SIGN LANGUAGE III
3 units Course length: 54 hours lecture
IGETC: 6A; CSU GE: C2; UC: H
Prerequisite: EDU 132
Utilizing the skills acquired in prior courses, students will be asked to place emphasis on developing a fluent mode of communication and instruction in American Sign Language with instruction in both receptive and expressive skills. Instruction in the cultural aspects of the deaf and introduction to the Code of Ethics. The culture of deaf people in North America, visual training, sign vocabulary development, receptive and expressive skills development, and basic sentence patterns of American Sign Language will be covered.

EDU 160 INTRODUCTION TO INSTRUCTIONAL AIDE TRAINING
3 units Course length: 54 hours lecture
CSU
Introductory course of the position of Instructional Aides, their responsibilities and duties in the public school setting including recent government action concerning “No Child Left Behind”. The course will emphasize funding, learning principles, working with the teacher, and working with the student.

EDU 161 ADVANCED INSTRUCTIONAL AIDE TRAINING
3 units Course length: 54 hours lecture
Prerequisite: EDU 160
Continuation of EDU 160.

EDU 201 INTRODUCTION TO TUTORIAL TECHNIQUES
2 units Course length: 18 hours lecture, 54 hours laboratory
Recommended: Grade of “A” or “B” in course being tutored or referral by an instructor
This course provides the training, practicum, and applied projects necessary for success in peer tutoring. It provides for an understanding of the tutor role, the tutoring cycle, and tutoring options, as well as an introduction to working with multi-cultural students and students with disabilities.

EDU 280 SELECTED TOPICS IN EDUCATION
.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of education. As appropriate, the specific subject will be announced in the Schedule of Courses.

EDU 290 SELECTED STUDIES IN EDUCATION

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of education. As appropriate, the specific subject will be announced in the Schedule of Courses.

ENGLISH

ENG 080 INTRODUCTION TO WRITING

3 units Course length: 54 hours lecture

Co-requisite: ENG 089

NOTE: Students must take ENG 080 and ENG 089 during the same semester and earn a grade of P in both courses before enrolling in the next level of English.

English 080 is a course for students who require beginning practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; and 2) writing practice, particularly in writing sentences and paragraphs. Grammar and reading skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 2000 words for the course, composed of both in-class and out-of-class writing representing a variety of modes. "P/NP". To achieve "P" in the class, the student must demonstrate mastery of at least 70% of the concepts.

✉ENG 081 BASIC WRITING I

3 units Course length: 54 hours lecture

Prerequisite: Students must meet the prerequisite by one of the following options:

1. ENG 080 and ENG 089 taken concurrently or

2. Placement via the testing process

Co-requisite: ENG 087

NOTE: Students must take ENG 081 and ENG 087 during the same semester and earn a grade of P in both courses before enrolling in the next level of English.

English 081 is a continuation of the developmental English series, designed for students needing practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; and 3) writing practice, particularly in writing paragraphs and short essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 2500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Grade is Pass/No Pass.

✉ENG 082 BASIC WRITING II

3 units Course length: 54 hours lecture

Prerequisite: Students must meet the prerequisite by one of the following options:

1. ENG 081 and ENG 087 taken concurrently or

2. ENG 095 or

3. Placement via the testing process

Co-requisite: ENG 088

NOTE: Students must take ENG 082 and ENG 088 during the same semester and earn a grade of P in both courses before enrolling in the next level of English.

English 082 is a continuation of the developmental English series, designed for students needing further practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; and 3) writing practice, particularly in writing essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 3500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Course is graded Pass/No Pass.

ENG 087 SUPPLEMENTAL INSTRUCTION FOR BASIC WRITING I

1 unit Course length: 54 hours laboratory

Co-requisite: ENG 081

NOTE: Both the class and the lab must be taken during the same semester and students must pass both during that semester before enrolling in the next level of English; otherwise, students must repeat BOTH the class and the lab.

ENG 087 must be taken concurrently with ENG 081 and provides additional writing instruction and practice in a lab environment. Students must pass both ENG 087 and ENG 081 to meet the prerequisite for ENG 082. Pass/No Pass only.

ENG 088 SUPPLEMENTAL INSTRUCTION FOR BASIC WRITING II

1 unit Course length: 54 hours laboratory

Co-requisite: ENG 082 or ENG 096

NOTE: Both the class and the lab must be taken during the same semester and students must pass both during that semester before enrolling in the next level of English; otherwise, students must repeat BOTH the class and the lab.

ENG 088 must be taken concurrently with ENG 082 and provides additional writing instruction and practice in a lab environment. Students must pass both ENG 088 and ENG 082 to meet the prerequisite for ENG 099. Pass/No Pass only.

ENG 089 SUPPLEMENTARY INSTRUCTION FOR INTRODUCTION TO WRITING

1 unit Course length: 54 hours laboratory

Co-requisite: ENG 080

NOTE: Both the class and the lab must be taken during the same semester and students must pass both during that semester before enrolling in the next level of English; otherwise, students must repeat BOTH the class and the lab.

ENG 089 must be taken concurrently with ENG 080 and provides additional writing instruction and practice in a lab environment. Students must pass both ENG 080 and ENG 089 to meet the prerequisite for ENG 081. Pass/No Pass only.

✉ENG 095 WRITING IMPROVEMENT I

3 units Course length: 54 hours lecture

Prerequisite: Students must meet the prerequisite by one of the following options:

1. ENG 080 and ENG 089 taken concurrently or

2. Placement via the testing process

English 095 is a continuation of the developmental English series, designed for students needing practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; 3) writing practice, particularly in writing paragraphs and short essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 2500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Grade is Pass/No Pass.

✉ENG 096 WRITING IMPROVEMENT II

3 units Course length: 54 hours lecture

Prerequisite: Students must meet the prerequisite by one of the following options:

1. ENG 081 and ENG 087 taken concurrently or

2. ENG 095

3. Placement via the testing process

English 096 is a continuation of the developmental English series, designed for students needing further practice in writing. The course covers: 1) grammar and punctuation essential to effective writing; 2) vocabulary development; 3) writing practice, particularly in writing essays. Grammar skills will be developed in the context of writing and critical analysis of texts. There is a minimum writing requirement of 3500 words for the course, composed of both in-class and out-of-class writing. Credit for this course shall not be used to satisfy English requirements for graduation from Palo Verde College. Grade is Pass/No Pass.

✉ENG 099 BASIC COMPOSITION

3 units Course length: 54 hours lecture

Prerequisite: Students must meet prerequisites in writing and reading in order to take ENG 099:
The writing prerequisite is met by completing ENG 082 and ENG 088 concurrently, or by completing ENG 096, or by placement via the testing process.
The reading prerequisite is met by completing RDG 086 or RDG 096, or by placement via the testing process.

English 099 is an introduction to college level reading and composition, designed to fulfill AS degree requirements, and as a preparatory class for those students making progress toward the AA degree. The course introduces students to the situations of written communication, including writing for a college audience, choosing appropriate topics, assessing the purpose of writing, writing for varied occasions, and evaluating the strengths of the author. Beyond these global concerns, the course also emphasizes the grammar, punctuation, and mechanics associated with successful college level writing. As an introduction to college level writing, then, English 099 looks at writing as a process informed by both author and audience, requiring thoughtful consideration, time, and appropriate revision. This will require a good deal of reading across the curriculum of studies in the humanities and sciences, with excerpts being drawn from literature, philosophy, history, social studies, economics, anthropology, and the "hard" sciences. There is a minimum writing requirement of five thousand words, in which assignments are to illustrate the range of writing students will encounter in other college-level courses, and in the world at large.

✉ENG 101 READING AND COMPOSITION

3 units Course length: 54 hours lecture

IGETC: 1A; CSU GE: A2; UC: E

Prerequisite: ENG 099 or placement via the testing process

English 101 is a transferable, freshman-level course, designed to prepare students for the demands of reading and writing at the four-year college or university level. The course content includes the wide range of writing and reading strategies that students may be expected to encounter in their education and in the world at large, with specific focus on the principles, methods and applications of expository and argumentative writing. Moreover, the recognition of basic rhetorical strategies, the development of critical thinking skills, and an instruction in beginning research methodology are fundamental to the goals of this course as a whole. There is a minimum writing requirement of six thousand words, in which particular assignments are to illustrate the spectrum of rhetorical modes and writing genres. The student's development of a research paper of not less than seven pages in length, organized in the appropriate format and displaying a basic knowledge of methods of scholarly documentation, will be a central part of the curriculum.

✉ENG 102 COMPOSITION AND INTRODUCTION TO LITERATURE

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: E, H

Prerequisite: ENG 101

English 102 emphasizes the development of advanced skills in composition and critical thinking through a survey of major texts, genres, traditions, critiques and developments of literatures in English. Readings include selections of fiction, poetry, drama and literary criticism drawn from a rich, and evolving, history of writing. Writings aim at introducing students to the basic methods of evaluating, understanding, and researching the individual text, and placing what is read in its wider cultural and historical context. As a further goal, writing and reading assignments alike encourage students to read meaningfully, to connect what they read to their everyday lives, to develop in their understandings of the human condition, and to appreciate literature as one of the lively arts.

✉ENG 103 CRITICAL THINKING AND ENGLISH COMPOSITION

3 units Course length: 54 hours lecture

IGETC: 1B; CSU GE: A3; UC: E

Prerequisite: ENG 101

English 103, Critical Thinking and English Composition, is a college-level, transferable course in critical thinking, reading and composition that directs students in advanced methods of analysis, evaluation, criticism and the construction of argument. The course specifically teaches the recognition of traditional and contemporary rhetorical discursive modes, as well as the application of logic to matters of introspection, reflection, narration, description, argument and synthesis. However, English 103 places the greatest emphasis upon the application of reason to matters of reading, coupled with the application of new-found critical skills to the invention, research, development and final drafting of formal, argumentative essays that advance a clear thesis, support that thesis with well-documented evidence, and display a sophisticated level of writing ability. While specific course content may vary considerably from section to section, students will in general be expected to read a wide range of challenging material, as well as to produce a minimum of 8,000 words of prose in the course of the semester.

✉ENG 120 INTRODUCTION TO CREATIVE WRITING

3 units Course length: 54 hours lecture

CSU GE: C2; UC

Prerequisite: Concurrent or eligible enrollment in ENG 099 or instructor's approval

This is an introductory course in creative writing. Students will compose both fiction and poetry. This course gives beginning writers the opportunity to explore forms within poetry and prose, participate in workshop activities, and revise texts according to peer and instructor criticism.

✉ENG 122 WORLD LITERATURE

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101

English 122 surveys world literature in English translation, from various regions, including but not limited to Asia, Europe, North America, Central America, South America, Africa, and the Islamic world. Students read and discuss a variety of authors and address relevant social, religious, and cultural issues. The course employs a comparative approach that moves across national boundaries historical periods to help students gain an understanding of issues, problems, and questions that bind people of all ages, places, and cultures. Students critically analyze, in essays and papers, specific authors, works, themes, and other topics as assigned.

✉ENG 125 INTRODUCTION TO FILM

3 units Course length: 54 hours lecture

IGETC: 3A, 3B; CSU GE: C1; UC: H

Prerequisite: Concurrent enrollment in or completion of ENG 099

This course is a film colloquium designed to increase student understanding and appreciation of the content and techniques found in films. The course will examine the historical and stylistic influences upon the artistic values and social implications of films. Feature films as well as shorts and animated films will be viewed during the course as a basis for critical analysis. Students will be required, under the supervision of the instructor, to submit critical reviews that analyze the films viewed.

✉ENG 132 SURVEY OF AMERICAN LITERATURE I

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101

This course surveys representative American literature from the pre-colonial period to the Civil War, including works from the Colonial Period (1588-1765), the New Republic (1765-1829), the American Renaissance (1829-1860), and the beginnings of Realism (1860-1880). In this class, students read, discuss, and write about the authors of these periods, addressing relevant social, political, cultural, philosophical, and religious issues. In the course of study, students can expect to challenge their ideas about the definition of national and individual identities, connect geopolitical contexts to literary texts, and explore the influences that shaped American writings from the encounter era through the Civil War. The student's development of a research paper of not less than seven pages in length, organized in the appropriate format and displaying a basic knowledge of methods of scholarly documentation, will be central to the course.

✉ENG 133 SURVEY OF BRITISH LITERATURE: BEOWULF TO THE RESTORATION

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Pre/Corequisite: ENG 101

English 133, "Survey of British Literature: Beowulf to the Restoration," introduces students to the texts, cultures and history of the so-called British Isles as these came into being after the withdrawal of Rome from Northern Europe. Vital to that introduction remains the reading, consideration, and response to the "great works" of that period and place, which subsequently played so important a part in the culture of our own world and times. Vital too, remains a consideration of the great ideas and intellectual movements of English literature as it developed from about 900 A.D. to Cromwell's death and the reappearance of English kings around 1660 A.D. However, ENG 133 is also to serve as the student's introduction to the set of ongoing questions about literature and its places in our lives that make up so much of literary and cultural discussion today. Thus, this first half of the Survey of British Literature may be considered as a dialogue, with both great writings and their active discussion playing equal roles.

✉ENG 135 GREAT BOOKS

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101

Taking critical thinking and liberal understanding in their traditional sense as positive values, English 135 confronts some of the central questions that have perplexed and confounded humankind throughout the ages: What is knowledge? What is the relationship between reason and passion? How does the concept of justice change over time? Is coherent meaning possible in the modern era? Can one live a spiritual life in the material world? These questions and many more provide the foundation for a chronologically structured course beginning in the ancient world and ending with the modern period, focused primarily on the works generally judged, "great," in Western culture. Students may expect to engage a wide range of complex readings, to be engaged in lively discussion of these readings and their ideas in class, to write frequent papers on their reactions and their research, and to produce a term paper of significant length.

ENG 139 INTRODUCTION TO ETHNIC LITERATURES

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: B

Prerequisite: ENG 101

This course offers a panoramic view of African-American, Asian-American, Latino/a, and Native-American prose, poetry, drama, narrative, visual and film art, autobiography, oral history, music, and other discursive modalities, targeting substantive and theoretical issues. Trends in ethnic textual production will be studied in the context of dominant ideologies and specific cultural elaboration, which allows for examination of how texts inscribe complex representations of identities, homeland/s, and communities. This course addresses: language and bilingualism; formation and transformation of community; immigration and acculturation; traditions and histories; gender, sexuality, marriage, and family life; educational and occupational achievement; racial and ethnic ideologies and policies; biculturality and hybridity; and the changing roles of ethnic minorities in American society, among others.

✉ENG 140 SURVEY OF AMERICAN LITERATURE II

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101

This course surveys representative American literature from the late 19th Century to the present, including works from the Age of Realism (1865-1914), the Modernist Period (1914-1945), and the Postmodern era (1950-present). In this class, students read, discuss, and write about the authors of these periods, addressing relevant social, political, cultural, philosophical, and religious issues. In the course of study, students can expect to challenge their ideas about national literature(s), connect literary texts to various contextual frameworks, and explore the influences that shaped American writings from the post-Civil War era to the present day. The student's development of a research paper of not less than seven pages in length, organized in the appropriate format and displaying a basic knowledge of methods of scholarly documentation, will be central to the course.

✉ENG 141 SURVEY OF BRITISH LITERATURE: FROM THE RESTORATION TO POST-COLONIALISM

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Pre/Corequisite: ENG 101

English 141, "From the Restoration to Post-Colonialism," examines major texts, issues, cultural/historical contexts, and political developments in the literatures of the British Isles and the British Empire from roughly 1660 to today. Here, returning the great works of poetry, fiction and drama to their original contexts in vibrant social, economic, historical and intellectual structures will remain central to the student's experience of reading, discussion, writing, and critical thinking. Thus, moving from the works of Milton and others that Christopher Hill has defined as, "the literature of defeat," towards the works of V.S. Naipaul, Jean Rhys, J.G. Ballard, Martin Amis and other writers of the period subsequent to the collapse of British hegemony, this course treats literature as an ongoing, active response to its surrounding, diverse world.

ENG 142 MINI COURSES IN LITERATURE®

1 unit Course length: 18 hours lecture

CSU GE: C2

Prerequisite: Successful completion of ENG 099, concurrent enrollment in ENG 101, or their equivalent.

"Mini Courses in Literature," is the general description for a range of one-unit, short-term courses focused upon a particular author, topic, movement, or theory in literary, language, cultural or textual studies. Ideally, these highly individualized courses will grow out of some genuine interest on the part of students as brought into focus by a member of the Language Arts and Communication Studies Division. Thus, ENG 142 might be focused on virtually any manner of text in which the local community has developed particular interest, from the writings of local journalists, poets, fiction writers, historians and authors of travelogues, to better-known Southern California writers such as Susan Straight, to the literature of apocalypse in California, to the nature of advertising imagery. This course is repeatable.

ENG 154 INTRODUCTION TO CHILDREN'S LITERATURE

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101

English 154 introduces students to the development of children's literature as a separate genre over the course of the last two hundred years, a development concomitant with the development of the modern ideas of childhood and adolescence as distinctly separate from adult life. Generally speaking, then, the course moves from early adaptations of fairy tales, folk tales, mythology and legend during the eighteenth century, to their incorporation into nineteenth-century classics such as Alice in Wonderland, through the appearance of books for girls and boys such as Little Women and Treasure Island, and into the development of children's series such as the Nancy Drew and Tom Swift books, ending with a consideration of such economic successes as the Harry Potter volumes. Additionally, Introduction to Children's Literature examines controversial children's writers including Mark Twain, Judy Blume and Maurice Sendak, in tandem with a survey of major critical approaches. English 154 is particularly appropriate for students planning careers in education at every level.

✉ENG 201 SURVEY OF SCIENCE FICTION

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101

Science Fiction is a class in genre literature that emphasizes the development of critical thinking skills through a survey of major authors and texts in the genre, including print and film versions. It promotes understanding of not only literature, but also science, sociology, and technology, and how those disciplines interact in the world we live in, how they did in the past, and how they may in the future. A method of evaluating literature in that multiple context is emphasized. Significant reading as well as film viewing will be utilized, and students will discuss and evaluate the various texts in terms of their significance in the development of science fiction and of how they relate to developments in the history of mankind.

ENG 202 SURVEY OF THE DESERT SOUTHWEST

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

Prerequisite: ENG 101 or placement via the testing/counseling process.

ENG 202 introduces students to the rich textual heritage of the Southwestern United States, taking into account linguistic, cultural, and ideological differences that have shaped the region over history. This course begins with an examination of pre-conquest literature and poetry of native peoples, moves through the history of the Spanish conquest, and ends with questioning dominant representations of life in the Southwest-language and bilingualism, heritage, syncretism, and hybridity. Students may expect to engage a wide range of texts, including case studies and oral histories, historical and political documents, poetry, and prose, and to be engaged in lively discussion of these readings and their ideas in class, to write papers on their reactions and their research, and to produce a term paper of significant length.

ENGLISH AS A SECOND LANGUAGE

ESL 080 BEGINNING LANGUAGE I

3 units Course length: 54 hours lecture

Prerequisite: Assessment and placement via multiple measures

This is a first-semester beginning ESL course for the non-native speaker. The course is designed to improve listening comprehension as well as to increase fluency and accuracy in spoken English. This course is offered as P/NP.

ESL 081 BEGINNING LANGUAGE II

3 units Course length: 54 hours lecture

Prerequisite: ESL 080 Beginning Language I or placement based on assessment process or demonstrated proficiency or CELSA score.

This is a second semester beginning ESL course for non-native speakers, which will further develop listening comprehension and oral language development. Students will learn and practice new vocabulary, develop listening skills, and prepare for intermediate language courses. This course is offered as P/NP.

ESL 082 INTERMEDIATE LANGUAGE I

3 units Course length: 54 hours lecture

Prerequisite: Successful completion of ESL 081 or placement via the testing/counseling process.

This is a first semester intermediate ESL course, which continues to build upon the listening/speaking competencies while emphasizing vocabulary development, reading and writing. This course is offered as P/NP.

ESL 083 INTERMEDIATE LANGUAGE II

3 units Course length: 54 hours lecture

Prerequisite: Successful completion of ESL 082 or placement via the testing/counseling process.

This is a second semester intermediate ESL course, which continues to build upon the listening/speaking competencies while emphasizing vocabulary development, reading, and writing. This course is offered as P/NP.

ESL 088 SUPPLEMENTAL SKILLS FOR ENGLISH AS A SECOND LANGUAGE®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in English as a Second Language course

This is a supplemental skills course for students who need and/or want additional assistance and review in English as a Second Language courses. This course is a credit class and requires corequisite enrollment in an ESL course. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

ESL 096 ADVANCED LANGUAGE I

3 units Course length: 54 hours lecture

Prerequisite: Successful completion of ESL 083 or placement via the testing/counseling process.

This course is the first semester of advanced ESL English. This course emphasizes reading, study and writing skills, and is designed to prepare students for college-level study. The course includes a review of grammatical structures and provides practice in syntactic fluency through speaking, reading, and writing. This course is offered as P/NP.

ESL 097 ADVANCED LANGUAGE II

3 units Course length: 54 hours lecture

Prerequisite: Successful completion of ESL 096 or placement via the testing/counseling process.

This is a second semester advanced language course. This course emphasizes reading, study, and writing skills, and is designed to prepare students for college-level study. The course includes a review of grammatical structures and provides practice in syntactic fluency through speaking and writing. This course is offered as P/NP.

ESL 098 LANGUAGE AND COMPUTER LITERACY

1 unit Course length: 18 hours lecture

This is a multi-level, integrated language and computer literacy course designed for the non-English or limited English speaker. This course will give the ESL student practice in English while providing access to the computer skills needed to enter today's technology-based society. Grammar topics are reviewed and combined with computer instruction using a communicative and cooperative-based approach. Students will develop job readiness skills by creating a portfolio of projects which include an office memo, a cover letter, and a resume.

FIRE SCIENCE TECHNOLOGY

FST 080 FIREFIGHTER BASIC SKILLS®

.25-24 units Course length: 5-336 hours lecture, 5-362 hours laboratory

Prerequisite: Currently employed as a first responder or have been accepted into a training program.

This course is designed to assure a basic and predictable level of safety, knowledge, skills and abilities among those individuals destined for assignment to an industrial fire crew. This course is repeatable.

FST 085 HAZ MAT FOR HEALTHCARE

.5 units Course length: 16 hours lecture

Prerequisite: Currently employed as a first responder or have been accepted into a training program.

This course is designed to assure a basic and predictable level of safety, knowledge, skills and ability to correctly handle hazardous materials incidents in a healthcare facility. This class is offered as Pass/No Pass.

FST 086 EXPLORER ACADEMY

2 units Course length: 22 hours lecture, 32 hours laboratory

Prerequisite: Applicants must have parental/guardian consent per sponsoring agency policy.

This course is designed to provide the Fire Science Scout with an overview of the basic fire science technology. The course will focus on emergency medical services, hose evolutions, ladder evolutions, breathing apparatus, auto extrication, and truck company operations and tools. This course may be offered as Pass/No Pass.

FST 100 FIRST RESPONDER – FIRST AID AND CPR®

2.5 units Course length: 40 hours lecture, 16 hous laboratory

Prerequisite: Must be employed as a first responder or have instructor approval.

This is a lecture course combined with hands-on advanced First Aid and Cardiopulmonary Resuscitations (CPR) for basic life support pre-hospital care providers. This course is repeatable. This course may be offered Pass/No Pass.

FST 101 FIRST RESPONDER RECERTIFICATION – FIRST AID AND CPR

1 unit Course length: 14 hours lecture, 10 hours laboratory

Prerequisite: Must be employed as a first responder or have instructor approval. Must have successfully completed First Responder, First Aid and CPR and possess a current First Aid and CPR card.

This a lecture course combined with hands-on advanced First Aid and Cardiopulmonary Resuscitations (CPR) for basic life support pre-hospital care providers. It is a review/recertification of the First Responder, First Aid and CPR course. This course is repeatable. This course may be offered Pass/No Pass.

FST 102 INTRODUCTION TO FIRE SCIENCE®

2 units Course length: 40 hours lecture

CSU

This course will prepare students for an entry level career in the fire science field by providing them with necessary knowledge of the subject matter necessary for a fire professional career. It will enable the student to decide which career path in fire protection or prevention, both public and private, is most suitable for them. This course is repeatable. This course may be offered as Pass/No Pass.

FST 103 FIRE INVESTIGATION I®

2 units Course length: 40 hours lecture

CSU

This course will prepare students for an entry level career in the fire science field by providing them with the necessary knowledge of the subject matter necessary for a fire professional career. It will enable the student to decide which career path in fire protection or prevention, both public and private, is most suitable for them. This course is repeatable. This course may be offered as Pass/No Pass.

FST 104 FIRE FIGHTING APPARATUS

3 units Course length: 54 hours lecture

CSU

Provides knowledge and information that Apparatus Operators must possess to drive, operate and maintain their firefighting equipment competency, regardless of whether they use the modern equipment or apparatus that is many years old. It also suggests guidelines for developing sound firefighting procedures and expanding coverage of modern firefighting strategy and tactics. This course may be offered as Pass/No Pass.

FST 105 INTRODUCTION TO RESCUE SYSTEMS®

.25 units Course length: 4 hours lecture, 12 hours laboratory

Prerequisite: Must be employed as a first responder or have instructor approval.

This course includes: rescue team organization; rescue considerations; use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; and simulated rescue exercises. This course is repeatable. This course may be offered as Pass/No Pass.

FST 106 AUTO EXTRICATION

.5 units Course length: 8 hours lecture, 8 hours laboratory

Prerequisite: Must be employed as a first responder or have instructor approval.

This course provides the students with hands-on experience in the procedures and systems utilized during an automobile extrication. Subjects covered include auto extrication size-up, types of incidents, safety precautions, ICS for auto extrication; types of hand and power tools, removing windows, opening doors, removing roofs, pulling steering wheels, rolling dashboards, stabilization of vehicles, and simulated rescues of trapped victims. This course may be offered as Pass/No Pass.

FST 107 TRUCK OPERATIONS

3 units Course length: 40 hours lecture, 40 hours laboratory

Prerequisite: Must be employed as a first responder or have instructor approval.

This course includes: Aerial physics; ground ladder construction, inspection, repair, and evolutions; positive power ventilation techniques; vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment; high rise building command procedures; elevator construction and rescue techniques; building search and rescue systems. This course may be offered as Pass/No Pass.

FST 108 STRUCTURAL COLLAPSE RESCUE

2 units Course length: 10 hours lecture, 50 hours laboratory

CSU

Prerequisite: Currently employed as a first responder

The course will present an overview of the hazards, techniques, and practices associated with rescue in collapsed multi-story structures. Emphasis is placed on situations where the victim's location is unknown and the victims may be in heavily trapped areas. This course is desinged to provide students with the necessary knowledge to safely construct a Class 3 horizontal and vertical channel shore. Class 3 shores are used when insufficient space is available to erect a FEMA 3 strut horizontal or vertical shore. This course may be offered as Pass/No Pass.

FST 109 ETHICAL LEADERSHIP IN THE CLASSROOM®

.5 units Course length: 8 hours lecture

CSU

This one-day course is designed to provide you with concepts and theories of the thical decision-making process, help you recognize the signs of an ethical dilemma, identify advantages and disadvantages of ethical behavior, and an opportunity to review examples of classroom situations in which instructors used thier leadership role to either encourage or discourage ethical behavior. Participants in this class will examine ethics, values, principles, and morality. This course may be offered as Pass/No Pass. This course is repeatable.

FST 110 RIVER AND FLOOD RESCUE OPERATIONS

1 unit Course length: 10 hours lecture, 20 hours clinic/field

This is the first of two courses that develops water rescue skills. This course will focus on self-rescue skills as well as water dynamics, handling hazards and obstacles, using basic rescue equipment, setting up technical rope systems, and controlling in-water contact rescues. Students will receive classroom and hands-on instruction. Students will have the opportunity to practice the water rescue skills during two days (20 hours) at the river site. This course may be offered as Pass/No Pass.

FST 111 RIVER AND FLOOD RESCUE TECHNICIAN®

.75 units Course length: 10 hours lecture, 10 hours clinic/field

CSU

Prerequisite: FST 110

This, the second of two water rescue courses, expands on swift water and flood rescue techniques and introduces students to new equipment and technical innovations. Students will receive classroom and hand-on instruction and will practice advanced rescue techniques with 10 hours at the river site. This course may be repeated as needed for re-certification. This course may be offered as Pass/No Pass.

FST 112 PERSONAL WATER CRAFT RESCUE®

1 unit Course length: 10 hours lecture, 20 hours laboratory

Prerequisite: Must be employed as a first responder or have instructor approval.

This course covers such topics as equipment types, capabilities and specifications, daily operation procedures, emergency operation guidelines, low to high risk rescue options, pre-planning, and helicopter and water craft operations regarding PWC rescue. This course is repeatable. This course may be offered as Pass/No Pass.

FST 114 DIVE RESCUE SEARCH AND RECOVERY®

.5 units Course length: 24 hours laboratory

Prerequisite: Must be employed as a first responder or obtabin instructor approval.

This course provides critical information on dive rescue search and recovery techniques. Key topics include: diver safety, diving physiology, rescue vs. recovery, equipment needs, communication techniques, search patterns, post search rescue and recovery, and incident considerations. This course requires a skill demonstration. This course is repeatable. This course may be offered as Pass/No Pass.

FST 115 DRIVER/OPERATOR I

2 units Course length: 10 hours lecture, 30 hours laboratory

Prerequisite: Must be employed as a first responder or obtain instructor approval.

This course is designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles. This course includes actual driving exercises under simulated emergency conditions. This course may be offered as Pass/No Pass.

FST 116 DRIVER/OPERATOR II

2 units Course length: 20 hours lecture, 20 hours laboratory

Prerequisite: Must be employed as a first responder or obtain instructor approval. Must have successfully completed FST 115.

This course is designed to provide the student with information on the operations of fire service pumps installed/ carried on emergency vehicles. This course will include actual hydraulic operations under simulated emergency conditions. This course may be offered asPass/No Pass.

FST 117 FIRE PREVENTION I

3 units Course length: 54 hours lecture

An introduction to the fire prevention and life safety through the study of the history of fire protection laws and development of regulations for the safeguarding of life and property from the hazards of fire and explosion by building design and construction. Also control of the use, storage and handling of hazardous materials. This course may be offered as Pass/No Pass.

FST 118 FIRE PREVENTION II

3 units Course length: 54 hours lecture

Prerequisite: FST 117

Fire and life safety code interpretation to assist in the enforcement of such rules and regulations. Principles of use of police powers, legal right of rules and regulations, legal right of entry, authority at fires and other emergencies, liability and investigations. This course may be offered as Pass/No Pass.

FST 119 WILDLAND SAFETY AND SURVIVAL®

.5 units Course length: 8 hours lecture

Prerequisite: Must be employed as a first responder or have instructor approval.

This course provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is; an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter's job. This course is repeatable. This course may be offered as Pass/No Pass.

FST 120 FIREFIGHTER SAFETY AND SURVIVAL®

.5 units Course length: 16 hours lecture

Prerequisite: Must be emplyed as a first responder or obtain instructor approval.

This course provides firefighters and potential firefighters with a knowledge of common firefighter injuries, the basics of accident and injury prevention, an appreciation of how serious the firefighter injury and death problem really is, an appreciation of his or her responsibility for reducing future injuries and deaths, and information for improving safety considerations through all aspects of the firefighter's job. This course is repeatable. This course may be offered as Pass/No Pass.

FST 122 FILM PRODUCTION SAFETY OFFICER®

1 unit Course length: 24 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval.

This course provides a basic knowledge of film production safety. Topics include: filming and fire code permits, licensing, the role of the safety officer, fire safety hazards associated with lighting generators, electrical cabling, set construction, studio versus warehouse filming, pyrotechnic special effects law and regulations, and stunt safety. This course incorporates pyrotechnic special effects and student demonstrations. This course is repeatable. This course may be offered as Pass/No Pass.

FST 124 FIRE CONTROL 3®

.25 units Course length: 9 hours clinic/field

Prerequisite: Must be employed as a first responder or obtain instructor approval.

This course is designed to keep firefighting personnel at a high level of skill in combating building fires. It utilizes the burning of an otherwise useless building for the purpose of increasing our firefighting experience and knowledge levels. It is designed to provide information on fire behavior, ventilation procedures and techniques, search and rescue, interior attack, exterior attack, basement firefighting, overhaul techniques, exposure protection, and an opportunity to attack a well involved building fire with several hand lines and master stream appliances. It also provides an excellent opportunity to train personnel in breathing apparatus survival. This course is repeatable. This course may be offered as Pass/No Pass.

FST 125 OPEN WATER PERSONAL WATERCRAFT TECH 1

1.5 units Course length: 20 hours lecture, 40 hours laboratory

CSU

Prerequisite: Acceptance to Los Angeles County Fire Department Recurrent Lifeguard Program.

This course provides advanced instruction in personal watercraft, surf line rescues of distressed swimmers, surfers, divers, kite surfers, windsurfers and boaters.

FST 126 OPEN WATER PERSONAL WATERCRAFT TECH 2

.5 units Course length: 10 hours lecture, 10 hours laboratory, 20 hours lecture/laboratory

CSU

Prerequisite: Successful completion of the OWPWC Tech 1 Course and acceptance to Los Angeles County Fire Department Ocean Lifeguard Specialist Program.

This is a continuation of the OWPWC Tech 1 course. It is designed to give the student additional development, implementation and evaluation of the PWC Tech 1 course. It gives the opportunity to apply major principles of learning through student teaching demonstrations.

FST 127 BASIC BOATING OPERATIONS

1.5 units Course length: 30 hours lecture, 10 hours clinic/field

CSU

This course provides instruction in coastal navigation. Major topics include nomenclature, rules of the road, navigation, and boat handling.

