



2010-2012 Catalog

***Reedley
College***

Reedley College

Willow International Center • Madera Center • Oakhurst Center • Clovis Center

2010 - 2012 Catalog



995 N. Reed Avenue • Reedley, CA 93654 • www.reedleycollege.edu

A public two-year college of the
State Center Community College District
Accredited by the Western Association of Schools and Colleges

CATALOG STATEMENT

This publication is intended to serve students and prospective students as a guide to program planning, institutional services and regulations for attendance at this institution. This catalog becomes effective with the Fall 2010 semester and ends with the Summer 2012 semester, unless otherwise amended. The college reserves the right to adjust conditions of enrollment, class offerings and services rendered as dictated by the limits of institutional resources and enrollment conditions.

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties may incur.

Reference copies of the catalog are available in the Library, Counseling Center, Admissions and Records Office, on-line, and in the offices of the Vice President of Instruction and educational advisors. Students are encouraged to purchase and use their own copy of the catalog. Personal copies are for sale in the Reedley College Bookstore.

CONTENTS

INTRODUCTION

Mission Statement	6
Commitment	6
Philosophy	6
Vision	6
Institutional Learning Outcomes	6
Reedley College's History	6
South Centers/Community Campus Program	7
The North Centers' History	8
Madera Center	8
Willow International Center	8
Oakhurst Center	9
The District	9

STUDENT RIGHT TO KNOW

ACADEMIC CALENDAR

Summer Semester 2010	11
Fall Semester 2010	11
Spring Semester 2011	11
Summer Semester 2011	11
Fall Semester 2011	12
Spring Semester 2012	12
Summer Semester 2012	12

ADMISSIONS AND REGISTRATION

Admission of Students	13
General Admission	13
Provisional Admission	13
Readmission	13
Transfer Admission	13
International Admission	13
Community College 15% (Enrichment) Program	14
Summary of Admission Requirements	14
Application	14
Who Needs to Apply	14
Residency	14
In-State	14
Out-of-State/International	14
Exemption from Nonresident Tuition	15
Matriculation	15
Exemptions	15
Appeals Procedure	15
Matriculation Checklist	16
Matriculation Exemptions	16
Advising	16
Registration	16
Concurrent College Enrollment	17
Intra-District Transfer	17
Class Schedule Change	17
Student Fees	17
Enrollment Fees	17
Nonresident and International Tuition	17
Instructional Materials Fee	17
Health Fee	18
Parking Fee	18

Transcript Fee	18
Associated Student Body Fee	18
Associated Student Government	
Student Representation Fee	18
Use of Student Representation Fee	18
Right to Request a Waiver	18
Credit by Exam Fee	18
Refund to Students	19
Refund of Enrollment Fees and Tuition	19
Primary Term-Length (Full Semester)	
Classes, 16-18 Weeks	19
Summer/Short-Term Classes	19
Refund of Health Fee	19
Refund of Parking Fee	19
Refund of Associated Student Body	
Membership	19

ACADEMIC REGULATIONS

Units of Academic Credit	20
Course Load	20
Summer Units Allowed	20
Attendance	20
Grading System	20
Evaluative Symbols	21
Non-evaluative Symbols	21
I, Incomplete	21
W, Withdrawal	21
MW, Military Withdrawal	21
IP, In Progress	21
RD, Report Delayed	21
P/NP, Pass/No Pass	22
Deadline for selecting (or reversing) the	
Pass/No Pass grading system	22
Grade Point Average (GPA)	22
Student Grade Review Petition	22
Non-Credit Classes	22
Final Examinations	22
Earning Course and Unit Credit	22
Advanced Placement Program Credit (AP)	23
Articulation with High School (2+2)	23
Cooperative Work Service	23
Credit by Examination	23
Credit for Military Service	23
Individual Study	23
Travel-Study Credit	24
Withdrawal/Dropping	24
Dropping (Withdrawal from) a Class	24
Withdrawal from College	24
Dropping/Withdrawal Due to Extenuating	
Circumstances	24
Reports to Students	25
Early Alert Report	25
Progress Report	25
Student Athlete Retention Report	25
Final Grade Reports	25
Certifications of Enrollment	25

Satisfactory Scholarship.....	25	Lower-Division Transfer Patterns (LDTP).....	34
Academic Renewal.....	25	California State University Transfer Course	
Alleviation of Substandard Grades.....	25	List (CSU).....	36
Alleviation by Repetition of a Course for a		General Education Requirements for CSU Certification ...	36
Better Grade.....	26	Reedley College CSU General Education—Breadth	
Academic Renewal Involving Other Colleges.....	26	2009-2010.....	36
Alleviation of Substandard Grades		Area A.....	36
without Repetition.....	26	Area B.....	36
Repetition of Courses Successfully Completed.....	26	Area C.....	36
Probation and Dismissal.....	27	Area D.....	37
Probation.....	27	Area E.....	37
Placement on Progress Probation.....	27	U.S. History, Constitution, and American Ideals.....	37
Removal from Progress Probation.....	27	Transfer to University of California (UC).....	37
Placement on Academic Probation.....	27	Transfer Requirements of UC for California Residents.....	37
Removal from Academic Probation.....	27	Lower Division Transfer Admission Requirements...37	
Counseling for Probationary Students.....	27	Upper Division Transfer Admission Requirements...38	
Academic/Progress Dismissal.....	27	UC Transfer Admission Guarantee.....	38
Appeal of Academic or Progress Dismissal.....	27	University of California Transfer Course Agreement.....	38
Exceptions.....	27	Intersegmental General Education Transfer	
Readmission Following Academic or Progress		Curriculum (IGETC) to CSU and UC.....	39
Dismissal.....	27	Reedley College Intersegmental General	
Honors and Awards.....	28	Education Transfer Curricula (IGETC) 2008-2009.....	39
Pete P. Peters Honors Program.....	28	Area 1.....	39
Dean's List.....	28	Area 2.....	40
Honors at Graduation.....	28	Area 3.....	40
Summa Cum Laude.....	28	Area 4.....	40
Magna Cum Laude.....	28	Area 5.....	40
Cum Laude.....	28	Area 6.....	40
Pete P. Peters Honors Program.....	28	Area 7.....	41
Alpha Gamma Sigma, an Honor Society.....	28	Transfer to Private/Independent and	
		Out-of-State Colleges and Universities.....	41
CERTIFICATE AND DEGREE REQUIREMENTS			
Catalog Rights.....	29	ADMINISTRATIVE POLICIES	
Course Classification.....	29	Student Conduct Standards.....	42
Certificates.....	29	SCCCD Policy Statement.....	42
Certificate of Achievement.....	29	Student Assembly.....	42
Graduation Requirements.....	29	Exercise of Free Expression.....	42
Associate Degrees.....	29	Student Protests and Demonstration.....	43
General Education for the AA/AS Degree.....	30	Student Publications.....	43
Natural Sciences.....	30	Computer/Network Equipment Use Policy.....	43
Social and Behavioral Sciences.....	30	No Smoking in Campus Buildings.....	43
Humanities.....	30	Drug- and Alcohol-Free Campus.....	43
Language and Rationality.....	30	Academic Dishonesty.....	44
Multiple Degrees.....	30	Cheating.....	44
Requirements for AA and AS Degrees.....	30	Plagiarism.....	44
General Education for the Associate Degree.....	32	Authority and Disciplinary Actions.....	44
Area A - Natural Sciences.....	32	Student Rights.....	44
Area B - Social and Behavioral Sciences.....	32	Removal from Class by Instructor.....	44
Area C - Humanities.....	32	Grievance Policy for Students.....	44
Area D -Language and Rationality.....	32	Rights and Responsibilities.....	45
Application for Graduation.....	32	Open Enrollment.....	45
		Student Enrollment Responsibilities.....	45
		Parking Regulations.....	45
		Statement of Nondiscriminatory Policy and	
		Obligations.....	46
		Non Discrimination Statement.....	46
		Declaración: Póliza Contra la Discriminación	
		y las Obligaciones.....	46
		Tsab Cai Tsis Pub Muaj Kev Ntxub-ntxaug	
		Thiab Tej Uas Yuav Tsum Tau Ua.....	47
		Family Education Rights and Privacy Act.....	47
		Sexual Harassment Policy.....	47
TRANSFER INFORMATION AND REQUIREMENTS			
Preparation to Enter Baccalaureate-Level			
Colleges or Universities.....	33		
Articulation.....	33		
Articulation System Stimulating Inter-Institutional			
Student Transfer (ASSIST).....	33		
Transfer to California State University (CSU).....	34		
Transfer Requirements of California State			
University (CSU).....	34		
Lower Division Admission Requirements.....	34		
Upper Division Transfer Students.....	34		

Change of Address, Telephone Number or
 Email48
 Social Security48
 Other Policies48

STUDENT SUPPORT SERVICES

Bookstore.....49
 Business Services Office49
 Cafeteria49
 CalWORKs Program49
 Child Care Center49
 Reedley College49
 Madera Center.....49
 Willow International Center50
 College Police50
 Counseling and Guidance50
 Transfer Center.....50
 Career Services50
 Disabled Students Programs & Services50
 Learning Disability Services50
 High Tech Center51
 Developmental Services Classes.....51
 Workability III51
 Student Support Services Program (SSS)51
 Transition to College Program51
 Extended Learning Centers (Writing)51
 Extended Opportunity Programs and Services (EOPS)51
 EOPS and CARE51
 Financial Aid52
 Financial Aid & Scholarships52
 BOGW A52
 BOGW B52
 BOGW C52
 Federal Student Loan Workshops52
 Return of Federal Financial Aid Based Upon
 Total Withdrawal52
 Satisfactory Progress for Financial Aid53
 Asistencia Financiera53
 Health Services53
 Psychological Services.....53
 Housing53
 Job Placement Information.....53
 Library - Learning Resources Center.....54
 Reedley College54
 Madera Center.....54
 Willow International Center54
 Lost and Found55
 Other55
 Student Insurance.....55
 Public Information/Public Relations55
 Tutorial Services55

STUDENT ACTIVITIES

Student Government/Associated Students.....56
 Clubs and Organizations56
 Organization of New Clubs.....56
 Athletics56
 Student Athlete Retention Program (SARP)57
 Publications57
 Music Activities57

**ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS
 TABLE.....58**

**ASSOCIATE DEGREE AND CERTIFICATE
 PROGRAMS60**

COURSE DESCRIPTION INFORMATION

Course Description Information106
 Course Description, Numbering, Classification106
 Units or Credit Value.....106
 Course Numbering106
 Prerequisites/Corequisites/Advisories.....106
 Symbols and Abbreviations.....107
 Course Abbreviations107
 Course Number Extensions.....108
 Course Number and/or Department Changes108
 Deleted Courses.....109
 SCCCD Intra-District Articulated Courses,
 Common Courses and In Lieu Courses.....110

COURSE DESCRIPTIONS112

SPECIAL AREAS OF STUDY

Developmental Education Programs209
 Purpose.....209
 Description.....209
 Credits/Units.....209
 English as a Second Language (ESL).....209
 Placement209
 Assessment.....209
 Evening Classes/Community Campus210
 Pete P. Peters Honors Program210
 Veterans Services.....210
 Application Process.....211
 Approved Majors211
 Evaluation of Previous Education/Training211
 Standards of Progress.....211
 Veterans Dependent Fee Waiver211

COLLEGE PERSONNEL

Board of Trustees.....212
 District Administration212
 Reedley College Administration.....212
 North Centers Administration212
 Reedley College Department Chairs212
 Reedley College Services Personnel212
 Emeritus Faculty213
 Faculty and Administration.....215

INDEX223

REEDLEY COLLEGE MAP227

NORTH CENTERS MAPS228

NOTES229

INTRODUCTION

Mission Statement

Commitment

The mission of Reedley College is to offer an accessible, student-centered educational environment which provides high quality, learning opportunities essential in meeting the challenges of a diverse, global community.

Philosophy

At Reedley College, we believe that people's lives are enriched in an atmosphere of intellectual curiosity, personal integrity, and individual accomplishment. The college furnishes experiences designed to promote critical thinking, enhance cultural literacy, and foster an awareness of the interdependence of all persons and their environment.

Reedley College is committed to maintaining a highly qualified staff of educators and support personnel who reflect the diversity of our unique community. We embrace a flexible attitude toward change and encourage the spirit of innovation.

The goal of the college is to develop each student's full potential as well as respect for self and others. To this end, the college provides comprehensive curriculum offerings, lifelong learning opportunities, counseling, and educational services.

Vision

Reedley College strives to be a leading educational institution in California's Central Valley.

Institutional Learning Outcomes

Students graduating with an associate degree from Reedley College will be able to meet the following student learning outcomes:

Communication Skills

- Interpret various types of written, visual, and verbal information.
- Organize ideas and communicate precisely and clearly to express complex thoughts both orally and in writing.

Critical Thinking and Information Literacy

- Analyze quantitative information and apply scientific methodologies.
- Employ critical and creative modes of inquiry to solve problems, explore alternatives, and make decisions.
- Synthesize researched information obtained from accurate, credible, and relevant sources to support, advance, or rebut an opinion.

Global and Community Literacy

- Analyze the fine arts, humanities, and social sciences from cultural, historic, and aesthetic perspectives.
- Apply historical and contemporary issues and events to civic and social responsibility.
- Demonstrate sensitive and respectful treatment of a variety of ethnic, religious, and socioeconomic backgrounds.

Personal Development

- Access current knowledge, skills, and abilities to further develop them and apply them to new situations.
- Incorporate physical and emotional principles to make healthy lifestyle choices.
- Make ethical personal and professional choices.

Reedley College's History

Reedley College was established in May 1926, as Reedley Junior College. Institutional doors were opened in September 1926 with a total of 30 students and six course offerings. In 1936 a separate building on the Reedley High School campus was built to house the junior college administration and provide additional classrooms. On July 1, 1946, the college recognized its role as a total community college.

By the late 1940s the governing board decided the time was right for the college to develop a separate campus and a separate identity. Thus, the board began negotiations to purchase the current campus site at Reed and Manning Avenues, once part of the historic Thomas Law Reed Ranch. In September 1956, the college moved to its present site, where it has continued to grow and expand.

In 1963 the college became a member of the State Center Community College District combining the resources of two of the oldest community colleges in the state. In subsequent years, Reedley College's influence expanded into several other communities including Dinuba, Easton, Fowler, Kingsburg, Parlier, Sanger and Selma. In 1980, the name was officially changed to Kings River Community College to better reflect the communities it served. The area served by the college continued to grow northward into the rural communities in the greater Fresno area. Serving communities as far-reaching as Clovis, Kerman, Madera, and Oakhurst, Kings River Community College developed three North Centers.

In accordance with the surrounding communities' wishes, the name Reedley College was restored in July, 1998.

As the 20th Century came to a close and the 21st Century began, Reedley College continued to grow to respond to the needs of its community. In July 2000, a plan was formulated to open a vocational training center and, on January 12, 2004, the Dinuba Vocational Center officially opened, offering courses in five different disciplines and providing increased occupational educational opportunities to the southern San Joaquin Valley. The programs that will ultimately be offered at the Dinuba Vocational Center will enable local residents to gain the necessary academic, technical and work skills to be employable while remaining in the community.

In its 80 years, Reedley College has developed into a crucial component of higher education in the central San Joaquin Valley, offering over 67 areas of study taught by approximately 156 full-time faculty and 400 part-time faculty. Since fall 2000, the combined sites under the Reedley College umbrella have provided services to over 102,000 individuals, amounting to an average of over 11,000 students per semester.

The presidents, in order of tenure are:

Edward W. Hauck (1926-1930)
J.T. MacRuer (1930-1933)
J.O. McLaughlin (1933-1950)
Leo Wolfson (1950-1956)
Gus Reimer (1956-1957)
Stephen E. Epler (1957-1960)
Clifford M. Boyer (1960-1976)
Ray A. Cattani (1976-1981)
Lincoln H. Hall (1981-1983)
Richard J. Giese (Acting President 1983-1984)
Abel B. Sykes, Jr. (1984-1989)

Richard J. Giese (1989-1997)
Thomas A. Crow (1997-2003)
Tony Cantú (Interim President 2003-2004)
Barbara A. Hioco (2004-present)

Reedley College provides comprehensive curriculum offerings, lifelong learning opportunities, counseling, and educational services. The campus serves approximately 5,500 students each semester and offers instructional opportunities that range from traditional classrooms and science laboratories to state-of-the-art occupational training facilities in day, evening, early morning, Saturday, online and interactive distance education formats. The college's location near mountains and farmland permits the natural surroundings to become part of the learning environment. Forestry students manage an 800-acre forest at Sequoia Lake, near Kings Canyon National Park, one hour from Reedley. Agriculture students gain, experience on the campus' 300-acre farm, the largest on-campus community college farm in the state. In addition, Reedley College is one of only ten community colleges in California to provide on-campus housing.

The Reedley campus offers over 1,500 class sections each year in 67 areas of study and gives students a choice of transfer, Associate Degree, Certificates of Achievement, and Certificates. The campus offers occupational programs in accounting, agriculture, animal science, automotive technician, business, child development, computer digital imaging, criminology, dental assisting, environmental horticulture, forest/park technology, health care interpreters, information systems, manufacturing technology, mechanized agriculture, medical administrative assistant, nursing assistant training, office technology, plant science, and welding technology.

South Centers/Community Campus Program

The Community Campus program was developed to provide opportunities for college education in surrounding rural communities. Classes are offered primarily in the evenings. Beginning in the fall 2004, a marketing campaign, "RC at Night" was launched to inform the community that at several of the community campuses, as well as at Reedley College, students can earn an Associate Degree and/or units toward transfer. The Community Campus locations are Dinuba Vocational Center (both day and evening), Fowler High School (day only), Kingsburg High School (evening only), Parlier High School (evening only), Sanger High School (evening only) and Selma High School (evening only).

The North Centers' History

In addition to comprehensive programs at Fresno City College and Reedley College, the District operates several Education Centers in neighboring communities. The most significant programs are concentrated at four Centers located in Madera, Clovis, Oakhurst and Fresno.

Madera Center

The Madera Center has been in existence for over 20 years, initially operating at Madera High School. In August 1996 the State Center Community College District opened a dedicated site for the Madera Community College Center situated on 114 acres. The original development comprises approximately 25 of the 114 acres. The Madera campus is located on Avenue 12 just east of Highway 99 at the edge of the City of Madera. The initial campus consisted of 24 relocatable classrooms and a permanent student services building, along with a relocatable classroom to house the Child Development Learning Center and child care-related programs.

A permanent 26,000-square-foot education and administrative building and utility/maintenance facility were completed for the 2000-01 school year. Funding from the 2001-02 State Budget Act funded the Academic Village Complex completed in January 2004. The 50,000 square feet of classroom, laboratory, and office space includes academic classrooms and offices, as well as components and laboratory space for biology, physical science, chemistry, computer studies, business, art, and a Licensed Vocational Nursing Program. The project also provided funding to retrofit the educational/administrative building to house the library, student services and administrative offices.

As a result of funding from the local bond and business donations, a full-service physical education program and facilities have been completed, including a fitness center, aerobic center, and softball field complex. Final plans have also been developed for the construction of a Center for Advanced Manufacturing facility scheduled to open in 2009.

The Madera Center serves 2,600 students, generating a full-time equivalency of approximately 1,300 students per year. The Center offers a wide variety of academic and occupational programs and opportunities for students. Utilizing services and course catalogs from its sister institution, Reedley College, the Madera Center offers over 360 courses each year in 38 areas of study and gives students a choice of transfer, Associate Degree, Certificates of Achievement, and Certificates of Completion. The first cohort of the Licensed Vocational Nursing Program completed the 18-month Certificate program in May 2004, with a 12 month LVN-RN program in the final stages of development.

It is anticipated that the Madera area will continue to be one of the fastest growing population centers in the Central Valley and will, therefore, continue with its facilities expansion and student growth.

Willow International Center

In response to the tremendous growth in the northeast area of Clovis and Fresno, the Board of Trustees in 2003 completed the acquisition of approximately 110 acres for a permanent site located at Willow and International Avenues, across the street from the Clovis Unified School District Third Education Center.

Over 6,500 students attend the center, with a full-time equivalency of approximately 2,600 students per year. The Willow International Center offers over 600 courses annually in 39 areas of study and gives students a choice of transfer, Associate Degrees, Certificates of Achievement, and Certificates of Completion through the Reedley College catalog and curriculum.

The first phase of the Willow International Center was opened for the Fall 2007 semester. Funding for the 80,000-square-foot Academic Center One facility in the amount of \$50 million was provided through local and State bond funds. Facilities include an open computer lab, additional computer laboratories, a multi-media studio, art studio, physics and science laboratories, forum hall, distance learning and traditional classrooms, library, student services, and offices. Also included with the initial phase is a bookstore, internet café and utility/maintenance facility.

The Phase One facilities also include a state-of-the-art Childhood Development Center. Through collaboration with the Clovis Unified School District and State Center Community College District, matching funds were secured through the AB 16 California Joint Use Facilities legislation. The \$6 million facility was opened in the Fall 2007 semester and is being used as a toddler and pre-school licensed child care laboratory for high school and college students taking Child Development and Pre-Teaching courses.

Academic Center 2, an 80,000-square-foot facility located north of Academic Center 1, includes allied health and science laboratories, a fitness center, dance room, library/learning resource center, student services, offices and classrooms. Based upon its current and future growth, the Willow International Center is scheduled to become the next fully accredited college in the State Center Community College District.

Oakhurst Center

The Oakhurst Center, serving 500 students and generating a full-time equivalency of approximately 250 students per year, was established as a result of Legislative Mandate (Senate Bill 1607). In Fall 1996, the campus relocated from Yosemite High School to its current location in the Central Business District of Oakhurst. In April 1999 the District acquired the 2.7 acres housing the Oakhurst Center campus. The 120 academic and occupational education courses are taught annually in nine relocatable classrooms, including a science lab and a computer lab, arranged into a small campus setting. One of the classrooms is part of a collaborative project serving both Madera Center classes and Madera County governmental events and was funded through a San Joaquin Valley Unified Air Pollution Control District grant to Madera County.

Included within the Center are two Distance Learning classrooms which allow connectivity to sister campuses at Clovis, Madera, Reedley, and Fresno. Students can complete their general education, Associate Degrees and transfer courses at the Oakhurst Center. The District has developed a Master Plan for expansion of the current facilities, which includes two additional classrooms being completed in 2008.

Eastern Madera County is a rapidly expanding area with a current population of approximately 30,000. It is anticipated the Center will continue to grow to meet the needs of this ever-expanding community.

The District

Reedley College is one of two colleges in the State Center Community College District. The district encompasses a 5,500 square mile area and 17 unified and high school districts.

The State Center Community College District office is located at 1525 E. Weldon, Fresno, CA 93704. The district is comprised of Reedley College, Clovis Center, Madera Center, Oakhurst Center, Fresno City College, Manchester Educational Center, Career and Technology Center and The Training Institute. Each campus offers certain programs/courses which are unique and are not offered at the other campuses.



STUDENT RIGHT TO KNOW

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the State Center Community College District and Reedley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Reedley College, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 32.0% attained a certificate or degree or became “transfer prepared” during a three year period, from Fall 1996 to Spring 1999.

Students who are “transfer-prepared” have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 25.0% transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five semester period, from Spring 1997 to Spring 1999.

ACADEMIC CALENDAR

Summer Semester 2010

Reedley College will conduct three sessions:
(subject to change)

- 6-week summer session
- 8-week summer session
- 10-week summer session

May 31	Memorial Day Holiday (Campus Closed)
June 1	Instruction begins for 10-week classes
June 14	Instruction begins for 6- and 8-week classes
July 5	Independence Day Holiday (Campus Closed)
July 23	Final examinations and end of 6-week classes
August 6	Final examinations and end of 8- and 10-week classes
August 6	Last day for degree and certificate of achievement candidates to file application for August 2010 completion date

Fall Semester 2010

August 16	Instruction begins
September 6	Labor Day Holiday (Campus Closed)
October 16	Last day to withdraw from college or to be dropped from 18-week classes
November 11	Veterans Day Holiday (No Classes, Offices Open)
November 25-26	Thanksgiving Day Holidays (Campus Closed)
December 13-17	Final examinations
December 17	End of Fall Semester 2010
December 17	Last day for degree and certificate of achievement candidates to file application for December 2010 completion date
Dec. 20-Jan. 5	Winter recess

Spring Semester 2011

January 10	Instruction begins
January 17	Martin Luther King, Jr. Day Holiday (Campus Closed)
February 18	Lincoln's Day Holiday (Campus Closed)
February 21	Washington's Day Holiday (Campus Closed)
March 11	Last day to withdraw from college or to be dropped from 18-week classes
March 18	Last day for degree and certificate of achievement candidates to file application for May 2011 completion date
April 18-22	Spring recess (Classes reconvene April 25)
May 16-20	Final examinations
May 20	End of Spring Semester 2011
May 20	Graduation exercises

Summer Semester 2011

Reedley College will conduct three sessions:
(subject to change)

- 6-week summer session
- 8-week summer session
- 10-week summer session

May 30	Memorial Day Holiday (Campus Closed)
May 31	Instruction begins for 10-week classes
June 13	Instruction begins for 6- and 8-week classes
July 4	Independence Day Holiday (Campus Closed)
July 22	Final examinations and end
August 5	Final examinations and end of 8- and 10-week classes
August 5	Last day for degree and certificate of achievement candidates to file application for August 2011 completion date

Fall Semester 2011

August 15	Instruction begins
September 5	Labor Day Holiday (Campus Closed)
October 15	Last day to withdraw from college or to be dropped from 18-week classes
November 11	Veterans Day Holiday (No Classes, Offices Open)
November 24-25	Thanksgiving Day Holidays (Campus Closed)
December 16	Last day for degree and certificate of achievement candidates to file application for December 2011 completion date
December 12-16	Final examinations
December 16	End of Fall Semester 2011
Dec. 24-Jan. 4	Winter recess

Spring Semester 2012

January 9	Instruction begins
January 16	Martin Luther King, Jr. Day Holiday (Campus Closed)
February 17	Lincoln's Day Holiday (Campus Closed)
February 20	Washington's Day Holiday (Campus Closed)
March 10	Last day to withdraw from college or to be dropped from 18-week classes
March 16	Last day for degree and certificate of achievement candidates to file application for May 2012 completion date
April 2-6	Spring recess (Classes reconvene April 9)
May 14-18	Final examinations
May 18	End of Spring Semester 2010
May 18	Graduation exercises

Summer Semester 2012

Reedley College will conduct four sessions:
(subject to change)

- 4-week summer session
- 6-week summer session
- 8-week summer session
- 10-week summer session

May 28	Memorial Day Holiday (Campus Closed)
May 29	Instruction begins for 4- and 10-week classes
June 11	Instruction begins for 8-week classes
June 22	Final examinations and end of 4-week classes
June 25	Instruction begins for 6-week classes
July 4	Independence Day Holiday (Campus Closed)
August 3	Final examinations; end of 6-, 8-, and 10-week classes
August 3	Last day for degree and certificate of achievement candidates to file application for August 2012 completion date

Note: Evening classes observe the same holiday and examination schedule as day classes.

ADMISSIONS AND REGISTRATION

Admission of Students

Any graduate of an accredited high school may be admitted to Reedley College. Also, any person having successfully completed the California High School Proficiency Exam (CHSPE) or the General Education Development test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted.

Upon completion of applicable admission requirements, registration materials are issued by the Admissions and Records Office. For dates relating to registration, check the calendars in this catalog or inquire at the college's Admissions and Records Office in the Student Services Building.

Students should complete all plans for entrance as early as possible and be familiar with the following: (1) general requirements of the college, (2) special requirements in the major field of study, (3) the general requirements of the college or university they may wish to attend in the future, and (4) the most desirable electives.

General Admission

Admission to Reedley College is open to anyone (subject to residency requirements listed on page 14) who is at least 18 years old, or has a high school diploma, or the equivalent (such as the California High School Proficiency Examination).

Provisional Admission

A person who is 18 years of age or older and is not a high school graduate is considered a provisional student. A provisional student may register for 12 semester units or more for one semester, with the stipulation that in order to enroll for subsequent semesters as a full-time student, he/she must earn a 1.75 GPA in the units attempted. This regulation does not apply to part-time students.

Readmission

Former students of Reedley College returning after an absence of two or more semesters must make formal application for readmission. An official transcript of work taken at any other institution (including summer session and extension or correspondence courses) since the date of last enrollment at Reedley College must be sent from the previous schools to Reedley College, 995 North Reed Avenue, Reedley, CA 93654.

Transfer Admission

Students who have previously attended another college and are in good scholastic standing are eligible to enroll at Reedley College, subject to residence requirements. Records for transfer students are evaluated with regard to the scholastic status system in use at Reedley College at the time of enrollment. It is important to note that transcripts received with "work in progress" are not considered complete.

International Admission

An application, official documents and detailed transcripts of record should be submitted to the Admissions and Records Office no later than two months prior to the beginning of the semester for which the student is being considered for admission: June 1 for fall semester and November 1 for spring semester. A student from another country is not admitted until notified of admission in writing by the Admissions and Records Office. It is required that international students achieve a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) for regular standing. TOEFL scores below 500 may be approved by special action. When an international student arrives at Reedley College, the student should report first to the Admissions Office.

At the time of registration, each student must have evidence of health insurance and have complied with the district policy regarding tuberculosis testing and current measles immunization. It is also mandatory that each student successfully complete an English course during each semester at Reedley College until graduation requirements have been met for program completion or for transfer purposes and that the student maintain 12 units or more each semester.

Health insurance claims must be initiated at the Admissions and Records Office in the Student Services Building.

Community College High School Enrichment Program

Current high school juniors and seniors may be admitted to the college through the Community College-High School 15% (Enrichment) Program. High school students can obtain information from their high school counselor or from the college's Counseling Center. Call 638-0337 for details.

In addition to the regular semesters, high school students are eligible for the summer session prior to their junior year and the summer session between their junior and senior years.

Summary of Admission Requirements

Any student who intends to obtain a degree or certificate of achievement at Reedley College or plans to transfer to a four-year college or university shall be required to:

1. File a completed admission application prior to the deadline as specified in the catalog.
2. Request the last high school attended to send one transcript of work completed or attempted if high school was attended in the last two years. Transcript is to be an official copy sent directly from the previous school to:
Reedley College
Admissions and Records Office
995 N. Reed Avenue
Reedley, CA 93654
3. Have the GED scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office if the GED test or the California High School Proficiency Examination (CHSPE) was taken in the last two years.
4. Request each college of attendance to send a complete transcript of work attempted whether or not credit was earned. Transcripts are to be official copies sent directly from the previous college to Reedley College.
5. Take a placement test.

Application

Reedley College is one of multiple colleges and centers within the State Center Community College District (SCCCD). Students need only submit one application for admission to any of SCCCDD's colleges/centers.

Apply on-line at www.reedleycollege.edu for greatest convenience. Applications are also available from the Admissions Office at any college or center within SCCCDD, or from the counseling office at your local high school.

Who Needs to Apply?

If you have never attended a college or center within SCCCDD (*new or transfer student*) or have been away for two or more semesters (*returning former student*) student must complete an application for admission. Students currently enrolled within SCCCDD do not need to reapply for admission for the subsequent semester. Currently enrolled high school students must reapply each semester.

Residency

By law, every student must file a statement declaring his/her residence status. The form for such a statement is included in the application process.

A maintenance allowance is available for students attending Reedley College whose permanent residence is in a California non-district territory (district without a community college) and who live more than 60 miles from the "nearest community college attendance center." For further information, contact the Admissions and Records Office in the Student Services Building. (California Education Code 76160 Rev. 83).

It is recommended that all students whose legal residence is outside of the State Center Community College District have a health and accident insurance policy while attending Reedley College. If the student does not have health and accident insurance, he/she may sign up and pay for such a policy in the office of the Vice President of Student Services.

In-State

Students who have established residency in California for at least one year and one day prior to the beginning of the term in which they enroll.

Out-of-State/International

Students who have not resided in California for at least one year and one day prior to the beginning of the term in which they enroll.

Exemption from Nonresident Tuition (AB-540)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at all public colleges and universities in California:

- Requirements:
 - o The student must have attended a high school (public or private) in California for three or more years;
 - o The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam or receive a completion certificate);
 - o An alien student who is without lawful immigration status must file an affidavit with the college or university 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.
- Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under 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. They continue to be “nonresidents.”
- AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

Matriculation

Reedley College strives to make students aware of the varied educational programs that are offered and to provide smooth access to these programs. Once enrolled, the college provides many services to ensure success.

All new first-time college students may choose to matriculate. Matriculation is the process that brings Reedley College and each student into an agreement for the purpose of realizing the student’s education objectives.

With the State Matriculation Plan, Reedley College provides:

- An admission process
- An assessment of basic educational skills and career goals
- Orientation to college programs, services and procedures
- Individual counseling to the development of a Student Educational Plan
- Continuous follow-up on student progress with referral to support services as necessary

As their part of the Matriculation Plan, students agree to:

- Complete the placement test and assessment process
- Declare a specific educational objective within a reasonable period of enrollment
- Attend an orientation session
- Attend counseling sessions during the first two semesters of college prior to registration to develop and refine a Student Educational Plan

Exemptions

Students may be exempt from various matriculation components. See a counselor to review exemption criteria. Any student may seek waiver from the matriculation process. Visit the Counseling Center for more information.

Appeals Procedure

Students may request, in writing, to waive orientation, counseling and testing or assessment. Students will meet with a counselor to discuss the student’s request for exemption. If both the counselor and student agree that an exemption is warranted, an exemption form will be signed by both parties. If a disagreement ensues, the student will be allowed to appeal to the vice president of student services or the dean of students, and the student will discuss the student’s request and resolve it during this meeting. In every case, the student has the right to be exempted from matriculation components, although the counselor and/or vice president may believe that participation is in the student’s best interest and would be beneficial in helping the student to select appropriate classes.

Matriculation Checklist

- APPLICATION/ADMISSION
I have completed and submitted a Reedley College application
- FINANCIAL AID (optional)
I have completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Reedley College Financial Aid Office.
- ORIENTATION
I have attended, or participated in, one of the orientation options offered by Reedley College.
- ASSESSMENT (Placement Test)
I have completed all 3 parts of the assessment test.
 - English Reading
 - English Sentence Skills
 - Mathematics (basic math, algebra, or college level math)
- COUNSELING and ADVISEMENT
I have met with a counselor for class selection and advising
- STUDENT EDUCATIONAL PLAN (SEP)
I have met with a counselor to develop a semester by semester student education plan based on my educational and individual circumstances.
- REGISTRATION
I have registered in classes through one of the registration processes: Reg-to-go, WebAdvisor, touchtone or counter registration.
- FOLLOW-UP
I have scheduled a follow-up appointment with a counselor to discuss certificates, degrees, majors and develop, revise, or complete an SEP.

Matriculation Exemptions

Certain students may be exempt from several components of matriculation including assessment, orientation, and counseling/advising.

The exemptions are as follows:

Assessment exemption:

- 1) the student has submitted evidence (e.g., official grade report or transcript) which provides verification of satisfactory completion of the college level prerequisite course; or
- 2) the student chooses not to participate.

Orientation and/or counseling/advising exemption:

- 1) the student chooses not to participate;
- 2) the student has completed twelve or more acceptable transferable units;
- 3) the student has completed an associate degree or higher;
- 4) the student has certain educational goals;
 - a. to maintain a certificate or license;
 - b. personal development (intellectual, cultural); or
 - c. to complete credits for a high school diploma or G.E.D.

Advising

A counselor or education advisor is available to assist students with their educational endeavors each semester. Students may obtain counseling assistance by contacting the Counseling Center or online counseling is also available via the Reedley College website at www.reedleycollege.edu.

Registration

Following the application process, a student receives approval for registration. Students who are first to complete admission requirements are granted first opportunity to register and select courses. Priority registration is granted to continuing students. Registration information may be found in the schedule of courses.

Registration is the act of officially enrolling in one or more courses at one or more of the State Center Community College District locations.

Concurrent College Enrollment

Students planning to attend Reedley College and another college (other than Fresno City College or the North Centers) at the same time are required to obtain a “Concurrent Enrollment Authorization” form from the college where the major number of units will be taken.

Forms are available at the Admissions and Records Office in the Student Services Building for students who will be taking the majority of units at Reedley College.

Fresno City College offers a number of courses and programs not available at Reedley College. Students may attend both colleges and/or the North Centers concurrently without following the procedure described above.

Students may contact their counselors for more specific information on procedures to be followed.

Intra-District Transfer

Reedley College students who plan to transfer to Fresno City College for the ensuing semester will receive the same registration service and priority as currently enrolled Fresno City College students. It is advised that any transfer student see a counselor.

Class Schedule Change

Errors in registration should be rectified during the first week of each semester. Students are encouraged to discuss with their counselors program changes that affect their educational plans.

Student Fees

Enrollment Fees*

The state of California mandates an enrollment fee be charged to all students. Each student pays this enrollment fee based upon the number of units he/she registers for each semester. California residents are charged \$26 per unit. Fees are due on the date indicated in the Schedule and as posted on the College website. Beginning the first day of the semester, however, fees are due the same day of registration. California residents are encouraged to apply for the Board of Governors Enrollment Fee Waiver through the Financial Aid Office.

** Fees are subject to change without notice.*

Nonresident and International Tuition

Nonresident and international students are charged tuition fee as follows (Education Code 76140):

Regular and Summer Sessions

Each full unit taken:

Nonresident Student Tuition	\$222
International Student Tuition	\$222
Plus Enrollment Fee per unit	\$26

Note: Nonresident tuition is computed each year in accordance with a state-mandated formula and is therefore subject to change. Contact the Business Office for current information. Fees are subject to change without notice.

A “nonresident” student is a student who has not resided in the state for more than one year immediately preceding the first day of the regular semester/summer session (Title 5, Section 54002), or has not demonstrated evidence of intent to be a California resident. Check with the Admissions and Records Office for details regarding residency requirements.

All international students must also have proof of domestic health insurance coverage in the amount prescribed by Board policy (which includes repatriation). Contact the Admissions and Records/International Students Office for details.

Authorized apprenticeship students are exempt from nonresident tuition fees for apprenticeship courses only.

Instructional Materials Fee*

In accordance with Title 5, Section 59404(b) and Title IV, State Center Community College District may require students to provide certain instructional and other materials. These may include, but are not limited to, textbooks, tools, equipment, and clothing (e.g. uniforms).

Such material may be required if:

1. The materials are used in the production of a course-related project or “end project” that has a continuing value to the students outside of the classroom setting; or
2. The materials required for the class have continuing value to the students outside the classroom setting.

Health Fee*

All on-campus students (Reedley College, Madera Center, Willow International Center and Fresno City College classes) are required to pay a \$17 health service fee each semester (\$14 for the summer semester). Off-campus students are required to pay a \$9 health service fee each semester. The service includes health assessment by a nurse, referrals to appropriate health care facilities, assistance with insurance concerns, first aid, as well as a resource for education concerns. Psychological and nutritional services are also available to students. Contact the Health Services Office for more information.

Parking Fee*

Students who choose to use an approved on-campus parking area must purchase a district parking permit. The permit must be displayed in the vehicle and must be visible at all times. Fall and spring permits are \$17 per semester. Summer session permits are \$8. One-day permits cost \$1. Semester permits may be purchased at the Business Office. One-day permits are available in vending machines at parking lot entrances. Metered and handicap parking are also available. Students requiring handicap parking should contact the Disabled Students Programs and Services Office. Copies of campus parking regulations are available at the Business Services Offices or the campus Police Department.

Transcript Fee*

Requests for transcripts of courses taken at Reedley College or within the State Center Community College District must, by provision of State and Federal law, be accompanied by the written signature of the student. Students are entitled to obtain two copies of their transcript free of charge; each additional copy is \$5. Payment must be received before the request will be processed. Should you wish to expedite the transcript processing, you may pay by money order or credit card. Cash is accepted at the Cashier's Window. Payments are accepted online, www.reedleycollege.edu, online forms. Please do not mail cash with transcript request. Transcripts will not be provided if the student has a "hold" on their account.

Normally, transcripts are available within five working days except during periods which involve holidays or at the end of each semester. At those times, students should allow 10 to 20 working days for processing. When requesting transcripts by mail, address the request to the Admissions and Records Office. Transcripts from other institutions become a part of the student's permanent file and are not duplicated and forwarded with the Reedley College transcript.

Associated Student Body Fee*

Students are encouraged to purchase an Associated Student Body membership. The membership is \$10 for the academic year. The ASB/Tiger One card entitles the student to participate in or attend all activities sponsored by the ASB. The card can also be used for reduced admission to all college-sanctioned athletic home games (except playoffs), theatrical productions, music programs, and discounts from participating local merchants. The membership card is nontransferable. Students who are ASB members are eligible for ASB-funded scholarships as available. This card is used in the Reedley College Cafeteria, computer lab for printing, Library for copies, and student body card.

Associated Student Government Student Representation Fee*

A mandatory student representation fee of \$1 per student per semester (excluding summer session) has been established by an election at Fresno City College in the Fall of 2001. Under the provision of California Education Code, section 76060.5 and California Administrative Code sections 54801-54805, the students established the representation fee by a two-thirds majority of students voting in the election.

Use of Student Representation Fee

The money collected from the student fee shall be used for student advocacy at the local, state, and national levels.

Right to Request a Waiver

Students have the right to request a waiver of the mandatory student representation fee for religious, political, moral or financial reasons. However, no refunds will be given once the fee is paid.

To request a waiver, the student must fill out a form available in the College Activities Office at Fresno City College and in the College Business Office at Reedley College and the North Centers.

Credit by Exam Fee

Students are required to pay a fee in the amount of \$10.00 for the first unit plus \$5.00 for each additional unit for each course challenged. This fee is specific to the Credit by Examination charge. An additional \$26.00 per unit fee is required by State Law.

Those students otherwise required to pay non-resident fees will also be required to pay the non-resident unit fee for each unit of a course challenged in addition to the specific Credit by Examination fees noted in the above paragraph.

Refund to Students

Refund of Enrollment Fees and Tuition

Refund or reversal of enrollment fees and tuition shall be made following cancellation or withdrawal from class(es) in accordance with the following schedule. Refunds shall be initiated upon receipt of a written request to the Business Office. Requests may also be made online.

Refund requests are subject to an audit of the student's record to verify balance. Credit balances may be carried forward to the new term in lieu of a refund. Balances greater than or equal to \$15 will remain on the books for three years and amounts less than \$15 will remain on the books for one year.

Primary Term-Length (Full Semester) Classes, 16-18 Weeks

- Withdrawal during the first two weeks of the semester 100% refund
- Withdrawal after the second week of the semester no refund

Summer/Short-Term Classes

State code defines the drop deadlines to qualify for fee refund/reversals for short-term classes as on or before 10 percent of the duration of the class.

- A 100% refund is given upon withdrawal by the 10 percent point.
- No refund is given after withdrawal beyond the 10 percent point.

*Number of actual class meetings:	10% Point (rounded down)	100% refund if withdrawal is on or before:
8	0.8 = 0	1st day of class
16	1.6 = 1	1st day of class
24	2.4 = 2	2nd day of class
38	3.8 = 3	3rd day of class

Refund of Health Fee

Students receive a refund upon complete withdrawal from all classes in accordance with the enrollment and tuition fee refund schedule.

Refund of Parking Fee

Full refunds for parking permits will be made during the first two weeks for the fall/spring semesters and the first week of the summer session upon proof of complete withdrawal from school. The parking permits must be attached to a Request for Refund form and returned to the Business Office in order to obtain the refund. There is no refund for limited-term parking permits.

Refund of Associated Student Body Membership

Students must request a refund from the ASB Office. A 100% refund during the first week and a 50% refund during the second week of the semester.

ACADEMIC REGULATIONS

Units of Academic Credit

The standard quantity for measurement of college work is a unit. One unit equals one hour of classroom lecture per week plus two hours of study. Using this formula, a class that meets in lecture three times a week for one hour will be worth three units. This college operates on the semester system and all references to units of academic credit in this catalog are to semester units. Quarter units from other colleges may be converted to semester units by decreasing the number of quarter units by one-third.

Course Load

The normal semester load is 15 units. Students enrolled in 12 or more units are considered full-time students. Students with regular admission status who are not on academic probation may take as many as 18 units. Students on academic probation are normally limited to 12 units.

Permission to enroll in excess of 18 units is granted only when unusually high scholarship and urgent need prevail. Counselors can approve a student request to take 19 to 21 units. Students who wish to take 22 or more units may obtain a petition for this purpose in the Counseling Center.

A student who wishes to enroll in more than 18 units must receive approval from a counselor and the Vice President of Instruction.

Students are urged to keep in mind their study time, employment, and other personal responsibilities when planning their class load.

Summer Units Allowed

All students are limited to 18 units in all summer sessions, with no more than 8 units allowed in a four-week session. Disqualified students and students on probation are required to have a counselor's approval before registering for any summer session(s). Disqualified students and students on probation who have obtained a counselor's approval to register for any summer session(s) must also have a counselor's approval before adding any class(es) in any summer session(s).

Attendance

Students are expected to attend all sessions of classes for which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students may be dropped from a class if they fail to attend the first class session of the semester. As a guide, during the semester up to the final drop date, any student who misses more than two weeks of class meetings may be dropped.

Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Admission and Records. Reinstatement will be granted only if the student had been doing satisfactory work immediately prior to the excessive absence and if it is the judgement of the instructor that the student has a reasonable chance of passing the course.

It is the students' responsibility to drop any classes they no longer wish to continue. They must not merely stop attending and must not rely on being dropped by others. They must complete the drop process for themselves.

Grading System

Grades are earned in each course and are recorded on the student's permanent record. Grades represent the evaluation of student achievement of course objectives and learning outcomes. The college uses a five-letter grading system. *A*, *B*, *C*, and *P* are passing grades, satisfactory or better. *D* is passing but less than satisfactory grade. *F* is a failing grade. *NP* is a less than satisfactory or failing grade; it is not a passing grade. Units of credit are earned for all passing grades (*A*, *B*, *C*, *D*, and *P*). Grade symbols are defined and grade points are earned for units of credit as follows:

P/NP, Pass/No Pass

Most college courses allow students the option of a final course grade of *P, Pass*, or *NP, No Pass*, instead of traditional letter grades (*A, B, C, D*, or *F*). Some courses are graded only on a *Pass/No Pass* basis. In courses graded only on the *Pass/No Pass* basis or when a student elects this grading option, the grade of *P, Pass*, will be assigned if the student has passed the course with a grade equivalent of *A, B*, or *C*, and credit will be awarded for the unit value of the course. The grade of *NP, No Pass*, will be assigned if the student earns the grade equivalent of *D* or *F*, and no units of credit will be awarded for the course. Neither the *P, Pass*, grade nor the *NP, No Pass* grade is included in the calculation of the grade point average.

A maximum of 15 units of credit may be earned on a *Pass/No Pass* grading basis in degree-applicable or transferable courses. The *Pass/No Pass* option is not recommended for any course in a student's major. Not all courses graded on a *Pass/No Pass* basis are accepted for transfer by other institutions. Students planning to transfer to another college or university should be aware of the policy of that institution regarding *Pass/No Pass* grades.

Students may elect the *Pass/No Pass* grading option in courses in which it is available by notifying the college Office of Admissions and Records, using the appropriate form, which is available at the Office of Admissions and Records, no later than the end of the fifth week of full-term course or within the first 30 percent of a shorter-term course. Students who have elected the *Pass/No Pass* grading option may reverse this decision only within these same deadlines.

Deadlines for selecting (or reversing) the *Pass/No Pass* grading option:

For a regular 18-week class	By end of the fifth week
For a 9-week class	By end of the third week
For a 8-week class	By end of the second week
For a 6-week class	By end of the second week
For a 2-week class	By the third day
For a class less than two week	At time of class registration

Grade Point Average (GPA)

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units attempted. Units for which a grade or other symbol, of *CR, NC, P, NP, W, I, IP, MW, RD* or *X* is assigned are not counted as units attempted in the calculation of a grade point average.

Student Grade Review Petition

If a student is of the opinion that a grade received for a particular course is improper, the student may take action as follows:

1. Discuss the grade received with the instructor involved, or
2. Obtain a Student Grade Review Petition from the Admissions and Records Office. Complete the form for processing no later than the last day of the semester (excluding summer sessions) following the semester for which the grade was received. The student will be issued a receipt copy of the form being submitted and will be notified of the action taken.
3. If a student wishes to appeal the decision, the student may submit a written grievance. See Grievance Policy for Students on page 44 and follow the three steps listed.

Non-Credit Classes

Non-credit classes are classes in which the student receives neither units nor a grade; however, at the completion of the course the registrar will record on the transcript that such a course was completed.

Students will be governed by the same attendance policies and responsibilities as those students taking credit classes. (A student may not attend a class without enrolling.)

Note: Credit status is required for pursuit of Associate Degrees and Certificates.

Final Examinations

Class examinations on a semester's work are given at the close of each semester. Failure to attend the examination may result in a grade of "*F*" for the examination. Arrangements for emergencies may be made with approval of the individual instructor.

Earning Course and Unit Credit

In addition to earning credits in residence by attending classes, a student may also earn credits in the following ways:

Advanced Placement Program Credit (AP)

Courses offered through the College Entrance Examination Board are recognized and individual colleges of this district are authorized to award appropriate placement and/or credit for these courses in accordance with established college standards. Petitions to apply for credit may be obtained from the Admissions and Records Office.

A residency of 12 units of satisfactory work ("C" average) must be completed at Reedley College prior to allowance of credit under this program. Currently, AP credit is granted for grades "3," "4," or "5."

Note: AP credit in American Government does meet the U.S. Constitution requirement for teaching credential candidates (Ed. Code Sec. 13132). However, it does NOT satisfy the requirements of Political Science 2 because it does not address state and local requirements (Ed. Code Sec. 40404). Candidates seeking a bachelor's degree at a California State University must satisfy national, state and local government requirements. The requirements at the University of California vary by campus.

Articulation with High Schools (2+2)

Reedley College has entered into course-specific articulation agreements with a number of local high schools whereby students may earn college credit for articulated courses taken in high school once they have successfully completed 12 units of on-campus college classes.

Upon completion of one of these articulated courses at the high school, a certificate acknowledging that fact will be awarded. The certificate should then be turned in to the college's Admissions and Records Office after completion of the necessary 12 units of college credit.

Cooperative Work Experience

Work experience and field work credit may be earned in some designated courses.

Credit by Examination

To be eligible for course credit by examination, a student must be enrolled at the college, have completed 12 units and be in good standing during the semester in which he/she applies for credit by examination. The student must be enrolled in at least one course in addition to the course to be challenged for credit by examination. Credit by examination will not be allowed if the student has received previous high school or college credit for the course, or if the student has already successfully completed, or is currently enrolled in, a course for which the course to be taken by exam is a prerequisite. Credit by examination is not allowed during the summer session. The college reserves the right to deny credit by examination to any student.

Only certain courses in the current catalog may be challenged for credit by examination. The faculty of each department determine which department courses may or may not be challenged for credit by examination. See the appropriate department chair or dean of instruction to learn which courses may be taken for credit by examination and to ascertain the proper procedure for credit by examination.

A student planning to transfer to another college or university should be aware of the policy of that institution regarding transferability of courses. Application for credit by examination approved by a full time instructor, the department chair, and the appropriate dean of instruction must be filed with the Admissions and Records Office no later than the end of the sixth week of the semester.

An appropriate fee for expense of this special service is charged for each course challenged and is payable by the end of the ninth week of the semester. Students must make arrangements with the instructor to take the examination prior to the fifteenth week of the semester.

The letter grade (A-F) earned on the examination will be awarded at the time grades are submitted to Admissions and Records by the instructor giving the examination and will be entered on the student's transcript in a manner which clearly indicates that the course grade and credit were earned by examination. A student who fails the examination may not attempt the course again by examination.

Credit for Military Service

A student who has completed basic military training verified by Form DD214, or some other official form, will be granted two units of credit for physical education and two units of elective credit. Military schools may be granted credit according to the recommendations in the guide published by the American Council on Education.

Individual Study

Individual Study 49 is a course that allows students to work individually with an instructor on a creative research project culminating with a topic paper, construction project, composition, etc. It allows exploration in greater depth than can be experienced in a regular course or may delve into subject matter not normally covered in a regular course.

A contract between the student and instructor must be developed, signed by the instructor, and approved by the appropriate dean of instruction and curriculum committee the semester prior to the semester that the individual study will be undertaken.

Students must register for Individual Study 49 no later than the third Thursday of the semester.

Travel-Study Credit

Credit granted by accredited colleges and universities for travel-study programs sponsored by these institutions will be accepted by Reedley College. For college-level travel-study programs credit up to 12 semester units (at the maximum rate of one unit per week) may be granted upon the evaluation of official transcripts sent to Reedley College by the institution through which the units are earned.

Withdrawal/Dropping

Dropping (Withdrawal from) a Class

In registering for a class, a student assumes the responsibility of meeting class standards of attendance and progress. This obligation remains until such time as the course is officially dropped. Errors in registration should be rectified during the first week of instruction.

It is the student's responsibility to drop a class in which she/he no longer wishes to be enrolled. A student may drop a class by obtaining, completing and filing an add/drop card from/with the Admissions and Records Office. The student may also drop a class via the district's touchtone telephone registration system or web registration per instructions outlined in the college schedule of classes or the student may request to be dropped from class(es) by mailing a signed letter of request to the college. Students are encouraged to discuss program drops with the course instructor or an academic counselor before filing the drop. A student may drop a full-length (18-week) class through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less). A grade of "W" will not be recorded on the student's transcript for drops occurring during the first three weeks of instruction (or 20 percent of a term*, whichever is less). A grade of "W" will be recorded on the student's transcript for drops occurring between the fourth and ninth week of instruction (or 50 percent of a term*, whichever is less). The "W" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

*See "Fees" for policy on refund.

Withdrawal from College

A student may withdraw from all of his/her classes, thereby withdrawing from the college, through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less) by obtaining, completing and filing a withdrawal form from/with the Admissions and Records Office. The student may also mail a signed letter of request postmarked by the 50% point to completely withdraw from his/her classes to the Admissions and Records Office (please include student identification or social security number). Students are encouraged to discuss complete class withdrawals with an academic counselor

before filing the withdrawal. Upon return of the approved withdrawal form, the student will be withdrawn from all of his/her classes and a grade of "W" will be recorded for each class in which the student was enrolled. The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

*Term in this context means the duration of a class, which may differ from the length of the normal semester.

Dropping/Withdrawal Due to Extenuating Circumstances

Withdrawal from a class or classes will be authorized through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less). Exceptions to the 50 percent drop deadline may apply due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee. (California Code of Regulations, Title 5, Section 55024).

Petitions for withdrawals due to extenuating circumstances are available from the Admissions and Records Office.

- The extenuating circumstances must be fully documented and verified when appropriate. Petitions for medical withdrawals must be processed through the Health Services Office.
- The student must file his/her petition to withdraw due to extenuating circumstances no later than the end of the semester in which he/she wishes to withdraw.
- The student must petition to withdraw from all classes she/he is enrolled in (consult with Admissions & Records for certain exceptions that may apply).
- The student's instructor(s) will be consulted concerning the request for withdrawal.
- Approved class withdrawals due to extenuating circumstances shall be recorded as a "W." The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as a factor in progress probation and dismissal procedures.

- Once final grades have been posted, the instructor of record must be consulted for an appropriate grade review.
- Exceptions may be considered on a case-by-case basis upon appeal to the college's Academic Standards Committee.

Reports to Students

Early Alert Report

For semester length courses an early alert report may be issued during the 3rd and 4th week for students who are not making satisfactory progress (*D* or *F* grades and poor attendance). Students who are not making satisfactory progress may be notified by the counseling department for early intervention counseling and support services such as tutorial services, academic success workshops and courses, psychological services, and learning strategies. Students are encouraged to participate in these special programs designed to assist students to overcome problems that interfere with their academic success.

Progress Report

For semester length courses a Progress Report will be issued during the 7th and 8th week for students who are not making satisfactory progress (*D* or *F* grades and poor attendance). The counseling department may notify students who are not making satisfactory progress.

Student Athlete Retention Program

During the 12th week of a semester length course, progress reports will be issued to student athletes only.

Final Grade Reports

Final grade reports are mailed only by request to the student's address on file with the college at www.reedleycollege.edu under Online Services. Grades are available on WebAdvisor (www.reedleycollege.edu) and click on the link or the TouchTone telephone system at 1-877-246-7222. Grades of students who fail to return school equipment or who have any unpaid accounts will be withheld until the record is cleared.

Certifications of Enrollment

Certifications of enrollment shall be requested in writing at the Admissions and Records Office. A minimum of three working days for the preparation of certifications is required. Certifications will not be provided if the student has a "*hold*" on the permanent file.

The following definitions are used by Reedley College when certifying the enrollment of our students to outside agencies such as the Veterans Administration, lending institutions, the Social Security Administration, insurance companies, and the California Student Aid Commission:

Full-time.....	12 units or more
Three quarter-time	9 to 11.5 units
Half-time.....	6 to 8.5 units
Limited.....	fewer than 6 units

Satisfactory Scholarship

Students must achieve at least a "C" average each semester and maintain a 2.0 cumulative grade point average. This means that a student must have at least twice as many grade points as units attempted. See *Placement on Academic Probation*.

Academic Renewal

An open-door college should provide ample opportunity for students to succeed. Since the community college admits students with a diverse range of abilities, aspirations and interests, the college must provide sufficient flexibility in its policies to enable a student to overcome a poor academic record. While the college must have a balance between policy flexibility and the maintenance of academic regulations so as to ensure grade standards throughout the curricula, this flexibility cannot be allowed to abrogate the individual student's educational responsibility.

Alleviation of Substandard Grades

Substandard work, i.e., grades of *D*, *F* or *NP*, not reflective of a student's present level of scholastic performance, may be alleviated and disregarded in the computation of grade point averages. It is expected that students will alleviate substandard work by repeating, i.e., retaking the course(s) in which grades of *D*, *F* or *NP* are earned. Course work that is still appropriate for the student's present educational objectives may be alleviated only by repetition. Course work inappropriate for repetition may be alleviated without repetition by the student making formal application to the Academic Standards Committee through the Office of Admissions and Records. When academic work is alleviated, whether by repetition or without repetition, the permanent records shall be appropriately annotated in a manner to ensure that all entries are legible and that a true and complete record is maintained.

Alleviation by Repetition of a Course for a Better Grade

For the benefit of a better grade, students may repeat college courses in which they have received grades of *D*, *F* or *NP* by re-enrolling in the courses. Students may repeat courses in this way only once. Students who wish to repeat courses more than once in order to earn grades better than *D*, *F*, *NP* or *W* may do so only by petition to the college Academic Standards Committee through the Office of Admissions and Records. The grades in the courses which have been repeated are then recorded within brackets on the students' permanent records so that the substandard grades remain legible on the permanent records, although they are not used in the computation of the cumulative grade point average. Students should be aware that other colleges or universities might not treat repeated courses in the same manner. Actions taken by the Academic Standards Committee of this college do not supersede the repetition policies of other educational institutions.

Academic Renewal Involving Other Colleges

If a student who has earned a grade of *D*, *F* or *NC/INP* in a course at Reedley College repeats the course for a better grade at another college, the student must petition through the Office of Admissions and Records for the alleviation of the substandard grade.

If a student who has earned a grade of *D*, *F* or *NC/INP* in a course at another college repeats the course for a better grade at Reedley College, the student must request that a Reedley College (or Fresno City College) transcript showing the renewed course grade be sent where the substandard grade was earned and petition for academic renewal (may be called by other names, *e.g.*, grade forgiveness) at the other college. Be advised, some colleges require repetition of classes for grade change be done on their campus only. After the course record at the original college has been adjusted, the student must request that an amended transcript be sent to the Office of Admissions and Records at this college so that the cumulative transfer units and grade point average may be corrected.

Alleviation of Substandard Grades without Repetition

Substandard work, *i.e.*, grades of *D*, *F* or *NC* not reflective of the student's present scholastic level of performance, may be alleviated without repetition only if the courses in which the substandard grades were earned are no longer appropriate for the student's present educational objectives or if the courses in which the substandard grades were earned or their equivalents are no longer available for repetition. Course work inappropriate for repetition may be

considered for alleviation by the student making formal application to the college Academic Standards Committee through the Admissions and Records Office.

In this case, a student will be eligible for consideration for alleviation of substandard work without repetition when the student has met each of the following conditions:

1. A period of at least two years has elapsed since the work to be alleviated was recorded.
2. A student is pursuing an established program (associate degree or certificate program within the district).
3. A student has completed twelve or more semester units with at least a 3.00 GPA or 24 or more semester units with at least a 2.50 GPA or completed a total program with at least a 2.00 GPA. In determining eligibility for this provision, the college will consider the most recently completed semester first and then look to the total GPA of previous semesters in descending chronological order.
4. The amount of work to be alleviated shall not exceed the amount of work the student has successfully completed since the substandard work was recorded.

Repetition of Courses Successfully Completed

The college catalog designates certain courses as repeatable for a specific number of times; otherwise courses in which a student has received satisfactory grades, *i.e.*, *A*, *B*, *C* or *CR/P*, may not be repeated unless the student petitions the Academic Standards Committee through the Office of Admissions and Records for permission to repeat the course. The Academic Standards Committee may grant permission for the student to repeat the course if one or more of the following conditions apply:

1. There has been a significant lapse of time since the course was last taken.
2. The previous grade was due, at least in part, to the result of extenuating circumstances beyond the student's control.
3. Course repetition is required as a special academic accommodation for a qualified Disabled Students Programs and Services student.

In the case of repetition of courses successfully completed, the grade earned when the course is repeated will not be counted in a student's units or grade point average.

Repetition of courses successfully completed is permitted without petition in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included in the calculation of the student's grade point average. Students wishing to repeat courses under this condition must present written documentation or certification to the Admissions and Records Office to verify that such course repetition is necessary to complete legally mandated training requirements.

Probation and Dismissal

Probation

Both the quality of a student's academic performance, as measured by the grade point average (GPA), and the student's progress, as measured by comparing the number of units completed with the number of units attempted, are monitored to determine a student's status. A student who is below the minimum standard will be placed on probation for academic or progress performance.

A student becomes subject to probation when the student has enrolled in 12 or more semester units, even if the student later withdraws from any or all of these units. At the point the student becomes subject to the probationary rules, all previous units attempted will be considered in determining the student's status.

Placement on Progress Probation

A student shall be placed on progress probation when the number of units for which entries of "W", "I", and "NP" are recorded reaches or exceeds fifty percent (50%) of all units attempted.

Removal from Progress Probation

A student on progress probation shall be removed from probation when the percentage of units in this category drops below fifty percent (50%) of all units attempted.

Placement on Academic Probation

A student shall be placed on academic probation when the cumulative (GPA) falls below 2.0 ("C") in all graded units.

Removal from Academic Probation

A student shall be removed from academic probation when the student's cumulative (GPA) becomes 2.0 ("C") or better.

Counseling for Probationary Students

Each student on probation will be provided counseling and guidance service, including regulation of the student's enrollment, according to individual aptitude and achievement.

Academic/Progress Dismissal

A student shall be dismissed for one semester, exclusive of summer session, if, during each of three consecutive semesters, the student's performance falls under one or the combination of the following two conditions:

- a. The student's cumulative (GPA) is 1.75 or less.
- b. The percentage of units in which the student has been enrolled for which entries of "W," "I" and "NP" are recorded reaches or exceeds fifty percent (50%) of all units attempted.

A dismissed student may attend summer session(s), and, by doing so, have the opportunity to improve his/her academic standing. A dismissed student who wishes to attend summer session(s) must see a counselor for appropriate summer session course planning and must have the counselor's approval of the student's course enrollment plans before the student may enroll in any summer session course(s).

Appeal of Academic or Progress Dismissal

Following successful appeal, a student dismissed after academic or progress probation due to verified extenuating circumstances may be reinstated, and the mandatory dismissal period of one semester shall be waived.

Exceptions

A student on academic probation may not be dismissed after the third consecutive semester of unsatisfactory work (cumulative GPA below 1.75) if, during that third semester and every subsequent semester, the student maintains a 2.0 GPA until the cumulative GPA is above the probationary level. A student on progress probation will not be dismissed after the third semester of unsatisfactory work if, during that third semester and every subsequent semester, the student completes more than 50% of the attempted units until the percentage of units successfully completed is above the probationary level.

Readmission Following Academic or Progress Dismissal

During or following the semester of dismissal, a dismissed student who wishes to be readmitted must submit the appropriate petition and participate in the readmission process beginning with a meeting with a counselor at the campus where the student plans to enroll. If the student's petition

for readmission is approved, unit limitations and course selections will be determined for the readmitted student by the counselor.

Honors and Awards

Pete P. Peters Honors Program

The Honors Program is designed to challenge students with a customized curriculum and reward their efforts through priority registration, scholarship, field trips, and guaranteed transfer agreements. Students who have demonstrated exceptional academic achievement in high school and plan to continue their pursuit in college and then at a four-year university are admitted to Reedley College under the designation "Honors at Entrance." They begin a two-year sequence of classes and activities to prepare them for transfer to the best four-year institutions. For more information, call (559) 638-3641 ext. 3364 or ext. 3416.

Students will demonstrate ability to discuss interdisciplinary topics. Students will complete all transfer paperwork, including personal essay. Students will participate in activities such as field trips, receptions, and speaker presentations.

24 units from the following required to graduate "with Honors"

ART 6H	Honors Art History 2	3
COMM 1H	Honors Public Speaking	3
ENGL 1AH	Honors Reading and Composition	4
ENGL 1BH	Honors Literature	3
ENGL 3H	Honors Critical Reading and Writing	3
HIST 12H	Honors History of the US since 1865	3
HONORS 1*	Honors Colloquium.....	1-4
MATH 11H	Honors Elementary Statistics.....	4
POLSCI 2H	Honors American Government.....	3
PSY 2H	Honors General Psychology.....	3
Total Units		24

**Repeatable*

Advisor: Fourchy, Lapp

Dean's List

Placement on the Dean's List requires a 3.5 semester GPA in 12 or more units. Students are individually notified by the Vice President of Student Services. The Dean's List is posted in the Student Services Building and local newspapers are notified.

Honors at Graduation

Summa Cum Laude

This academic achievement is awarded to students who have earned a 4.0 cumulative grade point average.

Magna Cum Laude

This academic achievement is awarded to students who have earned a 3.50 through 3.99 cumulative grade point average.

Cum Laude

This academic achievement is awarded to students who have earned a 3.00 to 3.49 cumulative grade point average.

The designation of honors in the commencement program is based on the grades earned during all semesters preceding a student's graduation.

Pete P. Peters Honors Program

The Honors at Graduation award distinctly recognized Pete P. Peters Honors Program students who successfully complete 24 units of honors classes and graduate with a 3.0 grade point average or better.

Alpha Gamma Sigma, an Honor Society

Outstanding scholars are eligible for membership in the Alpha Omega Chapter of Alpha Gamma Sigma, the honor society for California Community Colleges.

Students enrolled at the Clovis, Madera, or Oakhurst Centers also have an opportunity for membership in California Community Colleges' honor society. Students meeting eligibility criteria can join the North Centers chapter of Alpha Gamma Sigma known as Sigma Gamma.

Students who earn at least a B average (3.0) for 12 units of college work (with no D or F grade) are eligible to join Alpha Gamma Sigma. Active membership in the Alpha Omega Chapter requires an application for membership, payment of dues, possession of a student body card, and earning of service points through participation in chapter activities and service to the college or community. Life members of the California Scholarship Federation may apply for associate membership during their first semester at the college.

AGS members meet to hear speakers, plan activities, make friends, raise funds for scholarships and conference attendance, take part in college activities, enjoy excursions, and serve the college. Permanent membership and recognition is granted at graduation to members active for at least two semesters who have earned a 3.25 cumulative grade point average or to members active for one semester who have earned a 3.5 or higher cumulative grade point average.

CERTIFICATE & DEGREE REQUIREMENTS

Catalog Rights

A student may elect to meet the requirements for the associate degree from:

1. The catalog in effect at the time of the student's graduation, or
2. The catalog in effect at the time the student began continuous enrollment leading to graduation.

For this regulation, a student shall be considered to have continuous enrollment if enrolled and active in any graded class at the census point (20%) of the semester. If a student misses 24 consecutive months, the student loses his/her original catalog rights and are not continuously enrolled.

Course Classification

Pursuant to revisions to the California Administrative Code, Title 5, Section 55002 and 55062, all courses listed within the college catalog fall into one of the following classifications:

- Credit, Degree Applicable
- Credit, Nondegree Applicable
- Noncredit

Certificates

Certificates for a course or a series of courses fewer than 18 units may be offered by disciplines/departments/divisions. A certificate may be awarded with a minimum of "C" average for finishing a course or courses leading to specific competencies.

Certificate of Achievement

A certificate of achievement shall be awarded to students who successfully complete a specified curriculum with a minimum "C" grade in each required course. The specific courses required for the certificate of achievement are identified in each degree program where such certificates are awarded.

In order to receive the certificate of achievement, the student shall apply for the certificate with Admissions and Records upon completion of the requirements.

Graduation Requirements

Associate Degrees

The awarding of an Associate Degree represents more than an accumulation of units. It symbolizes a pattern of learning experiences designed to develop specific capabilities and insights. Among these are an understanding of the major disciplines, required proficiencies in math, reading, and English, and sufficient depth in some field of knowledge.

It is the responsibility of the student to consult a counselor regarding the proper sequence in which courses should be taken to satisfy graduation requirements.

Students earning an Associate Degree usually have one of two purposes. Either the program of study prepares the student for transfer to a four-year college or university, or the program of study is intended to prepare the student for immediate employment.

Most majors lead to an Associate in Arts degree. Minimum requirements for the Associate in Science degree are the same as for the Associate in Arts degree with the exception of the major requirements. The Associate in Science degree will be awarded for the completion of a required pattern of courses in any occupational curriculum or in the biological sciences, the physical sciences, or engineering.

The Board of Trustees of this District shall award the Associate in Arts Degree, the Associate in Science Degree and the Certificate of Achievement to applicants upon the satisfactory completion of the requirements as listed in this catalog section. It is the student's responsibility to be aware of degree and certificate requirements and of the student's standing in regard to those requirements. Students are urged to consult a counselor regarding any questions about degree or certificate requirements for the catalog year the student selects. All references to credit units which appear in this section are to semester units.

Exceptions to any of the regulations which follow will be judged by the "Rule of Equity" which requires that any waiver of standards be determined on the merit of the individual case.

The college reserves the right to determine what courses may be considered as equivalents for the stated degree, certificate, and general education requirements listed in this catalog. Please see the appropriate dean or District Vice President of Admissions and Records for pertinent information.

General Education for the AA/AS Degree

General Education course work is intended to complement a concentrated study in a single discipline or “major.” It should provide a broad base of educational experience about aspects of the world which a major area of study may not include. The student who completes the general education requirements at Reedley College will have made noteworthy progress towards becoming truly educated and prepared for a lifetime of learning.

Following are the major areas of General Education:

Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method through direct experience and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics and other scientific disciplines.

Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and how their actions in turn change their society. It should also promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology and related disciplines.

Humanities

Courses in the humanities examine the philosophical, literary, aesthetic, and cultural expressions of humans. These courses develop an awareness of the ways in which people throughout the ages and in different cultures have responded

to themselves and the world around them through artistic and cultural creation. They develop aesthetic understanding and, through study of traditional and changing cultural perspectives, foster better informed value judgments. These courses also offer students the opportunity to explore their creativity and imagination and to move consciously towards an awareness of their capability for artistic self-expression. This category will include art history, literature and film, philosophy and morality, comparative religion, the fine and performing arts and language. When we ask who we are, and what our lives ought to mean, we are using the humanities.

Language and Rationality

Courses in language and rationality are those which develop for the student principles and applications of language that lead to logical thought, clear and precise expression, and critical evaluation of communication in any endeavor.

1. English Composition: Courses fulfilling this requirement include both expository and argumentative writing.
2. Communication and Analytical Thinking: Courses fulfilling these requirements include oral communication, mathematics, logic, statistics, computer language and programming, and related disciplines.

Multiple Degrees

A student may earn more than one AA and/or AS degree from Reedley College. Although a course used for a prescribed graduation requirement or to meet general education requirements may count toward more than one degree, no course may count toward the major course requirements for more than one degree major at any college in the district.

Requirements for AA and AS Degrees

1. Sixty (60) units with at least 2.0 (“C”) grade point average in all courses applicable to the associate degree.
2. Residence requirements:
 - (a) A minimum of twelve (12) degree-applicable units satisfactorily completed in residence at district colleges or centers, with attendance during the last semester prior to graduation, or
 - (b) A total of forty-five (45) degree-applicable units satisfactorily completed in residence at district colleges or centers if not in attendance during the last semester prior to graduation.

3. At least eighteen (18) units in a single discipline or related disciplines (major) or in an approved area of emphasis. Each course applied to this major requirement must be completed with a grade of "C" or better or a "P."
4. Competence in writing, demonstrated by completion of English 1A or English 1AH with a grade of 2.0, "C," or better.
5. Competence in reading, demonstrated by
 - (a) Meeting the reading requirement for English 1A, 1AH, eligibility by an appropriate placement test score or
 - (b) Completion of English 126 * with a grade of 2.0, "C," or better.

*Students who complete English 125 and English 126 may apply no more than 4 units earned in these courses to the associate degree.
6. Competence in oral communication, demonstrated by the completion of Communication 1, 1H, 2, 4, 8, or 25 with a grade of 2.0, "C," or better. (The course used to fulfill this requirement may also be used to satisfy area D, Part 2, of the general education requirement in language and rationality: communication/analytical thinking.)
7. Competence in mathematics, demonstrated by completion with a grade of 2.0, "C," or better one of the following classes: Mathematics 103 or any more advanced mathematics class, Business Administration 39, or Statistics 7.
8. Familiarity with computer concepts and computer use, demonstrated by completing with a grade of "C" (2.0) or better one of the following:
 - (a) Aviation Maintenance Technology 1; Agriculture 1; Art 30A, 30B, 37A, 37B, 38, 41, 42, 44, 137A, 138; Computer Science 1, 5, 15, 40; Engineering 2, 40; Information Systems 11, 12, 15; Natural Resources 3; Office Technology 1; or
 - (b) the "Information Systems-Computer Literacy Brief Courses Certificate":
or
 - (c) a college examination of computer familiarity.
9. Awareness of lifetime physical and mental wellness, demonstrated by completion of Child Development 5, 38, 39; Foods and Nutrition 35; Health 1; Psychology 2, 2H, 25, 38; or Sociology 32.
10. Two physical education and/or dance classes. Exceptions will be considered for those students who are veterans with at least one year of active military service, P.O.S.T. program candidates, Basic Fire Academy graduates, or who submit a physician's statement certifying that they are not physically able to participate in physical education classes. Physical education courses that will meet this requirement are Dance 9; Physical Education 1, 2, 4, 5, 6, 7, 8, 10, 12, 13, 14, 15, 16, 18, 19, 29, 30B, 30C, 31B, 31C, 33B, 33C, 34B, 34C, 35B, 37B, 37C, 38B, 38C, 39B, 39C, 40B, 40C.
11. Completion of one of the following courses on the principles of national, state, and local government, including the study of American institutions and ideals: Political Science 2, 2H, or 110. (The course used to fulfill this requirement may also be used to satisfy area B, Part 1, below, of the general education requirement in social and behavioral sciences.)
12. A minimum of eighteen (18) units in general education, including at least three (3) units in each of areas (A), (B), and (C), and 4 units area (D.1) and 3 units in area (D.2).
 - A. Natural Sciences
 - B. Social and Behavioral Sciences
 - 1) POLSCI 2, 2H or 110
(The course used to fulfill this requirement may also be used to satisfy degree requirement 11, American institutions, above.)
 - 2) Other Social and Behavioral Sciences
 - C. Humanities
 - D. Language and Rationality:
 - 1) Composition
(The course used to fulfill this general education area requirement may also be used to satisfy degree requirement 4, competence in writing.)
 - 2) Communication/Analytical Thinking
(The course used to fulfill this general education area requirement may also be used to satisfy degree requirement 6, competence in oral communication.)