FST 128 RESCUE BOAT OPERATIONS

2 units Course length: 20 hours lecture, 20 hours laboratory, 40 hours lecture/laboratory

CSU

This course provides advanced instruction in operating a vessel in emergency rescue operations. Major topics include: boat handling, rescue at sea, electronics, and heavy weather handling.

FST 130 FIRE TACTICS & STRATEGY

3 units Course length: 54 hours lecture

CSU

Principles of fire control through the utilization of manpower, equipment, and extinguishing agents on the fire ground. This course may be offered as Pass/No Pass.

FST 131 FIRE COMMAND 2E WILDLAND FIRE CONTROL I®

3 units Course length: 54 hours lecture

Prerequisite: Must be employed as a first responder or have instructor approval. Must have completed I-300, Fire Command 1C, Fire Command 2A

This course contains such topics as California's wildland fire problem, wildland fire safety, weather effects, wildland fuels, wildland fire behavior, initial attack methods, using support equipment, using topographic maps, strategy and tactics, and air attack operations. Involves class participation and simulation. This course is repeatable. This course may be offered Pass/No Pass.

FST 133 INTRODUCTION TO WILDLAND FIRE BEHAVIOR®

.5 units Course length: 8 hours lecture

This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. This course is repeatable. This course may be offered as Pass/No Pass.

FST 134 BASIC WILDLAND FIREFIGHTER ACADEMY

2 units Course length: 32 hours lecture, 35 hours laboratory

This course prepares the novice wildland firefighter for successfully combating wildland fires as part of either an engine or hand crew. Subjects covered include: basic fire chemistry, terminology, wildland fuels and fuel loads, wildland fire behavior, firefighting tools, survival techniques, protective clothing and equipment and basic wildland firefighting strategies and tactics. This course may be offered as Pass/No Pass.

FST 135 FIRE SUPPRESSION AND EMERGENCY MEDICINE, LEVEL I®

1 unit Course length: 50 hours laboratory

CSU

Prerequisite: California State Certified Firefighter 1, EMT 1 or Paramedic Certification

Designed to meet required and mandated training standards for professional firefighters in California. Meets or exceeds fire suppression training required by OSFM, Sensitivity & Harassment training required by DOJ, continuing education for EMT I or EMT/Paramedic required by Los Angeles County DHS & State of California, OSHA & Cal OSHA mandated safety training. This course may be repeated.

FST 136 FIRE SUPPRESSION AND EMERGENCY MEDICINE, LEVEL II®

2 units Course length: 108 hours laboratory

CSU

Prerequisite: California State Certified Firefighter 1, Certified EMT 1 or Paramedic, California State Firefighter 2 certification or in-progress.

Designed to exceed required and mandated training standards for professional firefighters in California. Exceeds fire suppression training required by OSFM, Sensitivity & Harassment training required by DOJ, continuing education for EMT I or EMT/Paramedic required by Los Angeles County DHS & State of California, OSHA & Cal OSHA mandated safety training. This course may be repeated.

FST 137 FIRE SUPPRESSION AND EMERGENCY MEDICINE, LEVEL III®

2.25 units Course length: 125 hours laboratory

CSU

Prerequisite: California State Certified Firefighter 1 & 2, Certified EMT 1 or Paramedic, 2 years experience in position.

Designed to exceed required and mandated training standards for professional firefighters in California and provide career development and advancement opportunities. Assists in the development of skills and training required for advancement to a higher rank. Exceeds fire suppression training required by OSFM, Sensitivity & Harassment training required by DOJ, continuing education for EMT I or EMT/Paramedic required by Los Angeles County DHS & State of California, OSHA & Cal OSHA mandated safety training. This course may be repeated.

FST 138 FIRE SUPPRESSION AND EMERGENCY MEDICINE, LEVEL IV®

3 units Course length: 150 hours laboratory

CSU

Prerequisite: California State Certified Firefighter 1 & 2, Certified EMT 1 or Paramedic, 3 years experience in public safety.

Designed to exceed required and mandated training standards for professional firefighters in California and provide career development and advancement opportunities. Designed for the development of skills and training required for career advancement by experienced personnel who have recently been promoted or are expected to promote in the near future. Exceeds fire suppression training required by OSFM, Sensitivity & Harassment training required by DOJ, continuing education for EMT I or EMT/Paramedic required by Los Angeles County DHS & State of California, OSHA & Cal OSHA mandated safety training. This course may be repeated.

FST 139 ICS FOR EMERGENCY MEDICAL SERVICES (NATIONAL FIRE ACADEMY)

.25 units Course length: 8 hours lecture, 6 hours laboratory

This course is for Emergency Medical Services workers in both public and private providers. The student will be introduced to the concepts of the Incident Command System (ICS) specific to Emergency Medical Services. This course may be offered as Pass/No Pass.

FST 140 ESSENTIALS OF FIRE FIGHTING®

8.25 units Course length: 93 hours lecture, 170 hours laboratory

CSU

Prerequisite: Must be employed as a first reponder or obtain instructor approval

This course is suited for entry-level firefighters or those who wish to be a firefighter. This course provides the firefighter with the knowledge and skills to safely perform firefighter duties under minimal supervision essential and advanced fireground tasks. Additionally, the student will be able to perform basic resue operations, basic fire prevention and fire investigation tasks and to use, inspect, and maintain fire fighting and rescue equipment. This course is one of five courses offered by Palo Verde College that culminate in and satisfy the requirements for a California State Fire Marshal Fire Fighter I certification.

FST 142 JUNIOR LIFEGUARD CADET

3 units Course length: 40 hours lecture, 16 hours laboratory

CSU

Prerequisite: Completion of three years as a Los Angeles County Junior Lifeguard

This course provides more stimulating and challenging experience to 16 and 17 year old Junior Lifeguards who are interested in becoming Ocean Lifeguards. It is designed to maximize cadets' knowledge of lifeguard operations, ocean conditions, ocean rescue techniques, physical training, competition, first aid, and CPR. The students will lifeguard under the supervision of a Los Angeles County Lifeguard.

FST 143 JUNIOR LIFEGUARD INSTRUCTOR

2 units Course length: 30 hours lecture, 20 hours laboratory

CSU

Prerequisite: Acceptance in the Los Angeles County Fire Department Recurrent Lifeguard Program.

This course is designed to give the Junior Lifeguard Instructor additional development and support material to instruct a Junior Lifeguard program.

FST 144 OCEAN LIFEGUARD TRAINING ACADEMY

8 units Course length: 88 hours lecture, 132 hours laboratory, 80 hours clinic/field

CSU

Prerequisite: Admission to Los Angeles County Fire Department Recurrent Lifeguard Program.

This is an introductory course to prepare the student for the employment as an ocean lifeguard. Major topics include: CPR, first aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, and environment hazard identification.

FST 145 OCEAN LIFEGUARDING SPECIALIST

5 units Course length: 34 hours lecture, 10 hours laboratory, 6 hours lecture/laboratory, 160 hours clinic/field
CSU

Prerequisite: Completion of a 1000 meter swim in 15 minutes, possess EMT certifications and be Code 3 Driving certified.

This course provides instruction in contemporary ocean lifeguard knowledge and skills. Major topics include: emergency organizational and command development, physical fitness, personal safety, marine fire suppression, use of specialized rescue equipment, swiftwater rescue, ordinance enforcement, specialized rescue techniques, communications, and emergency medical techniques.

FST 146 RECURRENT LIFEGUARDING IN-SERVICE TRAINING

1.5 units Course length: 13 hours lecture, 7 hours laboratory, 40 hours clinic/field
CSU

Prerequisite: Acceptance in the Los Angeles County Fire Department Recurrent Lifeguard Program.

This course provides instruction in ocean lifeguard knowledge and skills. Major topics include: physical fitness, surf and beach conditions, environmental hazards, equipment, life saving techniques, first aid and rescuer safety.

FST 147 ADVANCED RESCUE DIVER IN-SERVICE TRAINING

2 units Course length: 10 hours lecture, 40 hours laboratory, 50 hours clinic/field
CSU

Prerequisite: Current NAUI Dive Certification and acceptance to Los Angeles County Fire Department Recurrent Lifeguard Program.

This course provides advanced instruction in emergency rescue scuba diving. Major topics include: Dive physics, human physiology and medical aspects of diving, and safety of the rescuer and team. The purpose, features, types and uses of dive equipment, underwater environment dive skills, repetitive diving. Underwater navigation, deep diving, search and recovery salvage.

FST 149 HAZMAT TRANSPORTATION®

.5 units Course length: 9 hours lecture
CSU

This training is required for employees of businesses that offer hazardous material for transportation; package, mark, or label hazardous material for transportation; load or unload hazardous materials transport vehicles; transport hazardous material; receive and forward packages containing hazardous materials; manufacture packaging for use in transporting hazardous materials; test hazardous material packaging. DOT requires training every three years. 49 Code of Federal Regulations, Part 172 will be the main part covered in this course. Other parts may be taught based upon student needs and at the discretion of the instructor. This course is repeatable. This course may be offered Pass/No Pass.

FST 150 HAZ MAT – FIRST RESPONDER OPERATIONS

1 unit Course length: 16-24 hours lecture

This is a lecture course (Operational Level) that prepares the student to react to a hazardous material emergency. This course is designed to train participants how to respond defensively to a hazardous materials release. This is intended to be an initial response effort to this type of emergency. This class will satisfy the state and federal requirements for those working with the potential of, or responding to, a hazardous material incident. This course may be offered as Pass/No Pass.

FST 151 HAZ MAT – FIRST RESPONDER AWARENESS®

.5 unit Course length: 8 hours lecture

This is an 8 hour course that prepares the student to react to a hazardous material emergency. It is a federal and state required class for employees (maintenance workers, groundskeepers, warehouse persons and the like) who work in an industry where hazardous materials are utilized. This course is intended to be a minimal response effort to this type of emergency (identify the material, isolate the area, deny entry and notify response agencies). This course is repeatable. May be offered Pass/No Pass.

FST 152 BASIC CHEMISTRY

2 units Course length: 40 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval, FST 150 is desirable.

This class provides the student with a fundamental understanding of inorganic and organic chemistry as it applies to hazardous materials. This course will cover the introduction to the periodic table, ionic and covalent compunds including salts and non-salt compounds, hydrocarbons and hydrocarbon derivatives, a review of the DOT classes of hazardous materials will also be covered. This course may be offered as Pass/No Pass.

FST 153 APPLIED CHEMISTRY

2 units Course length: 40 hours lecture

Prerequisite: FST 152. Must be employed as a first responder or obtain instructor approval.

Applies a basic understanding of inorganic and organic chemistry to the field identification and management of hazardous materials. The Hazardous Material Technician will learn procedures for taking samples in the field and applying analytical methods to identify and characterize unknown hazardous materials. Students will learn analytical methods to identify flammables, corrosives, oxidizers, peroxides, reactives, and radioactives. This course may be offered as Pass/No Pass.

FST 154 INCIDENT CONSIDERATIONS

2 units Course length: 40 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval; FST 150, FST 151 or FST 153.

Provides the student with the fundamentals of safety as applied to a hazardous materials emergency incident. This class covers federal and state laws dealing with hazardous materials. The students will learn resources which may be used in gathering information for determining levels of personal protection. They will learn to use monitoring equipment. This course may be offered as Pass/No Pass.

FST 155 TACTICAL FIELD OPERATIONS

2 units Course length: 40 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval; FST 154.

Provides the student with the fundamentals of hazard and risk management as applied to hazardous materials emergencies. The Department of Transportation Guide Book on various chemicals will be utilized. Description of fixed facilities (Industrial Plants) and various transportation systems that use hazardous materials in business ventures will be discussed. This includes airports, pipelines, maritime, motor vehicles and rail car. This course may be offered as Pass/No Pass.

FST 157 SPECIALIZED MITIGATION TECHNIQUES MODULE F, HAZ-MAT SPECIALIST®

2 units Course length: 40 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval and have successfully completed: FST 150 or FST 161.

Provides the student with the fundamental skills required to operate the necessary tools and equipment for mitigating hazardous materials incidents. A manipulative skill session with hands-on training utilizing the various tools and equipment in accomplishing the methods of controlling spills and leaks of hazardous materials. This course is repeatable. This course may be offered as Pass/No Pass.

FST 158 ADVANCED FIELD OPERATIONS MODULE G, HAZ-MAT SPECIALIST®

2 units Course length: 40 hours lecture

Prerequisites: Must be employed as a first responder or obtain instructor approval and have successfully completed: FST 150, 161-164, and FST 152-157.

Provides the student with the fundamental skills required to fulfill all positions in the ICS during a hazardous materials incident and to operate the necessary tools and equipment for mitigating hazardous materials incidents. This course will include hands-on manipulative exercises demonstrating the skills. This course is repeatable. This course may be offered as Pass/No Pass.

FST 159 IS-200 BASIC INCIDENT COMMAND SYSTEM (ICS)®

1 unit Course length: 16 hours lecture

The five primary functions of the ICS is featured: Management by objectives, unity and chain of command, transfer of command, organizational flexibility, unified command, span of control, common terminology, personnel accountability, integrated communications, resources management, and the incident action plan. This course is repeatable and may be offered as Pass/No Pass.

FST 160 WASTE CLEAN-UP OPERATIONS

2 units Course length: 40 hours lecture

This course will address the elements necessary for Hazardous Waste Site Workers. It will follow the guidelines of 29 CFR 1910.120. The course is an intensive 40 hours of interactive lectures, workgroup activities and quizzes. This course is suitable for routine site employees, their supervisors and/or managers. This course may be offered as Pass/No Pass.

FST 161 HAZ MAT – INCIDENT COMMAND SYSTEMS®

1 unit Course length: 18 hours lecture

Prerequisite: FST 150. NOTE: This is not a State Fire Marshal Certified course.

This course will enable Haz-Mat response and support personnel to understand and implement the Incident Command System (ICS) on hazardous materials incidents. This course will focus and train students in hazardous materials ICS specifically and identifies Haz-Mat ICS positions in detail. The requirements for use and position specific matter will be presented. This course is suitable for engine/truck/EMS company members, Haz-Mat team members and command personnel both from the public and private sectors. This course is repeatable. This course may be offered as Pass/No Pass.

FST 162 ICS-300 INTERMEDIATE INCIDENT COMMAND SYSTEM (ICS)®

1.5 units Course length: 24 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval and must have successfully completed: FST 150.

This course enables the student to understand nationally accepted Incident Command System (ICS) under NIMS that deals in the affairs of all risk management system. This is a system that is indicated by law (Federal & State) to be used in all risk emergencies. The student will be lectured on the management positions established by the ICS. This course is repeatable. This course may be offered Pass/No Pass.

FST 163 IS-400 ADVANCED INCIDENT COMMAND SYSTEM (ICS)®

1.25 units Course length: 22 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor permission and have successfully complete FST 150.

This Advanced Incident Command System course enables the student to understand nationally mandated NIMS Incident Command System (ICS) that deals in the all risk management of emergencies. This is a system that is indicated by law (Federal & State) to be used in all incident levels including Type 1 through 5. The student will be lectured on the managment positions established by the ICS. This is a repeatable course and may be offered as Pass/No Pass.

FST 164 HAZ MAT – INCIDENT COMMAND SYSTEMS REFRESHER

.5 units Course length: 9 hours lecture

Prerequisite: FST 162

This course (Refresher Level) enables the student to understand nationally accepted Incident Command System (ICS) that deals in the management of a Hazardous Material incident. This is a system that is indicated by law (Federal & State) to be used in hazardous material emergencies. The student will be lectured on the management positions established by the ICS. This course may be offered as Pass/No Pass.

FST 165 CONFINED SPACE RESCUE OPERATIONS

1 unit Course length: 10 hours lecture, 30 hours laboratory

This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. This course may be offered as Pass/No Pass.

FST 166 CONFINED SPACE RESCUE AWARENESS
.5-1 unit Course length: 9-18 hours lecture
This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring, and confined area operation perimeters. This course may be offered as Pass/No Pass.

FST 167 CONFINED SPACE III
.5 units Course length: 9 hours lecture
This course (Refresher Level) will give participants an overview of the new OSHA regulations as well as the current new ANSI standards relative to confined space rescue. This course may be offered as Pass/No Pass.

FST 168 HAZ MAT REGULATIONS – WAREHOUSE PERSONNEL & DRIVERS
.5 units Course length: 9 hours lecture
This course (Refresher Level) will give participants an overview of the new OSHA regulations as well as the current new ANSI standards relative to confined space rescue for individuals responsible for storing, handling or transporting hazardous materials. This course may be offered as Pass/No Pass.

FST 169 BASIC HAZ CAT
.5 units Course length: 9 hours lecture
This course (Refresher Level) teaches individuals how to recognize Haz Mat materials by their labels and signage. Students will learn how to categorize materials and which labels to use in identifying hazardous materials. This course may be offered as Pass/No Pass.

FST 170 INTERMEDIATE HAZ CAT
.5 units Course length: 9 hours lecture
Prerequisite: FST 169
This is the second course (Refresher Level) in a series of three which teaches individuals how to recognize Haz Mat materials by their labels and signage. Students will learn how to categorize materials and which labels to use in identifying hazardous materials. This course may be offered as Pass/No Pass.

FST 171 ADVANCED HAZ CAT
.5 units Course length: 9 hours lecture
Prerequisite: FST 170
This is the third course (Refresher Level) in a series of three which teaches individuals how to recognize Haz Mat materials by their labels and signage. Students will learn how to categorize materials and which labels to use in identifying hazardous materials. This course may be offered as Pass/No Pass.

FST 172 TSD FACILITY TRAINING
1.5 units Course length: 27 hours lecture
This course satisfies required training (29 CFR 1910.120) for TSD (Treatment/Storage/Disposal/Waste Sites) facilities. Emphasis is placed on teamwork and proper use of environmental monitoring instruments, personal protective clothing and equipment, and participation in a series of realistic, hands-on exercises, demonstrations and simulations. Topics include: Hazardous Materials Identification System, Medical Surveillance, Employee Risk Analysis, Personal Protective Equipment, Respiratory Protection, Site Survey, Monitoring Instruments, and Decontamination. This course may be offered as Pass/No Pass.

FST 173 RESCUE SYSTEMS I
1.5 units Course length: 40 hours lecture
Key topics include: Heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges, cutting/prying and hydraulic tools; use of fire service ladders in specialized rescue situations; day and night simulated rescue exercises. This course may be offered as Pass/No Pass.

FST 174 RESCUE SYSTEMS II
2 units Course length: 40 hours lecture
Key topics include: Lifting and moving heavy objects; advanced shoring; advanced rope rescue techniques; power tools and techniques; review Rescue Systems I skills (knots, seat and chest harness, stokes lashing, mechanical advantage systems); structural aspects of collapse. This course may be offered as Pass/No Pass.

FST 175 LOW TO HIGH ANGLE TECHNICAL ROPE RESCUE

1.5 units Course length: 24 hours lecture/laboratory

This course covers both low and high angle lowering and raising systems for lifter transportation. Topics include knots, harness and anchor systems, rappelling and pick-off techniques. This course material is certified by the California State Fire Marshall. This course may be offered as Pass/No Pass.

FST 176 BASIC HIGH-RISE FIRE OPERATIONS AND TACTICS

.25 units Course length: 6 hours lecture, 10 hours laboratory

This course prepares the student for fire suppression and rescue operations in the high-rise building environment. It is approached from an operational basis and is applied to both small and large high-rise buildings. Topics include: pre-fire planning, building inventory, ventilation methods, water supply, elevators, life safety, and application of the Incident Command System, and specific responsibilities. This course may be offered as Pass/No Pass.

FST 177 INTRODUCTION TO WEAPONS OF MASS DESTRUCTION

.25 units Course length: 4 hours lecture, 4 hours laboratory

CSU

Prerequisite: Currently employed as a first responder or have been accepted into a training program.

This course provides instruction for law enforcement personnel in weapons of mass destruction (WMD). This introductory course is designed to prepare first responders to recognize a terrorist attack with the risk of WMD. This course covers the use of self protective measures, establishing effective scene perimeters, and the use of state regulated Incident Command Systems.

FST 178 INSTRUCTOR 1A, INSTRUCTIONAL TECHNIQUES®

2 units Course length: 32 hours lecture, 8 hours laboratory

This is the first of a two course series. Topics include: The Occupational Analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, lesson plan development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all. This course is repeatable. This course may be offered as Pass/No Pass.

FST 179 INSTRUCTOR 1B, INSTRUCTIONAL TECHNIQUES®

2 units Course length: 32 hours lecture, 8 hours laboratory

Prerequisite: FST 178

This is the second of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. This course is repeatable. This course may be offered as Pass/No Pass.

FST 182 MANAGEMENT I

2 units Course length: 40 hours lecture

This course is one of eight courses required for State Fire Officer I Certification. It is designed for the new or potential company officer who has had no or little exposure to the world of Management and Supervision. The course is divided into three sections: (1) The Company Officer as a Leader, (2) Internal/External Influences and, (3) The Company Officer in the Work Place. This course will prepare fire service personnel for the transition from Fire Fighter to Fire Officer by teaching them the skills and responsibilities required for First Level Supervision. This course may be offered as Pass/No Pass.

FST 183 TERRORISM: WEAPONS OF MASS DESTRUCTION®

1 unit Course length: 18 hours lecture

CSU

Prerequisite: Student must be a First Responder or gain permission of instructor.

The use of weapons of mass destruction - chemical, biological, nuclear, radiological, explosive or incendiary weapons - has marked not only a fundamental change in what man will use in war, but in what terrorists will use against innocent civilian victims. This topic is approached from several perspectives so that students come away with a thorough understanding of the weapons available to terrorists, the actual historical development and uses of such weapons and the current threat potential. The course will also cover pre-incident indicators and first responder concerns. This course is repeatable. This course may be offered Pass/No Pass.

FST 184 FIRE TECHNOLOGY M2D

2 units Course length: 40 hours lecture

This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis, and others. This course may be offered as Pass/No Pass.

FST 185 STAGING AREA MANAGER

.25 units Course length: 8 hours lecture

This course is designed to enable the student to perform as an effective Staging Area Manager during an incident being managed according to ICS (Incident Command System). This course includes topics such as: staging area layout, check-in and organization, staging area management, and completion of associated ICS forms. This course may be offered as Pass/No Pass.

FST 186 FIRE MANAGEMENT 2C M2C

2 units Course length: 40 hours lecture

This course is designed to provide the fire manager with advanced knowledge and insight of fire personnel, human resource, diversity management, legal mandates, labor relations, and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. This course may be offered as Pass/No Pass.

FST 187 INTERMEDIATE INCIDENT COMMAND SYSTEM

.5 units Course length: 8 hours lecture, 16 hours laboratory

This course provides Public Safety managers/supervisors and potential Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. This course may be offered as Pass/No Pass.

FST 188 ADVANCED INCIDENT COMMAND SYSTEM

.5 units Course length: 8 hours lecture, 16 hours laboratory

This course provides Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event. Defines terminology, common responsibilities and roles of the Incident Command System. This course may be offered as Pass/No Pass.

FST 189 DIVISION/GROUP SUPERVISOR

.5 units Course length: 16 hours lecture

Recommended: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.

The primary purpose of the Division/Group Supervisor course is to provide potential Division/Group Supervisors with the management skills necessary to perform a specific function within the Incident Command System (ICS). This course may be offered as Pass/No Pass.

FST 193 PUBLIC EDUCATION TRAINING

2 units Course length: 40 hours lecture

Systematic planning process for public education; use of communication skills; working with the media; integrating programs into schools; gaining community support; fire safety for children; creating and using audio/visual resources; idea and resource sharing; and program evaluation techniques will be learned. This course may be offered as Pass/No Pass.

FST 194 FIRE MANAGEMENT 2A

1.5 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Management 1

Organizational Development and Human Relations – This course provides information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of your firefighters, managing human relations, group dynamics, conflict solution and more. This course is designed for chief officers, company officers, staff officers, training officers, and other fire service managers.

FST 195 FIRE MANAGEMENT 2B

1.5 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Management 1, Fire Management 2A

Fire Service Financial Management – This course is designed to provide insight into the cyclical nature of budgeting and financial management. As a management course, the student will become familiar with essential elements of the financial planning, budget preparation, budget justification, and budget controls. This course is designed for chief officers, company officers, staff officers, and other fire service managers.

FST 196 FIRE SCIENCE ADMINISTRATION, LEVEL I ®

2.25 units Course length: 40 hours lecture

CSU

Designed for the development of skills and training required for career advancement by experienced personnel whose primary responsibilities involve administrative duties. This course may be repeated.

FST 197 COMMAND 2A, COMMAND TACTICS AT MAJOR FIRES

2 units Course length: 40 clock hours

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations, and communication/management techniques for use in unified command structures and areas of geographical division separation. This course may be offered as Pass/No Pass.

FST 198 COMMAND 2B

1.5 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Command 1B, Fire Command 2A, I-220 (Basic ICS)

Management of Major Hazardous Materials Incidents – This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, litigation and liabilities of hazardous materials responses. This course is designed for chief officers, company officers, and training officers.

FST 199 COMMAND 2C

1.5 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Command 2A, I-220 (Basic ICS)

High Rise Fire Tactics – The course is approached from a system basis and is applied to both small and large high-rise buildings. Topics include: Prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the ICS, and specific responsibilities. Case studies and simulation are used.

FST 200 FIRE COMMAND I

2 units Course length: 40 hours lecture

This is the first of a two course series and is a standard State Board of Fire Services accredited course. It is one of the eight courses required for State Fire Officer I Certification. The course provides the student with an introduction to Fireground Command Operations including elements of Fire Behavior, Fireground Management and use of Fireground Resources. The course uses basic I.C.S. techniques and is designed to give the new Fire Officer an understanding of overall Fireground Operations. This course may be offered as Pass/No Pass.

FST 201 FIRE COMMAND 1B®

1.5 units Course length: 40 hours lecture

CSU

This course provides instruction in tactics and strategies and scene managment principles for incidents involving hazardous materials. This course includes areas of discussion on identification and hazard mitigation, decontamination, protective clothing, environmental concerns and legal issues. This course is repeatable. This couse may be offered as Pass/No Pass.

FST 202 FIRE COMMAND M2E

2 units Course length: 24 hours lecture, 16 hours laboratory

This course provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. This course may be offered as Pass/No Pass.

FST 203 FIRE COMMAND 2D

1.5 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Command 2A, I-220 (Basic ICS)

Planning for Large Scale Disasters – Key topics include: Principles of disaster planning and management, fire service emergency plans, emergency operation centers, case studies of various natural and man-made disasters, and roles of local, state and federal OES and emergency management agencies, discussion of multi-hazard and ICS planning techniques, and principles of exercising emergency management staffs.

FST 204 FIRE COMMAND 1C®

2 units Course length: 40 hours lecture

CSU

Prerequisite: Must be employed as a first resopnder or have instructor approval. Must have completed I-200, Fire Command 1A

This coursee is desinged around the responsibilities of the Company Officer at a wildland/urban interface incident. It will bring the structural Company Officer out of the city and into the unrban/interface. This course is repeatable. This course may be offered Pass/No Pass.

FST 205 FIRE INVESTIGATION I

2 units Course length: 40 hours lecture

This course provides the participants with an introduction and basic overview of fire scene investigation. It is also one of eight courses that comprise the educational requirements for State Fire Officer I Certification. The focus of this course is to provide information on fire scene indicators and to introduce fire personnel to concepts of investigation. This is the first of two courses required for the Fire Officer and Fire Investigator I Certification from the California State Fire Marshall's Office. This course may be offered as Pass/No Pass.

FST 206 FIRE INVESTIGATION II

2 units Course length: 40 hours lecture

Prerequisite: FST 205

This course provides the participants with an introduction and basic overview of fire investigation techniques. The focus of this course is to provide information that will allow the students to properly perform the investigation of a fire scene. This is the second of two courses required for the Fire Investigator I Certification from the California State Fire Marshall's Office. This course may be offered as Pass/No Pass.

FST 207 MEDICAL UNIT LEADER

.25 units Course length: 8 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval
Required: Valid California EMT-1 Certification or equal

This course provides the information necessary for the qualified student to perform as an effective Medical Unit Leader on any ICS management incident. Topics covered include: organization orientation; duties and responsibilities; Medical Emergency Plan formulation; and medical unit operations. Total of 8 hours lecture. This course may be offered as Pass/No Pass.

FST 208 FIRE COMMAND 2D®

2 units Course length: 40 hours lecture

Prerequisite: Must be employed as a first responder or instructor approval. Must have successfully completed FST 197.

This course includes principles of disaster planning and management, fire service emergency plans, emergency operations centers, case studies of various natural and man made disasters, and roles of local, state and federal OES and emergency management agencies, discussion of multi-hazard planning techniques, ICS and SEMS concecpts, and principles of exercising emergency management staff. This course is repeatable. This course may be offered as Pass/No Pass.

FST 209 MASTER INSTRUCTOR

2 units Course length: 20 hours lecture, 20 hours laboratory

Prerequisite: Instructor 1A, 1B, 2A, 2B & 2C

This course provides information necessary to conduct the Instructor 1A, 1B, 2A, 2B & 2C courses and gives additional instruction in classroom communications. This course is mandatory for a person who wishes to teach Instructor 1A or 1B. Teaching demonstrations are required of all participants. This course may be offered as Pass/No Pass.

FST 210 STRIKE TEAM LEADER S330

1.5 units Course length: 24 hours laboratory

Prerequisite: Must be employed as a first responder or obtain instructor approval.

This course is designed to meet the training requirements for the positions of Task Force Leader and Strike Team Leader. The course is designed to be interactive with several scenarios and exercises. This course may be offered as Pass/No Pass.

FST 211 SIMULATOR TRAINING®

.25 units Course length: 8 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval.

Principles of fire command are taught through the utilization of structured scenarios. Each participant will be the Incident Commander for a 30-minute scenario. Students will be evaluated on their ability to function in this role. This course is repeatable. This course may be offered as Pass/No Pass.

FST 212 FIRE MANAGEMENT 2D - MASTER PLANNING®

2 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Management 1, Fire Management 2A

This course provides information and discussion centering on program planning, master planning, forecasting, system analysis, system design, policy analysis, and others. This course is repeatable. This course may be offered Pass/No Pass.

FST 213 FIRE MANAGEMENT 2E®

2 units Course length: 40 hours lecture

CSU

Prerequisite: Fire Management 2A

This course provides an overview of contemporary management issues and concepts. Key topics include: Governmental relations, changing settings/policy formation, program management, personnel, labor relations, and legal environment. Designed for Chief Officers, Company Officers, and functional managers. This course is repeatable. This course may be offered Pass/No Pass.

FST 215 STRIKE TEAM LEADER-ENGINE

.75 units Course length: 16 hours lecture

Prerequisite: Must be employed as a first responder or obtain instructor approval.

This course covers the basic responsibilities of an Engine Strike Team Leader. Subjects covered include: The strike team concept, types of strike teams, pre-incident responsibilities, assembly and travel, incident arrival and check-in, assigned/available status, out-of-service status, and demobilization/release. This course may be offered as Pass/No Pass.

FST 216 INSTRUCTOR 2A TECHNIQUES OF EVALUATION®

2 units Course length: 40 hours lecture

Prerequisite: Instructor 1A & 1B

This course provides the Instructor and/or supervisor with the techniqes of evaluation. It includes: Construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security, and evaluation of test results to determine instructor and student effectiveness. Essential course for writing valid, objective tests. This course is repeatable. This course may be offered as Pass/No Pass.

FST 217 INSTRUCTOR 2B GROUP DYNAMICS AND PROBLEM SOLVING®

2 units Course length: 40 hours lecture

Prerequisite: Instructor 1A & 1B

This course is designed to develop leadership skills. Group dynamics, problem-solving techniques, and interpersonal relations are utilized in staff meetings, brainstorming sessions, and conference meetings. Skills are developed for conducting formal public meetings, panel discussions, and forums. This course is repeatable. This course may be offered as Pass/No Pass.

FST 218 INSTRUCTOR 2C EMPLOYING AUDIOVISUAL AIDS®

2 units Course length: 40 hours lecture

Prerequisite: Instructor 1A & 1B

This course covers the principles and selection of media in the instructional process, employment of basic and advanced forms of instructional media, use of computers in the instructional process, and individualized instruction programs. Teaching demonstrations are required of all participants. If offered under the auspices of the State Fire Marshall this will qualify the student for an Instructor II certification. This course is repeatable. This course may be offered as Pass/No Pass.

FST 220 HAZ MAT INDUSTRY TECH I

1.5 units Course length: 27 hours lecture

This course provides the student with training in: Emergency response planning, medical surveillance, introduction to toxicology, recognition of hazardous materials, ICS principles, monitoring equipment, decontamination and incident termination. The class will incorporate a field scenario. This course may be offered as Pass/No Pass.

FST 222 HAZ MAT INDUSTRY TECH II

2 units Course length: 40 hours lecture

This course is a 40-hour CSTI approved class designed to provide the student with: An introduction to employee rights and OSHA laws, site control, hazard and risk assessment, basic chemical and toxicological terms, use of personal protective equipment, rescue operations, decontamination and incident considerations. This course may be offered as Pass/No Pass.

FST 223 HAZARDOUS MATERIALS INCIDENT COMMANDER®

1.5 units Course length: 24 hours lecture

CSU

Prerequisite: Must be employed as a first responder or obtain instructor approval.

This course provides the tools needed to assume control of an emergency response to a Haz-Mat or WMD incident. It focuses on legal and practical requirements to safely and competently manage a hazmat incident. Instructional methods include class activities, case studies, and tabletop exercises with emphasis on hands-on decision making. This course is repeatable. This course may be offered Pass/No Pass.

FST 225 SAFETY OFFICER

1 unit Course length: 40 hours lecture

CSU

Prerequisite: Basic ICS, Intermediate ICS, Advanced ICS, Division/Group Supervisor, S-430, and S-333, Strike Team Leader – Engine, or S-335

This course delivers information for operating as a Safety Officer within the ICS. Subjects covered include: Safety Officer effectiveness, analyze techniques, safety messages, briefings and special reports, and high hazard operations. This course is designed for individuals qualifying within the ICS as a Safety Officer.

FST 227 COMPUTER-AIDED MANAGEMENT OF EMERGENCY OPERATIONS (CAMEO)®

.5 units Course length: 16 hours lecture

CSU

Prerequisite: Must be employed as a first responder or obtain instructor approval. Basic computer skills are required.

CAMEO® is a system of software applications used widely to plan for and respond to chemical emergencies to assist front-line chemical emergency planners and responders. They can use CAMEO® to access, store, and evaluate information critical for developing emergency plans. In addition, CAMEO® supports regulatory compliance by helping users meet the chemical inventory reporting requirements of the Emergency Planning and Community Right-to-Know Act. CAMEO® also can be used with a separate software mapping to display EPA environmental databases and demographic/economic information to support analysis of environmental issues. This course is repeatable and may be offered as Pass/No Pass.

FST 228 EMERGENCY CARE OF THE SICK AND INJURED®

1.5-2 units Course length: 25-30 hours lecture, 15 hours laboratory

CSU

Prerequisite: Must be employed as a first responder or instructor approval.

Emergency Care of the sick and injured is a hands-on and technical training course in emergency care procedures, including: examining the victim, observing surroundings, discussion of case histories, maintaining an airway, performing resuscitation and cardiopulmonary resuscitation, controlling bleeding, treating cerebrovascular injuries, treating shock, treating seizures, childbirth, performing manual lifts and carries, and improvising and arranging transportation. This course meets present public safety emergency care requirements for fire service personnel. This course is one of five courses offered by Palo Verde College that culminate in and satisfy the requirements for a California State Fire Marshal Fire Fighter I certification. This course is repeatable. This course may be offered Pass/No Pass.

FST 229 CERT-COMMUNITY EMERGENCY RESPONSE TEAM®

.5-1 unit Course length: 10-16 hours lecture, 8 hours laboratory

CSU

This course is an array of community emergency response techniques. It is designed for those who wish to serve in a volunteer setting in support of public response agencies. The training covers an array of emergency response strategies, tactics and methods for operations before, during and after disasters. You will have the opportunity during the course to use your skills and knowledge of CERT organization and operations in a simulated disaster exercise. This course is repeatable. This course may be offered as Pass/No Pass.

FST 230 EMERGENCY RESPONSE TO ELECTRIC VEHICLES

.25 units Course length: 6 hours lecture, 2 hour laboratory

This course provides fire service, emergency medical, and law enforcement personnel with an increased level of awareness and capability to safely mitigate emergencies involving electric vehicles. This course may be offered as Pass/No Pass.

FST 231 FIRE PREVENTION 1A®

2 units Course length: 40 hours lecture

Prerequisite: Must be employed as a first responder or have instructor approval.

This course provides a broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. It is suitable for company officers, fire inspectors and those wishing to promote. This course is repeatable. This course may be offered Pass/No Pass.

FST 232 FIRE PREVENTION 1B®

2 units Course length: 40 hours lecture

Prerequisite: FST 231

This course focuses on the special hazards associated with flammable and combustible liquids and gases. Some topics of discussion include: Bulk storage and handling, transportaion of flammable gases and liquids, and more. This course is repeatable. This course may be offered Pass/No Pass.

FST 233 FIRE PREVENTION 1C®
2 units Course length: 40 hours lecture
Prerequisite: Fire Prevention 1A and 1B or as approved by the instructor.
This course is a continuation of Fire Prevention 1B and specifically focuses on the storage, labeling, transportation and control of special hazards associated with flammable and combustible liquids and gases. This course is repeatable. This course may be offered Pass/No Pass.

FST 234 FIRE PREVENTION 2A®
2 units Course length: 40 hours lecture
Prerequisite: Fire Prevention 1A and Fire Prevention 1B or permission by the instructor.
This course provides the information on laws and regulations pertaining to systems, descripton, installations, and problems relating to fire protection systems. Topics of discussion inlcude: Smoke and fire detectors, fire alarm equipment, building components, assemblies and devices, fire doors, and basic hydraulic calculations for sprinkler systems. This course is repeatable. This course may be offered Pass/No Pass.

FST 235 FIRE PREVENTION 2B®
2 units Course length: 40 hours lecture
Prerequisite: Fire Prevention 1A and Fire Prevention 1B or have instructor approval.
This course provides the participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24. Topics for discussion include: Types of construction, construction methods and materials, interior finishes, roof coverings, occupancy, and more. This course is repeatable. This course may be offered Pass/No Pass.

FST 236 FIRE PREVENTION 2C®
2 units Course length: 40 hours lecture
Prerequisite: Fire Prevention 1A, Fire Prevention 1B, and Fire Prevention 1C or have instructor approval.
This course introduces the participants to more unique or unusual prevention challenges. Topics include: Industrial ovens, cleaning and finishing processes, welding, refrigeration systems, medical gases, fireworks, and much more. This course is repeatable. This course may be offered Pass/No Pass.

FST 237 FIRE PREVENTION 3A®
2 units Course length: 37 hours lecture, 3 hours laboratory
Prerequisite: Fire Prevention 1A, Fire Prevention 1B or have instructor approval. Algebra or college level mathematics is desirable.
This course offers an explanation and analysis of the functions and capabilities of a hydraulically calculated sprinkler system. Participants will learn and practice with the various methods used to perform hydraulic calculations. This course is repeatable. This course may be offered Pass/No Pass.

FST 238 FIRE PREVENTION 3B®
2 units Course length: 31 hours lecture, 9 hours laboratory
Prerequisite: Fire Prevention 1A, Fire Prevention 1B and 1C or have instructor approval.
This course provides hands-on Fire Prevention training. Topics include: Codes, standards and local amendments, site-plan review, building construction and characteristics, fire protection equipment, multi-family occupancies, commercial buildings, care facilities, drinking/dining facilities, shopping malls, and high rise buildings. This course is repeatable. This course may be offered Pass/No Pass.

FST 239 FIRE PREVENTION 3C®
2 units Course length: 31 hours lecture, 9 hours laboratory
Prerequisite: Fire Prevention 1A, Fire Prevention 1B and 1C or have instructor approval.
This course provides hands-on Fire Prevention training. Topics include: Codes, standards and local amendments, site-plan review, building construction and characteristics, fire protection equipment, multi-family occupancies, commercial buildings, care facilities, drinking/dining facilities, shopping malls, and high rise buildings. This course is repeatable. This course may be offered Pass/No Pass.

FST 250 HAZ MAT – TECHNICIAN/SPECIALIST REFRESHER I®

.25 units Course length: 8 hours lecture

CSU

The HAZMAT First Responder Operations Refresher course is a CSTI certified course which is designed to provide yearly review of training for Hazardous Materials operations and to maintin competencies (per requirements in California Code of Regulations Title 8, Chapter 4, Section 5192). This course includes classroom training in the various functions of hazardous materials response. This course is repeatable. This course may be offered as Pass/ No Pass.

FST 251 HAZ MAT – TECHNICIAN SPECIALIST REFRESHER II®

1 unit Course length: 17 hours lecture, 10 hours laboratory

Prerequisite: Be employed as a Certified Hazardous Materials Technician or Specialist

The Hazardous Materials Technician/Specialist Refresher II course is a CSTI certified course which is designed to provide sufficient training for Hazardous Material Technicians and Specialists to maintain their competencies (per requirements in California Code of Regulations Title 8, Chapter 4, Section 5192). This course includes hands-on and classroom training in the various functions of hazardous materials response. This course is repeatable. This course may be offered as Pass/No Pass.

FST 255 CONTINUED PROFESSIONAL TRAINING (CPT)®

1 unit Course length: 8 hours lecture, 32 hours laboratory

This course provides fire agency managers/supervisors and potential fire agency managers/supervisors with an overview of local, state, and federal programs. It also provides them with information regarding recent political/legal/ technical changes that may affect their ability to perform their assignments in a professional fashion. This course may be offered as Credit/No-Credit. This course is repeatable.

FST 265 CONFINED SPACE RESCUE – TRAIN THE TRAINER

1 unit Course length: 10 hours lecture, 30 hours laboratory

This course presents a review of confined space definitions and operating restrictions and principles, and basic instructional precepts, then moves the candidate through a series of drills, scenarios, and presentations for practical application of the skills and techniques presented. This course may be offered as Credit/No-Credit.

FST 280 SELECTED TOPICS IN FIRE SCIENCE TECHNOLOGY

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special topic in the area of fire science technology. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Credit/No-Credit.

FST 290 SELECTED STUDIES IN FIRE SCIENCE TECHNOLOGY

.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory

Group investigation of a special problem in the area of fire science technology. As appropriate, the specific subject will be announced in the Schedule of Courses. This course may be offered as Credit/No-Credit.

FRENCH

FRE 101 ELEMENTARY FRENCH I

5 units Course length: 90 hours lecture

CSU GE: C2; UC

This course is an introduction to understanding, speaking, reading and writing French. Emphasis is on the vocabulary, pronunciation, intonation, grammar and cultural knowledge needed to communicate in everyday situations. French culture, history and geography will also be studied.

FRE 102 ELEMENTARY FRENCH II

5 units Course length: 90 hours lecture

IGETC: 6A; CSU GE: C2; UC

Prerequisite: FRE 101

Elementary French II is a review and expansion of the fundamentals of the French language, including pronunciation, intonation, grammar, and usage. Clear, correct and effective writing skills are emphasized. Further aspects of French history and culture will be considered, building on materials presented in FRE 101. Some basic aspects of French

GENERAL STUDIES

GES 080 SUPPLEMENTAL INSTRUCTION FOR GENERAL STUDIES COURSES®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in one of the following: GES 100, GES 101, or GES 115

This is a supplemental skills course for students who need and/or want additional assistance and review in general studies courses. This course is a Pass/No Pass variable unit class and requires co-requisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉GES 095 BASIC SKILLS DEVELOPMENT®

.25-3 units Course length: 12-144 hours laboratory

This course provides individualized testing and progressive individualized prescriptive programs dealing with vocabulary, grammar, punctuation, reading and comprehension as well as computation. This course may be repeated up to 3 units for credit. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit.

GES 096 CIVIC LITERACY: UNITED STATES HISTORY I

1 unit Course length: 18 hours lecture

Survey of the history of the United States from Age of Discovery to the Reconstruction, with emphasis on political, social, and cultural developments.

GES 097 CIVIC LITERACY: LOCAL, STATE, AND FEDERAL GOVERNMENT

1 unit Course length: 18 hours lecture

Examination and analysis of the basic structures of the government of the United States and major issues that confront the American body politics.

GES 100 STUDENT LEADERSHIP®

1 unit Course length: 18 hours lecture, 36 hours laboratory

CSU

This course stresses leadership development, parliamentary practice, and group dynamics. Practice in planning activities, budgeting, working with others, group problem solving processes, democratic leadership, and successful motivation of others. Application and practice of leadership principles are gained through participation in student council business meetings and student activities, and the shared governance bodies of the college. Required of all student council members. One class hour will be held per week. Two hours will be for student activities including student leadership functions and fundraisers. This course is repeatable up to three (3) times.

✉GES 101 INTRODUCTION TO COLLEGE LIFE

1 unit Course length: 18 hours lecture

CSU

This course provides students training and experiences that will allow them to be successful in their first year and beyond. Topics to be covered are the matriculation process of admission, orientation, assessment and advising, academic policies/procedures, written definitions of students rights and responsibilities, campus resources, programs and services, introduction to California systems of education, formulation of student educational goals, degree/transfer and programs of study, increasing self-esteem and motivation, goal setting skills, memory development, time management, study skills, understanding diversity, and career planning.

✉GES 115 THE MASTER STUDENT

3 units Course length: 54 hours lecture

CSU GE: E; UC

Topics to be covered are the matriculation process of administration, orientation, assessment and advising, academic policies/procedures, written definitions of student rights and responsibilities, campus resources, programs and services, introduction to the California system of education, formulation of student educational goals and degree/transfer and programs of study. This course also examines the techniques used to enhance academic skills in order to achieve subject matter mastery and develop strategies for success in a diverse society. Critical thinking skills are interwoven throughout the course by exploring areas such as motivation and attitudes, stress management, creativity, interpersonal communication, and personal health. Topics from developmental psychology, learning theory and personality theory are presented as a foundation for this course. Topics include, but are not limited to: active listening, time management, study skill and techniques, goal setting and self-assessment. The course is designed for new or re-entry students and others who can benefit.

GEOGRAPHY

✉GEO 101 PHYSICAL GEOGRAPHY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

Recommended: The ability to read, write, and speak English at the college level.

A study of the interrelated systems that shape the surface of the earth. Topics include maps, weather, climate, landform development, soils, erosional forces, water, fluvial processes, desert processes, glacial processes, and coastal processes. The course includes lab exercises and may include field trips to local areas of interest.

✉GEO 103 WORLD GEOGRAPHY

3 units Course length: 54 hours lecture

IGETC: 4E; CSU GE D5; UC: B

World Geography provides a systematic study of the major geographic regions of the world. Specific countries within various regions are investigated in terms of their physiographic features, climatic conditions, natural resources, cultural heritage, population characteristics, agricultural practices, transportation systems, economic development, and future prospects.

✉GEO 104 CULTURAL GEOGRAPHY

3 units Course length: 54 hours lecture

IGETC: 4E; CSU GE: D5; UC: B

This is an introductory course that examines the interrelationship of people and the land. Topics include population trends, regional analysis and livelihood patterns. This course places emphasis on historical development and diffusion of agriculture, languages, religions and cities.

✉GEO 107 WEATHER AND CLIMATE

4 units Course length: 54 hours lecture, 54 hours laboratory

CSU: B1; UC

A survey of the earth's atmospheric phenomena with special reference to causes and regional distribution of weather and climate, both past and present.

✉GEO 108 THE ENVIRONMENT, NATURAL RESOURCES AND CONSERVATION

3 units Course length: 54 hours lecture

CSU GE: E; UC

A non-traditional and contemporary examination of the origins, nature, and restrictions relating to world resources in light of continuing expansion of demand for basic materials, including energy, metals, water, open space, soils, and biologic resources. Emphasis is on value considerations and social institutions as they relate to allocation decisions and environmental regulation.

GEO 120 INTRODUCTION TO CARTOGRAPHY

3 units Course length: 54 hours lecture

CSU; UC

This course introduces the student to the cartographic principles of map production and interpretation. Topics covered are the history of map making, symbology standards, layout aesthetics, geographic coordinates and projections, map scales, map accuracy, and computer assisted mapping. Students will create hand drawn maps and digital maps in geographic information systems (GIS). Cartographic skills are useful to students preparing for degrees in the natural, physical, social and behavioral sciences.

GEO 130 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3 units Course length: 54 hours lecture

CSU; UC

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships.

GEO 230 INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU; UC

Prerequisite: GEO 130

This intermediate geographic information systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with other raster and vector data. Advanced geographic concepts of spatial statistics, network routing and surface modeling are emphasized.

GEO 231 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3 units Course length: 36 hours lecture, 54 hours laboratory

CSU

Prerequisite: GEO 230

This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data relevant to their field of interest, students sharpen their GIS technical and problem-solving skills. GIS models useful to government, private industry and academic research are examined. Students are prepared with the advanced practical skills necessary to independently plan, implement and manage a GIS project.

GEO 280 SELECTED TOPICS IN GEOGRAPHY

.25-4 units Course length: 4.5-72 hours lecture and/or

CSU 13.5-216 hours laboratory

Group investigation of a special topic in the area of geography. As appropriate, the specific subject will be announced in the Schedule of Courses.

GEO 290 SELECTED STUDIES IN GEOGRAPHY

.25-4 units Course length: 4.5-72 hours lecture and/or

CSU 13.5-216 hours laboratory

Recommended: Enrollment in or completion of GEO 101 or GEL 101 and the ability to read, write, and speak English at the college level.

Group investigation of a special problem in the area of geography. As appropriate, the specific subject will be announced in the Schedule of Courses.

GEOLOGY

GEL 101 PHYSICAL GEOLOGY

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 5A; CSU GE: B1, B3; UC: S

This course investigates the composition of the Earth and its internal and external processes. Topics include plate tectonics, rocks and minerals, geologic time, volcanoes, earthquakes, rock deformation, erosion, surface water, groundwater, desert landforms, and glaciers. The course includes relevant lab exercises and field trips to areas of geologic interest. Where appropriate, special emphasis is placed on the geology of the southwestern United States.

✉GEL 103 ENVIRONMENTAL GEOLOGY

3 units Course length: 54 hours lecture

IGETC: 5A; CSU GE: B1; UC: S

A survey of the relationships between geologic processes, natural resources, and the needs of society. Topics include natural hazards such as earthquakes, landslides, and mudflows; mineral and energy resources; and the particular problems of geologic nature associated with massive urbanization.

✉GEL 105 NATURAL DISASTERS

3 units Course length: 54 hours lecture

IGETC: 5A; CSU GE: B1; UC: S

Recommended: The ability to read, write, and speak English at the college level.

This course explores the fundamental nature of catastrophic natural processes that have shaped and continue to shape the Earth and the environment in which we live. The physical processes causing earthquakes, volcanic eruptions, tsunamis, floods, landslides, meteorite impacts, mass extinctions, and other phenomena will be described along with the effect these disasters have on human lives and activities. The course may include field trips to local areas of interest.

GEL 110 CALIFORNIA GEOLOGY

3 units Course length: 54 hours lecture

IGETC: 5A; CSU GE: B1; UC: S

This physical science course is recommended for students who are interested in the ancient and modern geologic processes that have created the scenic wonders of California. The state of California is comprised of several geomorphic provinces that each contain unique assemblages of rock which record a distinctive set of geologic events. The course will survey each geomorphic province in the state and will include discussion of geologic hazards such as earthquakes, volcanic eruptions, mass movement, and tsunami. Additional topics include plate tectonics, economic resources, ground and surface water, glaciations, coastal and desert processes, fossil assemblages, and the geologic history of the state. Course includes local and/or regional field trips.

GEL 201 GEOLOGY OF THE GRAND CANYON

1 unit Course length: 9 hours lecture, 27 hours laboratory

CSU

This course presents an introduction to the geology of one of the Earth's great wonders. Three classroom lectures and discussions will review the geologic setting of the Grand Canyon, the development of the Colorado River, the origin of the rocks in the Grand Canyon, and the processes that continually shape the area. The course concludes with an exciting three-day field trip to the Grand Canyon area that will allow students to observe a variety of geologic features and processes unique to this region. Students should be prepared for camping in tents and hiking moderate distances. Additonal travel-related fees will be assessed at the time of the trip. This course is only offered as Pass/ No Pass.

GEL 202 GEOLOGY OF NORTHERN ARIZONA AND SOUTHERN UTAH

1 unit Course length: 9 hours lecture, 27 hours laboratory

CSU, UC

This course presents an introduction to the geology of the spectacular redrock country of the Southwest. Three classroom lectures and discussions will review the geologic setting of the southern Colorado Plateau region of northern Arizona and southern Utah. The course concludes with an adventurous three-day field trip that will allow students to observe a variety of geologic features such as active volcanoes, narrow slickrock canyons, lava caves, and fossilized dinosaur tracks. Students should be prepared for camping in tents and hiking moderate distances. Additional travel-related fees will be assessed at the time of the trip. This course is only offered as Pass/No Pass.

GEL 203 GEOLOGY OF THE MOJAVE DESERT

.5 units Course length: 6 hours lecture, 18 hours laboratory

CSU

This course presents an introduction to the geology of the southern Mojave Desert in southeastern California and consists of two evening lectures and a two-day field trip. The classroom sessions will reivew the geologic setting of the area and the desert processes that continue to shape this unique region. The field trip will allow stduents to observe a variety of geologic features at Mitchell Caverns, Amboy Crater, the Marble Mountains, and Hole-in-the Wall. Students should be prepared for camping in tents and light hiking. Additional travel-related fees will be assessed at the time of the trip. This course is only offered as Pass/No Pass.

GEL 204 GEOLOGY OF JOSHUA TREE NATIONAL PARK

.5 units Course length: 6 hours lecture, 9 hours laboratory
CSU

This course presents an introduction to the geology of Joshua Tree National Park and consists of two evening lectures and a one-day field trip. The classroom sessions will review the park's geologic setting, the role of the San Andreas Fault, the desert processes that have shaped the park, and the geologic hazards that exist. The field trip will allow students to observe a variety of geologic features and processes throughout the park and explore one of the most unique desert settings in the world. Students should be prepared for light hiking. Minor travel-related fees will be assessed at the time of the trip. This course is only offered as Pass/No Pass.

GEL 205 GEOLOGY OF THE SALTON SEA AND THE SAN ANDREAS FAULT

.5 units Course length: 6 hours lecture, 9 hours laboratory
CSU

This course presents an introduction to the geology of the Salton Sea and San Andreas Fault region and consists of two evening lectures and a one-day field trip. The classroom sessions will review the geologic setting of the region, the internal and external processes that have shaped the area, the geologic hazards that exist, and how humans have impacted the area. The field trip will allow students to observe a variety of amazing geologic features such as an active volcano, boiling mudpots, and the notorious San Andreas Fault. Students should be prepared for light hiking. Minor travel-related fees will be assessed at the time of the trip. This course is only offered as Pass/No Pass.

GEL 280 SELECTED TOPICS IN GEOLOGY

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory

Group investigation of a special topic in the area of geology. As appropriate, the specific subject will be announced in the Schedule of Courses.

GEL 290 SELECTED STUDIES IN GEOLOGY

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory

Recommended: Enrollment in or completion of GEO 101 or GEL 101 and the ability to read, write, and speak English at the college level.

Group investigation of a special problem in the area of geology. As appropriate, the specific subject will be announced in the Schedule of Courses.

HEALTH SCIENCES

HEA 080 SUPPLEMENTAL SKILLS FOR HEALTH AND NURSING®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Any Health or Nursing course.

This is a supplemental skills course for students who need and/or want additional assistance and review in health and nursing courses. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

HEA 128 MEDICAL TERMINOLOGY

3 units Course length: 54 hours lecture
CSU GE: E

This course is designed to build the student's medical and professional vocabulary required for a career in the medical field or allied health sciences. The vocabulary is organized by body systems and additionally by medical specialty areas. Included are clinical procedures, lab tests and abbreviations related to each body system.

HEA 130 CERTIFIED PHLEBOTOMY TECHNICIAN I (CPT1)

3 units Course length: 54 hours lecture, 12 hours laboratory

CSU

Prerequisite: High School graduate or GED

A course certified by the California State Department of Health Services for a certificate as a "Certified Phlebotomy Technician 1 (CPT 1)". Includes: 27 hours basic and 27 hours advanced classroom instruction. Basic instruction topics include: universal precautions, infection control, laboratory and equipment safety; circulatory system, basic anatomy and physiology; medical terminology; patient and specimen identification; selecting and preparing skin puncture sites and antiseptic; blood collection equipment, proper order of the tubes, anticoagulant; post puncture care; medical waste and sharps. Advanced instruction topics include: advanced infection control and biohazards; preanalytical sources of error in specimen collection; anatomical site selection and patient preparation; risk factors and complications; anticoagulation theory; corrective actions to take with phlebotomy and specimen processing; problem solving; communications, stress, behavior, ethics; QA in phlebotomy practice.

HEA 132 CERTIFIED PHLEBOTOMY TECH I (CPT-I) PRACTICAL EXPERIENCE

1 unit Course length: 54 hours clinic/field

CSU

Prerequisite: Must have successfully completed HEA 130 (CPT-I) with a grade of "C" or better

This course satisfies the practical experience component of the phlebotomy certification. In a clinical setting with access to actual patients and the course will include exposure to use of equipment, patient preparation and infection control; blood collection from patients of various ages, stages of health and varying weights; post puncture care; blood processing after collection, centrifugation; disposal of waste and sharps; practical examination; and observation of arterial blood draws when available. A certificate will be awarded to students who have successfully completed this class and a minimum 50 successful venipunctures and 10 successful skin punctures under supervision in the clinical setting. State certification will be awarded upon successful examination by state approved certifying organization.
This course is offered as Pass/No Pass.

✉HEA 140 HEALTH EDUCATION

3 units Course length: 54 hours lecture

CSU GE: E; UC

The study of healthful living through the development of sound emotional health, self-actualization and self-esteem. Successful stress management, rewarding relationships with other people and physical fitness are covered. Emphasis is on a positive approach to health with most health problems seen as being preventable through healthful living habits. Course includes sections on: problems associated with substance abuse, including tobacco, alcohol, and drugs; violence in the world; preventing and fighting disease; and facing life's changes.

HEA 142 COMMUNITY FIRST AID

1 unit Course length: 18 hours lecture

CSU GE: E; UC

Standard training toward competence and confidence in practices essential for the development of First Aid knowledge, skills, and personal judgment of first aid and rescue work. Includes newest techniques and training applicable to most first aid situations, including Cardiopulmonary Resuscitation (CPR).

HEA 159 FIRST RESPONDER MEDICAL

2 units Course length: 38 hours lecture, 18 hours laboratory

CSU

This course is designed specifically for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. It prepares fire service personnel to render pre-hospital care at the scene of an emergency.

HEA 160 EMERGENCY MEDICAL TECHNICIAN I

4-6 units Course length: 60-80 hours lecture, 60-80 hours laboratory (120-160 hours total)
*Variable hours to be determined upon the county in which the class is conducted.

CSU

Prerequisite: Must be 18 years of age to register. Must have current Healthcare Providers CPR card.

The Emergency Medical Technician I course is approved by the Riverside County Health Services Agency (Emergency Medical Services Division). The purpose of the EMT 1 training program is to prepare the individual to render basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transport within an organized Emergency Medical Services (EMS) System. The course emphasizes demonstration of competency and proficiency in the required skills. Required for ambulance personnel. Recommended for ancillary medical emergency personnel. Must be 18 years of age to register. Passing score is at least 75% for the individual's name to be submitted for National Registry Testing for certification processing. The variable hours to be determined by the various county Emergency Medical Services Agency. For Riverside County students, a passing score of at least 75% is also sent to Riverside County EMS Authority for certification processing. Two 6 hour Saturday sessions are required.

HEA 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER

1 unit Course length: 12 hours lecture, 12 hours laboratory

CSU

Prerequisite: Current Emergency Medical Technician I license or which has been expired less than 6 months.

The EMT Refresher course is a review of the skills and knowledge covered in the EMT Basic course. Additionally, EMS regulations require students receive information on new equipment, current research, change or updates in protocols and issues of general concern to EMS providers in order to maintain certification.

HEA 162 EMERGENCY MEDICAL TECHNICIAN I (CHALLENGE)

0 units Course length: 8 hours lecture

Prerequisite: Consent of instructor and meets the current requirements as defined by Riverside County EMS Agency.

Consists of written test to determine knowledge and proficiency test of skills. Eligible persons are permitted to take the challenge examination only one time. Persons failing the challenge examination must complete the basic course, HEA 160, to receive an Emergency Medical Technician I (Ambulance) course completion certificate. Offered through Community Service only. No credit will be given and the course will not be on the student's transcript.

HISTORY

HIS 080 SUPPLEMENTAL INSTRUCTION FOR HISTORY, SOCIAL SCIENCE, POLITICAL SCIENCE AND ANTHROPOLOGY®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in a history, political science, social science or anthropology course.

This is a supplemental skills course for students who need and/or want additional assistance and review in history, political science, social science or anthropology. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉HIS 110 WORLD CIVILIZATION I

3 units Course length: 54 hours lecture

IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H

Recommended: Completion of ENG 101 - English Composition

A comparative introduction to the development of cultures in Europe, the Americas, Africa and Asia. This course surveys the historical developments of global societies, major social, political and economic ideas and institutions from their origins until the 16th century A.D. Topics include the origins of world civilizations, the classical world from a global perspective, the evolution of political systems and the early development of international trade. Includes a comparative discussion of world religions.

✉HIS 115 CURRENT EVENTS
3 units Course length: 54 hours lecture
CSU GE: D6; UC: B
Recommended: Completion of ENG 101 - English Composition
Discussion, analysis, and interpretation of current local, regional, national and world affairs and personalities. Major emphasis is placed upon political and economic aspects. Newspapers, news magazines, other periodical literature, radio commentators, and television programs are some of the media drawn upon for subject matter.

✉HIS 120 WORLD CIVILIZATION II
3 units Course length: 54 hours lecture
IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H
Recommended: Completion of ENG 101 - English Composition
A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, the world wars of the 20th century and the present. Areas of the world emphasized include Europe, Asia, Africa and the Americas.

✉HIS 125 CALIFORNIA HISTORY
3 units Course length: 54 hours lecture
IGETC: 3B, 4F; CSU GE: D6; UC: B, H
A history of culture, social, economic and historical aspects of California from the pre-Columbian period to the present with an emphasis on the period since statehood in 1850. This course emphasizes the historiography of California (past and present historical writings about California.) There will also be a brief examination of California literature and art throughout history.

✉HIS 130 AMERICAN HISTORY I
3 units Course length: 54 hours lecture
IGETC: 3B, 4F; CSU GE: D6; UC: B, H
Recommended: Completion of ENG 101 - English Composition
A survey of the leading issues in American life from colonial times through the Civil War. The course focuses on politics, cultural development, social conflict, economic life, foreign policy, influential ideas, and significant individuals.

✉HIS 140 AMERICAN HISTORY II
3 units Course length: 54 hours lecture
IGETC: 3B, 4F; CSU GE: D6; UC: B, H
Recommended: Completion of ENG 101 - English Composition
A survey of the leading issues in American life from the Reconstruction to the present. The course focuses on politics, cultural development, social conflict, economic life, foreign policy, influential ideas, and significant individuals in U.S. history.

HIS 150 HISTORY OF WOMEN IN AMERICA
3 units Course length: 54 hours lecture
IGETC: 3B, 4D, 4F; CSU GE: C2, D4, D6; UC: B, H
This course is a survey of American women's history from the 17th century through the 20th century. Throughout the semester, students will examine American women's increased visibility in society. Students will study women's role in politics, the labor force and other aspects of American society. In addition, there will be discussion about historians' past and current view of American women.

HIS 160 THE HISTORY OF ANCIENT GREECE
3 units Course length: 54 hours lecture
IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H
A survey of the history of ancient Greece from the Bronze Age (3000 B.C.) to the Hellenistic period (300 B.C.). The focus is first on the palace civilizations of the Minoans and Mycenaeans; then shifts to the emergence, evolution, achievements and conflicts of the city-states of Athens, Sparta and Thebes; and finally turns to the kingdom of Macedonia and the empire of Alexander the Great. The survey integrates political, military, social, economic and cultural developments, and points out the legacy of Greek history to Western civilization.

HIS 210 THE CONTEMPORARY MIDDLE EAST AND ISLAM

3 units Course length: 54 hours lecture

IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H

This course examines contemporary Middle Eastern culture by tracing its origins in the religious, social, and political history of the area. Covers the forces of the intrusion of Western thought, the breakdown of traditional values, evolving political patterns, and the problems of communication between Easterner and Westerner. Studies the development of the modern nations of the Middle East with an emphasis on understanding the backgrounds for present-day conflicts. Gives special attention to the impact of Israeli and Palestinian nationalism, the petroleum factor, the Islamic Revolution in Iran, Saddam Hussein's Iraq, and the rise of Osama Bin Laden and the al-Qaida network.

HIS 215 THE WEST IN AMERICAN HISTORY

3 units Course length: 54 hours lecture

IGETC: 3B, 4F; CSU GE: D6; UC: B, H

A study of the West as a frontier and as a region, in transit from the Atlantic seaboard to the Pacific and covering the period from the seventeenth century to the present.

HIS 220 ANCIENT EGYPT

3 units Course length: 54 hours lecture

IGETC: 3B, 4f; CSU GE: C2, D6; UC: B, H

This course provides a study of the geography, history, life, society, religion, art, archaeology, language, architecture, literature, diplomacy and economics of ancient Egypt from the first dynasty to the Roman occupation.

HIS 225 CHICANO STUDIES

3 units Course length: 54 hours lecture

IGETC: 3B, 4F; CSU GE: D6; UC: B, H

Recommended: ENG 101

An introductory course on the Chicano, including a review of those factors that characterize and influence the Chicano culture.

✉HIS 230 HISTORY OF MEXICO

3 units Course length: 54 hours lecture

IGETC: 3B, 4F; CSU GE: C2, D6; UC: B, H

This is a survey of Mexican history from the earliest pre-Columbian times to the present. Special emphasis is given to major historical developments from the time of the Spanish Conquest to the Revolution of 1910. In this course, special consideration is given to the economical, political, social, and cultural factors which have shaped modern Mexico. This course prepares students for careers dealing with Mexico and/or Mexican culture.

HIS 245 HISTORY OF THE AMERICAN INDIAN

3 units Course length: 54 hours lecture

IGETC: 3B, 4F; CSU GE: D6; UC: B, H

A historical survey of Indian-White relations in North America from the Mid-Nineteenth Century to the present with primary emphasis on the social interaction of divergent cultures.

HIS 280 SELECTED TOPICS IN HISTORY

.25-4 units Course length: 4.5-72 hours lecture and/or

CSU 13.5-216 hours laboratory

Group investigation of a special topic in the area of history. As appropriate, the specific subject will be announced in the Schedule of Courses.

HIS 290 SELECTED STUDIES IN HISTORY

.25-4 units Course length: 4.5-72 hours lecture and/or
13.5-216 hours laboratory

Group investigation of a special problem in the area of history. As appropriate, the specific subject will be announced in the Schedule of Courses.

JOURNALISM

JOU 101 INTRODUCTION TO JOURNALISM

3 units Course length: 54 hours lecture

CSU, UC

Prerequisite: Completion of or current enrollment in ENG 101.