General Education for the Associate Degree:

A minimum of 18 units in general education is required for graduation from Reedley College.

Select at least one (1) course and not fewer than three (3) units in each of the areas (A) and (C), and three (3) units in both 1 and 2 of areas (B) and (D).

**Area A - Natural Sciences
(3 units)**

Aviation Maintenance Technology 3;
Animal Science 5;
Biology 1, 2, 3, 5, 11A, 11B, 20, 22;
Chemistry 1A, 1B, 3A, 3B, 8, 10;
Foods and Nutrition 40;
Geography 5, 9;
Geology 1, 2, 9, 10;
Natural Resources 4, 7;
Physics 2A, 2B, 4A, 4B, 10, 30;
Plant Science 1, 2, 4A, 5, 7, 10;
Science 1A, 3

**Area B - Social and Behavioral Sciences
(6 units)**

(B.1 = 3 units; B.2 = 3 units)

1. Government and Constitution (3 units)
Political Science 2, 2H, 110
2. Other Social and Behavioral Sciences (3 units)
Agriculture 2;
Anthropology 1, 2, 3;
Business Administration 33;
Child Development 38, 39;
Criminology 5;
Economics 1A, 1B;
Ethnic Studies 5, 32;
Geography 4A, 4B;
History 1, 2, 5, 11, 12, 12H, 20, 22, 32;
Journalism 1;
Political Science 5;
Psychology 2, 2H, 5, 25, 38;
Sociology 1A, 2, 32

Area C - Humanities (3 units)

American Sign Language 1, 2, 3, 4;
Art 1, 2, 5, 6, 6H, 7, 9, 10, 13, 17, 20;
Communication 12;
English 1B, 1BH, 15A, 15B, 15E, 41, 44A, 44B, 46A, 46B, 47, 48, 49;
Fashion Merchandising 30;
Film 1, 2B;
French 1, 2, 3, 4;
German 1, 2, 3, 4;
Linguistics 10, 11;
Music 1A, 1B, 3, 12, 16;
Philosophy 1, 1C, 1D;
Photography 1;
Spanish 1, 2, 3, 3NS, 4, 4NS

Area D - Language and Rationality (7 units)

D.1 = 4 units; D.2 = 3 units

1. English Composition (4 units)
English 1A, 1AH
2. Communication/Analytical Thinking (3 units)
Communication 1, 1H, 2, 4, 8, 25;
Philosophy 6

Courses used to fulfill General Education requirements may also be used to fulfill specific course and unit requirements of individual majors.

Application for Graduation

A candidate for an associate in arts degree, associate in science degree or a certificate of achievement must file a graduation application for the degree or certificate. An application for a degree or certificate of achievement will be accepted when a student is within a year of potential graduation and/or completion. A student who needs a formal evaluation prior to the year of graduation/completion may appeal this policy by providing evidence of special program requirements. Application deadlines are listed in the academic calendar of this catalog. No student is a candidate for graduation until the application is completed. Graduation ceremonies for degree candidates are held at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which requirements are met. Diplomas and certificates are mailed to successful candidates approximately two months after fulfilling graduation requirements

TRANSFER INFORMATION & REQUIREMENTS

Preparation to Enter Baccalaureate-Level Colleges or Universities

Reedley College offers many of the lower division (freshman and sophomore level) classes that are part of the requirements to earn a baccalaureate degree at a college or university. Reedley College students may complete all or most of their lower division general education and major preparation before transferring.

The requirements for transfer and the requirements for a certificate and/or associate degree program can be very different. With careful planning a student may be able to earn a certificate and/or associate degree as well as meet transfer requirements. Therefore, the importance of reaching a decision regarding one's objectives at the time of enrollment cannot be overemphasized. Also, there are differences in the transfer requirements of colleges and universities. Therefore, it is advisable for entering students to plan a program which meets the requirements of the particular college or university to which they wish to transfer. Students should consult the catalog of the specific college or university which they plan to attend. Counselors will assist in interpreting catalog statements and requirements and with developing a Student Educational Plan (SEP) upon request. Catalogs of many universities and colleges are available in the Transfer Center. It is, however, wise for students to order their own personal copies directly from the college or university of their choice.

Articulation

Articulation is a process of developing formal written agreements that identify courses at one college that are accepted in lieu of specific courses at another college or that fulfill a specific statewide pattern of general education.

Reedley College has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed on the Reedley College website, in the Reedley College Transfer Center, or at www.assist.org. Articulation agreements have also been developed with some California private and out-of-state colleges and universities. These agreements are available on the Reedley College website or in the Reedley College Transfer Center as well. See a counselor for assistance.

Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST)

ASSIST is a single computerized database located at www.assist.org that provides access to articulation agreements developed between California Community Colleges, the California State Universities (CSU), and the Universities of California (UC). As articulation agreements are updated, so is the information maintained in ASSIST. See a counselor for assistance in how to use ASSIST.

- **CSU Transferable Courses**
These are courses from a community college that transfer to any CSU campus for baccalaureate/transfer credit.
- **CSU GE-Breadth Certification Courses**
These are courses from a community college that apply to the CSU GE-Breadth certification requirements.
- **CSU US History, Constitution, and American Ideals Courses**
These are courses from a community college that satisfy the CSU graduation requirement in U.S. History, Constitution, and American Ideals.
- **IGETC for UC and CSU**
These are courses from a community college that apply to the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- **UC Transferable Courses**
These are courses from a community college that transfer to any UC campus for baccalaureate/transfer credit.
- **UC Transfer Admission Eligibility Courses**
These are courses from a community college that satisfy the minimum eligibility course requirements for admission to the UC.
- **By Major**
These agreements specify courses at one college or university that fulfill lower-division major requirements/preparation at another college or university.
- **By Department**
These agreements identify courses at one college or university that are acceptable in lieu of courses at another college or university.

Transfer to California State University (CSU) Transfer Requirements of California State University (CSU)

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements.

Students who have completed fewer than 60 CSU transferable semester college units at the time of transfer are considered lower division transfer students.

Students who have completed 60 or more CSU transferable semester college units at the time of transfer are considered upper division transfer students.

Lower Division Admission Requirements

Transfer students with fewer than 60 semester or 90 quarter units must have a grade point average of 2.0 (“C”) or better in all transferable units attempted, be in good standing at the last college or university attended, and meet any one of the following eligibility standards:

Transfer Based on Current Admission Criteria: Satisfy the freshman admission requirements in effect for the term for which the application is made;

or

Transfer Based on High School Eligibility: Satisfied eligibility as a freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation;

or

Transfer Based on Making up Missed Subjects: Satisfied the eligibility index at the time of high school graduation (combination of grade point average and test scores, if needed), has made up any missing college preparatory subject requirements with a grade of “C” or better, and has been in continuous attendance in an accredited college since high school graduation.

Note: Due to enrollment pressures, many CSU campuses do not admit lower division transfers. Some campuses may require lower division transfer students to complete specific college coursework as part of their admission.

Upper Division Transfer Students

Students are eligible for admission with 60 or more CSU transferable semester units (90 quarter units) if they:

- Have a grade point average of 2.00 or better (2.40 for California non-residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of general education requirements with a grade of “C” or better in each course. All of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in Mathematics/Quantitative Reasoning.

Notes: Campuses and/or programs that are designated as impacted have additional admission criteria. Impacted campuses/programs result when the number of CSU eligible applicants received in the initial application filing period is greater than the number of students that can be accommodated by the campus or major.

There are limitations on the number of CSU transferable work experience credits accepted. These vary by CSU campus.

Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with an efficient path to a bachelor’s degree from the CSU. The LDTP project provides a set of academic “road maps” for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once these students enter the CSU. Courses are identified by a TCSU number. When LDTP is fully implemented, it will offer an admission agreement. Students who enter into an agreement with a CSU campus and meet the LDTP requirements will receive the highest priority for admission to that CSU campus and major for a specified term.

Reedley College’s TCSU qualified courses are as follows:

TCSU Number	Reedley College Course
TCSU ANTH 110	ANTHRO 1: Biological Anthropology

TCSU ANTH 110	ANTHRO 1: Biological Anthropology	TCSU HIST 140	HIST 12: History of the United States since 1877
TCSU ANTH 120	ANTHRO 2: Cultural Anthropology	TCSU HIST 150	HIST 20: Comparative World Civilizations to 1600
TCSU ART 110	ART 5: Art History 1	TCSU IS 110	IS 33: Beginning Java Programming
TCSU ART 210	ART 7: Beginning Drawing	TCSU IS 120	IS 15: Computer Concepts
TCSU BIOL 110	BIOL 5: Human Biology	TCSU MATH 210	MATH 5A: Math Analysis I
TCSU BIOL SEQ A	BIOL 11A: Biology for Science Majors I + BIOL 11B Biology for Science Majors II	TCSU MATH 220	MATH 5B: Math Analysis II
TCSU CHEM 110	CHEM 1A: General Chemistry	TCSU MATH 230	MATH 6: Math Analysis III
TCSU CHEM 130	CHEM 3A: Introductory General Chemistry	TCSU MATH 250	MATH 26: Elementary Linear Algebra
TCSU CHEM 140	CHEM 3B: Introductory Organic and Biological Chemistry	TCSU MATH 260	MATH 7: Introduction to Differential Equations
TCSU CHEM SEQ A	CHEM 1A: General Chemistry + CHEM 1B: General Chemistry and Qualitative Analysis	TCSU MATH SEQ A	MATH 5A: Math Analysis I + MATH 5B: Math Analysis II
TCSU CHEM SEQ B	CHEM 3A: Introductory General Chemistry + CHEM 3B: Introductory Organic and Biological Chemistry	TCSU MUS 130	MUS 1A: Music Theory I
TCSU CJ 110	CRIM 1: Introduction to Criminology	TCSU MUS 140	MUS 1B: Music Theory II
TCSU CJ 120	CRIM 6A: Criminal Law + CRIM 6B: Criminal Law	TCSU MUS 160	MUS 7A: Ear Training: Level I
TCSU COMS 110	COMM 1: Public Speaking	TCSU MUS 170	MUS 7B: Ear Training: Level II
TCSU COMS 110	COMM 1H: Honors Public Speaking	TCSU MUS 210	MUS 21: Beginning Piano: Level II
TCSU COMS 120	COMM 25: Argumentation	TCSU MUS 220	MUS 22: Intermediate/Advanced Piano
TCSU COMS 130	COMM 2: Interpersonal Communication	TCSU MUS 410	MUS 40: Concert Band
TCSU COMS 140	COMM 8: Group Communication	TCSU MUS 410	MUS 41: Jazz Ensemble
TCSU CSCI 110	CSCI 40: Programming Concepts and Methodology I	TCSU MUS 410	MUS 45: College Orchestra
TCSU CSCI 120	CSCI 41: Programming Concepts and Methodology II	TCSU NUTR 110	FN 40: Nutrition
TCSU EDU 110	EDUC 10: Introduction to Teaching	TCSU PHIL 120	PHIL 1C: Ethics
TCSU GEOG 110	GEOG 5: Physical Geography Environmental Conditions + GEOG 9: Physical Geography/Land Formation	TCSU PHIL 120	PHIL 1CH: Honors Ethics
TCSU HIST 130	HIST 11: History of the United States to 1877	TCSU POLS 110	POLSCI 2H: Honors American Government
		TCSU PSY 110	PSY 2: General Psychology
		TCSU SOC 110	SOC 1A: Introduction to Sociology
		TCSU SPAN 130	SPAN 3: Intermediate Spanish
		TCSU SPAN 140	SPAN 4: High-Intermediate Spanish
		TCSU SPAN SEQ B	SPAN 3: Intermediate Spanish + SPAN 4: High-Intermediate Spanish
		TCSU STAT 120	MATH 11H: Honors Elementary Statistics
		TCSU SW 110	HS 20: Introduction to Social Welfare

For more information on LDTP, see a counselor or visit www.calstate.edu/acadaff/ldtp.

California State University Transfer Course List (CSU)

Reedley College courses numbered 1 through 99 are CSU transferable.

General Education Requirements for CSU Certification

The CSU General Education-Breadth program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to the campus-specific GE-Breadth requirements. It is important to note that CSU GE-Breadth certification is not a minimum admission requirement, nor does completion guarantee admission to the campus or program of choice.

Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college. Students who are certified with 39 semester units of lower division GE-Breadth units cannot be held to additional lower division GE courses at the CSU campus. Upon enrollment at CSU, all transfer students will be required to complete a minimum of 9 semester units of upper division general education. Students without certification may be held to the general education pattern developed for CSU students, which may vary greatly from the community college CSU GE-Breadth pattern.

Reedley College CSU General Education—Breadth 2010-2011

Area A: Communication in the English Language and Critical Thinking

Nine semester units minimum with one course each from A1, A2, and A3 ("C" or better grade required in A1, A2, and A3).

- **Area A1:** Oral Communication
Communication 1, 1H, 2, 4, 8, 25
- **Area A2:** Written Communication
English 1A, 1AH
- **Area A3:** Critical Thinking
Communication 25
English 2, 3, 3H
Philosophy 2, 4, 6

Area B: Physical Universe and Its Life Forms

Nine semester units minimum with at least one course each in B1, B2, and B4 ("C" or better grade required in B4). One course in B1 or B2 must contain a lab component indicated by (L) or be accompanied by a course in B3.

- **Area B1:** Physical Science
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 10(L), 28A, 28B
Geography 5, 9
Geology 1(L), 2, 9(L), 10
Plant Science 2
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)
Science 1A(L), 3(L)
- **Area B2:** Life Science
Biology 1(L), 2(L), 3(L), 4(L), 5(L), 6(L), 11A(L), 11B(L), 20(L), 22(L), 31(L)
Natural Resources 7
Plant Science 1
- **Area B3:** Laboratory Activity
One course from B1 or B2 marked with (L) or one of the following:
Chemistry 9, 29A, 29B
Plant Science 1L, 2L
- **Area B4:** Mathematics/Quantitative Reasoning
Business Administration 39
Computer Science 26
Mathematics 4A, 4B, 4C, 5A, 5B, 6, 7, 10B, 11, 11H, 21, 22, 26, 45
Statistics 7

Area C: Arts, Literature, Philosophy and Foreign Language

Nine semester units minimum with at least one course each from C1 and C2.

- **Area C1:** Arts
Art 1, 2, 5, 6, 6H, 10
Communication 12
Film 1, 2A, 2B
Music 12, 16
Photography 1
- **Area C2:** Humanities
American Sign Language 1, 2, 3, 4
English 1B, 1BH, 44A, 44B, 46A, 46B, 47, 48, 49
Film 2A, 2B
French 1, 2, 3, 4
German 1, 2, 3, 4
History 1, 2, 11, 12, 12H, 20, 22
Linguistics 10, 11
Philosophy 1, 1C, 1CH, 1D
Spanish 1, 2, 3, 3NS, 4, 4NS

Area D: Social, Political and Economic Institutions and Behavior, Historical Background

Nine semester units minimum from at least two disciplines.

- **Area D0-D9:** Social and Behavioral Sciences
Agriculture 2
Anthropology 1, 2, 3
Child Development 38, 39
Economics 1A, 1B
Ethnic Studies 5, 32
Geography 4A, 4B
History 1, 2, 5, 11, 12, 12H, 20, 22, 32
Journalism 1
Political Science 2, 2H, 5
Psychology 2, 2H, 5, 16, 38
Sociology 1A, 2

Area E: Lifelong Understanding and Self-Development

Three semester units minimum.

- Child Development 38, 39
- Foods and Nutrition 35
- Health 1
- Psychology 2, 2H, 25, 38
- Sociology 1A, 32

Total Minimum Units Required for Certification...39

Notes: Courses listed in more than one area may only be used one time.

Cross-listed courses may only be used one time.

Some CSU campuses have restrictions on when courses in Areas A and B4 must be completed prior to transfer.

Additional courses may be added to the Reedley College CSU GE-Breadth. An updated CSU GE-Breadth Requirement Sheet may be obtained from the Counseling Office, the Transfer Center, the Reedley College Web site, or www.assist.org.

Students majoring in Engineering may be waived/exempted from specific areas of CSU GE-Breadth for some CSU campuses.

Students majoring in Liberal Studies may be required to complete specific courses in each area of CSU GE-Breadth.

A maximum of 70 semester units earned at community college may be transferred to CSU. Course work completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

U.S. History, Constitution, and American Ideals

To graduate from the California State University, a student must complete, with a "D" or better grade, a combination of courses which are identified as meeting the U.S. History, Constitution, and American Ideals requirements. Courses at Reedley College which meet this requirement include:

One course from History 11, 12, or 12H, 22 combined with one course from Political Science 2 or 2H. These courses may also be used simultaneously to satisfy course requirements on the CSU GE-Breadth pattern.

Transfer to University of California (UC)

Transfer Requirements of University of California (UC) for California residents.

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements. The requirements described here represent minimum academic standards students must attain to be eligible for admission to the UC. Meeting the minimum eligibility requirements does not guarantee admission to the campus or program of choice, which often requires students meet more demanding transfer selection.

Lower Division Transfer Admission Requirements

Students are eligible for admission with fewer than 60 UC transferable units completed if they have met one of the two following options:

1. Students who were eligible for admission to the university upon graduation from high school, meaning that the Subject, Scholarship, and Examination Requirements were satisfied, or students were identified by the UC during their senior year in high school as eligible under the Eligibility in the Local Context (ELC) program and completed the Subject and Examination Requirements in the senior year, are eligible to transfer if they have a "C" (2.0) grade point average in their UC transferable college coursework.

- Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take UC transferable college courses in the subjects they are missing, earn a grade of “C” (2.0) or better grade in each of these required courses and earn an overall “C” (2.0) average in all UC transferable college coursework to be eligible to transfer.

Upper Division Transfer Admission Requirements

Students are eligible for admission with 60 or more UC transferable semester units (90 quarter units) if they fulfill both of the following criteria:

- Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and:
- Complete the following seven course pattern, earning a grade of “C” (2.0) or better in each course:
 - two UC transferable college courses (3 semester units each) in English composition; and
 - one UC transferable college course (3 semester units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Notes: Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy the seven course pattern of the upper division transfer admission requirements.

A maximum of 70 UC transferable semester units earned at community colleges may be transferred to the UC. Coursework completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor’s degree.

UC Transfer Admission Guarantee

Reedley College participates in guaranteed admission programs with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, UC Santa Cruz, and UC San Diego. Specific requirements must be met for students to qualify for a transfer admission guarantee. See a counselor or the Transfer Center for Transfer Admission Guarantee information.

University of California Transfer Course Agreement 2009-2010

Reedley College courses that are acceptable for transfer credit at the University of California:

Accounting (ACCTG) 1A, 1B
 Agriculture (AG) 1, 2
 American Sign Language (ASL) 1, 2, 3, 4
 Animal Science (AS) 1, 2, 3, 4, 6, 21
 Anthropology (ANTHRO) 1, 2, 3
 Art (ART) 1, 2, 5, 6, 6H, 7, 9, 9X, 10, 10X, 13, 13X, 17, 19, 19X, 20, 20X, 23, 30A, 30B, 37A, 37B, 38, 41, 44
 Biology (BIOL) 1, 2, 3, 4, 5, 6, 11A, 11B, 20, 22, 31
 Business Administration (BUS) 10, 18, 39
 Chemistry (CHEM) 1A, 1B, 3A, 3B, 8, 9, 10, 28A, 28B, 29A, 29B
 Child Development (CHDEV) 30, 38, 39
 Communication (COMM) 1, 1H, 4, 8, 25
 Computer Science (CSCI) 1, 5, 15, 26, 40, 41, 45
 Criminology (CRIM) 1, 5, 6A, 14
 Economics (ECON) 1A, 1B
 Education (EDUC) 10
 Engineering (ENGR) 1, 2, 4, 6, 8, 40
 English (ENGL) 1A, 1AH, 1B, 1BH, 2, 3, 3H, 15A, 15B, 15E, 15F, 41, 44A, 44B, 46A, 46B, 47, 48, 49
 Environmental Horticulture (EH) 30, 40, 42
 Ethnic Studies (ETHNST) 5, 32
 Film (FILM) 1, 2A, 2B, 5
 Foods and Nutrition (FN) 35, 40
 French (FRENCH) 1, 2, 3, 4
 Geography (GEOG) 4A, 4B, 5, 9, 10
 Geology (GEOL) 1, 2, 9, 10
 German (GERMAN) 1, 2, 3, 4
 Health Science (HLTH) 1, 2
 History (HIST) 1, 2, 5, 11, 12, 12H, 20, 22, 32
 Human Services (HS) 20
 Information Systems (IS) 12, 15, 33, 47, 50A
 Journalism (JOURN) 1
 Linguistics (LING) 10, 11
 Math (MATH) 4B, 4C, 5A, 5B, 6, 7, 10A, 10B, 11, 11H, 21, 22, 26, 45
 Music (MUS) 1A, 1B, 2A, 2B, 3, 7A, 7B, 12, 16, 18, 20, 21, 22, 24, 27, 28, 33, 38, 40, 41, 42, 43, 45

Natural Resources (NR) 4, 6, 7
 Philosophy (PHIL) 1, 1C, 1CH, 1D, 2, 4, 6
 Photography (PHOTO) 1, 10
 Physical Education (PE) 1, 2, 4, 5, 6, 7, 8, 10, 12, 13,
 14, 15, 16, 18, 19, 20, 22, 30A, 30B, 30C, 31A,
 31B, 31C, 33A, 33B, 33C, 34A, 34B, 34C,
 35B, 37A, 37B, 37C, 38A, 38B, 38C, 39A,
 39B, 39C, 40A, 40B, 40C
 Physics (PHYS) 2A, 2B, 4A, 4B, 4C, 10, 30
 Plant Science (PLS) 1, 1L, 2, 2L, 3, 10
 Political Science (POLSCI) 2, 2H, 5
 Psychology (PSY) 2, 2H, 5, 16, 25, 38
 Science (SCI) 1A, 3
 Sociology (SOC) 1A, 2, 32
 Spanish (SPAN) 1, 2, 3, 3NS, 4, 4NS
 Statistics (STAT) 7

Notes: A number of courses are cross-referenced (the same course is listed in more than one area, department, or discipline) usually with the same course number. Credit can be earned only once for cross-referenced courses. See the individual course listings in the “Course Descriptions” section of the catalog.

Course/unit limitations:

- UC grants limited credit for multiple courses taken in one discipline; credit is also limited when certain courses are taken after other courses in one discipline. See www.assist.org for additional information.
- Independent studies, special studies, and variable topics courses may be accepted for UC credit; review of the scope and content of the course usually occurs after transfer.
- Credit for PE activity courses is limited to 4 semester units; credit for PE theory courses is limited to 8 semester units.
- Honors Course Credit Limitation. Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded the first course completed with a grade of “C” or better.

Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC

The Intersegmental General Education Transfer Curriculum is a general education program that California community college transfer students may use to fulfill lower-division general education requirements for any California State University (CSU) or University of California (UC) and many

California private colleges and universities. This curriculum provides an alternative to the CSU General Education-Breadth requirements, the UC GE/Breadth requirements, and many private colleges’ general education requirements. It is important to note the IGETC is not an admission requirement, nor does completion of the IGETC guarantee admission to the campus or program of choice.

The IGETC is most helpful to students who want to keep their options open—those who know they want to transfer but have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a major that requires extensive lower division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college evaluates to determine eligibility for admission. A counselor or a UC/CSU/private college admissions representative can advise which path is best. If students choose to follow the IGETC they must complete it to have if fully certified otherwise they will be required to satisfy the lower division general education requirements of the UC/CSU/private college or university. Some campuses, however, will permit a maximum of two requirements to be unmet prior to transfer. Completion is required upon transfer. See a counselor for information about IGETC.

Additional courses may be added to the Reedley College IGETC. An updated IGETC may be obtained from the Counseling Office, the Transfer Center, the Reedley College web site, or www.assist.org.

Reedley College Intersegmental General Education Transfer Curricula (IGETC) 2010-2011

Area 1: English Communication

CSU - three courses required, one each from 1A, 1B, and 1C (nine semester units minimum);

UC - two courses required, one each from 1A and 1B (six semester units minimum).

- **1A:** English Composition
English 1A, 1AH
- **1B:** Critical Thinking-English Composition
English 2, 3, 3H
Philosophy 2
- **1C:** Oral Communication
(CSU requirement only)
Communication 1, 1H, 4, 8, 25

Area 2: Mathematical Concepts and Quantitative Reasoning

One course required (three semester units minimum).

Computer Science 26
Math 4B, 4C, 5A, 5B, 6, 7, 11, 11H, 21, 22, 26
Statistics 7

Area 3: Arts and Humanities

At least three courses with at least one from Arts and one from Humanities (nine semester units minimum).

- **3A:** Arts
Art 1, 2, 5, 6, 6H
Film 1, 2A, 2B
Music 12, 16
- **3B:** Humanities
American Sign Language 2, 3, 4
English 1B, 1BH, 44A, 44B, 46A, 46B, 47, 48, 49
Film 2A, 2B
French 2, 3, 4
German 2, 3, 4
History 1, 2, 11, 12, 12H, 20, 22
Linguistics 10, 11
Philosophy 1, 1C, 1CH, 1D
Spanish 2, 3, 3NS, 4, 4NS

Area 4: Social and Behavioral Sciences

At least three courses from at least two different disciplines (nine semester units minimum).

Anthropology 1, 2, 3
Child Development 38, 39
Economics 1A, 1B
Ethnic Studies 5, 32
Geography 4A, 4B
History 5, 11, 12, 12H, 22, 32
Journalism 1
Political Science 2, 2H, 5
Psychology 2, 2H, 5, 16, 38
Sociology 1A, 2

Area 5: Physical and Biological Sciences

At least two courses, one Physical Science and one Biological Science. One course must have a lab component (indicated by L), (seven-nine semester units minimum).

- **5A:** Physical Science
Chemistry 1A(L), 1B(L), 3A(L), 8, 9(L), 10(L), 28A, 28B, 29A(L), 29B(L)
Geography 5, 9
Geology 1(L), 2, 10
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)
Plant Science 2, 2L(L)
Science 1A(L), 3(L)
- **5B:** Biological Science
Biology 1(L), 2(L), 3(L), 4(L), 5(L), 6(L), 11A(L), 11B(L), 20(L), 22(L), 31(L)
Natural Resources 7
Plant Science 1, 1L(L)

Area 6: UC Requirement in Languages Other than English

Proficiency equivalent to two years of high school study in the same language with "C" or better grades (at Reedley College one course required if not met by high school foreign language).

American Sign Language 1, 2, 3, 4
French 1, 2, 3, 4
German 1, 2, 3, 4
Spanish 1, 2, 3, 3NS, 4, 4NS

Area 7: CSU Graduation Requirement in U.S. History, Constitution, and American Ideals

One course from each group (six semester units minimum). This requirement is NOT part of IGETC, but it may be completed prior to transfer. Courses used to meet this requirement may not be used to satisfy requirements for the IGETC.

- **Group 1:**
Political Science 2, 2H
- **Group 2:**
History 11, 12, 12H, 22

2008-2009 IGETC Notes

- The IGETC is a general education program that California Community College students can use to fulfill lower division general education requirements for any CSU or UC campus and many California private colleges/universities.
- The IGETC provides an alternative to the General Education-Breadth requirements for CSU, UC, and many California private colleges/universities.
- The IGETC is NOT an admission requirement for the CSU or UC nor does completion of the IGETC guarantee admission to the campus or program of choice.
- All areas of the IGETC must be completed to be fully certified by the community college and must be completed prior to transfer to a CSU or UC. In some circumstances, a student may make up two missing IGETC course requirements after transferring to a university. See a counselor for information regarding partial certification.
- All courses must be completed with a grade of "C" or better to be certified.
- A grade of "CR" (credit) or "P" (pass) may be used if the grading policy of the community college states that "CR" or "P" is equivalent to a grade of "C" or better. The UC will allow no more than 14 semester units taken CR/P toward UC eligibility or IGETC. The CSU campuses vary on the number of units they allow. Check each college's catalog or see a counselor for more information.
- Courses may be used only once to satisfy one subject area even if they are listed in more than one subject area.
- Advanced Placement (AP) tests completed with a score of 3, 4, or 5 may be applied to the IGETC as long as the community college recognizes the AP exam to be equivalent to its IGETC approved courses. One AP exam may be applied to only one course requirement. (Example: AP English Comp and Literature may be used to satisfy ENGL 1A or 1B NOT both.)
- All IGETC coursework does not have to be completed at the same college. Courses taken at more than one California Community College may be used to fulfill the IGETC. Note, however, that courses applicable to IGETC may vary from college to college.
- Additional information regarding the acceptance of IGETC at specific colleges in each UC is available in the "UC Answers for Transfers" booklet in the Transfer Center or online at <http://www.universityofcalifornia.edu/admissions>.
- The IGETC is not a good option for students intending to transfer into high-unit majors, such as engineering or the sciences, which require extensive lower division preparation.
- See a counselor to make sure that the IGETC is appropriate for your use or if you have any other questions regarding the IGETC.
- Additional courses may be added to the Reedley College IGETC. An updated IGETC sheet may be obtained from the Counseling Office, Transfer Center, Reedley College web site, or www.assist.org.

Transfer to Private/Independent and Out-of-State Colleges and Universities

Transfer requirements of the private/independent and out-of-state colleges and universities differ from one institution to another. Students should acquaint themselves with the current catalog of the college to which they plan to transfer for admission, general education, and major preparation information. It is up to the receiving institution to determine application of credit. The Reedley College Transfer Center has a library of catalogs for student use as well as computers with internet access for college websites and catalogs online. See a counselor for assistance.

ADMINISTRATIVE POLICIES

Student Conduct Standards

Students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Specific rules and regulations have been established in Board Policy 5500. A copy of this policy is available in the college library, the Admissions Office, the Vice President of Student Services' office, the Student Activities Office, and Office of Instruction.

Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. Failure to adhere to the accepted standards will result in disciplinary action.

State Center Community College District (SCCCD) Policy Statement

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The district will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by either college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. prevents other students from pursuing their authorized curricular or co-curricular interests;
2. interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. prevents classified employees from fulfilling their prescribed duties;
4. disrupts presentations by authorized guests; or
5. deliberately endangers the safety of persons, or the security of college property.

Student Assembly

In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, or violate the laws of the district, state or nation. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

Exercise of Free Expression

In stating its policy on the distribution of materials, the governing board of this district has assumed that each student is responsible for his/her actions individually, even when acting as a member of an organization, and that no student, by following district or college policies, regulations or procedures, escapes individual responsibility for observing laws relating to such matters as libel, copyright violation, and obscenity.

Bulletins, circulars, publications, or articles of any character prepared by a student currently enrolled in an institution of this district, or by a campus organization officially recognized by a college of this district may be distributed on a college campus of this district only when such distribution is in accordance with established regulations.

With the exception of publications and materials sold or circulated by offices or agencies of this district and of district colleges, all publications and materials to be circulated on campuses of the district shall be subject to the foregoing policy provisions.

This policy is not intended to limit the use of sectarian, partisan, or denominational materials for legitimate library and classroom use.

Student Protests and Demonstration

The students, faculty, and administration of the community college district are expected to respect the rights of the minority just as much as they respect those of the majority. Every individual, operating within the law, is guaranteed the basic freedoms. Students may participate in demonstrations or protests as long as they do not interfere with the main job of the college - education. Picketing, demonstrations, or other forms of protest are not to be carried on so as to interfere with instructional activities or the normal flow of student traffic in and out of buildings.

Each college has the right to make and enforce reasonable regulations relating to the time, place, and manner of the exercise of these rights, in order to prevent interference with college programs and services.

Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. They serve as a means of bringing student concerns to the attention of the college community and the public and of formulating student opinion on various issues.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions shall apply:

1. Editors and managers of student publications shall be protected from arbitrary suspension and be removed only for proper cause through orderly procedures.
2. All college published and financed student publications shall state explicitly on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.

Computer/Network Equipment Use Policy

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

- use the computer/network for educational purposes only and not for any commercial purpose or financial gain;

- use the computer and software in an ethical manner; this means he/she will respect the security of the District's computer system and will not illegally gain access to any network, hardware or software;
- not take or copy any copyrighted or patented software or any part of such software; further, he/she agrees not to install/uninstall any program or software, including shareware programs, on the computer;
- not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that he/she may contact through the Internet;
- not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
- not search, view or download pornographic material through any means.

It is understood that information, programs or data a student obtains from the Internet are used at his/her own risk. He/she is responsible for any damage caused by malicious programs, commonly known as viruses, received from the Internet.

Each student is expected to abide by the District's Acceptable Use Policy (http://www.scccd.com/is/district_use.html). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

No Smoking in Campus Buildings

In order to provide a healthier climate for teaching, learning and study, smoking and use of tobacco products is prohibited in all campus buildings. Additionally, tobacco products are not sold on campus.

Drug- and Alcohol-Free Campus

Reedley College is committed to maintaining a drug- and alcohol-free campus. To that end, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812} and as further defined by Regulations 21 CFR 1308.15 in the

workplace). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and regulations (BP 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Student Services in the Student Services Building, (559) 638-3641, ext. 3217, or campus police, ext. 3330.

Academic Dishonesty

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Authority and Disciplinary Actions

Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor.

Reedley College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10).

Reedley College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

Student Rights

Student rights are protected by federal and state laws, and by policies established by the trustees of the State Center Community College District. It is therefore essential for the protection of students' rights that procedures be established and followed which would identify violations of student conduct standards and the resolutions of such violations. Students have a right to an oral or written notice (reasons for disciplinary action), an opportunity for a review, and a decision given orally or in writing. For more information contact the Vice President of Student Services' office. (Board Policy 5520, Administrative Regulation 5520)

Removal from Class by Instructor

Reedley College's Student Code of Conduct Policy (Board Policy 5520 and Educational Code 76032) authorizes an instructor to remove a disruptive student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Services. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

Grievance Policy for Students

Any complaint concerning an alleged unauthorized or unjustified act or decision by any staff member which adversely affects the grades, status, rights, or privileges of a student is the concern of the Reedley College administration.

A student should see the following people if the concern is an academic matter:

1. Instructor
2. Dean of Instruction
3. Vice President of Instruction
4. Petition Academic Standards Committee
(obtain petition form from Admissions and Records)

A student should see the following people if the concern is a non-academic matter:

- If it involves an administrator - immediate supervisor
- If it involves certificated/classified staff immediate supervisor
- If it involves another student - Vice President of Student Services

If the student's concern(s) remain unresolved, the student may submit the grievance in writing.

Grievances regarding non-academic matters are submitted to the Title IX Officer/Section 504/ADA Coordinator at Reedley College or at the North Centers.

At Reedley College, grievance forms may be obtained at the Vice President of Student Services' office in the Student Services Building (559) 638-3641, ext. 3217.

At the North Centers, grievance forms may be obtained from the office of the Vice President of Instruction and Student Services. If the student is not satisfied with the outcome at this step, a petition can be filed with the Committee for Student Conduct. A petition for this may be obtained at the Vice President of Student Services' office at Reedley College or the Vice President of Instruction and Student Services at the North Centers.

Individuals seeking information and/or resolution of alleged acts of discrimination are directed to contact the Reedley College Vice President of Student Services, Michael White, at (559) 638-3641, ext. 3217 or Deborah Ikeda, Vice President of Instruction and Student Services at the North Centers at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869.

Rights and Responsibilities

Open Enrollment

It is the policy of this district that, unless specifically exempted by statute or regulation, every course, section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Subchapter 1, Chapter 6, Division 6, Title 5 of the California Code of Regulations, commencing with Section 55000.

Student Enrollment Responsibilities

It is the responsibility of all students to be aware of and observe all college policies regarding class enrollment and attendance, including dropping classes.

Parking Regulations

Student vehicles must display a **SCCCD** parking permit to park in campus parking lots.

Students are expected to observe parking regulations with regard to red no-parking zones, private driveways, double parking, handicapped zones, restricted lots, etc., and are reminded that parking in these areas could result in a citation or the vehicle being towed away at the student's expense.

The State Center Community College District Police Department will strictly enforce these regulations. Students are advised to arrive early enough for their first class to allow time for them to obtain a parking space, which may be some distance from the classroom, and to arrive in the classroom on time.

Students may pick up a copy of the complete parking regulations at Campus Police, Monday - Friday between 7:00 a.m. and 4:00 p.m. or at the campus Business Office in the Student Services Building.

Statement of Nondiscriminatory Policy and Obligations

Non-Discrimination Statement

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Reedley College may be directed to: Vice President of Student Services and Title IX Officer/Section 504/ADA Coordinator Michael White, in the Student Services Building, (559) 638-3641, ext. 3217. The Vice President of Student Services' office is located in the Reedley College Student Services Building at 995 N. Reed Ave., Reedley, CA 93654. At the North Centers, inquiries may be directed to: Vice President of Instruction and Student Services and TX Officer/Section 504/ADA Coordinator Deborah Ikeda at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869. The Vice President's office is located at the Clovis Center at 390 West Fir Ave., Clovis, CA 93611.

The college recognizes its obligation to provide overall program accessibility throughout Reedley College for handicapped persons. Contact the Reedley College Section 504 and ADA Coordinator Michael White, in the Student Services Building, at (559) 638-3641, ext. 3217 or the North Centers Section 504 and ADA Coordinator Deborah Ikeda at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance

with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

Declaración: Póliza Contra la Discriminación y las Obligaciones

El Distrito State Center Community College (Reedley College) no discrimina ni acosa por razones de raza, color, nacionalidad, género, orientación sexual, inhabilidad, o edad, en ninguno de sus reglamentos, procedimientos, o acciones, de acuerdo con los siguientes códigos: el Artículo VI del Código de Derechos Civiles (Civil Rights Act) de 1964, el cual prohíbe la discriminación por razones de raza, origen, o nacionalidad y color; el Artículo IX de las Enmiendas al Código Educativo (Education Amendments) del año 1972 (género); la sección 504 del Código de Rehabilitación de 1973 (inhabilidad); y el Código Antidiscriminatorio de 1975 (edad); y tampoco tolera ninguna acción asociada con el acoso sexual (sexual harassment), en cumplimiento con el Código que cubre a los Americanos Inhabilitados de 1991 (Americans with Disabilities Act of 1991). Dichos reglamentos y leyes abarcan y rigen todos los programas y actividades de Reedley College, incluyendo el Programa de Educación Vocacional (Vocational Education), e incluyen el derecho de no ser discriminado en ninguno de los programas y actividades del colegio, y ser tratado en una forma igual y equitativa.

Las preguntas al respecto a la oportunidad igual, las quejas, o solicitar una copia de las reglas para hacer una queja de discriminación contra Reedley College se pueden dirigir a: Michael White el vice-presidente de servicios a los estudiantes, (559) 638-3641 ext. 3217. El vice-presidente se encuentra en la oficina de los servicios del estudiante de Reedley College localizado en 995 N. Reed Ave., Reedley, CA 93654. En los centros del norte (Willow International, Madera, Oakhurst) preguntas sobre este asunto se dirigen al vice presidente de instrucción y servicios de estudiante Deborah Ikeda (559) 323-4595 ext. 6414 o (559) 675-4800 ext. 4869. La oficina del vice presidente se encuentra en el centro de Clovis 390 Fir Ave., Clovis, CA 93611

El Colegio de Reedley College acepta y reconoce la obligación que tiene con las personas inhabilitadas (handicapped) de proveerles y facilitarles el acceso a todos sus programas y actividades. Para mayor información al respecto, comuníquese con el Coordinador de la Sección 504 quien le informará sobre la ubicación de los diversos servicios y actividades, así como sobre los lugares accesibles y disponibles para los inhabilitados.

La falta de conocimiento del idioma inglés no es un obstáculo para ser admitido a los programas técnicos y vocacionales del Colegio de Reedley (Reedley College).

Puede obtener más información sobre las leyes y reglamentos antidiscriminatorios, dirigiéndose a la Oficina de Derechos Civiles: (Office for Civil Rights), U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

Tsab Cai Tsis Pub Muaj Kev Ntxub-ntxaug Thiab Tej Uas Yuav Tsum Tau Ua

Reedley College yuav tsis pub muaj kev ntxub ntxaug rau tej kev sib txawv ntawm haiv neeg, ntawm nqaij-tawv, tuaj txawv tej chaws tuaj, poj-niam, txiv-neej, neeg xiam oob khab, laus-hluas, los yog qhov kev xaiv ntawm tej kev nkauj nraug li cas nyob rau hauv nws txoj cai, kev khiav dej-num, los yog kev coj, kom raws li txoj cai Title VI ntawm Civil Rights Act ntawm 1964 (uas hais txog ntawm haiv neeg, nqaij-tawv, thiab tuaj txawv teb chaws tuaj), Title IX ntawm qhov Education Amendments ntawm xyoo 1972 (hais txog poj niam-txiv neej), Section 504 ntawm Rehabilitation Act ntawm xyoo 1973 (hais txog neeg xiam oob khab), qhov Americans with Disability Act thiab qhov Age Discrimination Act ntawm xyoo 1975 (hais txog laus-hluas), thiab Xeev California Txoj Cai. Tsab cai tsis pub muaj kev ntxub-ntxaug no muaj vaj-huam sib luag thiab ncaj ncees rau kev tuaj nkag kawm ntawv thiab kev ua hauj-lwm nyob hauv college tej programs thiab lwm yam rau txhua tus, nrog rau kev kawm hauj lwm nyob hauv tsev kawm ntawv. Yog xav paub txog txoj cai vaj-huam sib luag no, muaj kev tsis txaus siab los sis xav tau ib daim ntawv qhia txog txoj cai ntawm kev tawm suab txog tej kev tsis txaus siab thaum raug neeg ntxub ntxaug ntawd no, mus cuag tau rau: Reedley College Vice President of Student Services, Michael White at (559) 638-3641, ext. 3217, located in the Reedley College Student Services Building at 995 N. Reed Ave. At Reedley, CA 93654 or North Centers Vice President of Instruction and Student Services Deborah Ikeda at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869 located at the Clovis Center at 390 W. Fir Ave., Clovis, CA 93611.

Lub tsev kawm ntawv paub txog nws lub luag dej num hais tias yuav tsum tau muaj program nyob thoob plaws hauv tsev kawm ntawv rau cov neeg xiam oob khab. Hu rau Michael White, Reedley College Vice President of Student Services or Deborah Ikeda, North Centers Vice President of Instruction and Student Services, rau tej kev pab thiab tej chaw pab, uas muaj rau cov neeg xiam oob khab.

Tus ho tsis paub lus As-kiv zoo los yeej tsis muaj teeb meem li cas rau nws tuaj mus kawm ntawv thiab kawm hauj lwm nyob rau hauv tsev kawm ntawv nqib siab no li.

Yog xav paub txog Tsoom Fwv tej cai tswj txog qhov tsis pub muaj kev ntxub-ntxaug nyob rau hauv tej tsev kawm ntawv los yog saib lub District ntawd puas ua raws li txoj cai, mus cuag tau rau: Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

Family Education Rights and Privacy Act (California State and Federal Legislation)

The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy.

The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parents, who is not designated by the student to receive them, except as provided by the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration (see Application for Admission p.4, item #31).

Sexual Harassment Policy

It is the policy of the governing board that the State Center Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that Fresno City College, Reedley College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of employment, appointment, admission or academic evaluation.
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered.

Persons who seek information and/or resolution of alleged acts of sexual harassment are directed to contact the Vice President of Student Services and Reedley College Title IX Officer and Section 504/ADA Coordinator Michael White at 995 N. Reed Ave., Reedley, CA 93654, (559) 638-3641 ext. 3217 or the North Centers Section 504 and ADA Coordinator and Vice President of Instructor and Student Services Deborah Ikeda at 390 W. Fir Ave., Clovis, CA 93611, (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869.

Change of Address, Telephone Number or Email

Students who have a change of address, telephone number or email address are required to officially notify the college by clicking "Update Address, Email, Telephone" on WebAdvisor or by submitting an "Address Change" form at www.reedleycollege.edu.

Social Security

Students receiving benefits from Social Security must be enrolled as full-time students (12 units for regular semester and 4 units for summer session). Students who drop below the required number of units must notify the Social Security Office; payments will cease as of the month reported.

Other Policies

Additional policies are included in the State Center Community College District policy manual. Manuals are on file and may be consulted in the Reedley College Library, and the offices of the President, the Vice President of Instruction, the Vice President of Student Services, and the Vice President of Administrative Services.

STUDENT SUPPORT SERVICES

Bookstore

The on-campus bookstore stocks textbooks, supplies, materials, apparel and other articles of interest to the college community. Regular bookstore hours are 7:45 a.m. to 6:00 p.m. Monday through Thursday and 7:45 a.m. to 3:30 p.m. on Friday. Additional evening hours and Saturday hours are added during the first two weeks of the semester. Hours during the summer months may vary. Personal checks, Visa, Mastercard, Discover Card, and American Express are accepted with valid state and student IDs. Call (559) 638-0334 for more information.

Business Services Office

The Business Services Office is responsible for collecting and disbursing money on the Reedley College campus. This includes collecting fees for parking permits, registration fees, and the disbursement of financial aid and payroll checks. The Business Services Office is located in the Student Services Building. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Telephone (559) 638-0342, FAX (559) 638-0357.

Cafeteria

The campus cafeteria provides appetizing food in pleasant surroundings to staff and students. Meals and snacks are available throughout the day. During the fall semester the cafeteria is open 7 a.m. to 7 p.m. Monday through Thursday, and Fridays 7 a.m. to 2 p.m. Summer hours will vary. For further information, call (559) 638-3641, ext. 3321, or (559) 638-0321.

CalWORKs Program

CalWORKs stands for California Work Opportunities and Responsibility to Kids. Anyone who is receiving cash aid from a county welfare department may be eligible. The CalWORKs Program provides academic counseling, employment training, career counseling, child care, work study, and work experience. Each week students must participate in 32 hours of learning and work activities. For more information, call (559) 637-2504.

Child Care Center

Reedley College

A licensed child care facility is available for students and staff, with students having priority. The Infant-Toddler program offers care for children ages six weeks through two years. The Pre-School Lab offers care for children ages two through five years of age. (Pre-school children **MUST** be potty trained). Our centers are located at the north end of campus and serve as a teacher-training laboratory for Child Development majors.

Applications for child care are available at both Lab School sites. Registration starts over each semester, with priority extended to currently enrolled families. A waiting list is maintained each semester. Applications for Summer/Fall pre-registration begins on April 1. Applications for Spring pre-registration begins November 1. The Lab School observes all school holidays. Regular hours of care are: Monday through Friday 7:45 a.m. to 4:00 p.m. For enrollment information contact (559) 638-3641, ext. 3350, or ext. 3295.

Madera Center

Pre-school is available for children three to five years old, at a licensed child care facility located at the Madera Center. Children who are completely potty trained (unless a special need exists), and not currently attending grade school, are eligible for enrollment as space permits. Interested parents are advised to apply early, prior to the start of any semester or summer session.

The Madera Campus Child Development Learning Center is not only a pre-school program but is also a teaching, research and demonstration center that provides an opportunity for Child Development students to plan, prepare and teach in a classroom under the supervision of early childhood education instructors. The center has also received NAEYC Accreditation.

The Child Development Learning Center observes the semester schedule and is closed during school holidays. Regular hours for pre-school enrichment and full day programs are Monday through Friday, morning sessions 8:00 a.m. until 12:00 p.m. Afternoon sessions are from 12:00 p.m. until 4:00 p.m. Full day program hours are 8:00 a.m. to 4:00 p.m. Summer enrollment hours may vary. For enrollment information contact (559) 675-4800, ext. 4807.

Willow International Center

The Willow International Center opened a brand new early education center in the fall of 2007. The \$6 million facility plays a dual role, offering preschool education to student and staff children of Willow International as well as providing an exceptional learning experience to high school and college students taking Child Development, Psychology, or pre-teaching courses. The early education preschool program utilizes developmentally appropriate practices for children ages 3-5; offering both half day and full day experiences. In Fall 2008, the center plans on opening our toddler wing to include care for children as young as 18 months. The state-of-the-art facility includes lecture rooms, offices, toddler and pre-school laboratories and large playground. Funding for the facility was secured through collaboration with the State of California, Clovis Unified School District, and The State Center Community College District. For enrollment information contact (559) 325-5257.

College Police

The State Center Community College District maintains a college police department for the protection and safety of all people and property of the college district. All campus officers are certified by the California Peace Officer Standards and Training Commission and have the same powers and restrictions as any other law enforcement officer.

Furthermore, the SCCCD Police Department will investigate any incidents that may hinder or obstruct the educational and administrative process of the college. To report suspicious activities or ask for police assistance, call the Campus Police at (559) 638-3641, ext. 3330.

Counseling and Guidance

The Counseling Center provides comprehensive counseling services to assist students toward a successful college experience. Counselors help promote student development and success by coordinating quality services and programs that are focused on students' needs. The programs are designed to provide each student with individualized help in assessing personal interests and abilities, along with resolving personal issues and adjusting to college life.

The goal of the Counseling Center programs is to facilitate the process by which students choose the appropriate courses and programs of study in order to earn a degree or certificate, transfer to a four-year university, and/or complete a vocational program. Counselors provide academic advising and assist students in the selection of courses and majors, along with developing a student education plan to achieve their

educational goals. Counselors are available by appointment or on a walk-in basis. The Counseling Center is located in the Student Services Building. Regular hours are Monday, Tuesday, Thursday, Friday 7:30 a.m. to 5:00 p.m., Wednesday 7:30 a.m. to 6:00 p.m. For more information, call (559) 638-0337.

Transfer Center

The Transfer Center assists students with the transition from Reedley College to a baccalaureate level college or university. The center provides a variety of informational resources for students about the Universities of California, California State Universities, California private colleges, and many out of state colleges. Additionally, the Transfer Center sponsors field trips each semester to visit baccalaureate level colleges within California. The Transfer Center is located within the Counseling Center in the Student Services Building. For more information, call (559) 638-3641, ext. 3234.

Career Services

Career Services are available free of charge to all Reedley College students. A variety of computerized and paper assessments are subscribed to by the college to aid in personalized exploration of interests, skills, aptitudes, personality, and values that influence career choice. Career resource books are located in the Library Resource Center. All Reedley College counselors are qualified to help you select appropriate assessments, explore your selected career pathways, and create a Student Educational Plan (SEP) to help you achieve your career goal. For more information or to make a counseling appointment, call (559) 638-0337.

Disabled Students Programs and Services (DSP&S)

Disabled Students Programs and Services provide specialized counseling, support services, and resources to students with temporary or permanent disabilities. Regular hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Disabled Students Programs and Services is located in the Disabled Students Programs and Services Building. Handicapped parking is available behind the building. For more information, contact Disabled Students Programs and Services at (559) 638-0332. The TTY phone number is (559) 638-0356.

Learning Disability Services

If you have a learning disability or suspect that you might have one, contact Disabled Students Programs and Services for more information about what services are available to help you. Contact Disabled Students Programs and Services at (559) 638-0332. The TTY phone number is (559) 638-0356.

High Tech Center

Adapted computer equipment is available in the High Tech Center which is located in the Disabled Students Programs and Services Building. Training, assistance, and resource information in the use of adaptive computer technology and assistive software programs for students with disabilities are available. For more information, contact Disabled Students Programs and Services at (559) 638-0332. The TTY phone number is (559) 638-0356.

Developmental Services Classes

Disabled Students Programs and Services (DSP&S) at Reedley College offers a wide range of classes developed specifically for the student with a disability. These courses are offered for non-degree applicable credit under Developmental Services. See the Course Descriptions for a listing of courses or a DSP&S counselor for information on current offerings.

Workability III

Reedley College's Workability III (WA III) program assists students with disabilities in pre-vocational services, employability skills, and employment development/placement. Services include creating a portfolio, interviewing skills, job seeking skills, job expectations, career search, job experience, on-the-job training, etc. The WA III program is located in the Disabled Students Programs and Services (DSP&S) office. Student eligibility for the program is based on attendance at Reedley College or North Centers and qualifying for services from the Department of Rehabilitation. For more information, contact the WA III coordinator at (559) 638-3641, ext. 3486.

Student Support Services Program (SSS)

The Student Support Services Program is a 100% federally funded TRIO Program. It is designed to provide enrichment services that will alleviate the educational and social barriers which prevent students with disabilities from succeeding at the post-secondary level. Through the delivery of comprehensive academic, social, and personal services, the Student Support Services Program will promote and increase the retention and transfer rates of Reedley College's students with disabilities. Services include, but are not limited to, needs assessments, disability management, specialized tutorials, academic advising, personal counseling, assistive technology, academic enrichment materials, study strategies, learning skills, and social skills development. For more information, contact the SSS coordinator at (559) 638-0332, ext. 3486.

Transition to College Program

The Transition to College Program is composed of counseling services and a unit course (DEVSER 240). DEVSER 240 is a one unit course designed to assist students with disabilities to

for their initial semester in a community college and navigation of the State Center Community College District campuses, resources and accommodations available for students with disabilities. The course is typically offered during the spring semester at high school campuses throughout the State Center Community College District service area (Fresno, Clovis, Madera, Oakhurst, Reedley and other nearby communities). However, the course can be offered at other locations, for any age student, preparing to enter the community college district.

Extended Learning Centers (Writing)

The Writing Center offers tutorials that specialize in writing across all disciplines. Center learning assistants receive continuing education on the processes of writing in order to help students to navigate and negotiate their writing assignments. The Writing Center offers three options of tutorials: a student may enroll in English 272 and meet with the same learning assistant at a designated day and time throughout the semester. A student may attend 25-minute walk-in sessions at their convenience, or email a paper to our online tutorial at rc.writingcenter@reedleycollege.edu. The Center has 17 laptop computers (enrolled students have free printing) and a reference library that features grammar, composition, and a variety of technical writing handbooks. The Writing Center maintains an upbeat and safe environment for discussing, practicing, and ultimately, learning the skill of writing. The Writing Center is located in HUM 58. For more information stop by or call (559) 638-3641, ext. 3619.

Extended Opportunity Programs and Services (EOPS)

EOPS and CARE

The Extended Opportunity Programs and Services (EOPS) programs throughout the community college system offer special support programs and services in addition to financial help. EOPS is a state funded program designed to provide early outreach, support services, and assistance to first generation college students from low-income and educationally disadvantaged backgrounds who wish to continue their education at Reedley College. Students in the Reedley College EOPS program receiving TANF/CalWORKs benefits who are the single heads of the household with dependent children under the age of 14 may qualify for the Cooperative Agencies Resources for Education (CARE) Program. Please come by our office for additional information and eligibility inquiry. The EOPS office is located in the Student Services Building, or call (559) 638-0340.

Financial Aid

Financial Aid and Scholarships

Students in need of financial assistance may be eligible for aid through the Financial Aid Office. Federal assistance is available in the form of grants, loans, and college work-study. In order to be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). For information on how to apply, visit the Reedley College Financial Aid website at www.reedleycollege.edu/financial.aid.

The Financial Aid Office at the Willow International Center is located in room 235 in the Academic Center II building, or you may call (559) 325-5200. The Financial Aid Office at the Madera Center is located in room 161 in the Administration building, or you may call (559) 675-4800.

The California Domestic Partner Rights and Responsibilities Act extends new rights and benefits to individuals in a domestic partnership who are registered in California. These provisions apply to state funded student financial aid only including the Board of Governors Waiver (BOG). See the Board of Governors Fee Waiver application for additional information.

Students may qualify for the Board of Governors Waiver (BOGW) to cover tuition. Students must be California residents to be considered for a BOGW. There are three different types of BOGWs.

BOGWA

Complete the Board of Governors Fee Waiver Application and submit proof of current benefits or documentation to verify an eligible status. Students may qualify for a BOGW A if they meet any one of the following criteria:

1. Are currently receiving assistance from TANF CalWORKs, SSI/SSP, or General Assistance
2. Have certification of eligibility for a Dependent's Fee Waiver from the California Dept. of Veterans Affairs or National Guard Adjutant General
3. Are a recipient, or child or a recipient, of the Congressional Medal of Honor
4. Are a dependent of a victim of the September 11, 2001 terrorist attack
5. Are a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty

BOGWB

Complete the Board of Governors Fee Waiver Application OR Free Application for Federal Student Aid (FAFSA). Meet the income standards that are set every year by the California Community Colleges Chancellor's Office. The 2010-2011 income standards are as follows:

Family Size	2009 Income
1	\$16,245 or less
2	\$21,855 or less
3	\$27,465 or less
4	\$33,075 or less
5	\$38,685 or less
6	\$44,295 or less
7	\$49,905 or less
8	\$55,515 or less

For each additional family member, add \$5,610.

BOGWC

Complete the Free Application for Federal Student Aid (FAFSA).

Eligibility is based on Cost of Attendance minus your Estimated Family Contribution (EFC).

Federal Student Loan Workshops

Students must apply for financial aid by completing a FAFSA and be determined eligible for a student loan before signing up for a workshop. The Financial Aid Office announces the dates and times for Federal Student Loan Workshops at the beginning of each academic year. Workshops are held at the main campus in Reedley for students attending the Reedley College campus. Students MUST PREREGISTER FOR THE WORKSHOPS. Contact the Reedley College Financial Aid Office for attendance requirements and other necessary information. If you are attending one of the North Centers, contact their Financial Aid Office for more information.

Return of Federal Financial Aid Based Upon Total Withdrawal

A student, who withdraws from all their classes within 60% of a semester, will be reviewed by the Financial Aid Office to determine if all or part of any federal financial aid received must be returned to the federal government.

Satisfactory Progress for Financial Aid

To be eligible to receive federal and state financial aid, Reedley College students must be enrolled in an eligible program for the purpose of completing an AA/AS degree, transfer requirements, or an approved certificate program.

The following is only a summary of the official Satisfactory Academic Progress Policy, which is available for review in the Financial Aid Office and on our websites:

www.reedleycollege.edu/financialaid or

<http://www.northcenters.com>, “Quick Links” and “Financial Aid.”

Students must maintain a minimum cumulative grade point average (GPA) and complete at least 67 percent of their units attempted.

Students may not continue to participate in financial aid programs after they have attempted 90 units (excluding up to 30 remedial units and all ESL units).

Students who received less than the minimum GPA requirement or fail to complete at least 67 percent of the cumulative units attempted, will lose their financial aid eligibility until they reestablish satisfactory progress. Financial Aid Progress standards are separate and apart from the institutional academic satisfactory progress standards due to Federal Regulations. Students who are on Financial Aid Progress Probation are not eligible to apply for a Federal Direct Student Loan, even if they are still eligible to receive grant assistance.

Students may submit a written appeal to the Financial Aid Office to continue their financial aid eligibility. The Financial Aid Appeals Committee reviews all appeals. Some appeals require a Student Educational Plan (SEP) signed by the counselor and an explanation of why the minimum requirements were not met.

Asistencia Financiera

La mayoría de los estudiantes reciben algún tipo de asistencia financiera. La ayuda financiera es para los estudiantes con necesidad económica. Los estudiantes pueden aplicar para becas federales y estatales, prestamos, y trabajo-estudiantil. Se puede comunicar con nosotros al (559) 638-0312. Se habla Español.

Health Services

Health Services provides nursing assessment for ill or injured students. Students may be referred to local medical providers for further care at reasonable costs. Insurance information

is available to students and their families. Confidential professional counseling is offered through Psychological Services. The tuberculin skin test is available. Hearing and vision tests are available with an appointment. Timely health seminars and wellness activities are sponsored throughout the year. All services are covered by the health fee except the flu vaccine which costs \$15. Call (559) 638-0328 or e-mail pat.jackson@reedleycollege.edu for more information.

Psychological Services

The goal of Psychological Services is to assist students who experience interpersonal or personal difficulties during their college stay so they can remain effective in their educational pursuit. Psychological counseling is available for a variety of problems, including issues stemming from:

- * Adjustment to college life
- * Depression and anxiety
- * Relationships and communications skills
- * Stress and anger management
- * Mental illness
- * Substance abuse
- * Eating disorders

Psychological Services also provides crisis intervention, faculty consultation, and psychological testing/assessment. Counseling is provided by licensed psychologist(s), psychological interns and trainees. Located in the Student Services building, appointments can be made in the Nurse's office or by calling 638-3641 ext. 3328.

Housing

Choosing to live in the Sequoia Residence Hall is one of the best ways to adjust to college life while building a strong network of friends. Sequoia Hall offers a variety of leadership opportunities. It is an air-conditioned, carpeted, two-story living facility with separate housing facilities for men and women. Also, rooms are available and accessible for students with disabilities. Applications are available for fall, spring, and summer. For more information on affordable campus housing, contact the Residence Hall supervisor at (559) 638-3641, ext. 3258.

Job Placement Information

Current job openings from local employers are posted and regularly updated on a bulletin board at the west entrance of the Student Services building. Listed jobs include full-time, part-time and seasonal employment. For general information or providing employment listings, call (559) 638-0337 ext. 3635.

Library - Learning Resources Center

Reedley College

The role of the Reedley College Library is to support the learning experience for students and instructors. The new library and learning resource center includes a remodeled library, an expanded computer lab and is the new home of the Tutorial Center. Library materials are available in a variety of formats. The library houses over 35,000 volumes and is organized according to the Library of Congress classification system. Bibliographic information can be accessed through the Horizon Online Catalog. The library also subscribes to over 70 print periodicals and 7 local and national newspapers. Electronically, students and instructors can access information from a variety of scholarly Online Databases. The library supports a collection of over 12,000 e-books that can be accessed online. E-books can be located by searching the online catalog. All the library's online databases can be accessed anywhere on campus by clicking on Library Services on the Reedley College main webpage (www.reedleycollege.edu/library). Most of these databases can also be accessed from home. Please come to the library for remote instructions. In the library there are computers to use for reference and research and an open computer lab. There are also two conference rooms for students to use in groups. Library and computer lab staff are available all open hours for assistance. Questions are encouraged. Library and computer lab hours are Monday-Thursday: 7:30 a.m. to 8:00 p.m., Friday: 7:30 a.m. to 3:00 p.m. and Saturday: 8:30 a.m. to 11:30 a.m. Please call (559) 638-0352 for more information.

An open computer lab is available in the library for all students. Computers are loaded with software needed for classes and general computer applications. Applications include word processing, spreadsheets, presentation software, class specific programs and Internet access. Computer lab hours are Monday-Thursday: 7:30 a.m. to 8:00 p.m., Friday: 7:30 a.m. to 3:00 p.m. and Saturday 8:30 a.m. to 11:30 a.m.

Madera Center

The Madera Center Library is located in AM-185 and offers a wide array of resources and services to students, faculty and staff. Fifty – six computers in the library and its computer lab are available for research activity, word processing, presentation software, and course specific software programs. The library collection offers over 5,000 print resources including books, magazines, journals, and newspapers, as well as an E-book collection of over 20,000 titles. There is a DVD collection of informational, literary and dramatic films as well as

an audio book collection of fiction and nonfiction works. Over twenty research databases provide access to reference sources, articles from academic journals, magazines and newspapers, literary criticism, images, and more. The databases and E-book collection are accessible on and off campus, as is the library's online catalog which allows students and staff to locate and request print and media items from all our district libraries. Printers and a copy machine offer color and black and white printing at 10 cents a page with a library copy card. One-on-one reference and research assistance is always available. Library cards are free and may be obtained upon presentation of photo identification. Visit our web site at www.maderacenter.com and click on Library in the center of the page.

Willow International Center

The new Willow International Center Library is located in AC2-152 and offers a wide array of resources and services to students, faculty and staff. Three study rooms are available for quiet or group study sessions and a large reading area provides comfortable seating with work tables. Over twenty computers allow research activity, word processing, and presentation software programs. The library collection offers over 4,000 print resources including books, magazines, journals, and newspapers, as well as an E-book collection of over 20,000 titles. There is a DVD collection of informational, literary and dramatic films as well as an audio book collection of fiction and nonfiction works. Over twenty research databases provide access to reference sources, articles from academic journals, magazines and newspapers, literary criticism, images, and more. The databases and E-book collection are accessible on and off campus, as is the library's online catalog which allows students and staff to locate and request print and media items from all our district libraries. Printers and a copy machine offer color and black and white printing at 10 cents a page. One-on-one reference and research assistance is always available. Library cards are free and may be obtained upon presentation of photo identification. Visit our web site at www.willowinternationalcenter.com and click on Library in the center of the page.

Lost and Found

A lost and found department is maintained by the College Police, located in the Maintenance (MNT) Building.

Other

Student Insurance

All students are provided with an accident insurance policy that covers them while on campus. Also available to all students on a voluntary basis is an accident and sickness medical expense plan for a nominal fee. This plan provides 24-hour year-round (including summer) coverage. HEALTH INSURANCE IS MANDATORY FOR ALL INTERNATIONAL STUDENTS. Information and applications may be secured in the Health Center or Business Services Office in the Student Services Building.

Students participating in intercollegiate competition are covered by a special college-paid athletic insurance plan for athletic related injuries.

Public Information/Public Relations

The Public Information/Public Relations Office provides on- and off-campus public relations, marketing and promotion for the college. All advertising, media relations and sports information are the responsibility of the Public Information Office. Brochures, class schedules, the college catalog, press releases, videos, sports programs, the college website and the quarterly campus newsletter, Currents, are all produced by the Public Information Office, using the most advanced techniques in desktop publishing. The Public Information Office also reviews all publications produced by other Reedley College campus offices prior to on- or off-campus printing.

Tutorial Services

The Tutorial Center offers free individual and small-group tutoring to all currently enrolled Reedley College students. Tutoring is available in most classes. A staff of qualified and trained student tutors assists students with subject comprehension, text preparation, and study skills development. Students may apply for help at any time during the semester. The center also maintains a large collection of study skills reference materials for students interested in developing or improving their study methods. The Tutorial Center is located in the college Library building, room LRC 111. Call (559) 638-0358 or drop by for more information.

STUDENT ACTIVITIES

Student Government/Associated Students

The Associated Student Body (ASB) is the student government of the college. Students have the option of purchasing a Tiger One Card which entitles the cardholder to run for office and vote in student elections. This card is also used in the Reedley College Cafeteria, Computer Lab for printing, Library for copies, as a Library card as well as a student body card. The Tiger One Card can be available at the Reedley College Business Services Office.

The legislative power of the Associated Students is vested in an executive senate whose members are elected by the student body. This senate is composed of student body officers and student representatives. Officers must meet the grade requirements as stated in the constitution.

The student body fee, collected at the time of registration, supports recreational and social activities for the students. The ASB's executives exert budgetary control and determine management policy for all operations, services, and activities sponsored by the ASB. The Student Senate meets every Monday and Wednesday at 12:00 p.m. in the Student Lounge. All interested persons are encouraged to attend. For further information, please contact the Student Activities Office at telephone number (559) 638-3641, ext. 3408.

The North Centers chapter of the ASB offers opportunities similar to those available at Reedley College. Students enrolled at the Willow International, Clovis, Madera, or Oakhurst Centers can attend leadership development classes and participate in a variety of student government activities at the centers. The North Centers ASB meetings are held in room AV 207 at the Madera Center, room AC 149 at the Willow International Center, and room 7 at the Oakhurst Center. For further information, please contact the College Center Assistant at the Madera Center (559) 675-4834 or at the Willow International Center (559) 325-5243.

Clubs and Organizations

The college's many clubs and organizations provide opportunities for personal development, leadership training, and enrichment of college life. The various organizations include service organizations, religious affiliations, professional interests, athletics, and other special interest clubs. New clubs are formed to meet the needs and special interests of students.

For information on how to start a campus club and/or a current list of campus organizations, stop by the Student Activities Office, located just north of the cafeteria, or call (559) 638-3641, extension 3408.

Organization of New Clubs

To be officially recognized, a club must have a minimum of 15 participating members, a program of approved activities, regular meetings, an approved constitution and a full-time faculty sponsor. Those considering organizing a new club must consult and plan with the Director of College Activities.

Athletics

Intercollegiate athletics are available to students at Reedley College who wish to participate. Reedley College is a member of the Central Valley Conference in all sports except football. The football team is a member of the Northern California Football Association. All sports are governed by the California Community College Commission on Athletics.

Individuals involved in Reedley College's intercollegiate programs have the unique opportunity to gain leadership skills and pursue their academic and athletic goals while representing Reedley College in athletic competition.

Women's intercollegiate sports include volleyball, basketball, softball, tennis, track & field and golf. Men's intercollegiate sports include football, basketball, baseball, tennis, golf, and track & field.

Student-Athlete Retention Program (S.A.R.P.)

The Reedley College athletic teams have an athlete retention program called the Student-Athlete Retention Program or S.A.R.P. The S.A.R.P. was established to monitor the academic progress of each student-athlete, and prepare each student-athlete to transfer to a four-year institution academically and athletically. All student-athletes must participate in this program while they are members of any RC athletic team.

All students entering have two years of eligibility at the community college level and must be enrolled in 12 units while competing. Nine of those 12 units must be in academic units. A student athlete must maintain a 2.0 grade point average and pass 24 units to participate as a sophomore.

Publications

Students have the opportunity to work on the annual literary magazine, *Symmetry*, which is published by students in select English courses, and the student newspaper, *The Chant*, produced through journalism classes.

Music Activities

Musical groups at Reedley College have dual functions: as courses for music credit, and as college musical activities groups which perform for a variety of college and community events. Music groups include both instrumental and vocal. Included are two choral groups, a jazz band, small ensembles, community band and community orchestra. All performing ensembles present concerts on campus and do touring.

Beginning classes in piano, voice, and guitar are available for those without previous experience.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS TABLE

	AA	AS	CA	C	Catalog Page
Accounting		•	•		60
Accounting Assistant				•	60
Accounting Intern				•	61
Administrative Assistant		•	•		98
Agriculture & Technology		•			62
Agriculture Business		•	•		61-62
Agriculture Business Management			•		62
Airframe			•		65
Animal Science		•			63
Art, Three-Dimensional Program	•				64
Art, Two-Dimensional Program	•				64
Associate Teacher*			•		71
Automotive Technician Program		•	•		65
Aviation Maintenance Technology		•	•		65
Backcountry Skills				•	92
Basics of Computers				•	81
Biological Science		•			66
Business Administration*		•			66
Business, General		•			69
Business Intern			•	•	68
Call Center Clerk				•	98
Child Care For School-Age Children/Teacher			•		71
Child Development		•	•		72-73
Coaching Certificate				•	101
Communication	•				75
Computer Animation				•	64
Computer Literacy Brief Courses				•	81
Computer Science		•			75
Corrections		•			76
Creative Writing				•	77
Customer Service				•	99
Dental Assisting		•	•		76
Diesel Engines, Service Fundamentals & Machine Systems				•	90
Diesel Engines, Transmissions, Electrical & Hydraulic Systems				•	90
Early Intervention Assistant			•		73
Electrical, Hydraulics & Welding				•	90
Engineering		•			77
English	•				78
Entrepreneur				•	68
Entry Level Management				•	68
Environmental Horticulture		•	•		79
Family Child Care*			•		73
File Clerk				•	99
Fine Arts	•				80
Floral Design				•	79
Foreign Language	•				80
Forest Surveying Technology			•		92
Forest Technology			•		93
Forestry Skills				•	93
Forestry Technician Firefighting Emphasis			•		94

AA Associate in Arts Degree
*Pending State Approval

• AS Associate in Science Degree

• CA Certificate of Achievement

• C Certificate In

	AA	AS	CA	C	Catalog Page
Forestry Technician Skills				•	93
Forestry/Natural Resources		•			94
Fuels & Tune-Up & Machine Undercarriage				•	90
General Agriculture			•		63
Graphic Design				•	65
Health Care Interpreter				•	81
Hospitality Management			•	•	69
Human Services			•		81
Information Systems		•	•		82-83
Information Systems, Help Desk			•		82
Information Systems, Networking			•		83
Information Systems, Programming for the Web			•		83
Information Systems, Web Design			•		83
Irrigation, Fertility & Pest Management Technician			•		103
Journalism				•	84
Law Enforcement		•			76
Liberal Arts	•				84
Liberal Arts & Sciences, American Studies	•				85
Liberal Arts & Sciences, Arts & Humanities	•				85
Liberal Arts & Sciences, Natural Sciences	•				86
Liberal Studies	•				87
Licensed Vocational Nursing		•	•		96
Machine Tool Technology		•			88
Machinist			•		88
Maintenance Mechanic				•	87
Management		•			70
Managerial Assistant			•		70
Manufacturing 1			•		88
Mathematics		•			89
Mechanized Agriculture		•	•		91
Medical Administrative Assistant		•	•		99-100
Music, Instrumental	•				91
Music, Vocal	•				92
Natural Resources Training & Applied Work Experience			•		95
Nursing Assistant Training				•	96
Office Assistant			•		100
Paraprofessional		•	•		74
Physical Education	•				102
Physical Science		•			103
Plant & Soil Science		•			104
Powerplant			•		66
Production Agriculture Technician			•		104
Receptionist			•		100
Recreation & Interpretation Techniques			•		95
Registered Nursing		•	•		97
Small Business Management		•	•		70-71
Social Science	•				105
Transmissions, Torque Converters & Air Conditioning				•	91
Turning & Milling				•	88
Welder			•		89
Welding				•	89
Welding Technology		•	•	•	89
Welding Advanced				•	88
Wildfire Resources Supervisors				•	95
Word Processing				•	101

AA Associate in Arts Degree
*Pending State Approval

• AS Associate in Science Degree

• CA Certificate of Achievement

• C Certificate In

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

ACCOUNTING

ACCOUNTING

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree in accounting combines an in-depth understanding of accounting principles with a breadth of business knowledge. A student who completes the outlined course of study will be prepared for employment in the accounting field. These students will have acquired skills in basic accounting, both manual and computerized. The students will acquire some managerial, cost, and manufacturing accounting skills which will in addition to preparing accounting data, enable them to analyze and make decisions regarding such. They will in addition have acquired skills to use a ten-key calculator, word processing applications, and spreadsheet applications. They will have acquired skills to help them with communication both oral and written. Depending on courses chosen, a student will acquire other knowledge as listed below.

Business Department Core	12
ACCTG 40 Applied Accounting	
BA 5 Business Communications	
BA 10 Introduction to Business	
IS 15 Computer Concepts	
Major Courses	15
ACCTG 1A Principles of Accounting	
ACCTG 1B Principles of Accounting	
BA 33 Human Relations in Business	
BA 47 Careers-Business	
ACCTG 31 Computerized Accounting	
Select two (2):	6-7
BA 18 Business and the Legal Environment	
ECON 1A Macroeconomics	
ECON 1B Macroeconomics	
MKTG 10 Marketing	
MKTG 11 Salesmanship	
Select one (1):	3-5
BA 39 Finite Mathematics for Business	
*DS 117 Business Mathematics	
MATH 5A Math Analysis I	
STAT 7 Elementary Statistics	
Total Units	36-39

*Beginning fall 2009, DS 117 will no longer meet the graduation requirement. New students enrolling for the first time at Reedley College will have to take an additional math course.