This introductory journalism course introduces students to writing for newspapers and other publications. The course provides an introduction to gathering, evaluating, and writing news in accepted journalistic style under newsroom conditions. Topics include the role of the reporter in society and on the newspaper staff, and the legal and ethical issues related to reporting. Students will have writing and reporting experiences, including conducting personal interviews for both hard and soft news, and writing different types of news stories. They will also cover public events such as speeches and meetings. Students will use Associated Press style and learn the importance of writing to publication deadlines. Basic news photography will also be covered, including ethical issues as well as photographic techniques. Students will participate in all phases of production of the college newspaper.

JOU 110 NEWSPAPER DESIGN AND PRODUCTION

3 units Course length: 54 hours lecture

CSU

Prerequisite: Completion of JOU 101 or JOU 150

Newspaper Design and Production is a course which enables students to further develop the skills essential to production of a newspaper. This course focuses on the editing and design principles introduced in JOU 101 and JOU 150, which are applied to articles, photos and advertisements that are submitted for publication. Students will learn how to apply Associated Press (AP) style to stories, practice manipulating text, graphics and photos for inclusion in the student newspaper. Extensive use of design software for text and photos, as well as stylistic and design principles will be emphasized.

JOU 150 PHOTOJOURNALISM

3 units Course length: 54 hours lecture

CSU

Recommended: Completion of or co-enrollment in ENG 099

Photojournalism is an entry-level course in digital photography techniques specific for newspaper and print media production. In the class, students study and practice techniques of using digital cameras and associated software to manipulate images, and the course emphasizes basic lighting, composition, flash, layout and image quality. The techniques and principles covered in this class can also be utilized in other photography fields, as well as in general photography, whether print-based or digital. At the end of the course, students can expect to complete a portfolio project, for which they will take a variety of types of photos and manipulate their images using the appropriate software.

JOU 151 ADVANCED PHOTOJOURNALISM

3 units Course length: 54 hours lecture

CSU

Prerequisite: Students must have completed JOU 150, Photojournalism, with a grade of 'C' or better before enrolling in Advanced Photojournalism.

Advanced Photojournalism is a continuation of JOU 150, Photojournalism. It is designed to enable students to further pursue the skills and techniques they have learned in Photojournalism. Students will gain additional knowledge in the use of various lighting techniques, photo composition, and will use photo editing software to produce images that have both high technical quality, but also display knowledge of artistic merit. Students will use digital cameras to capture images for the school newspaper, literary magazine, and college catalog, as well as a portfolio of their photos for personal or professional use.

LANGUAGE

LAN 080 SUPPLEMENTAL SKILLS FOR LANGUAGE COURSES®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Foreign or Sign Language courses.

This is a supplemental skills course for students who need and/or want additional assistance and review in foreign language (including sign language course). This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

MANAGEMENT

✉MAN 105 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONS

3 units Course length: 54 hours lecture

CSU

This class is an introduction to the techniques of managing a business and includes an analysis of the managerial functions and principles of planning, organizing, influencing and controlling. Topics are corporate culture, the impact of the external environment, business ethics and social responsibility, motivation, communication, teamwork, globalization, and quality control.

✉MAN 106 PERSONNEL MANAGEMENT

3 units Course length: 54 hours lecture

CSU

Personnel techniques included in management, business and industry, such as selection, placement, testing, orientation, training, counseling, and promotion. Study of practical techniques of selecting, developing, and maintaining a competent labor force.

✉MAN 107 SMALL BUSINESS MANAGEMENT

3 units Course length: 54 hours lecture

CSU

Factors in business success and the advantages and disadvantages of business ownership are analyzed. Problems of finance, location, layout and equipment buying, policies, pricing, advertising sales promotion, expense and inventory control, records and recordkeeping, and employee relations are discussed.

MAN 110 SUPERVISORY TECHNIQUES

3 units Course length: 54 hours lecture

CSU

Topics to be covered include: understanding and motivating people, delegation, handling complaints, maintaining discipline, training, effective communications, developing and maintaining sound relationships with management, workers, and peers, employee counseling and appraisals, styles and techniques of leadership, and legal aspects of supervision.

MAN 115 INTRODUCTION TO PUBLIC ADMINISTRATION

3 units Course length: 54 hours lecture

CSU

MAN 115 is an introduction to the concepts and principles of public administration, with emphasis on the purpose, organization and operation of public agencies at the local, state and federal levels. Topics include public policy formulation, legal issues, budget and finance, human relations. regulatory controls, and public sector organizational structure and behavior.

✉MAN 145 ORGANIZATIONAL BEHAVIOR

3 units Course length: 54 hours lecture

CSU

Examines human behavior in organizations and its implications for management decisions and actions. Explores the theory and practice of working with and managing people. Topics include motivation, learning, group dynamics, leadership, communication, organizational structure and culture.

✉MAN 205 INVESTMENTS

3 units Course length: 54 hours lecture

CSU

A survey of the vehicles and opportunities for investments; familiarization with the financial marketplace, its language and its publications; the role of finance and investment as a major component of our nation’s economy; investment strategies, returns, and risk.

MAN 280 SELECTED TOPICS IN MANAGEMENT

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory

Group investigation of a special topic in the area of management. As appropriate, the specific subject will be announced in the Schedule of Courses.

MAN 290 SELECTED STUDIES IN MANAGEMENT

.25-4 units Course length: 4.5-72 hours lecture and/or
13.5-216 hours laboratory

Group investigation of a special problem in the area of management. As appropriate, the specific subject will be announced in the Schedule of Courses.

MATHEMATICS

✉MAT 080 BASIC ARITHMETIC SKILLS

2 units Course length: 27 hours lecture, 27 hours laboratory

Modern approach to writing and reading numbers and fundamental operations of arithmetic: addition, subtraction, multiplication, division, fractions, and decimals. Computer work may be assigned.

✉MAT 081 ARITHMETIC FUNDAMENTALS

3 units Course length: 54 hours lecture

Prerequisite: Completion of MAT 080 with a passing grade or satisfactory score on placement exam

Modern approach to the fundamental operations of arithmetic: addition, subtraction, multiplication, and division. Considerable attention is given to operations with fractions, decimals, and percentages, and their applications, such as the calculation of simple interest.

MAT 082 ARITHMETIC FUNDAMENTALS WITH LAB

4 units Course length: 54 hours lecture, 54 hours laboratory

Prerequisite: Completion of MAT 080 with a passing grade or satisfactory score on placement exam

Modern approach to the fundamental operations of arithmetic: addition, subtraction, multiplication, and division. Considerable attention is given to operations with fractions, decimals, and percentages, and their applications, such as the calculation of simple interest.

✉MAT 083 ELEMENTARY ALGEBRA

3 units Course length: 54 hours lecture

Prerequisite: MAT 081 or MAT 082 and/or satisfactory score on placement test.

Properties of real numbers, operations with real numbers, variable expressions, operations with polynomials, factoring polynomials, operations and equations with rational expressions, linear equations in two variable, inequalities, roots and radicals.

MAT 084 ELEMENTARY ALGEBRA WITH LAB

4 units Course length: 54 hours lecture, 54 hours laboratory

Prerequisite: Completion of MAT 081 or MAT 082 or satisfactory score on Placement Test

Properties of real numbers, operations with real numbers, variable expressions, operations with polynomials, factoring polynomials, operations and equations with rational expressions, linear equations in two variables, inequalities, roots and radicals.

MAT 085 SUPPLEMENTAL INSTRUCTION FOR ELEMENTARY ALGEBRA®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: MAT 083 or MAT 084 Elementary Algebra

Intended for students who need and/or desire additional supplemental instruction and review of Elementary Algebra topics. Designed to be taken with MAT 083 or MAT 084 but may not be taken in lieu of parent course. Pass/No Pass only. The student may repeat this course for up to 3 units of credit.

✉MAT 086 INTERMEDIATE ALGEBRA

3 units Course length: 54 hours lecture

Prerequisite: MAT 083 or MAT 084 or meet guidelines in the testing/counseling process

Linear and quadratic equations and inequalities, algebraic fractions and rational equations, exponents, radicals, radical equations and intro to conic sections. Applications involving word problems and solutions to systems of linear equations.

MAT 087 SUPPLEMENTAL INSTRUCTION FOR BASIC ARITHMETIC®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: MAT 080

Intended for students who need and/or want additional instruction and review of Basic Arithmetic Skills (MAT 080). This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

MAT 088 INTERMEDIATE ALGEBRA WITH LAB

4 units Course length: 54 hours lecture, 54 hours laboratory

Prerequisite: MAT 083 or MAT 084 or meet guidelines in the testing/counseling process

Linear and quadratic equations and inequalities, algebraic fractions and rational equations, exponents, radicals, radical equations and intro to conic sections. Applications involving word problems and solutions to systems of linear equations.

MAT 089 SUPPLEMENTAL INSTRUCTION FOR INTERMEDIATE ALGEBRA®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: MAT 086 or MAT 088

Intended for students who need and/or want additional instruction and review of Intermediate Algebra topics (MAT 086 or MAT 088). This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

MAT 090 SUPPLEMENTAL INSTRUCTION FOR ARITHMETIC FUNDAMENTALS®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: MAT 081 or 082

Intended for students who need and/or want additional instruction and review of Arithmetic Fundamentals (MAT 081/ MAT 082). This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

MAT 094 SUPPLEMENTAL INSTRUCTION FOR TRANSFER LEVEL MATH®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Any transfer level math: MAT 105, 106, 108, 110, 210

Intended for students who need and/or want additional instruction and review for transfer level math including Introduction to Statistics (MAT 105/106), Liberal Arts Math (MAT 108), College Algebra (MAT 110), Pre-Calculus, and Calculus. This course is a Pass/No Pass variable unit class and requires corequisite enrolllment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

MAT 100 MATH FOR PROSPECTIVE ELEMENTARY TEACHERS

4 units Course length: 72 hours lecture

CSU

Prerequisite: MAT 084

Deals with current mathematical language and basic concepts such as development from sets to natural numbers, to integers, to rational numbers. Also covers whole numbers, algorithms, permutations and combinations, mean, median, and mode.

✉MAT 103 MATH FOR ELEMENTARY TEACHERS I

3 units Course length: 54 hours lecture

CSU,;UC

Prerequisite: MAT 086 or 088 or satisfactory score on the placement test

Properties of the real numbers, computational techniques, divisibility and prime factorization, set theory and logic, and pattern recognition.

✉MAT 104 MATH FOR ELEMENTARY TEACHERS II

3 units Course length: 54 hours lecture

CSU; UC

Prerequisite: MAT 103

Basic probability theory, statistics, counting principles, two and three dimensional geometry including measurement of area, perimeter and volume, functions and graphs.

✉MAT 105 INTRODUCTION TO STATISTICS

3 units Course length: 54 hours lecture

CSU; UC: M

Prerequisite: MAT 086 or 088 or MAT 110

An introduction to Probability and Statistics: Combinatorial analysis, probability spaces, independent events, conditional probability, organizing statistics data, measures of central tendency, variability normal distributions, hypothesis testing, t-tests, ANOVAS, correlation, and regression. The material will be presented using the traditional mathematical notation and with the assistance of a computer using a programming language. Student will use computers to conduct statistical analysis.

MAT 106 INTRODUCTION TO STATISTICS WITH LAB

4 units Course length: 54 hours lecture, 54 hours laboratory

IGETC: 2A; CSU GE: B4; UC: M

Prerequisite: MAT 086 or 088

An introduction to probability and statistics: Combinatorial analysis, probability spaces, independent events, conditional probability, organizing statistical data, measures of central tendency, variability, normal distributions, hypothesis testing, t-tests, ANOVAS, correlation, and regression. The material will be presented using the traditional mathematical notation and with the assistance of a computer using a programming language. Students will use computers to conduct statistical analysis.

✉MAT 108 LIBERAL ARTS MATHEMATICS

3 units Course length: 54 hours lecture

IGETC: 2A; CSU GE: B4; UC: M

Prerequisite: MAT 086 or MAT 088

A terminal mathematics course designed primarily for students who do not need to continue in mathematics. Topics covered include sets, logic, probability, statistics, metric system, history of math, math of finance, and topology.

✉MAT 110 COLLEGE ALGEBRA

4 units Course length: 72 hours lecture

IGETC: 2A; CSU GE: B4, UC: M

Prerequisite: MAT 086 or MAT 088

Study of algebra including linear and quadratic equations and systems; matrices and determinants; theory of equations; polynomial, rational, quadratic, exponential and logarithmic functions and their graphs; arithmetic and geometric progressions; composition of functions; permutations and probability.

✉MAT 210 PRECALCULUS

5 units Course length: 90 hours lecture

IGETC: 2A; CSU GE: B4; UC: M

Prerequisite: MAT 110

Polynomial, rational, logarithmic, exponential and trigonometric functions, systems of equations and matrices, sequences and series, binomial theorem.

✉MAT 220 CALCULUS I
5 units Course length: 90 hours lecture
IGETC: 2A; CSU GE: B4; UC: M
Prerequisite: MAT 210
This course covers continuity, differentiation, Mean Value Theorem, rectilinear motion, area between curves, volume of revolution, and applications. It is recommended for math, science, engineering, and medical students.

✉MAT 224 CALCULUS II
4 units Course length: 72 hours lecture
IGETC: 2A; CSU GE: B4; UC: M
Prerequisite: MAT 220
This course is a continuation of MAT 220. Topics include techniques of integration, applications of integration, sequences and series, polar coordinates, conic sections, and parametric equations.

✉MAT 226 CALCULUS III
4 units Course length: 72 hours lecture
IGETC: 2A; CSU GE: B4; UC: M
Prerequisite: MAT 224
This course is a continuation of MAT 224. Topics include vectors, multivariable functions and 3-dimensional graphs, partial differentiation, multiple integration, line integrals and surface integrals.

MAT 280 SELECTED TOPICS IN MATHEMATICS
.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of mathematics. As appropriate, the specific subject will be announced in the Schedule of Courses.

MAT 290 SELECTED STUDIES IN MATHEMATICS
.25-4 units Course length: 4.5-72 hours lecture and/or
13.5-216 hours laboratory
Group investigation of a special problem in the area of mathematics. As appropriate, the specific subject will be announced in the Schedule of Courses.

MUSIC

MUS 073 GUITAR®
1 unit Course length: 54 hours laboratory
Fundamentals of guitar, music, and musicianship; notation, terminology, scales, key signatures, basic chords, rhythms, and fingering techniques. (Repeatable course - no more than a total of four [4] times.)

✉MUS 121 MUSIC HISTORY AND APPRECIATION
3 units Course length: 54 hours lecture
IGETC: 3A; CSU GE: C1; UC: H
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
An overview of the chronological evolution of musical style as reflected in changes of compositional use of stylistic components: rhythm, melody, harmony, timbre, and form. Development of perceptual skills is emphasized.

MUS 126 MUSIC WORKSHOP
1 unit Course length: 54 hours laboratory
CSU
Prerequisite: MUS 073 or MUS 131; or previous experience playing guitar or piano; or at instructor's consent.
A workshop involving all aspects of playing music including technique, notation, chords, scales, finger picking, repertoire, and theory.

MUS 131 CLASSROOM PIANO I
1 unit Course length: 9 hours lecture, 36 hours laboratory
CSU GE: C1; UC
Beginning keyboard designed to acquaint those with very little or no experience with the basics of piano or other keyboard instruments with basics of keyboard techniques.

MUS 132 CLASSROOM PIANO II
1 unit Course length: 9 hours lecture, 36 hours laboratory
CSU; UC
Prerequisite: MUS 131
For students with some experience with keyboard and reading keyboard music. Students will work on technique, rhythm execution, sight reading, and performance and will begin playing composed pieces of classic and contemporary composers.

✉MUS 135 BASICS OF READING MUSIC
3 units Course length: 54 hours lecture
CSU; UC
Recommended: Eligible for English 101
Basic instruction in reading and notation of music for the nonmusician or beginning musician who wishes to read vocal, choral or instrumental music or who wants to be able to notate simple melodies.

✉MUS 137 HISTORY OF ROCK
3 units Course length: 54 hours lecture
IGETC: 3A; CSU GE: C1; UC: H
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
This course covers elements of music theory, including scales (major, minor, modes, pentatonic and blues), chords (major, minor, sevenths, ninths, thirteenths, suspensions, substitute and altered), chord progressions, intervals, dynamics, instrumentation, texture, tempo, time signatures, rhythm and notation.

MUS 150 MUSIC THEORY
3 units Course length: 54 hours lecture
CSU GE: C1; UC
Recommended: Prior experience in choral or instrumental music instruction or MUS 135 Basics of Reading Music.
This course is intended for students interested in acquiring further technical and interpretive skills in music theory. An emphasis on musical terms and a serious study of patterns in music literature will be employed to strengthen insight.

MUS 233 CLASSROOM PIANO III
1 unit Course length: 9 hours lecture, 27 hours laboratory
CSU GE: C1; UC
Recommended: MUS 132, or demonstrated comparable proficiency approved by professor. (Needs proficiency of the knowledge of the piano keyboard and understanding of basics of music, and ability to read and perform at elementary level)
An intermediate level course, continuing with the skills acquired in Classroom Piano I and/or Classroom Piano II. Includes playing melodies with triadal accompanying. Each assigned piece of music will contain playing practice, problem identification, and advancement in objectives and level of difficulty. Selections will range from simple folk tunes to various styles of contemporary and classical works.

MUS 234 CLASSROOM PIANO IV
1 unit Course length: 9 hours lecture, 27 hours laboratory
CSU GE: C1; UC
Prerequisite: MUS 233 or demonstrated comparable proficiency.
The second semester of an intermediate level course, continuing with the skills acquired in Classroom Piano III and continuing to build on the basics established in Classroom Piano I and II. Includes playing selections which study melody, rhythm, and phrasing and studies repertoire from various style periods. Each assigned piece of music will continue with playing practice, problem identification, and advancement in objectives and level of difficulty.

MUS 280 SELECTED TOPICS IN MUSIC

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory

Group investigation of a special topic in the area of music. As appropriate, the specific subject will be announced in the Schedule of Courses.

NURSING

NUR 100 CERTIFIED NURSING ASSISTANT - LECTURE

3 units Course length: 54 hours lecture
CSU

Corequisite: Must be taken in conjunction with NUR 118

Theory of basic nursing practice including, but not limited to: communication and interpersonal skill, infection control, safety and emergency procedures, patient rights and ethics, basic nursing skills, personal care skills, mental health and social service needs, care of the cognitively impaired, basic restorative services.

NUR 101 CERTIFIED HOME HEALTH AIDE

2 units Course length: 34 hours lecture, 20 hours clinic/field

Prerequisite: NUR 100 or CNA Certification

This course expands the knowledge base of a CNA to become a Home Health Aide. The course is designed to assist students in defining their role within the home health care system. Vital aspects of home health care are covered, such as anatomy and physiology, children under stress, geriatrics, terminally ill and disabled clients, rehabilitation in the home, diseases commonly seen in clients at home, nutritional information, emergency and first aid procedures, communication, and infection control.

NUR 102 INTRODUCTION TO ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH

3 units Course length: 54 hours lecture

Prerequisite: ENG 099

This course provides an overview of structure and function of the human body for Allied Health students or for those who desire a basic understanding of the design and operation of the human body. No lab dissection is required. NOTE: THIS COURSE IS NON-TRANSFERABLE TO MEET REQUIREMENTS FOR R.N. PROGRAMS OR LAB SCIENCES.

NUR 103 INTRODUCTION TO PHARMACOLOGY I

1.25 units Course length: 18 hours lecture, 9 hours laboratory
CSU

Prerequisite: NUR 100 and acceptance into the LVN program
Corequisite: NUR 120

This course is designed for students in the Licensed Vocational Nursing Program and presents information needed to calculate medication dosage. Skill and practice techniques enhance the student's ability to use the dimensional analysis method in their calculations. NOTE: This class is not transferable as a stand-alone Pharmacology class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

NUR 106 INTRODUCTION TO PHARMACOLOGY II

2 units Course length: 27 hours lecture
CSU

Prerequisite: Prior admission to the LVN Program and successful completion of NUR 103 and NUR 120.

This course is designed for Vocational Nursing students who will be administering medications or caring for clients receiving medications. It introduces students to the basic drug classifications, therapeutic actions, major potential side effects and required nursing assessments and interventions. NOTE: This class is not transferable as a stand-alone Pharmacology class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

NUR 108 NUTRITION I

1 unit Course length: 18 hours lecture

CSU

Prerequisite: Prior acceptance into the LVN Program, NUR 103, NUR 120 and NUR 106

This course as part of the Licensed Vocational Nursing Program, introduces the students to the essential nutrients and their functions and emphasizes nutritional needs of clients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular, and urinary systems. Communicable diseases and gerontological problems are also addressed. NOTE: This class is not transferable as a stand-alone nutrition class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

NUR 109 MEDICAL-SURGICAL NURSING I - LECTURE

6 units Course length: 104 hours lecture

CSU

Prerequisites: NUR 103, NUR 120, NUR 121 or equivalent transfer and admission into LVN Program.

Corequisite: NUR 106, NUR 108, NUR 124

This course, as part of the Licensed Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular, genitourinary systems or communicable diseases. The nursing process continues to be stressed in providing total patient care. There is particular emphasis on the student's ability to effectively communicate with health team members and utilize health teaching principles.

NUR 111 NUTRITION II

.5 units Course length: 9 hours lecture

CSU

Prerequisite: Admission to the LVN program, and previous successful completion of NUR 103, NUR 104, NUR 106, NUR 108, and NUR 109.

This course is designed for the Vocational Nursing Student who will be caring for clients with nutritional needs in the reproductive, respiratory, gastrointestinal, and nervous systems. This second semester course covers nutritional needs for maternal, pediatric and rehabilitation patients. NOTE: This class is not transferable as a stand-alone nutrition class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

NUR 112 MEDICAL-SURGICAL NURSING II – LECTURE

6 units Course length: 104 hours lecture

CSU

Prerequisite: NUR 106, NUR 108, NUR 109, NUR 124 and prior admission into the LVN Program.

Corequisite: NUR 111, NUR 127

This course of the Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult clients experiencing problems with the reproductive, respiratory, gastrointestinal, and nervous systems. It also covers maternal, pediatric, and rehabilitation experiences. The nursing process continues, with the stress on providing total patient care. This course emphasizes students' ability to effectively communicate with health team members and utilize health teaching principles.

NUR 113 ASSESSMENT SKILLS FOR THE CERTIFIED NURSING ASSISTANT

3 units Course length: 54 hours lecture

CSU

Prerequisite: Current CNA, CHHA, or student eligible to take State Certification Exam for CNA, or completion of NUR 100

This course provides expanded physical and nutritional assessment skills of the adult client within the role of the CNA. Cultural considerations are included in the health assessment. Expanded interventions are taught for acute emergency situations in the long term facility, the hospital, and the home. Special emphasis is placed on care and assessment of the individual with devices and tubes: ostomies, G-tubes, NG-tubes, Foley catheters, IV lines (peripheral and central), drains and suction equipment. This course satisfies the California Department of Health requirements for 54 continuing education hours for re-certification for the CNA and CHHA.

NUR 114 UNDERSTANDING HUMAN GROWTH & BEHAVIOR FOR LICENSED VOCATIONAL NURSING

4.5 units Course length: 81 hours lecture

CSU

Prerequisite: Arithmetic Fundamentals (MAT 081/082) and Basic Composition (ENG 099)

This accelerated psychology course includes an overview of human growth and development. It will focus on key determinants of development and outline major theories that address stages that underlie this process. In addition, the course will introduce the basic principles of human behavior and relate them to the complex process of human adjustment to life situations, including many issues addressed in social and abnormal psychology. This course meets requirements of the LVN Board for admission to the LVN program, but is not transferable.

NUR 115 PHARMACOLOGY FOR FAST TRACK LVN'S

3 units Course length: 54 hours lecture, 12 hours laboratory

CSU

Prerequisite: Students must have been accepted for the Fast Track LVN program.

Corequisite: Fast Track LVN I

This course is designed specifically for students in the Fast Track LVN class. It begins with information needed to calculate medication dosage. Skill and practice techniques enhance the student's ability to use the formula of D/H (desired dose over dose on hand). It progresses into administering medications or caring for clients receiving medications. It introduces students to the basic drug classifications, therapeutic actions, major potential side effects and required nursing assessments and interventions. NOTE: This class is not transferable as a stand-alone pharmacology class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

NUR 116 FAST TRACK LVN FUNDAMENTALS - LECTURE

9.5 units Course length: 171 hours lecture

CSU

Prerequisites: PRIOR ADMISSION TO LVN FAST TRACK PROGRAM. Math and English assessment testing scores with reading level above ENG 099 and Math level above MAT 081/082, BIO 210 Anatomy, BIO 211 Physiology, PSY 101 General Psychology and PSY 201 Life Span Development OR

Corequisites: NUR 102 Introduction to Anatomy and Physiology for Allied Health (non-transferable), NUR 114 Understanding Human Growth and Behavior (non-transferable), AND NUR 103 Intro to Pharmacology I, NUR 106 Intro to Pharmacology II, and NUR 108 Nutrition I

This is the first semester of the LVN Fast Track program. The course covers theories of basic nursing including the psychosocial aspects of aging. It also includes an introduction to nursing concepts and rationales for nursing skills. Introductory information is provided on communication and health teaching techniques. Nursing Process is presented and stressed as the essence of meeting the client's needs and providing total patient care. This course begins a focus on the physiological and nursing needs of adult clients experiencing problems with the integumentary, musculoskeletal, endocrine, and genitourinary systems.

NUR 117 NUTRITION FOR NURSING

1.5 units Course length: 27 hours lecture

CSU

Prerequisites: Admission or acceptance into the Traditional or Fast Track Nursing Program and to those students who are interested in entering either program.

This course is designed to meet the needs of the Vocational Nursing student. It introduces the students to the essential nutrients and their functions and emphasizes nutritional needs of clients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular and urinary systems and later applies this information when caring for hospitalized clients experiencing problems with these various systems. Communicable diseases and gerontological problems are also addressed. Nutritional needs of maternity, pediatric and rehabilitation patients are discussed at the end of the semester. NOTE: This class is not transferable as a stand-alone Nutrition class. It meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians.

NUR 118 CERTIFIED NURSING ASSISTANT – CLINICAL

3 units Course length: 144 hours clinic/field
CSU

Corequisite: Must be taken in conjunction with NUR 100

This course covers the practical application of basic nursing theories. Applications include psycho-social aspects of aging and techniques of nursing care. After successful completion of NUR 100 lecture and clinical, students are prepared and eligible to take the California Department of Health Services approved certification examination. This course is offered as Pass/No Pass.

NUR 120 FUNDAMENTALS OF NURSING – LECTURE

6 units Course length: 104 hours lecture
CSU

Prerequisite: MAT 081 or 082, ENG 099, NUR 100, NUR 118 and prior admission to the LVN Program.
Corequisite: NUR 121 and any other non-nursing requirements not yet completed.

This foundation course introduces nursing concepts and rationale for nursing skills. Focus on theoretical considerations of intermediate skills and introductory information on communication and health teaching. The nursing process is presented and stressed as the essence of meeting the person's needs and providing total patient care.

NUR 121 FUNDAMENTALS OF NURSING – CLINICAL

5 units Course length: 256 hours clinic/field
CSU

Prerequisite: Prior admission to the LVN Program.
Corequisite: NUR 103, 120

This course places emphasis on the application and development of client care skills related to the LVN scope of practice. Clinical experience focuses on intermediate skills and provides introductory information on communication and health teaching. The nursing process is stressed as the essence of meeting the client's needs while providing total care. This course is offered as Pass/No Pass.

NUR 124 MEDICAL-SURGICAL NURSING I – CLINICAL

5 units Course length: 256 hours clinic/field
CSU

Prerequisites: NUR 103, NUR 120, NUR 121 or equivalent transfer and admission into LVN Program.
Corequisite: NUR 106, NUR 108, NUR 109

This course, as part of the Licensed Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary, musculoskeletal, endocrine, cardiovascular, genitourinary systems or communicable diseases. The nursing process continues to be stressed in providing total patient care. There is particular emphasis on the students' ability to effectively communicate with health team members and utilize health teaching principles. This course is offered as Pass/No Pass.

NUR 127 MEDICAL-SURGICAL NURSING II – CLINICAL

7 units Course length: 384 hours clinic/field
CSU

Prerequisites: NUR 106, NUR 108, NUR 109 and prior admission into LVN Program.
Co requisite: NUR 111, NUR 112

This course of the Vocational Nursing Program, places an emphasis on the physiological and nursing needs of adult clients experiencing problems with the reproductive, respiratory, gastrointestinal, and nervous systems. It also covers maternal, pediatric, and rehabilitation experiences. The nursing process continues, with the stress on providing total patient care. This course emphasizes the student's ability to effectively communicate with health team members and utilize health teaching principles. This course is offered as Pass/No Pass.

NUR 141 FAST TRACK LVN FUNDAMENTALS - CLINICAL

6 units Course length: 315 hours clinic/field

CSU

Prerequisites: PRIOR ADMISSION TO LVN FAST TRACK PROGRAM. Math and English assessment testing scores with reading level above English 099 and Math level above MAT 081/082, BIO 210 Anatomy, BIO 211 Physiology, PSY 101 General Psychology and PSY 201 Life Span Development OR

Corequisites: NUR 102 Introduction to Anatomy and Physiology for Allied Health (non-transferable), NUR 114 Understanding Human Growth and Behavior (non-transferable), AND NUR 103 Intro to Pharmacology I, NUR 106 Pharmacology II, NUR 108 Nutrition I

This is the clinical component for the first semester of the LVN Fast Track program. The course covers techniques of basic nursing. Clinical experience focuses on nursing care skills, communication and health teaching. Nursing Process is stressed as the essence of meeting the client's needs and providing total patient care. This course begins to focus on the physiological and nursing needs of adult patients experiencing problems with integumentary, musculoskeletal, endocrine, and genitourinary systems. Emphasis is placed on the students' ability to effectively communicate with health team members and utilize health teaching principles. This course is offered as Pass/No Pass.

NUR 143 FAST TRACK MEDICAL-SURGICAL LECTURE

12 units Course length: 216 hours lecture

CSU

Prerequisite: Prior admission to the Fast Track Program and completion of NUR 102, 114, 115, 116, & 117 (or equivalent).

This Fast Track Licensed Vocational Nursing course builds on the foundation provided in NUR 116. Emphasis is placed on the physiological and psychosocial nursing needs of all client populations. Foci include, but are not limited to, nursing care, promoting healthy transitions for clients experiencing developmental milestones throughout the life span and for clients with chronic health conditions in well defined practice settings. Emphasis is on basic management concepts and continued development of critical thinking, clinical judgment and skills. Development of organizational skills and principles of psychosocial nursing are included. The transition from student to nurse includes group therapy and nursing therapeutics when assisting the client through acute health care issues. Principles of pharmacology and nutrition are integrated throughout the course.

NUR 144 FAST TRACK MEDICAL-SURGICAL CLINICAL

8 units Course length: 432 hours clinic/field

CSU

Prerequisite: Prior admission to the Fast Track Program and completion of NUR 102, 114, 115, 116, & 117 (or equivalent).

Places emphasis on the practice and development of skills related to the medical-surgical nursing and maternal/child health processes. Included are vocational nurse level concepts of leadership and supervision. This course is offered as Pass/No Pass.

NUR 145 FAST TRACK LVN CLINICAL FOCUS

5 units Course length: 240 hours clinic/field

CSU

Prerequisites: Prior admission to the Fast Track LVN program.

Completion of NUR 102, NUR 114, NUR 115, NUR 116, NUR 117, NUR 143, NUR 144

This summer session clinical rotation was designed specifically for students in the Fast Track LVN program. Nursing process and health teaching principles are focused on the client receiving care in specialty areas that include, but are not limited to, Gerontology, Perioperative, Emergency, Intensive Care, and Pediatric Ventilation. Leadership and supervision are emphasized in addition to the students' skill in effectively communicating with members of the health care team. This course is offered as Pass/No Pass.

NUR 151 INTRODUCTION TO IDENTIFYING & UNDERSTANDING EKGs

3 units Course length: 54 hours lecture

Entry Level Skills: Strongly recommend intermediate reading and math skills, as comprehension of materials, and math calculations are a vital part of accurate identification and interpretation of rhythms.

This course is designed to: teach the beginning student the pathophysiology of the heart and the cardiac conduction system; teach the criteria for dysrhythmia recognition, teach the beginning student identification of the most common dysrhythmias (benign and lethal), and how to identify a rhythm on the cardiac monitor. Treatment modalities for serious and lethal dysrhythmias will be discussed. This course also satisfies professional licensure board requirements for 54 continuing education hours for the RN, LVN, CNA, and EMT professionals.

NUR 250 IV THERAPY TECHNIQUES FOR NURSES

2 units Course length: 30 hours lecture, 24 hours laboratory

CSU

Prerequisite: Graduate of LVN program, RN, selected x-ray technologists, or Paramedic candidates.

This 54-hour, 2-unit class prepares students for initiation and/or maintaining common intravenous (IV) therapies. Nursing assessments, documentation, and special patient care are included. Although focus is on the hospitalized patient, knowledge can easily be transferred to the home health setting. Covers insertion techniques, administration of TPN, blood and blood products, piggybacks, intermittent infusion sets, and common IV drugs, growth and development issues related to IV starts, Pediatric start techniques (including special pediatric equipment, site selection and IV administration considerations). Covers minimum competencies for both Arizona and California IV certification and the regulation and scope of practice rules for both states.

OFFICE ADMINISTRATION

OFA 080 SUPPLEMENTAL INSTRUCTION FOR OFFICE ADMINISTRATION®

.25-1 unit Course length: 12-48 laboratory hours

Prerequisite: Any OFA or CWE courses

This is a supplemental skills course for students who need and/or want additional assistance and review in office adminstration and career work experience courses. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

KEYBOARDING BASIC

A KEYBOARDING BASIC course separated into three parts. This course is designed primarily for personal-use keyboarding. The major objectives are to develop touch control of the keyboard and proper keyboarding techniques, build basic speed and accuracy skills, and provide practice in applying those basic skills to the formatting of letters, tables, reports, memorandums, forms, and other kinds of personal, personal-business, and business correspondence. The entire course also develops motor coordination, memory, thinking and problem solving skills. Students will complete their assignments using word processing software. Students may also have limited practice on a typewriter. Each part is 30 hours in duration covering a minimum of 20 lessons equaling 1 unit of credit.

OFA 123 KEYBOARDING BASIC PART 1

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

The first 30 hours consists of the introduction and development of the touch method of keyboarding, including mouse techniques, directional keys, scrolling, and font size on the computer. This includes the alphabet, number keys and basic horizontal and vertical centering using WordPerfect software and IBM Memory typewriters. Emphasis is placed on correct keyboarding position, and key stroking techniques. Basic computer terminology is introduced, discussed, and used by the student. Improvement of typing, speed and accuracy rate, as well as the development of accurate proofreading skills by the student is stressed. Students may enroll in one or more units consecutively (OFA 123-125) and earn up to 3 units of credit for the semester.

OFA 124 KEYBOARDING BASIC PART 2

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 123

The second 30 hours further develops the touch method of keyboarding, including the use of file, editing, formatting, size, and style functions on the computer, and introduces the correct formatting of basic letters, one-page reports, and simple tables with tabs using WordPerfect software and IBM Memory typewriters. Formatting one-page unbound reports, enumerations, outlines, and bibliographies using tabs and hanging indents, as well as personal and business letters. Continued emphasis is placed on correct keyboarding posture, key stroking techniques, and basic computer terminology. Improvement of typing speed and accuracy rate, as well as the development of accurate proofreading skills by the student is stressed. Students may enroll in one or more units consecutively (OFA 123-125) and earn up to 3 units of credit for the semester.

OFA 125 KEYBOARDING BASIC PART 3

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 124

The third 30 hours is devoted to the continued development of the touch method of keyboarding and formatting of unarranged or rough draft modified-block letters, memorandums, tables using tabs, and two-page reports with footnotes or endnotes, including special report pages using WordPerfect software and IBM Memory typewriters. Continued emphasis is placed on correct keyboarding posture, key stroking techniques, and basic computer terminology. Improvement of typing speed and accuracy rate, as well as the development of accurate proofreading skills by the student is stressed. Students may enroll in one or more units consecutively (OFA 123-125) and earn up to 3 units of credit for the semester.

OFA 131 CAREER/INFORMATION WORD PROCESSING APPLICATIONS

3 units Course length: 36 hours lecture, 54 hours laboratory

Co/Prerequisite: OFA 123, OFA 124, OFA 125

CSU

The course covers applications of computers, computer hardware and software, including system software, productivity tools, business application software, and appropriate methods of software acquisition. Emphasis is placed on the importance of information systems, the development methodologies for information systems, e-commerce, and the use of the Internet and intranets in the organization. Production activities will include integrated hands-on application work on a computer using the current Windows operation system to complete simulated office situations with a speed and time limit requirement as well as mailable standards using a variety of software such as: Microsoft Word, PowerPoint, Excel, Access, Publisher, and FrontPage.

KEYBOARDING FORMATTING

A KEYBOARDING FORMATTING course separated into three parts. This course further develops the student's entry level keyboarding skills and emphasizes the production of various kinds of business correspondence, tabulations, reports, and interoffice memorandums from unarranged and rough-draft sources, concentrating on those kinds of office keyboarding tasks that occur most frequently in the business office. Improvement of typing speed and accuracy rate, as well as the development of accurate proofreading skills by the student is emphasized. Students will complete their assignments using word processing software. Student may also have limited practice on a typewriter. Each part is 30 hours in duration covering a minimum of 20 lessons equaling 1 unit of credit.

OFA 133 KEYBOARDING FORMATTING PART 1

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 125

The first 30 hours consists of a review and the introduction of correct formatting from unarranged copy or rough draft copy of letters, interoffice memorandums, tables, reports, news releases, magazine articles, itineraries, and book manuscripts using Microsoft Word software and IBM Memory typewriters. Formatting of correspondence with displays and enumerations for various styles of stationary is addressed. Student may enroll in one or more units consecutively (OFA 133-135) and earn up to 3 units of credit for the semester.

OFA 134 KEYBOARDING FORMATTING PART 2

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 133

The second 30 hours further develops speed and accuracy in correctly formatting from unarranged or rough draft copy letters with special features, various letter styles, and reports with footnotes. Introduction of formatting specialized reports such as minutes of meetings, itineraries, procedure manuals, legal documents, and formatting author/date citations using Microsoft Works software and IBM Memory typewriters is provided. Students may enroll in one or more units consecutively (OFA 133-135) and earn up to 3 units of credit for the semester.

OFA 135 KEYBOARDING FORMATTING PART 3

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 134

The third 30 hours is devoted to the continued development of speed and accuracy in formatting from unarranged or rough draft copy two-page letters with displays, minutes, itineraries, and memorandums. Introduction of formatting templates such as invoices, purchase orders, and memorandums, as well as the creation of them is provided. Designing with graphics in developing letterhead stationery, advertisements, announcements, newsletters, and reports is presented. Creating boxed tables with braced headings using the table feature and preparing reports with columns using Microsoft Word software and IBM Memory typewriters is taught. Students may enroll in one or more units consecutively (OFA 133-135) and earn up to 3 units of credit for the semester.

SHORTHAND I

A beginning course in the basic theory of Gregg Shorthand, Centennial Edition. The student may acquire a marketable vocational skill, an effective personal, administrative, and communications skill, a set of organized work habits, and basic education in the structure of language. All personal notes, telephone messages, reminder, and "to do" lists, etc., can be written in shorthand. To the student, shorthand is particularly valuable. The shorthand writer takes notes completely and easily. Shorthand is a lifelong personal skill which relieves one from the drudgery of writing longhand. The course is separated into 4 parts. Each part is 4 weeks in duration covering a minimum of 10 lessons equaling 1 unit of credit.

OFA 136 SHORTHAND I, BEGINNING THEORY PART 1

1 unit Course length: 16 hours lecture, 4 hours laboratory

CSU

During the first four weeks, lessons 1-10 are presented. Reading, writing (using shorthand), spelling, and simple dictation of practiced material is emphasized. Students may enroll in one or more units consecutively (OFA 136-139) and earn 4 units of credit for the semester.

OFA 137 SHORTHAND I, BEGINNING THEORY PART 2

1 unit Course length: 16 hours lecture, 4 hours laboratory

CSU

Prerequisite: OFA 136

During the second four weeks, lessons 11-20 are presented with continuing practice of reading, writing (using shorthand), spelling, and simple dictation of practiced material. Students may enroll in one or more units consecutively. (OFA 136-139) and earn 4 units of credit for the semester.

OFA 138 SHORTHAND I, BEGINNING THEORY PART 3

1 unit Course length: 16 hours lecture, 4 hours laboratory

CSU

Prerequisite: OFA 137

The third four weeks is devoted to the presentation of lessons 21-30. Punctuation review, reading, writing (using shorthand), spelling, simple dictation and typed transcription on computers of practiced material is continued. Students may enroll in one or more units consecutively (OFA 136-139) and earn 4 units of credit for the semester.

OFA 139 SHORTHAND I, BEGINNING THEORY PART 4

1 unit Course length: 16 hours lecture, 4 hours laboratory

CSU

Prerequisite: OFA 138

The fourth four weeks is devoted to presenting lessons 31-40. Lesson 40 completes the basic shorthand theory. An introduction to the basic elements of new dictation and typed transcription on computers is presented with a shorthand dictation goal of 50 to 70 wpm for one to three minutes with at least 95% transcription accuracy. Students may enroll in one or more units consecutively (OFA 136-139) and earn up to 4 units of credit for the semester.

OFA 145 INTRO TO BOOKKEEPING AND QUICKBOOKS

2 units Course length: 36 hours lecture
CSU

Introduction to Bookkeeping and Quickbooks will emphasize bookkeeping. Students will learn the theory of debit and credit, fundamental bookkeeping equation skills to be successful at maintaining basic bookkeeping records, including general and combined journals to record basic business transactions. This course is for students who require a basic understanding of bookkeeping principles, but who do not require any further study in the area of accounting. Through practical exercises, the student will become familiar with bookkeeping terminology and principles. Also using Quickbooks the student will explore Sales, Inventory, Purchasing, Bill Payment, Checking, Payroll, and Reporting. Participants create and work with their own list of accounts.

OFA 190 SPECIAL OFFICE OCCUPATIONS

1-3 units Course length: 36-108 hours lecture/laboratory

An intensive special class for students who need assistance in completing or preparing for regular business courses, i.e., Basic Accounting, Business Correspondence, Business Machines, Business Mathematics, Typing and Shorthand. Not applicable toward an AA degree or certificate.

OFA 220 GENERAL OFFICE PROCEDURES

5 units Course length: 90 hours lecture, 18 hours laboratory
CSU

Corequisite: OFA 123

A comprehensive course covering general office procedures, duties and responsibilities, the organization of those duties, the personal qualifications of the office employee, public relations responsibilities, business ethics and etiquette required for job entry in office occupations. Office procedures include: Information processing, record systems and management, filing, telecommunications, telephone and receptionist techniques, processing incoming and outgoing mail, work simplification methods, communication skills, reprographics, machine and shorthand transcription, computer systems software and general office duties of a successful office employee are included in the course.

OFA 221 ADMINISTRATIVE OFFICE PROCEDURES

5 units Course length: 90 hours lecture, 18 hours laboratory
CSU

Corequisite: OFA 123

Development of basic office procedures such as library and Internet research, organization and information resources, travel and conference arrangements and planning, financial and legal procedures, employment and career advancement opportunities, as well as supervisory techniques involved in processing simple financial and payroll records, tax documents, banking procedures, handling travel arrangements, organizing, assisting, and recording of minutes at meetings, parliamentary procedures, research, and composing correspondence. Further development of public relations responsibilities. Development of a job-getting resume and improvement of job interview techniques. Field trips may be required.

KEYBOARDING PROCESSING

A KEYBOARDING PROCESSING course separated into three parts. This course introduces the less frequently occurring keyboarding tasks and should develop those skills associated with office keyboarding which are typical of the high-level office employee. A brief review is given of basic production techniques including language art skills followed by integrated office projects that emphasize such modern office skills as editing, abstracting, decision making, setting priorities, following directions, and working under pressure with interruptions. The application of a variety of supplemental software, including graphics, clipart, presentation, and desktop publishing to visually enhance documents is provided. The development of design principles, desktop publishing techniques, spreadsheet basics as well as productivity tools to create compound documents is addressed. Using the Internet and CD-ROM reference sources to complete projects in a variety of office situations is also presented. Students will complete their assignments using word processing software. Students may also have limited practice on a typewriter. Each part is 30 hours in duration covering a minimum of 20 lessons equaling 1 unit of credit.

OFA 223 KEYBOARDING PROCESSING PART 1

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 135

The first 30 hours consists of the development of speed and accuracy in formatting unarranged, rough-draft mailable letters, memorandums, boxed tables, and multi-page bound reports with author-year citations, including the title page with graphics, table of contents, and bibliography. Additionally, the formatting and processing of financial statements, news releases, minutes of meetings, and an integrated marketing office project using word processing Microsoft Word software and IBM Memory typewriters is presented. Introduction of processing from simulated draft dictation sources and using the Internet and CD-ROM reference materials is addressed. Editing documents for spelling, grammar, punctuation, and formatting style is provided. Students may enroll in one or more units consecutively (OFA 223-225) and earn up to 3 units of credit for the semester.

OFA 224 KEYBOARDING PROCESSING PART 2

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 223

The second 30 hours is devoted to the use of desktop publishing to create various business forms, reports, announcements, fliers, transparencies, business cards, advertisements, brochures, and newsletters using Microsoft Works software and IBM Memory typewriters. Further development of formatting business communications from unarranged and rough-draft sources is provided. Emphasis is placed on the use of reference sources, setting priorities, following directions, and composing communications. Students may enroll in one or more units consecutively (OFA 223-225) and earn up to 3 units of credit for the semester.

OFA 225 KEYBOARDING PROCESSING PART 3

1 unit Course length: 12 hours lecture, 18 hours laboratory

CSU

Prerequisite: OFA 224

The third 30 hours consists of applying high level word processing skills while completing integrated office simulation projects in the fields of government, law, and medicine. Formatting tables using the table feature, transparencies, purchase orders, newsletters, and advertising using desktop publishing is taught. Editing rough draft documents for spelling, grammar, punctuation, and formatting style is presented. Further refinement in the efficient use of WordPerfect software, IBM Memory typewriters is provided. Emphasis is placed on the use of reference sources, setting priorities, following directions, composing communications, and abstracting data. Students may enroll in one or more units consecutively (OFA 223-225) and earn up to 3 units of credit for the semester.

SHORTHAND II

An intermediate course in Gregg Shorthand, Centennial Edition. This course enables students to take office-style dictation and produce a mailable transcript on provided computers. With those objectives fulfilled, students will have achieved the skill level necessary to employ shorthand in its many personal and professional applications. In order to provide students with an entry-level dictation and transcription skill, instruction centers in four major types of activities: theory review, shorthand dictation speed building, transcription skill development, and mailable production letters. The course is separated into 4 parts. Each part is four weeks in duration covering a minimum of 10 lessons equaling 1 unit of credit.

OFA 236 SHORTHAND II, INTERMEDIATE TRANSCRIPTION, PART 1

1 unit Course length: 16 hours lecture, 4 hours laboratory

CSU

Prerequisite: OFA 139

During the first four weeks, lessons 1-10 are presented. A review of theory with reading, writing (using shorthand), spelling, punctuation, taking shorthand dictation, and transcribing using provided computers in the Model Office. Students may enroll in one or more units consecutively (OFA 136-239) and earn 4 units of credit for the semester.

OFA 237 SHORTHAND II, INTERMEDIATE TRANSCRIPTION, PART 2

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU
Prerequisite: OFA 236
During the second four weeks, lessons 11-20 are presented. Development of the skill in taking shorthand dictation, and transcription of shorthand outlines using provided computers in the Model Office is emphasized. Reading, writing (using shorthand), spelling and a review of punctuation is continued. Students may enroll in one or more units consecutively (OFA 236-239) and earn 4 units of credit for the semester.

OFA 238 SHORTHAND II, INTERMEDIATE TRANSCRIPTION, PART 3

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU
Prerequisite: OFA 237
During the third four weeks, lessons 21-30 are presented. Emphasis is on the ability to take new material dictation and transcribe, using computers in the Model Office, into mailable form. Including a continued review of punctuation, spelling, vocabulary, grammar, and correct word usage. Students may enroll in one or more units consecutively (OFA 236-239) and earn 4 units of credit for the semester.

OFA 239 SHORTHAND II, INTERMEDIATE TRANSCRIPTION, PART 4

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU
Prerequisite: OFA 238
The fourth four weeks is devoted to presenting lessons 31-40. Intensive speed building in takine dictation rapidly and accurately is emphasized. Further development of the ability to transcribe, using computers in the Model Office, with a shorthand rate of 80 to 100 wpm for three minutes with at least 95% transcription accuracy. Students may enroll in one or more units consecutively (OFA 236-239) and earn 4 units of credit for the semester.

SHORTHAND III

An expert course in Gregg Shorthand Centennial Edition. The course is devoted to a comprehensive review of transcription guidelines, such as language arts, word usage, punctuation, capitalization of titles, and formatting. The course also review and further develops the student's shorthand dictation speed and production of mailable letters, articles, minutes and technical vocabulary in a variety of formats. With continued refinement of the student's dictation and transcription abilities beyond the skill levels that are required for entry-level employment. The course is separated into 4 parts. Each part is four weeks in duration covering a minimum of 10 lessons equaling 1 unit of credit.

OFA 246 SHORTHAND III, EXPERT TRANSCRIPTION, PART 1

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU
Prerequisite: OFA 239
During the first four weeks, lessons 1-10 are presented. A review of theory with reading, writing (using shorthand), spelling, punctuation, taking dictation using shorthand and transcribing on computers in the Model Office. Students may enroll in one or more units consecutively (OFA 246-249) and earn 4 units of credit for the semester.

OFA 247 SHORTHAND III, EXPERT TRANSCRIPTION, PART 2

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU
Prerequisite: OFA 246
During the second four weeks, lessons 11-20 are presented. Intensive shorthand speed building, reading of shorthand and taking dictation is presented. Further development of the ability to transcribe rapidly and accurately from shorthand notes on computers in the Model Office is emphasized. Students may enroll in one or more units consecutively (OFA 246-249) and earn 4 units of credit for the semester.

OFA 248 SHORTHAND III, EXPERT TRANSCRIPTION, PART 3

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU

Prerequisite: OFA 247

The third four weeks is devoted to presenting lessons 21-30. Emphasis is on the ability to take new material shorthand dictation and transcribe into mailable form using computers in the Model Office, with a continued review of punctuation, spelling, and correct word usage. Students may enroll in one or more units consecutively (OFA 246-249) and earn 4 units of credit for the semester.

OFA 249 SHORTHAND III, EXPERT TRANSCRIPTION, PART 4

1 unit Course length: 16 hours lecture, 4 hours laboratory
CSU

Prerequisite: OFA 248

The fourth four weeks is devoted to presenting lessons 31-40. Intensive shorthand speed building in dictation and the development of the ability to transcribe rapidly and accurately from 90 to 100 wpm for three minutes with at least 95% transcription accuracy using computers in the Model Office. Continued development of office style dictation and transcription is also emphasized. Students may enroll in one or more units consecutively (OFA 246-249) and earn 4 units of credit for the semester.

OFA 257 BEGINNING PERSONAL SHORTHAND

2 units Course length: 54 hours lecture/laboratory

A Pass/No Pass beginning personal shorthand course. This course is designed to teach the student shorthand as a personal skill rather than a vocational one. Completion of fundamentals through reading, writing, and skill development. Individually contracted objectives.

OFA 258 REVIEW SHORTHAND

2 units Course length: 54 hours lecture/laboratory

A Pass/No Pass competency-based skill development course in shorthand dictation and transcription designed to enhance basic shorthand skills and build speed and accuracy. This course is appropriate for a student with shorthand skills wishing to enter into the job market after an absence or for those students who are not proficient enough to enroll in Shorthand II or III. The student is pre-tested and evaluated to assist in determining individual objectives. Credit granted on basis of successful completion of individually contracted objectives.

OFA 280 SELECTED TOPICS IN OFFICE ADMINISTRATION

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory

Group investigation of a special topic in the area of office administration. As appropriate, the specific subject will be announced in the Schedule of Courses.

OFA 290 SELECTED STUDIES IN OFFICE ADMINISTRATION

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory

Group investigation of a special problem in the area of office administration. As appropriate, the specific subject will be announced in the Schedule of Courses. Not applicable toward an AA degree or certificate.

PHARMACY TECHNICIAN

PHT 100 PHARMACY TECHNICIANS AS A CAREER

1 unit Course length: 27 hours lecture
CSU

This course is an introduction to the pharmaceutical sciences and the functions of a pharmacy technician in health care. The role of the pharmacy technician, areas of specialization in the field, technical standards, state registration requirements and employment opportunities will be discussed.

PHT 101 ORIENTATION TO PHARMACY TECHNOLOGY

3 units Course length: 54 hours lecture
CSU
Prerequisite: Admission to Pharmacy Technology Program.
Advisory: High school biology or BIO 100, and high school algebra.
Recommendation: ENG 101
This course provides an orientation to the role and working environment of the pharmacy technician, in both inpatient and outpatient settings as well as an introduction to the legal responsibilities and technical activities of the pharmacy technician.

PHT 102 BASIC PHARMACEUTICS

4 units Course length: 72 hours lecture
CSU
Prerequisite: Admission to Pharmacy Technology Program.
Corequisite: PHT 101 to be taken concurrently
Advisory: ENG 101 recommended.
This course is an introduction to the pharmacological principles as they are related to and support an understanding of rational drug usage. An understanding of the profound influence of drug laws, standards and regulations is also emphasized.

PHT 103 INPATIENT DISPENSING

3 units Course length: 36 hours lecture, 54 hours laboratory, 18 hours clinic/field
CSU
Prerequisite: Admission to Pharmacy Technology Program.
Corequisite: PHT 101 and 102 to be taken concurrently
Advisory: ENG 101 recommended.
This course is a general study of the usual technician functions associated with an institutional drug distribution system, and provides practical experience in the manipulative and record-keeping functions of extemporaneous preparations in an inpatient pharmacy.

PHT 104 ASEPTIC TECHNIQUE & IV PREPARATION

4 units Course length: 54 hours lecture, 54 hours laboratory, 36 hours clinic/field
CSU
Prerequisite: Admission to the Pharmacy Technology Program, PHT 103
Corequisite: PHT 105 and 106 to be taken concurrently.
Advisory: ENG 101 recommended.
This course examines the compounding of sterile products according to the appropriate technique, provides an introduction to the concepts of sterility and incompatibility, the use of appplicable quality assurance processes and performance of work in accordance with the laws, regulations, and standards which govern the preparation of sterile products, with special emphasis on the preparation of parenteral chemotherapy with strict adherence to all precautionary standards.

PHT 105 AMBULATORY PHARMACY PRACTICE

4 units Course length: 54 hours lecture, 54 hours laboratory, 27 hours clinic/field
CSU
Prerequisite: Admission to the Pharmacy Technology Program
Corequisite: PHT 104 and 106 to be taken concurrently.
Advisory: ENG 101 recommended.
This course provides a reivew of the skills needed to operate effectively in an ambulatory setting, with emphasis on receiving and controlling inventory, processing prescriptions using computerized prescription processing, medical insurance billing, and customer relations.

PHT 106 DOSAGE CALCULATIONS A

3 units Course length: 54 hours lecture
CSU
Prerequisite: Admission to the Pharmacy Technology Program
Corequisite: PHT 104 and 105 to be taken concurrently.
Advisory: ENG 101 recommended.
This course is an introduction to the use of pharmaceutical measuring systems with emphasis on the metric system and intersystem conversions.

PHT 107 DOSAGE CALCULATIONS B

3 units Course length: 54 hours lecture
CSU
Prerequisite: Admission to the Pharmacy Technology Program, PHT 106
Corequisite: PHT 110 to be taken concurrently.
Advisory: ENG 101 recommended.
This course emphasizes the calculation of the correct oral and parenteral dosages of drugs using information from prescriptions or medication orders as well as the accurate determination of the correct amount of ingredients for the compounding of pharmaceutical products from a prescription or medication order.

PHT 108 PHARMACOLOGY A

3 units Course length: 54 hours lecture
CSU
Prerequisite: Admission to the Pharmacy Technology Program, PHT 101
Advisory: High school biology or BIO 100, and high school algebra. ENG 101 recommended.
This course is a study of the basic anatomy, physiology, and pharmacology of the nervous system, the senses, the endocrine system, the digestive system, the urinary system, and the reproductive system.

PHT 109 PHARMACOLOGY B

3 units Course length: 54 hours lecture
Prerequisite: Admission to the Pharmacy Technology Program, PHT 108
Advisory: ENG 101 recommended.
This course is a study of the basic anatomy, physiology, and pharmacology of body tissues and membranes, the integumentary system, the skeletal system, the muscular system, the cardiovascular system, the blood, the lymphatic system and immunization, and the respiratory system. It also provides a review of body temperature and discussions on metabolism with emphasis on nutrition.

PHT 110 DISPENSING & COMPOUNDING A

4 units Course length: 36 hours lecture, 108 hours laboratory
Prerequisite: Admission to the Pharmacy Technology Program, PHT 101.
Corequisite: PHT 107 to be taken concurrently.
Advisory: ENG 101 recommended.
This course emphasizes the general preparation of nonsterile solid and liquid pharmaceutical dosage forms for oral and topical use, provides practical experience in the manipulative and record-keeping functions associated with the compounding and dispensing of prescriptions for ambulatory patients, and discusses dosage forms, advantages and disadvantages, uses, storage and packaging of pharmaceutical products.

PHT 111 DISPENSING & COMPOUNDING B

3 units Course length: 36 hours lecture, 54 hours laboratory
Prerequisite: Admission to the Pharmacy Technology Program, PHT 110.
Advisory: ENG 101 recommended.
This course will examine the general preparation of topical, transdermal, rectal, ophthalmic, and otic pharmaceutical dosage forms, provide practical experience in the manipulative and record keeping functions associated with the compounding and dispensing of prescriptions as well as discuss dosage forms, advantages and disadvantages, uses, storage and packaging of pharmaceutical products.

PHT 112 RETAIL CLINICAL A

1 unit Course length: 18 hours laboratory, 108 hours clinic/field

Prerequisite: Admission to the Pharmacy Technology Program, PHT 101.

Advisory: PHT 103, 106, 107

This course emphasizes the practice, in an outpatient environment, of skills developed in didactic and laboratory training. Activities will be performed by the student and evaluated by a preceptor.

PHT 113 RETAIL CLINICAL B

1 unit Course length: 18 hours laboratory, 108 hours clinic/field

Prerequisite: Admission to the Pharmacy Technology Program, PHT 112.

Advisory: PHT 101, 103, 106, 107

A continuation of PHT 112, this course further emphasizes the practice, in the outpatient environment, of skills developed in didactic and laboratory training. Activities will be performed by the student and evaluated by a preceptor.

PHT 114 HOME HEALTHCARE SUPPLIES

3 units Course length: 36 hours lecture, 54 hours laboratory

Prerequisite: Admission to the Pharmacy Technology Program, PHT 102.

Advisory: ENG 101 recommended

This course discusses the study of diseases and conditions that require ongoing health maintenance by the patient, and the tests and devices used for the control of these diseases and conditions. Additional topics of study include the use of single-use test kits for routine health screening, an evaluation of alternative forms of health care, and vitamins and minerals commonly used in pharmaceutical preparations.

PHT 115 HOSPITAL CLINICAL A

1 unit Course length: 18 hours laboratory, 108 hours clinic/field

CSU

Prerequisite: Admission to the Pharmacy Technology Program, PHT 101.

Advisory: PHT 103, 106, 107

This course emphasizes the practice, in both inpatient and outpatient environments, of skills developed in didactic and laboratory training. Activities will be performed by the student and evaluated by a preceptor.

PHT 116 HOSPITAL CLINICAL B

1 unit Course length: 18 hours laboratory, 108 hours clinic/field

CSU

Prerequisite: Admission to the Pharmacy Technology Program, PHT 115.

Advisory: PHT 101, 103, 106, 107

A continuation of PHT 115, this course further emphasizes the practice, in an inpatient environmnet, of skills developed in didactic and laboratory training of preparation of sterile products. Activities will be performed by the student and evaluated by a preceptor.

PHILOSOPHY

✉PHI 100 INTRODUCTION TO PHILOSOPHY

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

This course takes both a survey and topical approach to the study of Philosophy. As such, it has two main goals: to introduce the discipline of Philosophy and its subfields, and to introduce philosophical inquiries into the subject of “human nature”.

✉PHI 105 COMPARATIVE WORLD RELIGIONS

3 units Course length: 54 hours lecture

IGETC: 3B; CSU GE: C2; UC: H

This course is an introduction to the basic elements of the religions of the world, their similarities and differences, and their impact on believers and society. The course includes a study of the historical development, basic doctrines, and important sects of the major religions of the world, as well as a study of scriptural and artistic creations from these traditions. Some analysis of tribal religious beliefs and practices is included.

✉PHI 210 INTRODUCTION TO LOGIC
3 units Course length: 54 hours lecture
IGETC: 3B; CSU GE: A3; UC: H
This course is an introduction to traditional and modern logic including skills for evaluating and understanding arguments using deductive and inductive inference. It will provide an overview of major theories of logic from Aristotle to the present. The student will learn to identify common fallacies in reasoning, to test for validity in arguments and categorical syllogisms, and the uses of logic in scientific techniques.

✉PHI 280 SELECTED TOPICS IN PHILOSOPHY
3 units Course length: 54 hours lecture
CSU
Examination of topics, current trends and/or issues in the discipline of Philosophy not covered by regular Catalog offerings. Recommended preparation varies with topic.

✉PHI 290 SELECTED STUDIES IN PHILOSOPHY
3 units Course length: 54 hours lecture
CSU
Examination of selected studies in the area of Philosophy not covered by regular Catalog offerings. Recommended preparation varies with topic.

PHYSICAL EDUCATION

PHE 100 FITNESS CENTER®
1-3 units Course length: 54-162 hours laboratory
CSU
This class is designed for beginning and advanced students to participate in aerobic and anaerobic activities in the fitness center. One on one instruction is available for beginning students while advanced students have the option of working out on their own. This course is repeatable.

PHE 101 BEGINNING BOWLING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
An entry level course designed to acquaint the student with the basic skills and understanding of bowling as a lifetime leisure activity.

PHE 102 INTERMEDIATE BOWLING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: PHE 101
A second level course designed to further the development of the student's skill level and appreciation of bowling as a leisure time activity. Places emphasis on refinement of specific skills.

PHE 103 ADVANCED BOWLING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: PHE 102
An advanced course for the bowler with a high degree of proficiency in bowling. Stresses the refinement and polishing of those skills to a level sufficient for league and tournament competition.

PHE 104 MASTER BOWLING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: PHE 103
A course for the student who has completed at least two other bowling courses, or who has had league and tournament experience. The student will be expected to participate in the leadership of class activities and competition.

PHE 105 BEGINNING ORGANIZED GAMES
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Various activities and games with a different emphasis each semester, depending upon interest. May include weight training, physical fitness, handball, horseshoes, volleyball, field hockey, or any other activity of interest to a wide range of ages, abilities and interests.

PHE 110 STRENGTH AND FLEXIBILITY
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This low-impact course is designed for individuals of all fitness levels, who want to increase their overall movement efficiency and strength while developing the mind-body connection associated with movement. Students will be introduced to principles of proper alignment, core and extremity strength, flexibility, balance, and coordination through a series of mat exercises that use gravity and body weight as resistance.

PHE 117 BEGINNING AEROBICS I
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Designed for the beginning aerobics student. Provides the fundamentals of a conditioning activity which can be used to maintain physical fitness throughout the student's life.

PHE 118 BEGINNING AEROBICS II
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Designed for the beginning aerobic student. Provides additional instruction on the conditioning activities.

PHE 119 INTERMEDIATE AEROBICS
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Class provides instruction in various aerobics and stretching movements set to music. Designed to tone the body, improve cardiovascular endurance, and to increase one's ability to exercise safely and effectively.

PHE 120 ADVANCED AEROBICS
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Designed for the advanced aerobics student. Emphasizes an advanced conditioning activity which can be used to maintain physical fitness throughout the student's life.

PHE 122 BEGINNING SWIMMING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
A beginning course including Red Cross swimming instruction in water adjustment, floating, elementary strokes, and methods of water safety and survival.

PHE 127 BEGINNING VOLLEYBALL I
.5-1 unit Course length: 54 hours laboratory
CSU; UC
A first level course designed to develop basic skills and knowledge of volleyball.

PHE 128 BEGINNING VOLLEYBALL II
1 unit Course length: 54 hours laboratory
CSU; UC
Prerequisite: PHE 127
A second level course designed to further develop the student's skill level and appreciation of volleyball as a leisure time activity.

PHE 129 INTERMEDIATE VOLLEYBALL III
.5-1 unit Course length: 54 hours laboratory
CSU; UC
Prerequisite: PHE 128
A third level course designed to further develop student's skill level and appreciation of volleyball as a leisure time activity.

PHE 130 ADVANCED VOLLEYBALL IV
1 unit Course length: 54 hours laboratory
CSU; UC
Prerequisite: PHE 127, 128, and 129
A fourth level course designed to refine student skills and appreciation of volleyball as a leisure time activity.

PHE 131 INTRODUCTION TO WEIGHTLIFTING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This class is designed to introduce the student to basic weight training as a means of fitness. Emphasis is toward proper weightlifting safety, techniques, progression and terminology.

PHE 132 INTERMEDIATE WEIGHTLIFTING
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: Completion of PHE 131 or equivalency
This class is designed to extend the student's knowledge and skill of weightlifting. Emphasis is on specific demands of weightlifting. The student will explore more weightlifting exercises, techniques, routines and terminology.

PHE 133 ADVANCED WEIGHTLIFTING I
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: Completion of PHE 131 and 132 or equivalency
This class is designed to master the student's skill and concepts of weightlifting. Emphasis is on program design and exercise/routine combinations in weightlifting. The student will develop master skills of weightlifting exercises, techniques, routines and terminology.

PHE 134 ADVANCED WEIGHTLIFTING II
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: Completion of PHE 131, 132, and 133 or equivalency
This class is designed as a continuation of Advanced Weightlifting I to master weight training skills, techniques, and knowledge. Emphasis is on periodization development and sports specific goal setting. The student will master weightlifting exercises, routines, sports specific goals and program design.

PHE 140 ADAPTIVE WATER ACTIVITY®
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course focuses primarily on, but is not limited to, students with disabilities and includes a variety of aquatic exercises, recreational activities and a water safety component. It also includes basic swimming instruction, techniques for breath and body control in the water, and participation in group activities. This course is repeatable.

PHE 150 BEGINNING KARATE®
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course in Beginning Karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. This course is repeatable up to four times for credit.

PHE 171 BASIC TENNIS
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
To teach the students the basic skills of tennis. Proper etiquette for behavior will also be discussed. Play will be developed at the very elementary level.

PHE 172 INTERMEDIATE TENNIS
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
To teach intermediate levels of tennis. The student will review basic skills and proper etiquette for play. Rules will be enhanced.

PHE 173 ADVANCED TENNIS
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
To teach advanced skill levels of tennis. Review basic and secondary skill levels and proper etiquette for play. Rules will be stressed. Basic strategies for singles and doubles will be taught.