Advisors: Castaneda (Willow International), Gray

ACCOUNTING

CERTIFICATE OF ACHIEVEMENT

Upon completion of this course of study a student will be prepared for an entry level position in accounting. The student will have acquired skills necessary to be able to use either manual or computerized accounting. In addition to accounting skill, the student will have additional proficiencies in word processing, spreadsheet, ten-key calculator, and the ability to work better with others.

ACCTG 40 Applied Accounting.....	3
ACCTG 1A Principles of Accounting.....	4
ACCTG 1B Principles of Accounting.....	4
BA 33 Human Relations in Business.....	3
BA 47 Careers-Business.....	1
IS 15 Computer Concepts	3
ACCTG 31 Computerized Accounting	3
Total Units	21

Advisors: Castaneda (Willow International), Gray

CERTIFICATE IN ACCOUNTING ASSISTANT

Students who complete the outlined course of study will be prepared for an entry-level position as an accounting assistant using, either manual or computerized accounting. In addition to accounting skill the student will have additional skills acquired using a computer for word processing and spreadsheets as well as a ten-key calculator, all of which can be applied in an entry-level position.

ACCTG 40 Applied Accounting	3
ACCTG 31 Computerized Accounting	3
ACCTG 1A Principles of Accounting	4
BA 46 Calculator Applications.....	1
IS 15 Computer Concepts	3
Total Units	14

Advisors: Castaneda (Willow International), Gray

CERTIFICATE IN ACCOUNTING INTERN

Students who complete the outlined course of study will be prepared for entry-level positions as an accounting intern. They will also have acquired skills in basic accounting, computerized accounting, and an exposure to manufacturing and cost accounting. They will also have acquired skill to be used for financial statement analysis and report writing.

ACCTG 40	Applied Accounting	3
ACCTG 31	Computerized Accounting	3
ACCTG 1A	Principles of Accounting	4
ACCTG 1B	Principles of Accounting	4
	Total Units	14

Advisors: Castaneda (Willow International), Gray

AGRICULTURE**AGRICULTURE BUSINESS****ASSOCIATE IN SCIENCE DEGREE**

This Associate in Science Degree combines an in-depth understanding of business principles with a breadth of agricultural knowledge. Students will be able to work within the increasingly complex business operations of production agriculture and agribusinesses. Students will make fundamental management decisions concerning resource allocation, apply the five decision-making steps in solving a practical farm problem, compute fixed and variable costs associated with production agriculture operations, predict the effects of changes in supply and demand on market prices of commodities, select appropriate computer applications as a management tool for agricultural businesses, effectively market agricultural products and services, record financial transactions in accordance with fundamental accounting principles, and analyze financial records to determine the solvency of a business.

Agriculture Business Core 25

AG 1	Computer Applications in Agriculture	3
AG 2	Agricultural Economics.....	3
AG 3	Agriculture Accounting	3
AG 4	Farm Management	3
AG 5	Ag Sales and Communications.....	3
AGNR 1	Career Preparation	1
AS 1	General Livestock Production	3
PLS 2	Soils.....	3
PLS 11	Machinery Technology	3

Select from Option A or Option B:38-41**Option A**

This pathway is designed for students seeking a two-year degree that will allow them to acquire entry-level positions within the agriculture business industry.

AG 19V	Cooperative Work Experience, Agriculture	2
AGNR 2	Career Leadership Seminar	1
PLS 1	Introduction to Plant Science	3
PLS 1L	Introduction to Plant Science Laboratory	1

Select two from the following:..... 6

AS 2	Beef Production	3
AS 3	Sheep Production	3
AS 4	Swine Production	3
AS 5	Animal Nutrition	3
EH 30	Principles of Environmental Horticulture	3
PLS 3	General Viticulture	3
PLS 4A	Tree and Vine Management	3
PLS 5	Principles of Irrigation Management	3
PLS 7	Integrated Pest Management	3
PLS 8	Vegetable Production	3
	Total Units	38

Option B

This pathway, along with additional transferable general education courses, is designed for students seeking transfer to a four-year agriculture business degree program.

BIOL 3	Introduction to Life Science	4
CHEM 3A	Introductory General Chemistry.....	4
ECON 1A	Introduction to Macroeconomics	3

Select one from the following: 3-5

BA 39	Finite Mathematics for Business	3
MATH 5A	Math Analysis I	5
MATH 21	Finite Mathematics	3
	Total Units	40-41

Advisor: Sperling

**AGRICULTURE BUSINESS
CERTIFICATE OF ACHIEVEMENT**

Upon completion of this program of study, students will be prepared for entry-level employment in occupations where business skills are required with a breadth of agriculture knowledge. They will have acquired the knowledge, skills and attributes to assist with the day-to-day operations of an agricultural business or a production agriculture operation. Knowledge and skills acquired include determining the factors that influence profits and efficiency, implementing strategies for making effective management decisions, recording financial transactions according to fundamental accounting procedures, and developing marketing strategies for agricultural products and agribusiness services. Courses may be applied toward an Associate in Science Degree.

AG 1	Computer Applications in Agriculture	3
AG 2	Agricultural Economics.....	3
AG 3	Agriculture Accounting.....	3
AG 4	Farm Management.....	3
AG 5	Ag Sales and Communications.....	3
AGNR 1	Career Preparation	1
AS 1	General Livestock Production	3
PLS 2	Soils	3
PLS 11	Machinery Technology.....	3
Select one of the following Life Science options:		4
BIOL 3 <i>or</i>	Introduction to Life Science	4
PLS 1 <i>and</i>	Introduction to Plant Science	3
PLS 1L	Introduction to Plant Science Laboratory	1
Total Units		29

Advisor: Sperling

**AGRICULTURE BUSINESS MANAGEMENT
CERTIFICATE OF ACHIEVEMENT**

Students who complete the outlined course of study will be prepared for entry-level positions in Agriculture Business. Skills acquired include determining the most profitable levels of production for various farm enterprises, preparing and delivering an effective sales presentation for a familiar agricultural product, calculating and explaining the costs of production, creating a balance sheet, cash flow statement, and income statement for a farm business, evaluating and selecting computer hardware and software appropriate to agricultural business applications.

AG 1	Computer Applications in Agriculture	3
AG 2	Agricultural Economics.....	3
AG 3	Agriculture Accounting.....	3
AG 4	Farm Management.....	3
AG 5	Ag Sales and Communications.....	3
Total Units		15

Advisor: Sperling

**AGRICULTURE & TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE**

Completion of the Associate in Science Degree in Agriculture & Technology provides introduction to fundamental practices and principles in Animal Science, Agricultural Business and Plant and Soil Science. Entry level employment in production agriculture and transfer to general agriculture programs are intended outcomes of this program.

AG 1	Computer Applications in Agriculture	3
AG 2	Agricultural Economics.....	3
AS 1	General Livestock Production	3
Select one		3
AGNR 10	Construction Technology	
PLS 11	Machinery Technology	
Select one group		4
PLS 1	Introduction to Plant Science	
PLS 1L	Introduction to Plant Science Laboratory	
OR		
PLS 2	Soils	
PLS 2L	Soils Laboratory	
Agricultural Science Electives Select 4.....		12
AG 3	Agriculture Accounting	
AG 4	Farm Management	
AG 5	Ag Sales and Communications	
AS 2	Beef Production	
AS 3	Sheep Production	
AS 4	Swine Production	
AS 5	Animal Nutrition	
PLS 1	Introduction to Plant Science	
PLS 2	Soils	
PLS 3	General Viticulture	
PLS 4A	Tree and Vine Management	
PLS 5	Irrigation Management	
PLS 7	Integrated Pest Management	
PLS 8	Vegetable Production	
PLS 9	Biometrics	
Total Units		28

Advisor: Lopes, Smith, Sperling

**GENERAL AGRICULTURE
CERTIFICATE OF ACHIEVEMENT**

Skills and competencies for students who seek entry-level employment in agriculture with flexibility for a student to design his/her own specialty. Upon completion of this certificate, students will have skills in basic agriculture computer applications, agriculture sales methods and techniques, accounting in agriculture, basic plant science operations and methods, machinery or mechanical skills, and agriculture career awareness. Limited flexibility is allowed for students to develop skills in the areas of their agricultural career interest. Courses may be applied toward an AS degree.

AG 1	Computer Applications in Agriculture	3
AG 5	Ag Sales and Communications.....	3
AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
AS 1	General Livestock Production	3
Select one (1):	3
AGNR 10	Construction Technology	
PLS 11	Machinery Technology	
Select one group:	4
PLS 1 and	Introduction to Plant Science	3
PLS 1L	Introduction to Plant Science Laboratory	1
OR		
PLS 2 and	Soils	3
PLS 2L	Soils Laboratory	1
Additional units are required from the following subjects:		
AG, AGNR, AS, EH, MAG, NR, PLS		3
	Total Units	21

Advisor: Lopes, Smith, Sperling

ANIMAL SCIENCE

**ANIMAL SCIENCE
ASSOCIATE IN SCIENCE DEGREE**

Purpose: To provide practical study and training in areas of livestock science. The program deals with the application of various management and production factors preparing students for work opportunities in animal nutrition, reproduction, health, marketing, meats, and other areas associated with the livestock industry.

AG 1	Computer Applications in Agriculture	3
AG 3	Agriculture Accounting	3
AG 4	Farm Management	3
AG 5	Ag Sales and Communication	3
AGNR 1	Career Preparation.....	1
AGNR 2	Leadership Seminar	1
AS 1	General Livestock Production	3
AS 2	Beef Production	3
AS 3	Sheep Production.....	3
AS 4	Swine Production.....	3
AS 5	Animal Nutrition.....	3
AS 6	Livestock Selection & Evaluation.....	3
AS 19V	Cooperative Work Experience, Animal Science	2
PLS 1	Introduction to Plant Science	3
PLS 1L	Introduction to Plant Science Laboratory	1
PLS 2	Soils	3
PLS 2L	Soils Laboratory.....	1
Select one	3
AGNR 10	Construction Technology	
PLS 11	Machinery Technology	

Total Units 45

Recommended courses: AS 10, AS 40

Advisor: Lopes

ART

ART

ASSOCIATE IN ARTS DEGREE

AA Art Degree is designed to give students basic skills in 2D or 3D composition, an introductory level knowledge of art history and computer digital art familiarity. The primary focus is to prepare students for transfer into four-year art programs. Students completing the computer art program will be prepared for certain entry-level positions in the computer digital field.

*X designated repeatable courses will only be applied once to the AA Degree requirements.

Option 1: Two-Dimensional Program

Select from the following studio art courses: 12

ART 1	Art Basics: 2/3 Dimensional Design
ART 7	Beginning Drawing
ART 9 or ART 9X*	Beginning Painting: Oil and Acrylic
ART 13	Beginning Watercolor Painting
ART 17	Intermediate Drawing
ART 19 or ART 19X	Intermediate Painting: Oil/Acrylic
ART 23	Intermediate Watercolor Painting

Select two courses from the following: 6

ART 2	Art Appreciation
ART 5	Art History 1
ART 6 or ART 6H	Art History 2
FILM 1	Introduction to Film Studies
PHOTO 1	Basics of Digital Photography

Select from the following computer courses: 6

ART 30A	Illustrator®: Beginning
	Computer Drawing and Design
ART 30B	Illustrator®: Intermediate Computer
	Drawing and Design
ART 37A or ART 137A	Photoshop®: Digital Visual Art
ART 37B	Photoshop®: Intermediate
	Digital Visual Art
ART 38 or	Painter®: Computer
	Digital Imaging
ART 138	Painter®: Computer
	Digital Imaging
ART 41	Computerized Multimedia
ART 42	Computer Animation/3D
ART 44	Digital Video Editing

Total Units 24

Option 2: Three-Dimensional Program

Select from the following studio art courses: 15

ART 1	Art Basics: 2/3
	Dimensional Design
ART 7	Beginning Drawing
ART 10	Beginning Ceramics
ART 20	Intermediate Ceramics
ART 42	Computer Animation/3D
ART 43	Independent Projects Studio

Select two courses from the following: 6

ART 2	Art Appreciation
ART 5	Art History 1
ART 6 or ART 6H	Art History 2
FILM 1	Introduction to Film Studies
PHOTO 1	Basics of Digital Photography

Total Units 21

Advisors: Dent (Willow International), King (Willow International), Ledgerwood, Masterson, Norton (Madera)

CERTIFICATE IN COMPUTER ANIMATION

Provide students with skills required to work as an animator for TV, film, or the Web. Students learn the techniques required for computer animation. A base of knowledge in drawing, animation, 3D animation and editing techniques will be developed. Students learn rendering skills in drawing and with the computer. Students also learn animation mechanics, industry standards and expectations, modeling, and final cut editing to produce animations.

ART 7	Beginning Drawing 3
ART 37A	Photoshop®: Digital Visual Art 3
ART 42	Computer Animation/3D 3
ART 44	Digital Video Editing 3

Total Units 12

Advisors: King (Willow International), Ledgerwood, Masterson, Norton (Madera)

CERTIFICATE IN GRAPHIC DESIGN

Students completing a course of study leading to a certificate in Graphic Design will have the skills necessary for an entry level position as a graphic designer. The program covers the primary software used in the industry for graphic design. Students will learn to use Adobe Photoshop, Illustrator, and Painter, which offer a variety of rendering possibilities.

ART 7	Beginning Drawing	3
ART 30A	Illustrator®: Beginning Computer Drawing and Design	3
ART 37A	Photoshop®: Digital Visual Art	3
ART 38	Painter®: Computer Digital Imaging.....	3
	Total Units	12

Advisors: King (Willow International), Ledgerwood, Masterson, Norton (Madera)

AUTOMOTIVE TECHNICIAN PROGRAM

ASSOCIATE IN SCIENCE DEGREE

CERTIFICATE OF ACHIEVEMENT

Upon completion of the Reedley College Automotive Program (AUTOT-10 and AUTOT-11), the student will be eligible to take the Brake, Lamp license exams, and the National Institute for Automotive Excellence (ASE) exams and qualify as a Certified General Automobile Mechanic once the ASE experience requirements are met. The program will prepare the student with the knowledge and skills to perform diagnosis and repair of various automotive components and enter the automotive service industry at the advance apprentice level. Students will be instructed in the following subjects: AUTOT-10 (Safety, Ethics, Regulations, Engine Repair, Manual Transmissions, Clutches, Automatic Transmissions, and Chassis Electrical Systems) and AUTOT-11 (Safety, Ethics, Regulations, Brakes, Suspension and Steering, Differentials, Axles, Engine Electrical and Electronic Systems, Engine Performance and Emissions, Air Conditioning and Heating, and Bureau of Automotive Repair (BAR) Emissions (Smog), Brake and Lamp License Preparation). The program is certified by the National Automotive Technicians Education Foundation (NATEF), and is certified by the State of California Bureau of Automotive Repair. The student will receive approximately 1,100 hours of instruction, at 30 hours per week, in one year, Fall/Spring semester sequence. In addition to the courses for the major, certain general education classes are required as specified in the associate degree requirements.

AUTOT 10	Automotive Technician Program	16
AUTOT 11	Automotive Technician Program	16
	Total Units	32

Recommended courses: Automotive Technology 9
Advisors: Garza, Guzman, Ogawa

AVIATION MAINTENANCE TECHNOLOGY

AIRFRAME

CERTIFICATE OF ACHIEVEMENT

Successful completion of this course will meet all of the requirements for a student to graduate from the Federal Aviation Administration's approved Aviation Maintenance Technician School Airframe Curriculum offered at Reedley College. This program also includes all of the required General subjects. Graduates from this program may apply immediately to take the exams needed to obtain the FAA Airframe mechanic certificate.

AERO 1	Aviation Maintenance	17.5
AERO 2	Aviation Maintenance	17.5
AERO 4	Aviation Maintenance	17.5
	Total Units	52.5

Advisors: Asman, Richey, Zielke

AVIATION MAINTENANCE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

CERTIFICATE OF ACHIEVEMENT

Upon successful completion of the program, students will have met all the requirements needed to take the aircraft Airframe and Powerplant mechanic exams. This program is approved by the Federal Aviation Administration as an approved Aircraft Maintenance Technician School.

AERO 1	Aviation Maintenance	17.5
AERO 2	Aviation Maintenance	17.5
AERO 3	Aviation Maintenance	17.5
AERO 4	Aviation Maintenance	17.5
	Total Units	70

Advisors: Asman, Richey, Zielke

POWERPLANT**CERTIFICATE OF ACHIEVEMENT**

Successful completion of this course will meet all of the requirements for a student to graduate from the Federal Aviation Administration's approved Aviation Maintenance Technician School Powerplant Curriculum offered at Reedley College. This program also includes all of the required General subjects. Graduates from this program may apply immediately to take the exams needed to obtain the FAA Powerplant mechanic certificate.

AERO 1	Aviation Maintenance	17.5
AERO 2	Aviation Maintenance	17.5
AERO 3	Aviation Maintenance	17.5
	Total Units	52.5

Advisors: Richey, Zielke

BIOLOGY**BIOLOGICAL SCIENCE****ASSOCIATE IN SCIENCE DEGREE**

The students will be able to identify the phyla/classes of organisms, their structures, and physiology. The students will know the human body macroscopically to the organ-system level and the microscopic/histological level. The students will have the hands on experience and be able to work with the equipment in a health setting such as an EKG machine, otoscope, microscope, spectrophotometer, autoclave, etc. The students will have a basic understanding of aseptic transfer, microbiological techniques, and pathogenicity.

Select from the following:8-10

BIOL 1	Principles of Biology.....	4
BIOL 2	Environmental Science.....	4
BIOL 3	Ecological Approach to Biology.....	4
BIOL 5	Human Biology.....	4
BIOL 11A	Biology for Science Majors I	5
BIOL 11B	Biology for Science Majors II	5
BIOL 20	Human Anatomy	4
BIOL 22	Human Physiology.....	5
BIOL 31	Microbiology.....	5

Select from the following: 3-5

CHEM 1A	General Chemistry.....	5
CHEM 1B	General Chemistry and Qualitative Analysis	5
CHEM 3A	Introductory General Chemistry	4
CHEM 3B	Introductory and Biological Chemistry	3
PHYS 2A	General Physics 1	4
PHYS 2B	General Physics 2	4
PHYS 4A	Physics for Scientists and Engineers	4
PHYS 4B	Physics for Scientists and Engineers	4
PHYS 4C	Physics for and Engineers	4

Select from the following:7-9

BIOL, CHEM or PHYS

Total Units 18-24

Other recommended courses: Chemistry 8, 9 or 28A, 28B, 29A, 29B; Mathematics 5A, 5B

Advisors: Elizondo, Gray (Madera), Hile (Willow International), Marquez, Mester (Willow International), Smith Bush, Yancey (Oakhurst)

BUSINESS ADMINISTRATION**BUSINESS ADMINISTRATION****ASSOCIATE IN SCIENCE DEGREE**

(pending state approval)

A student who completes this degree will be prepared to assume responsibility for an entry or mid-level managerial position in an organization. This degree provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, management, and computer information systems. Multiple options are available including: accounting, administration, entrepreneurship, general business, information systems, management, marketing, logistics & distribution and real estate.

At the time of graduation, a student completing the courses of study will be able to: interpret the functions of business, prepare, read, analyze and communicate financial information, use financial information in decision-making, understand of the duties of a manager: planning, organizing, directing, and controlling, understand the fundamental legal concepts and their application to business, understand basic business computer applications, utilize written and oral communication skills.

Business Administration Core 18
 BA 10 Introduction to Business..... 3
 BA 5 Business Communications 3
 ***IS 15 Computer Concepts 3
 *BA 33 Human Relations in
 Business..... 3
 *ECON 1A Macroeconomics 3
 *ECON 1B Microeconomics 3
Select 1 from the following 1
 BA 19V Cooperative Work
 Experience, Business.....1
 BA 27 Students in Free
 Enterprise SIFE 1
 BA 47 Careers-Business.....1
Select 1 from the following3-4
 ACCTG 40 Applied Accounting.....3
 ACCTG 1A Principles of Accounting4
Select 1 from the following3-4
 **BA 39 Finite Mathematics
 for Business 3
 DS 117 Business Mathematics 3
 **STAT 7 Elementary Statistics 4

Choose one of the following options: 6 - 11

Accounting Option11
 ACCTG 1A Principles of Accounting
 ACCTG 1B Principles of Accounting
 ACCTG 31 Computerized Accounting

Entrepreneurship Option..... 9
 BA 38 Operation of the Small Business
 BA 52 Introduction to Entrepreneurship
 MKTG 10 Marketing

General Business Option 9
 ACCTG 1A Principles of Accounting 4
 ACCTG 1B Principles of Accounting 4
 ACCTG 31 Computerized
 Accounting 3
 BA 12 Introduction to
 Hospitality 3
 BA 15 Introduction to
 Management 3
 BA 34 Fundamentals of
 Investing 3
 BA 38 Operation of the
 Small Business..... 3
 BA 52 Introduction to
 Entrepreneurship 3
 BA 55 Introduction to Logistics 3
 BA 59 Applications in Logistics
 Management 3
 IS 29 Operating Systems 1.5

IS 40A Internet Concepts and
 Design 3
 IS 45 Computer Configuration
 and Troubleshooting 3
 MKTG 10 Marketing 3
 MKTG 11 Salesmanship 3
 MKTG 12 Advertising and
 Promotion 3
 MKTG 14 Retailing 3
 RE 40 Real Estate Principles 3
 RE 41 Real Estate Practice 3
 RE 42 Legal Aspects of
 Real Estate 3
 RE 43 Real Estate Appraisal 3

Information Systems Management Option ...7.5

IS 18 Spreadsheet Fundamentals
 IS 29 Operating Systems
 IS 40A Internet Concepts and Design
 IS 45 Computer Configuration
 and Troubleshooting

Logistics/Distribution Option..... 6

BA 55 Introduction to Logistics
 BA 59 Applications in Logistics Management

Management Option..... 9

BA 15 Introduction to Management
 BA 38 Operation of the Small Business
 MKTG 10 Marketing

Marketing Option 6

MKTG 10 Marketing
 MKTG 12 Advertising and Promotion
Select 1 from the following 3
 MKTG 11 Salesmanship
 MKTG 14 Retailing

Real Estate Option..... 9

RE 40 Real Estate Principles3
Select 2 from the following 6
 RE 41 Real Estate Practice
 RE 42 Legal Aspects of Real Estate
 RE 43 Real Estate Appraisal

Total Units 31-38

Of the core courses, some courses meet graduation/GE requirements for the AS degree.

*Fulfills GE Area B2 Requirement

**Fulfills GE Math Requirement

***Fulfills GE Familiarity with Computer Concepts Requirement

Advisors: Kellam (Willow International), Castaneda (Willow International), Nasalroad, M. Sorensen

BUSINESS INTERN

CERTIFICATE OF ACHIEVEMENT

Students who complete the outlined course of study will be prepared for entry-level and first-line supervisory positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, how small businesses are financed and managed, and the importance of employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

ACCTG 40	Applied Accounting	3
BA 10	Introduction to Business	3
BA 33	Human Relations in Business.....	3
BA 38	Operation of the Small Business.....	3
BA 46	Calculator Applications.....	1
BA 47	Careers-Business.....	1
IS 10	Keyboarding.....	1
IS 15	Computer Concepts	3
	Total Units	18

Advisors: Naslaroad

CERTIFICATE IN BUSINESS INTERN

Students who complete the outlined course of study will be prepared for entry-level positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand basic business concepts and be able to contribute these skills in any entry-level position in business.

ACCTG 40	Applied Accounting	3
BA 18	Business and the Legal Environment.....	4
BA 38	Operation of the Small Business.....	3
BA 47	Careers-Business.....	1
IS 15	Computer Concepts	3
MKTG 10	Marketing	3
	Total Units	17

Advisors: Nasalroad

CERTIFICATE IN ENTREPRENEUR

Students who complete the outlined course of study will be prepared to start a small business. They will have acquired the necessary skills, education, and classroom experience to understand how small businesses operate, how they are funded, the legal requirements that small businesses must meet, and the importance of marketing to successful small business operations. They will be able to apply these skills immediately in establishing a small business of their own.

ACCTG 40	Applied Accounting	3
BA 18	Business and the Legal Environment	4
BA 38	Operation of the Small Business.....	3
BA 47	Careers-Business.....	1
IS 15	Computer Concepts	3
MKTG 10	Marketing	3
	Total Units	17

Advisors: Nasalroad

CERTIFICATE IN ENTRY LEVEL MANAGEMENT

Students who complete the outlined course of study will be prepared for entry-level, first-line supervisory positions, especially in the retailing industry. They will have acquired the necessary skills, education, and classroom experience to understand basic management principles and be able to contribute these skills immediately to business firms.

ACCTG 1A	Principles of Accounting	4
BA 10	Introduction to Business	3
BA 33	Human Relations in Business.....	3
BA 47	Careers-Business.....	1
IS 15	Computer Concepts	3
MKTG 10	Marketing	3
	Total Units	17

Advisors: Nasalroad

GENERAL BUSINESS

ASSOCIATE IN SCIENCE DEGREE

This associate degree is intended for students who wish to be successful in the business environment. The course of study will prepare the student for employment at both the beginning and intermediate levels of business positions along with beginning and intermediate levels of supervisory positions. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

Business Department Core	12
ACCTG 40 Applied Accounting	
BA 5 Business Communications	
BA 10 Introduction to Business	
IS 15 Computer Concepts	
General Business Core	3.5
BA 46 Calculator Applications	
BA 47 Careers-Business	
BA 103 Customer Service in Business	
Select one (1):	3-4
BA 39 Finite Mathematics for Business	
DS 117 Business Mathematics	
STAT 7 Elementary Statistics	
Select one (1) from the following options:	10-15
Marketing	
Hospitality	
Retailing	

Hospitality

BA 12 Introduction to Hospitality	3
BA 19V Cooperative Work Experience, Business	2
BA 33 Human Relations in Business	3
FN 20 Sanitation, Safety, and Equipment for Food Services	2
OT 48 Today's Receptionist	1.5

Marketing

BA 26 Virtual Enterprise	3
MKTG 10 Marketing	3
MKTG 11 Salesmanship	3
MKTG 12 Advertising and Promotion ..	3
MKTG 14 Retailing	3

Retailing

BA 26 Virtual Enterprise	3
MKTG 10 Marketing	3
MKTG 14 Retailing	3
FM 123 Fashion Image	1
Total Units 28.5-34.5	

Advisors: Nasalroad

HOSPITALITY MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

Students who complete the outlined course of study will be prepared for entry-level supervisory positions in hospitality management. They will have acquired the necessary skills, education, and classroom experience to understand how tourism businesses function, how to communicate effectively with customers and employees, and the importance of positive customer relations in the hospitality industry. They will be able to apply these skills immediately in the workplace.

BA 5 Business Communications	3
BA 10 Introduction to Business	3
BA 12 Introduction to Hospitality	3
BA 19V Cooperative Work Experience, Business	6
FN 20 Sanitation, Safety, and Equipment for Food Services	2
OT 48 Today's Receptionist	1.5
Total Units 18.5	

Advisors: Nasalroad

CERTIFICATE IN HOSPITALITY MANAGEMENT

Students who complete the outlined course of study will be prepared for entry-level positions in the tourist industry. They will have acquired the necessary skills, education, and classroom experience to understand the hospitality industry and be able to contribute these skills immediately to firms in tourism.

BA 12 Introduction to Hospitality	3
BA 19V Cooperative Work Experience, Business	6
FN 20 Sanitation, Safety, and Equipment for Food Services	2
OT 48 Today's Receptionist	1.5
Total Units 12.5	

Advisors: Nasalroad

MANAGEMENT**ASSOCIATE IN SCIENCE DEGREE**

This associate degree is intended for students who wish to be successful in the business environment. The course of study will prepare the student for employment at both the beginning and intermediate levels of business positions along with beginning and intermediate levels of supervisory positions. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

Business Department Core	12
ACCTG 40 Applied Accounting	
BA 5 Business Communications	
BA 10 Introduction to Business	
IS 15 Computer Concepts	
Management Courses:	
BA 15 Introduction to Management	3
BA 18 Business and the Legal Environment	4
BA 33 Human Relations in Business	3
BA 47 Careers-Business	1
MKTG 10 Marketing	3
Select one (1):	3-4
BA 39 Finite Mathematics for Business	
DS 117 Business Mathematics	
STAT 7 Elementary Statistics	
Select additional units from the following	3
ACCTG, BA, ECON, IS, or MKTG	
Exception: BA 101 will not be counted for credit or for the degree if taken after completing any of the following courses: BA 10, BA 33, or BA 38.	
Total Units	32-33

Advisors: Nasalroad

MANAGERIAL ASSISTANT**CERTIFICATE OF ACHIEVEMENT**

Students who complete the outlined course of study will be prepared for intermediate supervisory positions as a managerial assistant. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills in the workplace.

ACCTG 40	Applied Accounting	3
BA 5	Business Communications	3
BA 10	Introduction to Business	3
BA 15	Introduction to Management	3
BA 33	Human Relations in Business.....	3
BA 19V	Cooperative Work Experience, Business	1
IS 15	Computer Concepts	3
	Total Units	19

Advisors: Nasalroad

SMALL BUSINESS MANAGEMENT**ASSOCIATE IN SCIENCE DEGREE**

This associate degree is intended for students who wish to be successful in the business environment, especially those wishing to start, own, or operate a small business. The course of study will prepare the student to successfully operate a small business. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in their efforts to establish a small business.

Business Department Core	12
ACCTG 40 Applied Accounting	
BA 10 Introduction to Business	
BA 5 Business Communications	
IS 15 Computer Concepts	
Business/Marketing Courses:	
BA 33 Human Relations in Business.....	3
BA 47 Careers-Business.....	1
BA 18 Business and the Legal Environment	4
BA 38 Operation of the Small Business.....	3
MKTG 10 Marketing	3
Select one (1):	3-4
BA 39 Finite Mathematics for Business	
DS 117 Business Mathematics	
STAT 7 Elementary Statistics	
Select additional units from:	2-4
Business Administration, Accounting, Economics, Information Systems, or Marketing	
Total Units	32

Exception: Business Administration 101 will not be counted for credit or for the degree if taken after completing any of the following courses: Business Administration 10, 33, or 38.

Advisors: Nasalroad

SMALL BUSINESS MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

ACCTG 40	Applied Accounting	3
BA 10	Introduction to Business	3
BA 18	Business and the Legal Environment	4
BA 33	Human Relations in Business.....	3
BA 38	Operation of the Small Business.....	3
BA 47	Careers-Business.....	1
IS 15	Computer Concepts	3
MKTG 10	Marketing	3
MKTG 12	Advertising and Promotion	3
	Total Units	26

Advisors: Nasalroad

CHILD DEVELOPMENT

ASSOCIATE TEACHER

CERTIFICATE IN ACHIEVEMENT

(pending state approval)

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field and allows the student to work as a teacher in a private early care and education program. The student is also eligible to apply to the Commission on Teacher Credentialing for the Associate Teacher Child Development Permit. With an Associate Teacher Child Development Permit, an individual can work as an assistant or associate teacher in a publicly funded (Title 5) early care and education program.

CHDEV 1	Principles and Practices of Teaching Young Children	3
CHDEV 19V	Cooperative Work Experience, Child Development	3
CHDEV 3	Introduction to Curriculum.....	3
CHDEV 30	Child, Family, and Community.....	3
CHDEV 39	Child Growth and Development.....	3
	Total Units	15

Advisors: Davidson, Ehrlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

CHILD CARE FOR SCHOOL-AGE CHILDREN/TEACHER

CERTIFICATE OF ACHIEVEMENT

As a result of completing this program, students will be prepared and qualified to work in after school programs for school-age children.

CHDEV 8A	Introduction to School Age Child Care	3
CHDEV 8B	Programs for School-Age Child Care	3
CHDEV 30	Child, Family, and Community	3
CHDEV 39	Child Growth and Development	3
	<i>Select 12 additional units from the following:</i>	12
CHDEV 1	Principles and Practices of Teaching Young Children	3
CHDEV 3	Introduction to Curriculum	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education	3
CHDEV 12	Child Abuse	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs.....	3
CHDEV 35	Exceptional Children	3
CHDEV 47	Emergent Literacy	3
CHDEV 49	Guidance for Young Children	3
	Total Units	24

Requirements for the Teacher level of the Child Development Permit Matrix includes:

- 24 units in Child Development/Early Childhood Education, with 12 units from the core courses.
- 525 hours of work experience.
- 16 units of General Education with at least one course in each of the following areas: Humanities/Fine Arts, Social Sciences, Math/Science, English/Language Arts

Advisors: Davidson, Ehrlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

CHILD DEVELOPMENT

ASSOCIATE IN SCIENCE DEGREE

The associate in science degree in child development is designed to prepare students to work with young children in a variety of early care and education settings. Upon completion of the A.S. degree, a student possesses the course work required to work as a teacher in both private and public early care and education settings serving preschool-age children. Additionally, students completing documented work experience are eligible to apply for the California Child Development Permit through the Commission of Teacher Credentialing at either the Teacher, Master Teacher or Site Supervisor Level which qualifies the student to work in a State of California funded (Title 5) early care and education program.

REQUIRED CORE COURSES 24

CHDEV 1	Principles and Practices of Teaching Young Children3
CHDEV 3	Introduction to Curriculum..3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education.....3
CHDEV 15	Diversity and Culture in Early Care and Education Programs3
CHDEV 20	Observation and Assessment3
CHDEV 30	Child, Family, and Community3
CDHEV 37A	Early Childhood Practicum3
CHDEV 39	Child Growth and Development.....3

CHOOSE ONE ADDITIONAL LAB FROM THE COURSES BELOW..... 3

Course selection should be based an area of specialization: Preschool; Infant/Toddler; School-Age; Early Intervention

CHDEV 37B	Advanced Practicum in Early Childhood Education3
CHDEV 7	Infant-Toddler Development and Care.....3
CHDEV 8A	Introduction to School Age Child Care3
CHDEV 32	Early Intervention3

CHOOSE FROM THE COURSES BELOW..... 3

Consideration for course selection should be based on a specialization or career goals. It is recommended that you get guidance from one of the Child Development Instructors

CHDEV 2	Introduction to Early Childhood Education 2
CHDEV 5	Parent Education 3
CHDEV 7A	Advanced Infant Toddler Development and Care..... 3
CHDEV 8B	Programs for School-Age Child Care Programs 3
CHDEV 12	Child Abuse3
CHDEV 33A	Early Childhood Curriculum: Emphasis on Art, Drama, Music and Movement..... 3
CHDEV 33B	Early Childhood Curriculum: Emphasis on Math, Science and Literacy.....3
CHDEV 35	Exceptional Children 3
CHDEV 40A	Administration of Childhood Programs..... 3
CHDEV 40B	Advanced Administration of Childhood Programs..... 3
CHDEV 45	Supervision of Adults in ECE Classrooms 2
CHDEV 47	Emergent Literacy 3
CHDEV 49	Guidance for Young Children 3
CHDEV 151	Introduction to Family Child Care 1
CHDEV 152	Quality Programs in Family Child Care 1

Total Units 30

Advisors: Davidson, Ehrlich (Willow International), Firsch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

CHILD DEVELOPMENT

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Child Development is designed to prepare students to work with young children in a variety of early care and education settings. Upon Completion of the Child Development Certificate of Achievement the student possesses the coursework required to work as a teacher in both a private or public early care and education setting serving preschool-age children. Additionally, with appropriate documented work experience, the student is eligible to apply for the California Child Development Permit through the Commission on Teacher Credentialing at the Associate Teacher Level.

CHDEV 1	Principles and Practices of Teaching Young Children	3
CHDEV 3	Introduction to Curriculum.....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs.....	3
CHDEV 20	Observation and Assessment	3
CHDEV 30	Child, Family, and Community.....	3
CDHEV 37A	Early Childhood Practicum	3
CHDEV 39	Child Growth and Development.....	3
	Total Units	24

Advisors: Davidson, Erlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

EARLY INTERVENTION ASSISTANT

CERTIFICATE OF ACHIEVEMENT

Current legislation mandates that infants and young children with disabilities and other special needs, be served in the “natural environment”, starting at birth. This certificate of achievement is designed to prepare students to work with infants, toddlers and young children with disabilities and other special needs in early intervention settings and inclusive early care and education settings. A student who completes the certificate, is qualified to work at the Early Intervention Assistant I level of the California Early Start Personnel Model.*

CHDEV 3	Introduction Curriculum	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education	3
CHDEV 7	Infant – Toddler Development and Care	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs	3

CHDEV 20	Observation and Assessment	3
CHDEV 30	Child, Family, and Community	3
CHDEV 32	Early Intervention	3
CHDEV 35	Exceptional Children	3
CHDEV 39	Child Growth and	
CHDEV 49	Guidance for Young Children.....	3
	Total Units	29

Recommended courses: American Sign Language 1 and 2
Advisors: Davidson, Erlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

FAMILY CHILD CARE

CERTIFICATE OF ACHIEVEMENT

(pending state approval)

This certificate provides a foundation in early childhood education and is designed to meet the training needs of family child care providers, individuals who are licensed to care for children in their homes. Upon completion of this certificate, the student is prepared to offer quality in-home child care to families in the community.

CHDEV 3	Introduction to Curriculum.....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education	3
CHDEV 30	Child, Family, and Community.....	3
CHDEV 39	Child Growth and Development	3
CHDEV 151	Introduction to Family Child Care	1
CHDEV 152	Quality Programs in Family Child Care	1
	Total Units	14

Advisors: Davidson, Erlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

PARAPROFESSIONAL

ASSOCIATE IN SCIENCE DEGREE

This program will prepare students to work in the K-12 grades as a teacher’s aide, following the guidelines of the Federal mandate “No Child Left Behind.”

CHDEV 19V	Cooperative Work Experience, Child Development	8-16
CHDEV 30	Child, Family, and Community	3
CHDEV 33A	Early Childhood Curriculum: Emphasis on Art, Drama, Music and Movement	3
CHDEV 33B	Early Childhood Curriculum: Emphasis on Math, Science and Literacy	3
CHDEV 39	Child Growth and Development	3
CHDEV 160	Topics in Child Development	1-8

Select additional units to complete 36 units, from:

CHDEV 8A	Introduction to School-Age Child Care	3
CHDEV 8B	School-Age Child Care	3
CHDEV 12	Child Abuse	3
CHDEV 35	Exceptional Children	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs	3
CHDEV 47	Emergent Literacy	3
CHDEV 49	Guidance for Young Children	3
CHDEV 2 or	Introduction to Early Childhood Education	2
EDUC 10	Introduction to Teaching	3

Total Units 36

Advisors: Davidson, Ehrlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

PARAPROFESSIONAL

CERTIFICATE OF ACHIEVEMENT

This program will prepare students to work in the K-12 grades as a teacher’s aide, following the guidelines of the Federal mandate “No Child Left Behind.”

Select 33-36.5 units from the following (minimum of one course from each section)33-36.5

Curriculum

CHDEV 3	Introduction to Curriculum	3
CHDEV 19V	Cooperative Work Experience, Child Development	1 - 8
CHDEV 47	Emergent Literacy	3
CHDEV 160	Child Development Topics	1 -3

Study of Children

CHDEV 35	Exceptional Children	3
CHDEV 39	Child Growth and Development	3
CHDEV 49	Guidance for Young Children	3

Family and Community

CHDEV 8A	Introduction to School-Age Child Care	3
CHDEV 8B	School-Age Child Care	3
CHDEV 12	Child Abuse	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs	3
CHDEV 30	Child, Family, and Community	3
Child Development Topics		1 - 3

Administration and Global Understanding of Teaching

CHDEV 2	Introduction to Early Childhood Education	2
CHDEV 160	Child Development Topics	1 - 3
EDUC 10	Introduction to Teaching	3

Select 11.5-15 units from the following (minimum of one course from each section): 11.5-15

English / Language Communication Skills

English 125, 126 or a higher level of English as determined by individual assessment outcome.

American Sign Language 1,2; Communication 1, 12; Linguistics 11; Spanish 3NS, 4NS.

Math Skills

Mathematics 101 or higher as determined by individual assessment outcome.

Technology Skills

Art 30A, 37A or 38; Information Systems 1, 2, 3, 4, 11, 15; Office Technology 1, 11A

Human Relation Skills

Sociology 1A, 2; Psychology 2, 5

Total Units 48

Advisors: Davidson, Ehrlich (Willow International), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

COMMUNICATION

ASSOCIATE IN ARTS DEGREE

The Communication degree program is designed to prepare students to continue studies toward a B.A. degree in Communication or for entry level into a variety of career options that require competent and ethical communication skills. Employment opportunities are diverse and can range from College Professor in Communication to Public Relations or a career in Mass Communications such as radio and television. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

Student Learning Outcomes

1. demonstrate and apply core communication theories and principles
2. construct and deliver competent presentations that are adapted to the audience and purpose
3. critically evaluate communicative situations

Required Core Courses 12

COMM 1	Public Speaking3
COMM 2	Interpersonal Communication3
COMM 4	Persuasion3
COMM 8	Group Communication3
COMM 25	Argumentation3

Students must take all of the above classes. Communication 1, 2, 4, and 8 also fulfill the Reedley College General Education Area D.2 and Oral Competency requirement so only three of those four classes can count towards the degree as the fourth will count towards General Education.

Choose two of the following: 6

COMM 12	Fundamentals of Interpretation3
COMM 15	Computer-Mediated Communication3
JOURN 1	Introduction to Mass Communications 3
PHIL 2	Critical Thinking and Writing3

Total Units 18

COMPUTER SCIENCE

ASSOCIATE IN SCIENCE DEGREE

Upon completion of the program, students should be able to understand the social impact of computers on human society, carry out computer related tasks with professional ethics, and write programs using both procedural and object oriented programming languages.

Transfer

Purpose: To prepare students for transfer into four-year computer science programs.

Students planning to transfer to a four-year college or university should familiarize themselves with the computer science program requirements at the school to which they will transfer.

Computer Science Core8

CSCI 40	Programming Concepts and Methodology I 4
CSCI 41	Programming Concepts and Methodology II 4

Select additional units from the following courses:.....12

CSCI 1	Introduction to Computer Science3
CSCI 5	Java Programming3
CSCI 15	Introduction to UNIX3
CSCI 26	Discrete Mathematics for Computer Science4
CSCI 45	Computer Organization and Assembly Language Programming4
MATH 5A	Math Analysis I5
MATH 5B	Math Analysis II4
PHYS 2A or PHYS 4A	General Physics I Physics for Scientists and Engineers4
PHYS 2B or PHYS 4B	General Physics II Physics for Scientists and Engineers2
	Total Units	20

Recommended courses:

Mathematics 5A, 5B; Physics 2A, 2B

Advisor: Glaves (Willow International), Owens

CRIMINOLOGY

CRIMINOLOGY

ASSOCIATE IN SCIENCE DEGREE

The Criminology Program is designed for those students interested in the academy, employment and/or further education in all aspects of the criminal justice system - criminology, law enforcement, the courts, corrections, probation and parole, juvenile procedures and private and industrial security.

Some courses are offered on an as-needed basis and are predicated on minimum enrollment requirements; in addition some courses are offered as recommended electives. Students enrolling in Criminology courses with employment within the criminal justice system in mind should be aware that any person with a felony conviction, a cluster of driving violations, serious drug abuse, a bad credit rating, or found to be of "bad character" will not be eligible for criminal justice system employment.

Option 1 – Law Enforcement

CRIM 1	Introduction to Criminology.....	3
CRIM 2 or CRIM 7B	Traffic Control Police Operations and Procedures.....	3
CRIM 3	Legal Aspects of Evidence	3
CRIM 4	Principles and Procedures of the Justice System.....	3
CRIM 5	Community Relations.....	3
CRIM 6A	Criminal Law	3
CRIM 6B	Criminal Law	3
CRIM 7A	Police Operations and Procedures.....	3
CRIM 8	Criminal Investigation	3
CRIM 12	Criminal Justice Communications.....	3
	Total Units	30

Recommended Electives: Criminology 10, 14, 2, 7B

Option 2 – Corrections

CRIM 1	Introduction to Criminology.....	3
CRIM 3	Legal Aspects of Evidence	3
CRIM 4	Principles and Procedures of the Justice System.....	3
CRIM 6A	Criminal Law	3
CRIM 6B	Criminal Law	3

CRIM 8	Criminal Investigation	3
CRIM 11	Juvenile Delinquency	3
CRIM 14	Multi-Cultural Issues Within Public Safety	3
CRIM 20	Introduction to Corrections	3
CRIM 28	Probation and Parole	3
	Total Units	30

Recommended Electives: Criminology 5, 12

Advisors: G. Elliott (Willow International/Madera)

DENTAL ASSISTING

DENTAL ASSISTING

ASSOCIATE IN SCIENCE DEGREE

10 MONTHS CERTIFICATE OF ACHIEVEMENT

Purpose: To provide a background in biodental sciences and practical training in dental office business procedures, chairside assisting, oral x-ray technology, coronal polish, and manipulation of dental materials.

DA 101	Dental Assisting 1	22
DA 102	Dental Assisting 2	13
DA 103	Dental Assisting 3	3
	Total Units	38

Additional Requirements: Completion of one year of high school computer keyboarding or the equivalent prior to completion of the dental assisting program. Completion of an American Heart Association or American Red Cross approved CPR Healthcare Providers course prior to participation in DA 101.

Students admitted to the dental assisting program are expected to maintain a 2.0, "C" average in their dental assisting courses. Failure to maintain a 2.0, "C" average in DA courses will result in termination from the program. Students are required to purchase malpractice insurance, personal protection equipment, radiology film holder, and designated clinic attire. Immunization for Hepatitis B is recommended. Radiology courses cannot be taken during pregnancy.

Additional Information: 300 hours of supervised clinical training provides the student with an opportunity to refine his/her skills. Graduates of the DA program have both the theory and practical skills to enter the job market and to qualify to sit for the Registered Dental Assistants Examination offered by the Dental Board of California. The coronal polish and oral radiology courses are approved by the Dental Board of California.

Advisors: Parento, S. Sorensen

ENGINEERING

ENGINEERING

ASSOCIATE IN SCIENCE DEGREE

Students will be prepared for engineering internship opportunities or entry-level industrial jobs, with skills in such areas as computer drafting, solid modeling, engineering design, and problem solving. In addition, students will prepare for transfer into four-year engineering programs, learning the fundamentals of physics, chemistry and engineering.

PHYS 4A	Physics for Scientists and Engineers	4
PHYS 4B	Physics for Scientists and Engineers	4
PHYS 4C	Physics for Scientists and Engineers	4
Select one (1):	4-5
CHEM 1A	General Chemistry	5
CHEM 3A	Introductory General Chemistry	4
Select one (1):	1-2
ENGR 1	The Engineering Profession	1
ENGR 10	Introduction to Engineering.....	2
Select one (1):	4
ENGR 2	Graphics	
ENGR 40	Programming for Scientists and Engineers	
Select one (1):	3-4
ENGR 4	Engineering Materials	3
ENGR 6	Circuits with Lab	4
ENGR 8	Statics.....	3
	Total Units	24-27

Advisors: Graves (Willow International), Heathcote

ENGLISH

CERTIFICATE IN CREATIVE WRITING

Purpose: To prepare students with the skill and knowledge necessary to pursue their own creative writing projects for publication and/or personal enrichment. The certificate in creative writing will also validate the experience of the student entering a creative writing program at a four-year college or university.

ENGL 15A	Creative Writing: Poetry	3
ENGL 15B	Creative Writing: Fiction	3
ENGL 15E	Creative Writing: Creative Non-fiction	3
ENGL 15F	Creative Writing: Screenwriting	3
	Total Units	12

It is recommended that students take as many literature classes as possible in conjunction with their creative writing classes during the course of their program.

Advisors: Apperson, Borofka

ENGLISH

ASSOCIATE IN ARTS DEGREE

A student graduating with an Associate in Arts Degree in English will have successfully completed classes in composition, literature, linguistics, and critical thinking. All students will have written a passing research paper with proper documentation and will have demonstrated transfer level essay writing proficiency based on department rubric. Select one(1) from the following3

ENGL 1B	Introduction to the Study of Literature	3
ENGL 1BH	Honors Introduction to the Study of Literature	3
Select one (1) from the following3		
ENGL 2	Critical Reading and Writing through Literature	3
ENGL 3	Critical Reading and Writing	3
ENGL 3H	Honors Critical Reading and Writing	3
Select from the following 14		
ENGL 15A*	Creative Writing: Poetry	3
ENGL 15B*	Creative Writing: Fiction	3
ENGL 15E*	Creative Writing: Creative Nonfiction	3
ENGL 15F*	Creative Writing: Screenwriting	3
(6 units of Creative Writing may be applied)		
ENGL 41*	Themes in Literature	4
ENGL 44A	World Literature to the Renaissance	3

ENGL 44B	World Literature Since the Renaissance	3
ENGL 47	Shakespeare	3
ENGL 48	American Literature	3
ENGL 49	Latino and Chicano Literature	3
ENGL 72**	Writing Center Theory	1
ENGL 72A**	Advanced Writing Center Theory	1
FILM 1	Film Appreciation	3
FILM 2A	History of Cinema: 1895-1960	3
FILM 2B	History of Cinema: 1960 to present	3
JOURN 1	Introduction to Mass Communications	3
JOURN 3	News Writing	3
Select one(1) from the following3		
LING 10	Introduction to Language	3
LING 11	Introduction to Language	3
Total Units		23

*repeatable

**only 2 units count toward degree

Recommended courses: Art 5, 6; Communication 12; History 1, 2; Journalism 3; Music 12; Philosophy 1, 2

Advisors: Apperson, Berg, Borofka, Burdick (WI), Dominguez, C. Elliott (WI), Fourchy, Garza, Karle, Kaser (MC), Lapp, LaSalle, Leech (MC), Mousseau (WI), Palsgaard (MC), Ramirez (MC), Sanwo (WI), R. Snyder, Stamper, Young-Manning (MC)

ENVIRONMENTAL HORTICULTURE

ASSOCIATE IN SCIENCE DEGREE

Upon completion of the Environmental Horticulture Associate in Science Degree, students will have developed skills and competencies in landscape design and maintenance, plant propagation and production, floral design, pest management, irrigation installation, and water management. The skills and knowledge developed by students through this course of study will successfully prepare them to assume responsibility for leadership and management positions in horticultural business organizations and/or governmental agencies such as landscape contracting, landscape and grounds maintenance, landscape design, retail and wholesale nursery operations, pest control, floral design, and other environmental horticulture industry sectors.

Agriculture Core 28

AG 1	Computer Applications in Agriculture.....3
AG 3	Agriculture Accounting.....3
AG 5	Ag Sales & Communications.....3
AGNR 1	Agricultural Careers1
AGNR 2	Agricultural Leadership.....1
AGNR 10	Construction Technology.....3
PLS 1	Introduction to Plant Science3
PLS 1L	Introduction to Plant Science Lab1
PLS 2	Soils.....3
PLS 2L	Soils Lab.....1
PLS 5	Principles of Irrigation Management3
PLS 7	Integrated Pest Management3

Environmental Horticulture Concentration: 12

EH 30	Principles of Environmental Horticulture3
EH 37	Beginning Floral Design3
EH 43	Plant Propagation/ Production3
EH 48	Landscape Design3

ENVIRONMENTAL HORTICULTURE

CERTIFICATE OF ACHIEVEMENT

Upon completion of this program of study, students will be prepared for entry-level positions in the Environmental Horticulture Industry. Students will have acquired the skills, knowledge and attributes necessary to assist with the day-to-day operations within the Environmental Horticulture industry. This program of study will develop student competencies in floral arrangement and design, plant propagation techniques and greenhouse operation, landscape design and maintenance, and the fundamental knowledge of current horticulture practices.

EH 30	Principles of Environmental Horticulture.....3
EH 37	Beginning Floral Design.....3
EH 43	Plant Propagation/Production3
EH 48	Landscape Design.....3

CERTIFICATE IN FLORAL DESIGN

EH 35	Floral Design 1
EH 38	Advanced Floral Design..... 1
EH 39	Wedding and High Style Floral Design 1
	Total Units 3

FINE ARTS

ASSOCIATE IN ARTS DEGREE

The fine arts major is an interdisciplinary program which embraces the philosophy that the arts communicate value through both content and performance experience. Subjects in the fine arts complement each other to give the student a well-rounded arts background.

The fine arts program is well suited for the transfer student as well as the student who completes his/her education at Reedley College.

ART 1	Art Basics: 2/3 Dimensional Design	3
ART 37A or ART 38	Photoshop®: Digital Visual Art Painter®: Computer Digital Imaging	3
PHOTO 1	Basics of Digital Photography	3
Select from the following:	3
ART 2	Art Appreciation	
ART 5	Art History 1	
ART 6 or ART 6H	Art History 2 Honors Art History 2	3
Select from the following:	3
MUS 1A	Music Theory I	
MUS 3	Music Fundamentals	
Select from the following:	3
ART 7	Beginning Drawing	
ART 9	Beginning Painting	
ART 10	Beginning Ceramics	
Select from the following:	3
MUS 12	Music Appreciation	
MUS 16	Jazz History and Appreciation	
Select from the following:	2
MUS 20	Beginning Piano: Level I	
MUS 21	Beginning Piano: Level II	
MUS 22	Intermediate/Advanced Piano	
MUS 31	Concert Choir	
MUS 33	Chamber Singers	
MUS 40	Concert Band	
MUS 41	Jazz Ensemble	
MUS 45	College Orchestra	
	Total Units	23

Advisors: King (Willow International), Ledgerwood, Masterson, Snyder, Norton (Madera)

FOREIGN LANGUAGE

ASSOCIATE IN ARTS DEGREE

Students will understand the phonological, semantic, and syntactic features of a foreign language and the relationship of that language to one or more cultures in which it is used. Students will possess the receptive skills (listening and reading) and the productive skills (speaking and writing) necessary to achieve communicative competence in at least one foreign language and will be prepared to pursue more advanced study of that language at a four-year institution.

Total Units: A minimum of 23 units must be completed for the major, including the high intermediate course of a foreign language, at least 4 units of another foreign language, and LING 10 or LING 11. At least 16 units must be completed in foreign language courses. The additional units must be chosen from the listed courses which provide historical, literary, and cultural background for language learning and appreciation.

ENGL 44A	World Literature to the Renaissance	3
ENGL 44B	World Literature Since the Renaissance	3
ENGL 49	Latino and Chicano Literature	3
FRENCH 1	Beginning French	4
FRENCH 2	High-Beginning French	4
FRENCH 3*	Intermediate French	4
FRENCH 4*	High-Intermediate French	4
GERMAN 1*	Beginning German	4
GERMAN 2*	High-Beginning German	4
GERMAN 3*	Intermediate German	4
GERMAN 4*	High-Intermediate German	4
HIST 1	Western Civilization to 1648	3
HIST 2	Western Civilization from 1648	3
LING 10 or LING 11	Introduction to Language	3
SPAN 1	Beginning Spanish	4
SPAN 2	High-Beginning Spanish	4
SPAN 3	Intermediate Spanish	4
SPAN 3NS	Spanish for Spanish Speakers	4
SPAN 4	High-Intermediate Spanish	4
SPAN 4NS	Spanish for Spanish Speakers	4
SPAN 15*	Practical Spanish Conversation, Low-Intermediate Level	4
SPAN 16*	Practical Spanish Conversation, High-Intermediate Level	4
	Total Units at least	23

*(offered subject to demand)

Additional Information: Students wishing to transfer to a four-year college or university should become familiar with the programs and requirements of the school of their choice.

Advisors: Aguirre, Amezola, Hammer (Willow International), Vega (Madera)

HEALTH CARE INTERPRETER

CERTIFICATE IN HEALTH CARE INTERPRETER

The Health Care Interpretation Certification Program's purpose is to prepare bilingual and bicultural individuals to develop skills necessary for effective language interpretation in health care settings, to bridge the cultural gap, to develop cultural competency and improve linguistic and cultural communication for health care clients. Interpreters will utilize these skills in community based organizations to provide accurate health care information and perform cultural advocacy as required by Federal law.

Prior to entrance into Health Interpreter Program orientation and assessment of bilingual skills is required.

HLTH 14*	Interpreting in Health Care I	4
HLTH 15	Interpreting in Health Care II.....	4
HLTH 16	Field Work in Health Care Interpreting.....	4
	Total Units	12

*Health 14 must be completed within 2 years prior to enrollment of Health 15 and 16.

Recommended courses: Office Technology 10, Biology 20, 22

HUMAN SERVICES

CERTIFICATE OF ACHIEVEMENT

This certificate of achievement will provide students a breadth of Social Work and Social Welfare knowledge. Students will be able to become employed in entry level social work occupations, which offer an occupational career ladder in the field. Students will demonstrate knowledge and skills in working within the social work and social welfare agencies, be able to address social issues; such as poverty, mental illness, crime, violence, divorce, and drug abuse in our society. The students will gain intervention skills to address the barriers within the human service field.

ACCTG 40	Applied Accounting.....	3
HS 20	Introduction to Social Welfare.....	3
HS 24	Fundamentals of Interviewing and Counseling.....	3
HS 30	Group and Community Social Services	3
HS 19V	Cooperative Work Experience, Human Services	2
IS 12 or IS 15	Computer Literacy Concepts	3
	Total Units	17

INFORMATION SYSTEMS

CERTIFICATE IN BASICS OF COMPUTERS

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing the course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment. These courses apply toward the Associate in Science Degree in Information Systems.

IS 15	Computer Concepts	3
IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 26A	Database Concepts and Design	3
IS 29	Operating Systems	1.5
IS 40A	Internet Concepts and Design.....	3
	Total Units	13.5

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

CERTIFICATE IN COMPUTER LITERACY BRIEF COURSES

This certificate meets the Computer Familiarity requirement for graduation.

IS 1	Personal Computer Basics	1
IS 2	Word Processing - A Brief Course5
IS 3	Spreadsheets - A Brief Course5
Select one (1):5
IS 4	The Internet-A Brief Course	
IS 5	How to Build a Computer System	
IS 6	PowerPoint-A Brief Course	
	Total Units	2.5

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

HELP DESK

CERTIFICATE OF ACHIEVEMENT

This core program provides students with the knowledge, training, and hands-on experience to pursue a career as a Help Desk professional in Information Systems. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamentals necessary to work as a Help Desk professional in business, government, or education. These courses apply toward the Associate of Science degree in Information Systems.

IS 15	Computer Concepts	3
IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 26A	Database Concepts and Design	3
IS 26B	Advanced Database Concepts and Design	1.5
IS 29	Operating Systems	1.5
IS 30	Fundamentals of Networking.....	3
IS 40A	Internet Concepts and Design.....	3
IS 45	Computer Configuration and Troubleshooting	1.5
	Total Units	19.5

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

INFORMATION SYSTEMS

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is designed to provide students with the basic knowledge and skills necessary to pursue a career in Information Systems. Students completing the Business Department Core courses and the Information Systems Core courses and one of the four options (End User/Help Desk, Networking, Web Design, or Web Programming) will be able to enter the workforce with a comprehensive understanding of computer basics and a computing specialty (option) that can be applied in business, government, or education.

Business Department Core 12

ACCTG 40	Applied Accounting
BA 5	Business Communications
BA 10	Introduction to Business
IS 15	Computer Concepts
Select one (1):.....3-5	
BA 39	Finite Mathematics for Business
DS 117	Business Mathematics
MATH 5A	Math Analysis I
STAT 7	Elementary Statistics

Information Systems Core 10.5

IS 16	Word Processing
IS 18	Spreadsheet Fundamentals
IS 26A	Database Concepts and Design
IS 29	Operating Systems
IS 40A	Internet Concepts and Design

Select an option from: 6-7.5

- Help Desk Option
- Networking Option
- Web Design Option
- Web Programming Option

Help Desk Option 6

IS 26B	Advanced Database Concepts and Design
IS 30	Fundamentals of Networking
IS 45	Computer Configuration and Troubleshooting

Networking Option 7.5

IS 30	Fundamentals of Networking
IS 43	Advanced Networking Concepts
IS 45	Computer Configuration and Troubleshooting

Web Design Option 6

IS 40B	Advanced Internet Concepts and Design
IS 42A	Business and Web Graphics

Web Programming Option 7.5

IS 31	Introduction to Programming
IS 33 or IS 50A	Beginning Java Programming Introduction to Game Programming
IS 47	Visual Basic

Total Units 31.5-35

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

INFORMATION SYSTEMS

CERTIFICATE OF ACHIEVEMENT

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment. These courses apply toward the Associate in Science Degree in Information Systems.

ACCTG 40	Applied Accounting	3
BA 5	Business Communications	3
BA 10	Introduction to Business	3
IS 15	Computer Concepts	3
IS 16	Word Processing.....	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 26A	Database Concepts and Design.....	3
IS 29	Operating Systems	1.5
IS 40A	Internet Concepts and Design.....	3
	Total Units	22.5

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

NETWORKING

CERTIFICATE OF ACHIEVEMENT

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a networking technician. Students completing this course of study will possess a fundamental understanding of computer networks and be able to enter the workforce as a technician in business, government, or education. These courses apply toward the Associate in Science Degree in Information Systems.

IS 15	Computer Concepts	3
IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 26A	Database Concepts and Design	3
IS 29	Operating Systems	1.5
IS 30	Fundamentals of Networking	3
IS 40A	Internet Concepts and Design.....	3
IS 43	Advanced Networking Concepts	3
IS 45	Computer Configuration and Troubleshooting	1.5
	Total Units	21

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

PROGRAMMING FOR THE WEB

CERTIFICATE OF ACHIEVEMENT

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a Web programming specialist. Students completing this course of study will be able to enter the workforce as a programming specialist in Web environments in business, government, and education. These courses apply toward the Associate in Science Degree in Information Systems.

IS 15	Computer Concepts	3
IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 26A	Database Concepts and Design.....	3
IS 29	Operating Systems	1.5
IS 31	Introduction to Programming	1.5
IS 33	Beginning Java Programming	3
IS 40A	Internet Concepts and Design.....	3
IS 47	Visual Basic	3
	Total Units	21

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

WEB DESIGN

CERTIFICATE OF ACHIEVEMENT

This core program provides students with the knowledge, training, and hands-on experience to pursue a career as a Web Design specialist. Students completing this course of study will be able to enter the workforce as a Web Design specialist in business, government, and educational environments. These courses apply toward the Associate of Science degree in Information Systems.

IS 15	Computer Concepts	3
IS 16	Word Processing.....	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 26A	Database Concepts and Design	3
IS 26B	Advanced Database Concepts and Design	1.5
IS 29	Operating Systems	1.5
IS 30	Fundamentals of Networking.....	3
IS 40A	Internet Concepts and Design.....	3
IS 40B	Advanced Internet Concepts and Design	3
IS 42A	Business and Web Graphics	3
	Total Units	24

Advisors: Atencio, Cusaac (Madera), Morales, Nabors (Willow International), Sandoval, Tjahjadi (Willow International)

JOURNALISM

CERTIFICATE IN JOURNALISM

Students who complete this program will have fundamental print journalism writing and editing skills as well as the basic computer skills of newspaper layout and design. Students completing these courses will be able to identify and understand the different mass mediums, interview subjects, meet publication deadlines, contribute to the production of a newspaper, know the design elements of a newspaper, understand journalism ethics and show experience working in the field of journalism. Completion of the program prepares students for: entry-level positions in print journalism, broadcast journalism, photojournalism, public relations, advertising and newspaper layout and design; and for transfer into four-year colleges and universities.

JOURN 1	Introduction to Mass Communications.....	3
JOURN 3	Newswriting	3
JOURN 7	Writing By Design: Publication and Production	3
JOURN 8	Student Publication Staff	3
JOURN 19V	Cooperative Work Experience, Journalism.....	1-4
	Total Units	13-16

Recommended courses: English 1A, Photography 1, Marketing 12

Advisors: C. Elliott (Willow International), Fourchy, Lapp, Main

LIBERAL ARTS

ASSOCIATE IN ARTS DEGREE

A student graduating with an Associate in Arts Degree in Liberal Arts will have successfully completed classes in history, fine arts, literature, philosophy, and foreign language and critical thinking.

History - at least 3 units:

HIST 1	Western Civilization to 1648.....	3
HIST 2	Western Civilization from 1648	3
HIST 20	Comparative World Civilizations to 1600	3

Philosophy - at least 3 units:

PHIL 1	Introduction to Philosophy	3
PHIL 1C	Ethics	3
PHIL 1CH	Honors Ethics	3
PHIL 1D	World Religions.....	3

Fine Arts - at least 3 units:

ART 2	Art Appreciation.....	3
ART 5	Art History 1.....	3
ART 6 or	Art History 2	

ART 6H	Honors Art History 2.....	3
ENGL 15A	Creative Writing: Poetry	3
ENGL 15B	Creative Writing: Fiction	3
ENGL 15E	Creative Writing: Creative Non-fiction	3
ENGL 15F	Creative Writing: Screenwriting	3
FILM 1	Introduction to Film Studies.....	3
MUS 12	Music Appreciation	3
Foreign Language - at least 4 units:		
ASL 2	High-Beginning American Sign Language	4
ASL 3	Intermediate Sign Language.....	4
ASL 4	High-Intermediate American Sign Language	4
FRENCH 2	High-Beginning French	4
FRENCH 3	Intermediate French	4
FRENCH 4	High-Intermediate French.....	4
GERMAN 2	High-Beginning German	4
GERMAN 3	Intermediate German	4
GERMAN 4	High-Intermediate German	4
SPAN 2	High-Beginning Spanish.....	4
SPAN 3	Intermediate Spanish.....	4
SPAN 3NS	Spanish for Spanish Speakers	4
SPAN 4	High-Intermediate Spanish	4
SPAN 4NS	Spanish for Spanish Speakers	4
LING 10 or 11	Introduction to Language	3
Literature - at least 3 units:		
ENGL 1B or ENGL 1BH	Introduction to the Study of Literature Honors Introduction to the Study of Literature	3
ENGL 41	Themes in Literature	4
ENGL 44A	World Literature to the Renaissance	3
ENGL 44B	World Literature since the Renaissance	3
ENGL 46A	English Literature to 1800.....	3
ENGL 46B	English Literature from 1800 to the present.....	3
ENGL 47	Shakespeare.....	3
ENGL 48	American Literature	3
Critical Thinking - at least 3 units:		
COMM 25	Argumentation.....	3
ENGL 2	Critical Reading and Writing Through Literature	3
ENGL 3 or ENGL 3H	Critical Reading and Writing Honors Critical Reading and Writing	3
PHIL 2	Critical Thinking and Writing.....	3
PHIL 4	Critical Reasoning.....	3
PHIL 6	Introduction to Logic.....	3
Select one additional course from above areas		3
	Total Units	22-23

Recommended courses: Political Science 5

Advisors: Cole, Genera, Lapp, Martinez, van Wybe

LIBERAL ARTS & SCIENCES

ASSOCIATE IN ARTS DEGREE

The Liberal Arts & Sciences A.A. Degree is designed for the student who wishes to earn a degree in a broad area of study that includes additional coursework in an “Area of Emphasis”. This area of emphasis will be an ideal choice for students planning to transfer to the California State University or University of California as students can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Each student should consult with a counselor for specific information regarding intended majors at the specific college/university of his/her choice.

Total Units Required: 60

• Choose either option I or II or III for the General Education pattern related to your educational goal.

- I. Associate in Arts Degree General Education
- II. CSU GE
Minimum units necessary to meet the CSU General Education Certification requirements.
- III. IGETC
Minimum units necessary to meet the IGETC Certification requirements.

- Complete 18 units in one “Area of Emphasis”
 - American Studies
 - Arts and Humanities
 - Natural Sciences
- For ALL OPTIONS: complete necessary Reedley College Graduation and Competency requirements
- All courses listed below transfer to CSU. Courses in BOLD also are transferable to UC. Refer to www.ASSIST.org for transfer details or see a counselor or faculty advisor for additional details. (* indicates that transfer credit is limited by UC)
- Electives may be necessary to total 60 degree applicable units required for the Associate degree.

AREAS OF EMPHASIS

American Studies

These courses emphasize the study of contemporary America, American society, and its historical development. Through interdisciplinary study, students will evaluate and interpret the development of the cultures of the United States and the role these cultures play in defining what it has meant – and continues to mean – to be American.

Select eighteen units from the following:..... 18

ENGL 48	American Literature	3
FILM 2B	History of Cinema: 1960 to Present.....	3

HIST 11	History of the United States to 1877	3
HIST 12 or HIST 12H	History of the United States since 1877	3
HIST 32	Honors History of the United States since 1877	3
JOURN 1	History of the Mexican American People	3
MUS 16	Introduction to Mass Communications.....	3
NR 7	Jazz History and Appreciation.....	3
SOC 1A	Conservation of Natural Resources	3
SOC 2	Introduction to Sociology.....	3
	American Minority Groups.....	3
	Total Units	18

Arts and Humanities

These courses emphasize the study of cultural and humanistic activities, and literary and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves in response to each other and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Select one course from: 3

ART 1	Art Basics: 2/3 Dimensional Design.....	3
ART 2	Art Appreciation.....	3
ART 5	Art History 1.....	3
ART 6 or ART 6H	Art History 2	3
	Honors Art History 2.....	3

Select one course from: 3

ENGL 1B or ENGL 1BH	Introduction to the Study of Literature	3
ENGL 41	Honors Introduction to the Study of Literature	3
ENGL 44A	Themes in Literature	3
ENGL 44B	World Literature to the Renaissance.....	3
ENGL 46A	World Literature from the Renaissance	3
ENGL 46B	English Literature to 1800....	3
ENGL 47	English Literature from 1800 to the Present	3
ENGL 48	Shakespeare.....	3
ENGL 49	American Literature	3
	Latino and Chicano Literature.....	3

Select one course from: 3

HIST 1	Western Civilization to 1648 3
HIST 2	Western Civilization from 1648 3
HIST 11	United States History to 1877 3
HIST 12 or HIST 12H	United States History since 1877 Honors United States History since 1877 3
HIST 20	World History 3

Select one course from: 3

MUS 12	Music Appreciation 3
MUS 16	Jazz History and Appreciation 3

Select one course from: 3

PHIL 1	Introduction to Philosophy ...3
PHIL 1C	Ethics3
PHIL 1D	World Religions.....3

Select an additional 3 units from above 3

Total Units 18

Natural Sciences

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Select from a minimum of three disciplines 18

ANTHRO 1	Biological Anthropology3
BIOL 1	Principles of Biology4
BIOL 2	Environmental Science4
BIOL 3	Introduction to Life Science4
BIOL 5	Human Biology.....4
BIOL 11A	Biology for Science Majors I5
BIOL 11B	Biology for Science Majors II5
BIOL 20	Human Anatomy4
BIOL 22	Human Physiology.....5
BIOL 31	Microbiology5
CHEM 1A	General Chemistry5
CHEM 1B	General Chemistry and Qualitative Analysis5
CHEM 3A	Introductory General Chemistry4
CHEM 3B	Introductory Organic and Biological Chemistry.....3

CHEM 8	Elementary Organic Chemistry3
CHEM 9	Elementary Organic Chemistry Laboratory3
CHEM 10	Elementary Chemistry4
CHEM 28A	Organic Chemistry3
CHEM 28B	Organic Chemistry3
CHEM 29A	Organic Chemistry Laboratory.....2
CHEM 29B	Organic Chemistry Laboratory.....2
GEOG 5	Physical Geography: Environmental Conditions...3
GEOG 9	Physical Geography: Land Formation3
GEOL 1	Physical Geology4
GEOL 2	Historical Geology3
GEOL 9	Introduction to Earth Science3
GEOL 10	Rocks, Fossils, and Minerals3
NR 1	Introduction to Forestry.....2
NR 4	Forest Ecosystems3
NR 6	Dendrology3
NR 7	Conservation of Natural Resources3
NR 14	Principles of Wildlife Management3
PHYS 2A	General Physics I.....4
PHYS 2B	General Physics II4
PHYS 4A	Physics for Scientists and Engineers.....4
PHYS 4B	Physics for Scientists and Engineers.....4
PHYS 4C	Physics for Scientists and Engineers.....4
PHYS 10	Conceptual Physics4
PHYS 30	Physical Science.....3
PLS 1	Introduction to Plant Science3
PLS 1L	Introduction to Plant Science Laboratory1
PLS 2	Soils.....3
SCI 1A	Introductory Chemical and Physical Science.....3
SCI 3	Introduction to Astronomy.....4

Total units ...18

LIBERAL STUDIES

ASSOCIATE IN ARTS DEGREE

Students completing the Liberal Studies associate degree will have the knowledge, skills and attributes necessary to successfully transfer into the elementary school teaching programs offered at four-year institutions. In addition, students will obtain a strong foundation for other professions in fields of public services. Please consult with a counselor for specific information regarding your intended major at the specific college/university of your choice.

Total Units Required: 60

- Choose either option I or II or III for the General Education pattern related to your educational goal.

- I. Associate in Arts Degree
General Education
- II. CSU GE
Minimum units necessary to meet the CSU
General Education Certification
requirements.

- III. IGETC
Minimum units necessary to meet the
IGETC Certification requirements. ...

- For ALL OPTIONS (I, II, III):
Complete necessary Reedley College
Graduation and Competency requirements
(See catalog).
- Complete 18 units as listed below.
- Electives may be necessary to total 60
degree applicable units required for the
Associate degree.

Select one course from: 3

COMM 25	Argumentation
ENGL 2	Critical Reading and Writing through Literature
ENGL 3	Critical Reading and Writing
ENGL 3H	Honors Critical Reading and Writing
PHIL 2	Critical Thinking and Writing
PHIL 4	Critical Reasoning
PHIL 6	Introduction to Logic

Select one course from: 3-4

BIOL 3	Introduction to Life Science
GEOL 9	Introduction to Earth Science
SCI 1A	Introductory Chemical and Physical Science

Select one course from: 3

ART 2	Art Appreciation
ART 5	Art History 1
ART 6	Art history 2
ART 6H	Honors Art History 2
MUS 12	Music Appreciation

Select one course from: 3

ENGL 1B	Introduction to the Study of Literature
ENGL 1BH	Honors Introduction to the Study of Literature
HIST 11	History of the United States to 1877
HIST 20	Comparative World Civilizations to 1600

Select two courses from: 6

CHDEV 39	Child Development
EDUC 10	Introduction to Teaching
HLTH 1	Contemporary Health Issues
IS 15	Computer Concepts
GEOG 4A	World Geography
GEOG 4B	World Geography
PSY 2	General Psychology
PSY 2H	Honors General Psychology

Total Units 18-19

MAINTENANCE MECHANIC

CERTIFICATE IN MAINTENANCE MECHANIC

Upon completion of this program students will have a basic understanding of manufacturing principles and skills required for an entry level position in industry.

MM 251	Introduction to Manufacturing.....	.5
MM 252A	Trade Calculations	1
MM 252B	Programmable Controls5
MM 252C	Job Prep.....	.5
MM 252D	Technical Report Writing5
MM 253A	Fluid Power5
MM 253B	Pneumatic Fundamentals.....	.5
MM 253C	Hydraulic Fundamentals.....	.5
MM 254A	Power Transmission.....	.5
MM 254B	Welding Fundamentals	1
MM 254C	Electric Fundamentals.....	1
	Total Units	7

Advisor: Tikkanen

MANUFACTURING TECHNOLOGY

CERTIFICATE IN ADVANCED WELDING

Students will perform advanced shop welding practices in all positions with emphasis on A.W.S. certification. Students will have an understanding of testing and inspection of welds. Students will be able to participate in project design, manufacturing processes, project flowcharting, and project construction.