PHE 174 COMPETITIVE TENNIS
.5-1 unit Course length: 54 hours laboratory
CSU GE: E; UC
To teach competitive skill levels of tennis. Basic, secondary, and advanced skill levels and proper etiquette will be reviewed. Rules will be stressed. Competitive strategies for singles and doubles will be included. Also mastery of various strokes.

PHE 176 INTRODUCTION TO GOLF
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course introduces the student to the fundamental skills of golf. Emphasis is on basic skills, strategies and rules of golf.

PHE 177 INTERMEDIATE GOLF
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: Completion of PHE 176 or equivalency
This course is designed to extend the student's skill and knowledge of golf. Emphasis is on enhanced skills and strategies along with more in-depth golf rules.

PHE 178 ADVANCED GOLF
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: Completion of PHE 176 and 177 or equivalency
This course is designed to provide the student with an opportunity to master golf skills and concepts. Emphasis is on advanced mental and physical strategies along with trouble shots. In-depth golf rules are presented.

PHE 179 COMPETITIVE GOLF
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: Completion of PHE 176, 177 and 178 or equivalency
This course is designed to provide the student with an opportunity to master competitive golf skills. Emphasis is on a variety of golf games and tournament play. A depth and breadth of golf rules are presented.

✉PHE 180 SPORT PSYCHOLOGY
1 unit Course length: 18 hours lecture
CSU GE: E
This course is designed to enlighten and further a student's understanding of theories and various principles of Psychology in sports settings.

PHE 181 BEGINNING SOCCER
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Soccer for beginning players, emphasizing rules, strategies, and drills to develop soccer skills.

PHE 182 INTERMEDIATE SOCCER
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course is designed primarily for intermediate soccer players. Emphasis is on continued rules, strategies, and drills to maintain soccer skills.

PHE 183 ADVANCED SOCCER
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course is designed primarily for advanced soccer players. The emphasis is on rules, strategies, and drills to increase soccer skills.

PHE 184 BEGINNING ADAPTIVE ACTIVITY®
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course provides a variety of physical education activities for those students with disabilities. Activities are designed to accommodate those individuals whose limitations may prevent them from participation in standard physical education courses. Activities are individually tailored to accommodate specific disabilities and include, but are not limited to, weightlifting, aerobics, basketball, baseball, kickball, stretching, and adaptive aquatics. This class may be repeated indefinitely as per Title V regulations governing repeatability for students with disabilities.

PHE 185 INTERMEDIATE ADAPTIVE ACTIVITY®
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course provides a variety of physical education activities for those students with disabilities. Activities are designed to accommodate those individuals whose limitations may prevent them from participation in standard physical education courses. Activities are individually tailored to accommodate specific disabilities and include, but are not limited to, weightlifting, aerobics, basketball, baseball, kickball, stretching, and adaptive aquatics. This class may be repeated indefinitely as per Title V regulations governing repeatability for students with disabilities.

PHE 186 ADVANCED ADAPTIVE ACTIVITY®
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
This course provides a variety of physical education activities for those students with disabilities. Activities are designed to accommodate those individuals whose limitations may prevent them from participation in standard physical education courses. Activities are individually tailored to accommodate specific disabilities and include, but are not limited to, weightlifting, aerobics, basketball, baseball, kickball, stretching, and adaptive aquatics. This class may be repeated indefinitely as per Title V regulations governing repeatability for students with disabilities.

PHE 187 ADVANCED ADAPTIVE ACTIVITY II®
1 unit Course length: 54 hours laboratory
CSU GE: E; UC
Prerequisite: PHE 186
This course provides a variety of physical education activities for those students with disabilities. Activities are designed to accommodate those individuals whose limitations may prevent them from participation in standard physical education courses. Activities are individually tailored to accommodate specific disabilities and include, but are not limited to, weightlifting, aerobics, basketball, baseball, kickball, stretching, and adaptive aquatics. This class may be repeated indefinitely as per Title V regulations governing repeatability for students with disabilities.

PHE 280 SELECTED TOPICS IN PHYSICAL EDUCATION

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-26 hours laboratory

Group investigation of a special topic in the area of physical education. As appropriate, the specific subject will be announced in the Schedule of Courses.

PHE 290 SELECTED STUDIES IN PHYSICAL EDUCATION

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-26 hours laboratory

Group investigation of a special problem in the area of physical education. As appropriate, the specific subject will be announced in the Schedule of Courses.

PHYSICAL SCIENCE

PHS 140 PHYSICAL SCIENCE SURVEY

4 units Course length: 54 hours lecture, 54 hours laboratory
IGETC: 5A, CSU GE: B1, B3; UC: S
Prerequisite: MAT 080

This course is designed to acquaint the student with basic concepts of importance in the physical sciences and their relationship to the everyday world. Material is drawn primarily from the areas of astronomy, chemistry, and physics. Includes topics of current and historical interest. Lab experiments are designed to enhance the student's understanding of basic concepts in the physical sciences.

PHYSICS

✉PHY 101 INTRODUCTION TO PHYSICS

4 units Course length: 54 hours lecture, 54 hours laboratory
IGETC: 5A; CSU GE: B1, B3; UC: S
Prerequisite: MAT 083/084

This course is a preparatory course for students who have never had physics and covers the survey of motion, forces, energy, heat, gas laws, kinetic theory, electricity and magnetism. The laboratory experiments are designed to enhance the students understanding of the various topics covered in class.

✉PHY 110 GENERAL PHYSICS I

4 units Course length: 54 hours lecture, 54 hours laboratory
IGETC: 5A; CSU GE: B1, B3; UC: S
Prerequisite : Two years of high school algebra or completion of MAT 086 or MAT 088

This course includes the study of measurement, vector algebra, one and two dimensional motion, Newton's laws of motion, kinematics, momentum and collisions, rotational motion and angular momentum, elasticity, oscillations and gravitational interactions, fluids, waves, temperature and the laws of thermodynamics. It also includes an appropriate laboratory program illustrating the principles learned in lecture. It is a necessary part of the physics of engineering.

✉PHY 220 GENERAL PHYSICS II

4 units Course length: 54 hours lecture, 54 hours laboratory
IGETC: 5A; BCSU GE: B1, B3; UC: S
Prerequisite: Two years of high school algebra or completion of MAT 086 or MAT 088 AND completion of PHY 110.

A continuation of PHY 110, this course involves a study of electrostatic forces, fields and potentials, DC and AC circuits, magnetism, electromagnetic waves, the reflection, refraction, diffraction, and interference of light and an introduction to the theories of relativity, quantum mechanics and cosmology. Also included is an appropriate laboratory program illustrating the principles learned in lecture. This course is not for physical science and engineering majors but can serve as the physics requirement for the pre-professional medical programs.

POLITICAL SCIENCE

✉POS 101 INTRODUCTION TO POLITICAL SCIENCE

3 units Course length: 54 hours lecture
IGETC: 4H; CSU GE: D8; UC: B

An inquiry into political action in various cultural contexts stressing a more knowledgeable citizenry while utilizing national and cross-national experiences. Topics emphasized include political ideologies, basic structures of governments, public opinion, political parties and court systems.

✉POS 145 AMERICAN POLITICAL INSTITUTIONS
3 units Course length: 54 hours lecture
IGETC: 4H; CSU GE: D8; UC: B
Analysis of the national government of the United States and of the government of the State of California with attention to relations between government and the individual; the structure of the legislature, executive and judicial branches and the major functions of government in the modern world. Treatment of American political institutions as documented in the Constitution of the United States.

POS 280 SELECTED TOPICS IN POLITICAL SCIENCE
.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of political science. As appropriate, the specific subject will be announced in the Schedule of Courses.

POS 285 INTERNATIONAL RELATIONS
3 units Course length: 54 hours lecture
IGETC: 4H; CSU GE: D8; UC: B
Introduction to the principles and practices of nations in their relationship with each other. International organization, international law, treaties, propaganda, war and peace, and the implications of nuclear weapons are considered. Special attention is given to the role of the United States in inter-American and world affairs.

POS 290 SELECTED STUDIES IN POLITICAL SCIENCE
.25-4 units Course length: 4.5-72 hours lecture and/or
13.5-216 hours laboratory
Group investigation of a special problem in the area of political science. As appropriate, the specific subject will be announced in the Schedule of Courses.

PSYCHOLOGY

PSY 080 SUPPLEMENTAL INSTRUCTION FOR PSYCHOLOGY®
.25-1 unit Course length: 12-48 hours laboratory
Corequisite: Enrollment in Psychology courses.
This is a supplemental skills course for students who need and/or want additional assistance and review in Psychology courses. This course is a Credit/No Credit variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

✉PSY 101 GENERAL PSYCHOLOGY
3 units Course length: 54 hours lecture
IGETC: 4I; CSU GE: D9; UC: B
Corequisite: ENG 099 eligibility
A survey of the principles and concepts governing affect, behavior, and mental processes. Critical thinking skills will be emphasized by the use of exercises which require applying and analyzing the psychological theories, research, and perspectives that provide insight into her/his own motives and behaviors.

✉PSY 110 PERSONAL AND SOCIAL ADJUSTMENT I
3 units Course length: 54 hours lecture
CSU GE: D9, E
Corequisite: ENG 099 eligibility
An introduction to examining one's choices and how the influence of age, gender, previous experience, ethnic group membership, context, and the environment have shaped these choices. Techniques for expanding one's self-awareness and the exploration of alternate choices in significant areas of one's life comprise an integral part of this course.

✉PSY 115 HUMAN SEXUALITY
3 units Course length: 54 hours lecture
IGETC: 4I; CSU GE: D9; UC: B
Corequisite: ENG 099 eligibility
An exploration of the psychological, social, and physiological dimensions of human sexual behaviors. The course will review specific theories and research findings, and consider their relevance for individual sexual development. Social attitudes towards sexuality, anatomy, reproduction/birth, gender identity, and sexual roles are investigated.

✉PSY 145 HUMAN RELATIONS
3 units Course length: 54 hours lecture
CSU GE: D9
Corequisite: ENG 099 eligibility
This course identifies the practical application of basic psychological issues in modern management. Concepts, techniques, and skills used to raise productivity and enhance satisfaction in the work place will be covered.

✉PSY 150 INTRODUCTION TO RESEARCH METHODS
3 units Course length: 54 hours lecture
CSU; UC
Corequisite: ENG 099 eligibility
Recommended: PSY 101
This course is an introduction to scientific methodology in psychology and social sciences, including descriptive, experimental, and applied research, as well as an introduction to research reports.

✉PSY 155 INTRODUCTION TO STATISTICAL ANALYSIS FOR THE SOCIAL SCIENCES
3 units Course length: 54 hours lecture
CSU GE: B4; UC
Corequisite: ENG 099 eligibility
Recommended: SOC 101 or PSY 101
This course focuses on concepts and applications of descriptive and inferential statistics in psychology and other behavioral sciences. Topics include hypothesis testing, frequency distributions, percentiles, central tendency and variability, application of the normal probability distribution, correlation, and analysis of variance procedures. This course is designed for students seeking careers in social science such as psychology, sociology and anthropology.

✉PSY 201 LIFE SPAN DEVELOPMENT
3 units Course length: 54 hours lecture
IGETC: 4I; CSU GE: D9; UC: B
Corequisite: ENG 099 eligibility
A systematic study of human development throughout the life span. Analyses of contemporary development research and theory will be included. In addition, case studies, trends, principles and processes will be examined in the terms of ethnic, racial, gender and cross-cultural issues in human development.

PSY 205 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY
3 units Course length: 54 hours lecture
IGETC: 4I; CSU GE: D9; UC: B
Corequisite: ENG 099 eligibility
Introduction to the physiological determinants of behavior including behavior evolution, the nervous system and endocrine glands; and their relationship to perception, learning, motivation, emotion and personality.

✉PSY 210 ABNORMAL PSYCHOLOGY
3 units Course length: 54 hours lecture
IGETC: 4I; CSU GE: D9; UC: B
Corequisite: ENG 099 eligibility
Study of abnormal behavior, including its causes, symptoms, characteristics, classifications, prevention and treatment.

✉PSY 215 SOCIAL PSYCHOLOGY

3 units Course length: 54 hours lecture

IGETC: 4i; CSU GE: D9; UC: B

Recommended: PSY 101 or concurrent enrollment in this course.

Social Psychology is the scientific study of how thoughts, feelings, and behaviors of individuals are influenced by the real or implied presence of others. Even though individuals differ, this field focuses on the regularities of social reaction and interaction. This course will examine the central theories, concepts, and research findings revolving around behaviors in social situations/settings such as aggression, attraction, group behaviors, altruism, conformity, and helping behavior.

✉PSY 220 COUNSELING AND INTERVIEWING

3 units Course length: 54 hours lecture

CSU GE: D9

Corequisite: ENG 099 eligibility

Recommended: PSY 101

A comprehensive coverage of theory, counseling strategies, the counseling relationship, and professional issues. Counseling in schools, drug abuse and crisis intervention centers, community mental health sites, prisons, vocational/career facilities and other human services sites will be emphasized to demonstrate the various types of counselors and their roles. Materials and discussions will be presented to enhance student's sensitivity to cultural diversity, e.g., community-based policing, etc.

✉PSY 280 SELECTED TOPICS IN PSYCHOLOGY

3 units Course length: 54 hours lecture

CSU

Recommended: PSY 101

Group investigation of a special topic in psychology. The area of study will be determined by the instructor and noted in the class syllabus.

PSY 290 SELECTED STUDIES IN PSYCHOLOGY

3 units Course length: 54 hours lecture

CSU

Recommended: PSY 101

Group investigation of a select group of studies in an area of psychology. The area of study will be determined by the instructor and noted in the class syllabus.

READING

RDG 084 BEGINNING READING WITH LABORATORY®

3.25 units Course length: 54 hours lecture, 18 hours laboratory

Prerequisite: Placement via the testing process.

This course is designed for students who need to improve basic reading skills in order to comprehend college-level materials. In this course, students practice a reading process with selections from freshman-level textbooks and enhance literacy by reading essays, news articles and a feature length book. The course emphasizes topics such as main ideas, supporting details, inferences, and critical thinking, vocabulary and study skills to increase comprehension. It has an attached class lab of one hour each week. To pass the course, the student must successfully complete both coursework and lab work during the same semester. The course grade is Pass/No Pass, and the course is repeatable up to two times.

RDG 086 INTERMEDIATE READING WITH LABORATORY®

3.25 units Course length: 54 hours lecture, 18 hours laboratory

Prerequisite: RDG 084 or RDG 094 or placement via the testing process.

Note: RDG 086 is a prerequisite for ENG 099.

This course is designed for students who need practice in reading at the college level and in critical thinking skills in order to succeed in transfer level courses. It is also a refresher course for adult learners. In this course, students develop reading strategies for textbooks and interact with essays, poetry, a work of fiction or non-fiction to increase reading comprehension as well as appreciation. They also build writing, vocabulary, discussion and study skills to accurately interpret and express information and to reflect the meaning of class readings. Some research is required. The course has an attached class lab of one hour each week. To pass the course, the student must complete both coursework and lab work during the same semester. The course issues Pass/No Pass, or a letter grade. The course is repeatable up to two times.

✉RDG 094 BEGINNING READING®

3 units Course length: 54 hours lecture

Prerequisite: Placement via the testing process.

This course is designed for distance education students who need to improve basic reading skills in order to comprehend college-level materials. In this course, students practice a reading process with selections from freshman-level textbooks and enhance literacy by reading essays, news articles and a feature length book. The course emphasizes topics such as main ideas, supporting details, inferences, critical thinking, vocabulary and study skills to increase comprehension. The course is conducted through distance education and is repeatable up to two times. The course grade is Pass/No Pass.

✉RDG 096 INTERMEDIATE READING®

3 units Course length: 54 hours lecture

Prerequisite: RDG 084 or RDG 094 or placement via the testing process.

Note: RDG 096 is a prerequisite for ENG 099.

This course is designed for students who need practice in reading at the college level and in critical thinking skills in order to succeed in transfer level courses. It is also a refresher course for adult learners. In this course, students develop reading strategies for textbooks and interact with essays, poetry, a work of fiction or non-fiction to increase reading comprehension as well as appreciation. They also build writing, vocabulary, discussion and study skills to accurately interpret and express information and to reflect on the meaning of class readings. Some research is required. The course is conducted through distance education and is repeatable up to two times. The course issues Pass/No Pass, or letter grade.

REAL ESTATE

REE 150 REAL ESTATE PRINCIPLES

3 units Course length: 54 hours lecture

CSU

Prerequisite: Placement at the ENG 101 level and Math 084 level.

This fundamental real estate course provides an analysis of the basic laws and principles of California real estate and provides foundational information and terminology necessary for advanced study in specialized courses. This course is designed to assist those preparing for the real estate examination. The California Department of Real Estate requires completion of this course prior to taking the salesperson's license examination.

REE 151 PROPERTY MANAGEMENT

3 units Course length: 54 hours lecture

Prerequisite: Placement at the ENG 101 level and Math 084 level

Real Estate 151 is an introductory course in California real estate property management and partially satisfies the State's educational requirement for the real estate salesperson and broker's license. This course covers the management of income properties including residential management, shopping center management, office buildings, condominium management, and other types of management. Other topics covered will include negotiating leases, maintenance, landlord/tenant law and other related topics.

REE 152 REAL ESTATE PRACTICE

3 units Course length: 54 hours lecture

CSU

Prerequisite: Minimum reading level comparable with ENG 084/088.

The study of the real estate office and the function of the broker and salespeople. Covers topics that have expanded on state licensing requirements and helps students prepare for the license exam. Topics include real property and law, agency relationships and listing agreements, real estate contracts, financing, and closing the contract, with related terminology. A required course in the state of California in order for the individual to be licensed (along with REE 150).

✉REE 160 REAL ESTATE COMPUTER APPLICATIONS

3 units Course length: 54 hours lecture

CSU

Prerequisite: Placement at the ENG 099 level and MAT 084 level

The Real Estate Computer Applications course covers computer hardware and software basics that apply to real estate practitioners. Computer technology has changed the way this country does business, particularly in the field of real estate. Statistics show that buyers now use the Internet during their initial search for a new home or real estate loan. Real Estate Computer Applications provides a broad overview of Internet and software applications used in the day-to-day life of real estate and related professions. This course covers the very simple basics of computer skills and progresses to the more complex tasks such as downloading information and forms and using real estate-specific software for accounting, property management, escrow, and more. The course identifies hundreds of useful website addresses to help in computer and real estate-related tasks, as well as instruction on how best to access the information that the real estate agent/broker will need in the business.

SCIENCE

SCI 080 SUPPLEMENTAL INSTRUCTION FOR PHYSICAL SCIENCES®

.25-1 unit Course length: 12-48 hours laboratory

Corequisite: Enrollment in a chemistry, physical science, geology, geography or astronomy course.

This is a supplemental skills course for students who need and/or want additional assistance and review in chemistry, physical science, geology, geography or biology. This course is a Pass/No Pass variable unit class and requires corequisite enrollment. Enrollment is open entry/open exit and students must meet minimum attendance in order to receive credit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials as well as study and research assistance. The student may repeat this course for up to 3 units of credit.

SOCIOLOGY

SOC 080 INTERPERSONAL COMMUNICATION

0.5 units Course length: 9 hours lecture

This course is designed for individuals concerned with improving communication skills and anger management. It addresses interpersonal communication, negative social addictions and positive communication skills. The goal is to learn how to cope with interpersonal relations and conflict. The course would also benefit those who have trouble directing their tempers and those prone to verbal and physical abuse.

✉SOC 101 INTRODUCTION TO SOCIOLOGY

3 units Course length: 54 hours lecture

IGETC: 4J; CSU GE: D0; UC: B

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. The course will introduce students to the field by focusing on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

✉SOC 111 MARRIAGE AND THE FAMILY

3 units Course length: 54 hours lecture

CSU GE: D7, E; UC: B

This course is designed to investigate the structures and functions of the family institution historically, cross-culturally, and in American Society. Attention is on changing gender roles, family stability, family structure and definitions of the family. In addition, emphasis is placed on the family's relationship to economic structures, political institutions, and belief systems. This course is useful for students contemplating majors or careers in sociology, counseling, psychology, social work, and related fields.

✉SOC 280 SELECTED TOPICS IN SOCIOLOGY

3 units Course length: 54 hours lecture

CSU

Examination of topics, current trends and/or issues in the discipline of Sociology not covered by regular catalog offerings. Recommended preparation varies with topic.

✉SOC 290 SELECTED STUDIES IN SOCIOLOGY

3 units Course length: 54 hours lecture

Examination of selected studies in the area of Sociology not covered by regular Catalog offerings. Recommended preparation varies with topic.

SPANISH

✉SPA 101 ELEMENTARY SPANISH I

5 units Course length: 90 hours lecture

CSU GE: C2; UC

Prerequisite: Eligibility for ENG 099 or similar skills for Spanish speakers, or equivalent placement via the testing/counseling process.

This interactive course is an introduction to understanding, speaking, reading and writing Spanish. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. It includes pronunciation, intonation, and the geography and cultures of Spanish-speaking countries. Note: This course is not intended for students who have attended schools where Spanish was the language of instruction.

✉SPA 102 ELEMENTARY SPANISH II

5 units Course length: 90 hours lecture

IGETC: 6A; CSU GE: C2; UC

Prerequisite: SPA 101 or equivalent placement via the testing/counseling process.

This interactive course is a continuation of the work in Spanish 101 on understanding, speaking, reading and writing Spanish. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. It includes pronunciation, intonation, and the geography and cultures of Spanish-speaking countries. Note: This course is not intended for students who have attended schools where Spanish was the language of instruction.

SPA 110 SPANISH FOR MEDICAL PERSONNEL

2 units Course length: 36 hours lecture

CSU

Recommended: Some knowledge of Spanish or co-enrollment in SPA 101 or SPA 130

SPA 110 is an introductory multimedia course to provide the rudimentary speaking, listening and reading skills necessary for culturally sensitive medical care for Spanish speaking patients. Taught by a medical professional. CEU credits for nurses, CNAs.

✉SPA 115 SPANISH FOR SPANISH SPEAKERS

5 units Course length: 90 hours lecture

IGETC: 6A; CSU GE: C2; UC

This course is designed for native speakers of Spanish who demonstrate an ability to comprehend and produce Spanish but who have had little or no previous formal instruction in the language. The curriculum is designed to take advantage of students' existing skills, to expand upon their knowledge of the language, and to enhance their ability to read, write, and communicate more effectively in Spanish. In addition, the materials provide a cultural window on the Spanish-speaking community, both within the United States as well as abroad.

SPA 130 CONVERSATIONAL SPANISH I

3 units Course length: 54 hours lecture

CSU GE: C2

This is an entry-level introductory Spanish course that stresses proficiency in communication skills: listening, speaking, reading, and writing. Students acquire Spanish in a low-stress environment following the natural order of language acquisition (subconsciously), while learning about the Spanish rules to self-correct. Although the emphasis is on language acquisition, the culture, society, and history of the Hispanic world is an integral component of the course.

SPA 131 CONVERSATIONAL SPANISH II

3 units Course length: 54 hours lecture

CSU GE: C2

Prerequisite: SPA 130

This is a second semester introductory Spanish course that stresses proficiency in communication skills: listening, speaking, reading, and writing. Students acquire Spanish in a low-stress environment following the natural order of language acquisition (subconsciously), while learning about the Spanish rules to self-correct. Although the emphasis is on language acquisition, the culture, society, and history of the Hispanic world is an integral component of the course.

✉SPA 203 INTERMEDIATE SPANISH I

5 units Course length: 90 hours lecture

IGETC: 3B, 6A; CSU GE: C2; UC: H

Prerequisite: SPA 102 or equivalent placement via the testing/counseling process.

This course is an intermediate level Spanish course based on the telecourse "Destinos." A soap opera format is used as a vehicle to develop listening comprehension, speaking, reading and writing skills. Students learn Spanish through culturally rich contexts on video. Spanish 203 includes a comprehensive review of Spanish grammar, vocabulary building, development of conversation and composition skills, and readings of literary and social interest. Classes are conducted in Spanish.

✉SPA 204 INTERMEDIATE SPANISH II

5 units Course length: 90 hours lecture

IGETC: 3B, 6A; CSU GE: C2; UC: H

Prerequisite: SPA 203 or equivalent placement via the testing/counseling process.

This is a second semester intermediate Spanish course based on the telecourse "Destinos." All of the language skills are further developed, and reading and writing are stressed. Students are exposed to the culturally rich environments of several Spanish-speaking countries. This course is a continuation of Spanish 203, with an increased emphasis on composition and reading. It will include the reading of more challenging literary texts and discussions of social issues. Class conducted entirely in Spanish.

SPEECH

✉SPE 101 INTRODUCTION TO SPEECH

3 units Course length: 54 hours lecture

IGETC: 1C; CSU GE: A1; UC

Prerequisite: ENG 082

Corequisite: ENG 099 or eligibility

Introduction to Speech offers a wide variety of reading, application, and speaking assignments designed to expose students to all the basic skills of speech making. Students focus on the following basic elements: ethics, analyzing the audience, visual aids, choosing a topic and specific purpose, and outlining, listening, organizing a speech, delivery, small group communication, informative and persuasive speaking, speaker credibility, effective use of language, library and internet research, communication, and/or speeches to entertain. All students give several speeches both with and without visual aids. This course is designed for students majoring in communications and satisfies general speech/ communications requirements.

✉SPE 102 PUBLIC SPEAKING

3 units Course length: 54 hours lecture

IGETC: 1C, 8A; CSU GE: A1, A3; UC

Prerequisite: ENG 082

Corequisite: ENG 099 or eligibility

This course covers theory, practice and critical analysis of public communication, including speeches on subjects of current interest both local and global. It includes an introduction to the relationship between rhetorical theory and criticism and rhetorical practice in public communication.

✉SPE 103 ARGUMENTATION AND DEBATE

3 units Course length: 54 hours lecture

IGETC: 1C; CSU GE: A1, A3; UC

Prerequisite: SPE 101 or SPE 102

The essentials of argumentation; research, analyses of propositions, test of evidence, construction of the brief, preparation for presentation of constructive and refutation cases.

SPE 104 ORAL INTERPRETATION OF LITERATURE

3 units Course length: 54 hours lecture
CSU; UC
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
The student will develop techniques for effective spoken performance of literature. Using poetry, fiction, and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literary works for performance, interpretation of literary works audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers.

THEATRE ARTS

THA 110 INTRODUCTION TO THEATRE

3 units Course length: 54 hours lecture
IGETC: 3A; CSU GE: C1; UC: H
Prerequisite: ENG 082
Corequisite: ENG 099 or eligibility
This course is a survey of the dramatic and technical aspects of theatre, and includes an overview of the development of theatre throughout the history of Western culture. Beginning with Greek theatre, continuing through European influences and culminating in contemporary drama, the course traces the development of theatre in its many styles and examines significant changes in the dramatic arts, which have characterized that development. Theories of acting, historical contexts, technological change, and analysis of playwriting will be examined.

THA 115 ACTING FOR THE CAMERA

4 units Course length: 54 hours lecture, 54 hours laboratory
CSU; UC
Recommended: Eligibility for ENG 101 is strongly recommended due to reading, writing and research requirements of the course.
Theatre Arts 115 is a university level transfer course designed to prepare students in the fundamental skills of acting in front of the camera for film and television. The course focuses on acting theory and technique, character creation and analysis, rehearsal procedures for the camera, production fundamentals, and cinematography requirements for film and digital media. The course also incorporates a laboratory component that will include collaborative production efforts, practice shoots, and short student lab projects. Students will be required, under the direction of the instructor(s), to submit essays that critically analyze the theoretical foundation and practical application requirements of acting in front of the camera. The course also incorporates a formal research project.

THA 120 ACTING THEORY AND THEATRE PERFORMANCE

4 units Course length: 54 hours lecture, 54 hours laboratory
CSU; UC
Recommended: Eligible for ENG 099
This course introduces students to a variety of acting styles as well as to all other aspects of theatre production. The course enables students to imagine, reflect upon, and recreate human experiences. The course content includes script analysis, artistic interpretation of a playwright's work and the technical aspects of play production. The incorporation of acting theory into the practical aspects of producing a play is the central focus of the course.

THA 280 SELECTED TOPICS IN THEATRE ARTS

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special topic in the area of theatre arts. As appropriate, the specific subject will be announced in the Schedule of Courses.

THA 290 SELECTED STUDIES IN THEATRE ARTS

.25-4 units Course length: 4.5-72 hours lecture and/or
CSU 13.5-216 hours laboratory
Group investigation of a special problem in the area of theatre arts. As appropriate, the specific subject will be announced in the Schedule of Courses.

WATER TECHNOLOGY

✉WTE 101 WATER TREATMENT OPERATION

3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
Prerequisite: High School Diploma or GED
Principles of safe and effective operation and maintenance of drinking water treatment plants, reservoir management and intake structuring. The source of water, basic water, laboratory test procedures and calculations are also covered.

✉WTE 102 BASIC WATER TREATMENT

2.5 units Course length: 36 hours lecture, 18 hours clinic/field
CSU
Prerequisite: Successful completion of WTE 101, Water Treatment Operation
Exploration of the processes used in the treatment of water. Principles of coagulation/floculation, sedimentation and disinfection are explored. Also includes operation of equipment used in water treatment, prevention of corrosion, tastes and odor control.

✉WTE 105 FUNDAMENTAL DRINKING WATER TREATMENT

3 units Course length: 54 hours lecture
CSU
Prerequisite: High School Diploma or GED
Principles of safe and effective operation and maintenance of drinking water treatment plants, reservoir management and intake structures. Sources of water, water chemistry, math and lab procedures and calculations. Pre-treatment, coagulation/flocculation sedimentation, filtration and disinfection. Tastes and odor, and corrosion control. SDWA, SWTR, CCR and public notification. Record keeping, reports and microbiology, pumps and motors, cross connection controls and safety practices and procedures.

✉WTE 110 PRINCIPLES OF WASTEWATER TREATMENT

3 units Course length: 54 hours lecture
CSU
Prerequisite: High School Diploma or GED
This Principles of Wastewater Treatment course is designed to prepare the student to safely and effectively operate and maintain a wastewater treatment facility. State regulations regarding classification of waste water treatment plants and operator certification, as well as sludge handling, digestion, and water removal processes will be discussed.

WELDING

WEL 100 OXYACETYLENE GAS WELDING

3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
This is the first course in the Welding Program. The course covers the theory and practices of acetylene welding in all positions. Students will receive hands-on welding, pipe welding, brazing and soldering using ferrous and non-ferrous materials. Students will learn about the various types of equipment and the safety practices to be followed in performing the welding exercises.

WEL 101 SHIELDED METAL ARC WELDING

3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
This is the second course of the Welding Program. The course covers the basic theories and practices of Arc Welding in all positions. Students will receive hands-on training in welding plate, pipe and sheet metal. Students will learn about the various types of equipment and the safety practices to be followed in performing the welding exercises.

WEL 102 BASIC GAS METAL ARC WELDING (MIG)

3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
This is the third course of the Welding Program. The course covers the theory and practices of Basic Gas Metal Welding in all positions. The students will use MIG welding equipment to produce specified welds. The students will learn about the various types of equipment and the safety practices to be followed in producing the welds.

WEL 103 BASIC GAS TUNGSTEN ARC WELDING (TIG)
3 units Course length: 36 hours lecture, 54 hours laboratory
CSU
This is the fourth course in the Welding Program. The course covers the theory and practices of gas tungsten arc welding in all positions. The students will use TIG welding equipment to produce specified welds in all positions. The students will learn about the various types of equipment and safety practices and procedures.

WEL 104 INTRODUCTION TO MODERN WELDING 1®
5 units Course length: 54 hours lecture
CSU
This lecture course is designed to develop the sudents understanding of modern welding processes, techniques, and safety practices currently used in industry. The course will provide an understanding of all the welding and cutting processes used in production and repair today. Safety in the welding shop will be covered extensively. This course covers the first half of the Modern Welding curriculum. This course may be repeated one time.

WEL 105 INTRODUCTION TO MODERN WELDING 2®
5 units Course length: 54 hours lecture
CSU
This lecture course is designed to develop the students understanding of modern welding processes, techniques, and safety practices currently used in industry. The course will provide an understanding of all the welding and cutting processes used in production and repair today. Safety in the welding shop will be covered extensively. This course covers the second half of the Modern Welding curriculum. This course may be repeated one time.

WEL 200 ADVANCED SHIELDING & GAS METAL ARC (MIG) WELDING
3 units Course length: 36 hours lecture, 54 hours laboratory
This is the fifth course in the Welding Program. The course covers the theory and practices of Advanced Shielded Metal and Gas Metal Arc Welding in all positions. Students will learn how to make multiple passes to weld thick plates. Students will learn how to weld pipe in all positions.

WEL 201 ADVANCED TUNGSTEN ARC WELDING (TIG)
3 units Course length: 36 hours lecture, 54 hours laboratory
This is the sixth course in the Welding Program. The course covers the advanced theory and practices of Gas Tungsten Arc Welding of pipe. Students will learn to weld pipe in all positions. Students will practice all of the welding exercises and become proficient in using the equipment. Students will be expected to produce welded joints with a high degree of integrity.

WEL 202 ADVANCED OXYACETYLENE WELDING
3 units Course length: 36 hours lecture, 54 hours laboratory
This is the seventh course in the Welding Program. The course covers the advanced theory and practices of oxyacetylene welding of plate and pipe; advanced techniques of soldering, brazing and braze welding are also covered. Students will practice all welding exercises and become proficient in using the equipment. Students will be expected to produce welded joints with a high degree of integrity.

WEL 203 CONSOLIDATED WELDING
3 units Course length: 36 hours lecture, 54 hours laboratory
This course is the last of eight courses comprising the welding program. The course is designed to review the content presented in the first seven courses and prepare the students for the welding certification test. Students will perform practice exercises using oxyacetylene, shielded metal arc, gas metal arc, and gas tungsten arc welding equipment in preparing for the certification test. New applications of welding technologies will be presented including welding automation and robotics. Students will have the knowledge and skills required for entry level employment as a welder.