MFGT 33A	Welding Fabrication/ Certification	5
MFGT 33B	Advanced Welding Fabrication/Certification.....	5
	Total Units	10

Advisors: Fransen, Tikkanen

MACHINE TOOL TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE

After completing course work for a Machinist, students will be able to work safely in a manufacturing environment. In addition, learned skills in shop math, precision measurement, and blueprint reading will allow them to plan work flows and layouts at an entry level. Operating both conventional and CNC machinery along with basic CNC machine programming and CAD / CAM programming prepares the certificate holder for entry level positions as a machinist or CNC operator. Combining the above skills with those of basic welding, electricity, and hydraulics provides additional employment opportunities in many manufacturing facilities. The addition of general education classes, prepares the student for an entry level management position or transfer to a four year college.

MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 23	Electricity	2
MFGT 24	Hydraulics.....	2
MFGT 60	Welding 1	4
MFGT 80	Introduction to Machine Shop	4
MFGT 81	Intermediate Machine Shop	4
MFGT 82	Advanced Machine Shop and Introduction to CNC Programming	4
	Total Units	24

Advisors: Fransen, Tikkanen

MACHININIST

CERTIFICATE OF ACHIEVEMENT

MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 23	Electricity	2
MFGT 24	Hydraulics.....	2
MFGT 60	Welding 1	4
MFGT 80	Introduction to Machine Shop	4
MFGT 81	Intermediate Machine Shop	4
MFGT 82	Advanced Machine Shop and Introduction to CNC Programming	4
	Total Units	24

Advisors: Fransen, Tikkanen

MANUFACTURING 1

CERTIFICATE OF ACHIEVEMENT

After completing course work for Manufacturing Certificate 1, students will be able to work safely in a manufacturing environment. In addition, learned skills in turning, milling, welding, shop math, precision measurement, blueprint reading and industrial materials, will allow them to perform basic manufacturing tasks required for entry level employment in the manufacturing trades.

MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 60	Welding 1	4
MFGT 80	Introduction to Machine Shop	4
	Total Units	12

Advisors: Fransen, Tikkanen

CERTIFICATE IN TURNING AND MILLING

After completing course work for a Certificate in Turning and Milling, students will be able to work safely in a machine shop environment. In addition, learned skills in shop math and precision measurement will allow them to plan work flows and layouts at an entry level. Operating both conventional and CNC milling and turning machines prepare the certificate holder for entry level positions as a machine operator.

MFGT 80	Introduction to Machine Shop	4
MFGT 81	Intermediate Machine Shop	4
	Total Units	8

Advisors: Fransen, Tikkanen

WELDING TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

After completing course work for a Welder Certificate, students will be able to work safely in a manufacturing environment. Certificate holders will be able to work with steel, aluminum and stainless steel and be proficient with the processes of Stick, Mig, Tig, Fluxcore, Oxyfuel and Plasma cutting. In addition, learned skills in blueprint reading, materials, electricity, hydraulics and machining along with their welding knowledge will allow them employment opportunities as entry level machinist or maintenance mechanics as well as various welding jobs from welder/fabricator to certified welder. The addition of general education classes, prepares the student for an entry level management position or transfer to a four year college.

MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials.....	2
MFGT 23	Electricity.....	2
MFGT 24	Hydraulics.....	2
MFGT 60	Welding 1.....	4
MFGT 61	Welding 2.....	4
MFGT 62	Welding 3.....	4
MFGT 80	Introduction to Machine Shop.....	4
	Total Units	24

Advisors: Fransen, Tikkanen

WELDER

CERTIFICATE OF ACHIEVEMENT

After completing course work for a Welder Certificate, students will be able to work safely in a manufacturing environment. Certificate holders will be able to work with steel, aluminum and stainless steel and be proficient with the processes of Stick, Mig, Tig, Fluxcore, Oxyfuel and Plasma cutting. In addition, learned skills in blueprint reading, materials, electricity, hydraulics and machining along with their welding knowledge will allow them employment opportunities as entry level machinist or maintenance mechanics as well as various welding jobs from welder/fabricator to certified welder.

MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials.....	2
MFGT 23	Electricity.....	2
MFGT 24	Hydraulics.....	2
MFGT 60	Welding 1.....	4
MFGT 61	Welding 2.....	4
MFGT 62	Welding 3.....	4
MFGT 80	Introduction to Machine Shop.....	4
	Total Units	24

Advisors: Fransen, Tikkanen

CERTIFICATE IN WELDING

After completing course work for Certificate in Welding, students will be able to work safely in a welding environment. In addition, learned skills in welding, measurement and symbol interpretation will allow them to complete some layout and assembly tasks at an entry level. With knowledge gained in the four major welding processes Stick, Mig, Tig and Fluxcore as well as cutting processes in oxyfuel and plasma the certificate holder is prepared for an entry level position as a welders helper or production line welder.

MFGT 60	Welding 1	4
MFGT 61	Welding 2	4
	Total Units	8

Advisors: Fransen, Tikkanen

MATHEMATICS

ASSOCIATE IN SCIENCE DEGREE

Purpose: To prepare students for Transfer into four-year mathematics programs. The major also provides fundamental background for persons who plan to become systems analysts or computer programmers. The following courses must be completed with a "C" or better grade.

Math Core:	17
MATH 5A	Math Analysis I
MATH 5B	Math Analysis II
MATH 6	Math Analysis III
MATH 7	Introduction to Differential Equations
Select one (1) from the following:	4
Mathematics 11, 11H	
Physics 2A, 4A	
Computer Science 40	
Engineering 40	
	Total Units

21

Advisors: W. Allen (Willow International), J. Gilmore, Gong, Hickey (Willow International), Kelly, Mata (Madera), Montgomery, Obeid, Perez, Ryan (Willow International), Tayar, Watts, Reimer

MECHANIZED AGRICULTURE

CERTIFICATE IN DIESEL ENGINES, SERVICE FUNDAMENTALS AND MACHINE SYSTEMS

Students who successfully complete the outlined course of study will be able to perform entry-level maintenance and repair of diesel engines, understand the principles and theories of operation, and disassemble, assemble, and run a large diesel engine. Students will be able to access technical reference materials, parts and service books, and will successfully navigate the computer systems used by the technician to acquire service information. Students will be able to use a variety of precision measurement tools with a high degree of accuracy, identify and select fittings and fasteners, and use specific tooling required in the engine shop. Students will also demonstrate the correct service procedures and safe operation of various machine systems common to the equipment industry.

MAG 20	Equipment Technician: Diesel Engines, Service Fundamentals, & Machine Systems.....	11
	Total Units	11

Advisors: Deftereos, Dinis, Wenter

CERTIFICATE IN DIESEL ENGINES, TRANSMISSIONS, ELECTRICAL AND HYDRAULIC SYSTEMS

Upon completion of the four major courses students will be able to perform entry level technical skills related to diesel engine electrical systems, including the use of schematics and digital meters when diagnosing and troubleshooting electrical problems. Students will be able to diagnose and repair diesel engine systems, order and replace necessary parts and components, and access the necessary literature to perform service and repairs. Students will be proficient in transmission systems found on on-highway trucks, troubleshoot electronically controlled transmission systems and determine wear and replacement of clutch, torque converter and differential components. Students will be proficient in the application, service and repair of hydraulic systems in agriculture and transportation, and be able to employ problem solving techniques to different hydraulic system malfunctions.

MAG 201	Diesel Electrical Troubleshooting ...	3
MAG 202	Diesel Engines	3
MAG 203	Transmissions and Torque Converters	3
MAG 204	Hydraulics	3
	Total Units	12

Advisors: Deftereos, Dinis, Wenter

CERTIFICATE IN ELECTRICAL, HYDRAULICS & WELDING

Students successfully completing the outlined course of study will be able to perform entry-level service and repair of machine electrical systems, including starting, charging, and monitoring systems. They will be proficient in the use of a digital multimeter in order to measure voltage, amperage and resistance, and will safely and accurately diagnose basic electrical faults. Students will be able to diagnose and repair basic mobile hydraulic and hydrostatic systems requiring the use pressure gauges and flowmeters, and be able to repair hydraulic components. Students will also acquire basic skills in welding and fabrication skills needed for an entry level technician.

MAG 30	Equipment Technician: Electrical, Hydraulic Systems, & Welding.....	11
	Total Units	11

Advisors: Deftereos, Dinis, Wenter

CERTIFICATE IN FUELS AND TUNE-UP AND MACHINE UNDERCARRIAGE

Students who successfully complete the outlined course of study will be able to perform entry-level diagnosis and repair of diesel engine fuel systems. They will calibrate and adjust fuel injection systems, test, repair or replace fuel injectors, adjust valves and time engines. Students will be proficient in the use of specific engine adjustment and calibration tooling, and be able to troubleshoot and repair the electronic systems used to control current industrial engines. Students will be able to service and repair machine undercarriage systems, including differentials, steering clutches, brakes, final drives, tracks and belts.

MAG 31	Equipment Technician: Fuel Systems & Machine Undercarriage	8
	Total Units	8

Advisors: Deftereos, Dinis, Wenter

MECHANIZED AGRICULTURE

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree in Mechanized Agriculture is a two-year program of instruction that prepares equipment technicians for entry level positions and advanced opportunities. This program combines lecture based classes, practical hands-on laboratory activities, and a required work based learning internship during the summer term. Instruction in career preparation is included in this program.

AG 1	Computer Applications in Agriculture	3
MAG 19V	Cooperative Work Experience, Mechanized Agriculture.....	2
MAG 20	Equipment Technician: Engines, Service Fundamentals, & Machine Systems.....	11
MAG 21	Equipment Technician: Transmissions, Converters, & Air Conditioning.....	8
MAG 30	Equipment Technician: Electrical, Hydraulic Systems, & Welding.....	11
MAG 31	Equipment Technician: Fuel Systems & Machine Undercarriage	8
PLS 2	Soils	3
	Total Units	46

Advisors: Deftereos, Dinis, Wenter

MECHANIZED AGRICULTURE

CERTIFICATE OF ACHIEVEMENT

The certificate program for Equipment Technicians provides intensive, practical, hands-on instruction that can be completed in one year for entry level positions. This program included lecture based classes, practical hands-on laboratory activities, and a required work based learning internship during the summer term. Instruction in career preparation is included in this program.

MAG 19V	Cooperative Work Experience, Mechanized Agriculture.....	2
MAG 20	Equipment Technician: Diesel Engines, Service Fundamentals, & Machine Systems.....	11
MAG 21	Equipment Technician: Transmissions, Torque Converters, & Air Conditioning.....	8
MAG 30	Equipment Technician: Electrical, Hydraulic Systems, & Welding.....	11
MAG 31	Equipment Technician: Fuel Systems & Machine Undercarriage.....	8
	Total Units	40

Advisors: Deftereos, Dinis, Wenter

CERTIFICATE IN TRANSMISSIONS, TORQUE CONVERTERS AND AIR CONDITIONING

Students who successfully complete the outlined course of study will be able to perform entry-level maintenance and repair of machine transmissions common to heavy equipment. Students will have the skills to service and repair clutches, torque converters, hydrostatic transmissions, planetary powershift and countershaft powershift transmissions, as well as direct drive transmissions. Students will be able to test, service and repair mobile air conditioning systems. In addition, students will develop a career portfolio and interviewing skills by participating in mock interviews.

MAG 21	Equipment Technician: Transmissions, Torque Converters, & Air Conditioning	8
	Total Units	8

Advisors: Deftereos, Dinis, Wenter

MUSIC

INSTRUMENTAL

ASSOCIATE IN ARTS DEGREE

To prepare students for transfer to any college/university offering a Bachelor's Degree in music, or to provide a basic background for a career in performance or commercial music.

MUS 1A*	Music Theory I	3
MUS 1B*	Music Theory II	3
MUS 2A*	Music Theory III	3
MUS 2B*	Music Theory IV	3
MUS 7A*	Ear Training: Level I.....	1
MUS 7B*	Ear Training: Level II.....	1
**Four semesters of a combination of the following:.... 6-8		
MUS 20	Beginning Piano: Level I	2
MUS 21	Beginning Piano: Level II	2
MUS 22	Intermediate/Advanced Piano	1-2
Four semesters of one of the following:		
MUS 40	Concert Band	1
MUS 45	College Orchestra	1
Four semesters of one of the following:		
MUS 41	Jazz Ensemble	
MUS 42	Instrumental Ensembles	
	Total Units	28-34

*These courses may be offered subject to demand

** A student may seek qualified private instruction on piano, and with the consent of the advisor, may earn units of credit in lieu of taking Music 20, 21, 22. These courses may also be waived by examination.

Recommended Courses: Music 12, 16, 18, 27, 31, 33

Advisor: Snyder

VOCAL

ASSOCIATE IN ARTS DEGREE

To prepare students for transfer to any college/university offering a Bachelor's Degree in music, or to provide a basic background for a career in performance or commercial music.

MUS 1A*	Music Theory I	3
MUS 1B*	Music Theory II	3
MUS 2A*	Music Theory III	3
MUS 2B*	Music Theory IV	3
MUS 7A*	Ear Training: Level I	1
MUS 7B*	Ear Training: Level II.....	1

**Four semesters of a combination of the following: 6-8

MUS 20	Beginning Piano: Level I	2
MUS 21	Beginning Piano: Level II	2
MUS 22	Intermediate/Advanced Piano	1-2

Four semesters of one of the following: 4-12

MUS 31	Concert Choir	1-3
MUS 33	Chamber Singers	1-3

Four semesters of the following: 4

** MUS 24	Beginning Voice: Level I	1
Total Units		28-38

*These courses may be offered subject to demand.
 ** A student may seek qualified private instruction on piano or voice, and with the consent of the advisor, may earn units of credit in lieu of taking MUS 20, MUS 21, MUS 22 and MUS 24. These classes may also be waived by examination.

Recommended courses: Music 12, 16, 18, 27, 40, 41, 46

Advisors: Snyder

NATURAL RESOURCES

CERTIFICATE IN BACKCOUNTRY SKILLS

Students earning this certificate will gain the skills necessary to travel and navigate safely in the backcountry for multiple days. Students seeking employment in the fields of recreation, forestry, or natural resources will be well prepared for extended and independent backcountry assignments.

NR 90	Backpacking	1
NR 91	Orienteering	1
NR 92	Wilderness Survival	1
Total Units		3

Advisor: Mazzoni

FOREST SURVEYING TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

Purpose: To provide students with the knowledge, training, and hands-on experience to pursue a career in Natural Resources emphasizing the measurement of objects at or near the Earth's surface in the context of managing resources for multiple use. Following completion of this program, students will be able to enter the workforce with specialized surveying, mapping, GIS, GPS, and photo interpretive training.

AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
MATH 101	Elementary Algebra.....	5
NR 3	Computers in Natural Resources.....	1
NR 17	Introduction to Forest Surveying	4
NR 18	Aerial Photo Interpretation & Geographic Information Systems.....	3
NR 20	Forest Measurements.....	3
NR 19V	Cooperative Work Experience, Natural Resources	4
Select two (2):	1
NR 108	Introduction to Forestry Field Studies	
NR 109	Forest Field Studies I	
NR 110	Forest Field Studies II	
NR 115	Advanced Field Studies I	
NR 116	Advanced Field Studies II	
Total Units		23

Advisors: Cannell, Kinney, Pinkerton

FOREST TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

Purpose: To provide students with the knowledge, training, and hands-on experience to pursue a career in Natural Resources emphasizing the management of forests in the context of multiple use and sustained yield. Following completion of this program, students will be able to enter the workforce with specialized Forest Technician training.

AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
NR 4	Forest Ecosystems	3
NR 6	Dendrology	3
NR 11	Silviculture	3
NR 19V	Cooperative Work Experience, Natural Resources	4
NR 20	Forest Measurements.....	3
NR 21	Forest Products.....	3
Select two (2):	1
NR 108	Introduction to Forestry Field Studies	
NR 109	Forest Field Studies I	
NR 110	Forest Field Studies II	
NR 115	Advanced Field Studies I	
NR 116	Advanced Field Studies II	
	Total Units	22

Advisors: Cannell, Kinney, Pinkerton

CERTIFICATE IN FORESTRY SKILLS

Purpose: To provide students with the knowledge, training, and practical experiences to pursue an introductory position in the field of Forestry. Emphasis is placed on industry specific skills necessary for well rounded job attainment in wildland fire or timber harvesting.

AGNR 1	Career Preparation	1
NR 1	Introduction to Forestry.....	2
NR 5	Wildland Fire Technology	3
NR 133	Introduction to Chain Saw Operation.....	1
NR 145	Logging Skills	1
NR 108	Introduction to Forestry Field Studies.....	.5
NR 109	Forest Field Studies I.....	.5
NR 110	Forest Field Studies II.....	.5
	Total Units	9.5

Advisors: Cannell, Kinney, Pinkerton

CERTIFICATE IN FORESTRY TECHNICIAN SKILLS

Purpose: Provide students with the knowledge, training, and practical experiences to pursue an introductory position in the field of Forestry. Students will gain a variety of industry specific skills (e.g. chain saw use, wildland fire suppression techniques, and career pathways planning, etc.) necessary for obtaining employment as a entry level forestry technician. Potential seasonal employment may include positions in wildland fire suppression or monitoring, off-highway vehicle technician, timber marking or cruising, timber stand improvement, biological technician, hydrologic technician, etc.

AGNR 1	Career Preparation	1
NR 1	Introduction to Forestry	2
NR 5	Wildland Fire Technology	3
Select one of the following:5
NR 108	Intro. to Forestry Field Studies	
NR 109	Forestry Field Studies I	
NR 110	Forestry Field Studies II	
NR 115	Advanced Forestry Field Studies I	

FORESTRY/NATURAL RESOURCES

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree in forestry and Natural Resources is designed to provide students with the knowledge, training, and hands-on experience necessary to pursue a career in Natural Resources. Students are exposed to the guiding principles and philosophies of forestry and natural resource management in the context of ecosystem management. Following completion of this program, students will have the specialized training and technical skills for entry-level positions that can lead to accelerated advancement into supervisory and/or management positions. Opportunities exist within private, state and national park systems, and other resource agencies such as the California Department of Fish and Game, Cal Fire, U.S. Forest Service, and the U.S. Fish and Wildlife Service. Careers abound in the areas of fire suppression and management, outdoor recreation, interpretation, wildlife management, forest surveying, and watershed management.

AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
NR 1	Introduction to Forestry.....	2
NR 3	Computers in Natural Resources.....	1
NR 4	Forest Ecosystems	3
NR 5	Wildland Fire Technology	3
NR 6	Dendrology	3
NR 7	Conservation of Natural Resources	3
NR 11	Silviculture	3
NR 12	Watershed Ecology.....	2
NR 14	Principles of Wildlife Management	3
NR 17	Introduction to Forest Surveying	4
NR 18	Aerial Photo Interpretation & Geographic Information Systems	3
NR 19V	Cooperative Work Experience, Natural Resources.....	3
NR 20	Forest Measurements.....	3
NR 25	Forest and Resource Management	1
NR 35	Interpretation of Natural Resources	3
NR 108	Introduction to Forestry Field Studies	5
NR 109	Forest Field studies I.....	5
NR 110	Forest Field Studies II.....	5
NR 115	Advanced Field Studies I.....	5

Select from the following..... 4

NR 21	Forest Products.....	3
NR 30	Forest Recreation	3
NR 31	Animal Packing	1
NR 32	Museum Techniques - Taxidermy	1
NR 36	Natural Resources Law Enforcement	3
NR 42	Advanced Wildland Fire Technology.....	2
NR 90	Backpacking Skills	1
NR 91	Orienteering.....	1
NR 92	Wilderness Survival.....	1
NR 133	Introduction to Chain Saw Operation.....	1
NR 145	Logging Skills	1
	Total units	48

Advisors: Cannell, Kinney, Pinkerton

FORESTRY TECHNICIAN FIREFIGHTING EMPHASIS

CERTIFICATE OF ACHIEVEMENT

Purpose: To provide students with the knowledge, training, and hands-on experience to pursue a career in Natural Resources emphasizing Wildland Fire Prevention and Suppression in the context of managing resources for multiple use. Following completion of this program, students will be able to enter the workforce as a wildland firefighter or fuels management technician.

AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
NR 4	Forest Ecosystems	3
NR 5	Wildland Fire Technology	3
NR 6	Dendrology	3
NR 11	Silviculture	3
NR 19V	Cooperative Work Experience, Natural Resources	4
NR 42	Advanced Wildland Fire Technology.....	2
Select two (2):	1
NR 108	Introduction to Forestry Field Studies	
NR 109	Forest Field Studies I	
NR 110	Forest Field Studies II	
NR 115	Advanced Field Studies I	
NR 116	Advanced Field Studies II	
	Total Units	21

Advisors: Cannell, Kinney, Pinkerton

NATURAL RESOURCES TRAINING AND APPLIED WORK EXPERIENCE

CERTIFICATE OF ACHIEVEMENT

Purpose: To provide students with broad-based knowledge, training, and hands-on experience to pursue a career in Natural Resources. Following completion of this program, students will be able to enter the workforce as a generalist to allow flexibility in pursuing careers in Natural Resources management.

AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
NR 3	Computers in Natural Resources.....	1
NR 4	Forest Ecosystems	3
NR 5	Wildland Fire Technology	3
NR 6	Dendrology	3
NR 7	Conservation of Natural Resources	3
NR 17	Introduction to Forest Surveying	4
NR 19V	Cooperative Work Experience, Natural Resources	4
Select two (2):	1
NR 108	Introduction to Forestry Field Studies	
NR 109	Forest Field Studies I	
NR 110	Forest Field Studies II	
NR 115	Advanced Field Studies I	
NR 116	Advanced Field Studies II	
	Total Units	24

Advisors: Cannell, Kinney, Pinkerton

RECREATION AND INTERPRETATION TECHNIQUES

CERTIFICATE OF ACHIEVEMENT

Purpose: To provide students with the knowledge, training, and hands-on experience to pursue a career in Natural Resources emphasizing Recreation and Interpretation in the context of managing resources for multiple use. Following completion of this program, students will be able to enter the workforce with specialized recreation and interpretative training.

AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
COMM 1	Public Speaking.....	3
NR 6	Dendrology	3
NR 14	Principles of Wildlife Management	3
NR 19V	Cooperative Work Experience, Natural Resources	4
NR 30	Forest Recreation.....	3
NR 35	Interpretation of Natural Resources	3
Select two (2):	1
NR 108	Introduction to Forestry Field Studies	
NR 109	Forest Field Studies I	
NR 110	Forest Field Studies II	
NR 115	Advanced Field Studies I	
NR 116	Advanced Field Studies II	
	Total Units	22

Advisors: Cannell, Kinney, Pinkerton

CERTIFICATE IN WILDFIRE RESOURCES SUPERVISORS

Purpose: To provide students with the knowledge, training, and practical experiences to pursue an intermediate position in the field of wildland fire suppression. Emphasis is placed on industry specific skills (e.g. portable pump operation, chain saw use, engine operation, etc.) and specific supervisory skill sets necessary for well rounded job attainment in wildland fire.

NR 5	Wildland Fire Technology	3
NR 133	Introduction to Chain Saw Operations	1
NR 150	ICS 200 for Single Resources75
NR 151	Portable Pumps and Water Use	1
NR 157	S-230 Crew Boss (Single Resource)	1.25
NR 158	S-231 Engine Boss	1.5
	Total Units	8.5

Advisors: Cannell, Kinney, Pinkerton

NURSING

LICENSED VOCATIONAL NURSING

ASSOCIATE IN SCIENCE DEGREE

CERTIFICATE OF ACHIEVEMENT

The vocational nursing program's purpose is to prepare vocational nurses to provide safe, ethical, responsible and competent nursing care. Safe, ethical nursing care includes but is not limited to knowledge of commonly used medications, using the nursing process to guide critical thinking, and understanding the role, responsibility and limitations (scope of practice) of the vocational nurse in California. Upon successful completion of the vocational nursing program and passing the licensure exam the vocational nurse is licensed to practice nursing as an LVN. Skills learned in the program allow the LVN to practice in numerous settings such as; hospitals, clinics, long term care facilities, rehabilitation facilities, physicians' offices, correction facilities, and private duty nursing. A student wishing to become a registered nurse should discuss this with the counselor/advisor to address the additional courses required by the registered nursing program.

LVN 100	Foundations of Nursing	11
LVN 101	Principles and Practice of Nursing I.....	14
LVN 102	Principles and Practice of Nursing II	14
LVN 120	Nursing Guidance I	1
LVN 121	Nursing Guidance II.....	1
LVN 122	Nursing Guidance III.....	1
LVN 140	Pharmacology	3
	Total Units	45

Advisor: Souza, Visveshwara (Madera)

CERTIFICATE IN NURSING ASSISTANT TRAINING

This course is designed to prepare the student as an entry level worker, providing basic nursing care to patients in acute care and long-term care settings. The curriculum is structured to provide theory and application in skills needed to function as a Nursing Assistant. Upon completion, students will be eligible to take the state certification examination.

Applicant must be able to:

1. pass a tuberculosis (PPD) test indicating a negative result or a chest x-ray report stating no indication of TB.
2. pass a physical exam given by a contracted physician.
3. have no prior criminal convictions (exception: traffic violations)
4. possess a valid Social Security card and a picture ID.

NAT 101	Nursing Assistant Training	6
	Total Units	6

Recommended courses: English 252, Office Technology 10, high school biology or any college level biology course, basic mathematics course.

Advisor: Souza, Visveshwara (Madera)

REGISTERED NURSING

ASSOCIATE IN SCIENCE DEGREE CERTIFICATE OF ACHIEVEMENT

(pending Board of Registered Nursing approval)

The nursing profession is concerned with the total health care of the individual and the family. It is a profession that believes in the prevention of illness, caring for those who are acutely ill, and helping people with long-term rehabilitative problems to live in the healthiest way possible. Nursing is both a science and an art.

The LVN to RN nursing program consists of integrated lectures, labs, and clinicals conducted in selected local hospitals and health agencies. Upon successful completion of the program students are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Upon satisfactory completion of the degree requirements of the college, the AS degree in Nursing will be awarded.

The Associate Degree Nurse is prepared to coordinate, plan and provide nursing care in hospitals and community settings. The Registered Nurse assists clients with personal care, provides teaching and counseling to prevent illness and promote health, and performs specialized treatments and procedures. Registered Nurses function as team leaders and direct the care provided by Licensed Vocational Nurses (LVNs), nursing assistants (CNAs), as well as unlicensed health-care workers.

RN 75	Nursing in Health & Illness-Intermediate Medical/Surgical.....	5
RN 76	Complex Obstetrical Nursing	2
RN 77	Psychiatric Mental Health Nursing	3.5
RN 78	Foundations of Multicultural Nursing Care	1
RN 79	Nursing Skills Lab I5
RN 85	Nursing in Health & Illness-Advanced Medical/Surgical.....	6
RN 86	Advanced Nursing Concepts across the Lifespan	2
RN 87	Complex Pediatric Nursing	2
RN 88	Nursing Leadership and Management	1
RN 160	LVN to RN Role Transition.....	2
	Total Units	25

Advisor: Souza, Visveshwara (Madera)

The prerequisite courses that must be completed before applying for admission to the LVN to RN nursing program are as follows: Biology 20, Biology 22, Biology 31, English 1A, Mathematics 103, Chemistry 3A, Psychology 2, Sociology 1A or Anthropology 2.

The following courses are **HIGHLY RECOMMENDED**.

These courses also fulfill the AS breadth requirements:

Foods and Nutrition 35 or 40, Speech 1 or 2, Philosophy 1C, Child Development 38 or Psychology 38, English 3 or Philosophy 2, 4 or 6.

Additional Information

Students applying for admission must be graduates of a State Accredited LVN program and have attained a cumulative grade point average (GPA) of "C+" (2.5) or better in completed college work. All prerequisites must be completed with a grade of "C" or better. All coursework in Anatomy, Physiology, Microbiology, and Chemistry must have been completed within the last 5 years. Prospective applicants must also take the Test of Essential Academic Skills (T.E.A.S.) with a minimum of score of 67%.

Advisor: Souza

OFFICE TECHNOLOGY

ADMINISTRATIVE ASSISTANT

ASSOCIATE IN SCIENCE DEGREE

This program prepares students to efficiently perform general office work including: using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail; and managing a phone system. Positive communication skills are developed throughout the program including skills necessary to attain a position in an office and succeed in the work place.

ACCTG 40	Applied Accounting	3
OT 1	Computer Basics	1.5
OT 5	Document Formatting	1.5
OT 6	Data Entry Essentials	1.5
OT 11A or	Microsoft Word Essentials	
OT 11B	Corel WordPerfect Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 12A	Microsoft Excel Essentials.....	1.5
OT 12C	Spreadsheet Projects	1.5
OT 13A	Microsoft Access Essentials	1.5
OT 16	Preparing for a Job Interview.....	1
OT 17	Job Retention and Responsibilities...	1
OT 44	Filing Procedures	1.5
OT 48	Today's Receptionist.....	1.5
OT 49	Business English.....	1.5

Select from keyboarding skills: 2-3

OT 46		
taken twice or	Championship Typing.....	1.5
OT 46 AND		
OT 7 taken once	Speed Typing5

Select one (1):..... 3-4

BA 39	Finite Mathematics for Business.....	3
DS 117	Business Mathematics	4
STAT 7	Elementary Statistics	4

Total Units 26.5-28.5

Recommended courses: Business Administration 103, Office Technology 8, 13C

Advisors: Ensz, P. Gilmore, Underwood (Madera)

ADMINISTRATIVE ASSISTANT

CERTIFICATE OF ACHIEVEMENT

Students will efficiently perform general office work including using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail;

and managing a phone system. Students will be able to use positive communication skills including skills necessary to attain a position in an office and succeed in the work place.

ACCTG 40	Applied Accounting	3.0
OT 1	Computer Basics	1.5
OT 5	Document Formatting	1.5
OT 6	Data Entry Essentials	1.5
OT 11A or	Microsoft Word Essentials	
OT 11B	Corel WordPerfect Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 12A	Microsoft Excel Essentials.....	1.5
OT 12C	Spreadsheet Projects	1.5
OT 13A	Microsoft Access Essentials	1.5
OT 16	Preparing for a Job Interview.....	1.0
OT 17	Job Retention and Responsibilities	1.0
OT 44	Filing Procedures	1.5
OT 48	Today's Receptionist.....	1.5
OT 49	Business English.....	1.5

Select from keyboarding skills: 2-3

OT 46		
taken twice or	Championship Typing.....	1.5
OT 46 AND		
OT 7 taken once	Speed Typing5
	Total Units	23.5-24.5

Recommended Courses: Business Administration 5 or English 1A

Advisors: Ensz, P. Gilmore, Underwood (Madera)

CERTIFICATE IN CALL CENTER CLERK

The Call Center Clerk certificate provides training that prepares students for entry level work as a data entry clerk, data transcriber, or data technician in businesses such as the Internal Revenue Service, Department of Motor Vehicles, call centers, telemarketing businesses, and catalog companies.

OT 1	Computer Basics	1.5
OT 13A	Microsoft Access Essentials	1.5
OT 13C	Database Projects	1.5
OT 19V	Cooperative Work Experience, Office Technology.....	1
OT 23	Data Entry	3
OT 25	Computerized Filing	1.5
OT 44	Filing Procedures	1.5
OT 46	Championship Typing.....	1.5
OT 48	Today's Receptionist.....	1.5
OT 49	Business English.....	1.5
	Total Units	16

Advisors: Ensz, P. Gilmore, Underwood (Madera)

CERTIFICATE IN CUSTOMER SERVICE

The Customer Service certificate prepares the student to be a valuable customer service employee who is able to promote positive customer service skills in the workplace. The student will be able to deal with various customer-types in positive ways, insuring repeat sales. The student will be able to positively handle difficult business situations to the company's advantage. The student will be able to "go the extra mile" to ensure customer satisfaction, whether it be with an up-sell or a cross-sell situation. The student will be able to positively contribute to the internal morale of the company by treating co-workers as customers.

BA 19V	Cooperative Work Experience, Business Administration.....	1
BA 101	Business Basics	1
BA 103	Customer Service in Business.....	1.5
FM 123	Fashion Image	1
IS 10	Keyboarding	1
OT 1	Computer Basics	1.5
OT 8	Practicum in Customer Relations	1.5
OT 260	Topics in Office Technology	1
MATH 260	Arithmetic Review	4
	Total Units	13.5

Advisors: Ensz, P. Gilmore, Underwood (Madera)

CERTIFICATE IN FILE CLERK

The File Clerk certificate provides training that prepares students for entry-level work as a file clerk. Upon completion the student will be able file and maintain records in a business office.

OT 1	Computer Basics	1.5
OT 13A	Microsoft Access Essentials	1.5
OT 13C	Database Projects	1.5
OT 19V	Cooperative Work Experience, Office Technology.....	1
OT 25	Computerized Filing	1.5
OT 44	Filing Procedures	1.5
OT 49	Business English.....	1.5
	Total Units	10

Advisors: Ensz, P. Gilmore, Underwood (Madera)

MEDICAL ADMINISTRATIVE ASSISTANT ASSOCIATE IN SCIENCE DEGREE

Upon completion of this degree, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data and demographics into a computer database, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills, knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, basic grammar, spelling and arithmetic, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program.

OT 1	Computer Basics	1.5
OT 6	Data Entry Essentials	1.5
OT 9	Beginning Keyboarding	1
OT 10	Medical Terminology	3
OT 11A or OT 11B	Microsoft Word Essentials Corel WordPerfect Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 12A	Microsoft Excel Essentials.....	1.5
OT 12C	Spreadsheet Projects	1.5
OT 13A	Microsoft Access Essentials	1.5
OT 16	Preparing for a Job Interview.....	1
OT 17	Job Retention and Responsibilities ...	1
OT 28	Medical Manager	1.5
OT 41	Medical Administrative Assistant.....	3
OT 42	Medical Document Preparation	3
OT 44	Filing Procedures	1.5
	Select from keyboarding skills:	2-3
OT 46	taken twice or Championship Typing.....	1.5
	OT 46 AND	
OT 7 taken once	Speed Typing5
	Total Units	27.5-18.5

Advisors: Ensz, P. Gilmore, Underwood (Madera)

CERTIFICATE IN WORD PROCESSING

The Word Processing certificate prepares the student for an entry level word processing position by providing the student an in-depth study of word processing, from its use as a system of information management to “hands-on” in the classroom for inputting, processing, storing, and printing information.

OT 5	Document Formatting	1.5
OT 7	Speed Typing on Computers5
OT 11A or OT 11B	Microsoft Word Essentials Corel WordPerfect Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 46	Championship Typing.....	1.5
OT 49	Business English.....	1.5
	Total Units	8

Advisors: Ensz, P. Gilmore, Underwood (Madera)

PHYSICAL EDUCATION

CERTIFICATE IN COACHING CERTIFICATE

Students who complete this program will be well-informed of current topics associated with the coaching profession. Topics include Title IX, prevention and treatment of injuries, and basic coaching pedagogy. Completion of the program prepares students for coaching at elementary, middle, and high school levels as well as recreational coaching.

PE 20	Athletic Training	4
PE 22	Introduction to Physical Education	3
HLTH 1	Contemporary Health Issues.....	3
HLTH 2	First Aid and Safety.....	2
Select:	2-5
PE 2	Aerobics (Dance, Step or Water)	1
PE 4	Badminton	1
PE 5	Basketball.....	1
PE 6	Fitness and Health	1
PE 7	Golf.....	1
PE 10	Racquetball	1
PE 12	Swimming.....	1
PE 13	Tennis	1
PE 14	Volleyball	1
PE 15	Weight Training.....	1
PE 16	Fitness Walking.....	1
PE 18	Floor Exercises.....	1
PE 19	Weight Training and Aerobics.....	1
PE 30A	Theory of Baseball	1

PE 30B	Competitive Baseball.....	3
PE 30C	Off-Season Conditioning for Baseball.....	1
PE 31A	Theory of Basketball	1
PE 31B	Competitive Basketball	3
PE 31C	Off-Season Conditioning for Basketball	1
PE 33A	Theory of Football	1
PE 33B	Competitive Football	3
PE 33C	Off-Season Conditioning for Football	1
PE 34A	Theory of Golf	1
PE 34B	Competitive Golf	3
PE 34C	Off-Season Conditioning for Golf.....	1
PE 35B	Pep and Cheer	3
PE 37A	Theory of Softball	1
PE 37B	Competitive Softball	3
PE 37C	Off-Season Conditioning for Softball	1
PE 38A	Theory of Tennis.....	1
PE 38B	Competitive Tennis.....	3
PE 38C	Off-Season Conditioning for Tennis.....	1
PE 39A	Theory of Track and Field.....	1
PE 39B	Competitive Track and Field	3
PE 39C	Off-Season Conditioning for Track and Field	1
PE 40A	Theory of Volleyball.....	1
PE 40B	Competitive Volleyball.....	3
PE 40C	Off-Season Conditioning for Volleyball.....	1
	Total Units	14-17

Recommended courses: Biology 20, Foods and Nutrition 40

Advisors: B. Allen (Willow International), Fonseca, Hacker, Jefferies, Locklin, O'Connor, Stark, Whited

**PHYSICAL EDUCATION
ASSOCIATE IN ARTS DEGREE**

The student who completes the requirements for an A degree in Physical Education will identify effective pedagogical techniques for primary and secondary students. The student will demonstrate a basic knowledge of human anatomy and the treatment of common sports/fitness related injuries. The student will have practical experience in a breadth of activities, such as intercollegiate sports, swimming, racquet sports, and fitness activities like weight training and aerobic dance.

Required Courses

BIOL 5 Human Biology 4

Complete a minimum of eight (8) units from the following:

BIOL 20 Human Anatomy 4

BIOL 22 Human Physiology 5

CHEM 3A Introductory General
Chemistry 4

CHEM 10 Elementary Chemistry 4

FN 35 Nutrition and Health 3

FN 40 Nutrition3

HLTH 1 Contemporary Health Issues 3

HLTH 2 First Aid and Safety 2

PE 20 Athletic Training 4

PE 22 Introduction to Physical
Education 3

Select three (3) units from the following: 3

DANCE 9 Dance Conditioning 1

PE 1 Adapted Physical Education 1

PE 2 Aerobics (Dance, Step
or Water)1

PE 4 Badminton 1

PE 5 Basketball 1

PE 6 Fitness and Health 1

PE 7 Golf 1

PE 8 Martial Arts/Self
Defense 1

PE 10 Racquetball 1

PE 12 Swimming 1

PE 13 Tennis 1

PE 14 Volleyball 1

PE 15 Weight Training 1

PE 16 Fitness Walking 1

PE 18 Floor Exercises 1

PE 19 Weight Training and
Aerobics 1

PE 29 Yoga 1

PE 30B Competitive Baseball 3

PE 30C Off-Season Conditioning
for Baseball 1

PE 31B Competitive Basketball 3

PE 31C Off-Season Conditioning
for Basketball 1

PE 33B Competitive Football 3

PE 33C Off-Season Conditioning
for Football 1

PE 34B Competitive Golf 3

PE 34C Off-Season Conditioning
for Golf 1

PE 37B Competitive Softball 3

PE 37C Off-Season Conditioning
for Softball 1

PE 38B Competitive Tennis 3

PE 38C Off-Season Conditioning
for Tennis 1

PE 39B Competitive Track
and Field 3

PE 39C Off-Season Conditioning for
Track and Field 1

PE 40B Competitive Volleyball 2

PE 40C Off-Season Conditioning
for Volleyball1

Select additional units from the above areas to total at least 18 units 3

Total Units 18

Advisors: B. Allen (Willow International), Fonseca, Hacker, Jefferies, Locklin, Mattox (Madera), O'Connor, Stark, Whited

PHYSICAL SCIENCE

ASSOCIATE IN SCIENCE DEGREE

Purpose: To provide a background in physical science or to prepare students for transfer into chemistry, geology, physics, and engineering four-year programs. These four-year programs require more courses than the minimum program given here. The major also provides valuable background for physical science technicians and engineering aides.

MATH 5A	Math Analysis I.....	5
MATH 5B	Math Analysis II	4
Select one (1):	4-5
CHEM 1A	General Chemistry.....	5
CHEM 3A	Introductory General Chemistry	4
Select one (1):	3-5
CHEM 1B	General Chemistry and Qualitative Analysis	5
CHEM 8	Elementary Organic Chemistry	3
Select one (1) sequence:	8-12
PHYS 2A, 2B	General Physics	4-4
PHYS 4A, 4B, 4C	Physics for Scientists and Engineers	4-4-4
	Total Units	24-31

Advisors: Abbott (Willow International), Blanken, Cornel, Novatne

PLANT SCIENCE

IRRIGATION, FERTILITY & PEST MANAGEMENT TECHNICIAN

CERTIFICATE OF ACHIEVEMENT

The Irrigation, Fertility and Pest Management Technician Certificate is intended for students pursuing entry level, apprenticeship status, or State of California licensing requirements with agricultural consultants including: pest control advisors, pest control operators, irrigation schedulers and districts, and crop fertility monitoring and mitigation. Certificate completers will be introduced to principles and practices utilized by professional consultants, institutional researchers, and regulatory agencies.

AG 1	Computer Applications in Agriculture	3
PLS 1	Introduction to Plant Science.....	3
PLS 1L	Introduction to Plant Science Laboratory	1
PLS 2	Soils	3
PLS 2L	Soils Laboratory	1
PLS 5	Principles of Irrigation Management	3
PLS 7	Integrated Pest Management.....	3
	Total Units	17

Advisor: Smith

PLANT & SOIL SCIENCE

ASSOCIATE IN SCIENCE DEGREE

Students who complete this program will be well-informed of physical, chemical, and biological principles and processes of plants and soils. Mastering these principles allow the selection of effective programs of plant development, irrigation, fertility, pest management, and soil management. Completion of the program prepares students for careers in management of tree, vine, vegetable, and field crops; for transfer into California State University and University of California institutions; and entry-level technical positions in the production agriculture industry.

Purpose: To provide practical knowledge and specific skills in plant and soil sciences as required in vineyard, orchard, vegetable, and field crop management systems.

Plant & Soil Science Core.....	17
AG 1	Computer Applications in Agriculture3
AG 3	Agriculture Accounting.....3
PLS 1	Introduction to Plant Science3
PLS 1L	Introduction to Plant Science Laboratory1
PLS 2	Soils3
PLS 2L	Soils Laboratory1
PLS 11	Machinery Technology.....3
Select from Option A or Option B	37-40

Option A

This pathway is designed for students primarily interested in acquiring an entry-level position within the plant & soil science industry.

AG 4	Farm Management.....3
AG 5	Ag Sales and Communication3
AGNR 1	Career Preparation 1
AGNR 2	Career Leadership Seminar 1
AS 1	General Livestock Production3

Select four from the following: 12

PLS 3	General Viticulture
PLS 4A	Tree and Vine Management
PLS 5	Principles of Irrigation Management
PLS 7	Integrated Pest Management
PLS 8	Vegetable Production
PLS 9	Biometrics
EH 43	Plant Propagation/Production
	Total Units 40

Option B

This pathway, along with additional transferable general education courses, is designed for students seeking to transfer to a four-year plant and soil science degree program.

AG 2	Agricultural Economics.....3
PLS 5	Irrigation Management3
PLS 7	Integrated Pest Management3
CHEM 3A	Introductory General Chemistry.....4
Select one from the following:	3-4
CHEM 3B	Introductory Organic and Biological Chemistry4
CHEM 8	Elementary Organic Chemistry3
Select one from the following:	4
STAT 7	Elementary Statistics
MATH 11	Elementary Statistics
	Total Units 37-38

Advisor: Smith

**PRODUCTION AGRICULTURE TECHNICIAN
CERTIFICATE OF ACHIEVEMENT**

The Production Agriculture Technician Certificate prepares students pursuing immediate employment and careers in production agriculture, including crop production, labor supervision, and equipment management. Fundamentals of plant growth management, soil science and equipment operation are supported with practical applications used in agricultural industry.

AG 1	Computer Applications in Agriculture3
PLS 1	Introduction to Plant Science.....3
PLS 1L	Introduction to Plant Science Laboratory1
PLS 2	Soils3
PLS 2L	Soils Laboratory1

Plant and Soil Science Elective (Select One) 3

PLS 4A	Tree and Vine Management
PLS 5	Principles of Irrigation Management
PLS 7	Integrated Pest Management
PLS 8	Vegetable Production
PLS 11	Machinery Management
	Total Units 14

Advisor: Smith

SOCIAL SCIENCE

ASSOCIATE IN ARTS DEGREE

Students who complete the requirements for the Social Science Associate Degree will acquire a knowledge of human behavior, society, and institutions through the study of courses in Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology. The Social Science program is well suited for the transfer student who completes his/her education at Reedley College.

Choose from FOUR separate disciplines 21

ANTHRO 1	Physical Anthropology	3
ANTHRO 2	Cultural Anthropology.....	3
ANTHRO 3	Introduction to Archaeology and Prehistory	3
CHDEV 38 or PSY 38	Lifespan Development Lifespan Development.....	3
ECON 1A	Introduction to Macroeconomics	3
ECON 1B	Introduction to Microeconomics.....	3
GEOG 4A	World Geography.....	3
GEOG 4B	World Geography.....	3
HIST 1	Western Civilization to 1648	3
HIST 2	Western Civilization from 1648	3
HIST 5 or ETHNST 5	African People in the New World African People in the New World	3
HIST 11	History of the United States to 1877.....	3
HIST 12 or HIST 12H	History of the United States since 1877	3
HIST 20	Comparative World Civilization to 1600	3
HIST 22	History of American Women	3
HIST 32 or ETHNST 32	History of the Mexican American People History of the Mexican American People	3

POLSCI 2 or POLSCI 2H	American Government Honors American Government	3
POLSCI 5	Comparative Government	3
POLSCI 110	American Institutions.....	3
PSY 2 or PSY 2H	General Psychology Honors General Psychology ..	3
PSY 5	Social Psychology	3
PSY 16	Abnormal Psychology.....	3
PSY 25	Human Sexuality	3
SOC 1A	Introduction to Sociology.....	3
SOC 2	American Minority Groups...	3
SOC 32	Courtship, Marriage, and Divorce Family and Interpersonal Relationships ...	3
	Total Units	21

Advisors: Barnes, Genera, Johnsen (Willow International), Kastanes (Madera), Libby (Willow International), McPhee (Willow International), Richardson (Madera), Rodriguez, Seymour (Madera), Spittle, Terrell, Turini, Warmerdam

COURSE DESCRIPTION INFORMATION

Course Description Information

The schedule of classes generally runs from 7:00 a.m. to 10:00 p.m., Monday through Friday, as well as classes on Saturday. Courses are also available in communities throughout our district. Students may complete work toward the Associate Degrees and Certificates either during the day, evening, or Saturday sessions, or by a combination.

Summer Session: summer sessions are part of the instructional program and are offered during the day in four- and six-week formats and in the evening in an eight-week format.

Course Description, Numbering, Classification

Units or Credit Value:

Each course carries a certain credit or unit value.

1. Basic Skills Advisories. These are skill levels in reading, English and mathematics deemed necessary to be successful in the course. The levels are: reading (ENGL 126), English (ENGL 125), mathematics (MATH 101).
2. Subject Prerequisites. Successful completion of a course or courses required before enrolling in a more advanced course.

Course Numbering

Courses numbered 1-99: Associate degree applicable credit courses. Most of these courses are also transferable to four-year colleges and universities. Contact a counselor for specific transfer information.

Courses numbered 100-199: Associate degree applicable non-transfer.

Courses numbered 200-299: Non-degree applicable credit courses. Non-degree applicable credit courses are subject to a 30 unit maximum for financial aid purposes.

Courses numbered 300-399: Non-credit courses.

Since different institutions use different numbering systems, a student may encounter difficulty in comparing courses. He/she should be guided by the description and should consult a counselor for assistance.

Course Repetition: Identified courses may be taken up to four times. These courses provide different experiences or levels of difficulty with each repetition. Although Reedley College may permit a student to repeat a course up to three times, be advised that a student who is transferring to a baccalaureate degree granting institution may not receive transfer credit for all units completed.

Class Periods: College classes may not meet every day in the week. The number of lecture or laboratory periods for each week is indicated in the course description. The schedule of classes (issued as a separate publication) will indicate which hours of the day and which days in the week the class is scheduled. Courses marked "offered infrequently" are not usually scheduled each semester.

Course Certification: Lists of courses certified by Reedley College as being baccalaureate level are on file at receiving institutions. Copies are also available through the counseling offices and major advisors. General Education designations and baccalaureate level courses are also indicated in the course description. These courses change constantly. Check with a counselor for most updated listing of courses.

Field Trips: Certain classes have field trips scheduled which contribute substantially to the understanding of the course. Some of these trips are scheduled for evenings or Saturdays. Field trips scheduled during hours of the official school day may be considered as part of instruction. Students pay their own expenses on field trips if possible.

Prerequisites/Corequisites/Advisories

Students are urged to study the description of courses in this catalog to ensure that prerequisites are satisfied before registering for a course. Correct registration at an early date is important.

It is the student's responsibility to be certain that he/she has met the necessary prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the necessary prerequisite has not been met.

It should be understood by the student that whether or not a prerequisite is specifically stated, the instructional staff of this college assumes that each student who enrolls in a transfer-level course possesses sufficient competencies in the areas of reading, writing, and mathematics to be able to profit from instruction.

Advisory indicates that the institution recommends, but does not require, certain course work be taken prior to enrolling in the described course.

Corequisite indicates that the course must be taken simultaneously with another course if not already completed.

Prerequisite is defined to mean a condition of enrollment that a student must meet in order to register in a course or program. A student may challenge a prerequisite by completing the Prerequisite/Corequisite Challenge Form available in the Counseling Center. A "C" or better grade is required in the prerequisite course(s).

Symbols and Abbreviations

A - Course description designation for those courses which are associate degree applicable.

P-NP - Course description designation for courses available on a credit/no credit grading basis as well as a letter grading basis.

P-NP Only - Course description designation for courses not available on a letter grading basis.

Grading Scale Only - Course descriptions that do not indicate a grading basis are offered on a grading scale only.

CSU - Transferable to the California State University system.

CSU-GE - Meets the general education requirements for California State University transfer certification. Completion of all courses in the California State University General Education transfer certification pattern will permit a student to transfer to a campus in the California State University system without having to complete additional lower division general education courses after transfer.

I - Meets the requirements of the Intersegmental General Education Transfer Curriculum (IGETC). Completion of all IGETC requirements will permit a student to transfer to a campus in either the California State University or University of California system without having to complete additional lower division general education courses after transfer.

UC - Transferable to the University of California system.

Course Abbreviations

ACCTG	Accounting
AERO	Aviation Maintenance Technology
AG	Agriculture
AGNR	Agriculture and Natural Resources
ANTHRO	Anthropology
ART	Art
AS	Animal Science
ASL	American Sign Language
ASP	Aerospace Studies
AUTOT	Automotive Technology
BA	Business Administration
BIOL	Biology
CHDEV	Child Development
CHEM	Chemistry
COMM	Communication
COTR	Cooperative Work Experience Education
COUN	Counseling
CRIM	Criminology
CSCI	Computer Science
DA	Dental Assisting
DANCE	Dance
DS	Decision Science
DEVSER	Developmental Services
ECON	Economics
EDUC	Education
EH	Environmental Horticulture
ENGL	English
ENGR	Engineering
ESL	English as a Second Language
ETHNST	Ethnic Studies
FILM	Film
FLGHT	Ground and Flight Courses
FM	Fashion Merchandising
FN	Foods and Nutrition
FRENCH	French
GEOG	Geography
GEOL	Geology
GERMAN	German
HONORS	Honors
HIST	History
HLTH	Health Science
INDST	Individual Study
INTDS	Interdisciplinary Studies
IS	Information Systems
IT	Industrial Technology

JOURN	Journalism
LING	Linguistics
LITEC	Library Technology
MAG	Mechanized Agriculture
MATH	Mathematics
MFGT	Manufacturing Technology
MKTG	Marketing
MUS	Music
NAT	Nursing Assistant Training
NR	Natural Resources/Forest and Park Technology
OT	Office Technology
PE	Physical Education
PHIL	Philosophy
PHOTO	Photography
PHYS	Physics
PLS	Plant Science
POLSCI	Political Science
PSY	Psychology
RE	Real Estate
SCI	Science
SOC	Sociology
SPAN	Spanish
SPST	Special Studies
STAT	Statistics
VESL	Vocational English as a Second Language

Course Number and/or Department Changes

Old	New
AERO 277	AERO 210
MFGT 31	MFGT 24
MFGT 32A	MFGT 60
MFGT 32B	MFGT 61
MFGT 33A	MFGT 62
MFGT 34	MFGT 23
MFGT 36	MFGT 21
MFGT 37A	MFGT 80
MFGT 37B	MFGT 81
MFGT 38A	MFGT 82
MFGT 39	MFGT 22
RN 77	RN 87
RN 87	RN 77
RN 200	RN 160
SPEECH 1	COMM 1
SPEECH 1H	COMM 1H
SPEECH 2	COMM 2
SPEECH 4	COMM 4
SPEECH 8	COMM 8
SPEECH 12	COMM 12
SPEECH 15	COMM 15
SPEECH 25	COMM 25

Course Number Extensions

H	Honors
NS	Native Speakers
I	Intensive
LS	Language Skills
W	Writing
R	Reading

Deleted Courses (from 2008-2010 Catalog)

AG 265	Supervision in Agriculture	EH 47	Plant Materials and Usage II
AGNR 49	Projects	EH 270	Xeriscape/Appropriate Horticulture
AGNR 250	Careers in LAND	EH 271	Landscape Maintenance
AGNR 251	Skills in LAND	EH 271A	Advanced
AGNR 254	Computations		Maintenance/Arboriculture
ART 13X	Watercolor Painting	EH 272	Irrigation Principles
ART 130A	Computer Drawing and Design I,	EH 272A	Advanced Irrigation Principles
ART 141	Computerized Multimedia	EH 273	Ornamental Plant Identification
ART 142	Computer Animation/3D,	EH 274	Landscape Planning
ART 144	Digital Video Editing	EH 274A	Advanced Landscape Planning
BIOL 4	Principles of Zoology	EH 275	Landscape Installation
BIOL 6	Principles of Botany	EH 276	Ornamental Plant Identification II
BIOL 100	Survey Anatomy and Physiology	EH 277	Basic Pest Management
CHDEV 206	Family Child Care Health and Safety	EH 277A	Advanced Pest Management, 1.5 units
CHDEV 207	Starting a Family Child Care	EH 278	Turf Management
COUN 40	Planning for Academic and Personal Success	EH 279	Colorscaping in the Garden
COUN 105	Academic Language and Skills Preparation	ENGL 72B	Tutoring Writing Across the Curriculum and Online
COUN 171	Personal Development	ENGL 72C	Walk-in Tutoring Theory & Practice
COUN 266	Assertiveness Training	ENGL 254	Sentence Writing
DEVSER 301	Identification and Management of Learning Differences	ENGL 258	Reading for Word Use
EH 19V	Cooperative Work Experience, Environmental Horticulture	ENGL 372	Assistance in College Writing
EH 45	Turgrass Management	ESL 206	ESL for CHDEV
EH 46	Landscape Irrigation	NR 260	Selected Technical Field Studies
		NR 261	Emergency Skills Training
		NR 270	Basic Firefighter Training I
		NR 271	Basic Firefighter Training II
		PE 19V	Cooperative
		RN 76	Pharmacology

SCCCD Intra-District Articulated Courses, Common Courses, and In-Lieu Courses

This is a list of courses that Reedley College and Fresno City College have agreed to articulate with one another.

Reedley College

Fresno City College

ACCTG 1A	Principles of Accounting
ACCTG 1B	Principles of Accounting
ACCTG 19V	Cooperative Work Experience, Accounting
ANTHRO 1	Biological Anthropology
ANTHRO 2	Cultural Anthropology
ANTHRO 3	Intro to Archaeology & Prehistory
ART 2	Art Appreciation
ART 5	Art History 1
ART 6	Art History 2
ART 6H	Honors Art History 2
ART 7	Beginning Drawing
ART 9	Beginning Painting: Oil/Acrylic
ART 10	Beginning Ceramics
ART 13	Beginning Watercolor Painting
ART 17	Intermediate Drawing
ART 19	Intermediate Painting: Oil/Acrylic
ART 20	Intermediate Ceramics
ART 23	Intermediate Watercolor Painting
ASL 1	Beginning American Sign Language
ASL 2	High Beginning American Sign Language
ASL 3	Intermediate American Sign Language
ASL 4	High Inter American Sign Language
AUTOT 9	Automotive Essentials
BA 5	Business Communications
BA 10	Introduction to Business
BA 12	Introduction to Hospitality
BA 15	Introduction to Management
BA 18	Business and the Legal Environment
BA 19V	Work Experience (Cooperative), Business Administration
BA 27	Students in Free Enterprise (SIFE)
BA 33	Human Relations in Business
BA 34	Fundamentals of Investing
BA 38	Operation of the Small Business
BA 46	Calculator Applications
BA 52	Introduction to Entrepreneurship
BA 55	Introduction to Logistics
BIOL 1	Principles of Biology
BIOL 3	Introduction to Life Science
BIOL 5	Human Biology
BIOL 20	Human Anatomy
BIOL 22	Human Physiology
BIOL 31	Microbiology
CHDEV 1	Principles and Practices of Teaching Young Children
CHDEV 3	Introduction to Curriculum
CHDEV 5	Parent Education
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education
CHDEV 7	Infant-Toddler Development & Care
CHDEV 7A	Advanced Infant Toddler Develop & Care
CHDEV 8B	School-Age Child Care
CHDEV 12	Child Abuse
CHDEV 15	Diversity and Culture in Early Care and Education Programs
CHDEV 20	Observation and Assessment
CHDEV 30	Child, Family, and Community
CHDEV 32	Early Intervention
CHDEV 33A	ECC: Art/Drama/Music
CHDEV 35	Exceptional Children
CHDEV 37A	Early Childhood Practicum
CHDEV 37B	Advanced Practicum in Early Childhood Education
CHDEV 39	Child Growth and Development
CHDEV/PSY 38	Lifespan Development
CHDEV 40A	Admin of Childhood Programs
CHDEV 40B	Adv Admin of Childhood Programs
CHDEV 45	Supervision of Adults in ECE Classrooms
CHDEV 151	Intro to Family Child Care
CHDEV 152	Quality Programs in Family Child Care
CHEM 1A	General Chemistry

ACCTG 4A	Financial Accounting
ACCTG 4B	Managerial Accounting
ACCTG 19	Work Experience (Cooperative), Occupational
ANTHRO 1	Biological Anthropology
ANTHRO 2	Cultural Anthropology
ANTHRO 3	Intro to Archaeology & Prehistory
ART 2	Art Appreciation
ART 5	Art History 1
ART 6	Art History 2
ART 6H	Honors Art History 2
ART 7	Beginning Drawing
ART 9	Beginning Painting: Oil/Acrylic
ART 10	Beginning Ceramics
ART 13	Beginning Watercolor Painting
ART 17	Intermediate Drawing
ART 19	Intermediate Painting: Oil/Acrylic
ART 20	Intermediate Ceramics
ART 23	Intermediate Watercolor Painting
ASL 1	Beginning American Sign Language
ASL 2	High Beginning American Sign Language
ASL 3	Intermediate American Sign Language
ASL 4	High Inter American Sign Language
AUTOT 9	Automotive Essentials
BA 5/BT 5	Business Communications
BA 10	Introduction to Business
BA 11	Introduction to Hospitality Management
BA 40	Supervision and Leadership
BA 18	Business and the Legal Environment
BA 19	Work Experience (Cooperative), Occupational
BA 27	Students in Free Enterprise (SIFE)
BA 33	Human Relations in Business
BA 34	Fundamentals of Investing
BA 38	Operation of the Small Business
BT 4	Ten-Key Calculation
BA 52	Introduction to Entrepreneurship
BA 55	Introduction to Logistics
BIOL 1	Principles of Biology
BIOL 3	Introduction to Life Science
BIOL 5	Human Biology
BIOL 20	Human Anatomy
BIOL 22	Human Physiology
BIOL 31	Microbiology
CHDEV 1	Principles and Practices of Teaching Young Children
CHDEV 3	Introduction to Curriculum
CHDEV 5	Parent Education
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education
CHDEV 17A	Advanced Infant Toddler Develop & Care
CHDEV 17B	Advanced Infant Toddler Develop & Care
CHDEV 8B	School-Age Child Care Programs for School Age Child Care
CHDEV /PSY 12	Child Abuse
CHDEV 15	Diversity and Culture in Early Care and Education Programs
CHDEV 20	Observation and Assessment
CHDEV 30	Child, Family, and Community
CHDEV 16	Intro to Early Intervention
CHDEV 3	Introduction to Curriculum
CHDEV 11	The Young Child with Special Needs
CHDEV 37A	Early Childhood Practicum
CHDEV 37B	Advanced Practicum in Early Childhood Education
CHDEV/PSY 39	Child Growth and Development
CHDEV/PSY 38	Lifespan Development
CHDEV 40A	Admin of Early Childhood Programs
CHDEV 40B	Adv Admin of Early Childhood Programs
CHDEV 45	Adult Supervision in ECE Classrooms
CHDEV 151	Intro to Family Child Care
CHDEV 152	Quality Programs in Family Child Care
CHEM 1A	General Chemistry

CHEM 1B	General Chemistry & Qualitative Analysis
CHEM 3A	Introductory General Chemistry
CHEM 3B	Introductory Organic & Biological Chemistry
CHEM 8	Elementary Organic Chemistry
CHEM 28A	Organic Chemistry
CHEM 28B	Organic Chemistry
CHEM 29A	Organic Chemistry Laboratory
CHEM 29B	Organic Chemistry Laboratory
COMM 1	Introduction to Public Speaking
COMM 2	Interpersonal Communications
COMM 8	Group Communication
COMM 12	Fundamentals of Interpretation
COMM 25	Argumentation
COTR 19G	Cooperative Work Experience Education
COUN 47	Learning Strategies
COUN 53	College and Life Management
COUN 120	College Introduction
CRIM 1	Introduction to Criminology
CRIM 3	Legal Aspects of Evidence
CRIM 4	Principles & Procedures of the Justice System
CRIM 5	Community Relations
CRIM 6A	Criminal Law
CRIM 7A	Police Operations & Procedures
CRIM 8	Criminal Investigation
CRIM 11	Juvenile Delinquency
CRIM 12	Criminal Justice Communications
CRIM 19V	Cooperative Work Exper, Criminal Justice
CRIM 20	Introduction to Corrections
CSCI 26	Discrete Mathematics for Computer Science
CSCI 40	Programming Concepts & Methodology I
CSCI 41	Programming Concepts & Methodology II
DANCE 9	Dance Conditioning
DEVSER 240	Transition to College for Students w/ Disabilities
DEVSER 250	Workability Assessment & Career Awareness
DEVSER 251	Workability Preparation & Job Placement
DEVSER 252	Workability Strategies & Job Maintenance
DEVSER 255	Workability Experience
DEVSER 262	Group Interaction for Students with Disabilities
DEVSER 272	Consumer Skills
DEVSER 273	Independent Living Skills for DSP&S Students
DEVSER 275	Horticulture Skills I
DS 117	Business Mathematics
ECON 1A	Intro to Macroeconomics
ECON 1B	Intro to Microeconomics
EDUC 10	Introduction to Teaching
ENGL 1A	Reading and Composition
ENGL 1AH	Honors Reading and Composition
ENGL 1B	Intro to the Study of Literature
ENGL 1BH	Honors Intro to the Study of Literature
ENGL 3	Critical Reading and Writing
ENGL 3H	Honors Critical Reading and Writing
ENGL 15A	Creative Writing: Poetry
ENGL 15B	Creative Writing: Fiction
ENGL 44A	World Literature to the Renaissance
ENGL 44B	World Literature since the Renaissance
ENGL 46A	English Literature to 1800
ENGL 46B	English Literature from 1800 to Present
ENGL 47	Introduction to Shakespeare
ENGL 49	Latino & Chicano Literature
ENGL 105	Grammar and Punctuation
ENGL 125	Writing Skills for College
ENGL 126	Reading Skills for College
ENGL 250	Basic Writing
ENGL 252	Writing Improvement
ENGL 260	Basic Reading
ENGL 262	Reading Improvement
ENGR 2	Graphics
ENGR 4	Engineering Materials
ENGR 6	Circuits with Lab
ENGR 8	Statics
ENGR 10	Introduction to Engineering
ENGR 40	Programming for Sci & Engin
FILM 1	Introduction to Film Studies
FILM 2A	History of Cinema 1895-1960
FILM 2B	History Of Cinema 1960 to Present
FILM 5	Digital Filmmaking
FM 30	Interior Design
FN 20	Sanitation, Safety & Equipment
FN 35	Nutrition and Health
FN 40	Nutrition

CHEM 1B	General Chemistry & Qualitative Analysis
CHEM 3A	Introductory General Chemistry
CHEM 3B	Introductory Organic & Biological Chemistry
CHEM 8A	Elementary Organic Chemistry
CHEM 28A	Organic Chemistry
CHEM 28B	Organic Chemistry
CHEM 29A	Organic Chemistry Laboratory
CHEM 29B	Organic Chemistry Laboratory
COMM 1	Introduction to Public Speaking
COMM 2	Interpersonal Communications
COMM 8	Group Communication
COMM 12	Fundamentals of Interpretation
COMM 25	Argumentation
WKEXP 19	Work Experience (Cooperative), General
COUN 47AB	College Study Skills
COUN 53	College and Life Management
COUN 150	College Introduction
CRIM 1	Introduction to Criminology
CRIM 3	Legal Aspects of Evidence
CRIM 4	Principles & Procedures of the Justice System
CRIM 5	Community Relations
CRIM 6	Concepts of Criminal Law
CRIM 7	Concepts of Enforcement Services
CRIM 8	Criminal Investigation
CRIM 11	Juvenile Delinquency
CRIM 12	Criminal Justice Communications
CRIM 19	Work Experience (Cooperative), Occupational
CRIM 20	Introduction to Corrections
CSCI 26	Discrete Mathematics for Computer Science
CSCI 40	Programming Concepts & Methodology I
CSCI 41	Programming Concepts & Methodology II
DANCE 9	Dance Conditioning
DEVSER 264	Transition to College for Students w/ Disabilities
DEVSER 250	Workability Assessment & Career Awareness
DEVSER 251	Workability Preparation & Job Placement
DEVSER 252	Workability Strategies & Job Maintenance
DEVSER 255	Workability Experience
DEVSER 262	Group Interaction for Students with Disabilities
DEVSER 272	Consumer Skills
DEVSER 273	Independent Living Skills for DSP&S Students
DEVSER 275	Horticulture Skills I
DS 117	Business Mathematics
ECON 1A	Intro to Macroeconomics
ECON 1B	Intro to Microeconomics
EDUC 30	Survey of Education
ENGL 1A	Reading and Composition
ENGL 1AH	Honors Reading and Composition
ENGL 1B	Intro to the Study of Literature
ENGL 1BH	Honors Intro to the Study of Literature
ENGL 3	Critical Reading and Writing
ENGL 3H	Honors Critical Reading and Writing
ENGL 15A	Creative Writing: Poetry
ENGL 15B	Creative Writing: Fiction
ENGL 44A	World Literature to the Renaissance
ENGL 44B	World Literature since the Renaissance
ENGL 46A	English Literature to 1800
ENGL 46B	English Literature from 1800 to Present
ENGL 47	Introduction to Shakespeare
CLS 21	Chicano Literature
ENGL 105	Grammar and Punctuation
ENGL 125	Writing Skills for College
ENGL 126	Reading Skills for College
ENGL 250	Basic Writing
ENGL 252	Writing Improvement
ENGL 260	Basic Reading
ENGL 262	Reading Improvement
ENGR 2	Graphics
ENGR 4	Engineering Materials
ENGR 6	Circuits with Lab
ENGR 8	Statics
ENGR 10	Introduction to Engineering
CSCI 40	Programming Concepts & Methodology I
FILM 1	Introduction to Film Studies
FILM 2A	History of Cinema 1895-1960
FILM 2B	History Of Cinema 1960 to Present
FILM 5	Digital Filmmaking
HEC 7	Interior Design
FSM 35	Food Services, Sanitation, Safety & Equipment
FN 35	Nutrition and Health
FN 40	Nutrition

FN 41	Sports Nutrition	FN 41	Sports Nutrition	MUS 28	Beginning Guitar: Level II	MUS 28	Beginning Guitar: Level II
FN 42	Child Nutrition	FN/CHDEV 42	Child Nutrition	MUS 31	Concert Choir	MUS 30	College Choir
FRENCH 1	Beginning French	FRENCH 1	Beginning French	MUS 40	Concert Band	MUS 40	Concert Band
FRENCH 2	High Beginning French	FRENCH 2	High Beginning French	MUS 41	Jazz Ensemble	MUS 41	Jazz Ensemble
FRENCH 3	Intermediate French	FRENCH 3	Intermediate French	PE 4	Badminton	PE 4	Badminton
FRENCH 4	High Intermediate French	FRENCH 4	High Intermediate French	PE 5	Basketball	PE 5	Basketball
GEOG 4A	World Geography	GEOG 4A	World Geography	PE 6	Fitness and Health	PE 6	Fitness and Health
GEOG 4B	World Geography	GEOG 4B	World Geography	PE 7	Golf	PE 7	Golf
GEOL 1	Physical Geology	GEOL 1	Physical Geology	PE 12	Swimming	PE 12	Swimming
GEOL 2	Historical Geology	GEOL 2	Historical Geology	PE 13	Tennis	PE 13	Tennis
GEOL 9	Introduction to Earth Science	GEOL 9	Introduction to Earth Science	PE 14	Volleyball	PE 14	Volleyball
GERMAN 1	Beginning German	GERMAN 1	Beginning German	PE 20	Athletic Training	PE 20	Athletic Training
GERMAN 2	High Beginning German	GERMAN 2	High Beginning German	PE 22	Introduction to Physical Education	PE 62	Introduction to Kinesiology
GERMAN 3	Intermediate German	GERMAN 3	Intermediate German	PE 30A	Theory of Baseball	PE 30A	Theory of Baseball
GERMAN 4	High Intermediate German	GERMAN 4	High Intermediate German	PE 30B	Competitive Baseball	PE 30B	Competitive Baseball
HIST 1	Western Civilization to 1648	HIST 1	Western Civilization to 1648	PE 30C	Off-Season Conditioning for Baseball	PE 30C	Off-Season Conditioning for Baseball
HIST 2	Western Civilization Since 1648	HIST 2	Western Civilization Since 1648	PE 31A	Theory of Basketball	PE 31A	Theory of Basketball
HIST 11	History of the United States to 1877	HIST 11	History of the United States to 1877	PE 31B	Competitive Basketball	PE 31B	Competitive Basketball
HIST 12	History of the United States since 1877	HIST 12	History of the United States since 1877	PE 31C	Off-Season Conditioning for Basketball	PE 31C	Off-Season Conditioning for Basketball
HIST 20	Comparative World Civilizations to 1600	HIST 20	Comparative World Civilizations to 1600	PE 33A	Theory of Football	PE 33A	Theory of Football
HLTH 1	Contemporary Health Issues	HLTH 1	Contemporary Health Issues	PE 33B	Competitive Football	PE 33B	Competitive Football
HLTH 2	First Aid and Safety	HLTH 2	First Aid and Safety	PE 33C	Off-Season Conditioning for Football	PE 33C	Off-Season Conditioning for Football
HS 20	Introduction to Social Work	HS 20	Introduction to Social Work	PE 34A	Theory of Golf	PE 34A	Theory of Golf
HS 24	Fundamentals of Interviewing and Counseling	HS 24	Fundamentals of Interviewing and Counseling	PE 34B	Competitive Golf	PE 34B	Competitive Golf
HS 30	Group and Community Social Services	HS 30	Group and Community Social Services	PE 34C	Off-Season Conditioning for Golf	PE 34C	Off-Season Conditioning for Golf
HS 19V	Work Experience (Cooperative), Occupational	HS 19	Work Experience (Cooperative), Occupational	PE 35B	Pep and Cheer	PE 35B	Pep and Cheer
IS 12	Computer Literacy	CIT 12	Computer Literacy	PE 37A	Theory of Softball	PE 37A	Theory of Softball
IS 15	Computer Concepts	CIT 15	Computer Concepts	PE 37B	Competitive Softball	PE 37B	Competitive Softball
IS 18	Spreadsheet Fundamentals	CIT 23	Spreadsheet Fundamentals	PE 37C	Off-Season Conditioning for Softball	PE 37C	Off-Season Conditioning for Softball
IS 19V	Cooperative Work Experience, Information Systems	IS 19	Work Experience (Cooperative), Occupational	PE 38A	Theory of Tennis	PE 38A	Theory of Tennis
IS 33	Beginning Java Programming	CIT 63	Beginning Java Programming	PE 38B	Competitive Tennis	PE 38B	Competitive Tennis
IS 47	Visual Basic	CIT 60	Beginning Visual Basic	PE 38C	Off-Season Conditioning for Tennis	PE 38C	Off-Season Conditioning for Tennis
IS 49A	LAN Fundamentals – Cisco I	EST 61	Networking Essentials	PE 39A	Theory of Track & Field	PE 39A	Theory of Track & Field
IS 49B	Router Theory & Technology – Cisco II Technology	EST 62	Router Theory & Technology	PE 39B	Competitive Track & Field	PE 39B	Competitive Track & Field
IS 49C	Ad. Routing & Switching – Cisco III Switching	EST 63	Adv. Routing & Switching	PE 39C	Off-Season Conditioning for Track & Field	PE 39C	Off-Season Conditioning for Track & Field
IS 49D	Adv. Networking & Management – Cisco IV Management	EST 64	Adv. Networking & Management	PE 40A	Theory of Volleyball	PE 40A	Theory of Volleyball
IS 202	Introduction to Online Learning	CIT 202	Introduction to Online Learning	PE 40B	Competitive Volleyball	PE 40B	Competitive Volleyball
JOURN 1	Introduction to Mass Communications	JOURN 1	Introduction to Mass Communications	PE 40C	Off-Season Conditioning for Volleyball	PE 40C	Off-Season Conditioning for Volleyball
JOURN 3	Newswriting	JOURN 3	Newswriting	PHIL 1	Introduction to Philosophy	PHIL 1A	Theories of Knowledge and Reality
LING 10	Introduction to Language	LING 10	Introduction to Language	PHIL 1C	Ethics	PHIL 1C	Ethics
LING 11	Intro to Language	LING 11	Intro to Language for Educators	PHIL 1CH	Honors Ethics	PHIL 1C	Ethics
MATH 4A	Trigonometry	MATH 4A	Trigonometry	PHIL 1D	World Religions	PHIL 1D	World Religions
MATH 4B	Precalculus	MATH 4B	Precalculus	PHIL 4	Critical Reasoning	PHIL 4	Critical Reasoning
MATH 5A	Math Analysis I	MATH 5A	Math Analysis I	PHIL 6	Introduction to Logic	PHIL 6	Introduction to Logic
MATH 5B	Math Analysis II	MATH 5B	Math Analysis II	PHOTO 1	Basics of Photography	PHOTO 5	Introduction to Photography
MATH 6	Math Analysis III	MATH 6	Math Analysis III	PHYS 2A	General Physics 1	PHYS 2A	General Physics 1
MATH 7	Introduction to Differential Equations	MATH 7	Introduction to Differential Equations	PHYS 2B	General Physics 2	PHYS 2B	General Physics 2
MATH 10A	Structure and Concepts in Mathematics I	MATH 10A	Structure and Concepts in Mathematics I	PHYS 4A	Physics for Scientists & Engineers	PHYS 4A	Physics for Scientists & Engineers
MATH 10B	Structure and Concepts in Mathematics II	MATH 10B	Structure and Concepts in Mathematics II	PHYS 4B	Physics for Scientists & Engineers	PHYS 4B	Physics for Scientists & Engineers
MATH 11	Elementary Statistics	MATH 11	Elementary Statistics	PHYS 4C	Physics for Scientists & Engineers	PHYS 4C	Physics for Scientists & Engineers
MATH 21	Finite Mathematics	MATH 21/DS 21	Finite Mathematics	PHYS 4C	Physics for Scientists & Engineers	PHYS 4C	Physics for Scientists & Engineers
MATH 26	Elementary Linear Algebra	MATH 26	Elementary Linear Algebra	POLSCI 2	American Government	POLSCI 2	American Government
MATH 45	Contemporary Mathematics	MATH 45	Contemporary Mathematics	POLSCI 2H	Honors American Government	POLSCI 2H	Honors American Government
MATH 101	Elementary Algebra	MATH 101	Elementary Algebra	POLSCI 5	Comparative Government	POLSCI 5	Comparative Government
MATH 102	Plane Geometry	MATH 102	Plane Geometry	POLSCI 110	American Institutions	POLSCI 110	American Institutions
MATH 103	Intermediate Algebra	MATH 103	College Arithmetic	PSY 2	General Psychology	PSY 2	General Psychology
MATH 250	College Arithmetic	MATH 250	College Arithmetic	PSY 2H	Honors General Psychology	PSY 2H	Honors General Psychology
MATH 256	Algebra Topics	MATH 255	Pre-Algebra	PSY 5	Social Psychology	PSY 5	Social Psychology
MATH 260B	Arithmetic Review: Fractions	MATH 260B	Arithmetic Review: Fractions	PSY 16	Abnormal Psychology	PSY 16	Abnormal Psychology
MKTG 10	Marketing	MKTG 10	Principles of Marketing	PSY 25	Human Sexuality	PSY 25	Human Sexuality
MKTG 11	Salesmanship	MKTG 11	Salesmanship	PSY/CHDEV 38	Lifespan Development	PSY/CHDEV 38	Lifespan Development
MKTG 12	Advertising and Promotion	MKTG 12	Advertising and Promotion	RE 40	Real Estate Principles	RE 40	Real Estate Principles
MKTG 14	Retailing	MKTG 14	Retailing	RE 41	Real Estate Practice	RE 41	Real Estate Practice
MUSIA	Music Theory I	MUS 1A	Music Theory I	RE 42	Legal Aspects of Real Estate	RE 42	Legal Aspects of Real Estate
MUS 1B	Music Theory II	MUS 1B	Music Theory II	RE 43	Real Estate Appraisal	RE 43	Real Estate Appraisal I
MUS 2A	Music Theory III	MUS 2A	Music Theory III	SCI 1A	Introductory Chemical & Physical Science	NATSCI 1A	Integrated Sci: Physics & Chemistry
MUS 2B	Music Theory IV	MUS 2B	Music Theory IV	SCI 3	Introduction to Astronomy	ASTRO 10	Basic Astronomy
MUS 3	Music Fundamentals	MUS 3	Music Fundamentals	SOC 1A	Introduction to Sociology	SOC 1A	Introduction to Sociology
MUS 7A	Ear Training: Level I	MUS 7A	Ear Training: Level I	SOC 2	American Minority Groups	SOC 2	American Minority Groups
MUS 7B	Ear Training: Level II	MUS 7B	Ear Training: Level II	SOC 32	Courtship, Marriage, Divorce: Family & Interpersonal Relationships	SOC 32	Courtship, Marriage, Divorce: Family & Interpersonal Relationships
MUS 12	Music Appreciation	MUS 12	Music Appreciation	SPAN 1	Beginning Spanish	SPAN 1	Beginning Spanish
MUS 16	Jazz History and Appreciation	MUS 16	Jazz History and Appreciation	SPAN 2	High Beginning Spanish	SPAN 2	High Beginning Spanish
MUS 18	Basic Conducting and Score Reading	MUS 18	Basic Conducting and Score Reading	SPAN 3	Intermediate Spanish	SPAN 3	Intermediate Spanish
MUS 20	Beginning Piano: Level I	MUS 20	Beginning Piano: Level I	SPAN 3NS	Spanish for Spanish Speakers	SPAN 3NS	Spanish for Spanish Speakers
MUS 21	Beginning Piano: Level II	MUS 21	Beginning Piano: Level II	SPAN 4NS	Spanish for Spanish Speakers	SPAN 4NS	Spanish for Spanish Speakers
MUS 22	Intermediate/Advanced Piano	MUS 22	Intermediate/Advanced Piano	STAT 7	Elementary Statistics	DS 23/MATH 11	Business Statistics/Elementary Statistics
MUS 24	Elementary Voice – Level I	MUS 24	Elementary Voice – Level I				
MUS 27	Beginning Guitar: Level I	MUS 27	Beginning Guitar: Level I				

COURSE DESCRIPTIONS

ACCOUNTING (ACCTG)

1A PRINCIPLES OF ACCOUNTING

4 units, 4 lecture hours, 1 lab hour

SUBJECT PREREQUISITES: Accounting 40 or 2 years high school accounting or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Recording of transactions in general journal as well as special journals, theory of debit and credit, classification of accounts into six categories, preparation of payroll, employee benefits, preparation and interpretation of four financial statements as they apply to sole proprietorships, partnerships, and corporations. (A, CSU, UC)

1B PRINCIPLES OF ACCOUNTING

4 units, 4 lecture hours, 1 lab hour

SUBJECT PREREQUISITES: Accounting 1A.

A continuation of recording transactions, theory of debit and credit, classification of accounts, preparation and interpretation of financial statements with an emphasis on managerial accounting techniques as applied to sole proprietorships, partnerships, and corporations including tax considerations. (A, CSU, UC)

19V COOPERATIVE WORK EXPERIENCE, ACCOUNTING

1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment (Pass/No Pass) (Repeats=3)

Supervised employment, directly related to student's major in accounting. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

31 COMPUTERIZED ACCOUNTING

3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=3)

SUBJECT PREREQUISITES: Accounting 40 or 2 years high school accounting or equivalent and Information Systems 15 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Introduction to accounting procedures and applications using various software and templates. Use of standard accounting programs, including general ledger, depreciation, accounts receivable/payable, payroll and inventory control. Survey of current accounting applications for microcomputers. (A, CSU)

40 APPLIED ACCOUNTING

3 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A course designed to introduce basic accounting concepts. Emphasis will be placed on journal entries, posting to ledgers using working papers, preparing worksheets, payroll, and financial statements for sole proprietorships operating as service organizations. Ten-key office calculators will be used to solve accounting problems with an emphasis on proper use, speed, and accuracy. (A, CSU)

44 TAX ACCOUNTING

4 units, 4 lecture hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A course designed to study the federal and California state income tax laws for individuals. The application of the laws by computation of various problems and the completion of forms required. (A, CSU)

146 INCOME TAX-A SHORT COURSE

1.5 units, short-term course: 27 lecture hours, (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A short course (9 weeks) designed to assist individuals to prepare their federal 1040 and California 540 income tax forms and the associated schedules. (A)

261 TOPICS IN ACCOUNTING

.5-1 unit, short-term course: 9-18 lecture hours, (Pass/No Pass)

A contemporary overview of current accounting topics. Students taking this course will learn a variety of accounting skills such as being able to use spreadsheets in accounting, selecting appropriate methods to handle different accounting situations and the evaluation of solutions to accounting problems. Topics will be offered for either .5 unit or 1 unit of credit.

AGRICULTURE (AG)

1 COMPUTER APPLICATIONS IN AGRICULTURE

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Computer application basics that relate to the management of agricultural enterprises. Emphasis will be placed on the use of the following: disk operating systems, word processing, spreadsheet, and database management programs. The use, evaluation, and selection of appropriate computer hardware and software. (A, CSU, UC)

2 AGRICULTURAL ECONOMICS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Introduction to the dynamic economic activities and considerations facing the agricultural industry. Economic factors that affect prices, supply, demand, and allocation of farm commodities. The place of agriculture and farmers in our economic system and their relationship to the consuming public. (A, CSU-GE, UC)

3 AGRICULTURE ACCOUNTING

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Fundamentals of keeping various types of records for farms and agri-businesses, including: inventory depreciation, cash and accrual record keeping, tax reporting, financial statements, enterprise accounting, and computer accounting. Includes credit and finance concepts and investment analysis. (A, CSU)

4 FARM MANAGEMENT

3 units, 2 lecture hours, 3 lab hours

SUBJECT ADVISORIES: Agriculture 1 and 3.
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Organization and operation of farm businesses. Use of resources, planning, organizing, profit maximization, appraisal, and computer applications in making farm management decisions. (A, CSU)

5 AG SALES AND COMMUNICATIONS

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Selling agricultural products, preparing and delivering presentations to groups, creating newsletters, and promotion in agriculture. Critical skills of self-management, communication, and interpersonal values through role playing and presentations. Students will develop written, oral, and computer presentations. (A, CSU)

6 AGRICULTURE MARKETING

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A study of concepts and trends in agricultural marketing. Marketing principles, policies, and channels as they occur in agriculture. The effects of commodity exchanges, regulatory agencies, marketing orders, and cooperatives in the marketing of agricultural products. Successful strategies utilized by agriculture marketing agencies will be analyzed and compared as class projects. (A, CSU)

10 SURVEY OF AGRICULTURE

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

An introduction to basic principles of the agriculture industry in California. Topic areas may include animal science, plant science, agriculture economics and management, resource management, and contemporary agricultural issues. (A, CSU)

11 **COMPUTER SOLUTIONS
IN AGRICULTURE**
3 units, 2 lecture hours, 3 lab hours.

SUBJECT PREREQUISITES: Completion of Agriculture 1 or equivalent. **BASIC SKILLS ADVISORIES:** Completion of Mathematics 101 or equivalent.

This is an advanced computer application course focusing on solving problems in agriculture business situations. The course will teach advanced spreadsheet skills and database skills needed for decision making including the use of relational and logical operators, macros, querying, sorting, joining of files, and the use of strings. (A, CSU)

12 **INTERNATIONAL AGRICULTURE TRADE**
**2 units, short-term course: 27 lecture hours,
27 lab hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Analysis of international agriculture business trade policies, processes and activities. Exploration of trade barriers, trade groups, distribution channels, logistics, and opportunities. Overview of government regulations, the changing consumer, and the future of international agriculture. Focus in practical export fundamentals and includes hands-on applications. (A, CSU)

19V **COOPERATIVE WORK
EXPERIENCE, AGRICULTURE**
**1-8 units, 75 hours/unit paid employment or
60 hours/unit volunteer employment**

Supervised employment, directly related to student's major. Maximum of eight units per semester, 16 units total. May be repeated for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

260 **AGRICULTURE ACHIEVEMENT I**
1 unit, 1 lecture hour, (Pass/No Pass)

This course is designed for first year CASS scholars. It is a leadership development class that provides opportunities for students to hold an office, be a committee member, and work with others in the completion of group activities. The course includes leadership training and continued orientation to American life and college activities. Additionally, this course will provide students with activities which develop an understanding of American society and culture. It includes exposure to and discussion about the customs of the United States.

261 **AGRICULTURE ACHIEVEMENT II**
1 unit, 1 lecture hour, (Pass/No Pass)

This course is designed to meet the needs of international exchange students participating in special programs. The course presents international students with job search techniques, professional writing skills, resume preparation, and interviewing skills common in the United States of America. A special focus will be how to "translate" those techniques to the culture of their home country.

266 **SELECTED TOPICS IN AGRICULTURE**
**.5-2 units, short-term course: 6-36 lecture and/
or 9-96 lab hours, (Pass/No Pass only)**

Specific topics designed to teach skills and management practices in agriculture and agriculture business. Subjects may include the following: agriculture entrepreneurship, exporting agriculture products, food processing techniques, agriculture safety, labor issues, economic trends and issues, agriculture technology updates, management techniques, and other topics as appropriate. (Fee may be required).

AGRICULTURE AND NATURAL RESOURCES (AGNR)

1 **CAREER PREPARATION**
1 unit, 1 lecture hour

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will cover the development of goals and skills required to secure a job in the Agriculture and Natural Resources area including job search, resume development, interviewing, motivation, communications, leadership, and employee/employer relationships. (A, CSU)

2 **CAREER LEADERSHIP SEMINAR**
1 unit, 1 lecture hour

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is a seminar on workplace issues which addresses elements of leadership, communication skills, work ethic, workplace etiquette, teamwork, problem-solving, supervision, time management, and interviewing skills. (A, CSU)

10 CONSTRUCTION TECHNOLOGY
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides an introduction to the current technology in agriculture and landscape industries. Instruction includes modern materials, tools, and procedures. Concrete and masonry, wood and metal structures, and electrical and plumbing systems will be covered. Safety will be emphasized throughout the course. (A, CSU)

41 AGRICULTURE AMBASSADORS
2 units, 1 lecture hour, 3 lab hours, (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126.

Agriculture Leadership training through application of individual and group leadership techniques. Participation as an Agriculture Ambassador team member in college recruitment activities, including giving recruitment presentations at off-campus sites, hosting prospective student groups for on-campus visitations and sponsoring recruitment activities for prospective students. (A, CSU)

48 SKILLS
1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Development of occupational skills not normally provided for in other Agricultural, Natural Resources, and Manufacturing classes. Skills may include but not limited to livestock, manufacturing, forestry, horticultural, or power mechanics, and career development training related to these areas. (A, CSU)

AMERICAN SIGN LANGUAGE (ASL)

1 BEGINNING AMERICAN SIGN LANGUAGE
4 units, 4 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Beginning course in everyday communication with the deaf and severely hearing impaired; intended for students with no knowledge of ASL. Introduction to vocabulary, idioms, grammar, the culture of the deaf community, and appropriate behavior for social interaction with the deaf. Uses only the target language in class. (A, CSU-GE, UC, I)

2 HIGH-BEGINNING AMERICAN SIGN LANGUAGE
4 units, 4 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: American Sign Language 1 or equivalent skills as determined by an instructor of American Sign Language BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Second-semester course in everyday communication with the deaf and severely hearing impaired. Development of grammatical structures and expansion of vocabulary. Further study of the culture of the deaf community and appropriate behavior for social interaction with the deaf. Uses only the target language in class. (A, CSU-GE, UC, I)

3 INTERMEDIATE AMERICAN SIGN LANGUAGE
4 units, 4 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: American Sign Language 2 or equivalent skills as determined by an instructor of American Sign Language. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Third-semester course in everyday communication with the deaf and severely hearing impaired. Review of basic grammatical structures. Further development of signing skills and grammatical structures and continued expansion of vocabulary. Increased reliance on signing in the study of the culture of the deaf community. Uses only the target language in class. (A, CSU-GE, UC, I)

4 HIGH-INTERMEDIATE AMERICAN SIGN LANGUAGE
4 units, 4 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: American Sign Language 3 or equivalent skills as determined by an instructor of American Sign Language. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Fourth-semester course in everyday communication with the deaf and severely hearing impaired. Development of proficiency of morphology and grammar usage. Increased reliance on signing in the continued exploration of current topics of relevance to the culture of the deaf community. Uses only the target language in class. (A, CSU-GE, UC, I)

ANIMAL SCIENCE (AS)

1 GENERAL LIVESTOCK PRODUCTION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is a survey of the livestock industry, the supply of animal products and their uses, with a special emphasis on the origin, characteristics, adaptation, and contributions of farm animals to the agriculture industry. This course will analyze the economic trends and career opportunities in animal agriculture. (A, CSU, UC)

2 BEEF PRODUCTION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is a study of the principles and practices of purebred and commercial beef cattle production throughout the world, United States and California. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and recordkeeping to ensure scientifically-based management decisions and consumer product acceptance as applied to beef cattle. (A, CSU, UC)

3 SHEEP PRODUCTION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is a survey of the sheep industry including management of commercial, purebred and small farm flocks; selecting, feeding, breeding and basic care of ewes and lambs plus marketing of lambs and wool. (A, CSU, UC)

4 SWINE PRODUCTION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is a study of the principles and practices of purebred and commercial pork production throughout California, the United States and the world. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and recordkeeping to ensure scientifically-based management decisions and consumer product acceptance. (A, CSU, UC)

5 ANIMAL NUTRITION

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course covers the fundamental anatomy and physiology of digestion and absorption in both ruminant and non-ruminant species of livestock. Emphasis is placed on the role of nutrients in maximizing animal health and performance, the nutritive analysis of various common feedstuffs, and the formulation of balanced rations for cattle, sheep, swine, horses and poultry. (A, CSU)

6 LIVESTOCK SELECTION AND EVALUATION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course involves a detailed analysis of various visual and physical methods of appraising beef, sheep, swine and horses concerning functional and economic value. Written and oral summaries of evaluation will be learned. Specific reference will be made to performance data and factors determining carcass value. (A, CSU, UC)

10 MEAT EVALUATION AND PROCESSING

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an introduction to the meat industry with a special emphasis on meat products and value added meat processing techniques. It includes concepts of food safety and sanitation, grading and inspection along with preservation and marketing strategies to meet current consumer demands. (A, CSU)

21 EQUINE SCIENCE

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is a survey of the equine industry, encompassing the evolution and role of the equine species throughout history, breed selection and development, nutrition, diseases, preventative health, reproductive management, basic horse care, and stabling alternatives. (A, CSU, UC)

24 **EQUITATION**
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=2)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Fundamentals of horsemanship, equestrian theory, riding practice, equipment, terminology, basic care, safety around horses and horse handling. Emphasis on riding skills to develop the horse and rider as a unit. (A, CSU)

40 **FAIRS AND EXPOSITIONS**
2 units, 1 lecture hour, 3 lab hours, (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 A practical field course to introduce students to the subject of fairs, sales, and expositions, their rules, regulations, judging, scoring, and entry procedures for livestock and horses. Emphasis will be placed on exhibiting, showmanship, and management of animals on display in a public setting. (A, CSU)

144 **TRAIL PACKING**
.5 unit, short-term course: 3 lecture hours, 18 lab hours, (Pass/No Pass) (Repeats=1)
 BASIC SKILLS ADVISORIES: Eligibility for English 125,126, and Mathematics 101.
 A short course demonstrating the practical application of packing techniques under two days of field and trail conditions. One preparation lecture required. (A)

ANTHROPOLOGY (ANTHRO)

1 **BIOLOGICAL ANTHROPOLOGY**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 The evolutionary biology of humankind. The history of evolutionary thought; human genetics; comparison of human to non-human life forms especially the primates; the fossil record; the role of culture in human evolution; and variation in modern humans and the concept of race. (A, CSU-GE, UC, I) (TCSU ANTH 110)

2 **CULTURAL ANTHROPOLOGY**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Principles, methods, and concepts of cultural anthropology. The relationship between culture, society, and the individual. A cross-cultural, integrated analysis of human marriage and family, child rearing, personality development, kinship, social institutions, ideology and religion, politics and social control, economics and ecological adaptation, language, artistic expression and cultural change. (A, CSU-GE, UC, I) (TCSU ANTH 120)

3 **INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The evolution of human culture from the first use of stone tools to the rise of civilization as understood through the archaeological record. Also includes discussion of the methods of archaeological field work and analysis and the history and interdisciplinary nature of archaeological research. (A, CSU-GE, UC, I)

ART (ART)

1 **ART BASICS: 2/3 DIMENSIONAL DESIGN**
3 units, 2 lecture hours, 4 lab hours (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Students will develop working knowledge of the elements and principles of design through lecture and production. Application of concepts will be coupled with exploration of the history of design from the Arts and Crafts movement through contemporary design. Course teaches both 2 dimensional and 3 dimensional design concepts and production. (A, CSU-GE, UC, I)

2 ART APPRECIATION

3 units, 3 lecture hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Lecture course to learn the cultural significance of the arts. Instruction will cover media and movements. Students will also learn the elements and principles of design to understand the visual language of the arts and the methods used by artists to communicate ideas to the public. Course also emphasizes the multicultural visual dialogue that occurs throughout the different communities in the world. (A, CSU-GE, UC, I)

5 ART HISTORY 1

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from Prehistory through the Gothic Period. (A, CSU-GE, UC, I) (TCSU ART 110)

6 ART HISTORY 2

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from the early renaissance through the end of the twentieth century. (A, CSU-GE, UC, I)

6H HONORS ART HISTORY 2

3 units, 3 lecture hours

SUBJECT ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A. Enrollment in Honors Program.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from the early renaissance through the end of the twentieth century. As an honors section, the class will be conducted as a seminar with an emphasis on student projects. (A, CSU-GE, UC, I)

7 BEGINNING DRAWING

3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Emphasis is on developing basic skills in objective, representational, freehand drawing in various two-dimensional media. Through lecture and studio practice, students learn about: representational, abstract, non-objective, and conceptual approaches to drawing; the visual language of drawing, composition (the Elements and Principles of Design); historical and contemporary rendering techniques and media; and drawing as creative personal expression. (A, CSU, UC) (TCSU ART 210)

9 BEGINNING PAINTING: OIL AND ACRYLIC

3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an exploration of the creative act of painting using representational, abstract and non-objective forms. Emphasis is placed on the fundamentals of composition and the ability to handle materials. Students will learn basic color theory, value, line, shape, texture and techniques including direct paint application, glazing, brush strokes and impasto. Issues concerning canvas stretching, brush cleaning, mixing glazes and toxicity are addressed. Through lecture and studio practice, students gain introductory skills in painting within the context of an historical perspective. (A, CSU, UC)

9X BEGINNING PAINTING: OIL AND ACRYLIC

2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an exploration of the creative act of painting. Emphasis is placed on the fundamentals of composition and the ability to handle materials. Students will learn basic color theory, composition and techniques including direct paint application, glazing and brush stroke. Issues concerning canvas stretching, brush cleaning, mixing glazes and toxicity are addressed. (A, CSU, UC)

10 BEGINNING CERAMICS
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This class will be an introduction to the ceramic art of pottery. Through lecture, demonstrations and practical application, students will explore the forms, techniques and cultural influences of ceramic art throughout history. Students will learn to create pottery from the potter's wheel and from a variety of hand building techniques. Students will also be introduced to glazing and firing techniques. (A, CSU-GE, UC)

10X BEGINNING CERAMICS
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A concise history of ceramics. Basic studio practices in hand construction and glazing. (A, CSU, UC)

13 BEGINNING WATERCOLOR PAINTING
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Emphasis is on developing basic skills in watercolor painting. Through lecture and studio practice, students learn representational, abstract, non-objective, and conceptual approaches/techniques to painting. Traditional and experimental techniques are explored. (A, CSU).

17 INTERMEDIATE DRAWING
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Art 7. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is an exploration of the creative act of drawing using representational, abstract, non-objective and conceptual forms. Students will build upon skills learned in beginning drawing and create a cohesive body of work. Historical and contemporary drawing techniques as well as drawing as a form of creative personal expression are integrated into course content. (A, CSU, UC)

19 INTERMEDIATE PAINTING: OIL/ACRYLIC
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

SUBJECT ADVISORIES: Art 9 or demonstration of comparable skill level to be determined by testing and/or portfolio of past oil/acrylic painting works. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an exploration of the creative act of painting using representational, abstract, and non-objective forms. Students will build upon skills learned in beginning painting and create a cohesive body of work. Historical and contemporary approaches to oil and acrylic media are integrated into course content. (A, CSU, UC)

19X INTERMEDIATE PAINTING: OIL/ACRYLIC
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)

SUBJECT ADVISORIES: Art 9 or demonstration of comparable skill level to be determined by testing and/or portfolio of past oil/acrylic painting works. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an intermediate exploration of the creative act of painting using representational, abstract, or nonobjective forms. Students will build upon skills learned in beginning painting to form a cohesive body of work. (A, CSU, UC)

20 INTERMEDIATE CERAMICS
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=2)

SUBJECT PREREQUISITES: Art 10 or 10X. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This class will focus on strengthening and extending the basic skills of pottery making with wheel throwing and hand building techniques. Through lecture, demonstration, and guided practice, students will be introduced to creating larger and more complex forms in clay as well as refinement of pottery forms, decorative treatments and glaze techniques. Aesthetics and individual creativity will be encouraged in the assignments and explored through historical and cultural settings. (A, CSU, UC)

- 20X INTERMEDIATE CERAMICS**
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=2)
 SUBJECT PREREQUISITES: Art 10 or 10X.
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Construction and decorative process, wheel throwing and exploration of clay bodies, glaze calculation, and kiln firing. (A, CSU, UC)
- 23 INTERMEDIATE WATERCOLOR PAINTING**
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Emphasis is on developing intermediate level painting skills in watercolor. Through guided studio practice, lecture, research and critique, students learn to use the elements and principles of design (in composing paintings) with more complexity than the novice. Specific instruction in planning/executing paintings with color schemes; various types of balance; rendering techniques; using mixed-media; and creating paintings with representational, abstract, non-objective, and conceptual approaches. (A, CSU, UC)
- 30A ILLUSTRATOR®: BEGINNING COMPUTER DRAWING AND DESIGN**
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 This course will allow students to build skills in beginning computer drawing. Projects will emphasize issues of content and form in a digital drawing workflow. Students will be challenged to carry out design projects in a fine art, as well as, commercial environment. (A, CSU, UC)
- 30B ILLUSTRATOR®: INTERMEDIATE COMPUTER DRAWING AND DESIGN**
3 units, 2 lecture hours, 4 lab hours (Pass/No Pass) (Repeats=3)
 SUBJECT PREREQUISITES: Art 30A. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 This course will allow students to build upon the skills learned in beginning computer drawing. Projects will continue to emphasize issues of content and form in a digital drawing workflow. Students will be challenged to carry out design projects in a fine art, as well as, commercial environment. (A, CSU, UC)
- 37A PHOTOSHOP®: DIGITAL VISUAL ART**
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 The digital imaging software program, Photoshop®, is introduced. Emphasis is on photo restoration, image compositing, image manipulation, scanning, and printing. (A, CSU, UC)
- 37B PHOTOSHOP®: INTERMEDIATE DIGITAL VISUAL ART**
3 units, 2 lecture hours, 4 lab hours (Pass/No Pass) (Repeats=3)
 SUBJECT PREREQUISITES: Art 37A.
 Intermediate level course utilizing Photoshop® digital imaging software. Emphasis is on creating works for print, web and multi-media applications. Fine and commercial art references are studied. (A, CSU, UC)
- 38 PAINTER®: COMPUTER DIGITAL IMAGING**
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This beginning digital painting course explores the use of the computer in the visual arts. Issues of form and content are integrated with technological instruction in the formation of painted digital art images with an emphasis on design fundamentals. The digital imaging software program, Painter®, is introduced along with techniques necessary for image creation from scratch, scanning, printing, virtual watercolor, oil, impasto, dry media, textures, painted composites and integration of photographs. (A, CSU, UC)
- 41 COMPUTERIZED MULTIMEDIA**
3 units, 2 lecture hours, 4 lab hours (Pass/No Pass) (Repeats=3)
 SUBJECT PREREQUISITES: Art 37A or 38.
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course is an introduction to computer multimedia for graphic design and the visual arts. The course will introduce a multi-media authoring program used for creating interactive media such as animation and simple, interactive projects. (A, CSU, UC)

42 **COMPUTER ANIMATION/3D**
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

SUBJECT PREREQUISITES: Art 37A or 38.
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an introduction to 3D computer animation and modeling on the computer. Projects such as creating 3D still images and 3D animations will be assigned. (A, CSU)

43 **INDEPENDENT PROJECTS STUDIO**
2-3 units: 2 units, 1 lecture hour, 3 lab hours; 3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

SUBJECT PREREQUISITES: Art 7 or 9 or 10 or 13 or 30A or 37A or 38.

This course involves the production of individual work under supervision of instructor in a specialized area. It may include ceramics, commercial art, digital imaging, drawing, design, sculpture, printmaking, painting or photography. During the first week of the semester, student enrolling must present an appropriate project based upon skills learned in other art courses. (A, CSU)

44 **DIGITAL VIDEO EDITING**
3 units, 2 lecture hours, 4 lab hours (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.

This course is an introduction to digital video editing on the computer. Topics such as modern film theory, film treatments, framing shots, timing and transitions, and other pre- and post-production skills are also covered. (A, CSU)

137A **PHOTOSHOP®: DIGITAL VISUAL ART**
1.5 units, 1 lecture hour, 2 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Art 137A is a concise introduction to techniques in digital photo manipulation. Basic issues of form (visual elements/principles of design) and content are integrated with technical instruction in the formation of computer pixel-based digital photo images. A photo digital imaging software program is introduced along with elementary techniques necessary for digital photography, image compositing, scanning and printing. (A)

138 **PAINTER®: COMPUTER DIGITAL IMAGING**
1.5 units, 1 lecture hour, 2 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Art 138 is a concise introduction to techniques in digital painting. Basic issues of form (visual elements/principles of design) and content are integrated with technical instruction in the formation of digital pixel-based painted images. A digital painting software program is introduced along with elementary techniques necessary for digital painting, scanning and printing. (A)

AUTOMOTIVE TECHNOLOGY (AUTOT)

9 **AUTOMOTIVE ESSENTIALS**
3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is an overview of the automobile and its basic components. General servicing procedures and basic troubleshooting are included for anyone needing an introduction to the operating principles of the automobile. (A, CSU)

10 **AUTOMOTIVE TECHNICIAN PROGRAM**
16 units, 9 lecture hours, 21 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course, Automotive Technology 10, in concert with Automotive Technology 11, will prepare the student with the knowledge and skills to perform diagnosis and repair of various automotive components and enter the automotive service industry at the advanced apprentice level. Subjects include: safety, ethics, regulations, engine repair, manual transmissions, clutches, automatic transmission, and chassis electrical systems. Most tools and equipment are provided, however the student is expected to furnish Digital Volt Ohm Meter (DVOM), Vacuum gauge, personal safety items, and a uniform laundry fee. (A, CSU)

11 **AUTOMOTIVE TECHNICIAN PROGRAM**
16 units, 9 lecture hours, 21 lab hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course, Automotive Technology 11, in concert with Automotive Technology 10, will prepare the student with the knowledge and skills to perform diagnosis and repair of various automotive components and enter the automotive service industry at the advanced apprentice level. Subjects include: safety, ethics, regulations, brakes, suspension and steering, differentials, axles, engine electrical and electronic systems, engine performance and emissions, air conditioning and heating, and Bureau of Automotive Repair (BAR) Emissions (Smog), Brake and Lamp License Preparation. Most tools and equipment are provided, however the student is expected to furnish Digital Volt Ohm Meter (DVOM), Vacuum gauge, personal safety items, and a uniform laundry fee. (A, CSU)

AVIATION MAINTENANCE TECHNOLOGY (AERO)

1 **AVIATION MAINTENANCE TECHNOLOGY**
17.5 units, 15 lecture hours, 15 lab hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Aero 1 meets the FAA General requirements: Basic Electricity, Aircraft Drawings, Weight and Balance, Fluid Lines and Fittings, Materials and Processes, Ground Operation and Servicing, Cleaning and Corrosion Control, Wood Structures, Aircraft Covering, Aircraft Finishes, Math, Maintenance Forms and Records, Basic Physics, Maintenance Publications, Mechanic Privileges and Limitations, Welding, and Human Factors. Computer subjects include terminology, storage devices, word processing, and computer based-training applications. Successful completion of Aero 1, 2, 3 and 4 qualifies student to take the licensing exams required for Airframe and Powerplant certification. (A, CSU)

2 **AVIATION MAINTENANCE TECHNOLOGY**
17.5 units, 15 lecture hours, 15 lab hours
SUBJECT ADVISORIES: Aviation Maintenance 1.
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Aero 2 meets the FAA Airframe and Powerplant Systems requirements: Cabin Atmosphere Control Systems, Hydraulic and Pneumatic Power Systems, Aircraft Fuel Systems, Fuel Metering Systems, Engine Fuel Systems, Aircraft Landing Gear Systems, Position and Warning Systems, Ice and Rain Control Systems, Fire Protection Systems, Engine Fire Protection Systems, Assembly and Rigging, Engine Instrument Systems. Successful completion of Aero 1, 2, 3 and 4 qualifies student to take the licensing exams required for Airframe and Powerplant certification. (A, CSU)

3 **AVIATION MAINTENANCE TECHNOLOGY**
17.5 units, 15 lecture hours, 15 lab hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Aviation Maintenance Technology 1 and 2.

Systems, Engine Cooling Systems, Engine Exhaust and Reverser Systems, Propellers, Auxiliary Power Units. Successful completion of Aero 1, 2, 3 and 4 qualifies student to take the licensing exams required for Airframe and Powerplant certification. (A, CSU)

4 **AVIATION MAINTENANCE TECHNOLOGY**
17.5 units, 15 lecture hours, 15 lab hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Aviation Maintenance Technology 1 and 2.

Aero 4 meets the FAA Airframe requirements including: Sheet metal and Non-metallic Structures, Airframe Inspection, Communication and Navigation Systems, Aircraft Electrical Systems, Aircraft Instrument Systems, Engine Electrical Systems. Successful completion of Aero 1, 2, 3 and 4 qualifies student to take the licensing exams required for Airframe and Powerplant certification. (A, CSU)

209 **AIRCRAFT FABRIC COVERINGS**
3 units, 2 lecture hours, 3 lab hours.
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Aircraft Fabric Coverings is a hands-on course in the use of the "Poly Fiber System" to apply dope and fabric coverings for light truss construction aircraft. Other traditional and current covering materials will also be explored.

- 210 AVIATION MAINTENANCE
TECHNOLOGY
SUPPLEMENTAL LABORATORY
3 lab hours (Pass/No Pass only) (Repeats=3)
SUBJECT COREQUISITES: Aviation Maintenance

Technology 1, or 2, or 3, or 4.

This course provides laboratory assistance for the Aviation Maintenance Technician students who have attempted, but not satisfactorily completed one or more of the 44 subjects required for graduation from the federally regulated Aviation Maintenance Technician School (AMTS) at Reedley College. This course will meet by arrangement and will be tailored to the specific needs of each student in order to provide the level of training needed to successfully complete the subject(s) previously taken but not passed.

GROUND AND FLIGHT COURSES (FLGHT)

- 251 PRIVATE PILOT GROUND SCHOOL
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Course provides ground school training for individuals seeking a private pilot's license. Some of the topics covered will include principles of flight, aerodynamics, aircraft controls, engine systems, basic weather and weather services for pilots, navigation, radio communication, and Federal Aviation Regulations applicable to beginning pilots flying under visual flight rules.

- 252 INSTRUMENT PILOT GROUND SCHOOL
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course outlines the principles of flight during instrument navigation conditions. Emphasis will be placed on Federal Air Regulations (FAR's) applicable to instrument flight rules and preparation for the instrument pilot written test

AEROSPACE STUDIES (ASP)

The Aerospace courses listed are offered at California State University, Fresno, but credit is applicable at Reedley College toward the Associate Degree.

- 1AB THE FOUNDATION OF THE U.S.
AIR FORCE

1 unit-1 unit, (CSUF course)

An introductory course about the Air Force and ROTC. It will give you an overview of the mission and organization of the Air Force, officership and professionalism, military customs and courtesies, officer opportunities, and introduction to communication skills.

- 2AB THE EVOLUTION OF USAF AIR
AND SPACE POWER

1 unit-1 unit, (CSUF course)

Designed to examine general aspects of air and space power through a historical perspective. The course covers from the first balloon flight to the space-age global positioning systems of the Gulf War.

- 3 LEADERSHIP LABORATORY

1 unit-4 units, (CSUF course)

Must be taken each semester of the General Military Course (GMC). Cadets experiment with and develop their military and leadership skills and techniques.

BIOLOGY (BIOL)

- 1 PRINCIPLES OF BIOLOGY
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 103. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: One year course in high school chemistry and/or high school biology.

This course is recommended for the pre-professional and life science majors. It fulfills the prerequisite for Biology 20 (and is recommended for Biology 4 and 6). Topics covered include the cellular and chemical basis of life, organ systems, genetics, evolution and the origin of life, ecology and environmental concerns. (A, CSU-GE, UC, I)

2 ENVIRONMENTAL SCIENCE

4 units, 3 lecture hours, 3 lab hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for Mathematics 101. SUBJECT ADVISORIES: Eligibility for English 1A and one course in High School Chemistry or High School Biology.

This introductory course examines the earth as an ecosystem composed of biological, chemical, and physical processes, with an emphasis on human impacts. Topics will include the structure and function of ecological systems, air and water pollution, pesticide use, waste disposal, climate change, natural resource use, and environment laws. Students will gain an understanding of how humans influence natural environments while focusing on sustainable practices. Basic chemical, physical, and geological processes will be introduced to better explain these topics throughout the course. (A, CSU-GE, UC, I)

3 INTRODUCTION TO LIFE SCIENCE

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is recommended for the non-biological science and pre-education majors. This is an introductory course using biological concepts. The organismal structure, function, inheritance, evolution, and ecology are covered. Field trips may be required. (A, CSU-GE, UC, I)

5 HUMAN BIOLOGY

4 units, 3 lecture hours, 2 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an introductory human biology course that examines science and societal issues. There is special emphasis on the following body systems: Circulatory, Digestive, Respiratory, Urinary, Skeletal, Muscular, Nervous, Sensory, Endocrine, Reproductive, and Genetics. (A, CSU-GE, UC, I) (TCSU BIOL 110)

11A BIOLOGY FOR SCIENCE MAJORS I

5 units, 3 lecture hours, 6 lab hours

SUBJECT PREREQUISITES: Mathematics 103. SUBJECT COREQUISITES: Chemistry 1A. SUBJECT ADVISORIES: Eligibility for English 1A, Biology 3 or high school biology.

Students will study the chemistry of life, the cell, cellular structure, metabolism, photosynthesis, aerobic and anaerobic respiration, mitosis, meiosis, genetics, molecular biology, and evolution. Genetics will include Mendelian Genetics, Human Genetics, and Biotechnology. This course is intended for Science Majors and for pre-medical, pre-veterinarian, pre-dental, pre-optometry, and pre-pharmacy majors. (A, CSU-GE, UC, I) (TCSU BIOL SEQ A=BIOL 11A + BIOL 11B)

11B BIOLOGY FOR SCIENCE MAJORS II

5 units, 3 lecture hours, 6 lab hours

SUBJECT PREREQUISITES: Biology 11A.

This course is the second-semester course of a two-semester sequence of general biology. Students will study the origins of life, the evolutionary history of biological diversity, plant form and function, animal form and function, and ecology. This course is intended for science majors and for pre-medical, pre-veterinarian, pre-dental, pre-optometry, and pre-pharmacy majors. (A, CSU-GE, UC, I)

20 HUMAN ANATOMY

4 units, 3 lecture hours, 3 lab hours

SUBJECT PREREQUISITES: Biology 1 or 5 or 11A. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This is a course providing a basic understanding and working knowledge of the human body with emphasis on the structure of each major system. The interrelationship between human systems and the relationships between the structure and functions of each system will be studied at several levels: cellular, tissue, organ, system, and organismal. (A, CSU-GE, UC, I)

22 HUMAN PHYSIOLOGY
5 units, 4 lecture hour, 3 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Biology 20 and Chemistry 1A or 3A.

This course provides a basic understanding and working knowledge of the human body with emphasis on the functions of each major system. The interrelationship between human systems and the relationship between structure and function of each system will be studied at several levels (biochemical, cellular, organ levels). (A, CSU-GE, UC, I)

31 MICROBIOLOGY
5 units, 3 lecture hours, 6 lab hours
 SUBJECT PREREQUISITES: Biology 1 or 5 or 11A, and Chemistry 1A or 3A. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides an introduction to the structure, metabolism and ecology of microorganisms with special emphasis on microbe-related human diseases. This course is designed to introduce the student to a variety of topics in the area of microbiology. The text, lab manuals, and lectures are geared to students in biological, medical, physical education and health-oriented programs. (A, CSU-GE,UC, I)

BUSINESS ADMINISTRATION (BA)

5 BUSINESS COMMUNICATIONS
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Information Systems 10 strongly recommended.

Composing and preparing business letters, reports, memos, and oral communications with emphasis on organization, correct grammar, conciseness, and tone. (A, CSU)

10 INTRODUCTION TO BUSINESS
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A survey of the basic business areas: economic systems, management, marketing, finance, operations, human resources, law, entrepreneurship, and international business. (A, CSU, UC)

12 INTRODUCTION TO HOSPITALITY
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides an introduction to many facets of the hospitality industry including lodging, food service, travel and tourism. The history, growth and development, current trends and organizational structure of the industry are explored with a focus on employment opportunities. (A, CSU)

15 INTRODUCTION TO MANAGEMENT
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Focus is on first level supervision. Areas of emphasis are planning, organizing, staffing, directing, and controlling. (A, CSU)

18 BUSINESS AND THE LEGAL ENVIRONMENT
4 units, 4 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The business law course will cover the following topical areas: sources of law, ethics in law, criminal law, tort law, contract law, agency, business structures, and international law with the major emphasis on contracts. The course will require case study discussions and written briefs. (A, CSU, UC)

19V COOPERATIVE WORK EXPERIENCE, BUSINESS
1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment (Pass/No Pass) (Repeats=3)

Supervised employment, directly related to student's major in business. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

- 26 **VIRTUAL ENTERPRISE**
3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Virtual Enterprise (VE) is a technology driven business simulation course in which students develop and manage global enterprises that trade their products and services via e-commerce technology through a worldwide network of 3,000 firms in more than 20 countries. The virtual firm is intended to work like a real business, requiring students to be active in a simulated marketplace, tackling all real life business issues (i.e.: marketing, sales, service, IT/IS, accounting, personnel, and administration), while learning the importance of sustaining business relations with other VE firms. (A, CSU)
- 27 **STUDENTS IN FREE ENTERPRISE SIFE**
1-3 units: 1 unit, 1 lecture hour; 2 units, 1 lecture hour, 3 lab hours; 3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Business leadership training and experience using the student leadership organization, Students in Free Enterprise SIFE, (an affiliate of the international organization, Students in Free Enterprise SIFE, Inc.). Participation on college sponsored teams to compete against students from other colleges while acquiring knowledge and skills regarding teaching, service, leadership, organization, networking and communications as it relates to the community. (A, CSU)
- 33 **HUMAN RELATIONS IN BUSINESS**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Emphasis on motivating, communicating, counseling, training, managing time, evaluating performance, and understanding the worker. (A, CSU)
- 34 **FUNDAMENTALS OF INVESTING**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Understanding and evaluating stocks, bonds, mutual funds, real estate, insurance, collectors' items, commodities, and other alternatives as investment and retirement planning instruments. Personal portfolio management, retirement plans, lump-sum distributions, and related strategies for investing and retirement planning will be explored. (A, CSU)
- 38 **OPERATION OF THE SMALL BUSINESS**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 A systematic approach to developing and managing a small business. Emphasis on discussions, case studies, and practical exercises to develop expertise in the operations, marketing, human resource utilization, and financing of the small business venture. (A, CSU)
- 39 **FINITE MATHEMATICS FOR BUSINESS**
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Two years high school algebra, to include Algebra 2 or equivalent (Mathematics 103). BASIC SKILLS ADVISORIES: Eligibility for English 126.
 An introduction to finite mathematics and quantitative methods for business majors. May be taken concurrently with STAT 7. Topics include the application set theory, counting, probability, expected value, rates of change, functions, applications and graphing, mathematics of finance, systems of linear equations and matrices and linear programming. Meets the business major requirements for students transferring to Cal State University, Fresno. (A, CSU-GE, UC)
- 46 **CALCULATOR APPLICATIONS**
1 unit, short-term course: 9 lecture hours, 18 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 This is a hands-on course designed to teach the student the proper use of the ten-key calculator when solving a variety of business, accounting and everyday application problems. Speed, accuracy, and calculator functionality are emphasized. (A, CSU)

47 CAREERS-BUSINESS

**1 unit, short-term course: 18 lecture hours,
(Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A course to prepare students for the career work force. Career and education planning, self-assessment, resume formatting, cover letter formatting, job applications, and interviewing. (A, CSU)

52 INTRODUCTION

TO ENTREPRENEURSHIP

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Students in this course will develop an understanding of the complex tasks faced by individuals engaged in entrepreneurial activities. This course identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan. (A, CSU)

55 INTRODUCTION TO LOGISTICS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an exploration of contemporary logistics and supply chain management from a managerial perspective. The fundamentals of modern logistics are covered. (A, CSU)

59 APPLICATIONS IN LOGISTICS
MANAGEMENT

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Accounting 40, Information Systems 15. BASIC SKILLS

ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Focus is on logistics management business applications. Emphasis on famous software. (A, CSU)

101 BUSINESS BASICS

**1 unit, short-term course: 18 lecture hours,
(Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This is a survey course that will introduce basic business principles to those students participating in short-term education or training programs, specifically those in the CalWORKs program. Students will briefly be exposed to various business areas such as business ethics, business in society, employee relations, and other related topics. (A)

Note: Students who have previously taken BA 10, BA 33, or BA 38 may not receive credit for this course.

103 CUSTOMER SERVICE IN BUSINESS

**1.5 units, short-term course: 27 lecture hours,
(Pass/No Pass) (Repeats=1)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will introduce basic customer service principles and practices, specifically to those students in the CalWORKs program, the General Business Retailing Option, and those individuals in business and industry desiring such training. Students will be exposed to customer service attitudes, turnoffs, dealing with the dissatisfied customer, exceeding customer expectations, behaviors that win customer loyalty, getting others to give great service, achieving phone and internet responsiveness, sharing information with customers orally and via written documents, and understanding one-to-one customer service. (A)

260 TOPICS IN BUSINESS

**.5 unit, short-term course: 9 lecture hours,
(Pass/No Pass)**

Examination and contemporary overview of current business topics. Students taking this course will learn a variety of business skills such as being able to discuss the historical development of the topic area, the selection of methods to appropriately handle certain business situations, and the evaluation of alternative solutions to contemporary business problems. Sample topics include Business Ethics, Conflict and Stress Management, Insurance Essentials, Small Business Budgeting, etc.

CHEMISTRY (CHEM)

1A GENERAL CHEMISTRY

5 units, 3 lecture hours, 6 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: High school chemistry with laboratory component or Chemistry 10 or 3A or equivalent, and Mathematics 103 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Basic concepts; atoms, molecules, and ions; formulas and equations; gas laws; electronic structure of atoms; bonding; atomic orbital and molecular orbital theories; solutions; oxidation reduction reactions; introduction to acids and bases; thermochemistry and introduction to thermodynamics. (A, CSU-GE, UC, I) (TCSU CHEM 110) (TCSU CHEM SEQ A = CHEM 1A + CHEM 1B)

1B GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS

5 units, 3 lecture hours, 6 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Chemistry 1A and Mathematics 103 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Acid-base theory; chemical kinetics, equilibrium (acid-base, hydrolysis, and solubility); chemical thermodynamics, electrochemistry; selected topics in nuclear chemistry, coordination chemistry, and/or chemistry of selected groups; inorganic qualitative and quantitative analysis. (A, CSU-GE, UC, I) (TCSU CHEM 110) (TCSU CHEM SEQ A = CHEM 1A + CHEM 1B)

3A INTRODUCTORY GENERAL CHEMISTRY

4 units, 3 lecture hours, 3 lab hours (Pass/No Pass)

BASIC SKILLS PREREQUISITES: Mathematics 103. SUBJECT ADVISORIES: High school chemistry or Chemistry 10. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Composition of matter, physical and chemical changes, fundamental laws and principles, atomic and molecular structure, inorganic nomenclature, chemical formula and reaction calculations, gas laws, bonding, solutions, net ionic equations, acid-base theories, pH, oxidation-reduction reactions and equilibria. Qualitative and quantitative theory and techniques. For applied science and non-science majors. (A, CSU-GE, UC, I)

3B INTRODUCTORY ORGANIC AND BIOLOGICAL CHEMISTRY

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Chemistry 1A, or 3A, or equivalent.

Introduction to the basic concepts of organic and biological chemistry. A study of the structure and behavior of organic and biochemical compounds, including metabolism, and regulation. Primarily for students in health oriented professions. (A, CSU-GE, UC) (TCSU CHEM 140)

8 ELEMENTARY ORGANIC CHEMISTRY

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Chemistry 1A or 3A. SUBJECT ADVISORIES: English 1A.

A survey of the important classes of organic compounds with emphasis upon materials of interest to students in the biological sciences. This thorough introduction to organic chemistry is recommended for students who need to take Chemistry 28A or for biology majors, students in prehealth or environmental sciences. (A, CSU-GE, UC, I)

9 ELEMENTARY ORGANIC CHEMISTRY LABORATORY

3 units, 1 lecture hour, 6 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Chemistry 1A or 3A. SUBJECT COREQUISITES: Chemistry 8 or the equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Mathematics 103.

Reactions of the main functional groups of organic compounds such as alkanes, alkenes, alkylhalides, acids and esters, and a study of the physical properties of those compounds. Students will work hands-on with a melting point apparatus, a refractometer, and a gas-chromatograph. The course is designed to accompany an elementary organic chemistry lecture course such as Chemistry 8. This course, along with Chemistry 8, is a thorough preparation for the advanced organic chemistry courses, Chemistry 28A and 29A. (A, CSU-GE, UC, I)

10 ELEMENTARY CHEMISTRY**4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Mathematics 103.

Composition of matter, physical and chemical changes, atomic and molecular structure, inorganic nomenclature, chemical formula and reaction calculations, gas laws, types of chemical bonding, solutions, net ionic equations, acid-base theories, pH, oxidation-reduction reactions, equilibrium. Recommended for students planning to take Chemistry 1A or 3A who do not have a strong background in chemistry. (A, CSU-GE, UC, I)

28A ORGANIC CHEMISTRY**3 units, 3 lecture hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: Chemistry 1B.

Survey of the reactions of principal functional groups. Synthesis of aliphatic and aromatic compounds. Substitution and elimination reactions of alkylhalides with emphasis on the reaction mechanisms. (A, CSU-GE, UC, I)

28B ORGANIC CHEMISTRY**3 units, 3 lecture hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: Chemistry 28A.

Survey of the reactions of aromatic compounds such as but not limited to alkylation, nitration, halogenation with emphasis on the reaction mechanisms. Aldol condensations. An introduction to bio-molecules such as amino acids, proteins, carbohydrates, lipids, nucleic acids and DNA. (A, CSU-GE, UC, I)

29A ORGANIC CHEMISTRY LABORATORY**2 units, 6 lab hours, (Pass/No Pass)**

SUBJECT COREQUISITES: Chemistry 28A

This course provides a study of the properties and reactions of organic compounds such as alkenes, alkyl halides, alcohols and acids. Students will perform qualitative experiments with acetylene, alkenes and various alcohols and work hands on with a melting point apparatus, refractometers and a polarimeter. In addition, an introduction will be given on how to use a Gas Chromatograph and an infrared spectrophotometer (FTIR). Analyses of IR, NMR and MS spectra will be covered. (A, CSU-GE, UC, I)

29B ORGANIC CHEMISTRY LABORATORY**2 units, 6 lab hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: Chemistry 1B.

SUBJECT COREQUISITES: Chemistry 28B.

This course provides a study of the properties and reactions of organic compounds such as esters, aldehydes, ketones and aromatics. Students will work hands on with a melting point apparatus, refractometers, a polarimeter. In addition, work with a Gas Chromatograph and an infrared spectrophotometer (FTIR) is included. (A, CSU-GE, UC, I)

CHILD DEVELOPMENT (CHDEV)**1 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN****3 units, 3 lecture hours (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. (A, CSU)

2 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**2 units, 2 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A survey of the nature and scope of the early childhood profession and options available for job opportunities working with young children. (A, CSU)

3 INTRODUCTION TO CURRICULUM

3 units, 3 lecture hours, 1 lab hour (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. Limitation on Enrollment: Verification of freedom from tuberculosis and proof of immunization against measles, mumps, and rubella, twice if born after 1957.

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments in early childhood education. Students will examine a teacher's role in supporting learning and development in young children with an emphasis on the essential role of play. Students will study an overview of content areas including but not limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. (A, CSU)

5 PARENT EDUCATION

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course examines skills needed for effective parenting and the importance of nurturing young children. This course also addresses the explicit developmental needs of children and the use of effective communication skills. Positive discipline strategies will be explored as well as environmental influences on behavior. (A, CSU)

6 HEALTH, SAFETY AND NUTRITION
IN EARLY CHILDHOOD EDUCATION

3 units, 3 lecture hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. Prevention, detection, and management of communicable disease; medical issues associated with disabilities and chronic illness; physical health; mental health and safety for both children and adults; collaboration with families and health professionals will be discussed. Integration of the concepts discussed into planning and program development for children ages 0 to 5 will be emphasized. (A, CSU)

7 INFANT-TODDLER DEVELOPMENT
AND CARE

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course introduces students to infant-toddler development. The importance of continuity of care, individualized care, working in small groups, inclusion, primary care, developmentally appropriate curriculum, and being culturally responsive will be emphasized. (A, CSU)

7A ADVANCED INFANT TODDLER
DEVELOPMENT AND CARE

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Child Development 7. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course addresses the importance of understanding infant development, caregiving styles and early intervention as it relates to program design for infants in group care settings. Brain development research and the six discoveries of infancy will be explored extensively. This course will also address issues related to working effectively with families and strategies for being culturally sensitive in the early care and education setting. (A, CSU)

8A INTRODUCTION TO SCHOOL-AGE
CHILD CARE

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will examine quality child care, licensing requirements, and program options for school-aged child care. An emphasis will be placed on administrative aspects including staffing requirements, environmental design, and program planning for quality school-age child care. (A, CSU)

8B SCHOOL-AGE CHILD CARE

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will examine appropriate activities, materials, and curriculum development for the child 5 to 12 years in a group-care setting. An emphasis will be placed on the duties and requirements of the classroom teacher, including the importance of understanding growth and development, and planning developmentally appropriate activities for small and large groups of children. (A, CSU)

12 CHILD ABUSE

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will explore the issues related to abused, battered, and neglected children, along with the profile of abusers. Reporting laws and professional responsibilities will be identified. Identification, prevention and treatment of abused children and abusers will be covered. (A, CSU)

15 DIVERSITY AND CULTURE IN EARLY CARE AND EDUCATION PROGRAMS

3 units, 3 lecture hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically responsive teaching and appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. (A, CSU)

19V CHILD DEVELOPMENT COOPERATIVE WORK EXPERIENCE

1-8 units: 75 hours of paid employment or 60 hours of unpaid employment per unit per semester. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. (Pass/No Pass) (Repeats=3)

Students will gain work experience in a childcare, early intervention, special education or educational facility. Students can specialize their work experience at the level needed to accomplish their educational / career goals. These various levels of work experience include working with infants, toddlers, preschool, or grades K-12. Students gaining work experience towards the Early Intervention Assistant Certificate are required to complete their work experience at a facility that includes typically and atypically developing children. (A, CSU)

20 OBSERVATION AND ASSESSMENT

3 units, 3 lecture hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT PREREQUISITES: Child Development 1, 3, and 39.

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. (A, CSU)

30 CHILD, FAMILY, AND COMMUNITY

3 units, 3 lecture hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community emphasizes historical and social-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (A, CSU, UC)

32 EARLY INTERVENTION

3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. LIMITATION ON ENROLLMENT: Verification of freedom from tuberculosis and proof of immunization against measles, mumps, and rubella, twice if born after 1957.

This is a core course for the Early Intervention Assistant Certificate. The course studies infants and toddlers with disabilities, atypical development or other special needs, both in the early intervention setting and in the child care setting. It explores strategies and interventions used in the field of early intervention. Current theories in early intervention, early relationships, family systems, grief processing and stressors will be examined. (A, CSU)

33A EARLY CHILDHOOD CURRICULUM: EMPHASIS ON ART, DRAMA, MUSIC AND MOVEMENT

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will offer an intense study of early childhood curriculum in areas of art, dramatic play, puppets, sensory exploration, music, movement, oral language, and children's literature. (A, CSU)

**33B EARLY CHILDHOOD CURRICULUM:
EMPHASIS ON MATH, SCIENCE
AND LITERACY****3 units, 3 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will offer an intense study of early childhood curriculum. Curriculum areas such as math, science, literacy, and blockology will be studied. Integration of these areas with art, drama, music, and movement will be explored. (A, CSU)

35 EXCEPTIONAL CHILDREN**3 units, 3 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is an introduction to the field of special education. Identification and intervention techniques of various disabilities will be explored. The law, as it relates to disability rights, accommodations and modifications for disabled persons will be emphasized. (A, CSU)

37A EARLY CHILDHOOD PRACTICUM**3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT PREREQUISITES: Child Development 1, 3, and 39. LIMITATION ON ENROLLMENT: Verification of freedom from tuberculosis and proof of immunization against measles, mumps, and rubella; twice if born after 1957.

This course integrates curriculum design, implementation and evaluation of developmentally appropriate experiences that promote positive development and learning for all young children, in a supervised lab school setting or in early childhood programs with mentor teachers. Child centered play-orientated approaches to teaching, learning and assessment will be emphasized. Students will utilize practical classroom experience to make connections between theory and practice, develop professional behaviors and build a comprehensive understanding of children and families. (A, CSU)

**37B ADVANCED PRACTICUM IN
EARLY CHILDHOOD EDUCATION****3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT PREREQUISITES: Child Development 37A. SUBJECT ADVISORIES: Child Development 20. LIMITATION ON ENROLLMENT: Verification of freedom from tuberculosis and proof of immunization against measles, mumps, and rubella, twice if born after 1957

Supervised experience as a teacher in an early childhood education program: developing environments for learning, child observation and assessment, documentation of children's work, behavior guidance, group management, collaborative teaching, building relationships with families, and effective preparation and implementation of curriculum using the project approach. (A, CSU)

38 LIFESPAN DEVELOPMENT**3 units, 3 lecture hours, (See also Psychology 38)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Basic theories, research concepts and principles of physical, cognitive and psychosocial development at each major stage of life from conception to old age will be explored. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics that occur throughout one's lifespan. (A, CSU-GE, UC, I)

39 CHILD GROWTH AND DEVELOPMENT**3 units, 3 lecture hours (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 or 126.

This course examines basic theories, research, concepts and principles of physical, psychosocial, cognitive and language development at each stage of life from conception through adolescence. Emphasis on environmental and genetic influences on typical and atypical development. (A, CSU-GE, UC, I)

40A ADMINISTRATION OF CHILDHOOD PROGRAMS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Successful completion of 12 units in child development and/or one year of Early Childhood Education teaching experience strongly recommended.

A study of state licensing procedures, Title 22. Principles and practices in organization, management and supervision of various kinds of early care and childhood programs. Program planning, organization, budgeting, personnel policy, record-keeping, legal requirements and relationships with community, parents and regulatory agencies. (A, CSU)

40B ADVANCED ADMINISTRATION OF CHILDHOOD PROGRAMS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Procedures for program development, supervising and administration of Early Care and Education programs with emphasis on leadership, personnel management, staff development, communication, problem solving, working with parents, relationship with community, planning and preparation of curriculum. (A, CSU)

45 SUPERVISION OF ADULTS IN ECE CLASSROOMS

2 units, 2 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in Early Care and Education classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. (A, CSU)

47 EMERGENT LITERACY

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed for current students, future early childhood educators, those who are considering teaching as a profession, and prospective literacy tutors. Students will develop competency in emergent literacy strategies that are essential for delivering culturally relevant reading instruction to emergent young readers, children from birth through age 8. Students will study and gain knowledge of research-based principles and practices for providing young children with a strong foundation in emergent literacy in early reading, writing and oral language within a developmentally-appropriate approach. The theory and research is translated into practical strategies, assessment materials and preparation of a rich literacy environment. (A, CSU)

49 GUIDANCE FOR YOUNG CHILDREN

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course explores effective strategies for guiding children's behavior in the Early Care and Education environment. Establishing a pro-social environment, developing positive relationships, and maintaining a healthy schedule will be emphasized. Attention will be given to guidelines for discussion of behavioral issues of concern, the teacher's role in supporting children through emotional difficulties, and the needs of children at risk. (A, CSU)

151 INTRODUCTION TO FAMILY CHILD CARE

1 unit, 1 lecture hour, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This is one of two courses designed to meet the training needs of family child care providers. This course will explore basic information on managing a family child care home; licensing requirements, developing policies for parents, record-keeping, recruiting children, and arranging the home for child care. (A)

152 QUALITY PROGRAMS IN FAMILY CHILD CARE
1 unit, 1 lecture hour, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will address the program planning needs for the family child care setting. This course will also explore the use of space for play and learning, appropriate curriculum, positive guidance techniques, provider-parent relationships and how to provide care for children of different ages. (A)

160 TOPICS IN CHILD DEVELOPMENT
1 unit, 1 lecture hour, (Pass/No Pass)

This course examines new topics and trends in Child Development in the areas of curriculum, family, community, and/or administration. Each topic meets various state and federal requirements for Child Development programs. (A)

COMMUNICATION (COMM)

1 PUBLIC SPEAKING
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English 1A.

This course will cover theories and techniques of public speaking. Course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on the logical organization, composition and delivery of informative and persuasive speeches. (A, CSU-GE, UC, I) (TCSU COMS 110)

1H HONORS PUBLIC SPEAKING
3 units, 3 lecture hours (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English 1A.

This course will cover theories and techniques of public speaking. The course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on the logical organization, composition and delivery of informative and persuasive speeches. As an Honor's section, this class will employ enhanced methods such as the use of advocacy and debate in addition to exploring prominent speakers and the analysis of famous speeches. (A, CSU-GE, UC, I) (TCSU COMS 110)

2 INTERPERSONAL COMMUNICATION
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English 1A.

Interpersonal communication is designed to increase understanding and implementation of effective interpersonal communication behaviors and skills. This course will examine basic practical everyday communicative interaction; behavioral aspects of interpersonal communication, self-concept, perception, listening, non-verbal communication, conflict, language gender and cultural differences will be emphasized. Students will engage in both group communication and the development of oral presentations. (A, CSU-GE) (TCSU COMS 130)

4 PERSUASION
3 units, 3 lecture hours (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English 1A.

An introduction to the study and practice of persuasive discourse, this course was designed to create an understanding of the constant persuasive messages that permeate modern life. This course covers both theory of persuasion and the application of persuasive techniques in personal and professional communication. Opportunities are provided for students to present and analyze persuasive materials orally and in writing as a way of developing communication and critical abilities. (A, CSU-GE, UC, I)

8 GROUP COMMUNICATION
3 units, 3 lecture hours (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English 1A.

Group communication introduces students to how communication can be used as a vehicle for solving problems and making decisions. Students will study and practice theories, behaviors and the process of group interactions. As a result of taking this course students will develop skill in the use of communication in small group contexts. Specifically, students will enhance their competency in the production and management of communication behavior in task-oriented groups. Additionally, students will enhance their ability to construct and deliver informative and persuasive public presentations. Students will develop a conceptual understanding of small group principles and concepts, putting this knowledge into action through a variety of experiential activities. (A, CSU-GE, UC, I)(TCSU COMS 140)

12 FUNDAMENTALS OF INTERPRETATION

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for English

1A.

The interpretation of literature through oral performance of selected works of literature including, but not limited to: poetry, fiction, essays, drama and children's literature. Includes both individual performances and group which may include reader's theatre. (A, CSU-GE)

15 COMPUTER-

MEDIATED COMMUNICATION

3 units, 3 lecture hours (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for English 125 and 126.

From email to social networking to online dating new communication technologies have changed the way people build and maintain relationships. The course explores several areas of study related to computer-mediated communication including historical perspectives, relationship formation online, online dating, hyperpersonal communication, the sociology of social networks and online communities, families and online communication, privacy and safety issues, and the convergence of mass and interpersonal communication. (A, CSU)

25 ARGUMENTATION

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for English

1A

Analysis, reasoning, advocacy, and criticism of ideas. Emphasis on deriving conclusions based on valid evidence and sound inferences without using fallacies of thought and language. Demonstration of basic argumentation principles through a variety of oral presentations and written assignments. (A, CSU-GE, UC, I) (TCSU COMS 120)

COMPUTER SCIENCE (CSCI)

1 INTRODUCTION TO COMPUTER SCIENCE

3 units, 2 lecture hours, 2 lab hours

SUBJECT PREREQUISITE: Mathematics

103.

An introduction to computer science with emphases on critical thinking skills and programming concepts. Deductive reasoning; social and ethical implications; computer hardware and software; programming concepts and methodology.

The course is designed to prepare students with little or no programming experience for Computer Science 40. Computer Science 1 satisfies the computer familiarity requirement. (A, CSU, UC)

5 JAVA PROGRAMMING

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics

103. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Introduction to object-oriented program design and development using Java. Course will introduce the fundamentals of Java language including data representation, control structures, class, object, methods, arrays, graphical user interfaces, and applets for web browser. (A, CSU, UC)

15 INTRODUCTION TO UNIX

3 units, 2 lecture hours, 2 lab hours

BASIC SKILLS ADVISORIES: Experience using a personal computer. SUBJECT ADVISORIES: Computer Science 1 or 5.

Introduction to UNIX operating system. Topics include accessing the system; file and directory organization; file accessing and security; shell features and scripting. This course satisfies computer familiarity requirement. (A, CSU, UC)

26 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Computer Science 40.

This course studies elements of discrete mathematics which have applications to computer science. Topics include sets, propositional and predicate logic, relations and functions, mathematical induction, graph, trees, Boolean algebra. (A, CSU-GE, UC, I)

40 PROGRAMMING CONCEPTS AND METHODOLOGY I
4 units, 3 lecture hours, 2 lab hours (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 4A or 4C. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course introduces problem solving, algorithm development, procedural and data abstraction using C language; program design, coding, debugging, testing, and documentation. (A, CSU, UC) (TCSU CSCI 110)

41 PROGRAMMING CONCEPTS AND METHODOLOGY II
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Computer Science 40 or Engineering 40. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course introduces programming methodology, review of data types; linear and non-linear data structures which include lists, stacks, queues, trees, and files; implementation of data structures, recursion, searching, and sorting. C++ language is used. (A, CSU, UC) (TCSU CSCI 120)

45 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Computer Science

41. This course introduces functional organization of digital computers and low level programming; internal representation of data, binary arithmetic, machine instructions, addressing modes, subroutine linkage, macros and interrupts, PC assembly language programming. (A, CSU, UC)

COOPERATIVE WORK EXPERIENCE EDUCATION (COTR)

Students may earn no more than a total of 16 semester units of Cooperative Work Experience Education subject to the limitations as described below.

TRANSFER

Students should review the catalog of the college to which they plan to transfer to determine the number of units of cooperative work experience that will transfer.

19G COOPERATIVE WORK EXPERIENCE, GENERAL
1-3 units: 75 hours of paid employment or 60 hours volunteer employment per unit per semester, (Repeats=3)

Supervised employment, not directly related to the student's major. Maximum of 3 units per semester, 6 units total. May be repeated up to three times for not more than 6 units total. (A, CSU)

19V COOPERATIVE WORK EXPERIENCE, OCCUPATIONAL
1-8 units: 75 hours of paid employment or 60 hours volunteer employment per unit per semester, (Pass/No Pass) (Repeats=3)

Supervised employment, directly related to the student's major. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. Offered under specific majors. (A, CSU)

COUNSELING (COUN)

1 TUTOR TRAINING
1 unit, .5 lecture hour, 1.5 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This training course is intended for students working as tutors and wishing to learn effective tutoring techniques and methods, communication skills, and college study skills. Instruction is also provided in student learning styles. The course includes supervised tutoring experience. The class is offered optionally as lecture-discussion with practicum and self-paced with practicum. (A, CSU)

2 TUTORING PRACTICUM

1-2 units, 54 hours per unit, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This practicum is intended for students wishing to gain supervised tutoring experience through work in the college tutorial program. Students will develop skills in tutoring techniques, methods of diagnosis and evaluation, interpersonal communication skills, and college study skills. (A, CSU)

3A UNDERSTANDING TRANSFER: CALIFORNIA STATE UNIVERSITY

1 unit, short-term course: 12 lecture hours, 12 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides an introduction to the process of transferring to the California State University. Topics will include transfer admission requirements, major and college selection, the application process, and support resources. (A, CSU)

3B UNDERSTANDING TRANSFER: UNIVERSITY OF CALIFORNIA

1 unit, short-term course: 12 lecture hours, 12 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides an introduction to the process of transferring to the University of California. Topics will include admission requirements, major and college selection, the application process, and support resources. (A, CSU)

34 CAREER AWARENESS

2 units, 2 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A course providing career exploration through self-assessment, career research, goal-setting, and success strategies. Activities include computerized and paper career assessments, self-analysis, career related videos, small group exercises, and informational interviews. Designed for students who have not determined a college major or career goal. (A, CSU)

44 AMERICORPS ORIENTATION

2 units, 2 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Child Development

39. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This is an introduction to AmeriCorps, with an emphasis on taking an active responsible citizenship role in the local community. This course will provide an introduction to education, and how to implement a service learning pedagogical approach to address the illiteracy dilemma that exists in California and this country. The course will include the professional role of the teacher, the educational code of ethical conduct, and theories on early reading literacy strategies. The student will be expected to learn effective tutoring and assessment techniques and to create a learning environment in order for young children to become active readers. (A, CSU)

47 LEARNING STRATEGIES

2 units, 2 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Establishing effective study habits and positive attitudes that will lead to successful achievement of academic goals. The course includes: understanding the psychology of learning, identifying learning styles, obstacles to achievement, goal setting, time management, concentration, active listening, note taking, using a textbook, memory techniques, test taking, vocabulary building, and budgeting resources. (A, CSU)

53 COLLEGE AND LIFE MANAGEMENT

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is designed for the first year college students. It will prepare students for college life and academic success. Topics will include: personal and academic goal development, diversity, self-identity, academic terminology, campus resources, student success and healthy lifestyle strategies. (A, CSU)

120 COLLEGE INTRODUCTION
1 unit, 1 lecture hour, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A comprehensive course to assist students in self-assessment, planning for success, time management, educational planning and career awareness. Students will familiarize themselves with the Reedley College catalog and will learn about the various campus resources and student services available for their use. (A)

172 EMPLOYABILITY SKILLS
1 unit, 1 lecture hour, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is for students seeking a successful employment experience. Topics include employer-employee relations, getting along with co-workers, diversity in the workplace, problem solving, self-management, customer service, workplace ethics, and job performance. (A)

173 JOB SEARCH SKILLS
1 unit, 1 lecture hour, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Job Search Skills will assist any student who is seeking employment with job search strategies. Students will prepare an employment portfolio that will include a master application, cover letter and a resume, and will learn effective interview techniques. (A)

263 LEADERSHIP DEVELOPMENT
1.5 units, 1 lecture hour, 1.5 lab hours, (Pass/No Pass) (Repeats=3)

A course designed to introduce students to theory, principles, and techniques of leadership. Students will develop practical skills in parliamentary procedures, budgeting, and activity planning through active participation in Associated Student Government.

264 FIRST YEAR COLLEGE ORIENTATION
2 units, 2 lecture hours, (Pass/No Pass)

A course to assist new students in obtaining the knowledge and skills necessary to achieve their educational objectives. Strategies for effective college transition and basic survival skills will be explored. Topics will include: motivation and discipline, time management, interpersonal communication skills, learning resources, educational planning, and decision making. Note: Students who have completed Counseling 53 with a "C" or better are not eligible for this course.

281 LIFE STRATEGIES FOR SUCCESS
1 unit, 1 lecture hour, (Pass/No Pass only)
Students will learn skills that will assist them in developing and implementing a personal plan for achieving their life goals.

282 PRACTICAL MONEY SKILLS FOR LIFE
1 unit, 1 lecture hour, (Pass/No Pass only)
This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with recognizing how to best utilize their financial resources, identify the benefits and drawbacks of using credit, learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

283 PARENTING STRATEGIES AND FAMILY RELATIONSHIPS
1 unit, 1 lecture hour, (Pass/No Pass only)
This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution, and personal boundary maintenance.