WEL 290 SELECTED STUDIES IN WELDING
.25-4 units Course length: 4.5-72 hours lecture and/or 13.5-216 hours laboratory
Group investigation of a special problem in the area of welding. As appropriate, the specific subject will be announced in the Schedule of Courses.

ADULT BASIC EDUCATION (ABE)
AND
NON-CREDIT BASIC EDUCATION (NBE)

Palo Verde Community College service offerings are designed to service the diverse and changing needs of our community by cooperating with and complementing other offerings and programs at Palo Verde College. Adult Education Services link the community to the college and lifelong learning through affordable avenues to personal and career enrichment.

ABE 010 CUSTOMER SERVICE®

Non-credit Course length: 8 hours lecture

This course is designed to enrich students with the knowledge to recognize the importance of exceptional customer service in a customer-focused environment both internally and externally. Topics will include communication, developing a positive attitude, handling complaints and sales skills. This course is repeatable.

ABE 011 COMMUNICATING WITH CUSTOMERS®

Non-credit Course length: 8 hours lecture

This course is designed to introduce the student to key fundamentals of effective communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills. This course is repeatable.

ABE 012 TEAM BUILDING®

Non-credit Course length: 8 hours lecture

This course is designed to provide the student with an understanding of how teams work together, common problems encountered and how to solve them. Students will be introduced to team building in the workplace. This course is repeatable.

ABE 013 TIME MANAGEMENT®

Non-credit Course length: 8 hours lecture

This course is designed to introduce the student to basic time management principles and specific tools that will assist in utilizing maximum use of time. This course is repeatable.

ABE 014 STRESS MANAGEMENT®

Non-credit Course length: 8 hours lecture

This course is designed to acquaint the student with key elements of stress management. Included is the recognition of stress and how to manage it, job burnout and what to do about it. Emphasis will be placed on ways to handle stress in order to maintain a productive professional and private life. This course is repeatable.

ABE 015 CONFLICT MANAGEMENT®

Non-credit Course length: 8 hours lecture

This course is designed to introduce the student to the meaning of conflict and the causes of conflict between individuals and groups within an organization. Emphasis will be placed on conflict modes, how to deal with difficult people, and how to bring out the best in others. This course is repeatable.

ABE 016 ATTITUDE IN THE WORKPLACE®

Non-credit Course length: 8 hours lecture

This course is designed to provide the student with skills to effectively maintain a positive attitude within the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. This course is repeatable.

ABE 017 MANAGING ORGANIZATIONAL CHANGE®

Non-credit Course length: 8 hours lecture

This course is designed to provide the student with an understanding of change, the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. This course is repeatable.

ABE 018 DECISION MAKING AND PROBLEM SOLVING®

Non-credit Course length: 8 hours lecture

This course is designed to introduce a student to decision making and problem solving. Emphasis will be placed on decision making and problem solving techniques. This course is repeatable.

ABE 019 FOUNDATION ESSENTIALS: VALUES AND ETHICS®

Non-credit Course length: 8 hours lecture

This course is designed to introduce the student to the importance of ethics and values in the workplace. Emphasis will be placed on how values influence actions and developing a personal ethical philosophy. This course is repeatable.

ABE 020 COURT APPOINTED SPECIAL ADVOCATE VOLUNTEER TRAINING®

Non-credit Course length: 32 hours lecture, 4 hours laboratory

Prerequisite: Successful completion of child volunteer security clearance including fingerprints, DMV records and references.

Students will learn how to advocate for abused, neglected and/or abandoned children who are in foster or group homes and are therefore dependents of the juvenile court system. Students can become certified as "court appointed special advocates" and serve as a child's voice in court. This course provides an intergenerational learning experience for older adults intended to improve their social and personal development through volunteerism. This course is designed for active older adults who want to stay active and contribute to their community. The course is intended to foster social integration and students will improve and maintain both knowledge competencies and personal development skills by assisting a child or youth and by gaining a deeper understanding of what families, children and our youth sometimes face in our communities. No previous court experience is necessary. This course is repeatable.

ABE 021 SPANISH LITERACY FOR THE ESL LEARNER®

Non-credit Course length: 36 hours lecture

This course is designed for the pre-literate or semi-literate Spanish speaking immigrant who desires to learn English. This course takes advantage of the fact that literacy competencies in one's native language transfers to a target language. Enhancing the learner's verbal ability in Spanish by the acquisition or improvement of` reading and writing skills in his native tongue will enable the learner to transfer these skills to his/her acquisition of English.

ABE 023 READING LITERACY FOR ADULT LEARNERS®

Non-credit Course length: 54 hours lecture/laboratory

This course emphasizes the processes of skimming/scanning and utilizing various reading techniques for comprehension improvement. Also, emphasis on punctuation and sentence structure is maintained for writing improvement. This course is repeatable.

ABE 024 CDL BUS OPERATOR LICENSE

Non-credit Course length: 20 hours lecture, 20 hours clinic/field

Prerequisite: 18 years old and class "C" driver's license.

This course prepares students for the California Department of Motor Vehicles Commercial Driver's License test. Students will learn the fundamentals of operating a public transit bus. Other topics include safety, vehicle inspections, personal management, and report writing.

ABE 025 READING ADVANCEMENT®

Non-credit Course length: 54 hours lecture

This course is an intermediate course in reading that includes the pre-critical reading skills of study/reading methods (SQ3R), dictionary skills, work recognition through sentence context, the skills memory/recall translation, and application of material being read. This course is repeatable.

ABE 036 INTRODUCTION TO MARRIAGE AND FAMILY RELATIONS®

Non-credit Course length: 18 hours lecture

This course looks at "Marriage" as a contract that goes through stages of negotiation and renewal during its lifetime. The four stages to be discussed are the life stages of the partners, childrearing, aging parents, mid-life crisis, and life threatening illnesses. This course is repeatable.

ABE 040 COMPUTERS MADE SIMPLE®

Non-credit Course length: 9 hours lecture, 9 hours laboratory

This basic computer course is aimed at those who are new to computing or who have limited knowledge about their PC's. It is designed to help individuals overcome their initial hurdle to using a Personal Computer and to build confidence and competence in using Keyboarding, Windows, Microsoft Office, and the Internet. This course is repeatable.

ABE 045 HOLISTIC HEALTH®

Non-credit Course length: 18 hours lecture

This course is an overview of the interrelationships of Health, Safety, and Nutrition. It covers human health care from before birth to the point of adult illnesses during later life. Proper foods and fitness activities are strongly emphasized. This course is repeatable.

ABE 050 ENSEMBLE OF THE BIG BAND ERA®

Non-credit Course length: 45-70 hours laboratory

This class introduces students to a wide variety of instrumental music from America's "Big Band" era: the 1930's and 1940's. Students will rehearse, interpret, and ultimately perform selected pieces in public venues. Because the degree of musicianship in one semester's band may vary from that of another, more, or less time may be needed to prepare students for public performances. Therefore, the hours that this class can meet vary and will be determined after the first class meeting. This course is repeatable.

ABE 055 FOLK MUSIC®

Non-credit Course length: 9 hours lecture, 9 hours laboratory

This course introduces the older adult student to the basic history and terminology of Folk Music. This course is an introductory course for which previous musical background is helpful, but not required. Contents include a discussion of musical concepts, evolution of forms, style, and media and study of selected works from the folk reportoire. Examines the folk process for ballads, work songs, western swing, bluegrass, contry lues, gospel, Nortena, and Cajun music. Also covers protest songs and the folk revival of the sixties. Students will also have an opportunity for vocal and instrumental activities in the field. This course is repeatable.

ABE 059 CREATIVE STITCHERY®

Non-credit Course length: 18 hours laboratory

This course will include basic hand stitch and fiber instruction in knitting, crosheting, embroidery, needlepoint, applique, hand quilting, and utilization of the latest materials and products on the market to assist in the listed subject areas. Students will choose thier own projects and are individually instructed in the subject they have chosen to construct and finish the project. Embroidery and applique can be completed by hand or by machine. This course is repeatable.

ABE 061 OUTDOOR COOKING®

Non-credit Course length: 9 hours lecture, 18 hours laboratory

The course is designed to teach the basic skills needed to cook meals in an outdoor setting. Students will learn how to plan satisfying and interesting meals, apply necessary safety and sanitary quidelines, and list the supplies and the equipment needed to cook in an outdoor environment. This course is repeatable.

ABE 064 BASIC PRINCIPLES OF SEWING®

Non-credit Course length: 3 hours lecture, 33 hours laboratory

This course will consist of instruction in basic sewing, use and care of sewing machinery, proper measurement taking, actual cutting and sewing of garments or other projects of participant's choice. This course is repeatable.

ABE 065 AUTO BODY REPAIR AND PAINTING®

Non-credit Course length: 54 hours lecture/laboratory

The objective of this course is to teach the basics of automotive collision repair and restoration to pre-accident condition. Also, to match and spray paint to factory specifications. This course is repeatable.

ABE 068 THE PROCESS OF PARENTING®

Non-credit Course length: 24 hours laboratory

This course examines the development and maintenance of healthy parent-child relationships. Students will examine child rearing practices and gain insight in the relationships among parenting, emotional development and the behavior of the child. Emphasis is placed upon family communication, roles, conflicts, family disruption and their effects upon the developing individual. Specific examples of what discipline is, how to apply it, and how to use it properly will be discussed. This course is repeatable.

ABE 069 VOCATIONAL CONVERSATIONAL SPANISH®

Non-credit Course length: 4 hours lecture, 14 hours laboratory

This course is designed to teach Spanish in the vocational setting. It teaches specific terminology related to vocations, the use of related and specified phrases and sentences, and enables the speaker to communicate necessary sentences for employee application. This course is repeatable.

ABE 070 HOME DECORATIVE ARTS®

Non-credit Course length: 54 hours lecture/laboratory

Principles and practices of decorating the home on a limited budget. Also, course content includes beginning sewing, quilting, crocheting, fabric painting, face painting, calligraphy, and other student requested activities. This course is repeatable.

ABE 071 BASIC HOME DECORATING®

Non-credit Course length: 54 hours lecture/laboratory

Development of the knowledge, techniques, and skills to coordinate creative decoration of the home; topics to include basics in furniture, color, room arranging, windows, walls and ceilings, floors, and lighting; special emphasis on individual spaces and projects. This course is repeatable.

ABE 072 VOCATIONAL LANDSCAPING AND GARDENING®

Non-credit Course length: 9 hours lecture, 9 hours laboratory

This course is designed as an introduction into the landscaping and gardening industry. Students will learn types of plants as well as their uses, growht, needs and obstacles. Common tools and equipment in the industry will be explored. Studetns will develop lanscaping skills and be able to assess plans and their costs. This course is repeatable.

ABE 075 BASIC VOCATIONAL SKILLS®

Non-credit Course length: 54 hours lecture/laboratory

Incorporates survival strategies and appropriate work habits and attitudes with basic training of various job skills; use of a number of work options and settings. This course is repeatable.

ABE 076 PHYSICAL CONDITIONING®

Non-credit Course length: 18 hours laboratory

This low-impact course is designed for individuals of all fitness levels who want to increase their overall movement efficiency and strength while developing the mind-body connection associated with movements. Participants will be introduced to principles of proper alignment, core and extremity strength, flexibility, balance, and coordination through a series of mat exercises that use gravity and body weight as resistance. This course is repeatable.

ABE 078 BASIC ELECTRICITY®

Non-credit Course length: 18 hours laboratory

Introduction to basic electricity and residential wiring and practices and procedures. Includes circuits, print reading, National Electric Code and wiring materials. Emphasis on wiring requirements and techniques which includes residential wiring, switching, lighting, receptacles and entrances. Safety guidelines and proper tool usage will be demonstrated. This course is repeatable.

ABE 081 ESL ENTRY LEVEL II®

Non-credit Course length: 54 hours lecture

This is one of two entry-level English as a Second Language courses especially designed for English language learners who are literate in their native language. Emphasis is on developing students' ability to listen and understand. Course content is relevant to the lives of students.

ABE 083 WORD PROCESSING®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

This course will introduce students to Word Processing Applications and Desktop Publishing features found in Microsoft Word® software that will enable students to create professional and attractive documents on an IBM Compatible Computer. This course is repeatable.

ABE 084 REAL ESTATE AND PROPERTY MANAGEMENT®

Non-credit Course length: 36 hours lecture

Fundamental principles of real estate with emphasis in the following areas: Buying and selling of real estate contracts, finance, liens, and encumbrances. Particular attention is paid to those aspects which deal with housing management and rental contracts and agreements. This course is repeatable.

ABE 085 SUBSTANCE ABUSE & CONTROL®

Non-credit Course length: 18 hours lecture

This course examines the physical, social, and psychological effects of substance abuse. This course includes a discussion of the history and classification of drugs and drug abuse and the effects of substance abuse on the criminal justice system. This course is repeatable.

ABE 087 BRAKES – DISC/DRUM®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

Covers the complete braking system found on most domestic and foreign cars. Theory of operation, servicing, procedures, testing/diagnosis/repair of most major braking systems. Drum and rotor machining, hydraulics, power braking system and four-wheel disc brakes. Emphasis on theory of operation and servicing techniques of late model cars. The course is repeatable.

ABE 088 AEROBICS®

Non-credit Course length: 18 hours laboratory

This course presents an introduction to the basic principles and techniques of cardiovascular fitness by using a combination of rhythmic movement and low impact aerobics. Body toning, strength building, and flexibility components of the workout will be included to provide the student with a well-rounded fitness program. Proper nutrition and a healthy diet for peak performance are emphasized. This course is repeatable.

ABE 090 ESL ENTRY LEVEL I®

Non-credit Course length: 54 hours lecture

This is one of two entry-level English as a Second Language courses especially developed for those learners who have had very little formal educaiton. Emphasis is on developing students' ability to recognize and form letters and to interpret and write words within the context of listening and understanding messages in their new language. At this level there is no focus on grammatical accuracy. Course content is relevant to students' lives and focuses on general topics and on literacy.

ABE 095 SPREADSHEETS®

Non-credit Course length: 4 hours lecture, 14 hours laboratory

Use of Microsoft® Excel software and applications for business and accounting. A hands-on presentation of the material used extensively in today's business environment. Emphasis will be placed on creating and interpreting graphs and charts. This course is repeatable.

ABE 096 (AUTO) AIR-CONDITIONING®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

Theory and practical applications related to testing, servicing, and repairing all automotive air conditioning/heating systems. This course is repeatable.

ABE 099 ACCESSING THE INTERNET®

Non-credit Course length: 4 hours lecture, 14 hours laboratory

This course is an introduction to the Internet and the World Wide Web. Emphasis will be placed on accessing and navigating through electronic information and utilizing popular web browsers and Windows features. This course is repeatable.

NBE 010 SELECTED TOPICS IN NON-CREDIT BASIC EDUCATION®

Non-credit Course length: Variable

Group investigation of a special topic in the area of non-credit basic education. As appropriate, the specific subject will be announced in the Schedule of Courses. This course is repeatable.

NBE 011 CHILD CARE MANAGER®

Non-credit Course length: 12 hours lecture, 6 hours laboratory

This class will give a basis for the necessary managerial knowledge to operate a child care center in the home or the public domain. Topics include an overview of best practices related to child development, child guidance, and health and safety. Students will obtain knowledge of child care licensing standards. This course is repeatable.

NBE 012 ESSENTIALS OF INSURANCE®

Non-credit Course length: 52 hours lecture

This course will cover the "Essentials of Insurance" in preparation to satisfy the prelicensing education requirement of Sec. 1749 (b) of the California Insurance Code. Subjects covered include General Insurance, Life Insurance, Health and Disability Insurance, and "New Developments" in insurance practices. This course is repeatable.

NBE 013 QUICK AND EASY CRAFTS AND DECORATIONS®

Non-credit Course length: 3 hours lecture, 15 hours laboratory

This course gives students different options and a unique opportunity to make their own crafts and decorations with a touch of exclusivity and design. The making or designing of crafts and/or scrapbooks for all occasions, such as holidays, birthdays, or other times, will be strongly emphasized. This course is repeatable.

NBE 014 INTRODUCTION TO BASIC GLASS BEAD MAKING®

Non-credit Course length: 24 hours laboratory

The student will learn the basics of creating simple glass beads to more complex designs incorporating color and manipulation techniques. The student will obtain the skills and knowledge to operate a gas/oxygen torch and become proficient at handling Mortetti soft glass at working temperature as well as annealing techniques. Some of the decorating styles to be included are shaping of the bead, applying dots, stripes, and eyes, overwraps, multicolor beads, pulling stringers, racking, feathering and much more. This course is repeatable.

NBE 015 LEADERSHIP/SUPERVISORY SKILLS ENHANCEMENT TRAINING®

Non-credit Course length: 8-24 hours lecture

This course is for students who are new to their roles of a leader/supervisor or for those seeking formal skills training. The course will cover areas a supervisor/leader has to cope with i.e., motivating, coaching, delegating, directing subordinates, effective communication, and personnel evaluations. This course is repeatable.

NBE 016 SUPPLEMENTAL SKILLS FOR NON-CREDIT ENGLISH AS A SECOND LANGUAGE®

Non-credit Course length: 12-48 hours laboratory per semester

Corequisite: Enrollment in English as a Second Language.

This is a supplemental skills course for students who need and/or want additional assistance and review in English as a Second Language courses. This course is non-credit class and requires corequisite enrollment in an ESL course. Enrollment is open entry/open exit. The purpose of this course is to provide computer assisted instruction and/or supplementary materials, as well as study and research assistance.

NBE 017 DIGITAL PHOTOGRAPHY®

Non-credit Course length: 18 hours lecture/laboratory

An introduction to the major components of digital photography including theory and usage of digital cameras, scanners, editing software, output devices and methodology. Emphasis is on end usages of digital imagery and fine art applications. This course is repeatable.

NBE 018 BEADED TREASURES®

Non-credit Course length: 18 hours laboratory

This course introduces students to the fine art of American-Indian style beading. Students will learn basic techniques of stitching, which includes necklaces, earrings, and bracelets. Students will learn to read and create original patterns. No previous beading experience or skill necessary. This course is repeatable.

NBE 027 PERSONAL FINANCIAL PLANNING®

Non-credit Course length: 18 hours lecture

This course is designed especially for those retiring from active life and desiring to invest their money and assets in successful financial planning. It covers such topics as monetary values, income tax planning, and other areas of financial planning. This course is repeatable.

NBE 028 CREATIVE DRAWING MADE SIMPLE®

Non-credit Course length: 4 hours lecture, 14 hours laboratory

This course is designed to teach skills in creating drawings for fun, home improvement projects or job-related areas. Using proven techniques, studetns will focus on the development of perception, perspective, and realism in the art of drawing. This drawing course is designed to explore basic drawing techniques and styles. Students will study and apply the elements and principles of design. Participants will also develop a greater understanding of two-dimensional composition. This course is repeatable.

NBE 030 CHILD CARE PROVIDER (CHILD CARE/CPR)®

Non-credit Course length: 24 hours lecture/laboratory

This course may not meet work or licensure requirements. Course may have to have credit hours in order to meet this requirement.

This is an adult course in child and infant CPR. Topics covered include methods and ways of preventing childhood injuries, infectious diseases, and caring for and administering general and infant First Aid. This course is repeatable.

NBE 035 CPR FOR HEALTHCARE WORKERS®

Non-credit 2 hours lecture, 7 hours laboratory

Training for citizens in CPR (Cardio Pulmonary Resuscitation), with focus on those working in the Healthcare field. Participants will learn to recognize and intervene in life-threatening emergencies. Also includes the warning signs and interventions for heart attack, stroke, cardiac arrest, and choking. CPR will cover procedures for adults, children and infants and use of AED. Participants will receive an American Heart Association Healthcare Provider CPR card. This course is repeatable.

NBE 037 FOOD AND NUTRITION EDUCATION®

Non-credit Course length: 9 hours lecture, 9 hours laboratory

This course is designed to assist adults and their families to acquire the knowledge, skills, attitudes and changed behaviors necessary for nutritionally sound diets, and improvement of family nutrition, and the basics of safe food preparation. This course is repeatable.

NBE 038 FOLK GUITAR®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

This is an introductory course to basic guitar and musical chords. Emphasis will be placed on string instruments instruction in learning to play the guitar. This course is repeatable.

NBE 039 SEWING MADE SIMPLE®

Non-credit Course length: 3 hours lecture, 15 hours laboratory

This course is designed to introduce inexperienced students to the art of sewing. Instruction in the basic principles of sewing, cutting, fitting and laying out patterns, and what can be sewn with different fabrics. Basic sewing machine training and regular and zig-zag and serged stitching will be emphasized in the course. This course is repeatable.

NBE 041 COOKING MADE SIMPLE®

Non-credit Course length: 4 hours lecture, 14 hours laboratory

This course will cover the principles and techniqes of food preparation and cooking. The course will include food sanitation, safety, proper preparation, different transfer of heat cooking equipment and methods, culinary vocabulary, basic nutrition, and standardized recipes and measurements. The course is for both the nonexperienced and for the experienced student who wishes to hone their culinary skills.

NBE 042 ADVANCED SHIELDED METAL ARC WELDING (MIG)®

Non-credit Course length: 10 hours lecture, 26 hours laboratory

This course covers the theory and practices of Advanced Shielded Metal and Gas Metal Arc Welding in all positions. Emphasis is on multiple passes to weld thick plates, and to weld pipe in all positions. The course is repeatable.

NBE 044 FOOD SERVICE TECHNOLOGY®

Non-credit Course length: 8 hours lecture, 16 hours laboratory

This course specializes in providing career tracks for food service workers who clean, prepare, and sanitation guidelines & regulations, food preparation equipment, Restaurant and Food Service Management, wholesale and retail food, and quantity services. This course is repeatable.

NBE 045 ESL BEGINNING LEVEL I®

Non-credit Course length: 54 hours lecture

Prerequisite: Placement testing or successful completion of ABE 081, ESL Entry Level II

This is an ESL Beginning Level I course that develops the four language skills of listening, speaking, reading and writing. Fluency and communication begin to be emphasized. Course content is relevant to students' lives.

NBE 050 BASIC COMPUTERIZED BOOKKEEPING®

Non-credit Course length: 36 hours lecture/laboratory

A practical applications course designed to teach the basics of double-entry accounting using debits and credits in an accounting cycle for service-type businesses. Also, adjusting entry process using worksheets and the closing entries needed at year-end will be covered. This course is repeatable.

NBE 052 MEDICAL BILLING AND FRONT OFFICE CLERK®

Non-credit Course length: 18 hours lecture/laboratory

A short-term course designed to prepare students for entry-level positions in the field of computerized insurance and office procedures. This course is repeatable.

NBE 054 TOPICS IN DESKTOP PUBLISHING®

Non-credit Course length: 4 hours lecture, 14 hours laboratory

This course will cover the basic techniques in computer desktop publishing. Students will learn to integrate text and graphics with electronic page assembly to produce formats in newsletters, advertisements, and other forms. This course is repeatable.

NBE 057 CAKE DECORATION I®

Non-credit Course length: 4 hours lecture, 20 hours laboratory

This course includes forms of decorating various pastries. Students will learn the handling of utensils for decorations with step-by-step increments in cake classic border designs and decorations for special occasions. Decorations in pipe flowers as well as fondants to brighten cake tops will be applied. Hygiene practices will be explained and applied. This course is repeatable.

NBE 058 RESIDENTIAL HEATING AND AIR CONDITIONING®

Non-credit Course length: 24 hours lecture/laboratory

Residential heating and air conditioning consists of the concepts of heat transfer, refrigerant, safety, and the proper use and handling of tools. Also, the basic principles of electricity, natural gas and propane will be emphasized, as well as EPA regulations for Freon recovery and reclaiming. This course is repeatable.

NBE 059 BASIC GAS TUNGSTEN ARC WELDING (TIG)®

Non-credit Course length: 10 hours lecture, 20 hours laboratory

This course covers the theory and practices of Gas Tungsten Arc Welding in all positions. Students will set up and use TIG equipment to produce quality welds. All related safety features will be applied. This course is repeatable.

NBE 062 COMPUTER KEYBOARDING®

Non-credit Course length: 2 hours lecture, 16 hours laboratory

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. This course is repeatable.

NBE 064 INTRODUCTION TO AUTO REPAIR®

Non-credit Course length: 54 hours lecture/laboratory

Designed for those who have had little or no experience in auto mechanics. This course is for those wishing to take the regular semester automotive vocational program or those wanting to gain a working knowledge of how to service, diagnose, and repair their own cars. Theory of operation, servicing and basic repairs of the ignition, fuel emission control systems, engines, and wheel bearings. This course is repeatable.

NBE 065 REAL ESTATE PRINCIPLES®

Non-credit Course length: 54 hours lecture

Fundamental principles of real estate with emphasis in the following areas of real estate: economics, law, transfers, buying and selling of real estate contracts, finance, liens, and encumbrances. Particular attention is paid to those aspects which will assist those preparing for the real estate sales examination. This course is repeatable.

NBE 066 WINDOWS®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

This course is designed to teach students the basics of the Microsoft Windows 2000® Operating System. Students will learn through hands-on, self-paced instruction and additional teacher instruction.

NBE 067 OXYACETYLENE GAS WELDING®

Non-credit Course length: 10 hours lecture, 20 hours laboratory

This is an entry-level course which covers hands-on basic Oxacetylene fuel welding in all positions. Students will learn about the various types of equipment and the safety practices to be followed in performing the welding exercises. This course is repeatable.

NBE 068 SUPERVISED TUTORING®

Non-credit Course length: 180 hours laboratory

Corequisite: Concurrent enrollment in an appropriate subject credit course.

This course provides computer assisted instruction and/or materials supplementary to classroom instruction and/or laboratory presentation to advance student's knowledge or growth. This is an individualized course so specific topics and time required will be determined by the needs of each student. This course is open entry/exit; credit/no-credit (52 contact hours). This course may be repeated three times.

NBE 069 CPR & FIRST AID®

Non-credit Course length: 4 hours lecture, 5 hours laboratory

Training for citizens and employees in Adult, Child and Infant CPR (Cardio Pulmonary Rescue) and Basic First Aid. Participants will learn to recognize and intervene in life-threatening emergencies, and warning signs of heart attack, stroke, cardiac arrest, and choking. Participants will receive either an American Hearsaver or an American Red Cross card for CPR and First Aid. This course is repeatable.

NBE 070 CITIZENSHIP FOR IMMIGRANTS®

Non-credit Course length: 14 hours lecture, 4 hours laboratory

This course will cover procedures and forms necessary to become a U.S. Citizen. Students will learn the necessary conversational skills, knowledge of American history, and government required for passing the United States Citizenship exam. Students will study the U.S. systems of government, major American historical events, current events, and American culture. All topics covered in the official exam will be presented to the student in practice tests. Students will also be introduced to the on-line process of applying for citizenship. This course is repeatable.

NBE 071 BASIC PLUMBING®

Non-credit Course length: 18 hours laboratory

Basic Plumbing. Sizing pipes and fittings and estimating material for installation of water, sewer, gas, drain, waste and vent piping for structures. Selection and set finishing of plumbing fixtures. Emphasis on plumbing procedures and safe tool and equipment use. Includes code requirements of health and sanitary conditions and blueprint reading. This course is repeatable.

NBE 072 GENEALOGY: TRACE YOUR ROOTS®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

This self-paced, introductory course explores the process of "tracing your roots", by researching family descendants and ancestors. Students will discuss and construct family trees, ancestor charts, and family group sheets. The use and methods of print and non-print resources will be covered.

NBE 073 CLASSROOM PIANO I®

Non-credit Course length: 14 hours lecture, 40 hours laboratory

Classroom Piano I is designed to acquaint those with very little or no experience with the basics of piano or other keyboard instruments with basics of keyboard techniques. This course is repeatable.

NBE 074 MASONRY®

Non-credit Course length: 18 hours lecture/laboratory

Introduction to masonry construction materials and methods of laying out block and brick construction. Study and application of advanced methods and materials used in brick and stone masonry construction. Will be used to build a project in the shop or community. This course is repeatable.

NBE 075 HOUSEHOLD REPAIRS®

Non-credit Course length: 36 hours laboratory

This is a "hands-on" course that teaches the homeowner how to make common household repairs. Topics include: replacing electrical boxes, plugs, and switches. Repairing and replacing plumbing fixtures such as sinks, faucets, shower fixtures, and water outlets is also addressed. Basic carpentry is covered such as repairing cupboards, building shelves, and making minor repairs to furniture. This course is repeatable.

NBE 076 VOCAL ENSEMBLE®

Non-credit Course length: 6 hours lecture, 12 hours laboratory

This course focuses on the study and performance of representative choral work from the American folk tradition. This includes sacred and secular works from the American Revolution to modern times. This course is repeatable.

NBE 077 PROFESSIONAL SEWING®

Non-credit Course length: 16 hours lecture, 38 hours laboratory

Recommendation: Sewing experience is recommended, but not required.

This course will consist of advanced sewing techniques for different styles of garments. Pattern development and single-double needle production sewing of garments are included. Students may achieve professional sewing standards by learning the use of common and new fabrics, and by learning how to add distinctive details to garments. Includes commercial and time-saving techniques. Also, instructions in cutting, fitting and laying out commercial patterns and designing custom patterns. Traditional tailoring techniques simplified using basic methods to achieve professional results. Selection, care, and use of various types of sewing machines included. This course is repeatable.

NBE 078 DATABASE®

Non-credit Course length: 18 hours laboratory

Hands-on experience in electronic filing systems using the micro-computer and database software. Practical application of ARMA (Association of Records, Managers, and Administrators). Alphabetical indexing rules will be practiced for a variety of firms. This course is repeatable.

NBE 079 QUILTING®

Non-credit Course length: 9 hours lecture, 45 hours laboratory

This course consists of the various techniques in stitching, pattern development, fabrics best suited for quilt creations and types of quilts for various occasions and uses. Students will develop an understanding of soft substances known as batting or flannel for use between the two layers of fabric. This course is repeatable.

NBE 080 READING AND WRITING IMPROVEMENT®

Non-credit Course length: 18 hours lecture, 36 hours laboratory

This is a practical "how to" course whereby students will examine and practice various methods for reading, analyzing, interpreting, and enjoying texts. Students will also practice writing for a variety of purposes, and learn to apply basic grammar, sentence, and essay writing skills within the context of composing short essays. Individual needs are focused on in this class. This course is repeatable.

NBE 081 INTRO TO OSHA BLOOD-BORNE PATHOGENS®

Non-credit Course length: 8 hours lecture

This course may not meet work or licensure requirements. Course may have to have credit hours in order to meet this requirement.

This one-day course describes Blood-borne Pathogens, their effects, results, and exposure incidences. Also, effective methods of immunization, labeling and protective equipment are emphasized with confidentiality in reporting. This course is repeatable.

NBE 082 COMPUTER MAINTENANCE®
Non-credit Course length: 6 hours lecture, 12 hours laboratory
This course provides general information on preventative and minor maintenance which can be done by the average computer owner. Coverage includes the computer and peripheral equipment such as printers. Primary emphasis will be on IBM and compatible equipment, but the training is applicable to all brands of computers. A combination of lecture and hands-on experience is used. This course is repeatable.

NBE 084 DEVELOPMENTAL ENGLISH®
Non-credit Course length: 18 hours lecture/laboratory
This is a beginning English course to develop oral, listening and writing skills in both social and workplace environments. Introduction to English pronunciation, grammar and usage. Emphasis on basic conversational skill and understanding American culture. This course is repeatable.

NBE 085 FITTING AND ALTERATIONS®
Non-credit Course length: 18 hours lecture, 36 hours laboratory
Fundamental processes of pattern and garment alteration. Practical application of garment alteration through participation in actual customer shop problems. This course is repeatable.

NBE 086 CHILDREN'S CLOTHING®
Non-credit Course length: 54 hours lecture/laboratory
This course is concerned with the development of fundamental abilities and skills in the construction of children's clothing with emphasis on fit, fabric, and design. A study of the variety of materials, trim, and cost of sewing for children will be included. This course is repeatable.

NBE 088 SPECIAL OCCASION SEWING®
Non-credit Course length: 54 hours lecture/laboratory
A course designed to acquaint the student with what can be sewn for special occasions; proms, weddings, quinceañeras. This should include male, female and children's attire and accessories. This course is repeatable.

NBE 089 GARMENT ART®
Non-credit Course length: 18 hours lecture, 36 hours laboratory
Sewing and other techniques for the artistic and decorative embellishment and adornment of clothing and garments. This course is repeatable.

NBE 090 AUTOMOTIVE MAINTENANCE®
Non-credit Course length: 6 hours lecture, 12 hours laboratory
Designed to develop an understanding of the operation, care, and routine maintenance of the automobile; maintenance
of tires, wheels, and brakes; characteristics of fuels, oil and lubricants; simple tune-up procedures, and safety factors. This course is repeatable.

NBE 091 ANGER MANAGMENT®
Non-credit Total Clock Hours: 24 hours lecture
This course is designed to provide an understanding of the emotion of anger and explore the types, origins and typical reactions to anger. Covers stress and the need for stress management in relation to anger. Examines personal anger patterns and feelings and the use of effective interpersonal communications in effective anger management in order to help students effectively deal with their anger.

NBE 093 PRESENTATION SOFTWARE®
Non-credit Course length: 9 hours lecture, 9 hours laboratory
This course will cover the basic techniques in computer presentation graphics software. Students will learn to create a slide presentation utilizing popular software to enhance oral reports. This course is repeatable.

NBE 094 READINESS FOR EMPLOYMENT®
Non-credit Course length: 8 hours lecture
This course applies the concept of "career communication." The students learn to analyze their qualifications, goals, and the job market. Emphasis is also placed on writing and organizing the "resume," completing the application letter and form, and understanding the process of job interviewing and "follow-up letters." This course is repeatable.