CRIMINOLOGY (CRIM)

1 INTRODUCTION TO CRIMINOLOGY
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The philosophy and history of the administration of justice; an overview of crime and administration of justice problems; organization and jurisdiction of local, state and federal administration of justice agencies; and a survey of professional career opportunities and qualifications required for each. (A, CSU, UC) (TCSU CJ 110)

2 TRAFFIC CONTROL
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Traffic law enforcement, regulation and control; the fundamentals of education, enforcement and engineering; fundamentals of traffic collision investigation; and familiarization with the California Vehicle Code. (A, CSU)

- 3 **LEGAL ASPECTS OF EVIDENCE**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and cases viewed from a conceptual level. (A, CSU)
- 4 **PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Jurisdiction; extradition; arrest, search and seizure laws; admissions and confessions; procedure prior to, during and post trial; appeals; and juvenile proceedings. (A, CSU)
- 5 **COMMUNITY RELATIONS**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
The role of the administration of justice practitioner in the community. Formal and informal methods of establishing meaningful relationships and communications with the minority community. (A, CSU, UC)
- 6A **CRIMINAL LAW**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
The history, philosophy, origin and development of criminal statutes, as well as the most frequently used sections in the Penal Code. (A, CSU, UC) (TCSU CJ 120)
- 6B **CRIMINAL LAW**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
The Constitutional applications of criminal statute violations, as well as multiple Penal Code sections. (A, CSU)
- 7A **POLICE OPERATIONS AND PROCEDURES**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Theories, concepts, philosophy, and objectives of police patrol. (A, CSU)
- 7B **POLICE OPERATIONS AND PROCEDURES**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Responsibilities, techniques, tactical approaches, and practical applications of operational enforcement. (A, CSU)
- 8 **CRIMINAL INVESTIGATION**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Investigation, discovery and investigation of a crime scene, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case preparation. (A, CSU)
- 10 **VICE CONTROL**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Case and codified law dealing with vice detection, suppression, apprehension, and prosecution; and organized crime. (A, CSU)
- 11 **JUVENILE DELINQUENCY**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
The history of juvenile law, causation and problems of juvenile delinquency, the juvenile court, and juvenile law and procedure. (A, CSU)
- 12 **CRIMINAL JUSTICE COMMUNICATIONS**
3 units, 3 lecture hours
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
The fundamentals of information gathering, organization, and writing reports within the Justice System. (A, CSU)

14 MULTI-CULTURAL ISSUES WITHIN PUBLIC SAFETY**3 units, 3 lecture hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A theoretical and conceptual overview of multi-cultural concepts and issues, including those relating to gender, age and sexual preference; and application of those concepts and issues to the four public safety disciplines (Law Enforcement, Corrections, Courts and Fire Technology); identification of problems related to our increasingly diverse population; and an examination of strategies to overcome those problems, particularly in relation to the maintenance of social order. (A, CSU, UC)

19V COOPERATIVE WORK EXPERIENCE, CRIMINAL JUSTICE**1-8 units, 75 hrs/unit paid, 60 hrs/unit volunteer (Repeats=3, maximum 16 units)**

Supervised employment directly related to the student's major and/or career goals in the field of Criminal Justice. (A, CSU)

20 INTRODUCTION TO CORRECTIONS**3 units, 3 lecture hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The history, philosophy, and concepts of the correctional system, and the role of the correctional system within the Justice System. (A, CSU)

28 PROBATION AND PAROLE**3 units, 3 lecture hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The history, development, and current practices of probation and parole; current trends and issues of community-based corrections; and alternatives for offenders. (A, CSU)

DANCE (DANCE)

9 DANCE CONDITIONING**1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 or 126.

This course is designed for students to learn basic conditioning skills for dance. Instruction includes techniques that promote body awareness, improve body alignment and expedite body ability for dance skills. This course is designed for students of all ages and fitness levels. (A, CSU)

DECISION SCIENCES (DS)

117 BUSINESS MATHEMATICS**3 units, 3 lecture hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: Mathematics 256 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

An introduction to business mathematics for non-transfer business program majors. Topics include mathematical operations, set operation, probability, descriptive statistics, linear equations, and finance (present and future value, simple and compound interest). This course will emphasize the practical application of these topics to business problems. (A)

DENTAL ASSISTING (DA)

101 DENTAL ASSISTING 1

22 units, 17 lecture hours, 16 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

History of the dental profession including the educational requirements and the ethical and legal responsibilities of each member of the dental team. Patient management techniques including human relations. History and principles of radiology. Complete oral examination procedures. The written and pre-clinical experience required by the Board of Dental Examiners in partial fulfillment of the radiation safety licensing qualifications. Principles of chairside assisting. Instruction in operative dental procedures. Emphasis on preclinical application of intraoral procedures delegated in the California State Dental Practice Act. Head and neck anatomy. Note: Radiology may not be taken during pregnancy. Student is required to purchase malpractice insurance and complete American Heart Association or Red Cross approved CPR course prior to beginning clinical training. Students will be fingerprinted and a background check will be performed before licensing is established. (A)

102 DENTAL ASSISTING 2

13 units, 9.3 lecture hours, 10.7 lab hours

SUBJECT PREREQUISITES: Dental Assisting 101. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides the student with theory and skills necessary to perform the intra oral procedures tested on the registered dental assistant practical and written examination as outlined in the California State Dental Practice Act; i.e., intra oral radiology, medical/dental emergencies, drugs used in dentistry, coronal polish, sealants and a total of 170 hours of extramural clinical experiences. Note: Radiology may not be taken during pregnancy. Student required to purchase malpractice insurance and complete American Heart Assn. or Red Cross approved CPR course prior to beginning clinical training assignment. Students will be fingerprinted and a background check will be performed before licensing is established. (A)

103 DENTAL ASSISTING 3

3 units, short-term course: 4 lecture hours, 170 lab hours

SUBJECT PREREQUISITES: Dental Assisting 101 and 102. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

170 hours extramural clinical experience in a selected dental office/clinic with faculty supervision to develop student competencies in dental assisting procedures. The final day of training will consist of a 4 hour seminar held at the Reedley College campus. Student required to purchase malpractice insurance and complete American Heart Association or Red Cross approved CPR course prior to beginning clinical training. Students will be fingerprinted and a background check will be performed before licensing is established. (A)

DEVELOPMENTAL SERVICES (DEVSER)

212 HEALTH MANAGEMENT

2 units, 2 lecture hours, (Pass/No Pass only), (Repeats=3)

Designed for students with disabilities. Focuses on the student health issues. Addresses the recognition of health risk factors in the areas of diet, stress, exercise, sexual behavior, and personal safety. Assists students with developing strategies for the establishment of a safe and healthy lifestyle.

213 COMMUNICATION AND ADVOCACY

2 units, 2 lecture hours, (Pass/No Pass only), (Repeats=3)

Designed for students with disabilities. Focuses on the impact of disability on student communication and self advocacy issues. Addresses steps for effective communication, the use of "I" statements, disclosing disability/disability limitations, appropriately requesting reasonable accommodations, appropriate social etiquette, and effective techniques for conflict resolution. Assists students in the development of appropriate and successful social relations.

214 GOVERNMENT BASICS

2 units, 2 lecture hours, (Pass/No Pass only), (Repeats=3)

Designed for students with disabilities. Focuses on the student's role in and understanding the function of government. Addresses basic structure of government, legislation impacting on disability issues, disability resources and services available in the community, and citizen's influence on government. This course will assist students develop a general understanding of the community and the operation of public systems.

240 TRANSITION TO COLLEGE FOR STUDENTS WITH DISABILITIES

1 unit, 1 lecture hour, (Pass/No Pass only), (Repeats=1)

The course is designed to assist students with disabilities in preparing for their initial semester in a community college. The student will learn to navigate the State Center Community College District campuses, utilize resources and become familiar with academic policies, procedures and services. Course content will cover issues related to accommodations and resources available to students with disabilities to enable them to be successful in a college setting including disability evaluation and assessment, alternative media, course selection, and scheduling.

241 BRIDGE TO COLLEGE ARITHMETIC

2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)

Review of the mechanics of arithmetic involving computing with whole numbers. Includes word problems and applications of arithmetic. Designed for students with physical, communicative, and/or math learning limitations. Prepares students for Math 260. Placement in course may be by counselor or faculty referral. This course is also recommended for students who are not successful in completing Math 260.

242 BRIDGE TO COLLEGE READING

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass only) (Repeats=3)

This course is designed for students with learning disabilities who have reading skills below those required for English 260. Students will develop skills and strategies for attention, memory, language processing, logical thinking, reading decoding, reading comprehension, and vocabulary necessary for English 260. Students may be placed in this class by counselor or faculty referral. This class is also recommended for students who are not successful in completing English 260.

250 WORKABILITY ASSESSMENT AND CAREER AWARENESS

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass only) (Repeats=3)

This course is designed for students with severe disabilities and/or learning disabilities. This course emphasizes developing skills in the area of career assessment, career awareness, career exploration, and career development. The course is designed to prepare students for employment.

251 WORKABILITY PREPARATION AND JOB PLACEMENT

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass only) (Repeats=3)

This course is designed for students with severe disabilities and/or learning disabilities. The course will emphasize work preparation, job placement, and compensatory skills in preparation for work. Disability issues related to employment will be covered. Students will complete an employment portfolio, gain interviewing skills, and become familiar with the Americans with Disabilities Act and disability related issues in the hiring process.

252 WORKABILITY STRATEGIES AND JOB MAINTENANCE

2 units, 2 lecture hours, (Pass/No Pass only) (Repeats=3)

This course is designed for students with disabilities. The course will give students compensatory skills and strategies in the workplace related to personal disabilities, work ethics, and socialization. Disability issues related to accommodations on the job will be addressed. The course will assist students with strategies and techniques to obtain and keep employment.

255 WORKABILITY EXPERIENCE

1-4 units, student credit requires 60-240 hours volunteer employment or 75-300 hours paid employment. (Pass/No Pass only) (Repeats=3)

SUBJECT PREREQUISITES: Must be a California State Department of Rehabilitation (DOR) consumer.

This course is specifically designed for students with severe disabilities and/or learning disabilities. The course emphasizes developing skills through work experience in the areas of time management, following directions and instructions, appropriate work behaviors, and selecting and planning vocational choices.

259 STRATEGIES INTERVENTION

2 units, 2 lecture hours, (Repeats=3)

This course is designed for those students with an identified learning disability or who may have a learning disability. The course focuses on developing an understanding of the barriers presented by learning disabilities as well as identification of individual strengths. Students will practice learning strategies that will help them in the areas of motivation, concentration, listening comprehension, short and long term memory, note taking, reading comprehension, test taking, and classroom communication.

262 GROUP INTERACTION FOR STUDENTS WITH DISABILITIES

2 units, 2 lecture hours, (Pass/No Pass) (Repeats=1)

Development of self-understanding through group dynamics. Designed for students with physical, communicative, and/or learning limitations.

263 GROUP DYNAMICS-PEER MENTORING

2 units, 2 lecture hours, (Pass/No Pass)

This course is designed to develop skills for effective mentoring for students with various disabilities, as well as the general student population. The course assists students in learning how to facilitate socialization and adjustment for those who lack the support or personal resources to navigate their college experience.

272 CONSUMER SKILLS

2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)

This is a course in basic money management. Designed for the developmentally delayed learner.

273 INDEPENDENT LIVING SKILLS FOR DSP&S STUDENTS

2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)

This course covers the information and skills that are necessary for basic independent living. It is designed for the developmentally delayed learner.

275 HORTICULTURE SKILLS I

2 units, 6 lab hours, (Pass/No Pass only) (Repeats=2)

Basic techniques of foliage plant care with emphasis on transferable employment skills. Designed for students with a mental health disability.

276 HORTICULTURE SKILLS II

2 units, 6 lab hours, (Pass/No Pass only) (Repeats=2)

Intermediate techniques of foliage plant care and basic design with an emphasis on transferable employment skills. Designed for the student with a mental health disability.

277 ADAPTED COMPUTER LITERACY

2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass only) (Repeats=3)

Introduction to computers and commonly used microcomputer applications. Emphasis on computer use and adaptation. In depth coverage of computers and their impact in society. Designed for students with physical, communicative, and/or learning disabilities.

283 DEVELOPMENTAL SERVICES: COMPUTER APPLICATIONS OF SOFTWARE TO READING AND WRITING
3 units, 2 lecture hours, 2 lab hours, (Pass/No Pass only)

SUBJECT ADVISORIES: Developmental Services 277.

This course is designed for students who need training in use of computer technology to facilitate collegiate reading and writing. Programs to be covered include: Dragon Naturally Speaking, Kurzweil, Inspiration, Textaloud, and the adaptive features of Windows. Students will be expected to complete reading and writing assignments using these programs. This course is appropriate for students with physical, communicative, and/or learning disabilities as well as students who want to improve their basic literacy skills using technology.

ECONOMICS (ECON)

1A INTRODUCTION TO MACROECONOMICS
3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introduction to macroeconomic theory covering the banking system, the international economy, economic policy, national income accounting, unemployment and inflation, and economic growth. (A, CSU-GE, UC, I)

- 1B INTRODUCTION TO MICROECONOMICS
3 units, 3 lecture hours, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
An introduction to microeconomic theory covering consumer and producer choice, income distribution, the structure of product markets, and the role of the public sector. (A, CSU-GE, UC, I)

EDUCATION (EDUC)

- 10 INTRODUCTION TO TEACHING
3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)
SUBJECT ADVISORIES: Child Development 39. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
This course surveys the teaching profession including: historical, philosophical, political, and financial influences; pathways to becoming a teacher; curriculum and standards; classroom instruction, assessment, and management; and teaching multicultural/multilingual and special needs students. Forty-five hours of classroom observations required. (A, CSU, UC) (TCSU EDU 110)

ENGINEERING (ENGR)

- 1 THE ENGINEERING PROFESSION
1 unit, short-term course: 18 lecture hours, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
This course provides an introduction to the engineering profession. Topics include engineering disciplines and functions, educational and career opportunities, engineering ethics, the engineering design process and problem solving skills. (A, CSU, UC)

- 2 GRAPHICS
4 units, 2 lecture hours, 6 lab hours, (Pass/No Pass)
SUBJECT PREREQUISITES: Mathematics 102 and 103. SUBJECT ADVISORIES: Mathematics 4A. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric tolerancing, and descriptive geometry and their application to the visualization, representation, analysis, solution, and documentation of engineering problems, using freehand sketching and computer-aided drafting (CAD). CAD problems will involve two-dimensional orthographics and three dimensional wire frame and solid models. (A, CSU, UC)

- 4 ENGINEERING MATERIALS
3 units, 3 lecture hours, (Pass/No Pass)
SUBJECT PREREQUISITES: Chemistry 1A and Physics 4A. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
An introductory course on the properties of engineering materials and their relation to the internal structure of materials. Topics include: atomic structure and bonding; crystalline structures; phases and phase diagram; metals; polymers; ceramics; composites; mechanical deformation and fracture; structural control and influence of properties; materials naming and designating systems; electrical properties, magnetic properties. (A, CSU, UC)

- 6 CIRCUITS WITH LAB
4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)
SUBJECT PREREQUISITES: Physics 4B. SUBJECT COREQUISITES: Mathematics 7. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
An introductory course emphasizing the solutions of the equations arising from the application of Kirchhoff's Laws and Thevenin's Theorem to DC and AC circuits. Topics include mesh and nodal analysis, periodic forcing functions, phasors, frequency response, resonant circuits, natural and complete response, analog signal systems, dependent sources, and the characteristics of operational amplifiers. (A, CSU, UC)

8 STATICS

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Physics 4A. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT COREQUISITES: Mathematics 6.

The study of rigid bodies in static equilibrium when acted upon by forces and couples in two- and three-dimensional space. Includes equilibrium of rigid bodies, trusses, frames and machines, as well as the calculation of centers of mass, centroids, friction, moments of inertia, and shear and bending moment diagrams. (A, CSU, UC)

10 INTRODUCTION TO ENGINEERING

2 units, 2 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.

This course is an introduction to the engineering profession for students interested in a career in engineering or technology. Topics include opportunities in engineering, education plans, internships, the design process, analytical problem solving techniques, project management, and professional ethics. Hands-on projects are used extensively in the course. (A, CSU)

40 PROGRAMMING FOR SCIENTISTS AND ENGINEERS

4 units, 3 lecture hours, 2 lab hours (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 4A or 4C. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course introduces the use of C programming language to solve engineering and applied science problems. A systematic development of program structure, specification, testing and debugging. (A, CSU, UC)

ENGLISH (ENGL)

1A READING AND COMPOSITION

4 units, 4 lecture hours

SUBJECT PREREQUISITES: English 125 and 126 or placement by college assessment process.

Reading, analyzing, and composing college-level prose, with emphasis on the expository; studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; conducting research (gathering, organizing, evaluating, integrating, and documenting information,) culminating in a term research paper and annotated bibliography. (A, CSU-GE, UC, I)

1AH HONORS READING AND COMPOSITION

4 units, 4 lecture hours

SUBJECT PREREQUISITES: English 125 and 126 or placement through college assessment process.

Reading, analyzing, and composing college-level prose, with emphasis on the expository: studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; conducting research (gathering, organizing, evaluating, integrating, and documenting information,) culminating in a term research paper using both traditional and original research. As an Honors section, this course is organized on a theme with a seminar approach. (A, CSU-GE, UC, I)

1B INTRODUCTION TO THE STUDY OF LITERATURE

3 units, 3 lecture hours

SUBJECT PREREQUISITES: English 1A or 1AH.

Development of critical thinking, reading and writing skills through experience with literature, including fiction, poetry, plays, and criticism. (A, CSU-GE, UC, I)

1BH HONORS INTRODUCTION TO THE STUDY OF LITERATURE

3 units, 3 lecture hours

SUBJECT PREREQUISITES: English 1A or 1AH.

This course uses literary works as content for reading and writing with emphasis on analytical and critical approaches to drama, poetry, and prose fiction. As an Honors section, this class will employ enhanced teaching methods such as a seminar approach, more research-based writing assignments, assignments calling for a higher level of critical thinking. (A, CSU-GE, UC, I)

2 CRITICAL READING AND WRITING THROUGH LITERATURE

3 units, 3 lecture hours

SUBJECT PREREQUISITES: English 1A or 1AH.

A course designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH. The course will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of fiction and literary criticism. (A, CSU-GE, UC, I)

- 3 CRITICAL READING AND WRITING
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: English 1A or 1AH.

A course designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH. The course will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction in a variety of media. (A, CSU-GE, UC, I)

- 3H HONORS CRITICAL READING AND WRITING
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: English 1A or 1AH.

A course designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH. The course will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction. Students will analyze classical and contemporary essays and synthesize critical research. As an Honor's section, this class will employ enhanced teaching methods such as seminar approach and assignments calling for a higher level of critical thinking. (A, CSU-GE, UC, I)

- 15A CREATIVE WRITING: POETRY
3 units, 3 lecture hours, (Pass/No Pass)
(Repeats=1)
 SUBJECT PREREQUISITES: English 1A.

A course intended for students who enjoy reading and writing poetry. In this course, students will study poems by professional writers and fellow students and use what they learn to write their own original poetry. The strongest poems written in this class are often recommended for publication in Reedley College's literature journal, Symmetry. (A, CSU, UC)

- 15B CREATIVE WRITING: FICTION
3 units, 3 lecture hours, (Pass/No Pass)
(Repeats=1)
 SUBJECT PREREQUISITES: English 1A.

A course intended for students who are interested in writing short fiction; includes appropriate exercises, readings and critical analyses of published and student work. (A, CSU, UC)

- 15E CREATIVE WRITING: CREATIVE NON-FICTION
3 units, 3 lecture hours, (Repeats=1)
 SUBJECT PREREQUISITES: English 1A.

A workshop course intended for students who are interested in writing creative non-fiction; includes appropriate exercises, readings and analyses of published and student work. (A, CSU, UC)

- 15F CREATIVE WRITING: SCREENWRITING
3 units, 3 lecture hours, (Pass/No Pass)
(Repeats=1)
 SUBJECT PREREQUISITES: English 1A.

A course intended for students who are interested in writing for the screen; includes appropriate exercises, readings, viewing, and critical analyses of professional and student work. (A, CSU, UC)

- 41 THEMES IN LITERATURE
4 units, 4 lecture hours, (*Repeats=1)
 SUBJECT PREREQUISITES: English 1A.

Themes, authors, or genres through close readings, contextual approaches, interpretations, and critical evaluations. The subject will vary with the instructor (for example, the instructor may choose a thematic organization such as "Rites of Passage in the American Consciousness" or the "The Detective as Hero"; focus on a particular author such as Emily Dickinson or Carlos Fuentes; or a genre such as popular literature or science fiction).

*The course is repeatable once if the theme is different. (A, CSU, UC)

- 44A WORLD LITERATURE TO THE RENAISSANCE
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Completion of English 125 and 126 or eligibility for English 1A.

A survey of the most enduring fiction, drama, and poetry from ancient times through the Sixteenth Century. (A, CSU-GE, UC, I)

- 44B WORLD LITERATURE SINCE THE RENAISSANCE
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Completion of English 125 and 126 or eligibility for English 1A.

A survey of the most enduring fiction, drama, and poetry from the Seventeenth Century era to the present. (A, CSU-GE, UC, I)

46A ENGLISH LITERATURE TO 1800
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English

1A.
 A study of significant voices in English literature from the early epic through the Eighteenth Century. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. (A, CSU-GE, UC, I)

46B ENGLISH LITERATURE FROM 1800 TO THE PRESENT
3 units, 3 lecture hours
 SUBJECT ADVISORIES: Eligibility for English

1A.
 A study of significant voices in English literature from the end of the Eighteenth Century into the Twentieth Century. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. (A, CSU-GE, UC, I)

47 SHAKESPEARE
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English

1A.
 The plays and sonnets of William Shakespeare are studied and analyzed in their historical and cultural contexts for an appreciation of the dramatic art and poetry. (A, CSU-GE, UC, I)

48 AMERICAN LITERATURE
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English

1A.
 Readings in American literature ranging from the Colonial period to the present. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. Discussion and written responses are based on the reading. (A, CSU-GE, UC, I)

49 LATINO & CHICANO LITERATURE
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English

1A.
 Short stories, poems, plays, novels of Latin American and Chicano writers are studied and analyzed for appreciation and understanding of the literature and culture. (A, CSU-GE, UC, I)

72 WRITING CENTER THEORY AND PRACTICE
1 unit, 1 lecture hour, .5 lab hours
 BASIC SKILLS PREREQUISITES: Eligibility for English 125 or 126 or placement by assessment.

This course provides instruction and guided practice in peer learning assistance. The course is intended for those interested in helping students with written compositions while also enhancing their own writing skills and for students intending to enter the field of education. Reader-based feedback and active learning strategies are practiced. Areas for study include composition theory, collaboration learning, writing centers, and writing across the curriculum. Concurrent enrollment in English 125 or English 1A is recommended. (A, CSU)

72A ADVANCED WRITING CENTER THEORY AND PRACTICE
1 unit, 1 lecture hour, .5 lab hour
 SUBJECT PREREQUISITES: English 72

This course provides instruction and guided practice in peer tutoring strategies focusing on the special needs of various types of student writers: ESL and international students, students with learning disorders and learning style differences, online students, and students with discipline-specific writing needs. Specialized reader-based feedback and active learning strategies are practiced. (A, CSU)

105 GRAMMAR AND PUNCTUATION
2 units, 2 lecture hours, 1 lab hour (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The course provides a deeper understanding of grammar and sentence structure. Students move from learning the parts of speech to critical analysis of longer, more complex sentence structures. Furthermore, the course assists students in applying grammar skills to their own writing. This course is recommended for students leaving English 252 who are still struggling with grammar and who are entering English 125. (A)

125 WRITING SKILLS FOR COLLEGE

4 units, 4 lecture hours

SUBJECT PREREQUISITES: English 252 or placement by the college assessment process.

In this course, students will develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Students will avoid common writing errors, develop their writing skills by reading model essays and analyzing rhetorical strategies, develop critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. This course is a companion to ENGL 126 and prepares students for ENGL 1A. Students must successfully complete written course work to receive credit. (A)

126 READING SKILLS FOR COLLEGE

4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Completion of English 262 or placement by college assessment process.

Develops students' basic reading skills into college-level proficiencies in vocabulary usage, literal comprehension, and analytical and critical comprehension. Development and improvement of various reading and reporting strategies for different styles of academic writing. Emphasizes reading as a problem-solving process. (A)

250 BASIC WRITING

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

In this course, students will work on getting used to and comfortable with writing and discovering ways to express their ideas to others. Students will also develop an understanding of sentence and paragraph structure. They will begin to find and correct grammatical errors and get used to using computer word processors for writing. This course is a companion to reading course ENGL 260 and prepares students for ENGL 252. Students must satisfactorily complete written course work to receive credit.

252 WRITING IMPROVEMENT

4 units, 4 lecture hours, (Pass/No Pass only)

SUBJECT PREREQUISITES: English 250 or English as a Second Language 266W or placement by college assessment process.

In this course, students will develop their writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, they will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and prepares students for ENGL 125. Students must successfully complete written course work to receive credit.

260 BASIC READING

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only) (Repeats=1)

BASIC SKILLS PREREQUISITES: Placement by college assessment process.

A variety of group and individual skill activities for improved reading comprehension and vocabulary development. Determining main ideas, important details, cognitive text structures. Encourages positive attitude toward reading. Prepares students for English 262.

260A BASIC READING: INTRODUCTION TO READING

2 units, 27 lecture hours, 18 lab hours, (Pass/No Pass only)

A general introduction to reading. Vocabulary skill development. Learning reading process, strategies and developing comprehension. Encourages positive attitude toward reading. This course is equivalent to the first half of English 260. Placement by college assessment process.

260B BASIC READING: READING STRATEGIES

2 units, 27 lecture hours, 18 lab hours, (Pass/No Pass only)

Applying the reading process. Active reading strategies. Determining main ideas and supporting details from text. This course is equivalent to the second half of English 260. Preparation for English 262. Placement by college assessment process.

262 READING IMPROVEMENT

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS PREREQUISITES: English 260 or English as a Second Language 266R or placement by college placement process.

A variety of group and individual skill development activities in phonetic and structural analysis, basic contextual vocabulary, and literal and basic comprehension skills to foster independent reading proficiency. Successful completion of this course will prepare students for English 126. Recommended to be taken concurrently with English 252 or English 125.

262B READING IMPROVEMENT STRATEGIES

2 units, short-term course: 27 lecture hours, 18 lab hours, (Pass/No Pass only) (Repeats=1)

SUBJECT ADVISORIES: English 260 or 260B or placement by college assessment process.

The second nine week segment of ENGL 262. A variety of group and individual skill development activities in literal and interpretive comprehension skills to foster independent reading proficiency. Preparation for English 126. Recommended to be taken concurrently with English 252 or English 125.

272 ASSISTANCE IN COLLEGE WRITING

.5 -1 unit, 24-48 lab hours, (Pass/No Pass only) (Repeats=3)

This course is intended for any student requiring help with written compositions in any discipline. The course will provide intensive assistance in writing and critical thinking. Students will develop, improve, and refine compositions to sustain focus, employ analysis, reflection, organization, and logical structure. All stages of the writing process are practiced.

383 WRITING YOUR LIFE STORY

0 units, 3 lecture hours

Study of the memoir and literary nonfiction genres. Students will look at various contemporary examples of the forms for structure and theme, and then write their own personal narratives for classroom discussion and review.

ENGLISH AS A SECOND LANGUAGE (ESL)**260 LOW-BEGINNING READING, WRITING AND GRAMMAR**

8 units, 7 lecture hours, 2 lab hours, (Pass/No Pass only)

ESL 260 is an integrated skills course designed for speakers of other languages who want to learn reading, writing, and grammar at the low-beginning level. This course may be taken concurrently with ESL 260LS. ESL 260 is an entry-level course in the ESL sequence. Students who successfully complete this course will be prepared for ESL 261I.

260LS LOW-BEGINNING LISTENING AND SPEAKING

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

ESL 260LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the low-beginning level. This course may be taken concurrently with ESL 260. ESL 260LS is an entry-level course in the ESL sequence. Students who successfully complete this course will be prepared for ESL 261LS.

261I BEGINNING READING, WRITING, AND GRAMMAR

8 units, 7 lecture hours, 2 lab hours (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 260 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 261I is an integrated skills course designed for speakers of other languages who want to learn reading, writing, and grammar at the beginning level. This course may be taken concurrently with ESL 261LS. ESL 261I is six levels below English 1A. Students who successfully complete this course will be prepared for ESL 264.

261LS BEGINNING LISTENING AND SPEAKING
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 260LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 261LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the beginning level. This course may be taken concurrently with ESL 261I. ESL 261LS is six levels below English 1A. Students who successfully complete this course will be prepared for ESL 264LS.

264 HIGH-BEGINNING READING, WRITING, AND GRAMMAR
8 units, 7 lecture hours, 2 lab hours (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 261I or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 264 is an integrated skills course designed for speakers of other languages who want to learn reading, writing, and grammar at the high-beginning level. This course may be taken concurrently with ESL 264LS. ESL 264 is five levels below English 1A. Students who successfully complete this course will be prepared for ESL 265.

264LS HIGH-BEGINNING LISTENING AND SPEAKING
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 261LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 264LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the high-beginning level. This course may be taken concurrently with ESL 264. ESL 264LS is five levels below English 1A. Students who successfully complete this course will be prepared for ESL 265LS.

265 LOW-INTERMEDIATE READING, WRITING AND GRAMMAR
8 units, 7 lecture hours, 2 lab hours (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 264 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 265 is an integrated skills course designed for speakers of other languages who want to learn reading, writing, and grammar at the low-intermediate level. This course may be taken concurrently with ESL 265LS. ESL 265 is four levels below English 1A. Students who successfully complete this course will be prepared for ESL 266R and ESL 266W.

265LS LOW-INTERMEDIATE LISTENING AND SPEAKING
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 264LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 265LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the low-intermediate level. This course may be taken concurrently with ESL 265. ESL 265LS is four levels below English 1A. Students who successfully complete this course will be prepared for ESL 266LS.

266LS INTERMEDIATE LISTENING AND SPEAKING
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 265LS or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 266LS is a listening and speaking course designed for speakers of other languages who want to develop oral language skills at the intermediate level. This course may be taken concurrently with ESL 266R and ESL 266W. ESL 266LS is three levels below English 1A.

266R INTERMEDIATE ACADEMIC READING AND VOCABULARY

4 units, 4 lecture hours (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 265 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 266R is an academic reading and vocabulary course designed for speakers of other languages who want to develop their reading and vocabulary skills at the intermediate level. This course may be taken concurrently with ESL 266W and ESL 266LS. ESL 266R is three levels below English 1A. Students who successfully complete this course will be prepared for English 262.

266W INTERMEDIATE ACADEMIC WRITING AND GRAMMAR

4 units, 4 lecture hours (Pass/No Pass only)

SUBJECT PREREQUISITES: English as a Second Language 265 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 266W is an academic writing and grammar course designed for speakers of other languages who want to develop their writing skills at the intermediate level. This course may be taken concurrently with ESL 266R and ESL 266LS. ESL 266W is three levels below English 1A. Students who successfully complete this course will be prepared for English 252.

ENVIRONMENTAL HORTICULTURE (EH)

30 PRINCIPLES OF ENVIRONMENTAL HORTICULTURE

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A general course in environmental horticulture with emphasis on nursery operations, landscaping, turf management, and floral industries. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, turfgrass installation and care, and survey of career opportunities. (A, CSU, UC)

35 FLORAL DESIGN

1 unit, short-term course: 9 lecture hours, 27 lab hours, (Repeats=3) (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Introduction to floral design including the principles and elements of design, color theory, preparation, care of flowers and foliage plants, and formation of basic floral arrangements. Materials fee required. (A, CSU)

37 BEGINNING FLORAL DESIGN

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introduction to the fundamentals of theory, techniques and skills currently practiced in the floral industry. Includes applied art principles, cut flower care, handling practices, proper use of florist tools and materials, pricing of floral products and use of current floral business technology. Includes constructing corsages, floral arrangements, and foliage plant items, which meet floral industry standards. Materials fee required. (A, CSU)

38 ADVANCED FLORAL DESIGN

1 unit, short-term course: 9 lecture hours, 27 lab hours, (Repeats=3) (Pass/No Pass)

SUBJECT PREREQUISITES: Environmental Horticulture 35, 37, or 260. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Advanced floral design theory, techniques and skills in the floral industry, including sympathy, party, holiday and advanced floral designs. Techniques include working with the customer, consultations, pricing and use of computers and other business machines. Construction and servicing of funerals, party and holiday floral displays are included. Required field trip to flower market in Los Angeles or San Francisco. A goal of this course is to meet the requirements for the FTD senior designers certification exam. Materials fee required. (A, CSU)

39 WEDDING AND HIGH STYLE FLORAL DESIGN
1 unit, short-term course: 9 lecture hours, 27 lab hours, (Repeats=3) (Pass/No Pass)
 SUBJECT PREREQUISITES: Environmental Horticulture 35, 37, 38, or 260. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Advanced floral design theory, techniques and skills in the floral industry, including wedding and high style floral designs. Techniques include working with the customer, consultations, pricing and use of computers and other business machines. Construction and servicing of weddings and other high style floral displays are included. A goal of this course is to meet the requirements for the FTD master designers certification exam. Materials fee required. (A, CSU)

40 HISTORY OF LANDSCAPE ARCHITECTURE
3 units, 3 lecture hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course covers the development of landscape architecture, its philosophies and conditions from Prehistoric times through the Modern Movement including the Twentieth Century. (A, CSU, UC)

41 INTRODUCTION TO ENVIRONMENTAL HORTICULTURE
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A general course in environmental horticulture with emphasis on nursery operations, landscaping, turf management, and floral industries. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, turfgrass installation and care, and survey of career opportunities. (A, CSU)

42 PLANT MATERIALS AND USAGE I
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Identification, growth habits, culture and ornamental use of landscape and indoor plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurserymen (CAN) and California Landscape Contractors Association (CCA) Certification Tests Plant lists. Covers those plants best observed and studied in the fall of the year. (A, CSU, UC)

43 PLANT PROPAGATION/PRODUCTION
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control, structures and site layout. Preparation and use of propagating and planting mediums. Use and maintenance of common tools and equipment. Regulations pertaining to plant production. (A, CSU)

44 LANDSCAPE MAINTENANCE
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate maintenance techniques. Topics include planting, pruning, watering, soil fertility, pest management, weed control, and landscape maintenance business practices. (A, CSU)

48 LANDSCAPE DESIGN
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

The study and implementation of the art and science of landscape design, including principles of design, the design process, drafting, graphics, and presentation methods. Project emphasis is placed upon residential and small commercial sites. (A, CSU)

260 SELECTED TOPICS IN
LANDSCAPE HORTICULTURE
**.5-1.5 units, short-term course: 6-27 lecture
hours, and/or 9-81 lab hours, (Pass/No Pass
only) (Repeats=3)**
Specific technical topics designed to upgrade skills of
personnel in landscape horticulture and related areas. Subjects
may include the following: nursery management, landscape
design/installation, landscape maintenance, arboriculture, pest
control, and floristry. Materials fee may be required.

383 HOME FOOD PRODUCTION
0 units, 3 lab hours, (Repeats=3)
The planting, growing, harvesting, and processing
methods for various food crops including fruit trees, berry vines,
perennial and annual edible plants used in the landscape.

384 ORNAMENTAL AND
VEGETABLE GARDENING PROJECTS
0 units, 3 lab hours
Application of skills in the following landscape
horticulture areas: general gardening, vegetable, greenhouse,
ornamentals, etc. Individual projects to be determined by
student interest in consultation with instructor.

ETHNIC STUDIES (ETHNST)

5 AFRICAN PEOPLE IN THE NEW WORLD
**3 units, 3 lecture hours, (Pass/No Pass) (See
also History 5)**
BASIC SKILLS ADVISORIES: Eligibility for
English 125 and 126.
This course provides a survey of the historical
contributions of African people in South America, Central
America, the Caribbean and the United States from the 16th
century to the present. (A, CSU-GE, UC, I)

32 HISTORY OF THE MEXICAN
AMERICAN PEOPLE
**3 units, 3 lecture hours, (Pass/No Pass) (See
also History 32)**
BASIC SKILLS ADVISORIES: Eligibility for
English 125 and 126.

This course traces the history of the Mexican
American people from the pre-Columbian era to the present.
Topics covered include the indigenous origins of Mexican
society, the Spanish colonial period, the Spanish and
Mexican roots of the contemporary American Southwest,
and the role played by Mexican Americans in the social,
economic, political, and cultural development of the United
States from the Mexican War (1846-1848) to the present.
(A, CSU-GE, UC, I)

FASHION MERCHANDISING (FM)

30 INTERIOR DESIGN
3 units, 3 lecture hours, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for
English 125 and 126.

Social, psychological, economic and aesthetic
aspects of interior design. Integration of design principles,
space planning, furniture selection, creative expression and
knowledge needed by the professional designer. (A, CSU)

123 FASHION IMAGE
**1 unit, short-term course: 18 lecture hours
(Pass/No Pass)**
BASIC SKILLS ADVISORIES: Eligibility for
English 125 and 126.

The evaluation of clothing for men and women
suited to the individual lifestyle, figure and personal coloring.
Appreciation of the principles of color, line, and design in
developing a personal fashion image. Including a personal
image assessment, color analysis, figure analysis, wardrobe
plan, accessories, fashion terms, shopping techniques and
clothing maintenance. (A)

FILM (FILM)

- 1 INTRODUCTION TO FILM STUDIES
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English

1A.

A course demonstrating the uses of photography, editing, and sound in the telling of film stories; it will explore film and social issues, filmic meaning, and the main issues of film theory and criticism.. (A, CSU-GE, UC, I)

- 2A HISTORY OF CINEMA: 1895-1960
3 units, 3 lecture hours
 SUBJECT ADVISORIES: Completion of Film 1 or History 2 with a "C" or better. BASIC SKILLS ADVISORIES: Eligibility for English 125 or 126.

Survey of significant moments in the advancement, delivery, reception, and influence of cinema from the 1890's to 1960. Instruction will include the international origins of film technology and its increasing usefulness for narrative, historical documentary, and political argument or indoctrination, and aesthetics. Analysis will include the discovery of how technology, society, public taste, history and social concerns shaped the medium. (A, CSU-GE, UC, I)

- 2B HISTORY OF CINEMA:
 1960 TO PRESENT
3 units, 3 lecture hours
 SUBJECT ADVISORIES: Completion of Film 1. BASIC SKILLS ADVISORIES: Eligibility for English 125 or 126.

This course is a survey of significant films and advances in the reception, influence and creation of cinema from 1960 to the present. Instruction will include the international reach and commercial success of the film industry, the hegemony of Western film, the maintenance and the re-tooling of Hollywood as a labor force from the Classical period to the present. Also, this course charts the filmic conventions and advancements of narrative and documentary film, and how film is used as a political argument or as indoctrination. Analyses will include varying film criticisms from feminist to Marxist to reception theory, among others. (A, CSU-GE, UC, I)

- 5 DIGITAL FILMMAKING
3 units, 3 lecture hours, (repeats=3)
 SUBJECT ADVISORIES: Film 1. BASIC SKILLS ADVISORIES: Eligibility for English 125 or 126.

This course is a survey of significant films and advances in the reception, influence and creation of cinema from 1960 to the present. Instruction will include the international reach and commercial success of the film industry, the hegemony of Western film, the maintenance and the re-tooling of Hollywood as a labor force from the Classical period to the present. Also, this course charts the filmic conventions and advancements of narrative and documentary film, and how film is used as a political argument or as indoctrination. Analyses will include varying film criticisms from feminist to Marxist to reception theory, among others. (A, CSU, UC)

FOODS AND NUTRITION (FN)

- 20 SANITATION, SAFETY, AND EQUIPMENT FOR FOOD SERVICES
2 units, 2 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Food service employee's role in preventing food-borne illness; supervisor's responsibilities in maintaining standards of health and safety; selection and use of food service equipment for optimum safety and sanitation; federal, state, and local regulations; exam given for the state requirement for food safety certification. (A, CSU)

- 35 NUTRITION AND HEALTH
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126 or equivalent.

Relationship of diet to physical and emotional health: nutrients, diet patterns throughout the life cycle. Optimal nutrition to reduce the risks of cancer, heart disease, allergies, and other diseases. Social, psychological, and cultural dictates which affect food selection and health. Personal strategies to develop a nutrition plan for better health. Designed for students with an interest in Food Services. Not open to students with credit in Foods and Nutrition 40, Nutrition. (A, CSU-GE, UC)

40 NUTRITION

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Nutrients and their ingestion, digestion, absorption, transport, metabolism, interaction, storage, and excretion. The relationship of diet to physical and emotional health, diet patterns through the life cycle, consumer concerns, and recent developments. (A, CSU, UC) (TCSU NUTR 110)

42 CHILD NUTRITION

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Nutritional requirements during prenatal, infancy, childhood, and adolescent periods with emphasis on social, psychological, cultural and clinical factors. The role of nutrition education in improving the nutritional status of parents, infants and children. (A, CSU)

258 WEIGHT CONTROL

1 unit, short-term course: 18 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Consumption of food for optimal health. Development of physical activity as part of life style. The relationship of weight control to health, causes of obesity, successful weight control techniques, and undesirable weight loss methods.

260 TOPICS IN FOODS AND NUTRITION

.5-1 unit, short-term course: 9-18 lecture hours, (Pass/No Pass only)

Examination and contemporary overview of culture, food habits, diet and disease. Exploration of the major themes in food habit; ethnic, regional, and religious food practices; origins and development of dietary practices, and food preservation. Lecture and demonstrations.

FRENCH (FRENCH)

1 BEGINNING FRENCH

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written French for non-native speakers. Introduction to pronunciation, vocabulary, idioms, grammar, basic composition, and exploration of the cultures of France and other Francophone countries and regions. (A, CSU-GE, UC, I)

2 HIGH-BEGINNING FRENCH

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: French 1, or 2 years of high school French, or the equivalent skill level as determined by the instructor.

Second-semester course in conversational and written French for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of the cultures of France and other Francophone countries and regions. Introduction to the literary text. (A, CSU-GE, UC, I)

3 INTERMEDIATE FRENCH

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: French 2, or 3 years of high school French, or the equivalent skill level as determined by the instructor.

Third-semester course in conversational and written French for non-native speakers. Review of basic grammar. Further development of oral skills and grammatical structures and continued expansion of vocabulary. Composition and discussion of short literary texts. Increasing emphasis on reading and writing as tools in exploring the cultures of France and other Francophone countries and regions. (A, CSU-GE, UC, I)

4 HIGH-INTERMEDIATE FRENCH
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: French 3, or 4 years of high school French, or the equivalent skill level as determined by the instructor.

Fourth-semester course in conversational and written French for non-native speakers. Development of proficiency of grammar and language usage. Continued exploration of current topics and cultures of France and Francophone countries and regions as reflected in the language and literature. (A, CSU-GE, UC, I)

GEOGRAPHY

4A WORLD GEOGRAPHY

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course covers Europe, the post-Soviet Region, Asia, and Africa: a study of the physical settings, population patterns, natural resources, and economic and political status of these regions. (A, CSU-GE, UC, I)

4B WORLD GEOGRAPHY

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course covers the Americas, Australia, New Zealand, and the Pacific Islands: a study of the physical settings, population patterns, natural resources, and economic and political status of these regions. (A, CSU-GE, UC, I)

5 PHYSICAL GEOGRAPHY:
 ENVIRONMENTAL CONDITIONS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Description and interpretation of the physical features of the earth. A systematic approach to the study of earth-sun relations, weather, climate, natural vegetation, and global warming. (A, CSU-GE, UC, I) (TCSU GEOG 110 = GEOG 5 + GEOG 9)

9 PHYSICAL GEOGRAPHY:
 LAND FORMATION

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Description and interpretation of the physical features of the earth. Emphasis on the study of map reading and land formation processes such as volcanoes, earthquakes, and glaciers. (A, CSU-GE, UC, I) (TCSU GEOG 110 = GEOG 5 + GEOG 9)

10 INTRODUCTION TO GIS

3 units, 2 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Introduction to the fundamental concepts of Geographic Information Systems (GIS), including familiarization with computers, data input, raster GIS, vector GIS, querying, methods of spatial analysis, and applications of GIS. (A, CSU, UC)

GEOLOGY (GEOL)

1 PHYSICAL GEOLOGY

4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101 or equivalent.

Introduction to the forces and processes shaping the surface of the earth. These include plate tectonics, igneous intrusion, volcanism, formation of sediment and sedimentary rock, metamorphism, earthquakes, and the formation of mountain belts. Other topics covered include faulting and folding of rock, time and its implications, formation of geologic resources (metals and petroleum), ocean basins and coasts, surface water/flooding and groundwater. Rock and mineral identification is taught in lab. Includes several field trips to emphasize class material. (A, CSU-GE, UC, I)

2 HISTORICAL GEOLOGY

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The origin and geologic history of the earth and the development of plant and animal life as shown through fossils and rock strata. Includes study of geologic time, plate tectonics, the sedimentary record, and the fossil record with in-depth study of early life, dinosaurs, and man. May include field trips. (A, CSU-GE, UC, I)

9 INTRODUCTION TO EARTH SCIENCE**3 units, 2 lecture hours, 2 lab hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introduction to the earth sciences with an emphasis on basic topics and principles in geology, oceanography, meteorology, and astronomy. For transfer Liberal Studies Blended Major students. (A, CSU-GE, UC)

10 ROCKS, FOSSILS, AND MINERALS**3 units, 3 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Identification, origin, and use of common and important rocks, minerals and fossils, including an introduction to crystallography. (A, CSU-GE, UC, I)

GERMAN (GERMAN)**1 BEGINNING GERMAN****4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written German for non-native speakers. Introduction to pronunciation, vocabulary, idioms, grammar, basic composition, and exploration of the cultures of German-speaking countries and regions. (A, CSU-GE, UC, I)

2 HIGH-BEGINNING GERMAN**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: German 1, or 2 years of high school German, or the equivalent skill level as determined by the instructor.

Second-semester course in conversational and written German for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of the cultures of German-speaking countries and regions. Introduction to the literary text. (A, CSU-GE, UC, I)

3 INTERMEDIATE GERMAN**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: German 2, or 3 years of high school German, or the equivalent skill level as determined by the instructor.

Third-semester course in conversational and written German for non-native speakers. Review of basic grammar. Further development of oral skills and grammatical structures and continued expansion of vocabulary. Composition and discussion of short literary texts. Increasing emphasis on reading and writing as tools in exploring the cultures of German-speaking countries and regions. (A, CSU-GE, UC, I)

4 HIGH-INTERMEDIATE GERMAN**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: German 3, or 4 years of high school German, or the equivalent skill level as determined by the instructor.

Fourth-semester course in conversational and written German for non-native speakers. Development of proficiency of grammar and language usage. Continued exploration of current topics and cultures of German-speaking countries and regions as reflected in the language and literature. (A, CSU-GE, UC, I)

HEALTH SCIENCE (HLTH)**1 CONTEMPORARY HEALTH ISSUES****3 units, 3 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to introduce the student to a comprehensive study of personal and community health. This course will also introduce the student to health issues at the local, state, and national levels. (A, CSU-GE, UC)

2 FIRST AID AND SAFETY**2 units, 2 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The first aid treatment of common emergencies that affect members of the household. Standard first aid and cardiopulmonary resuscitation certifications are received by students who successfully pass all requirements. (A, CSU, UC)

- 14 **INTERPRETING IN HEALTH CARE I**
4 units, 3 lecture hours, 3.5 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Office Technology 10.
 Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Foundation for students in the Healthcare Interpretation Certificate Program and the basis for the trilogy of courses required. The roles and responsibilities of a healthcare interpreter, basic knowledge of common medical conditions, treatments and procedures and a need for insight in language and cultural nuances for specific communities. (A, CSU)

- 15 **INTERPRETING IN HEALTH CARE II**
4 units, 3 lecture hours, 3.5 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Health Science 14, must be completed within 2 years prior to enrollment in Health Science 15 and 16. SUBJECT COREQUISITES: Health Science 16. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Office Technology 10, Biology 20, 22.
 For students in the Health Care Interpreter Program. Training continues for bilingual individuals to become integral members of the health care team in bridging the language and cultural gap between clients and providers. There is further enhancement of interpreting skills covering specialized health care areas such as gynecology, mental health, death and dying. Emphasis placed on the development of cultural competency. Taken concurrently with Health Science 16. (A, CSU)

- 16 **FIELD WORK IN HEALTH CARE INTERPRETING**
4 units, 2 lecture hours, 6 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Health Science 14, must be completed within 2 years prior to enrollment in Health Science 16. SUBJECT COREQUISITE: Health Science 15.
 For students in the Health Care Interpreting program. Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Fieldwork includes at least 20 face-to-face actual encounters in interpreting skills. Taken concurrently with Health Science 15. (A, CSU)

HISTORY (HIST)

- 1 **WESTERN CIVILIZATION TO 1648**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 A survey of the political, social, economic, cultural, and intellectual developments of European civilization from its prehistoric antecedents in the Middle East to the rise of modern European nations in the seventeenth century. (A, CSU-GE, UC, I)
- 2 **WESTERN CIVILIZATION FROM 1648**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 A survey of the political, social, economic, cultural, and intellectual development of European civilization and its impact on non-western societies from the 17th century to the present era. (A, CSU-GE, UC, I)
- 5 **AFRICAN PEOPLE IN THE NEW WORLD**
3 units, 3 lecture hours, (Pass/No Pass) (See also Ethnic Studies 5)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 This course provides a survey of the historical contributions of African people in South America, Central America, the Caribbean and the United States from the 16th century to the present. (A, CSU-GE, UC, I)
- 11 **HISTORY OF THE UNITED STATES TO 1877**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Political, social, and economic development of the United States from the colonial period to 1877. (A, CSU-GE, UC, I) (TCSU HIST 130)
- 12 **HISTORY OF THE UNITED STATES SINCE 1877**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 This course traces the political, social, and economic development of the United States from 1865 to the present. (A, CSU-GE, UC, I) (TCSU HIST 140)

12H HONORS HISTORY OF THE UNITED STATES SINCE 1877
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides a survey of the political, social, and economic development of the United States since 1865 and the emergence of the U. S. as a world power. Students are also introduced to research methods, historiography, and divergent schools of historical interpretation. (A, CSU-GE, UC, I)

20 COMPARATIVE WORLD CIVILIZATIONS TO 1600
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Education 10 recommended for future K-8 teachers.

This course examines in detail the economic, political, and social development in World Civilization from the emergence of human communities to around 1600. The course meets the requirements for students pursuing CSUF's Liberal Studies Blended Program (for future kindergarten through eighth grade teachers). (A, CSU-GE, UC, I) (TCSU HIST 150)

22 HISTORY OF AMERICAN WOMEN
3 units, 3 lecture hours (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Women in American history: social, political, and economic actions and reactions of American women; racial, ethnic, religious, geographic, and class differences. (A, CSU-GE, UC, I)

32 HISTORY OF THE MEXICAN AMERICAN PEOPLE
3 units, 3 lecture hours, (Pass/No Pass) (See also Ethnic Studies 32)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course traces the history of the Mexican American people from the pre-Columbia era to the present. Topics covered include the indigenous origins of Mexican society, the Spanish colonial period, the Spanish and Mexican roots of the contemporary American Southwest, and the role played by Mexican Americans in the social, economic, political, and cultural development of the United States from the Mexican War (1846-1848) to the present. (A, CSU-GE, UC, I)

HONORS (HONORS)

1 HONORS COLLOQUIUM
1 unit, 1 lecture hour, (Pass/No Pass only)
(Repeats=3)

An interdisciplinary discussion class designed to offer honors program students academic discussions related to other classes and current events. May include field trips and guest speakers. Limited to students admitted to the Honors Program. (A, CSU)

2 HONORS SEMINAR
1 unit, 1 lecture hour (Repeats=3)
 SUBJECT ADVISORIES: English 1A or 1AH.

An interdisciplinary seminar designed to offer honors program students and qualified general entry students an integrated academic atmosphere in the study of one topic or theme, in order to stimulate intellectual curiosity, discussion, and written analysis. May include field trips and guest speakers. Course content varies for every seminar and is taught by a wide array of discipline experts drawing from all departments at the college. (A, CSU, UC)

HUMAN SERVICES (HS)

19V WORK EXPERIENCE (COOPERATIVE), OCCUPATIONAL
1-8 units, (repeats=3)

SUBJECT PREREQUISITES: Human Services 20. SUBJECT COREQUISITES: Human Services 24.

Supervised employment directly related to the student's major and/or career goals in the field of Human Services. Success on the job, including interpersonal, problem solving, and communication skills; office dynamics and adapting to change. Group interaction. Collaborative learning activities specific to human services. Learning objectives established specific to human services. Finger printing may be required upon some field placements. (A, CSU)

20 INTRODUCTION TO SOCIAL WELFARE
3 units, 3 lecture hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Social, economic, political, historical and philosophical components in the development of social welfare and social work in western society. (A, CSU, UC)

24 FUNDAMENTALS OF INTERVIEWING AND COUNSELING**3 units, 3 lecture hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

An introduction to principles and theories of interviewing and counseling for professionals going into the field of Counseling, Psychology and Social Work. This course focuses on specific micro and macro skills within a human service setting. Analysis of the dynamics between counselor and clients will be examined. The Code of Ethics and principle of the human service profession will be addressed. (A, CSU)

30 GROUP AND COMMUNITY SOCIAL SERVICES**3 units, 3 lecture hours**

SUBJECT COREQUISITES: Human Services 20. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Methods of social work intervention with individual, group, and community; problem analysis and available services. (A, CSU)

INDIVIDUAL STUDY (INDST)

49 (COURSE TITLE TO BE SELECTED)**1-2 units, 54 hours per unit, (Pass/No Pass)
(Repeats=1)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An individual student's exploration in depth of a selected topic not covered in the classes offered in the college. In cooperation with an instructor, the student will develop a research or creative project which culminates in an appropriate paper, report, composition, or other product. A student who wishes to complete this course must develop the outline of the project and begin the arrangements for the project with an instructor before signing up for the course. (A, CSU, UC)

INDUSTRIAL TECHNOLOGY (IT)

205 FOUNDATION SKILLS IN INDUSTRIAL TECHNOLOGY**2 units, short-term course: 27 lecture hours, 27 lab hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Foundation Skills in Industrial Technology will supply the basic skills and orientation to enter any of Reedley College's mechanical oriented vocational education programs such as Aviation Maintenance, AG Mechanics, Auto and Welding/Manufacturing. Student success, safety, precision measuring, torquing of hardware, use of hand tools, drilling and taping of metals are among skills that will be introduced and reinforced.

INFORMATION SYSTEMS (IS)

1 PERSONAL COMPUTER BASICS**1 unit, short-term course: 16 lecture hours,
(Pass/No Pass only)**

BASIC SKILLS ADVISORIES: Eligibility for English 126. SUBJECT ADVISORIES: Typing skill of 10-20 wpm.

This course provides an introduction to the Personal Computer (PC) and the Windows Operating System. This course will cover PC hardware and software (application and system), how to read a PC advertisement, and buying a PC. The student is expected to complete a number of assignments using common Window elements including sizing, moving, hiding, displaying, and closing a window. Further, the student will work with files and folders, common Windows accessories including WordPad, Notepad, Paint, and the System Tools. A brief introduction to email and the Internet is included. No credit if Information Systems 11, Computer Essentials; or Information Systems 15, Computer Concepts, or Office Technology 1, Computer Basics has been successfully completed with a "C" or better. (A, CSU)

2 WORD PROCESSING-A BRIEF COURSE

**.5 unit, short-term course: 8 lecture hours,
(Pass/No Pass only)**

BASIC SKILLS ADVISORIES: Eligibility for English 126.

A brief introduction to word processing, this course will cover creating, editing, formatting, and printing documents. The student is expected to complete a number of short word processing assignments emphasizing the editing and formatting elements of a word processing application. Further, the course will include saving and retrieving files from floppy and hard disk systems. (A, CSU)

3 SPREADSHEETS-A BRIEF COURSE

**.5 unit, short-term course: 8 lecture hours,
(Pass/No Pass only)**

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101

A brief introduction to spreadsheets, this course will cover creating and formatting the worksheet, using formulas and functions, and creating graphs using a spreadsheet application. The course will include saving and retrieving files from floppy and hard disk systems. (A, CSU)

4 THE INTERNET-A BRIEF COURSE

**.5 unit, short-term course: 8 lecture hours,
(Pass/No Pass only) (Repeats=1)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. Typing skills of 10-20 wpm.

This course provides a brief introduction to the Internet. This course will cover how to connect to the Internet including a discussion of browsers and providers. The student will use the Netscape browser and a number of popular search engines to find information on the World Wide Web. Further, the course will include a brief introduction to email, netiquette, and downloading and using audio/video plug-ins. (A, CSU)

5 HOW TO BUILD A COMPUTER SYSTEM

.5 unit, short-term course: 4 lecture hours, 8 lab hours, (Pass/No Pass only)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Information Systems 11, 15 (or equivalent).

This short course will demonstrate how to build a computer system. Each participant will learn how to select and assemble the necessary components to build a low-cost computer system. The course will include a discussion and hands-on demonstration of how to install the operating system and check the hardware components with the appropriate diagnostic software. (A, CSU)

6 POWERPOINT-A BRIEF COURSE

**.5 unit, short-term course: 8 lecture hours,
(Pass/No Pass only)**

BASIC SKILLS ADVISORIES: Eligibility for English 126.

A brief introduction to the PowerPoint application, this course will cover creating and working with presentations. Specific topics include applying and modifying templates, inserting clip art and charts, using color schemes, slide show special effects, producing the slide show, and printing handouts, notes and the slides. (A, CSU)

10 KEYBOARDING

**1 unit, short-term course: 12 lecture hours,
12 lab hours, (Pass/No Pass) (Repeats=1)**

BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course provides an introduction to the computer system with an emphasis on keyboarding. It is a "hands-on" approach stressing the development of keyboarding skills needed to use a computer effectively. The keyboarding software allows the student to build speed and accuracy on alphabet, number, and special computer keys. The course will include skill building exercises and an introduction to word processing software. (A, CSU)

11 COMPUTER ESSENTIALS

**1.5 units, short-term course: 27 lecture hours,
(Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This is an introduction to the PC computer system. It is a "hands-on" practical approach with an emphasis on how to operate a computer. The course includes supervised exercises using the storage devices of the system, printer controls, and essential operating system (Windows) commands. The student will be introduced to the Internet and E-mail and basic features of word processing and spreadsheet applications. The student is expected to complete computer assignments outside of class. A grade of "C" or better in this course fulfills the computer familiarity requirement. No credit is given if Information Systems 15 or Office Technology 1 has been successfully completed with a "C" or better. (A, CSU)

12 COMPUTER LITERACY

3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Basic introduction to computers and their usage. Basic principles of hardware and software; shopping for a personal computer; social issues associated with the role of computers in the world today; and an introduction to word processing, spreadsheets, Internet principles and usage.

(Not for Business Majors - Business Majors need to take Information Systems 15) (A, CSU, UC)

15 COMPUTER CONCEPTS

3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database, presentation and programming), the history of the microcomputer, privacy and legal issues, and telecommunications (email and Internet). A grade of "C" or better in this course fulfills the computer familiarity requirement. (A, CSU, UC) (TCSU IS 120)

16 WORD PROCESSING

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides an introduction to word processing for the business manager. This course will include creating, editing, formatting, saving and printing documents. A number of advanced topics will be introduced. Survey of current word processing applications. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

18 SPREADSHEET FUNDAMENTALS

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.

This course provides an introduction to spreadsheet fundamentals for the business manager. This course will cover creating and formatting worksheets, using formulas and functions, and creating graphs using a spreadsheet. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

19V COOPERATIVE WORK EXPERIENCE, INFORMATION SYSTEMS

1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment, (Pass/No Pass)

Supervised employment, directly related to student's major in information systems. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

26A DATABASE CONCEPTS AND DESIGN

3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)

SUBJECT PREREQUISITES: Information Systems 15 or equivalent.

This course provides an introduction of database concepts and fundamentals for the business manager. This course is designed to cover relational model database concepts and design, creating and editing database files, using relational and logical operators, creating queries with QBE and SQL, creating and printing reports, and sorting and indexing database files using a current database application. (A, CSU)

26B ADVANCED DATABASE CONCEPTS AND DESIGN

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Information Systems 26A. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Information Systems 31.

Intermediate topics to relational-database concepts and fundamentals for business application: database administration and security, advanced structured-query language (SQL), events programming, and complex reports. (A, CSU)

29 OPERATING SYSTEMS**1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.

This course provides an introduction to operating system fundamentals for the information systems specialist. This course will cover operating systems, system software and utilities. The student is expected to complete assignments outside of class. (A, CSU)

30 FUNDAMENTALS OF NETWORKING**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)**

SUBJECT PREREQUISITES: Information Systems 15 and 29, or equivalent.

Fundamentals of computer networks, network hardware and software, installation, network design, and communication links. (A, CSU)

31 INTRODUCTION TO PROGRAMMING**1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass)**

SUBJECT PREREQUISITES: Information Systems 15.

This course provides an introduction to programming using professionally recognized principles that provide a foundation for good programming techniques. This course is designed to prepare students who are interested in pursuing programming as an option for the Information Systems degree and who have no previous programming experience. (A, CSU)

33 BEGINNING JAVA PROGRAMMING**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)**

SUBJECT PREREQUISITES: Information Systems 15 and 31, or equivalent.

Introduction to developing Java Applets and applications using the Beginning Java Programming language. Emphasis on object oriented programming, control structures, methods, arrays, strings, inheritance, and graphics. (A, CSU, UC) (TCSU IS 110)

40A INTERNET CONCEPTS AND DESIGN**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides a hands-on introduction to the Internet and World Wide Web, including the use of email, Usenet newsgroups, Gopher, FTP, and Telnet. The course includes the hypertext markup language (HTML), the use of web page editors, creating Web pages, hardware and software setup requirements, the use of the Internet for research and business, ethical and security issues. (A, CSU)

40B ADVANCED INTERNET CONCEPTS AND DESIGN**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)**

SUBJECT PREREQUISITES: Information Systems 40A.

This course provides a hands-on exploration in cutting edge HTML techniques needed to enhance web pages with frames, targets, columns, image maps, and META tags. The course will review the roles of the latest technologies such as ASP, JavaScript, and Java. Students will create HTML forms, write ASP web pages for interactivity, and process information submitted via form. (A, CSU)

42A BUSINESS AND WEB GRAPHICS**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=2)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Information Systems 1 or 11 or 15.

This course provides an introduction to graphic editing software for web design and business. The course will include the creation of graphics from scratch; edit existing images, image compression and color reduction techniques. The course will also cover web and presentational page layout techniques, and HTML integration within graphic design. (A, CSU)

- 42B **FLASH DESIGNS**
3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=2)
 SUBJECT ADVISORIES: Information Systems 1 or 11 or 12 or 15. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Introduction to the basics of Flash. The focus of this course will introduce the basic tools featured in Flash; animating and creating graphics, exporting information, animation, scripting, as well as learning how to create an interactive interface. (A, CSU)
- 43 **ADVANCED NETWORKING CONCEPTS**
3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)
 SUBJECT PREREQUISITES: Information Systems 30.
 This course covers advanced concepts in networking software and hardware. Installation of WAN components, communications, Internet/Intranet software, proxy servers, transaction servers, domain name servers, and mail servers are reviewed. Design and implementation techniques for large organizations are also covered. (A, CSU)
- 45 **COMPUTER CONFIGURATION AND TROUBLESHOOTING**
1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 This course provides a hands-on introduction to PC configuration and troubleshooting techniques. The course is designed to provide the Information Systems student with the technical aspects of configuring, upgrading and maintaining personal computers. (A, CSU)
- 47 **VISUAL BASIC**
3 units, 3 lecture hours, 1 lab hour
 SUBJECT PREREQUISITES: Information Systems 15. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course provides an introduction to programming in Visual Basic. Students will develop computer programs using Visual Basic programming language in Windows®-based computers. The course emphasizes planning, designing, writing, testing, debugging, and documenting Visual Basic programs. (A, CSU, UC)
- 48 **THE INTERNET AND THE STOCK MARKET**
1 unit, short-term course: 16 lecture hours, (Pass/No Pass only) (Repeats=1)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101. Typing skill of 10-20 wpm.
 This course provides an introduction to the Internet and Stock Market Investing. This course will cover Internet browsers and providers, Internet search tools, investment organizations, trading online, stock databases, commercial services, technical analysis of indexes, stocks and mutual funds. All research activities will be accomplished using the World Wide Web. The student is expected to complete a number of short investment assignments using technical analysis tools as well as downloading data files and programs. Further, the course will include how to buy bills, notes, and bonds from the Federal Reserve Bank of San Francisco. (A, CSU)
- 49A **LAN FUNDAMENTALS-CISCO TRAINING I**
3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Decision Sciences 117 or Mathematics 101. SUBJECT ADVISORIES: Information Systems 15 and 30.
 Local Area Networks fundamentals. First course for the Cisco CCNA certification. (A, CSU)
- 49B **ROUTER THEORY AND TECHNOLOGY CISCO TRAINING II**
3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)
 SUBJECT PREREQUISITES: Information Systems 49A.
 Local Area Network routers and switches including basic configuration and protocols. Second course for the Cisco CCNA Certification. (A, CSU)
- 49C **ADVANCED ROUTING AND SWITCHING-CISCO TRAINING III**
3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)
 SUBJECT PREREQUISITES: Information Systems 49B.
 Local Area Network routers and switches including advanced configuration, design and protocols. Third course for the Cisco CCNA Certification. (A, CSU)

49D ADVANCED NETWORK DESIGN AND MANAGEMENT-CISCO TRAINING IV
3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)

SUBJECT PREREQUISITES: Information Systems
 49C.

Local Area Network routers and switches including advanced network designs and management. Fourth course for the Cisco CCNA Certification. (A, CSU)

50A INTRODUCTION TO GAME PROGRAMMING
3 units, 3 lecture hours, 1 lab hour (repeats=1)

SUBJECT PREREQUISITES: Information Systems
 15. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.

This course is designed to introduce students to basic game programming utilizing Adobe Flash application. Students will plan, design, implement and maintain simple games for stand-alone computer systems or on the Internet. (A, CSU, UC)

202 INTRODUCTION TO ONLINE LEARNING
1 unit, short-term course: 18 lecture hours, 6 lab hours, (Pass/No Pass only)

A class designed for students to learn the skills necessary to take classes online.

262 TOPICS IN INFORMATION SYSTEMS
.5-1 unit, short-term course: 9-18 lecture hours, (Pass/No Pass)

Examination and a contemporary overview of current Information Systems topics. Students taking this course will examine a number of selected business software applications including database, network, Web, and spreadsheet to improve small business operations as well as evaluating the computer hardware configurations for a small business.

This course will be offered as either a .5 unit-9 lecture hour course, or a 1 unit-18 lecture hour course.

INTERDISCIPLINARY STUDIES (INTDS)

100 STEM AMBASSADORS
2 units, 1 lecture hour, 3 lab hours (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

This course is designed as a participatory class in careers and opportunities in STEM (Science, Technology, Engineering, and Mathematics) fields. Students will undergo leadership training through application of individual and group leadership techniques and participate as STEM Ambassador team members in college recruitment activities, including giving recruitment presentations at off-campus sites, hosting prospective student groups for on-campus visitations and sponsoring recruitment activities for prospective students. The course content will cycle through the following subject areas: STEM Careers, Technological Advances in STEM, Career Skills in STEM, Environmental Technologies in STEM, STEM Education, and International Developments in STEM. Students may repeat the course when different subject areas are being offered. (A)

300 ACADEMIC LEARNING CENTER
0 units, lab hours arranged

This course provides tutoring assistance to increase the probability of a student's successful completion of his or her educational objectives. Hours will vary depending upon individual student's need.

301 BASIC SKILLS DEVELOPMENT
0 units, 3 lab hours

This is a learning assistance course in basic skills: reading, mathematics, writing and study skills as applied to a variety of disciplines. Instruction will occur individually or in small groups by the instructor or with student lab assistants. An individual learning plan must be approved which serves as the basis for assessment and counseling.

JOURNALISM (JOURN)

- 1 INTRODUCTION TO MASS COMMUNICATIONS
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 A critical and historical study of American mass media. Course survey, books, newspapers, magazines, television, radio, film, press services, the internet, and the systems of advertising and public relations after reviewing communication theory and journalistic ethics. (A, CSU-GE, UC, I)
- 3 NEWSWRITING
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT ADVISORIES: Eligibility for English 1A.
 Guided reporting and writing of a variety of news stories. Includes the basics of news writing, methods and practices, interviewing, feature writing, legal and ethical principles. (A, CSU)
- 7 WRITING BY DESIGN: PUBLICATION AND PRODUCTION
3 units, 3 lecture hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125. SUBJECT ADVISORIES: Office Technology 11A.
 Development of camera-ready, publishable-quality projects through three stages of production: writing copy, design, and layout, using those word processing and desktop publishing programs currently available for the microcomputer market. Familiarity with a word processing program is recommended, but not required. (A, CSU)
- 8 STUDENT PUBLICATION STAFF
3 units, 9 lab hours, (Pass/No Pass)
(Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Students taking this course participate in the production of student print and online publications. Students learn interviewing, writing, photography, editing, print and online layout. Students also learn about the integration of multimedia materials into online publication. (A, CSU)

- 19V JOURNALISM COOPERATIVE WORK EXPERIENCE
1-8 units, 75 hrs/unit paid, 60 hrs/unit volunteer (Repeats=3, maximum 16 units)

Supervised employment and/or internship directly related to the student's major and/or career goals in the field of Journalism/Mass Communications. This could include journalism, advertising, public relations, and design. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

LIBRARY TECHNOLOGY (LITEC)

- 258 LIBRARY & COMPUTER LAB SKILLS
1 unit, 2.66 lab hours, (Pass/No Pass only)
(Repeats=3)

This course is intended to provide supervised use of computers and familiarity with library resources including electronic media. The course will reinforce concepts from classroom studies and develop problem solving abilities on an independent basis.

LICENSED VOCATIONAL NURSING (LVN)

- 100 FOUNDATIONS OF NURSING
11 units, 5 lecture hours, 18 lab hours
 SUBJECT PREREQUISITES: Biology 100 or 5, or 20 and 22, or equivalent; and Foods and Nutrition 35 or 40; and Office Technology 10. SUBJECT COREQUISITES: Licensed Vocational Nursing 140 and 120. SUBJECT ADVISORIES: Eligibility for English 1A and Mathematics 103.
 This course covers the theory, principles and practice of fundamental nursing skills needed to care for the adult patients. Health and its preservation are stressed. Interpersonal relationships, community resources, prevention and treatment of disease are studied. Clinical experience is integrated with classroom theory and is provided at affiliating hospitals under direct supervision of College Nurse instructors. This is the first semester of nursing theory and clinical of a three semester sequence. (A)

101 PRINCIPLES AND PRACTICE OF NURSING I**14 units, 8 lecture hours, 18 lab hours**

SUBJECT PREREQUISITES: Licensed Vocational Nursing 100. SUBJECT COREQUISITES: Licensed Vocational Nursing 121.

This course emphasizes theoretical principles and clinical experience in meeting Maslow's basic human needs of nutrition, oxygenation, elimination and affiliation. Application of these basic principles and practices of medical-surgical nursing care in the maternity and pediatric settings. It also involves clinical experiences in meeting basic health needs of individuals of all ages with commonly occurring health problems. (A)

102 PRINCIPLES AND PRACTICE OF NURSING II**14 units, 8 lecture hours, 18 lab hours**

SUBJECT PREREQUISITES: Licensed Vocational Nursing 101. SUBJECT COREQUISITES: Licensed Vocational Nursing 122.

This course emphasizes theoretical principles of Maslow's basic human needs of safety, hygiene, rest, activity, comfort and self-actualization as it relates to common and complex health problems occurring in individuals of all age groups. Pathophysiological and psychosocial assessment and management of medical-surgical disorders are stressed. General pharmacological and nutritional considerations are included. Clinical experience is integrated. (A)

120 NURSING GUIDANCE I**1 unit, 1 lecture hour**

SUBJECT COREQUISITES: Licensed Vocational Nursing 100 and 140.

This course examines socialization and interpersonal communications related to vocational nursing. Course topics include verbal and non-verbal communication, communication problems in the nurse-patient relationship, the hospital as a working and learning environment, self actualization relating to the elderly, and death and dying. (A)

121 NURSING GUIDANCE II**1 unit, 1 lecture hour**

SUBJECT PREREQUISITES: Licensed Vocational Nursing 100 and 120. SUBJECT COREQUISITES: Licensed Vocational Nursing 101.

This course examines the nature of stress and its influence on coping and adapting. Related topics examined include crisis and crisis intervention, and psycho physiological and somatopsychic responses to stress and anxiety. (A)

122 NURSING GUIDANCE III**1 unit, 1 lecture hour**

SUBJECT PREREQUISITES: Licensed Vocational Nursing 121. SUBJECT COREQUISITES: Licensed Vocational Nursing 102.

This course examines the current and evolving patterns of mental health care and the shifts from inpatient custodial care to community-based treatment for the mentally ill. This course also examines the health-illness continuum, psychopathology, neuroses and psychoses, clinical disorders and maladaptations of behavior, and psychopharmacological approaches to treatment. (A)

140 PHARMACOLOGY**3 units, 3 lecture hours**

SUBJECT COREQUISITES: Licensed Vocational Nursing 100.

This is an introductory pharmacology course, which includes an introduction into the professional context of drug administration, study of metric, apothecary, and household systems of measurements. Nursing responsibility and patient safety IS included. Completion of this course requires accurate interpretation of doctors' orders, reading medication bottles and calculation of drug dosages and the reason for their application. Common, local, and systemic drugs are studied. Uses, effects, and safe administration of medications are included. Nursing responsibility and client's safety are emphasized. (A)

200 MEDICATION CALCULATIONS**1 unit, 1 lecture hour**

This course covers the theory, principles and practice of fundamental calculations of medication dosages, including review of mathematical concepts.

LINGUISTICS (LING)**10 INTRODUCTION TO LANGUAGE****3 units, 3 lecture hours, (Pass/No Pass)**

SUBJECT ADVISORIES: Eligibility for English 1A.

Examination of the nature of language, its historical development, its structural elements, and the stages of language acquisition. Emphasis is on systematic linguistic description of language knowledge and usage. Recommended for liberal studies majors and others who are interested in learning about human language. (A, CSU-GE, UC, I)

11 INTRODUCTION TO LANGUAGE
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: English 1A.
 This course examines the nature of language and its structural components, with an emphasis on English. The course highlights the areas of linguistics most relevant to future elementary and secondary teachers. It is recommended for Liberal Studies majors and students in the Multiple Subject Credential Blended Program. (A, CSU-GE, UC, I)

MAINTENANCE MECHANIC (MM)

251 INTRODUCTION TO MANUFACTURING
.5 unit, short-term course: 9 lecture hours, (Pass/No Pass)(Repeats=2)
 This course provides an introduction to careers in manufacturing. Topics include local job market, pay scales, and an introduction to basic mechanical skills required throughout the industrial areas. Safety and safe working environment will be stressed.

252A TRADE CALCULATIONS
1 unit, short-term course: 18 lecture hours, (Pass/No Pass)(Repeats=2)
 Industrial technology and trade-related math. The use of metric system of weights and measures, arithmetic application of integers and fractions, along with ruler and caliper readings commonly used in manufacturing trades.

252B PROGRAMMABLE CONTROLS
.5 unit, short-term course: 4.5 lecture hours 13 lab hours, (Pass/No Pass) (Repeats=2)
 An introduction to the equipment and peripheral familiarity used to interface with industrial controlling devices.

252C JOB PREP
.5 unit, short-term course: 4.5 lecture hours 13.5 lab hours, (Pass/No Pass) (Repeats=2)
 Preparing resumes, portfolios, and improving employment-seeking skills.

252D TECHNICAL REPORT WRITING
.5 unit, short-term course: 4.5 lecture hours 13.5 lab hours, (Pass/No Pass) (Repeats=2)
 Identify and write various types of reports, analyze data and record information that are associated with production work.

253A FLUID POWER
.5 unit, short-term course: 9 lecture hours (pass/no pass) (repeats=1)
 This course is designed to provide the learner with knowledge and working skills needed in the areas of Fundamentals of Fluid Power, physics principles pertaining to Fluid Power, various differences in hydraulics and pneumatics, and characteristics of liquids and gases. This course will focus on how and why the fluid power industry was started.

253B PNEUMATIC FUNDAMENTALS
.5 unit, short-term course: 4.5 lecture hours 13.5 lab hours, (Pass/No Pass) (Repeats=2)
 SUBJECT PREREQUISITES: Maintenance Mechanic 253A.
 This course covers theory and application in the operation, service, and function of pneumatic systems. The design and application of systems in industrial environments will be covered.

253C HYDRAULIC FUNDAMENTALS
.5 unit, short-term course: 4.5 lecture hours 13.5 lab hours, (Pass/No Pass) (Repeats=2)
 SUBJECT PREREQUISITES: Maintenance Mechanic 253B.
 This course covers theory and application in the operation, service, and function of hydraulic systems. The design and application of systems in industrial environments will be covered.

254A POWER TRANSMISSION
.5 unit, short-term course: 9 lecture hours, (Pass/No Pass) (Repeats=2)
 SUBJECT PREREQUISITES: Maintenance Mechanic 253B.
 This is a course in the study and application of power transmission through chains, belts, gear trains and augers.

254B WELDING FUNDAMENTALS
1 unit, short-term course: 4.5 lecture hours, 40.5 lab hours (Pass/No pass) (Repeats=2)
 This course covers basic metallurgy and properties of metals, oxyacetylene welding and cutting processes, arc welding, and safety within the work environment.

254C ELECTRIC FUNDAMENTALS
1 unit, short-term course: 4.5 lecture hours,
40.5 lab hours, (Pass/No Pass) (Repeats=2)
 SUBJECT PREREQUISITES: Maintenance
 Mechanic 254A.