NBE 095 SHIELDED METAL ARC WELDING®

Non-credit Course length: 10 hours lecture, 26 hours laboratory

This course is an entry-level, hands-on basic Shielded Metal Arc Welding course. Students will learn Shielded Metal Arc equipment identification and welding shop safety. Students will perform basic welds in all positions. This course is repeatable.

NBE 097 LIFE SKILLS READING®

Non-credit Course length: 18 hours lecture, 36 hours laboratory

Basic reading skills with emphasis on building vocabulary, using work identification strategies, increasing reading rate, and improving comprehension of meaning. This course is repeatable.

NBE 099 LIFE SKILLS MATH®

Non-credit Course length: 27 hours lecture

The purpose of this course is to help students who need to improve their basic math skills in order to develop thier adult roles as productive worker, effective family member, responsible community member and lifelong learner. The goals of this course are to improve students' basic competency in life skills math and employment-related math. The competencies for life skills math include solving real-life math problems such as balancing a checkbook, making a budget, and calculating or estimating costs and expenses.

OTHER APPROVED COURSES (INACTIVE)

The following courses are not normally listed in the semester class schedules. However, it may be appropriate to offer one or more of the courses listed below. Please inform the Superintendent/President, the Vice President of Instruction, the Vice President of Student Services, the faculty, or a counselor if you are interested in enrolling in one of the courses.

AGR 110 AGRICULTURE MANAGEMENT
AGR 112 AGRICULTURE FINANCE
AGR 114 WATER MANAGEMENT
AGR 116 SOIL MANAGEMENT
AGR 118 FERTILIZERS
AGR 120 SURVEYING
AGR 280 SELECTED TOPICS IN AGRICULTURE
AGR 290 SELECTED STUDIES IN AGRICULTURE
ANT 165 EVOLUTION
ANT 202 CULTURES OF LATIN AMERICA
ART 070 BEGINNING DESIGN AND COLOR
ART 075 BEGINNING DRAWING AND COMPOSITION
ART 115 APPRECIATION OF MODERN ART: ART HISTORY AND ANALYSIS
ART 130 DRAWING AND PAINTING
ART 145 TEXTILE DESIGNING I: PAINTING ON SILK
ART 150 INTERMEDIATE SILK PAINTING
ART 170 METAL SCULPTURE
ART 171 SCULPTURE LAB
ART 175 CERAMICS
ART 185 BEGINNING SILVERSMITHING
ART 186 BASIC SILVERSMITHING
ART 187 INTERMEDIATE SILVERSMITHING
ART 188 ADVANCED SILVERSMITHING
ART 190 LETTERING AND POSTER DESIGN
ART 195 ART FOR EARLY CHILDHOOD
ART 280 SELECTED TOPICS IN ART
ART 290 SELECTED STUDIES IN ART
AUT 099 INTRODUCTION TO AUTO REPAIR
BUS 128 MEDICAL TERMINOLOGY
BUS 217 CUSTOMER RELATIONS
BUS 222 CALIFORNIA STATE INCOME TAX PROCEDURES
CHD 225 PRICE PARENTING PRINCIPLES AND PRACTICES I
CHD 226 PRICE PARENTING PRINCIPLES AND PRACTICES II
CIS 222 C PROGRAMMING
COM 240 MASS COMMUNICATION MEDIA: MOVIES, T.V., & RADIO
CRJ 106 ASP BATON COURSE
CRJ 107 PR-24 BATON COURSE
CRJ 223 PSYCHOLOGY AND THE LEGAL SYSTEM
CUA 120 INTRO TO FOOD SERVICE
CUA 125 SANITATION, SAFETY & EQUIP.
CUA 130 QUANTITY FOOD PREPARATION
CUA 135 FOOD PRODUCTION MANAGEMENT
CUA 140 PRINCIPLES OF FOOD PREPARATION
CUA 145 MENU PLANNING AND PURCHASING
CUA 150 BUDGET COOKING
EDU 162 EQUAL OPPORTUNITY IN THE CLASSROOM
ENG 064 VOCABULARY IMPROVEMENT
ENG 086 ENGLISH CONVERSATION I
ENG 090 ENGLISH CONVERSATION II
ENG 092 VOCABULARY AND SPELLING
ENG 093 SPELLING IMPROVEMENT
ENG/LIS 136 PRINCIPLES & TECHNIQUES OF STORYTELLING
ENG/LIS 137 ADVANCED STORYTELLING
ENG 280 SELECTED TOPICS IN ENGLISH
ENG 290 SELECTED STUDIES IN ENGLISH
ENR 101 INSTRUMENTAL DRAWING
ENR 202 PLANE SURVEYING
ENR 210 UNIFORM BUILDING CODE PRINCIPLES
ENR 211 ADVANCED UNIFORM BUILDING CODE PRINCIPLES
ENR 222 ENGINEERING DRAWING
ESL 050 BEINNING ESL 1
ESL 051 BEGINNING ESL 2
ESL 052 BEGINNING ESL 3
ESL 053 BEGINNING ESL 4
ESL 054 INTERMEDIATE ESL 1
ESL 055 INTERMEDIATE ESL 2
ESL 056 INTERMEDIATE ESL 3
ESL 057 INTERMEDIATE ESL 4
ESL 058 ADVANCED ESL 1
ESL 059 ADVANCED ESL 2
ESL 060 ADVANCED ESL 3
ESL 061 ADVANCED ESL 4
FRE 203 INTERMEDIATE FRENCH I
FRE 204 INTERMEDIATE FRENCH II
FRE 230 CONVERSATIONAL FRENCH
FRE 280 SELECTED TOPICS IN FRENCH
FRE 290 SELECTED STUDIES IN FRENCH
FST 132 PRACTICUM IN FIREFIGHTING TECHNIQUES
FST 156 INCIDENT OPERATION
FST 180 INSTRUCTOR I
FST 181 INSTRUCTOR II
GER 110 ELEMENTARY GERMAN I
GER 120 ELEMENTARY GERMAN II
GER 210 INTERMEDIATE GERMAN I
GER 220 INTERMEDIATE GERMAN II
GER 230 CONVERSATIONAL GERMAN I
GER 240 CONVERSATIONAL GERMAN II
GER 280 SELECTED TOPICS IN GERMAN
GER 290 SELECTED STUDIES IN GERMAN
HEA 166 CPR INSTRUCTOR TRAINING
HEA 167 BASIC LIFE SUPPORT FOR THE PROFESSIONAL RES
HEA 188 PEDIATRIC CPR, FIRST AID, HEALTH AND SAFETY
HEA 189 ADULT CPR
HEA 280 SELECTED TOPICS IN HEALTH
HEA 290 SELECTED STUDIES IN HEALTH
HIS 235 BLACK STUDIES
HOE 130 FASHION DESIGN: CHILDREN'S CLOTHING (HOLIDAY)

HOE 131 SEWING ON SPECIAL FABRICS (STRETCH & KNIT)
HOE 140 FASHION ANALYSIS & CLOTHING SELECTION
HOE 141 TEXTILES: FIBERS & FABRICS
HOE 142 FASHION DESIGN: FLAT PATTERN
HOE 143 FASHION DESIGN: DRAPING DESIGN
HOE 144 CREATIVE PATTERN DRAFTING I
HOE 145 CREATIVE PATTERN DRAFTING II
HOE 146 FASHION DESIGN/READY-TO-WEAR DESIGNER & CUSTOM
HOE 147 FASHION DESIGN: POWER SEWING
HOE 148 TAILORING I
HOE 149 PROBLEMS IN TAILORING I
HOE 150 TAILORING II
HOE 151 PROBLEMS IN TAILORING II
HOE 152 ALTERATIONS AND FITTING
HOE 158 NUTRITION
HOE 160 BEGINNING CLOTHING CONSTRUCTION
HOE 161 ADVANCED CLOTHING CONSTRUCTION I
HOE 162 PROBLEMS IN CLOTHING CONSTRUCTION I
HOE 163 ADVANCED CLOTHING
HOE 164 PROBLEMS IN CLOTHING CONSTRUCTION II
HOE 165 BASIC OUTLINE TECHNIQUES
HOE 166 SPEED QUILTING TECHNIQUES
HOE 167 LAP QUILTING
HOE 168 CREATIVE QUILTING
HOE 170 RESOURCES MANAGEMENT: MANAGE YOUR FOOD DOLLAR
HOE 180 NEEDLECRAFT
HOE 191 BASIC NUTRITION AND DIET
HOE 280 SELECTED TOPICS IN HOME ECONOMICS
HOE 290 SELECTED STUDIES IN HOME ECONOMICS
LIS 101 INTRODUCTION TO LIBRARY & RESOURCE LEARNING
LIS 102 INTRODUCTION TO LIBRARY & RESOURCE LEARNING II
LIS/ENG 136 PRINCIPLES & TECHNIQUES OF STORYTELLING
LIS/ENG 137 ADVANCED STORYTELLING
LIS 280 SELECTED TOPICS IN LIBRARY SCIENCE
LIS 290 SELECTED STUDIES IN LIBRARY SCIENCE
MUS 070 CONCERT CHOIR I
MUS 071 CONCERT CHOIR II
MUS 141 MUSIC PERFORMANCE – BAROQUE
MUS 142 MUSIC PERFORMANCE - CLASSIC
MUS 143 MUSIC PERFORMANCE - ROMANTIC
MUS 144 MUSIC PERFORMANCE - TWENTIETH CENTURY
MUS 234 CLASSROOM PIANO IV
MUS 235 CHILDREN'S MUSIC
MUS 290 SELECTED STUDIES IN MUSIC
NUR 105 UNDERSTANDING HUMAN GROWTH & DEVELOPMENT I
NUR 107 UNDERSTANDING HUMAN BEHAVIOR
NUR 110 UNDERSTANDING HUMAN GROWTH & DEVELOPMENT II
OFA 173 BEGINNING PERSONAL TYPEWRITING
OFA 174 REVIEW TYPEWRITING
OFA 252 ADVANCED WORD PROCESSING
PSY 111 PERSONAL AND SOCIAL ADJUSTMENT II
PSY 223 PSYCHOLOGY AND THE LEGAL SYSTEM
REE 152 REAL ESTATE PRACTICE
REE 154 REAL ESTATE APPRAISAL I
REE 156 REAL ESTATE FINANCE
REE 158 LEGAL ASPECTS OF REAL ESTATE
REE 160 REAL ESTATE ECONOMICS
SOC 102 AMERICAN SOCIAL PROBLEMS
SOC 122 PERSPECTIVES ON WOMEN
SOC 141 SPECIAL PROBLEMS
SPA 165 INTRODUCTORY CONVERSATIONAL SPANISH
SPA 232 CONVERSATIONAL SPANISH III
SPA 233 CONVERSATIONAL SPANISH IV
SPE 280 SELECTED TOPICS IN SPEECH
SPE 290 SELECTED STUDIES IN SPEECH

ORGANIZATION OF THE COLLEGE DISTRICT

Dr. James Hottois is Superintendent/President and Chief Executive Officer of the Palo Verde Community College District. He is responsible to the District Board of Trustees.

Office of the Superintendent/President

James W. Hottois, Ph.D.....Superintendent/President
Lindy Stewart.....Administrative Assistant to the Superintendent/President
Denise Hunt .....Executive Secretary to the Superintendent/President
Ivan Murray..... Public Information Officer
Quenton Hanson.....Director, SBEDC/Institutional Researcher

Office of Administrative Services

Geri Butler .....Vice President of Administrative Services
Cecy Garcia.....Executive Secretary to the VP of Administrative Services
Russi Egan..... Fiscal Services Manager
Cindy Pickering..... Categorical Programs Manager
Debbie Mitchell ..... Human Resource Manager
Phyllis Pullen..... Payroll Technician
Lindsy Stewart.....Administrative Services Technician
Erin Baker.....Part-Time Administrative Services Clerk

Pirate Bookstore

Luanne Schultz.....Pirate Bookstore Manager
Denise Taylor ..... Bookstore Assistant

Information Technology Department

Adam Houston.....Director of Information Technology
Eric Egan.....Assistant Director of Information Technology
Rich Soto.....Web Service/Network Specialist
Dan Spechtenhauser.....Network Technician
Joe Parker.....Part-Time Micro-Computer Repair
Jonathan Martin.....Help Desk Technician I

Maintenance

John Madole.....Director, Facilities & Operations
Dora Lee Grundy.....Executive Secretary for Facilities & Operations and Information Tech.
Alberto Brambila.....Maintenance Supervisor
Jesus "Chuy" Ayala.....Maintenance/Groundskeeper II
Raul Ayala.....Maintenance/Groundskeeper I
Francisco Gulliver.....Maintenance/Groundskeeper I
Leonardo Bernal.....Custodian
Dianna Guilin.....Custodian
Sylvia Barcenas.....Custodian

Office of Instructional Services

William Smith..... Vice President of Instructional Services
Vicki Attaway.....Associate Dean of Distance Education and Noncredit Programs
George Walters.....Occupational Education Manager
Lisa Holmes.....Instructional Services Manager
Rachel Barnard..... Secretary of Instructional Services
Nancy King .....Secretary of Instructional Services
Corina Richards.....Secretary of Instructional Services
Julene Marquez.....Secretary of Instructional Services
Carrie Mullion.....Secretary of Instructional Services
Mariana Crane.....Distance Education Clerk
Elizabeth Cockrell.....Distance Education Clerk
Lorenzo Lujano.....Academic Guidance Coordinator

Adult Education/Spring Street Campus

Vicki Attaway.....Associate Dean of Distance Education and Noncredit Programs
Rhonda Entwistle..... Site Supervisor, Noncredit Programs
Leslie Rayner.....ABE Community Outreach Representative
Teresa Gomez-Gutierrez.....Spring Street Campus Clerk
Garry Bolding..... Part-Time Custodian, Spring Street Campus

Don Kuykendall Child Development Center

Maria Kehl.....Site Supervisor
Lorenia Becerril .....Child Development Center Teacher
Minnie Washington.....Child Development Center Teacher
Edna Becerril ..... Instructional Aide
Alice Rodriguez ..... Instructional Aide
Maricela Sanchez..... Part-Time Instructional Aide
Vacant .....Part-Time Instructional Aide
Maria Canchola.....Part-Time Cook

Harry A. Faull Library

June Turner.....Librarian
Vacant.....Library Technician
Gloria Castro.....Library/Media Clerk
Barbara Gaubeca.....Temporary Part-Time Reference Librarian

Learning Skills Center (LSC)

Louise Gallan.....Coordinator/Professor, LSC
Leonard Newton.....Adjunct, LSC
Ron Vidal.....Adjunct, LSC

Needles Campus

Dorothy Machula.....Interim Assistant Dean, Needles Campus
Marie Shakoor.....Special Programs Assistant, Needles Campus
Jeanie Johnson.....Executive Secretary, Needles Campus

Office of Nursing & Allied Health

Sue Valenzuela .....Associate Dean, Nursing
Silvia Lainez..... Faculty/Nursing Secretary

Office of Student Services

Diana Rodriguez..... Vice President of Student Services
Vicki Lujano.....Executive Secretary to the VP of Student Services
Sarah Frid.....Outreach & Events Coordinator
David Silva.....Bilingual Counselor
Irma Dagnino .....Counselor
Rosina Ortiz .....Adjunct Counselor
Eva De La Cruz.....Part-Time Advisor
Erin Baker.....Adjunct Vocational Education Advisor
Ida Naranjo-Hamblen .....DSP&S Secretary
Steven La Vigne.....DSP&S Coordinator/Counselor
Michael Cahill.....DSP&S - LDS Tester/Counselor
Mel Pullen.....High Tech Center/Alternate Media Specialist
Melinda Walnoha..... Registrar
Suzanne Woods .....Admissions & Records Specialist
Shelley Hamilton.....Assistant to the Registrar
Maria Gamez.....Admissions & Records Technician II
Maria Gracia .....Matriculation Secretary
Laura Garcia.....Scheduling/Customer Service Clerk
Linda Pratt ..... Financial Aid Officer

Diana Mendez.....Assistant to the Financial Aid Officer/Events Coordinator
Irene Rayford.....Financial Aid Technician II
Rorie Chambers.....Financial Aid Technician I
Esther Rice..... Financial Aid Secretary
Peter Martinez .....EOPS Director/Counselor
Maria "Machi" Rivera.....EOPS Counselor
Victor Hernandez.....EOPS Counselor
Callista LaVigne .....EOPS Adjunct Advisor
Carmen Hernandez .....EOPS Program Assistant/C.A.R.E. Coordinator
Stephanie Slagan.....EOPS/C.A.R.E. Secretary
Staci Lee .....Student Activities/CalWORKS Coordinator
Hortensia Rivera.....Transfer & Career Center Director/Counselor
Maggie Vizcarra.....Part-Time Counselor

ATTAWAY, Vicki (2002).....Associate Dean of Distance Education & Noncredit Programs
M.B.A., University of Phoenix
B.S., University of Phoenix

BECERRIL, Lorenia (1993)..... CDC Teacher
Children's Center Permit

BOIRE, Joseph D. (1988).....Welding Instructor
Undergraduate Study, Columbia Junior College
University of California, Riverside
Palo Verde College

BRAM, Jason (2007).....Biology Instructor
M.S., University of California, Santa Barbara
B.S., University of California, San Diego

BROWN, Teh-Min (2005).....Reading Instructor
M.S., University of Southern California
B.A., Soochow University, Taipei, Taiwan, Republic of China

BRUNO-MOFU, Cheryl (1995) .....LVN/Allied Heath/Nursing Instructor
R.N., A.D.N., Mesa Community College

BURGESON, Sharron (2007) ..... Nursing Instructor
B.S.N., Sonoma State University
R.N., A.S., College of the Desert

BUTLER, Geri (1993) ..... Vice President of Administrative Services
M.B.A., National University, Sacramento
B.A., University of San Francisco
A.A., Palo Verde College

CASTILLO, Richard (2007) ..... English Instructor
M.A., Northern Arizona University
B.A., Northern Arizona University

CLARK, Jed (2008) ..... Physical Education Coordinator
M.A., California State University, Dominguez Hills
B.A., California State University, Dominguez Hills

CLINTON, Philip (2004).....Geography/Geology Instructor
M.A., California State University, Fullerton
B.A., California State University, Fullerton
Undergraduate Study, Texas A & M University

COPPLE, Derek (2004).....Nursing Instructor
A.D.N., College of the Desert

DAGNINO, Irma (2005).....Counselor
M.A.Ed., University of Phoenix
B.A., Park University

EOFF, Kevin (2006).....History Instructor
M.S., Northern Arizona University
B.S., Northern Arizona University

GALLAN, Louise (1996)..... Coordinator/Professor, Learning Skills Center
M.B.A., National University
M.S., National University
B.A., University of California, Irvine
A.A., Palomar College

GARCIA, Alejandro A. (1989) ..... French/Mathematics/Physical Science Instructor
Ph.D., University of Neuchatel, Switzerland
M.A., University of California, Los Angeles
B.A., Instituto Politecnico Nacional, Mexico

GAUBECA, Michael (2005).....Accounting/Business/Economics Instructor
Ph.D., University of Cincinnati
M.B.A., University of Cincinnati
M.A.I.R. University of Cincinnati
B.S., University of Cincinnati

GILMORE, Reva I. (1973)..... Office Occupations/Co-op Instructor
Further Graduate Study, San Diego State University
M.A., Northern Arizona University
B.S., Southern Oregon College

GUILIN, Leticia (1988)..... ESL/Spanish Instructor
B.A., University of California, Riverside
A.A., Palo Verde College

HERNANDEZ, Victor (2006)..... EOPS Counselor
M.A.Ed., University of Redlands
B.A., San Diego State University

HOTTOIS, James (2001) ..... Superintendent/President
Ph.D., State University of New York, Buffalo
M.A., State University of New York, Buffalo
B.A., State University of New York, Albany

HOUSTON, Adam (1997) ..... Director of Information Technology
B.S., University of California, San Diego

JONES, Doretha (2001) ..... CIS/Office Technology Instructor
A.A., Palo Verde College

KEHL, Maria (2004)..... Site Supervisor/Teacher-Child Development Center
B.S., Northern Arizona University
A.A., Palo Verde College

LAVIGNE, Steve (2007).....DSPS Coordinator/Counselor
M.Ed., Eastern Washington University
M.S., Eastern Washington University
B.S., Eastern Washington, University

LILLEY-EDGERTON, Dennese (2002).....English Instructor
M.A., Winona State University
B.A., Winona State University

LUJANO, Lorenzo (2007).....Academic Guidance Coordinator
B.A., Park University
A.A., Palo Verde College

MACHULA, Dorothy (2008).....Assistant Dean, Needles Center
M.A., Central Michigan University
B.S., Arizona State University
A.A., Mesa Community College

MADOLE, John L. (1990).....Director, Facilities & Operations
Undergraduate Study, University of California, Riverside

MARTINEZ, Peter (2004) .....EOPS Director/Counselor
M.A. Ed., University of Redlands
M.B.A., University of Phoenix
B.A., Northern Arizona University

MEDINA, Juan Carlos (2006) .....Spanish Instructor
M.A., University of Arkansas
B.A., University of California, Riverside

MIRANDA-COPPLE, Maria (Mickey) (1999) .....Nursing Instructor
R.N., A.S., College of the Desert

MURRAY, Ivan (2000) .....Public Information Officer
Undergraduate Study, Arizona State University
Undergraduate Study, Phoenix College

NALL, Greg (2002) .....Anthropology/Sociology Instructor
D.A., State University of New York, Albany
M.A., Ball State University
M.A., Ball State University
B.A., Indiana University

OSAYANDE, Solomon (1996).....Biology/Botany/Physical Education Instructor
Ph.D., Touro University International
M.S., Brigham Young University
M.S., Brigham Young University
B.S., Brigham Young University
N.C.E., University of Lagos, Nigeria

PETERSON, Scott (2008).....Computer Information Science Instructor
M.A.Ed, National University
B.A., Western Washington University

PONDER, William H. (1992).....Business/Computer Information Science Instructor
M.A., National University
B.B.A., National University

RAMAN, Biju (2001)..... Math/Chemistry Instructor
M.S., Lamar University
M.S., Birla Institute of Technology and Science, India
B.S., Birla Institute of Technology and Science, India

RHOADES, Mike (2008) .....Building Instructor
B.A., California State University, Long Beach

RINALDI, Henry (2002) ..... Automotive Instructor
Undergraduate Study, University of California, Riverside

RIVERA, Hortensia (2001).....Transfer & Career Center Director/Counselor
M.A.Ed., University of Phoenix
B.A., Park University

RIVERA, Maria "Machi" (2003) ..... EOPS Counselor
M.A.Ed., University of Phoenix
B.S., University of Redlands

ROBERTSON, Robert (2002).....English Instructor
Ph.D., Brown University
Graduate Study, School of Criticism and Theory, Dartmouth College
Graduate Study, International School of Semiotics and Structuralist Studies, Northwestern University
B.A., University of Colorado at Boulder

RODRIGUEZ, Diana (2006).....Vice President of Student Services
M.A., California State University, San Bernardino
M.B.A., California State University, San Bernardino
B.A., California State University, San Bernardino
A.A., Palo Verde College

SHER, Sandra (2002).....Mathematics Instructor
M.A., Eastern Illinois University
B.A., Eastern Illinois University
A.S., College of Lake County

SHIBALOVICH, Paul (2006).....Mathematics Instructor
M.A., California State University, San Bernardino
B.A., California State University, San Bernardino
A.S., Riverside Community College

SILVA, David (1995)..... Bilingual Counselor
M.S., California State University, San Bernardino
B.A., California State University, San Bernardino

SMITH, William J. (2000) .....Vice President of Instructional Services
M.A., United States International University
B.A., United States International University
A.A., Palo Verde College

STOECKLE, Sioux (2004).....English Instructor
M.A., California State University, Dominguez Hills
B.S., University of Redlands

THIEBAUX, Brian (2001)....English/Business Professor/Institutional Researcher-Academic
M. Admin., University of California, Riverside
M.A., Northwestern University
B.A., University of California, Berkeley

TURNER, Earl K. (1992).....Computer Information Science/Mathematics Instructor
M.S., University of Southwestern Louisiana
B.S., University of Southwestern Louisiana

TURNER, June (2004)..... Librarian
M.L.S., Southern Connecticut State University
B.S., Southern Connecticut University
A.S., Middlesex Community College

VALENZUELA, Susanne (1999) .....Associate Dean, Nursing
M.Ed., University of La Verne
B.S.N., University of Phoenix
R.N., A.D.N., Northern Arizona University

WALLACE, H. Bruce (1998).....Child Development/General Studies Instructor
Ed.D., University of Idaho
Ed.S., University of Idaho
M.Ed., University of Idaho
B.S. in Sec. Ed., Lewis-Clark State College

ADJUNCT FACULTY

In addition to regular full-time contract faculty, there are highly qualified instructors who come from business, industry, and other educational institutions to give Palo Verde College a faculty with those talents necessary to support the diversified program of studies expected from a community college.

MAIN CAMPUS

ALFORD, Louise.....Child Development
ATTAWAY, Vicki.....Accounting / Economics / Management
BABB, Richard.....Management
BRADLEY, Rick.....Sociology
BRESEE, Victoria..... Philosophy / Sociology
BURNS, Sharon.....American Sign Language
CAHILL, Mike.....Psychology
CARNEY, James.....Criminal Justice
CONLEY, Trudy.....Child Development
CORMELL, Melissa.....Psychology
FAUBION, Donna.....Child Development
FLEMING, Susan.....Addiction Studies / Psychology
FRID, Sarah.....Business, General Studies

GALLAN, Scott.....Business
HANSON, Quenton.....Accounting
HERMANSON, John.....Addiction Studies
HERNANDEZ, Jose.....Music
HOBBS, William.....Business / Speech
HOFFMANN, Mark.....Philosophy
HOLT, Ronald.....Business / Management
HUSKEY, David.....Welding
HYDUKE, Ned.....Criminal Justice
JENNINGS, Margareta.....Art
JEPPSON, Robert.....History / Political Science
KUYKENDALL, Suzzanne.....Child Development
LAVIGNE, Steve.....Addiction Studies
LAWRENCE, Barbara.....Addiction Studies
MACDONALD, Paula.....Business
MACDONALD, Scott.....Business / Economics
MACDONALD, Susan.....General Studies
MARTINEZ, Peter.....Business
MENDEZ, Dolores.....Nursing
MILLER, George.....Criminal Justice
OSAYANDE, Agatha.....Addiction Studies
PEREZ, Liana.....Nursing
PICKENS, Roger.....Business
RAMIREZ, Angel.....Criminal Justice
RIVERA, Hortensia.....General Studies
RODRIGUEZ, Diana.....Business / General Studies
SCHOENROCK, Max.....Business / Management
SHAFFER, Lois.....General Studies
SLOMAN, James.....Art
VELARDE, Thomas.....Criminal Justice
WALTERS, George.....Automotive Technology
WARD, William.....Water Technology
WATRY, Judith.....English
WINKLER, Russell.....Welding

SPRING STREET CAMPUS

BACHMAN, Marty.....Adult Basic Education
BAKER, Glen.....Adult Basic Education
BEQUER, Rosa.....Adult Basic Education
BOICE, Carrie.....Adult Basic Education
BROWN, Camille.....Adult Basic Education
CARDENAS, Angelica.....Adult Basic Education
COLANGELI, King.....Adult Basic Education
DICKINSON, Lorraine.....Adult Basic Education
FEEMSTER, Mike.....Adult Basic Education
FOSTER, Pat.....Adult Basic Education
HAWKINS, Sandra.....Adult Basic Education
HERRINGTON, Larry.....Adult Basic Education
KELLEY, Jennifer.....Adult Basic Education
MCCALLEY, Lynn.....Adult Basic Education
NARANJO, Carol.....Adult Basic Education
NEWTON, Leonard.....Adult Basic Education
SALGADO, Irma.....Adult Basic Education
WIKE, Linda.....Adult Basic Education

NEEDLES CENTER

ANDERSON, Mark.....Art / Child Development
BORING, Jimmy.....Music
BOWER, LeRoy.....Real Estate
BRUNO, Stephen.....Education
CHAMBERS, Alice.....Adult Basic Education
CHAPIN, Donna.....Adult Basic Education
CROUGH, Carol.....Computers
EDWARDS, Dr. Sharon.....Addiction Studies / Psychology
KNOX, Kelly.....Art
LOWENTHAL, Mike.....Health / EMT
MACHULA, Myron.....Business
MARKS, Thomas.....Accounting
MATHEWS II, Stan.....Mathematics
MCKEE, Ellen.....English
MILLS, Robert.....Mathematics
MITCHELL, Kim.....Adult Basic Education
MITCHELL, William.....Art / Computers
PELLETIER, Patricia.....Accounting / English / Mathematics
REED, Anne.....Addiction Studies
RUSSELL, Tom.....Golf
SCHNEIDER, Rhonda.....Music
SHAKOOR, Marie.....Adult Basic Education
THOMAS, Michael..... Chemistry
VANDYNE, Robert.....Adult Basic Education

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(Board Approved 2/26/08)

PALO VERDE COMMUNITY COLLEGE DISTRICT
ACADEMIC CALENDAR 2008/2009

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
JULY 2008	4		1	2	3	4	3	July 7 - Independence Day (Observed)
	5	7 X	8	9	10	11	2	July 18 - Summer Session Ends
	6	14	15	16	17	(18)	1	
		21	22	23	24	25		
		28	29	30	31			29 DAYS OF INSTRUCTION (Summer)
AUGUST						1		August 4 - College Resumes Regular Hours
		4 »	5	6	7	8		August 18 - Classes Begin
		11	12	13	14	15		August 20 - Flex Day
	1	< 18	19	20 *f*	21	22	18	
10 DAYS OF INSTRUCTION	2	25	26	27	28	29	17	
SEPTEMBER	3	1 X	2	3	4	5	16	September 1 - Labor Day
	4	8	9	10	11	12	15	
	5	15	16	17	18	19	14	
	6	22	23	24	25	26	13	
21 DAYS OF INSTRUCTION	7	29	30				12	
OCTOBER				1 *	2	3		October 1 - Institute Day
	8	6	7	8	9	10	11	
	9	13	14	15	16	17	10	
	10	20	21	22	23	24	9	
22 DAYS OF INSTRUCTION	11	27	28	29	30	31	8	
NOVEMBER	12	3	4	5	6	7	7	November 11 - Veteran's Day
	13	10	11 X	12	13 *f*	14	6	November 13 - Flex/Career Day
	14	17	18	19	20	21	5	November 27 & 28 - Thanksgiving Break
17 DAYS OF INSTRUCTION	15	24	25	26	27 X	28 X	4	
DECEMBER 2008	16	1	2	3	4	5	3	December 15-19 - Finals Week
	17	8	9	10	11	12	2	December 19 - Last Day of Classes
	18	15	16	17	18	(19)	1	Dec. 24 - Jan. 2 - Christmas Break
		22	23	24 X	25 X	26 X		
15 DAYS OF INSTRUCTION		29 FH	30 FH	31 X				

TOTAL DAYS OF INSTRUCTION (Fall): 85

* = INSTITUTE DAY
< = INSTRUCTION BEGINS
( ) = LAST DAY OF CLASSES
X = HOLIDAY FOR ALL
(+) = HOLIDAY FOR INSTRUCTORS & STUDENTS ONLY
↕ = MINIMESTER BEGINS
◊ = CENSUS DAYS
f = FLEX DAYS FOR INSTRUCTORS
☺ = HOLIDAY FOR CLASSIFIED ONLY

PALO VERDE COMMUNITY COLLEGE DISTRICT
ACADEMIC CALENDAR 2008/2009

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
JANUARY 2009					1 X	2 X		Dec. 24 - Jan. 2 - Christmas Break
		5	6	7	8	9		January 12 - Classes Begin
	1	< 12	13	14 *f*	15	16	20	January 14 - Flex Day
	2	19 X	20	21	22	23	19	January 19 - Martin Luther King, Jr Day
14 DAYS OF INSTRUCTION	3	26	27	28	29	30	18	
FEBRUARY	4	2	3	4	5	6	17	February 13 - Lincoln Day
	5	9	10	11	12	13 X	16	February 16 - Washington Day
	6	16 X	17	18	19	20	15	
18 DAYS OF INSTRUCTION	7	23	24	25	26	27	14	
MARCH	8	2	3	4	5	6	13	March 18 - Flex Day
	9	9	10	11	12	13	12	
	10	16	17	18 *f*	19	20	11	
	11	23	24	25	26	27	10	
22 DAYS OF INSTRUCTION	12	30	31				9	
APRIL				1	2	3		April 10 - Good Friday/Easter Sunday
	13	6	7	8	9	10 X	8	April 13-17 Spring Break
	14	13 X	*14* X	15 +	16 +	17 +	7	
	15	20	21	22	23	24	6	
16 DAYS OF INSTRUCTION	16	27	28	29	30		5	
MAY						1		May 25 - Memorial Day
	17	4	5	6	7	8	4	May 25 - May 29 - Finals Week
	18	11	12	13	14	15	3	May 29 - Last Day of Classes
	19	18	19	20	21	22	2	May 30 - Graduation/Institute Day
20 DAYS OF INSTRUCTION	20	25 X	26	27	28	(29)	1	
JUNE 2009		1 »	2	3	4	5		June 1 - College Begins Summer Hours
	1	< 8	9	10	11	12	6	June 8 - Summer Session Begins
	2	15	16	17	18	19	5	
	3	22	23	24	25	26	4	
0 DAYS OF INSTRUCTION	4	29	30				3	

TOTAL DAYS OF INSTRUCTION (Spring): 90

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
JULY 2009/2010				1	2	3		July 6 - Independence Day Observed
	5	6 X	7	8	9	10	2	July 17 - Summer Session Ends
	6	13	14	15	16	(17)	1	
		20	21	22	23	24		
		27	28	29	30	31		***29 DAYS OF INSTRUCTION***

TOTAL DAYS OF INSTRUCTION (Summer): 29

NOTES

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NOTES