This course introduces the basics of electrical fundamentals, AC circuitry, as well as an introduction to motor control.

MANUFACTURING TECHNOLOGY (MFGT)

21 BLUEPRINT READING
2 units, 2 lecture hours, .5 lab hour
 BASIC SKILLS ADVISORIES: Eligibility for
 English 126 and Mathematics 101.

Techniques of graphic interpretation, technical sketching, reading pictorial drawings, dimensioning. (A, CSU)

22 INDUSTRIAL MATERIALS
2 units, 2 lecture hours, .5 lab hour
 BASIC SKILLS ADVISORIES: Eligibility for
 English 126 and Mathematics 101.

Selection/identification of steels, non-ferrous metals and other industrial materials. Heat treatment processes, hardness testing, working characteristics of materials and workplace applications for each, adhesives/fillers, material shearing/forming. (A, CSU)

23 ELECTRICITY
2 units, 2 lecture hours, .5 lab hour
 BASIC SKILLS ADVISORIES: Eligibility for
 English 126 and Mathematics 101.

The study of basic energy sources developed for commercial/manufacturing use. Methods that are used to measure potential difference and power, residential and industrial safety. Basic electrical codes, wire, and industrial troubleshooting. Basic shop electrical repairs and installations. (A, CSU)

24 HYDRAULICS
2 units, 2 lecture hours, .5 lab hour
 BASIC SKILLS ADVISORIES: Eligibility for
 English 126 and Mathematics 101.

The basic principles of fluid power, hydraulic sources, controls, systems and hydraulic components. Specific safety regulations in the design and application of hydraulic equipment will be explored. (A, CSU)

**33B ADVANCED WELDING
 FABRICATION/CERTIFICATION**
**5 units, 3 lecture hours, 6 lab hours, (Pass/No
 Pass), (Repeats=3)**

SUBJECT PREREQUISITES: Manufacturing
 Technology 32A and 32B or equivalent course. BASIC
 SKILLS ADVISORIES: Eligibility for English 126 and
 Mathematics 101.

Advanced practice in weld testing and inspection. Continued practice on out-of-position plate certification leading to AWS, ASME, and API open root certification on pipe in 5G, 6G, and 6GR positions. Layout, preparation, and fit-up of pipe joints. Project design and construction will also be continued. (A, CSU)

**38B ADVANCED CNC OPERATION
 AND PROGRAMMING**
**5 units, 3 lecture hours, 6 lab hours. (Pass/No
 Pass) (Repeats=1)**

SUBJECT PREREQUISITE: Manufacturing
 Technology 38A or equivalent course or verified work
 experience in the field. BASIC SKILLS ADVISORIES:
 Eligibility for English 126 and Mathematics 101.

CNC operation of turning and machining centers, part design and programming utilizing CAD/CAM software. (A, CSU)

**40 FUNDAMENTALS OF WELDING
 OXY-ACETYLENE**
2 units, short-term course: 21 lecture hours,
50 lab hours

BASIC SKILLS ADVISORIES: Eligibility for
 English 126.

Basic shop welding practices in oxy-acetylene fusion welding on plate, pipe and tubing of mild steel (M.S.), stainless steel and cast iron; brazing on M.S. and cast iron; soft and hard soldering on ferrous and nonferrous materials. Basic shop oxy-acetylene cutting practices using hand torch. (A, CSU)

**41 FUNDAMENTALS OF
 WELDING ELECTRIC ARC**
2 units, short-term course: 21 lecture hours,
50 lab hours

BASIC SKILLS ADVISORIES: Eligibility for
 English 126.

Basic shop welding practices in electric stick arc and M.I.G. welding on M.S. plate and pipe; welding in flat, horizontal, vertical and overhead position. (A, CSU)

42 **MACHINE SHOP
FUNDAMENTALS LATHE**
**2 units, short-term course: 21 lecture hours,
50 lab hours**
 BASIC SKILLS ADVISORIES: Eligibility for English 126.
 Basic machine shop practices, hand tools, measurement systems, shop safety, cut off machines, basic lathe operations. (A, CSU)

43 **MACHINE SHOP FUNDAMENTALS MILL**
**2 units, short-term course: 21 lecture hours,
50 lab hours**
 BASIC SKILLS ADVISORIES: Eligibility for English 126.
 Basic machine shop practices, measurement systems, shop safety, drilling machines, grinding machines, milling machines. (A, CSU)

60 **WELDING 1**
**4 units, 1.5 lecture hours, 8 lab hours (pass/
no pass)**
 BASIC SKILLS ADVISORIES: Eligibility for English 126.
 This course is a combination of basic gas welding and basic arc welding. Topics used for class activities include safety procedures needed to work in school and industrial shops, oxyacetylene welding of steel sheet and pipe in various positions, brazing, flame cutting, shielded metal arc welding (stick) and gas metal arc welding (MIG) of various joint designs and with a variety of electrode types in flat and horizontal positions. There will also be a brief intro into flux cored arc welding and gas tungsten arc welding (TIG). (A, CSU)

61 **WELDING 2**
**4 units, 1.5 lecture hours, 8 lab hours (pass/
no pass)**
 SUBJECT ADVISORIES: Manufacturing Technology 60. BASIC SKILLS ADVISORIES: Eligibility for English 126.
 Continuation of SMAW and GMAW processes as well as a more in-depth introduction to the FCAW (flux cored), and GTAW (Tig) processes. Welding will be done in all positions and with steel, stainless steel, and aluminum. Continuation of OFC (oxy-fuel cutting), plasma cutting, and carbon air arc gouging. Students will also discuss résumés, job applications, interviewing skills, and employer expectations. (A, CSU)

62 **WELDING 3**
**4 units, 1.5 lecture hours, 8 lab hours (pass/no
pass) (repeats=3)**
 SUBJECT PREREQUISITES: Manufacturing Technology 60 and 61 or equivalent course. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Advanced welding practices using SMAW, GMAW, GTAW, and FCAW. Objectives will be completed in flat, horizontal, vertical, and overhead positions on steel, aluminum, and stainless steel. A general overview of inspection, testing, and certification, as well as general fabrication design, cost and construction will be covered (A, CSU)

80 **INTRODUCTION TO MACHINE SHOP**
**4 units, 1.5 lecture hours, 8 lab hours (pass/no
pass)**
 BASIC SKILLS ADVISORIES to Eligibility for English 126 and Mathematics 101.

Basic shop practices, hand tools, measurement systems, material selection and testing, cutoff machines, basic lathe and milling machine operation and introduction to CNC turning and milling. (A, CSU)

81 **INTERMEDIATE MACHINE SHOP**
**4 units, 1.5 lecture hours, 8 lab hours (pass/no
pass)**
 SUBJECT PREREQUISITES: Manufacturing Technology 80 or equivalent course or verified work experience in the field. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Review of basic shop practices, hand tools, measurement systems, material selection, testing, and cutoff machines. Advanced lathe and milling machine operation and introduction to CNC programming and set up for machining and turning centers. (A, CSU)

82 **ADVANCED MACHINE SHOP AND
INTRODUCTION TO
CNC PROGRAMMING**
**4 units, 1.5 lecture hours, 8 lab hours (pass/no
pass) (repeats=1)**
 SUBJECT PREREQUISITES: Manufacturing Technology 81 or equivalent course or one year verified work experience in the field. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Advanced machine shop practices, lathe, mill and CNC operations. CNC programming for turning and milling operations. Introduction to CAD (Computer Aided Design) and CAM (Computer Aided Manufacturing). (A, CSU)

101 BASIC MANUFACTURING SKILLS
1 unit, short-term course: 20 lecture hours, (Pass/No Pass only), (Repeats=2)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Introduction to manufacturing shop safety, operations, measurement, work flow, and manufacturing facilities. (A)

110 INTRODUCTION TO INDUSTRIAL AND MANUFACTURING TECHNOLOGY
1 unit, short-term course: 9 lecture hours, 27 lab hours
 An exploratory course designed to acquaint students with the basic theory and operational practices of industry as they relate to machines, processes, and materials in the fields of aviation maintenance, automotive technology, manufacturing technology, and mechanized agriculture/equipment technology. Exposure to electricity, hydraulics, machining and welding. Industrial safety, career opportunities, and academic skills will be covered. (A)

270 INTRODUCTION TO INDUSTRIAL TECHNOLOGY
3 units, 3 lecture hours, (Pass/No Pass)
 An exploratory course designed to acquaint students with the basic theory and operational practices of industry as they relate to machines, processes and materials in the fields of automotive, manufacturing, electricity, hydraulics and blueprint reading. Industrial safety, career opportunities and academic skills will be covered.

271 CNC OPERATOR
5 units, short-term course: 48 lecture hours, 144 lab hours, (Pass/No Pass only) (Repeats=1)
 The course is designed to provide training in the skills needed to enter employment with local manufacturing industries with emphasis on shop safety.

300A BASIC MANUFACTURING SKILLS/MATH EMPHASIS
0 units, short-term course: 13.5 lecture hours, 27 lab hours
 Introduction to the basic computation skills required in the manufacturing discipline.

300B BASIC MANUFACTURING SKILLS COMMUNICATION EMPHASIS
0 units, short-term course: 13.5 lecture hours, 27 lab hours
 Introduction to the basic components of the manufacturing discipline and the communication skills required therein.

MARKETING (MKTG)

10 MARKETING
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Marketing is an introduction to the role of marketing in business, the various philosophies that guide marketing management and the importance of the role of the consumer in the marketing process. This course evaluates the principles of marketing, the importance of research and role of technology in marketing both nationally and internationally. Ethical and cultural issues will be discussed, as will issues relating to marketing for nonprofit organizations. Using the skills learned in this course, students will research and write a marketing plan for a local business or nonprofit organization. (A, CSU)

11 SALESMANSHIP
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Behavioral science approach to personal selling. Emphasis on analysis of psychological aspects of consumer decision-making and consumer attitudes toward the salesman that affect success. (A, CSU)

12 ADVERTISING AND PROMOTION
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course reviews the changes seen in the world of advertising, including the impact of modern technology and the Internet, the global significance of advertising and the importance of planning, relationship building and creativity. Students will explore the various forms of media used today and will have the opportunity to let their creative personality shine, through class projects. (A, CSU)

14 RETAILING

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an introduction to the world of retail management, where students explore the world of retailing, compare its various formats and study the retail customer. Students will evaluate retail locations, organizational structure, human resource management and informational systems as they apply to retailing. They will peek behind the scenes of merchandise and store management, and explore career opportunities in retailing. (A, CSU)

260 TOPICS IN MARKETING

.5 unit, 9 lecture hours, (Pass/No Pass)

Examination and contemporary overview of current marketing topics. Students taking this course will learn a variety of marketing skills such as being able to discuss the historical development of the topic area, the selection of methods to appropriately handle marketing situations, and the evaluation of alternative solutions to contemporary marketing problems. Sample topics include Basic Advertising Techniques, Cultural Issues in Trade, Developing a Marketing Plan, etc.

 MATHEMATICS (MATH)

4A TRIGONOMETRY

4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 102 and 103 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Angles, trigonometric and inverse trigonometric functions, right and oblique triangles, graphs, identities, trigonometric equations, vectors, polar coordinates, De Moivre's Theorem, and applications. (A, CSU-GE)

4B PRECALCULUS

4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 4A. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

The course is an analytic and comprehensive study of algebra, geometry and trigonometry designed to prepare students for calculus. Topics include conic sections, inequalities, systems of equations, polynomial, trigonometric, rational, exponential and logarithmic functions and their graphs. (A, CSU-GE, UC, I)

4C TRIGONOMETRY/PRECALCULUS

6 units, 6 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 102 and 103 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is an analytic and comprehensive study of algebra, analytic geometry and trigonometry designed to prepare students for calculus. Topics include linear, quadratic, and rational equations and inequalities, functions and their graphs, exponential and logarithmic functions, systems of linear and quadratic equations and inequalities, matrices and determinants, conic sections, angles, trigonometric and inverse trigonometric functions, right and oblique triangles, graphs, identities, trigonometric equations, vectors, polar coordinates, DeMoivre's theorem and applications. (A, CSU-GE, UC, I)

5A MATH ANALYSIS I

5 units, 5 lecture hours (Pass/No Pass option)

SUBJECT PREREQUISITES: Mathematics 4B, 4C, or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Introduction to calculus, analytic geometry, differentiation and integration of polynomial, exponential, logarithmic and trigonometric functions; limits; curve sketching and applications. (A, CSU-GE, UC, I) (TCSU MATH 210)

5B MATH ANALYSIS II

4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 5A. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Applications of integration, techniques of integration, improper integrals, parametric equations, polar coordinates and functions, conic sections, exponential growth/decay models, infinite series including Maclaurin and Taylor Series. (A, CSU-GE, UC, I) (TCSU MATH 220)

6 MATH ANALYSIS III

4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 5B. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Multivariable calculus including solid analytical geometry, three dimensional vectors, vector valued functions, partial differentiation, multiple integration, line integrals, Divergence, Green's, and Stokes' Theorems. (A, CSU-GE, UC, I) (TCSU MATH 230)

7 INTRODUCTION TO DIFFERENTIAL EQUATIONS
4 units, 4 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Mathematics 6.
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Introduction to ordinary differential equations; solutions by power series, phase planes, and Laplace transforms; linear algebra; Fourier Series; complex variables. (A, CSU-GE, UC, I) (TCSU MATH 260) (TCSU MATH SEQ A)

10A STRUCTURE AND CONCEPTS IN MATHEMATICS I
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Mathematics 103.
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Designed for prospective elementary school teachers. Development of problem solving strategies and skills, number sequences, set theory, ancient numeration systems, number theory, rational and irrational numbers, computation algorithms, and applications of mathematics. (A, CSU, UC)

10B STRUCTURE AND CONCEPTS IN MATHEMATICS II
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Mathematics 10A and 102 (or one year High School Geometry). BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Designed for prospective elementary school teachers. Counting methods, elementary probability and statistics. Topics in Geometry to include polygons, congruence and similarity, measurement, geometric transformations, coordinate geometry, and connections between numbers and geometry with selected applications. (A, CSU-GE, UC)

11 ELEMENTARY STATISTICS
4 units, 4 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Mathematics 103.
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This is an introduction to statistical methods and techniques for business, behavioral, and social science majors. Topics include descriptive measures of central tendency and variability, probability, binomial and normal distributions, random variables, sampling, estimating, hypothesis testing (parametric and nonparametric), correlation and regression. (A, CSU-GE, UC, I)

11H HONORS ELEMENTARY STATISTICS
4 units, 4 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Mathematics 103.
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed for honors students who wish to gain a thorough understanding in both the theory and application of statistics. The honors course will utilize technology throughout the course to enhance understanding of concepts and their applications. Students will demonstrate theoretical and practical mastery of topics through student projects. Topics include descriptive measures of central tendency and variability, probability, binomial and normal distributions, random variables, sampling, estimating, hypothesis testing (parametric and nonparametric), correlation and regression. (A, CSU-GE, UC, I)

20 SCIENTIFIC AND TECHNICAL CALCULATIONS
1 unit, 1 lecture hour, (Pass/No Pass Only)
 SUBJECT PREREQUISITES: Mathematics 101.
 BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course is designed for science and technical students who want to learn about the use of a calculator to solve fundamental mathematical calculations in science and technology. (A, CSU)

21 FINITE MATHEMATICS
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Two years of high school algebra, to include Algebra 2 or equivalent (Mathematics 103). BASIC SKILLS ADVISORIES: Eligibility for English 126.

An introduction to finite mathematics and quantitative methods for Behavioral Science, Social Science, and Business majors. May be taken concurrently with Mathematics 11/Statistics 7. Topics include the applications of sets, counting, probability, expected value, rates of change, functions: applications and graphing, mathematics of finance, systems of equations and matrices, and linear programming. (A, CSU-GE, UC, I)

22 APPLIED CALCULUS
FOR THE MANAGERIAL, LIFE
AND SOCIAL SCIENCES

4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 4B or 4C. BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course provides an introduction to the techniques of calculus with emphasis placed on the application of these concepts to managerial, life and social sciences. Topics include the applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions. Applications will include, but not be limited to, consumer supply and demand, production analysis, population growth, income distribution, exponential decay, drug absorption rates and blood velocity. (A, CSU-GE, UC, I)

26 ELEMENTARY LINEAR ALGEBRA

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 5A or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Matrices and linear transformations; vector spaces; determinants; eigenvalues and eigenvectors; applications. Designed for Math, Computer Science, and some Engineering transfer students. (A, CSU-GE, UC, I) (TCSU MATH 250)

45 CONTEMPORARY MATHEMATICS

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 103. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides an introduction to mathematical problem solving in diverse areas of contemporary life such as statistics, social choice, measurement, and management science for students in the arts, humanities, and social sciences. (A, CSU-GE, UC)

101 ELEMENTARY ALGEBRA

5 units, 5 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 250 or equivalent or Mathematics 257. SUBJECT ADVISORIES: Mathematics 256. BASIC SKILLS ADVISORIES: Eligibility for English 126.

This is a first course in elementary algebra including: algebraic expressions, linear equations and inequalities, linear equations and inequalities in two variables, exponents and polynomials, factoring and rational expressions. (A)

102 PLANE GEOMETRY

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 101 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 126.

Angles, parallel lines, congruent and similar triangles, circles, geometric constructions, right triangle trigonometry, application of formulas for perimeters, areas and volumes of geometric figures. Logic and deductive reasoning. (A)

103 INTERMEDIATE ALGEBRA

5 units, 5 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 101 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course will deal with many algebraic concepts including: equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and conic sections. (A)

250 COLLEGE ARITHMETIC

3 units, 3 lecture hours

Arithmetic operations on whole numbers, fractions and decimals: application of order of operations to simplification of mathematical expressions. Word problems and applications of arithmetic using ratios, proportions and percents. Designed as a quick review of college arithmetic to prepare the student for Mathematics 256 or 101.

256 TOPICS BEFORE ALGEBRA

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 250 or placement by college assessment process that would qualify the student to place out of Mathematics 250. BASIC SKILLS ADVISORIES: Eligibility for English 126.

An introduction to some of the key concepts covered in Beginning Algebra (e.g., solving equations, graphing, word problems) which are typically difficult for Mathematics 101 students. This course is designed for the student who has successfully completed Mathematics 250 or 260 but does not feel confident enough in his/her skills to be able to take on the fast pace of a traditional Mathematics 101 class.

257 INTEGRATED ARITHMETIC AND ALGEBRA

6 units, 6 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: College assessment process that would qualify the student for Mathematics 250, 256, or 101. BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course is designed as a combination of a review of the arithmetic skills necessary for success in Math 101 and an introduction to some of the key concepts in beginning algebra (integers, expressions and polynomials, equations, rules of exponents, and graphing of linear equations) which are typically difficult for Math 101 students. This course is recommended for the student who has been placed at the Math 101 level but who does not feel confident enough in his/her skills to be able to take on the fast pace of a traditional Math 101 class or who assesses at Mathematics 250 level. Not for students who have successfully completed Mathematics 250 and 256.

260 ARITHMETIC REVIEW

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

Arithmetic operations on whole numbers, fractions and decimals: application of order of operations to simplification of mathematical expressions. A study of basic college arithmetic designed to prepare the student for the faster pace of Mathematics 250.

260B ARITHMETIC REVIEW: FRACTIONS

1 unit, short-term course: 18 lecture hours, (Pass/No Pass only) (Repeats=1)

Review of arithmetic involving computing with fractions. Students can not take this class concurrently with Mathematics 260.

272 ASSISTANCE IN COLLEGE MATHEMATICS

.5-1 unit, 1.33 -2.67hours (pass/no pass only) (repeats=3)

This course is intended for any student requiring help with mathematics in any discipline. The course will provide intensive assistance in mathematical concepts and procedures. Students will develop, improve, and refine mathematical skills through guided practice in a lab setting.

372 MATH STUDY ASSISTANCE

0 units, hours to be arranged

This course provides mathematics assistance to increase the probability of a student's successful completion of his or her educational objectives. Hours will vary depending upon individual student's need.

MECHANIZED AGRICULTURE (MAG)

19V COOPERATIVE WORK EXPERIENCE, MECHANIZED AGRICULTURE

1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment

Work experience internship for mechanized agriculture students. Students will be monitored and advised through this class. Documentation of work progress will be provided to the instructor by the student and the work supervisor. Students may learn specific and general career skills in preparation for more advanced responsibilities upon completion of the educational program. The student must be employed or serving as a volunteer with an entity which is approved by the instructor. Employer must agree to participate in this internship, provide appropriate skills instruction and supervision, and submit a performance evaluation to the college. May be repeated for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

20 EQUIPMENT TECHNICIAN: DIESEL ENGINES, SERVICE FUNDAMENTALS, & MACHINE SYSTEMS

11 units, 8 lecture hours, 9 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course provides in-depth instruction in diesel engines, service department skills and expectations, and specific instruction on agricultural and construction machines. The design and construction of diesel engines, principles and theories of operation, and disassembly and reassembly of engine components will be covered. Instruction on technical reference materials, parts and service books, computer systems and programs used by the service technician will be covered. Students will also develop skills on the service and operation of various machine and engine systems common to the equipment industry. (A, CSU)

- 21 **EQUIPMENT TECHNICIAN: TRANSMISSIONS, TORQUE CONVERTERS, & AIR CONDITIONING**
8 units, 6 lecture hours, 6 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course provides in-depth instruction in equipment transmission systems and power equipment air conditioning and heating systems. Equipment transmission systems include clutches, torque converters, hydrostatic applications, and manual and powershift transmissions. Students will also receive career preparation instruction. (A, CSU)
- 30 **EQUIPMENT TECHNICIAN: ELECTRICAL, HYDRAULIC SYSTEMS, & WELDING**
11 units, 8 lecture hours, 9 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course provides in-depth instruction in machine electrical systems, hydraulic systems found on mobile equipment, and welding and fabrication skills common to agriculture and construction equipment. Students will receive hands-on training on starting, charging, and electronic monitoring systems as they develop analytical skills needed for service and repair of diesel equipment. Hydraulic fundamentals and troubleshooting techniques will be reinforced through machine testing and adjusting. Students will also receive training and instruction in welding and fabrication principles and applications required for the entry level equipment technician. (A, CSU)
- 31 **EQUIPMENT TECHNICIAN: FUEL SYSTEMS & MACHINE UNDERCARRIAGE**
8 units, 6 lecture hours, 6 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course provides in-depth instruction in diesel engine fuel systems, tuning and troubleshooting procedures. Additional instruction will cover differentials, final drives, braking and steering systems, tracks, and machine undercarriage. Emphasis will be placed on fuel injection system calibration and adjustment, and the procedures used to test and adjust various undercarriage components. (A, CSU)
- 201 **DIESEL ELECTRICAL TROUBLESHOOTING**
3 units, 2 lecture hours, 2 lab hours
 Fundamentals of electricity with applications to current heavy duty diesel electrical systems. The student will gain knowledge and analytical skills of vehicular diesel electrical systems including starting, charging, electronic monitoring, fuel injection and accessories. Troubleshooting will be emphasized throughout the course.
- 202 **DIESEL ENGINES**
3 units, 2 lecture hours, 2 lab hours
 This course includes the principles of design, construction, and capabilities of diesel engines used throughout the power equipment industry. Emphasis is placed on engine chamber design and injection systems. Principles and theories are studied by running, testing, diagnosing, disassembling, and reassembling components, systems, and engines. Safety is emphasized throughout.
- 203 **TRANSMISSIONS AND TORQUE CONVERTERS**
3 units, 2 lecture hours, 2 lab hours
 A study of transmission systems common to heavy duty applications including manual shift, planetary, and countershaft arrangements. Instruction in clutches, torque converters, machine testing and adjusting will be included in this course.
- 204 **HYDRAULICS**
3 units, 2 lecture hours, 2 lab hours
 BASIC SKILLS ADVISORY: Eligibility for Mathematics 101.
 Introduction to the principles of hydraulics applied to farm, light industrial and on-highway equipment. Includes study of the technical language of fluid power, including graphical symbols, industrial standards, components, and maintenance of hydraulic units. Emphasis will be placed on the application of knowledge through machine testing and adjusting.
- 260 **SELECTED TOPICS IN EQUIPMENT TECHNOLOGY**
.5-1.5 units, short-term course: 6-27 lecture hours and/or 9-81 lab hours, (Pass/No Pass Only) (Repeats=3)
 Specific technical topics designed to upgrade skills of personnel in the heavy equipment/diesel technology industries. Subjects may include the following: diesel engine technology, electronic fuel injection, heavy duty power trains, machine hydraulic systems, machine monitoring and diagnostic systems and heavy equipment operation (fee may be required).

270 FORKLIFT SAFETY

.5 unit, short-term course: 6 lecture hours, 9 lab hours, (Pass/No Pass only)

Safety guidelines for operating sit-down counter balanced forklifts. Topics to include forklift fundamentals, pre-operation inspection, safe load handling techniques and supervised forklift operation. Course completers will receive a certificate verifying instruction in all required areas of forklift safety in accordance with the Federal Occupational Safety and Health Act (OSHA).

MUSIC (MUS)**1A MUSIC THEORY I**

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Ability to read music in treble and bass clef or Music 3 taken previously or concurrently. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Music notation in G, F, and C clefs. Intervals, scales, modes, key signatures, triads, seventh chords, non-harmonic tones, transposition, modality and tonality, analysis. Required of all music majors and minors. (A, CSU, UC) (TCSU MUS 130)

1B MUSIC THEORY II

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Music 1A. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Continuation of Music 1A. Writing and analysis. Principles of voice leading. Four-part writing in choral and keyboard style. Harmonization of melodies, realization of figured bass. Detailed investigation of the functional harmonic system used in western tonal music including triads, seventh chords and secondary function chords. Basic principles of form in Western Art Music. Analysis of representative musical literature. Emphasis is on music of the 17th, 18th and 19th centuries. Required of all music majors and minors. (A, CSU, UC) (TCSU MUS 140)

2A MUSIC THEORY III

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Music 1B. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Continuation of MUS 1A and MUS 1B. Figured bass and part writing emphasizing secondary dominants, diminished sevenths, chromaticism, altered chords, extended tonality, and remote modulation. Study and analysis of representative musical literature. Detailed study of form in Western art music. Required of all music majors. (A, CSU, UC)

2B MUSIC THEORY IV

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Music 2A. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Modes, Parallelism, Polychords and Polytonality, expanded metric and rhythmic resources, other scales systems and chord formations, Synthetic scales, Nontertial harmonies, Twelve-tone techniques. Study and analysis of representative musical literature with relation to style and structure. Required of all music majors. (A, CSU, UC)

3 MUSIC FUNDAMENTALS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Introduction to the fundamentals of music. Specifically for non-majors or preparation for Music 1A. Music notation, clefs, intervals, scales, chords, key and time signatures, melodic design, ear and rhythmic training, some keyboard application, sight-singing. (A, CSU, UC)

5 MIDI MUSIC PRODUCTION

2 units, 2 lecture hours, 1 lab hour (Repeats=3)

SUBJECT ADVISORIES: Music 3 and 20. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126 and Mathematics 101.

Use of synthesizers, computers, and MIDI sequencing software to compose, edit, and record music. (A, CSU)

- 7A EAR TRAINING: LEVEL I**
1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass)
 SUBJECT COREQUISITES: Music 1A or 3.
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Practical application of material learned in MUS 1A. Includes sight singing, rhythmic drills, score reading, and melodic, harmonic, and rhythmic dictation. Required of all music majors and minors. (A, CSU, UC) (TCSU MUS 160)
- 7B EAR TRAINING: LEVEL II**
1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass)
 SUBJECT PREREQUISITES: Music 7A.
 SUBJECT COREQUISITES: Music 1B. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Continuation of MUS 7A. Practical application of material learned in MUS 1A and MUS 1B. Includes sight singing, rhythmic drills, score reading and melodic, rhythmic, and harmonic dictation. Required of all music majors and minors. (A, CSU, UC) (TCSU MUS 170)
- 8 AUDIO ENGINEERING**
3 units, 2 lecture hours, 3 lab hours
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Fundamental function and use of all equipment in the modern Recording Studio. Emphasis on application, troubleshooting, and signal path. (A, CSU)
- 12 MUSIC APPRECIATION**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 The course acquaints students with basic musical concepts and terminology. These concepts are then employed in the study of our Western musical heritage from the Middle Ages to the present. (A, CSU-GE, UC, I)
- 16 JAZZ HISTORY AND APPRECIATION**
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 The history and development of American jazz styles from the early 20th century to the present. An introductory course for the general student and/or non-musician. (A, CSU-GE, UC, I)
- 18 BASIC CONDUCTING AND SCORE READING**
2 units, 2 lecture hours
 SUBJECT COREQUISITES: Music 1A taken previously or concurrently. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Fundamentals of conducting and score reading; standard patterns and baton techniques; practice with recordings and college ensembles. Designed for the music major. (A, CSU, UC)
- 20 BEGINNING PIANO: LEVEL I**
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Fundamental piano skills including theory, terminology, technique, and beginning level repertoire. Designed for the general student as well as the classroom teacher. Recommended for all Music Majors. (A, CSU, UC)
- 21 BEGINNING PIANO: LEVEL II**
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Music 20 or equivalent skill level. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Continuation of MUS 20. Continued technical development of basic 5-finger patterns to include all major and minor keys. Simple chord progressions in all keys. Continuation of music-reading skills and music theory study that was begun in MUS 20. Entry-level class for the music major or general student who has had one-two years of previous piano instruction. (A, CSU, UC) (TCSU MUS 210)
- 22 INTERMEDIATE/ADVANCED PIANO**
1-2 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Music 21 or equivalent skills. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Continuation of MUS 20 and MUS 21 or an entry level piano course for the piano major or for the general student who has had several years of piano instruction. (A, CSU, UC) (TCSU MUS 220)

- 24 **ELEMENTARY VOICE: LEVEL I**
1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Beginning tone production and basic voice technique, singing simple solo songs. Designed for the student with little or no formal voice training. (A, CSU, UC)
- 27 **BEGINNING GUITAR: LEVEL I**
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Study correct right and left hand techniques for efficiency in playing the guitar. Strumming, chording, scale playing, arpeggios, single line and solo playing. Both tablature and modern notation used. Student must supply own guitar (nylon stringed/classical guitar preferred). (A, CSU, UC)
- 28 **BEGINNING GUITAR: LEVEL II**
2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Continuation and expansion of Music 27 or an entry level guitar course for the guitar major or for the general student who has had one or more years of guitar instruction. Emphasis on classical guitar techniques, complex rhythms, note reading in first and higher positions, and multivoice solo pieces. (A, CSU, UC)
- 31 **CONCERT CHOIR**
1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, (Pass/No Pass), (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Study and performance of a wide variety of choral literature from all musical eras. Participation in all performances required. (A, CSU)
- 33 **CHAMBER SINGERS**
1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, (Pass/No Pass), (Repeats=3)
 SUBJECT ADVISORIES: Music 30. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. Limitation on enrollment: Audition required.
 Study of advanced choral literature from all style periods. Concert and/or tour participation required. Audition required. (A, CSU, UC)
- 38 **MUSICAL THEATER PRACTICUM**
1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, (Pass/No Pass), (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Rehearsal and performance of all, or parts, of a musical theater play, for public performance. (A, CSU, UC)
- 40 **CONCERT BAND**
1-3 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Study and performance of a wide variety of concert band and wind ensemble literatures. Participation in all performances required. (A, CSU, UC) (TCSU MUS 410)
- 41 **JAZZ ENSEMBLE**
1-2 units, 1 unit: 1 lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.
 Study and performance of jazz and jazz-rock literature. Participation in all performances required. (A, CSU, UC) (TCSU MUS 410)

42 INSTRUMENTAL ENSEMBLES

**1-2 units, 1 unit: 1 lecture hour, 1 lab hour;
2 units: 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Appropriate solo and ensemble literature will be studied and performed. Open to all students with intermediate to advanced instrumental and sight-reading skills. Requires a minimum of one public performance. Ensembles offered are: Woodwind, Recorder Consort, Brass, String, Guitar, Percussion, Keyboard (Piano). (A, CSU, UC)

43 PEP BAND

**1-2 units, 1 unit: 1 lecture hour, 1 lab hour;
2 units: 1 lecture hour, 3 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Study and performance of a variety of band and pep band literature. Performances include concerts and selected college athletic events. (A, CSU, UC)

45 COLLEGE ORCHESTRA

1-3 units, 1 unit: lecture hour, 1 lab hour; 2 units: 1 lecture hour, 3 lab hours; 3 units: 2 lecture hours, 3 lab hours, (Pass/No Pass), (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

Standard orchestral literature of all periods and styles will be read, studied and performed. Participation in performances is required. (A, CSU, UC) (TCSU MUS 410)

111 THE MUSIC BUSINESS

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Survey of topics of importance to the professional musician: copyright, publishing, contracts, promotion, and career development. (A)

331 COMMUNITY CHORUS

0 units, 1 lecture hour, 1 lab hour

The singers will read, rehearse, polish, and perform choral music from a variety of styles and eras. Tone quality, blend, interpretation, style, and musicianship are the focus of rehearsal. One or two performances per semester are required.

380A COMMUNITY BAND

0 units, 1 lecture hour, 1 lab hour

Study and performance of a wide variety of concert band and wind ensemble literature. Participation in all performances required. This course is designed for older students to maintain and improve their musical skills.

381A COMMUNITY JAZZ ENSEMBLE

0 units, 1 lecture hour, 1 lab hour

Study and performance of popular dance, jazz, and jazz-rock literature. Improvisation drills. This course is designed for older students to maintain and improve their musical skills.

382A COMMUNITY INSTRUMENTAL ENSEMBLE

0 units, 1 lecture hour, 1 lab hour

Appropriate solo and ensemble literature will be studied and performed. Students must be able to read music and play a musical instrument. This course is designed for older students to maintain and improve their musical skills.

383A COMMUNITY PIANO

0 units, 1 lecture hour, 1 lab hour

Class piano instruction for community members who have completed the Music 20, 21, 22 series and wish to continue to develop their piano skills. This course is designed for older students to maintain and improve their musical skills.

385A COMMUNITY ORCHESTRA

0 units, .5 lecture hours, .5 lab hours

Limitation on enrollment: student must be able to play an instrument and read music in order to successfully complete this class.

Music of all periods and styles will be read, studied and performed at a public appearance at the end of each semester. Emphasis will change each semester as to type and period of literature studied.

NATURAL RESOURCES (NR)

1 INTRODUCTION TO FORESTRY

2 units, 1 lecture hour, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is an overview of natural resources management with emphasis on California forestry. It is intended for those who wish to explore career opportunities and develop entry-level skills. It will serve as an orientation to the Reedley College Forest/Park Technician Program. History of resources management, governmental and private land management entity structure, basic chainsaw operation, identification of plants, common forestry tool identification and repair, and forest measurements will be included. (A, CSU)

3 COMPUTERS IN NATURAL RESOURCES

1 unit, short-term course: 9 lecture hours, 27 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course is for Forestry/Park Technology students with little or no knowledge of microcomputers. Introduction to microcomputers, their importance, and survey of various problem-solving software packages commonly used in the natural resources industry. (A, CSU)

4 FOREST ECOSYSTEMS

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

The forest community is used as a model to discuss the role of ecology in forest management. Students will become familiar with basic biological concepts which are the building blocks for understanding forest ecosystems. Students will gain a better understanding of biological processes and organization, the physical environment, and ecological processes such as: nutrient cycling, succession, natural selection, and application of the scientific method. (A, CSU, UC)

5 WILDLAND FIRE TECHNOLOGY

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course will prepare students for basic employment as a wildland fire fighter with State and Federal agencies. Successful completers may earn basic National Wildfire Coordinating Group course certificates for ICS I-100, S-130, S-190, and L-180. The course stresses field performance and teamwork. (A, CSU)

6 DENDROLOGY

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Natural Resources 4.

The study of the ranges and botanical characteristics of the major natural trees and shrubs in the Western United States. Frequent field trips that may extend beyond scheduled lab hours are required. Student will learn to collect, preserve, and identify plants. (A, CSU, UC)

7 CONSERVATION OF NATURAL RESOURCES

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Use and protection of natural resources, including soil, water, forest, mineral, plants, and animal life, with particular attention to Central California conditions. Ecological principles, history of the conservation movement, modern problems in resource use, and the citizen's role in conservation. (A, CSU-GE, UC, I)

11 SILVICULTURE

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Concepts of managing forests for establishment, growth, composition, health, and quality of forests on a sustained yield basis, using varying techniques including: pre-commercial and commercial harvesting, regeneration methods, site preparation, and forest pest controls. Emphasis is placed upon meeting the objectives of landowners through appropriate silvicultural systems as required by federal and/or state regulations. (A, CSU)

12 WATERSHED ECOLOGY

2 units, 1 lecture hour, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course will study watersheds, lakes, and riparian zones. Fresh water fisheries, storage facilities issues, and water utilization issues are investigated. Course covers use of instruments to monitor water quality at numerous field sites. Field exercises include studies of the upper and lower Kings River, reservoirs, and rangeland. (A, CSU)

14 PRINCIPLES OF
WILDLIFE MANAGEMENT

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Natural Resources 6

This course will introduce students to ecological principles related to wildlife management. Students will learn current field techniques used in wildlife management and focus on the identification of native species. (A, CSU)

17 INTRODUCTION TO FOREST
SURVEYING

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Use of basic engineering equipment such as hand compass, staff compass, Abney level, topographic and engineer's chain, electronic distance machine (EDM), total station, automatic level, Global Positioning System (GPS); collecting, recording, and plotting field data using field work books, and/or computer software; and Philadelphia rod in the measurement of distance, direction, and elevation. (A, CSU)

18 AERIAL PHOTO INTERPRETATION
& GEOGRAPHIC INFORMATION
SYSTEMS

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Interpretation of aerial photographs as they relate to natural resources and will include photo scale calculations, flight planning, and field verification of vegetation. Additionally, questions pertaining to natural resources issues will be addressed through analyzing, creating, displaying, and modeling feature data (i.e. soils, topography, vegetative cover, etc.) using geographic information systems (GIS). (A, CSU)

19V COOPERATIVE WORK EXPERIENCE,
NATURAL RESOURCES

1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment

Work experience internship for natural resources students. Students will be monitored and advised through this class. Documentation of work progress will be provided to the instructor by the student and the work supervisor. Learn specific and general career skills in preparation for more advanced responsibilities upon completion of the educational program. The student must be employed or serving as a volunteer with an entity which is approved by the instructor. Employer must agree to participate in this internship, provide appropriate skills instruction and supervision, and submit a performance evaluation to the college. May be repeated for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

20 FOREST MEASUREMENTS

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Measurement of timber and growth — quantity and quality. Experience in timber inventory systems, cruise design, aerial photographic interpretation, and log scaling. Measurement of natural resources including forest inventory, tree growth, and rangeland resources. Topics covered may include basic statistical methods, sampling design, log scaling, tree volume calculations, and tree measurement. Use of forestry equipment such as a Relaskop, scaling stick, wedge prism, and clinometer. (A, CSU)

21 FOREST PRODUCTS

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Technological study of wood manufacturing processes. Operations from contract through harvest, transport, and processes. Safety codes and laws, other forest products and their uses, and new developments. The course includes wood and defect identification. (A, CSU)

25 FOREST AND RESOURCE MANAGEMENT

1 unit, 1 lecture hour

SUBJECT ADVISORIES: Previous or concurrent enrollment in Natural Resources 11 and 14. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is designed as a capstone class for the forestry and natural resources program. Students will apply the knowledge obtained in other program courses to current forest and natural resource management issues. The course will focus on forest management plans, environmental regulations, and decision making as it pertains to natural resource management. (A, CSU)

30 FOREST RECREATION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Natural Resources 1 and 6.

The course prepares students for entry-level duties as a recreation technician. Study topics include water-oriented recreation, winter sports, wilderness management, and administration of recreation contracts. Trail construction skills are emphasized, and include maintenance and use of crosscut saws. Activities include campground planning, soil conservation practices and field trips to public and private recreation facilities. (A, CSU)

31 ANIMAL PACKING

1 unit, 3 lab hours, (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Practice basic horsemanship and equitation. Develop skills in pack animal use. Experience in horse and mule packing, handling and feed, trail health care and safety, and basic skills under trail conditions. Examine low impact environmental livestock techniques and wilderness etiquette. (A, CSU)

32 MUSEUM TECHNIQUES - TAXIDERMISTRY

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126.

The correct preservation of animal skins both for the museum and display. (A, CSU)

34 CONSERVATION LABORATORY

1 unit, 3 lab hours, (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Previous or concurrent enrollment in Natural Resources 7.

Application of conservation techniques, basic ecological principles, energy efficiency, and group study using basic scientific methods. Frequent field trips. One extended overnight field trip might be required. (A, CSU)

35 INTERPRETATION OF NATURAL RESOURCES

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

SUBJECT COREQUISITES: Natural Resources 1 and 6. SUBJECT ADVISORIES: Eligibility for English 1A.

Theory and techniques of environmental interpretation with an emphasis on public speaking. Logical organization and composition of informative and persuasive speeches and thematic natural resources interpretive techniques. Practical application through public presentation including informative and persuasive speeches, narrated walks and campfire talks. Development of self-guided interpretive media including signs, brochures, and interpretive center displays. (A, CSU)

36 NATURAL RESOURCES LAW ENFORCEMENT

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Introduction to the fundamentals of natural resources law, including federal and the State of California; interpretation of laws, rules, regulations, and methods of application. (A, CSU)

40 FOREST MACHINERY

2 units, 1 lecture hour, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is designed to acquaint the student with the safe operation, preventative maintenance and general use of heavy equipment used in forestry. Course not intended to develop expertise, but to develop an awareness of track laying vehicles, wheeled equipment, pumping systems, jackhammers, and cable yarding systems. Contract inspection and administration standards are also part of this course. (A, CSU)

42 ADVANCED WILDLAND FIRE TECHNOLOGY

2 units, 1 lecture hour, 3 lab hours

SUBJECT PREREQUISITES: Natural Resources

5. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Preparation for employment as an advanced wildland firefighter/squad boss (FFT1) with State and Federal fire suppression agencies. Course meets or exceeds the minimum requirements for employment through basic interagency courses (S-131, S-211, S-260, IS-200, and PMS 427). (A, CSU)

90 BACKPACKING

1 unit, short-term course: 9 lecture hours, 27 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is designed to give students basic skills in backcountry travel. Topics covered will include route planning, equipment selection, multiple night travel, trail etiquette, food preparation, campsite selection, basic map reading and compass use, and backcountry safety. Students will gain basic knowledge and experience aimed at increasing their confidence in traveling in the backcountry. (A, CSU)

91 ORIENTEERING

1 unit, short-term course: 13 lecture hours, 11 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course will introduce students to map and compass use, coordinate systems, map symbols, topographic maps, GPS use, and orienteering. Students will gain hands-on experience with GPS and map and compass mountain navigation. (A, CSU)

92 WILDERNESS SURVIVAL

1 unit, short-term course: 9 lecture hours, 27 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course will prepare students for travel in wilderness environments and extended outdoor situations with limited equipment. It will include shelter building, fire making, food and water collection, and safety in wilderness settings. (A, CSU)

108 INTRODUCTION TO FORESTRY FIELD STUDIES

.5 unit, short-term course: 18 lab hours, (Pass/No Pass Only) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A practical field course to introduce the student to the subjects in forestry/natural resources, including fire suppression, fire management, timber harvesting, timber management, outdoor recreation, wildfire and fish management, and forest engineering. Materials fee required. (Taught at the school forest.) (A)

109 FOREST FIELD STUDIES I

.5 unit, short-term course: 18 lab hours, (Pass/No Pass Only) (Repeats=1)

Basic Skills Advisories: Eligibility for English 125, 126, and Mathematics 101.

A practical field course to introduce the student to forest conservation practices including the construction of soil erosion structures. Forest fuels management and timber stand improvement prescriptions will be studied and implemented. Materials fee required. (Taught at the school forest.) (A)

110 FOREST FIELD STUDIES II

.5 unit, short-term course: 18 lab hours, (Pass/No Pass Only) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

A field course for the practical application of forestry skills in actual field conditions on the school forest. Field problems and work projects may include inventory techniques, plant species identification, population enumeration, conservation techniques, trail construction techniques, and orienteering. Materials fee required. (A)

115 ADVANCED FIELD STUDIES I

.5 unit, short-term course: 18 lab hours, (Pass/No Pass Only) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course is designed to apply skills and techniques acquired in other natural resources courses under actual field conditions. Subjects may include timber sale planning and preparation, timber harvesting systems, recreation planning and analysis, silvicultural techniques and applications, land boundary determination, and leadership within crew dynamics. Materials fee required. (A)

- 116 **ADVANCED FIELD STUDIES II**
.5 unit, short-term course: 18 lab hours, (Pass/No Pass Only) (Repeats=1)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Designed to apply advanced skills acquired in other natural resources courses and under field conditions. Subjects may include fisheries and wildlife analysis, aerial photo interpretation, geographic information systems (GIS), global positioning systems (GPS), vegetative inventory systems, and integrated forest construction projects. Field problems and a workday emulating field techniques of the natural resources industry. Materials fee required. (A)
- 133 **INTRODUCTION TO CHAIN SAW OPERATION**
1 unit, short-term course: 9 lecture hours, 27 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Provides introductory level training for the use of chain saws in the forestry and natural resources field. Emphasis is placed on defining and applying chain saw safety standards, maintenance and function of personal protective equipment (PPE), identification of chain saw parts, maintenance, tuning, and tactical application of techniques required for brushing, limbing, bucking, and falling trees. (A)
- 145 **LOGGING SKILLS**
1 unit, short-term course: 9 lecture hours, 27 lab hours, (Pass/No Pass), (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course provides an introduction to historic and modern logging activities in the Western United States. Topics may also include instruction in choker setting, vertical and horizontal chopping, tree climbing, crosscut saw use, log burling, dendrology, and comparisons of conventional/current timber harvesting techniques. (A)
- 150 **ICS 200 FOR SINGLE RESOURCES**
.75 units, short-term course: 13.5 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources. (A)
- 151 **PORTABLE PUMPS AND WATER USE**
1 unit, short-term course: 16 lecture hours, 8 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course covers principles of positive displacement pumps but focuses on Wajax-Pacific Mark III Pump which is primarily used by National Fire Equipment System. Instruction emphasizes effective and efficient utilization of portable pumps and water under field conditions. (A)
- 157 **S-230 CREW BOSS (SINGLE RESOURCE)**
1.25 unit, short-term course: 24 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 Crew Boss (Single Resource), S-230 is a course designed to meet the training needs of a crew boss on a wildland fire incident. The purpose is to provide fire suppression trainees with the skills/knowledge required to perform tasks listed in National Wildfire Coordinating Group Single Resource Boss. (A)
- 158 **S-231 ENGINE BOSS**
1.5 unit, short-term course: 16 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This course is suggested training for the position of Single Resource Boss, Engine (ENGB). Upon completion students will be able to perform Engine Boss tasks and make tactical decisions required to safely manage an engine and the associated personnel on an incident. (A)
- 265 **SELECTED TOPICS IN NATURAL RESOURCES**
.5-2 units, short-term course: 1-34 lecture hours and/or 3-102 lab hours, (Pass/No Pass only) (Repeats=3)
 Selected topics in application or extension of regular course objectives. Usually held off campus at the school forest or other field sites. Subjects are variable and may include one of the following: timber stand improvement, campground maintenance, trail construction, wildlife survey techniques, erosion control, riparian restoration, backcountry skills, advanced chainsaw techniques, or forest mapping.

NURSING ASSISTANT TRAINING (NAT)

101 NURSING ASSISTANT TRAINING

6 units, 4.67 lecture hours, 6 hours lab.

BASIC SKILLS PREREQUISITES: English 262.

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and completion of Mathematics 250.

The content of the Nursing Assistant Training course includes personal care skills and communication skills with emphasis on caring for the geriatric and rehabilitative resident, for entry level positions. This competency-based course prepares students in core skills needed for more advanced courses in the health care careers and is held both in the classroom and in a community training site. This course prepares the student to be employed in a licensed extended care facility, an intermediate care facility, an acute hospital, a doctor's office, or a clinic. Upon successful completion of this course students are able to take a state mandated test and be approved as a Certified Nursing Assistant by the Department of Health Services. (A)

OFFICE TECHNOLOGY (OT)

1 COMPUTER BASICS

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides students with an introduction to basic computer skills for the office worker. It introduces computer hardware and software, including the use of a mouse and a keyboard, as well as an introduction to the windows operating system. Word processing and spreadsheet software will be introduced. Students will access the Internet and perform basic searches. (A, CSU)

Note: This course fulfills the Reedley College computer familiarity graduation requirement. Students who have completed Information Systems 11 or 15 with a "C" or better are not eligible for this class.

4 MACHINE TRANSCRIPTION

3 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Skills equivalent to completion of intermediate typing and beginning word processing.

This course develops machine transcription skills using a computer, transcription machine, and word processing software. The course stresses punctuation, spelling, English usage, proofreading, listening, and decision making. (A, CSU)

5 DOCUMENT FORMATTING

1.5 units, short-term course: 27 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Study of formatting documents for today's electronic office. Areas of emphasis are letters, memos, reports, column layout, resumes, legal pleadings, medical reports, and other frequently used business documents. (A, CSU)

6 DATA ENTRY ESSENTIALS

1.5 units, short-term course: 18 lecture hours, 27 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101. SUBJECT ADVISORIES: Information Systems 10 and 10-key by touch.

This course will introduce the principles and procedures of data entry for business, industry, and government offices. Students will prepare source documents, transcribe information, enter and process data on computers. This course is intended to prepare students for non-management, entry level jobs. (A, CSU)

7 SPEED TYPING ON COMPUTERS

.5 unit, short-term course: 27 lab hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 126. SUBJECT ADVISORIES: Information Systems 10 or high school typing.

A practical approach to developing speed and accuracy when typing on microcomputers. The course is designed to diagnose individual typing skills and teach the exercises and applications that will enable the student to type faster and more accurately. (A, CSU)

8 PRACTICUM IN CUSTOMER RELATIONS
1.5 units, short-term course: 24 lecture hours, 9 lab hours, (Pass/No Pass)

This course offers practice in positive customer relations skills, enabling the student to work with customers in a retail environment such as counter sales, floor work, or a front-desk setting, in addition to a telephone or web-based customer service environment. The maintenance of a positive service environment will be studied using role-playing exercises. Students will practice establishing rapport with various customer-types using techniques in customizing service and conflict resolution. Various methods will be examined and practiced to up-sell and cross-sell for customer satisfaction. (A, CSU)

9 BEGINNING KEYBOARDING
1 unit, short-term course: 9 lecture hours, 36 lab hours, (Pass/No Pass only)

This course provides students with an opportunity to learn to keyboard by touch. The course is software driven, allowing students to self-pace their skill level. Upon learning the keyboard by touch, the student will practice keyboarding to increase speed and accuracy. Student must key 18 words per minute in a 3-minute timed test with 3 or fewer errors in order to receive credit for this course. (A, CSU)

10 MEDICAL TERMINOLOGY
3 units, 3 lecture hours, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Students will learn medical terminology and the appropriate use and formation of medical terms using prefixes, suffixes and roots. The correct pronunciation, identification and spelling of terms will be covered. (A, CSU)

11A MICROSOFT WORD ESSENTIALS
1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed for the student who wishes to enter the work force with an understanding of the basic operations of word processing using Microsoft Word. Topics will include creating, editing, formatting, saving, and printing documents. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

11B COREL WORDPERFECT ESSENTIALS
1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed for the student who wishes to enter the work force with an understanding of the basic operations of word processing using Corel WordPerfect. Topics will include creating, editing, formatting, saving, and printing documents. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

11C WORD PROCESSING PROJECTS
1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

SUBJECT PREREQUISITES: Office Technology 11A or 11B or equivalent word processing course. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Should be able to keyboard 40 wpm.

This course uses a mastery approach to completing word processing projects. The course teaches advanced word processing skills, using current word processing software, emphasizing text editing, document formatting and processing, forms and tables, as well as the customization of the word processor. Office Technology 11C includes an introduction to desktop publishing. (A, CSU)

12A MICROSOFT EXCEL ESSENTIALS
1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)
BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Excel spreadsheets. Topics will include creating and formatting worksheets, using formulas and functions, and creating graphs. Students are expected to complete computer assignments outside of class. (A, CSU)

12C SPREADSHEET PROJECTS

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

SUBJECT PREREQUISITES: Office Technology 12A or equivalent spreadsheet course. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

This course is designed to cover advanced spreadsheet operations including pivot tables, sorting and filtering lists, creating macros, linking spreadsheets, and advanced formulas and functions. Students are expected to complete computer assignments outside of class. (A, CSU)

13A MICROSOFT ACCESS ESSENTIALS

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Access databases. Topics will include creating and editing tables, creating and using forms, creating and using queries, creating and printing reports, and sorting and indexing databases. Students are expected to complete computer assignments outside of class. (A, CSU)

13C DATABASE PROJECTS

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

SUBJECT PREREQUISITES: Office Technology 13A. BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101.

This course is designed to cover advanced database operations using the most current database applications. Topics to be covered include linking tables, creating complex and customized reports, multiple table queries, integrating the database with other applications, and the use of macros, menus and toolbars. Students are expected to complete computer assignments outside of class. (A, CSU)

16 PREPARING FOR A JOB INTERVIEW

1 unit, short-term course: 18 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to prepare the Office Technology student to conduct an effective job search within the office assistant, administrative assistant or medical office assistant career path. A variety of topics will be covered including personal skill evaluations; where and how to look for office jobs; writing a cover letter and resume, highlighting and implementing their office technology skills; correctly completing an office job application; interview attire; body language and personal mannerisms; management of cell phones and answering machines; the intent of general interview questions as well as questions specific to office technology; and follow-up calls and letters. (A, CSU)

17 JOB RETENTION AND RESPONSIBILITIES

1 unit, short-term course: 18 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course will cover a variety of topics related to succeeding at work as an office assistant, an administrative assistant, a secretary, and/or a medical administrative assistant. Topics will include job orientation, business office employer expectations, customer service, dealing with difficult coworkers in the office, goal setting and career planning, mentoring, continuing education, and business ethics. Students will also be asked to examine their personal lives to determine and correct any potential issues that may hinder their ability to maintain their jobs in an office. (A, CSU)

19V COOPERATIVE WORK EXPERIENCE, OFFICE TECHNOLOGY

1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment, (Pass/No Pass)

Supervised employment, directly related to student's major in office technology. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G (A, CSU)

20 OFFICE SYSTEMS PROCEDURES

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This advanced Office Technology course focuses on understanding the functions that make up an office support or information processing system. It includes applications to sharpen office skills, develop a business vocabulary, and perform a variety of office tasks. Topics include: the importance of human relations and interpersonal communications skills; reading, writing, speaking, and listening skills; and writing exercises and drills to improve written communication skills. (A, CSU)

23 DATA ENTRY

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 126 and Mathematics 101. SUBJECT ADVISORIES: Information Systems 10, one semester of high school typing or equivalent; 10-key by touch.

This course introduces the student to the principles and procedures of data entry for business, industry, and government offices using microcomputers. Students prepare source documents, transcribe information, enter and process data on computers to prepare for non-management, entry level jobs. (A, CSU)

25 COMPUTERIZED FILING

1.5 units, short-term course: 27 lecture hours

SUBJECT PREREQUISITES: Office Technology 44. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Office Technology 1.

This course builds upon the filing rules learned in Office Technology 44. Students will learn to set up a computerized filing system using a database. (A, CSU)

27 MEDICAL TRANSCRIPTION

2 units, short-term course: 36 lecture hours

SUBJECT PREREQUISITES: Office Technology 4 and 10. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Develop medical terminology and machine transcription skills. Student will learn to type various types of medical documents. The course stresses medical terminology, medical report formatting, English usage, proofreading, listening and decision making. (A, CSU)

28 MEDICAL MANAGER

1.5 units, short-term course: 27 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course introduces the student to The Medical Manager office management software. Students will learn to enter patient information, insurance information, procedural and diagnostic codes, post charges and payments, schedule appointments, and generate reports. (A, CSU)

41 MEDICAL ADMINISTRATIVE ASSISTANT

3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Office Technology 10 and ability to type 35 gwam with 3 errors or less/5-minute timing.

This course will present policies and procedures used in a medical facility. Attitudes, behavior, ethics, records, and office duties are some of the topics covered. (A, CSU)

42 MEDICAL DOCUMENT PREPARATION

3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101. SUBJECT ADVISORIES: Office Technology 10 and ability to type 35 gwam with 3 errors or less/5-minute timing.

This intense course covers health insurance plans, insurance claim forms used in a medical office, and diagnostic and procedural coding. (A, CSU)

44 FILING PROCEDURES

1.5 units, short-term course: 27 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course is an introduction to basic rules of filing in alphabetic, numeric, subject, and geographical filing systems. Students will learn equipment and supplies needed, retention, retrieval, and the transfer phase of the record life cycle. (A, CSU)

46 CHAMPIONSHIP TYPING

1.5 units, short-term course: 18 lecture hours, 18 lab hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and Mathematics 250 previously or concurrently, or equivalent. SUBJECT ADVISORIES: Information Systems 10, one semester high school typing, or equivalent.

A beginning typing course that teaches students proven methods for developing a sound foundation in keyboarding skills. Two distinguishing features of this course are its diagnostic approach and utilization of corrective championship drills. (A, CSU)

48 TODAY'S RECEPTIONIST

1.5 units, short-term course: 27 lecture hours, (Pass/No Pass) (Repeats=1)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Today's Receptionist is a course where students will learn the proper use of the telephone, including basic communication skills, answering the phone, placing callers on hold, transferring calls, and taking complete messages. This course also includes handling mail, scheduling appointments, making travel arrangements, developing appropriate business relationships, and general front desk duties. (A, CSU)

49 BUSINESS ENGLISH

1.5 units, short-term course: 27 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides students with a review for business office use of English grammar, parts of speech, sentence structure, spelling, punctuation and capitalization. (A, CSU)

122 KEYBOARDING IMPROVEMENT

1-3 units, short-term course: 48-54 lab hours, (Pass/No Pass only) (Repeats=3, 3 units maximum)

SUBJECT PREREQUISITES: Information Systems 10 or Office Technology 9 or equivalent. BASIC SKILLS ADVISORIES: Eligibility for English 126.

Techniques and practice for improving keyboard speed and accuracy in order to meet certificate requirement. (A)

250 PRE-HEALTH CAREERS PROJECTS:
FOREIGN CLINIC SCENARIO

1 unit, short-term course: 6 lecture hours, 21 lab hours, (Pass/No Pass only)

This class will be a project-based course for students considering entry-level jobs in health careers. Students will work on adapting supplies for use in a hypothetical foreign clinic scenario and on considering cultural differences when approaching medical patients. Students will be using mathematical, reading, writing, and critical reasoning skills in completing the project. After completing the class, students will have a better understanding of the basic skills needed to work in many health careers, and students will be better prepared for other coursework leading to entry-level jobs in the medical field.

251 PRE-HEALTH CAREERS PROJECTS:
MEDICAL OFFICE SUPPLY

1 unit, short-term course: 6 lecture hours, 21 lab hours, (Pass/No Pass only)

This course will be a project-based course for students considering entry-level jobs in health careers. Students will work on ordering medical and office supplies for a new medical office. Students will be using mathematical, reading, writing, and critical reasoning skills in completing the project. After completing the class project, students will have a better understanding of the basic skills needed to work in many health careers, and students will be better prepared for other coursework leading to entry-level jobs in the medical field.

252 PRE-HEALTH CAREERS PROJECTS:
SCHEDULING AND CHARTING

1 unit, short-term course: 6 lecture hours, 21 lab hours, (Pass/No Pass only)

This course will be a project-based course for students considering entry-level jobs in health careers. Students will work on listening skills, charting symptoms, and scheduling appointment times based on symptom analysis. Students will be using listening, mathematical, reading, writing, and critical reasoning skills in completing the project. After completing the class project, students will have a better understanding of the basic skills needed to work in many health careers, and students will be better prepared for other coursework leading to entry-level jobs in the medical field.

260 TOPICS IN OFFICE TECHNOLOGY

.5-1 unit, short-term course: 9-18 lecture hours, (Pass/No Pass)

Upgrading your skills to current version of word processing software, upgrading your skills to current version of spreadsheet software, upgrading your skills to current version of database software, using office machines, using a ten-key machine, phone etiquette, selecting a phone system, using a multiline phone system, using a cash register, formatting a document using APA or MLA style, managing electronic documents, office environment/conflict resolution, office environment/physical design, etc.

PHILOSOPHY (PHIL)

1 INTRODUCTION TO PHILOSOPHY

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for English

1A.

Topics include the nature of philosophy and philosophical discussion, as well as issues in metaphysics, ethics, epistemology, religion, existentialism/essentialism, free will/determinism. Readings will include primary texts drawn from Plato, Aristotle, Aquinas, Descartes, Locke and/or Hume, Kant, and representative selections from 19th and 20th century philosophers. (A, CSU-GE, UC, I)

1C ETHICS

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for English

1A.

An introduction to ethical theory and terms and their application to moral problems through an examination of primary texts; critical analysis of the ethical concepts such as good, evil, and obligation; study of the conditions, such as volition, justice, conscience, and coherence, that are necessary to ethical choices. Application of theories to contemporary moral problems. (A, CSU-GE, UC, I) (TCSU PHIL 120)

1CH HONORS ETHICS

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for ENGL

1A or 1AH.

A rigorous introduction to key ethical theories and their application to moral problems through four primary texts: Plato's Republic, Aristotle's Nichomachean Ethics, Kant's Groundwork of the Metaphysics of Morals, and Mill's Utilitarianism. Critical analysis of ethical concepts, such as justice, character, virtue and vice, right and wrong, good and evil, duty and obligation; study of the conditions, such as impartiality, freedom, and knowledge that are necessary to ethical choices. Application of theories to at least one contemporary moral problem. (A, CSU-GE, UC, I) (TCSU PHIL 120)

1D WORLD RELIGIONS

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: Eligibility for English

1A.

A survey of the major religions of the world: Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam, as well as selected new religious movements. (A, CSU-GE, UC, I)

2 CRITICAL THINKING AND WRITING

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: English 1A.

This is a course designed to develop the analysis, evaluation, and synthesis of argument and other forms of verbal discourse beyond the level achieved in English 1A. Among other topics are: the various uses of language, the distinction between deduction and induction, the identification of formal and informal fallacies, and distinguishing, evaluating, and developing well-reasoned arguments on controversial issues. The central focus of the course is instruction in writing, including instruction in form and style, that emphasizes and applies "critical thinking" in a developing sequence of student essays. (A, CSU-GE, UC, I)

4 CRITICAL REASONING

3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT ADVISORIES: English 1A or 1AH.

Principles and methods of good reasoning, including identification of arguments, assessing and developing basic deductive and inductive reasoning, common fallacies, and application of each element to issues and methods in elementary education. (A, CSU-GE, UC)

- 6 INTRODUCTION TO LOGIC
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 Basic concepts, methods and principles used to distinguish correct from incorrect reasoning, with an emphasis on deduction. Traditional categorical logic, propositional and predicate symbolic logic. (A, CSU-GE, UC)

PHOTOGRAPHY (PHOTO)

- 1 BASICS OF DIGITAL PHOTOGRAPHY
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
 This introductory course covers the history and development of the camera, photographic process and image. Emphasis is placed on the use of the adjustable digital camera for effective visual communication. Basic color theory and methods for correcting digital images will be covered. Introduction level instruction in using image editing software for manipulating raster graphics is a component in the course. (A, CSU-GE, UC)

PHYSICAL EDUCATION (PE)

PHYSICAL EDUCATION ACTIVITIES

The fundamentals and techniques in the physical education activity classes require two scheduled lab hours per week plus a minimum of one additional activity hour per week. Students should seek a wide experience in the various offerings of the department; however, activity courses may be repeated three times for credit.

- 1 ADAPTIVE PHYSICAL EDUCATION
1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126.
 A course designed for students with temporary or permanent physical limitations to improve physical fitness levels through resistance/aerobic training activities using free/machine weights, dyna-bands, cardio-respiratory equipment, and stretching exercises. The following components of physical fitness may be emphasized based on individual limitations: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition. (A, CSU, UC)
- 2 AEROBICS (DANCE, STEP OR WATER)
1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 This course is designed to improve cardiorespiratory endurance, muscular endurance and flexibility using a variety of aerobic activities. Exercises include dance, step, or water aerobics. (Swimming skills not required). (A, CSU, UC)
- 4 BADMINTON
1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 A course in badminton fundamentals, techniques, and strategies, including both singles and doubles play. (A, CSU, UC)
- 5 BASKETBALL
1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
 A course in basketball fundamentals, techniques, and strategies, including 1-on-1, 3-on-3, and 5-on-5 basketball. (A, CSU, UC)

6 FITNESS AND HEALTH**1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to improve physical fitness levels through a variety of exercise activities including, but not limited to, recreational activities, strength development, cardio-respiratory development, and improved flexibility. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility and body composition. It will be organized around these three objectives: safe performance of activity, appropriateness of activity for each individual, and the importance of the activity.

7 GOLF**1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A course in golf fundamentals, swing technique, and strategies. Golf etiquette and rules are included in this course. (A, CSU, UC)

8 MARTIAL ARTS/SELF DEFENSE**1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course helps individuals develop the confidence and the skill necessary to defend themselves against deliberate, aggressive assault. It incorporates the mental and physical skills of basic self defense. (A, CSU, UC)

10 RACQUETBALL**1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 126.

Instruction and practice in beginning level skills, techniques and strategies of racquetball. (A, CSU, UC)

12 SWIMMING**1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to increase knowledge of techniques of swimming and conditioning for intermediate and advanced swimmers. Swimming strokes and endurance will improve through stroke technique drills and conditioning workouts. (A, CSU, UC)

13 TENNIS**1 unit, 2 lab hours, (Pass/No Pass)****(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

A course in the instruction of tennis fundamentals, techniques and strategies, including singles and doubles play. (A, CSU, UC)

14 VOLLEYBALL**1 unit, 2 lab hours, (Pass/No Pass)****(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed for students to learn fundamental skills of volleyball, rules of the game, volleyball terminology, and game strategy. Drills, in-class matches, and tournaments will be conducted according to the skill level of the students. (A, CSU, UC)

15 WEIGHT TRAINING**1 unit, 2 lab hours, (Pass/No Pass)****(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 126.

A course designed to improve physical fitness levels through resistance training exercises using free/machine weights. The following Components of Physical Fitness will be emphasized: Muscular Endurance, Muscular Strength, Body Composition, Flexibility, and Cardio-Respiratory Endurance. (A, CSU, UC)

16 FITNESS WALKING**1 unit, 2 lab hours, (Pass/No Pass)****(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to expose students to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension. (A, CSU, UC)

18 FLOOR EXERCISES

**1 unit, 2 lab hours, (Pass/No Pass)
(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to help students to understand, practice, and improve upon the five components of fitness: muscular endurance, muscular strength, cardiovascular fitness, flexibility, and body composition. Class objectives will center around the basic principles of physical training: specificity, overload, reversibility and individual differences. Students will learn proper exercise techniques, how to use various types of fitness equipment, and overall safety. (A, CSU, UC)

19 WEIGHT TRAINING AND AEROBICS

**1 unit, 2 lab hours, (Pass/No Pass)
(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 126.

This course is designed to help students understand, develop, and improve upon all components of physical fitness through resistance and aerobic training, use of free weights, weight machines, and cardio-respiratory equipment. Components of physical fitness which will be emphasized are: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition. (A, CSU, UC)

20 ATHLETIC TRAINING

4 units, 3 lecture hours, 2 lab hours (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is designed to instruct students in the prevention and evaluation of athletic injuries. Emergency first aid, treatment, and taping of injuries will constitute the majority of the lab component. (A, CSU, UC)

22 INTRODUCTION TO PHYSICAL EDUCATION

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Students will be introduced to the historical background, philosophy, objectives, and content of the modern physical education program in schools. Additionally, the scope and challenges of the profession of teaching physical education will be discussed. This course is required of all physical education majors. (A, CSU, UC)

29 YOGA

1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course is an introduction to basic yoga practices and principles. Instruction includes classifications of yoga postures as well as guided relaxations and breathing practices. The benefits of yoga include increased flexibility, strength, balance, body awareness and stress reduction. This course is designed for students of all ages and fitness levels. (A, CSU)

THEORY/TECHNIQUES/INTERCOLLEGIATE COURSES/INTERCOLLEGIATE ATHLETICS

The following intercollegiate competitive sports covering the fundamentals and techniques are open to all students interested in competing in intercollegiate athletics. A minimum of 10 hours participation during the season of the sport is required.

30A THEORY OF BASEBALL

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed to improve student's knowledge of competitive baseball skills, contest strategy, officiating and related topics in preparation for the intercollegiate baseball season. Students in this course must perform and compete at the intercollegiate level. (A, CSU, UC)

30B COMPETITIVE BASEBALL

**3 units, 10 lab hours, (Pass/No Pass)
(Repeats=3)**

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course meets the practice requirements for the Reedley College baseball team in preparation for the actual intercollegiate contests. (A, CSU, UC)

30C OFF-SEASON CONDITIONING FOR BASEBALL

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed specifically to improve physical fitness appropriate for intercollegiate baseball through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

31A THEORY OF BASKETBALL

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed to improve student's knowledge of competitive basketball skills, contest strategy, officiating and related topics in preparation for the intercollegiate basketball season. (A, CSU, UC)

31B COMPETITIVE BASKETBALL

3 units, 10 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course meets the practice requirements for the Reedley College basketball team in preparation for the actual intercollegiate contests. (A, CSU, UC)

31C OFF-SEASON CONDITIONING FOR BASKETBALL

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed specifically to improve physical fitness appropriate for intercollegiate basketball through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

33A THEORY OF FOOTBALL

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed to improve student's knowledge of competitive football skills, contest strategy, officiating and related topics in preparation for the intercollegiate football season. (A, CSU, UC)

33B COMPETITIVE FOOTBALL

3 units, 10 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course meets the practice requirements for the Reedley College football team in preparation for the actual intercollegiate contests. (A, CSU, UC)

33C OFF-SEASON CONDITIONING FOR FOOTBALL

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed specifically to improve physical fitness appropriate for intercollegiate football through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

34A THEORY OF GOLF

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

Competitive golf skills, contest strategy, officiating and related topics will be addressed in preparation for the intercollegiate golf season. (A, CSU, UC)

34B COMPETITIVE GOLF
3 units, 10 lab hours, (Pass/No Pass)
(Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 This course meets the practice requirements for the Reedley College Golf team in preparation for the actual intercollegiate contests. (A, CSU, UC)

34C OFF-SEASON CONDITIONING FOR GOLF
1 unit, 3 lab hours, (Pass/No Pass)
(Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 This course is designed specifically to improve physical fitness appropriate for intercollegiate golf through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

35B PEP AND CHEER
3 units, 10 lab hours, (Pass/No Pass)
(Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for ENGL 126. LIMITATION ON ENROLLMENT: Students in this course must perform and compete at the intercollegiate level.
 Skills in organizing and leading cheers at college functions. Development of precision in the rhythm and steps of pep dance routines. Students in this course must perform at designated Reedley College athletic events. (A, CSU, UC)

37A THEORY OF SOFTBALL
1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass, (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 Competitive softball skills, contest strategy, officiating and related topics in preparation for the intercollegiate softball season. (A, CSU, UC)

37B COMPETITIVE SOFTBALL
3 units, 10 lab hours, (Pass/No Pass)
(Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 This course meets the practice requirements for the Reedley College softball team in preparation for the actual intercollegiate contests. (A, CSU, UC)

37C OFF-SEASON CONDITIONING FOR SOFTBALL
1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 This course is designed specifically to improve physical fitness appropriate for intercollegiate softball through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

38A THEORY OF TENNIS
1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass, (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 Competitive tennis skills, contest strategy, officiating and related topics in preparation for the intercollegiate tennis season. (A, CSU, UC)

38B COMPETITIVE TENNIS
3 units, 10 lab hours, (Pass/No Pass)
(Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.
 This course meets the practice requirements for the Reedley College Tennis team in preparation for the actual intercollegiate contests. (A, CSU, UC)

38C OFF-SEASON CONDITIONING FOR TENNIS

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed specifically to improve physical fitness appropriate for intercollegiate tennis through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

39A THEORY OF TRACK AND FIELD

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed to improve student's knowledge of competitive track and field skills, event strategy, officiating and related topics in preparation for the intercollegiate track and field season. (A, CSU, UC)

39B COMPETITIVE TRACK AND FIELD

3 units, 10 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students must perform and compete at the intercollegiate level.

This course meets the practice requirements for the Reedley College Track & Field team in preparation for the actual intercollegiate events. (A, CSU, UC)

39C OFF-SEASON CONDITIONING FOR TRACK AND FIELD

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course is designed specifically to improve physical fitness appropriate for intercollegiate track and field through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

40A THEORY OF VOLLEYBALL

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

Competitive volleyball skills, contest strategy, officiating and related topics in preparation for the intercollegiate volleyball season. (A, CSU, UC)

40B COMPETITIVE VOLLEYBALL

2 units, 10 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

This course meets the practice requirements for the Reedley College Volleyball team in preparation for the actual intercollegiate contests. (A, CSU, UC)

40C OFF-SEASON CONDITIONING VOLLEYBALL

1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)

BASIC SKILLS ADVISORIES: Eligibility for English 126. LIMITATION ON ENROLLMENT: students in this course must perform and compete at the intercollegiate level.

Designed specifically to improve physical fitness appropriate for intercollegiate volleyball through resistance training exercises using free/machine weights. The following Components of Physical Fitness will be emphasized: Muscular Endurance, Muscular Strength, Body Composition, Flexibility, and Cardio-Respiratory Endurance. (A, CSU, UC)

380 EXERCISE FOR OLDER ADULTS

0 units, 2 lab hours

A fitness program designed for older men and women who wish to improve fitness and enhance overall well-being.

381 ADAPTIVE ACTIVITIES

0 units, 2 lab hours

Exercise and therapy for students with temporary or permanent physical limitations.

PHYSICS (PHYS)

2A GENERAL PHYSICS I
4 units, 4 lecture hours, 2 lab hours.
 SUBJECT PREREQUISITES: Mathematics 4A or equivalent. SUBJECT ADVISORIES: Eligibility for English 1A.
 The topics covered in this course include mechanics, properties of matter, heat, sound and waves. (A, CSU-GE, UC, I)

2B GENERAL PHYSICS II
4 units, 4 lecture hours, 2 lab hours
 SUBJECT PREREQUISITES: Physics 2A.
 SUBJECT ADVISORIES: Eligibility for English 1A.
 The topics covered in this course include electricity, magnetism, light, atomic and nuclear physics. (A, CSU-GE, UC, I)

4A PHYSICS FOR SCIENTISTS AND ENGINEERS
4 units, 4 lecture hours, 3 lab hours, (Pass/No Pass)
 SUBJECT COREQUISITES: Mathematics 5B.
 SUBJECT ADVISORIES: Eligibility for English 1A.
 The topics that are covered in this course include: classical mechanics, properties of matter, gravitation, fluid mechanics, oscillatory motion and mechanical waves. (A, CSU-GE, UC, I)

4B PHYSICS FOR SCIENTISTS AND ENGINEERS
4 units, 4 lecture hours, 2 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Physics 4A.
 SUBJECT COREQUISITES: Mathematics 6. SUBJECT ADVISORIES: Eligibility for English 1A.
 This course covers the topics of: thermodynamics, electricity, and magnetism. (A, CSU-GE, UC, I)

4C PHYSICS FOR SCIENTISTS AND ENGINEERS
4 units, 4 lecture hours, 2 lab hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Physics 4B.
 SUBJECT ADVISORIES: Mathematics 7, eligibility for English 1A.

This course covers the topics of: electromagnetic waves, optics, and modern physics, condensed matter and nuclear physics. (A, CSU-GE, UC, I)

10 CONCEPTUAL PHYSICS
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126. SUBJECT ADVISORIES: Eligibility for Mathematics 103.

This course covers the topics of measurement and scientific method, kinematics, states of matter, energy momentum, waves, sound, thermodynamics, electricity and magnetism, light and some modern physics topics. (A, CSU-GE, UC, I)

30 PHYSICAL SCIENCE
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This is a survey course that introduces students to basic physical science principles in the topics of mechanics, work and energy, chemical elements and bonding, selected topics in astronomy. (A, CSU, UC)

PLANT SCIENCE (PLS)

1 INTRODUCTION TO PLANT SCIENCE
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course covers the study of plant structures and physiology as it relates to the adaptation and management of crops for food, fiber, shelter, and recreation. Lecture topics include plant cell, tissue, and organ growth and development, propagation, photosynthesis, respiration, translocation, plant hormones, mineral nutrition, and plant health. Presentation and discussion of techniques and practices that influence these topics are also covered. (A, CSU-GE, UC, I)

1L INTRODUCTION TO PLANT SCIENCE LABORATORY**1 unit, 3 lab hours, (Pass/No Pass)**

SUBJECT COREQUISITES: Plant Science 1.
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course complements Plant Science 1, covering the identification of plant structures and physiology as it relates to the adaptation and management of crops for food, fiber, shelter, and recreation. Laboratory experiments will investigate plant anatomy and physiology, propagation, mineral nutrition, identification, hydroponics, and traditional practices that influence plant growth and development. Presentation and discussion of techniques and practices that influence these topics are covered. (A, CSU-GE, UC, I)

2 SOILS**3 units, 3 lecture hours, (Pass/No Pass)**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

This course examines the physical, chemical, and biological properties of soils as a medium for plant growth. Principles discussed include soil formation factors, development, and the interactive effects of soil properties. Soil analysis, interpretation, and management for environmental horticulture, forestry, and production agriculture is detailed on course completion. Emphasis in production agriculture on topics such as soil fertility, soil salinity and reclamation, and land use planning. Forestry applications include soil mapping, erosion control, and taxonomy. (A, CSU-GE, UC, I)

2L SOILS LABORATORY**1 unit, 3 lab hours, (Pass/No Pass)**

SUBJECT COREQUISITES: Plant Science 2.
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Laboratory to accompany Plant Science 2 Soils lecture section. Laboratory topics and exercises include analysis and determination of physical, chemical, and biological properties. Measurement of soil texture, salinity, pH, and nutrient content. In addition, soil moisture measurement, legal land description, and fertilizer management will be covered. (A, CSU-GE, UC, I)

3 GENERAL VITICULTURE**3 units, 2 lecture hours, 3 lab hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introduction to viticultural operations. This class will include vine physiology and structure, climatic requirements, grape varieties, vineyard establishment, vineyard soils, pruning, training, irrigation, pests and diseases. Table, wine, and raisin type grapes will be covered. (A, CSU, UC)

4A TREE AND VINE MANAGEMENT**3 units, 2 lecture hours, 3 lab hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introduction to orchard and vineyard management and operations, concentrating on California deciduous trees and vines including peaches, plums, nectarines, apricots, pluots, almonds, walnuts, pomegranates, wine grapes, table grapes and raisin grapes. Topics include development of vineyards and orchards, layout, planting, fertilization, irrigation, pruning, and harvest skills. Use of the Reedley College school farm laboratory will be emphasized. (A, CSU)

5 PRINCIPLES OF IRRIGATION MANAGEMENT**3 units, 2 lecture hours, 3 lab hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

The study of the soil-water-plant relationships, the consumptive use of water as required by various crops, irrigation water application systems, scheduling, and the management and evaluation of on-farm irrigation systems. Agriculture, urban, industry, and environmental issues pertaining to water resources are examined. (CCCAgCANS 650) (A, CSU)

7 INTEGRATED PEST MANAGEMENT**3 units, 2 lecture hours, 3 lab hours**

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Integrated pest management of insects, diseases, and weeds in agriculture and environmental horticulture. Focus on ecosystems, ecology, population dynamics, species identification and control. Basic introduction and review of principles of pest management, laws, and regulations for California Pest Control Advisor licensing. (A, CSU)

8 VEGETABLE PRODUCTION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Principles of the production and harvesting of major California vegetable crops such as cole crops, peppers, squash, melons, leaf crops, and root crops. A field trip to a California vegetable production area is required. (A, CSU)

9 BIOMETRICS

3 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Mathematics 103.

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

An introduction to data description, presentation, experimental design, statistical procedures and experimental methods with particular emphasis on biological systems. Upon completion of this course, the student should be able to present data in a logical format and be able to perform basic statistical procedures. (A, CSU)

10 ENVIRONMENTAL AGRICULTURE

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Environmental concerns which relate to agriculture in our society. Agricultural/environmental topics to include energy resource use, water systems, soil stewardship, pest control, and long-term agriculture sustainability. (A, CSU, UC)

11 MACHINERY TECHNOLOGY

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Principles of machinery technology, operation, and maintenance of wheel tractors, farm implements, forklifts, and harvesting equipment. (A, CSU)

12 FRESH PRODUCE PROCESSING

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introduction to the processing of fresh produce from harvest through marketing. Topics covered are harvest techniques, inspection and grading, post-harvest cooling techniques, packaging, and product enhancement. Crop types covered include roots and tubers, beans and pods, tomatoes, peppers, melons and squash, leaf and cole crops, stone fruits, grapes, citrus, pome fruits, and miscellaneous tropical fruits. One field trip required. (A, CSU)

13 SUBTROPICAL FRUIT PRODUCTION

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

The study, art, and science involved in the production of subtropical crops, such as: citrus, persimmon, kiwi, avocado, guava, and figs. Site selection, atmospheric modification, cultural practices, and marketing will be covered. (A, CSU)

14 PLANT NUTRITION

3 units, 3 lecture hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

The study of soil, plant, and nutrient relationships. The composition, value, selection, and use of fertilizer materials, soil amendments, and cover crops. (A, CSU)

20 ELEMENTS OF FOOD PROCESSING

3 units, 2 lecture hours, 3 lab hours

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Principles of operations in food processing including canning, freezing, dehydration, and fermentation. Emphasis will be placed on product evaluation, spoilage, sanitation, nutrition, and packaging. (A, CSU)

260 PLANT SCIENCE SEMINAR

.5-1.5 units, short-term course: 9-27 lecture hours, (Pass/No Pass) (Repeats=3)

A continuing education course for Pest Control Advisors, Qualified Applicators License and Certificate holders, and others needing California Department of Pesticide Regulations in-service hours. Course to include updates in laws and regulations, safe handling and use of pesticides, and various license categories.

POLITICAL SCIENCE (POLSCI)

2 AMERICAN GOVERNMENT

3 units, 3 lecture hours

SUBJECT ADVISORIES: Eligibility for English

1A.

The field of American politics deals with the organization, distribution and orientation of political power in American society. This course surveys the processes and institutions of United States national, state and local politics. Among the topics discussed are individual political attitudes and values, political participation, voting, parties, interest groups, Congress, the presidency, Supreme Court, the federal bureaucracy, civil liberties and civil rights, and domestic and foreign policy making. Attention is paid both to the present state of American political system and to its historical roots. (A, CSU-GE, UC, I)

2H HONORS AMERICAN GOVERNMENT

3 units, 3 lecture hours

SUBJECT ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A. Enrollment in the Honors Program.

This course surveys the processes and institutions of United States national, state and local politics. Among the topics discussed are individual political attitudes and values, political participation, voting, parties, interest groups, Congress, the presidency, Supreme Court, the federal bureaucracy, civil liberties and civil rights, and domestic and foreign policy making. As an honors section, the class will be conducted as a seminar with individual projects, papers, and presentations. With History 11 or History 12, this course meets the American Institutions requirement to state universities. (A, CSU-GE, UC, I) (TCSU POLS 110)

5 COMPARATIVE GOVERNMENT

3 units, 3 lecture hours

SUBJECT ADVISORIES: Completion of Political Science 2, eligibility for English 1A.

This course provides an introduction to the basic workings of various political systems throughout the world, with an emphasis on both the formal (i.e., governmental institutions, political processes) and informal (i.e., cultural exchanges) dimensions of politics. Students will engage in comparisons of these political systems using some of the basic concepts of political analysis. (A, CSU-GE, UC, I)

110 AMERICAN INSTITUTIONS

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course explores national, state, and local governments, the political processes, issues, and policies of those governments, and the rights and responsibilities of citizens living under these governments by outlining the structure, processes, function of each area of government. (Meets the Reedley College government and constitution requirement for the associate degree, does not satisfy the U.S. Constitution, national, state, or local government requirements for transfer students seeking a bachelors degree) (A)

PSYCHOLOGY (PSY)

2 GENERAL PSYCHOLOGY

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course presents an overview of the field of psychology, a field that emphasizes the scientific study of human behavior and mental processes. Topics include history, methodology, biopsychology, life-span development, sensation and perception, consciousness and altered states, learning and memory, thought and language, intelligence, motivation and emotion, personality, psychopathology and therapy, stress and health, social and cultural influences. (A, CSU-GE, UC, I) (TCSU PSY 110)

2H HONORS GENERAL PSYCHOLOGY

3 units, 3 lecture hours

SUBJECT ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A.

This course presents an overview of the field of psychology, a field that emphasizes the scientific study of human behavior and mental processes. Topics include history, methodology, biopsychology, life-span development, sensation and perception, consciousness and altered states, learning and memory, thought and language, intelligence, motivation and emotion, personality, psychopathology and therapy, stress and health, social and cultural influences. (A, CSU-GE, UC, I)

- 5 **SOCIAL PSYCHOLOGY**
3 units, 3 lecture hours, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Systematic analysis of the social determinants of behavior and mental processes. Emphasis on the perception of ourselves and others; attitudes; roles; compliance, conformity and obedience; attraction; aggression; altruism; behavior in groups; applied social psychology. (A, CSU-GE, UC, I)
- 16 **ABNORMAL PSYCHOLOGY**
3 units, 3 lecture hours, (Pass/No Pass)
SUBJECT ADVISORIES: Psychology 2. BASIC SKILLS ADVISORIES: Eligibility for English 125 or 126.
Psychological, social, and biological bases of abnormal behavior. Definitions of abnormality; current models of causality, classification, therapy, and intervention; critical analysis of research techniques and findings. (A, CSU-GE, UC, I)
- 25 **HUMAN SEXUALITY**
3 units, 3 lecture hours, (Pass/No Pass)
SUBJECT ADVISORIES: Psychology 2. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Sexual behaviors and values in contemporary society from both a psychobiological and sociological perspective. Anatomy and physiology of sex, sex within relationships, alternative lifestyles, fertility management, contraception, sexual dysfunction, social roles and attitudes. Destructive sexual behavior: rape and incest. Presented in an explicit and scientific manner. (A, CSU-GE, UC)
- 38 **LIFESPAN DEVELOPMENT**
3 units, 3 lecture hours (See also Child Development 38)
BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.
Basic theories, research concepts and principles of physical, cognitive and psychosocial development at each major stage of life from conception to old age will be explored. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics that occur throughout one's lifespan. (A, CSU-GE, UC, I)

REAL ESTATE (RE)

- 40 **REAL ESTATE PRINCIPLES**
3 units, 3 lecture hours, (Pass/No Pass)
BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
California real estate history, real property descriptions, public and private restrictions terminology, agency and contracts, forms, licensure and careers in real estate. (A, CSU)
- 41 **REAL ESTATE PRACTICE**
3 units, 3 lecture hours, (Pass/No Pass)
SUBJECT PREREQUISITES: Real Estate 40 or hold a license as a salesperson or broker in California. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
Day to day operations affecting brokers and salespersons, listing and prospecting, advertising, and marketing techniques. (A, CSU)
- 42 **LEGAL ASPECTS OF REAL ESTATE**
3 units, 3 lecture hours, (Pass/No Pass)
SUBJECT PREREQUISITES: Real Estate 40 or hold a license as salesperson or broker in California. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
A basic course in statute and case law with emphasis on laws affecting licensees; including duties, responsibilities and regulation of licensees in the areas of: agency, contracts, property financing, ownership, use, and transfer. (A, CSU)
- 43 **REAL ESTATE APPRAISAL**
3 units, 3 lecture hours, (Pass/No Pass)
SUBJECT PREREQUISITES: Real Estate 40 or equivalent experience or hold salesperson's real estate license. BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Decision Science 117 or Mathematics 101.
Residential and commercial property evaluation. Appraisal reports. (A, CSU)

REGISTERED NURSING

75 NURSING IN HEALTH AND ILLNESS I INTERMEDIATE MED/SURG

5 units, 3 lecture, 6 lab hours

SUBJECT PREREQUISITES: Registered Nursing 200 and acceptance into the Licensed Vocational-Registered Nursing program. Subject Corequisites: Registered Nursing 76, 77, and 79.

The course expands upon the concepts presented in the LVN program by introducing principles of care to maintain and/or restore homeostatic mechanisms in acute health problems. Disease processes associated with each concept are studied in relation to preventive and restorative nursing care. This course focuses on adult clients. Concurrent practice in the college laboratory and clinical experience in community facilities are required. (A, CSU)

76 COMPLEX OBSTETRICAL NURSING

2 units, 1 lecture hour, 3 lab hours

SUBJECT PREREQUISITES: Registered Nursing 160 and acceptance into the LVN to RN program. SUBJECT COREQUISITES: Registered Nursing 75 and 79.

This is a family centered course with emphasis on nursing care of the childbearing woman and her neonate with complex self-care demands and deficits. Concepts emphasized include family communications, teaching, Nursing process, critical thinking, legal-ethical issues and patient advocacy. The self-care model and the nursing process are utilized as the framework to assist the student in planning and delivering nursing care that is relevant to the pathophysiological, psychological, sociocultural, and risk-reduction needs of the complex child bearing family. Concurrent practice in the college laboratory and clinical experience in community facilities is required. (A, CSU)

77 PSYCHIATRIC/MENTAL HEALTH NURSING

3.5 units, 2 lecture hours, 4.5 lab hours

SUBJECT PREREQUISITES: Registered Nursing 160 and acceptance into the LVN to RN program. SUBJECT COREQUISITES: Registered Nursing 75 and 79.

This course focuses on the nursing care of patients with identified psychiatric/mental health problems. It is designed to enable the student to acquire knowledge and skills through the systematic observation of patient behavior in order to identify, describe, and classify pertinent behaviors in relation to major psychopathologic syndromes and developmental disabilities. The course emphasizes use of the nursing process, the nurse-patient relationship, and therapeutic communication skills in caring for individuals and their families across the lifespan. Concurrent practice in the college laboratory and clinical experience in community facilities is required. (A, CSU)

78 FOUNDATIONS OF MULTICULTURAL NURSING CARE

1 unit, 1 lecture hour

SUBJECT PREREQUISITES: Acceptance into the LVN to RN program, Registered Nursing 160.

This course provides an introduction to transcultural theories, concepts and principles that help explain the healthcare needs and responses of individuals and groups within the context of their cultures and subcultures. Diversity is examined relative to social organization, roles and expectations, communication patterns and values/beliefs underlying health-illness behaviors between western and non-western cultures. Emphasis is placed on the conduct of culturally competent assessments. (A, CSU)

79 NURSING SKILLS LAB I**.5 unit, 1.5 lab hours**

SUBJECT PREREQUISITES: Registered Nursing 160, admission into the LVN to RN nursing program. SUBJECT COREQUISITES: Registered Nursing 75 and 77.

This course provides technological knowledge and assessment skills related to both adult and obstetrical patients. It prepares the student to progressively advance in nursing practice to care for patients with acute and chronic health care problems. Under direct supervision, students will have an opportunity to update previously learned skills, practice complex patient care assignments on simulators, and remediate math and dosage calculations for medication administration. This course also aids in the development of nursing skills related to communication, care planning and documentation. Students will be able to apply knowledge and skills learned from this course in diverse settings. (A, CSU)

85 NURSING IN HEALTH AND ILLNESS II-ADVANCED MED/SURG**6 units, 4 lecture, 6 lab hours**

SUBJECT PREREQUISITES: Registered Nursing 75, 76, 79. Acceptance into the LVN-RN program. SUBJECT COREQUISITES: Registered Nursing 86.

This course presents advanced nursing concepts and skills in caring for clients with critical or multiple health problems. It emphasizes rehabilitation and adaptation to a compromised and/or declining health status. Concurrent practice in the college simulation lab and clinical experience in a community health facility is required. (A, CSU)

86 ADVANCED NURSING CONCEPTS ACROSS THE LIFESPAN**2 units, 2 lecture hours**

SUBJECT PREREQUISITES: Registered Nursing 75, 76, 77. SUBJECT COREQUISITES: Registered Nursing 85, 87.

This course combines the knowledge base from each of the clinical specialties in nursing. It provides students with opportunities to demonstrate mastery of the concepts and skills inherent in the beginning practice role of the registered nurse. The course follows up with testing in preparation for taking the NCLEX-RN examination. (A, CSU)

87 COMPLEX PEDIATRIC NURSING**2 units, 1 lecture hour, 3 lab hours**

SUBJECT PREREQUISITES: Registered Nursing 76.

This theoretical and clinical course focuses on the care of children from birth through adolescence. This course utilizes the self-care model and the nursing process as the framework for planning and delivering nursing care that is relevant to the pathophysiological, psychological, sociocultural, and risk-reduction implications of frequently experienced health problems in the pediatric population. Family-centered care is used throughout the course. Concurrent practice in the college laboratory and clinical experience in community facilities are required. (A, CSU)

88 NURSING LEADERSHIP AND MANAGEMENT**1 unit, 1 lecture hour**

SUBJECT PREREQUISITES: Registered Nursing 160 and admission into the LVN to RN nursing program.

This course is an introduction to the concepts related to leading and managing in a complex, rapidly changing health care environment. Delegation, evaluation, ethics and professional development principles as related to nursing practice are also examined. Professional practice issues will be analyzed as they apply to health care situations, the role of the nurse, and transition into the workforce. (A, CSU)

160 LVN TO RN ROLE TRANSITION**2 units, 1 lecture hour, 3 lab hours**

SUBJECT PREREQUISITES: Biology 20, 22, 31; Chemistry 3A; English 1A; Mathematics 103; Psychology 2; Sociology 1A or Anthropology 2; graduation from a state accredited vocational nursing program; acceptance into the LVN to RN program.

This course is designed to facilitate role transition for the Licensed Vocational Nurse (LVN) seeking to upgrade to Registered Nurse (RN) licensure. This course provides an introduction to Orem's self-care theory and its application in the clinical setting. Emphasis is placed on professional practice through use of the nursing process. Nursing competencies in the professional roles of clinician, teacher, leader, and advocate will be discussed. The opportunity for the LVN to practice and develop new, or reinforce previously learned, skills and procedures necessary for advanced placement is provided. (A)

SCIENCE (SCI)

- 1A** **INTRODUCTORY CHEMICAL AND PHYSICAL SCIENCE**
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Satisfaction of the CSU system General Education Quantitative Reasoning Requirement (CSU-GE Area B4). **BASIC SKILLS ADVISORIES:** Eligibility for English 125 and 126.

Basic concepts in chemistry and physics and their relation to the everyday environment. The emphasis is on topics appropriate for students planning to enter K-6 teacher training programs. This course is specifically designed for students intending to transfer into CSUF's Teacher Education Program. (A, CSU-GE, UC, I)

- 3** **INTRODUCTION TO ASTRONOMY**
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

An introductory astronomy course that covers planets, solar system mechanics, stellar evolution and basic cosmology. (A, CSU-GE, UC, I)

SOCIOLOGY (SOC)

- 1A** **INTRODUCTION TO SOCIOLOGY**
3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Sociology 1A promotes the understanding of society and how it works. It also examines how society affects individuals and how individuals affect society. Major topics include culture, socialization, social problems, and social change. (A, CSU-GE, UC, I) (TCSU SOC 110)

- 2** **AMERICAN MINORITY GROUPS**
3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This class is a multidisciplinary study of ethnic and racial groups in the United States. Special emphasis is placed on the socio-historical, demographic, sociological, and social psychological aspects of African, Asian, Latino, Native American, White ethnic, and other minority groups. (A, CSU-GE, UC, I)

- 32** **COURTSHIP, MARRIAGE, AND DIVORCE: FAMILY AND INTERPERSONAL RELATIONSHIPS**

3 units, 3 lecture hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Introduction to the principles of marriage and family relationships, including love, courtship, mate selection, marriage, sexuality, family planning, pregnancy and childbirth, sexually transmitted diseases, family conflict, conflict resolution, communication skills, divorced families, step-families, aging, and widowhood. (A, CSU-GE, UC)

SPANISH (SPAN)

- 1** **BEGINNING SPANISH**
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written Spanish for non-native speakers; intended for students without previous exposure to Spanish. Introduction to pronunciation, vocabulary, idioms, grammar, basic composition, and exploration of the cultures of Spain and Latin America and the Hispanic cultures of the US. (A, CSU-GE, UC, I)

- 2** **HIGH-BEGINNING SPANISH**
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Spanish 1, or 2 years of high school Spanish, or the equivalent skill level as determined by instructor.

Second-semester course in conversational and written Spanish for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of the cultures of Spain and Latin America and the Hispanic cultures of the US. Introduction to the literary text. (A, CSU-GE, UC, I)

3 INTERMEDIATE SPANISH
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Spanish 2 or three years of high school Spanish or the equivalent skill level as determined by instructor.

Third-semester course in conversational and written Spanish for non-native speakers. Review of basic grammar. Further development of oral skills and grammatical structures and continued expansion of vocabulary. Composition and discussion of short literary texts. Increasing emphasis on reading and writing as tools in exploring the cultures of Spain and Latin America and the Hispanic cultures of the US. (A, CSU-GE, UC, I) (TCSU SPAN 130) (TCSU SPAN SEQ B)

3NS SPANISH FOR SPANISH SPEAKERS
4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: A basic speaking knowledge of Spanish as determined by an oral interview. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126 or similar skill levels in Spanish as determined by the instructor.

First-semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Focuses on expanding vocabulary, improving orthography and use of grammatical structures of standard Spanish, both oral and written. Readings and discussions of topics relating to Hispanic cultures are an essential part of the course. (A, CSU-GE, UC, I)

4 HIGH-INTERMEDIATE SPANISH
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Spanish 3 or 4 years of high school Spanish or the equivalent skill level as determined by instructor.

Fourth-semester course in conversational and written Spanish for non-native speakers. Development of proficiency of grammar and language usage. Continued exploration of current topics and cultures of Spain and Latin America and the Hispanic cultures of the US as reflected in the language and literature. (A, CSU-GE, UC, I) (TCSU SPAN 140) (TCSU SPAN SEQ B)

4NS SPANISH FOR SPANISH SPEAKERS
4 units, 4 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Spanish 3NS or a proficient speaking knowledge of Spanish as determined by an oral interview. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126 or similar skill levels in Spanish as determined by the instructor.

Second-semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Further development and improvement of skills in standard Spanish and understanding Hispanic cultures. Exercises in grammar and vocabulary building. Readings of historical and literary texts are the center of class discussions and include research projects. (A, CSU-GE, UC, I)

15 PRACTICAL SPANISH CONVERSATION, LOW-INTERMEDIATE LEVEL
3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Spanish 2 or the equivalent skill level as determined by instructor.

Development of Spanish conversational skills for students with a basic knowledge of the language. Emphasis on oral communication and listening comprehension with some skill development in reading and writing. Practical vocabulary for everyday usage and application of basic grammatical structures stressed. Topics include daily life situations at home and in the Hispanic world. (A, CSU)

16 PRACTICAL SPANISH CONVERSATION, HIGH-INTERMEDIATE LEVEL
3 units, 3 lecture hours, (Pass/No Pass)

SUBJECT PREREQUISITES: Spanish 3 or the equivalent skill level as determined by instructor.

Further development of Spanish conversational skills for students at an intermediate level of language proficiency. Emphasis on oral communication and listening comprehension with some continuing skill development in reading and writing. Designed to improve oral expression and fluency in Spanish as used in travel, at home, in school, at work, and in business. Communication skills will be utilized to help bridge cultural and linguistic barriers and to increase understanding of Hispanic cultures. (A, CSU)

251 PRACTICAL SPANISH FOR THE PROFESSIONS
3 units, 3 lecture hours, (Pass/No Pass)
 BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

Practical introduction to situational Spanish for the professional based on actual case studies. Provides the student with the specific vocabulary, terminology, and cultural insight. Sections offered for the health professions, law enforcement, commercial areas, social work, and public schools personnel.

252 PRACTICAL SPANISH FOR THE PROFESSIONS
3 units, 3 lecture hours, (Pass/No Pass)
 SUBJECT PREREQUISITES: Spanish 251.

Second semester of situational Spanish for the professional based on actual case studies. Provides the student with the specific vocabulary, terminology, and cultural insight. Sections offered for the health professions, law enforcement, commercial areas, social work, and public schools personnel.

SPECIAL STUDIES (SPST)

47 SPECIAL STUDIES
1-3 units, 18 lecture or 54 lab hours per unit. (Pass/No Pass) (Repeats=3)
 BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

Topics of current concern or importance in a designated subject area, offered in a specific course designed to meet community, business, or human needs not met in other courses in the curriculum.

(A specific course may be offered under the Special Studies 47 designation three times; if it continues to be viable, a regular new course proposal should be approved by the curriculum committee after the third time as a special studies course.) (A, CSU)

277 SPECIAL STUDIES
.5-3 units, 18 lecture or 54 lab hours per unit, (Pass/No Pass) (Repeats=2)

Subject matter of current concern or importance in a designated subject area. A specific course in which degree applicability is not appropriate, designed to meet community, business, or human needs not met in other courses in the curriculum. (A specific course may be offered under the Special Studies 277 designation three times; if it continues to be viable, a regular new course proposal must be approved by the Curriculum Committee after the third time as a special studies course.)

STATISTICS (STAT)

7 ELEMENTARY STATISTICS
4 units, 4 lecture hours
 SUBJECT PREREQUISITES: Mathematics 103 or two years of high school algebra. BASIC SKILLS ADVISORIES: Eligibility for English 125 and 126.

This course provides an introduction to statistical methods and techniques for business and behavioral/social science majors. Topics include: Data collection and analysis; measures of central tendency and variability; probability theory; discrete and continuous distributions; sampling theory and estimation; hypothesis testing; correlation/regression analysis; and, time series analysis and index numbers. The student will use Excel to analyze data. (A, CSU-GE, UC, I)

VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)

265 UNDERSTANDING & USING VOCATIONAL ENGLISH
4 units, 4 lecture hours, (Pass/No Pass only)
(Repeats=1)

SUBJECT PREREQUISITES: Use of language other than English as a primary language. Appropriate multiple-measure placement by a counselor, which includes score on approved ESL placement test such as the CELSA, successful completion of ESL 264, and/or counselor/instructor recommendation.

VESL 265 is an integrated skills English course for intermediate ESL students who want to learn English for vocational purposes. Students will develop skills in reading, writing, and grammar through vocational content. This course prepares students for ESL 266 level courses and may be taken concurrently with other ESL 265 level courses.

265LS UNDERSTANDING AND USING VOCATIONAL ORAL SKILLS IN ENGLISH
4 units, 4 lecture hours, (Pass/No Pass only)
(Repeats=1)

SUBJECT PREREQUISITES: Use of language other than English as a primary language. Appropriate multiple-measure placement by a counselor, which includes score on approved ESL placement test such as the CELSA, successful completion of ESL 264LS, and/or counselor/instructor recommendation.

VESL 265LS is a vocational oral skills English course for intermediate ESL students. Students will develop communication skills in listening, speaking, and pronunciation through vocational content. This course prepares students for ESL 266 level courses and may be taken concurrently with other ESL 265 level courses.

SPECIAL AREAS OF STUDY

Developmental Education Programs

Purpose

The Developmental Education Program is designed to prepare students for degree credit instruction. The program is recommended for students who are assessed as not meeting the skills requisites for Math 101 or English 125 or 126. It is not recommended for students who are learning English as a second language or who have identified learning disabilities.

Initial placement into the Developmental Education Program depends upon English and mathematics placement assessment results. Other courses in the program are then recommended according to student needs and interests.

The English and math placement assessment process is administered by the Assessment Center. Call 638-3641 ext. 3366 for dates and times.

Description

There are five kinds of courses in the program to prepare students for college-level instruction:

1. English written expression
2. Reading
3. Mathematics
4. Exploratory courses which reinforce reading and writing skill development
5. Other courses that help students learn successfully.

There are two levels of instruction in both the reading and writing areas, a basic level and an improvement level. The particular courses a student takes depend upon the individual's needs as revealed in the college's assessment process. English 252 may be used to establish eligibility for English 125, while English 262 may be used to establish eligibility for English 126.

Credits/Units

Course credits earned in the program do not count for the associate degree but do count for determining full- or part-time student status (i.e., workload credit).

English as a Second Language (ESL)

The ESL program is designed for students whose native language is not English. The program assists students to acquire the necessary English language skills to succeed in AA/AS degree programs, vocational programs and university transfer courses offered at Reedley College.

Placement

Initial placement in ESL course offerings is the result of language testing and other criteria. This test is administered by the Assessment Center at the same time as the English Placement Test. Please call 638-3641 ext. 3366 for dates and times.

Assessment

It is highly recommended that students planning to take an English class, a math class or a class that has an English or math prerequisite take an English/math placement test prior to registration if they have not met the class prerequisite by other means. This test is administered through the Assessment Center.

A schedule of testing times and dates is established at the beginning of each month. Please contact the Assessment Center at 638-3641 ext. 3366 for dates, times and locations.

Test scores are used for counseling purposes and to assist with correctly advising students' class placement. These tests are not entrance examinations, and the results will not prevent any prospective student from admission to the college or from enrolling in any course. If possible, the placement tests should be completed well before registering for classes so that courses can be approved by a counselor on the registration form.

After a student takes the placement test, he/she will discuss the test results and answers to the assessment survey with a counselor. If the student thinks that the assessment results do not reflect his/her true ability, he/she may discuss this with the counselor. A student may decide to retake the test or make a course selection based on the total assessment with the counselor.

If a student wishes to take a class other than the one recommended by the assessment process, the student may discuss this with the counselor. If he or she agrees, the counselor will approve the student's entry into that class. If the counselor does not agree, the student may appeal the counselor's recommendations to the vice president of counseling and guidance by completing the Prerequisite/Corequisite Challenge Petition (available from the Counseling Center or from a counselor). The student will have a chance to present his/her case to the Dean at which time a decision will be made as to whether to enroll in the class.

Students who plan to transfer to a baccalaureate institution prior to the completion of 60 transferable units at Reedley College are encouraged to take the ACT (American College Test) or the SAT (Scholastic Aptitude Test) of the college board.

No placement examination is required as a condition for admission to the college.

Students who are unsure of their academic or vocational goals are encouraged to:

1. Meet with a counselor for career guidance. Call 638-0337 for an appointment.
2. Take the SIGI3® and/or Eureka® career exploration inventories in the Career/Transfer center (in the Student Services Building). Discover your interests, values, skills, and aptitudes then relate them to the world of careers.
3. Take Guidance Studies 34, Career Awareness
4. Take courses of interest or curiosity for the purpose of career exploration.

Evening Classes/Community Campus

The purpose of evening classes is to assist students to develop vocationally, to prepare students for employment, to satisfy requirements for a college degree and/or transfer, and to provide opportunity for cultural enrichment. Course content, time necessary for preparation of assignments, textbooks, attendance and regulations parallel day class requirements.

Students in an evening program register for college credit. They must assume the responsibilities of attending classes regularly and of spending adequate time outside the classroom for preparation.

The Community Campus Program provides fully accredited college courses at off-campus locations. The North Centers offices are open from 8:00 a.m. to 7:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:30 p.m., Friday, when classes are in session. The South Centers offices are open in the evenings when classes are in session.

Pete P. Peters Honors Program

High-achieving students are encouraged to apply for admission to the Reedley College Pete P. Peters Honors Program. The Honors Program Advisory Committee reviews applications, interviews candidates and recommends the students who are to be accepted into the Honors Program. The following admissions requirements are considered in determining acceptance into the Honors Program:

- GPA of 3.0 or higher and
- Scores of at least 500 on each section of the SAT or a composite score of 26 on the ACT and
- Eligibility for English 1A

For details regarding the Honor's Program, please refer to page 28 in this catalog or consult with the Honors Program Director by calling 638-3641.

Veterans Services

Reedley College administers a variety of educational programs for eligible veterans through the Veterans Education Benefits Office. In addition, there are educational benefits for dependents (spouses and/or children) of veterans under the Survivors' and Dependents' Educational Assistance Program. The Veterans Education Benefits Office is located in the Financial Aid Office, in the Student Services Building. The following students may be eligible for veteran's educational benefits:

1. Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the following programs.
 - a. Montgomery GI Bill - Active Duty Educational Assistance Program (Chapter 30)
 - b. Montgomery GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
 - c. VEAP (Chapter 32) - Contributed to VEAP or Section 903 - Military service beginning on or after January 1, 1977 and ending on or before June 30, 1985

- d. Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service which entitles them to compensation, or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of his/her disabilities.
2. Spouses and/or children of the following categories of veterans may be eligible for the Dependents' Educational Assistance Program:
- Veterans who died or are 100 percent permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
 - Veterans who died from any cause while such service-connected disability was in existence.
 - Service persons missing in action or captured in the line of duty by a hostile force.
 - Service persons forcibly detained or interned in the line of duty by a foreign government or power.

Application Process

To apply for any of these benefits students must complete an application packet and submit all required documentation. In addition students must meet with an academic counselor and have a Veterans Student Education Plan completed for the major they are declaring. Application packets are available in the Veterans Education Benefits Office.

Approved Majors

All AA, AS and certificate programs at Reedley College are approved majors for veterans education benefits. Additionally some articulated transfer programs to the CSU and UC systems as well as private institutions have been approved. Students should inquire about their particular major at the time of application.

Evaluation of Previous Education/Training, CFR S21.4253 (d) (3)

As required by federal law Reedley College will conduct an evaluation of previous education and training, grant appropriate credit, and notify the VA and student of transfer credit granted. Students applying for veterans benefits must submit transcripts from all prior college and universities attended as well as military training transcripts PRIOR to having their benefits processed regardless of whether or not the student, counselor or certifying official believe that any transfer credit will be granted.

Standards of Progress, CFR S21.4253 (d) (1) (ii)

A veteran or eligible person who remains on probation for grade point deficiency below a 2.0 cumulative GPA beyond two (2) semesters will have his/her benefits discontinued and any further certification of benefits terminated until satisfactory progress has been reestablished. A complete copy of the Veterans Academic Progress Policy is available in the Veterans Education Benefits Office.

Veterans Dependent Fee Waiver

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition free assistance at any California post-secondary educational institution (community college, state universities, and/or university). Additional information may be obtained from the Veterans Education Benefit Office.

COLLEGE PERSONNEL

Board of Trustees

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Vice President Dorothy Smith
Secretary Isabel Barreras
Trustee Richard M. Caglia
Trustee H. Ronald Feaver
Trustee William J. Smith
Trustee Leslie W. Thonesen

District Administration

Chancellor Dr. Deborah Blue
Vice Chancellor, Administration and Finance
Doug Brinkley
Vice Chancellor, Educational Services and Planning
Vacant
Associate Vice Chancellor, Human Resources
Randy Rowe

Reedley College Administration

President Dr. Barbara Hioco
Vice President of Instruction Dr. Marilyn Behringer
Vice President of Student Services & Physical Education
Michael White
Vice President of Administrative Services
Scott Thomason
*Dean of Agriculture, Business, Community Campus,
Manufacturing Technology, Natural Resources,
and Work Experience* David Clark
*Dean of Composition, Literature and Communication,
Fine Arts and Social Science, Reading and Languages,
Teacher Preparation* Thomas West
*Dean of Health Sciences and Child Development,
Math, Engineering, and Automotive Technology,
Science and Aviation Maintenance Technology*
Jan Dekker
*District Director, Disabled Students Programs
and Services* Dr. Janice Emerzian
Manager, Admissions and Records Leticia Alvarez
Director, Financial Aid Chris Cortes
Director of Grant Funded Programs Diana Bañuelos

North Centers Administration

Vice Chancellor, North Centers Dr. Terry Kershaw
Vice President of Instruction & Student Services
Deborah Ikeda
Dean of Instruction Dr. James Chin
Dean of Instruction Kelly Fowler
Dean of Students Monica Cuevas
Dean of Student Services Doris Griffin
Manager, Financial Aid Candace L. Cannon
Director, DSP&S Lynn Samuelian
Associate Business Manager Janelle Mendoza

Reedley College Department Chairs

Business Everett Sandoval
Composition, Literature & Communications
Eileen Apperson
Counseling and Guidance Studies Case Bos
Fine Arts, Social and Behavioral Sciences
Janice Ledgerwood
*Agriculture, Natural Resources, and Manufacturing
Technology* Jason Pinkerton
Math, Engineering and Automotive Technology
John Heathcote
Science and Aviation Maintenance Technology
Barry Warmerdam
PE, Health Sciences & Child Development
Randy Whited
Reading and Languages Michael van Wyhe

Reedley College Services Personnel

Director of Athletics Javier Renteria
Director of EOPS/CARE Eluterio Escamilla
Bookstore Manager Interim Gina Tarvin
District Police Sgt. Charlie Anderson
Librarians Wilfred L. Alire and Stephanie Curry
Nurse Pat Jackson
School Relations Coordinator Vacant
Student Activities Coordinator Daniel Kilbert
Transfer Center/Articulation Officer Lore Dobusch
Tutorial Services Coordinator Kenneth Zech
Public Information Officer Lucy Ruiz
Residence Hall Supervisor Lisa McAndrews
CalWORKs Coordinator Frank Mascola

Emeritus Faculty

ARIFUKU, FRED 1970 - 1993 Aviation Maintenance Technology	CLARK, ROBERT 1964 - 1982 Counseling	GLYNN, JAMES 1998 - 2002 Sociology
AXTELL, J. DEWEY 1969 - 1979 Agriculture	CLARKSON, ELRAY 1975 - 2005 Criminal Justice	GUSTAFSON, SHIRLEY 1966 - 1994 Physical Education
AVEDISIAN, LOUISE 1961 - 1999 Speech, Drama	COMER, LARRY L. 1970 - 1999 Business	HAGEMAN, EDRO D. 1969 - 1989 Social Science
BARKLEY, JERRY G. 1976 - 1998 Associate Dean, Vocational Education	COONEY, JIM 1969 - 1984 Reading	HAIR, PATRICIA 1981 - 1989 Developmental Skills Coordinator
BEMIS, WAYNE A. 1976 - 2001 Natural Resources	DRY, LLOYD C. 1963 - 2001 Librarian	HALL, DOROTHY 1970 - 1984 Counseling
BLACKWELDER, GENE 1989 - 2007 Vice President of Administrative Services	DURLEY, W. LAIRD 1989 - 2009 Philosophy	HALLER, ROBERT 1997 - 2008 Business
BOWIE, SYDNEY 1980 - 2008 English	EASTMAN, ROGER 1958 - 1989 Philosophy, English	HARRIS, RAYMOND 1970 - 1984 Business
BRISTOW, ROBERT 1954 - 1984 Agriculture	ESTER, KEN 1956 - 1984 Counseling	HIGDON, BETTY E. 1966 - 1996 English
BROOKS, ARLIE D. 1963 - 1990 Physical Education	EVANS, EUGENE B. 1976 - 2005 Industrial Technology	HILL, NORMAN 1970 - 1993 Chemistry
BRUMBAUGH, MADELINE 1962 - 1968 Home Economics	FITZPATRICK, E. MAURICE 1964 - 1995 Health Education, Physical Education	HOFFMAN, RICHARD H. 1969 - 2005 Speech, Oakhurst Center Coordinator
BRYANT, RUTH I. 1962 - 1977 English	FLORA, GLENN I. 1965 - 1979 Geography	HUTCHINGS, LeGENE B. 1966 - 1990 Associate Dean, Humanities and Social Science, Instructor in Music & Speech
CALDERA, AUGIE 1979 - 1998 Counseling	FOLETTA, S.A. 1978 - 2006 Biology	JANZEN, FRANCIS 1980 - 1992 Automotive Technology
CEKOLA, CHARLES J. 1976 - 2003 Counseling	FOLEY, HARRISON 1954 - 1984 Business	JETER, ALICE M. 1973 - 1997 Dental Assisting
CHARTERS, MOIRE C. 1958 - 1997 Associate Dean, Admissions and Records	GARRIGUS, RICHMOND 1989 - 2007 English	JEWELL, ANTHONY G. 1975 - 2007 Automotive Technology
	GERSTENBERG, REINHOLD H. 1970 - 1997 Natural Resources	

JOHNSEN, JAMES 2001 - 2008 Political Science	LOCK, ROBERT G. 1967 - 1998 Aviation Maintenance Technology	ROUCH, ELAINE F. 1967 - 1978 Associate Dean, Housing & Student Activities
JOHNSON, LINDSAY C. 1987 - 2003 Director, OASIS & Other Support Services	LOYA, RALPH R. 1976 - 2005 Animal Science	RUSSO, JOE R. 1969 - 2002 Associate Dean of Instruction
KANAWYER, WILLIAM 1992 - 2005 Aviation Maintenance Technology	MASTERSON, CRISTINA 1974 - 2008 Dean of Students, North Centers	SCHEIDT, JUDI 1998 - 2007 Child Development
KASAI, AMY EMI 1964 - 1989 Art	MCCAIN, CAROL 1984 - 2008 Business	SKOGSBERG, CLARK D. 1967 - 2002 Music
KASER, PAUL W. 1976 - 2008 English	McKITTRICK, DONNA 1958 - 1992 Physical Education	STUDEBAKER, STEVEN J. 1981 - 2005 Industrial Technology
KEEFE, THOMAS 1967 - 1995 Psychology	MELVILLE, PAMELA B. 1979 - 2001 Business	SZPOR, SUE 1974 - 2001 College Nurse
KELLAM, BECKY 1984 - 2010 Business, Office Technology	MOLINA, ALBERT 1959 - 1990 Mathematics, Physics	TAKACS, ROBERT 1982 - 2008 Aviation Maintenance Technology
KINZEL, LEROY 1971 - 2003 Aviation Maintenance Technology	MULLALY, MARTHA H. 1965 - 1976 English	TROEHLER, DAVID F. 1965 - 1992 Aviation Maintenance Technology
KUBALL, CURT 1973 - 2010 Criminal Justice	NISHINAKA, RONALD H. 1971 - 2008 Environmental Horticulture	TYNER, THOMAS 1972 - 2003 English
LARSEN, NORBERT W. 1965 - 1992 Geology, Mathematics	O'BRIEN, JOHN R. 1968 - 1999 Art	WENN, LOIS M. 1963 - 1978 Dental Assisting
LAWRENCE, TERRY 1980 - 1991 Dental Assisting	OLSON, KAREY J. 1969 - 2001 Child Development	WEST, BUD 1984 - 2007 Agriculture
LEDFORD, JAMES R. 1957 - 1989 Mathematics, Physics	PERKINS, JOHN 1970 - 1994 Athletic Director, Physical Education	YANDELL, LaVERNE 1964 - 1984 Business
LEHMAN, ROBERT J. 1953 - 1977 Health, Physical Education	PHILLIPS, JAMES R. 1971 - 2000 Sociology	YARBROUGH, EWA 1996 - 2009 English
LEONE, DON 1964 - 1998 Physical Education	REGIER, THOMAS WAYNE 1976 - 2007 Aviation Maintenance Technology	YOUNG, SUSAN 1999 - 2007 Counselor

Faculty and Administration

Numbers in parenthesis indicate year of appointment at Reedley College.

- ABBOTT, ANTHONY (1991)
Physics
B.S., M.S., Ph.D., University of California, Riverside
- AGUIRRE, SARA (1979)
Spanish
B.A., University of San Francisco
M.A., California State University, Fresno
- ALIRE, WILIFRED L. (1972)
Librarian
B.A., San Francisco State University
M.A., San Jose State University
- ALLEN, BECKY (2000)
Health/Physical Education
B.A., M.A., California State University, Fresno
- ALLEN, BILL (1984)
Mathematics
A.A., Fresno City College
B.A., M.A., California State University, Fresno
- AMEZOLA, FRANCESCA (1999)
Spanish, French
B.A., M.A., California State University, Fresno
- APPERSON, EILEEN (2001)
English
A.A., Kings River Community College
B.A., M.A., M.F.A., California State University, Fresno
- ASMAN, JASON (2008)
Aviation Maintenance Technology
A.S., Reedley College
- ATENCIO, DAVID (2007)
Information Systems
B.S., Chaminade University
M.A., National University
- AVAKIAN, ALAN B. (1984)
Foods and Nutrition
A.A., Fresno City College
B.A., M.S., California State University, Fresno
- BANUELOS, DIANA (2002)
Director of Grant Funded Programs
A.S., Reedley College
B.S., California State University, Fresno
M.S., National University
- BARNES, LENORA (1995)
Psychology
B.A., M.A., California State University, Fresno
Ph.D., Claremont Graduate University
- BEHRINGER, MARILYN (2010)
Vice President of Instruction
B.S., M.S., California State University, Fresno
Ed.D., University of California, Davis
- BERG, EMILY (2008)
English
B.A., University of California, Davis
M.A., California State University, Sacramento
- BIANCO, NAOMI (2006)
College Nurse
B.S.N., M.S.N., California State University, Fresno
- BLANKEN, HIRAM W. (2008)
Chemistry
B.A., M.A., California State University, Fresno
- BLODGETT, RYAN (2006)
Disabled Students Programs and Services
A.A., Cuesta College
B.A., M.S., California State University, Fresno
- BOROFKA, DAVID (1986)
English
B.A., Lewis and Clark College
M.F.A., University of Alabama
- BOS, CASE (1996)
Counseling
B.A., Calvin College, Michigan
M.S., California State University, Long Beach
- BRANDON, ANN (2007)
English
B.A., M.A., California State University, Fresno
Single Subject Teaching Credential, National University
- BROWN, LEE (2008)
Political Science
B.A., University of California, Los Angeles
M.A., California State University, Fresno
- BURDICK, JEFF (2005)
English
B.A., M.A., California State University, Long Beach
- BUSH, BETHANY (2005)
Biology
B.A., Principia College
M.A., University of California, Santa Barbara
- CAMARA, VICTORIA T. (1980)
Disabled Students Programs and Services
B.A., Immaculate Heart College, Los Angeles
M.A., California State University, Fresno
M.A., California School of Professional Psychology, Fresno
Certified Rehabilitation Counselor
- CANNELL, ROBERT L. (1978)
Forestry, Natural Resources
B.S., M.S., California Polytechnic State University, San Luis Obispo
- CARTWRIGHT, GEORGE (2010)
Criminology
A.A., San Jose City College
B.A., Fresno Pacific College
M.A., Fresno Pacific University
- CARVALHO COOLEY, LINDA (2007)
Communication
B.A., M.A., California State University, Fresno

- CASTANEDA, JOSE (2001)
Business
B.S., M.B.A., California State University, Fresno
- CHIN, JAMES (1990)
Dean of Instruction, North Centers
A.S., Modesto Junior College
B.S., M.A., Ed.D., University of San Francisco
- CLARK, DAVID (1989)
Dean of Instruction
A.S., West Hills College
B.S., M.S., California Polytechnic State University, San Luis Obispo
- COLE, MICHAEL (2009)
Philosophy
B.A., University of California, Los Angeles.
Ph.D., University of California, Santa Barbara
- CORTES, CHRIS (2001)
Director, Financial Aid
B.S., Woodbury University, Los Angeles
M.A., California State University, Dominguez Hills
- CORNEL, VERONICA (2006)
Chemistry
B.S., M.S., University of the Witwatersrand
- CUEVAS, MONICA (2007)
Dean of Students, North Centers
B.A., California State University, Fresno
M.S., National University
- CURRY, STEPHANIE (2001)
Librarian
B.A., Dominican College
M.A., Purdue University
M.L.S., Syracuse University
- CUSAAC, JOHN W. (2006)
Information Systems
A.A., Orange Coast College
B.S., University of LaVerne
M.B.A., Pepperdine University
M.S., Claremont Graduate University
Ph.D., Claremont Graduate University
- DAVIDSON, MARCY (2008)
Child Development
B.A., M.A., Pacific Oaks College
- DEFTEREOS, NICHOLAS (2008)
Mechanized Agriculture
B.S., California State University, Fresno
M.S., California Polytechnic State University
- DEKKER, JAN (1992)
Dean of Instruction
A.S., Pharmacology Erasmus University, Rotterdam, Netherlands
B.S., Higher Technical School, Amsterdam, Netherlands
B.S., Vrije Universiteit Amsterdam, Netherlands
M.S., Technical University Delft, Netherlands
- DELGADO, RUBEN (1998)
English
B.A., M.A., California State University, Fresno
M.A., Fresno Pacific University
- DENT, STEPHEN D. (2006)
Art
B.A., M.Ed., University of San Diego
- DINIS, LARRY (2009)
Mechanized Agriculture
B.S., California State University, Fresno
M.S., California Polytechnic State University, San Luis Obispo
- DOBUSCH, LORE (1998)
Counseling, Transfer Center, Articulation
B.S., M.S., California State University, Sacramento
- DOMINGUEZ, DAVID (2001)
English
B.A., University of California, Irvine
M.F.A., University of Arizona
- DORMEDY, DEREK (2005)
Chemistry
B.S., California Polytechnic State University, San Luis Obispo
M.S., Ph.D., University of Nebraska, Lincoln
- DRULEY, JAMES (1999)
Philosophy
B.A., M.A., University of California, Irvine
- ELIZONDO, ROSEMARIE (1994)
Biology
B.S., University of California, Davis
M.A., California State University, Fresno
- ELLIOTT, CYNTHIA (1999)
English
B.A., Stanford University
M.A., California State University, Fresno
- ELLIOTT, GARRY C. (2001)
Criminal Justice
B.S., M.S., California State University, Fresno
- ENSZ, TONI S. (2008)
Office Technology
B.S., California State University, Fresno
- ESCAMILLA, ELUTERIO (2004)
Director, EOPS/CARE
A.A., Fresno City College
B.A., M.A., California State University, Fresno
- ESQUIVEL, JAMES (2007)
Mathematics
B.A., California State University, Fresno
CA Secondary Credential, National University
M.A., Fresno Pacific University
- FERNANDEZ, CAROL (2003)
Licensed Vocational Nursing
A.D.N., Chemeketa Community College

- FLEMING, SHAWN (2001)
Chemistry
A.A., Kings River Community College
B.S., M.S., California State University, Fresno
- FLEURIDOR, MARC (2010)
Biology
B.S., Union College
Ph.D., Albert Einstein College of Medicine
- FONSECA, BRIAN (1998)
Physical Education, Men's Basketball Coach
B.A., California State University, Sacramento
M.A., St. Mary's College
- FOURCHY, KATE (2006)
English
B.A., Ithaca College
M.A., California State University, Fresno
- FOWLER, KELLY (2007)
Dean of Instruction and Technology
B.S., M.A., Appalachian State University
- FRAMPTON, NANCY (1999)
English as a Second Language
B.A., M.A., California State University, Fresno
- FRANSEN, ROBERT (2005)
Manufacturing Technology
A.S., Texas State Technical Institute
B.S., California State University, Chico
- FRISCH, MARILYN (1998)
Child Development
B.A., M.A., California State University, Sacramento
- GARDNER, JASON (2005)
Mathematics
B.A., California State University, Fresno
M.S., University of Oregon
- GARZA, IRENIO (2007)
Automotive Technology
A.A., Kings River Community College
ASE Certified Master Technician, Automotive
Advanced Engine Performance
General Motors Master Technician
State of California
License: Emissions
- GARZA, RICARDO (2008)
English
B.A., M.F.A., California State University, Fresno
- GENERA, MARK RANDOLPH (1989)
History
B.A., University of California, Santa Cruz
M.A., Harvard University
- GILMORE, JAMES (1998)
Mathematics
B.A., M.A., California State University, Fresno
- GILMORE, PAMELA (2000)
Office Technology
A.A., Fresno City College
B.S., California State University, Fresno
M.B.A., Regis University, Denver, Colorado
- GLAVES, CHRISTOPHER (1989)
Engineering/Mathematics
B.S., Stanford University
M.S., University of New Mexico
- GONG, DOUGLAS (2008)
Mathematics
B.A., M.A., California State University, Fresno
- GONZALES, MARIO (1997)
Counseling
A.A., Fresno City College
B.A., M.A., California State University, Fresno
- GRAY, DEAN (2009)
Accounting
B.S., Ohio State University
B.A., M.B.A., California State University, San Bernardino
- GRAY, JENNIFER (1997)
Biology
B.S., University of Massachusetts, Amherst
M.A., California State University, Fresno
M.S., University of California, Berkeley
Ed.D., UC Davis
- GRIFFIN, DORIS (2010)
Dean of Student Services, North Centers
B.S., San Jose State University
M.O.B., California School of Professional Psychology, Fresno
- GUZMAN, RUDY (1994)
Automotive Technology
A.S., Reedley College
B.S., M.S., California State University, Fresno
ASE Certified Master Tech, Automotive
General Motors Master Tech, Automotive
State of California
License: Emissions
- HACKER, JR. JACKSON B. (1980)
Physical Education
A.A., San Diego Mesa College
B.A., M.A., San Diego State University
- HAMMER, KAREN (1999)
Spanish
B.A., University of California, Santa Cruz
M.A., Middlebury College
- HANSON, ERIK (2010)
Manufacturing Technology Machine Shop
A.A., Fresno City College
- HEATHCOTE, JOHN (2000)
Engineering, Mathematics
B.S., Purdue University
Ph.D., University of California, Santa Barbara

- HICKEY, RUSSELL (2000)
Mathematics
B.A., M.A., California State University, Fresno
- HILE, ARLA (2008)
Biology
B.A., M.A., California State University, Northridge
Ph.D., Northern Arizona University
- HIOCO, BARBARA (2004)
President
B.S., University of Colorado
M.Ed., Colorado State University
Ed.D., University of California, Davis Joint Doctoral Program
- HITCHCOCK, ROGER (1998)
Mathematics
B.A., M.A., California State University, Fresno
- HIRATA, RYEN (2002)
*Counselor/Coordinator
Disabled Students Programs
and Services*
B.S., M.S., California State University, Fresno
- HUGHES, KEITH (1988)
Mathematics
B.A., University of Northern Colorado
M.Ed., Colorado State University
- HUIGEN, ROBIN (2007)
Sociology
B.A., University of California, Santa Cruz
M.A., Humboldt State University
- HUTCHINGS, TASHA M. (2006)
Counseling
B.A., California State University, Fresno
M.A., Fresno Pacific University
- IKEDA, DEBORAH J. (2005)
*Vice President of Instruction
and Student Services*
B.S., M.Ed., University of Illinois, Urbana
- JACKSON, PATRICIA (2001)
College Nurse
B.S., M.S.N., California State University, Fresno
- JEFFERIES, SHANNON (1996)
*Physical Education,
Volleyball Coach*
B.S., University of New Mexico, Albuquerque
M.Ed., Azusa Pacific University
- JOHNSON, ERICA (1997)
Counseling
B.A., M.A., Pupil Personnel Services
Credential, California State University, Fresno
Ed.D., California State University, Fresno and University of California, Davis
- JONES, STEVEN (1999)
*Counseling/Assessment
Center Coordinator*
B.A., Fresno Pacific College
M.A., Fresno Pacific University
- KANDARIAN, TODD (2001)
Mathematics
B.A., M.A., California State University, Fresno
- KARLE, CAREY (1998)
English
B.A., M.A., California State University, Fresno
- KASER, NORMA (2000)
English
B.A., Kent State University
M.A., Fresno Pacific University
- KASTANES, BILL (2000)
Geography
B.S., M.S., Northern Illinois University
- KELLY, MARIA (1990)
Mathematics
B.S., California State Polytechnic University, San Luis Obispo
M.A., California State University, Fresno
- KERSHAW, TERRY (1976)
Vice Chancellor, North Centers
A.S., Reedley College
B.S., M.S., California Polytechnic State University, San Luis Obispo
Ed.D., University of La Verne
- KILBERT, DANIEL (2007)
*Student Activities Coordinator,
Women's Basketball Coach*
B.A., CA Lutheran University
M.A., National University
- KING, KIRTLEY (2000)
Art, Photography
B.A., Humboldt State University
M.F.A., Cranbrook Art Academy
- KINNEY, KENT (2001)
Natural Resources
B.S., M.S., California Polytechnic State, San Luis Obispo
- LAPP, DEBORAH (1995)
English
B.A., Stanford University
M.A., California State University, Fresno
- LASALLE, RYAN (2005)
English
B.A., M.A., California State University, Fresno
- LEECH, STEPHEN JAY (2005)
English
B.A., University of South Carolina, Columbia
M.A., California State University, Fresno
- LEDGERWOOD, JANICE (2005)
Art
B.F.A., Mt. St. Mary's College
M.F.A., California State University, Fullerton
- LEVINE, LORI (2002)
English
B.A., University of California, Davis
M.A., California Polytechnic State University, San Luis Obispo

- LIBBY, JOSEPH E. (2000)
History
B.A., M.A., California State University, Northridge
Ph.D., University of California, Riverside
- LOCKLIN, KIM (2001)
Physical Education
B.S., M.A.T., New Mexico State University
- LOPES, DAVID (2005)
Animal Science
B.S., M.S., California State University, Fresno
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INDEX

A

Abbreviations for Courses	107
Academic Calendar	11-12
Academic Dishonesty	44
Academic Probation	
Placement on	27
Removal from	27
Academic Regulations	20-28
Academic Renewal	25
Involving Other Colleges	26
Accounting Assistant Certificate	60
Accounting Certificate of Achievement	60
Accounting Courses	112-113
Accounting Degrees and Certificates	60-61
Accounting Intern Certificate	61
Administration Personnel	
District	212
North Centers	212
Reedley College	212
Administrative Assistant Degree/Certificate.....	98
Administrative Policies	42-48
Admission	13
Admission Requirements.....	14
Admissions and Registration	13-19
Advanced Placement Program Credit	23
Advanced Welding Degree Certificate	88
Advising	16
Advisories, Course	106, 107
Aerospace Studies Courses	123
Agriculture Business Certificate	62
Agriculture Business Management Certificate.....	62
Agriculture Business Degree and Certificate	61-62
Agriculture Courses	113-114
Agriculture Degrees & Certificates	61-63
Agriculture, General Certificate.....	63
Agriculture and Natural Resources Courses	114-115
Agriculture and Technology Degree.....	62
Airframe Certificate	65
Alleviation by Repetition of a Course for a Better Grade	26
Alleviation of Substandard Grades	25
Alleviation of Substandard Grades without Repetition	26
Alpha Gamma Sigma, an Honor Society	28
American Sign Language Courses	115
American Studies, Liberal Arts & Sciences	85
Animal Science Courses	116-117
Animal Science Degree	63
Anthropology Courses	117
Appeals Procedure, Matriculation.....	15
Application	14
Application for Graduation	32
Applying, Who Needs to	14
Art Courses	117-121
Art Degrees & Certificates.....	64-65
Art, Three-Dimensional Program Degree	64
Art, Two-Dimensional Program Degree.....	64
Articulation	33
Articulation with High School (2+2).....	23
Arts and Humanities, Liberal Arts & Sciences	85
Asistencia Financiera	53
Assembly, Student	42
Assessment	209
Assessment (Placement Tests)	16, 209
ASSIST	33
Associate Degree and Certificate Programs	60-105
Associate Degree Requirements	30
Associate Degrees and Certificate Programs Table.....	58-59
Associate Teacher Certificate.....	71
Associated Student Body	56
Associated Student Body Fee.....	18, 56
Refund of	19

Associated Student Government Student Representation Fee	18
Athlete Retention Reports	25
Athletics	56
Attendance	20
Authority and Disciplinary Actions	44
Automotive Technician Program Degree/Certificate	65
Automotive Technology Courses	121-122
Aviation Maintenance Technology Courses	122-123
Aviation Maintenance Technology Degree/Certificates	65-69

B

Backcountry Skills Certificate	92
Basics of Computers Certificate.....	81
Biological Science Degree.....	66
Biology Courses	123-125
Board of Trustees.....	212
BOGW	52
Bookstore	49
Business Administration Courses.....	125-127
Business Administration Degree	66-67
Business Intern Certificates	68
Business Degrees and Certificates	66-71
Business Services Office.....	49

C

Cafeteria, Food Services.....	49
Calendars, Academic	11-12
California State University Transfer Course List (CSU)	36
Call Center Clerk Certificate.....	98
CalWORKs Program	49
Campus Security Act.....	10
Career Services	50
Catalog Rights.....	29
Catalog Statement.....	2
Certificate of Achievement	29
Certificate and Degree Requirements	29-32
Certificates (fewer than 18 units).....	29
Certificates and Degree Chart	58-59
Certifications of Enrollment.....	25
Challenge for Courses (Credit by Exam)	23
Change of Address, Telephone Number or E-mail.....	48
Cheating	44
Chemistry Courses	128-129
Child Care	49
Madera Center.....	49
Reedley College	49
Willow International Center.....	50
Child Care for School-Age Children/Teacher Certificate	71
Child Development Courses	129-134
Child Development Degrees & Certificates	72-73
Child Development Programs of Study	71-74
Class Periods	106
Class Schedule Change.....	17
Clubs and Organizations	56
Coaching Certificate	101
College Police.....	50
Commitment	6
Communication Courses.....	134-135
Communication Degree.....	75
Community Campus	7
Community Campus/Evening Classes.....	210
Community College High School Enrichment Program	14
Computer Animation Certificate.....	64
Computer - Basics of Certificate.....	81
Computer Familiarity Requirement.....	31
Computer Lab (Library).....	54
Computer Literacy Brief Courses Certificate	81
Computer/Network Equipment Use Policy	43
Computer Science Courses.....	135-136

Computer Science Degree	75
Concurrent College Enrollment	17
Conduct Standards.....	42
Cooperative Work Experience	23
Cooperative Work Experience Courses	136
Corequisites	106
Corrections Degree	76
Counseling Courses.....	136-138
Counseling and Guidance	50
for Probationary Students	27
Course Abbreviations	107
Course Certification.....	106
Course Challenge (Credit by Exam)	23
Course Description Information	106-111
Course Description, Numbering, Classification.....	29, 106
Course Load.....	20
Course Number and/or Department Changes.....	108
Course Number Extensions.....	108
Course Numbering	106
Course Repetition for a Better Grade	26
Course Symbols and Abbreviations	107
Courses	112-208
Creative Writing Certificate.....	77
Credit by Examination	23
Fee.....	18
Credit for Military Service.....	23
Criminology Courses	138-140
Criminology Programs of Study	76
Law Enforcement	76
Corrections.....	76
Cum Laude	28
Customer Service Certificate	99
D	
Dance Courses	140
Dean's List.....	28
Decision Sciences Courses	140
Declaración: Póliza Contra la Discriminación y las Obligaciones	48
Degree and Certificates Chart	58-59
Degrees, AA/AS Requirements	30
Graduation Requirements.....	29
Deleted Courses	109
Demonstrations, Student	43
Dental Assisting Courses.....	141
Dental Assisting Degree/Certificate	76
Department Chairs	212
Department Changes	108
Developmental Education Programs.....	209
Developmental Services Courses.....	141-143
Diesel Engines, Service Fundamentals & Machine Systems Certificate	90
Diesel Engines, Transmissions, Electrical & Hydraulic Systems Certificate	90
Disabled Students Programs and Services	50
Disciplinary Actions.....	44
Dishonesty, Academic	44
Dismissal, Academic/Progress.....	27
District	9
District Administration	212
District Policy Statement.....	42
Dorms, see Housing.....	53
Dropping (Withdrawal from) a Class	24
Drug- and Alcohol-Free Campus.....	43
DSP&S	50
E	
Early Alert Report	25
Early Intervention Assistant Certificate.....	73
Earning Course and Unit Credit	22
Advanced Placement Program Credit (AP).....	23
Articulation with High School (2+2)	23
Cooperative Work Experience.....	23
Credit by Examination.....	23
Credit for Military Service	23
Individual Study	23
Travel-Study Credit.....	24
Economics Courses	143-144
Education Courses	144
Electrical, Hydraulics & Welding Certificate	90
Emeritus Faculty	213-214
Engineering Courses	144-145
Engineering Degree.....	77
English as a Second Language Program	209
Courses.....	149-151
Program.....	209
English Courses.....	145-149
English Degree	78
Enrollment	
Concurrent College	17
Fees.....	17-18
Refund.....	19
Entrepreneur Certificate	68
Entry Level Management Certificate	68
Environmental Horticulture Courses.....	151-153
Environmental Horticulture Degree/Certificate	79
Environmental Horticulture Programs of Study	79
EOPS and CARE programs	51
Ethnic Studies Courses	153
Evaluative Symbols.....	21
Evening Classes/Community Campus.....	210
Exemption from Nonresident Tuition	15
Exemptions, Matriculation.....	15
Expression, Free Exercise of.....	42
Extended Learning Centers (Writing).....	51
Extended Opportunity Programs and Services (EOPS)	51
Extenuating Circumstances, Dropping/Withdrawal	24
F	
Faculty and Administration Personnel	215-222
Fall Semester Calendars.....	11-12
Family Child Care Certificate.....	73
Family Education Rights and Privacy Act	47
Fashion Merchandising Courses	153
Federal Student Loan Workshops	52
Fees	17-18
Field Trips	106
File Clerk Certificate	99
Film Courses	154
Final Examinations.....	22
Final Grade Reports	25
Financial Aid	52
Fine Arts Degree	80
Flight and Ground Courses	123
Floral Design Certificate.....	79
Foods and Nutrition Courses	154-155
Food Services (Cafeteria)	49
Foreign Language Degree	80
Forest Surveying Technology Certificate.....	92
Forest Technology Certificate	93
Forestry/Natural Resources Degree.....	94
Forestry Skills Certificate.....	93
Forestry Technician Firefighting Emphasis Certificate	94
Forestry Technician Skills Certificate	93
French Courses.....	155-156
Fuels and Tune-Up and Machine Undercarriage Certificate.....	90
Full-Time Student.....	20
G	
General Admission.....	13
General Agriculture Certificate.....	63
General Business Degree	69
General Education Breadth	36
General Education for the AA/AS Degree	30-32
Geography Courses	156
Geology Courses	156-157
German Courses	157
Government, State Local Requirement	31
Grade Point Average (GPA)	22
Grade Points Per Unit	21
Grade Review Petition	22
Grades Substandard, Alleviation of.....	26
Grading System	20-22
Graduation	
Application for.....	32
Honors at	28
Requirements of.....	29
Graphic Design Certificate.....	65
Grievance Policy for Students	44
Ground and Flight Courses	123
H	
Health Care Interpreter Certificate.....	81
Health Fee.....	18
Refund of	19

Health Science Courses	157-158
Health Services.....	53
Help Desk Certificate.....	82
High School Articulation (2+2).....	23
High School Enrichment Program, Community College	14
High Tech Center	51
History of	
Madera Center.....	8
Oakhurst Center.....	9
Reedley College	6
Willow International Center.....	8
History Courses	158-159
Hmong Translation of Nondiscriminatory Policy and Obligations	47
Honor Society, Alpha Gamma Sigma	28
Honors and Awards.....	28
Honors Courses	159
Honors at Graduation.....	28
Honors Program.....	209
Hospitality Management Certificates	69
Hospitality Option, General Business Degree.....	69
Housing	53
Human Services Certificate	81
Human Services Courses	159-160
Humanities	30, 32

I

IGETC	39
In Progress (IP)	21
Incomplete (I)	21
Independent College and Universities Transfer Requirements.....	41
Individual Study.....	23
Individual Study Courses	160
Industrial Technology Courses.....	160
Information Systems Programs of Study.....	81-83
Information Systems Certificate	83
Information Systems Courses	160-165
Information Systems Degree/Certificate	82-83
In-State Residency.....	14
Institutional Learning Outcomes.....	6
Communication Skills	6
Critical Thinking and Information Literacy.....	6
Global and Community Literacy	6
Personal Development	6
Instructional Materials Fee	17
Instrumental Music Degree	91
Insurance, Students	55
Interdisciplinary Studies Courses.....	165
International Admission	13
International Residency.....	14
International Student Tuition	17
Intersegmental General Education Transfer Curricula (IGETC)	39-41
Intra-District Articulated Courses	110-111
Intra-District Transfer	17
Introduction.....	6
Irrigation, Fertility & Pest Management Technician Certificate	103

J

Job Placement Information	53
Journalism Certificate.....	84
Journalism Courses	166

L

Language and Rationality	30, 32
Law Enforcement Degree	76
Learning Disability Services, DSP&S	50
Liberal Arts Degree	84
Liberal Arts and Sciences Degree	85-86
Liberal Studies Degree.....	87
Library - Learning Resource Center.....	54
Madera Center.....	54
Reedley College	54
Willow International Center.....	54
Library Technology Courses	166
Licensed Vocational Nursing Degree/Certificate.....	96
Licensed Vocational Nursing Courses	166-167
Linguistics Courses.....	167-168
Lost and Found	55
Lower Division Admission Requirements (CSU).....	34
Lower Division Transfer Patterns (LDTP)	34-35

M

Machine Tool Degree	88
Machinist Certificate	88

Madera Center	8
Magna Cum Laude	28
Maintenance Allowance	14
Maintenance Mechanic Certificate	87
Maintenance Mechanic Courses	168-169
Management Degree	70
Managerial Assistant Certificate.....	70
Manufacturing 1 Certificate.....	88
Manufacturing Technology Courses	169-171
Manufacturing Technology Programs of Study.....	88-89
Map, Reedley College.....	227
Maps, North Centers	228
Marketing Courses	171-172
Marketing Option, General Business Degree.....	69
Materials Fee, Instructional	17
Mathematics Competency.....	31
Mathematics Courses	172-175
Mathematics Degree.....	89
Matriculation	15-16
Mechanized Agriculture Courses	175-177
Mechanized Agriculture Degree/Certificate	91
Military Service, Credit for.....	23
Military Withdrawal (MW)	21
Mission Statement.....	6
Multiple Degrees.....	30
Music Activities.....	57
Music Courses.....	177-180
Music Degrees.....	91-92

N

Natural Resources and Forestry Programs of Study.....	92-95
Natural Resources Courses	181-185
Natural Resources Training and Applied Work Experience Certificate	95
Natural Sciences.....	30, 32
Natural Sciences, Liberal Arts & Sciences.....	86
Networking Certificate.....	83
Newspaper, Student.....	57
No Smoking in Campus Buildings	43
Non Discrimination Statement	46
Non-Credit Classes	22
Non-evaluative Symbols	21
Nonresident Out-of-State Tuitions	17
Nonresident Tuition, Exemption from	15
North Centers Administration	212
North Centers History	8
Nursing Assistant Training Certificate	96
Nursing Assistant Training Course	186
Nursing, Registered Degree/Certificate.....	97

O

Oakhurst Center	9
Office Assistant Certificate	100
Office Technology Courses	186-191
Office Technology Programs of Study.....	98-101
Open Enrollment.....	45
Oral Communication Competency.....	31
Other Policies.....	48
Out-of-State College and Universities Transfer Requirements.....	41
Out-of-State Residency	14

P

Paraprofessional Degree/Certificate	74
Parking Fee.....	18
Refund of	19
Parking Regulations.....	45
Pass/No Pass (P/NP)	22
Pass/No Pass Grading Option Deadline	22
Personal Development.....	6
Pete P. Peters Honors Program.....	210
at Graduation	28
Philosophy	6
Philosophy Courses.....	191-192
Photography Courses	192
Physical and Mental Wellness.....	31
Physical Education Courses.....	192-197
Physical Education Degree	102
Physical Education Requirement	31
Physical Science Degree.....	103
Physics Courses	198
Plagiarism	44
Plant and Soil Science Degree	104
Plant Science Courses.....	198-200
Plant Science Degree.....	104

Police, College.....	50
Political Science Courses	201
Powerplant Certificate	66
Preparation to enter Baccalaureate-level Colleges or Universities.....	33
Prerequisites	106-107
Primary Term Refund.....	19
Privacy Act	47
Private Colleges and Universities, Transfer Requirements	41
Probation	27
Probation and Dismissal.....	27
Production Agriculture Technician Certificate.....	104
Programming for the Web Certificate.....	83
Programs of Study.....	60-105
Progress Dismissal.....	27
Progress Probation.....	27
Placement on.....	27
Removal from.....	27
Progress Report	25
Protests and Demonstration	43
Provisional Admission	13
Psychological Services.....	53
Psychology Courses	201-202
Public Information/Public Relations	55
Publications, Student	57

R

Reading Competency	31
Readmission	13
Readmission Following Academic/Progress Dismissal.....	27
Real Estate Courses	202
Receptionist Certificate	100
Recreation and Interpretation Techniques Certificate	95
Reedley College Administration	212
Reedley College CSU General Education Breadth.....	36
Reedley College Department Chairs.....	212
Reedley College History.....	6
Refunds.....	19
Registered Nursing Courses.....	203-204
Registered Nursing Degree/Certificate.....	97
Registration.....	16
Errors.....	17
Reinstatement	20
Removal from Class by Instructor	44
Repetition of Courses Successfully Completed	26
Report Delayed (RD)	21
Reports to Students.....	25
Requirements for AA and AS Degrees	30
Residence Requirements	30
Residence Hall, see Housing.....	53
Residency.....	14
Retailing Option, General Business Degree	69
Return of Financial Aid.....	52
Rights and Responsibilities.....	45
Rights of Students	10, 44

S

S.A.R.P.	25, 57
Satisfactory Progress for Financial Aid	53
Satisfactory Scholarship.....	25
Scholarships	52
Science Courses.....	205
Services Personnel	212
Sexual Harassment Policy.....	47
Sign Language Courses.....	115
Small Business Management Degree/Certificate	70-71
Smoking Policy in Campus Buildings.....	43
Social and Behavioral Sciences.....	30, 32
Social Science Degree	105
Social Security	48
Sociology Courses	205
South Centers/Community Campus Program.....	7, 210
Spanish Courses	205-207
Spanish Translation of Statement of Nondiscriminatory Policy.....	46
Special Areas of Study	209-211
Special Studies Courses	207
Speech Courses, see Communication Courses.....	134-135
Spring Semester Calendars	11, 12
State Center Community College District (SCCCD).....	9
State Center Community College District Policy Statement.....	42
Statement of Non Discriminatory Policy and Obligations	46
Statistics Courses.....	207
Student Activities	56-57

Student Admission	13
Student Assembly.....	42
Student Athlete Retention Program (SARP)	57
Student Athlete Retention Report	25
Student Conduct Standards.....	42
Student Enrollment Responsibilities.....	45
Student Fees	17-18
Student Government/Associated Students	56
Student Insurance	55
Student Newspaper	57
Student Protests and Demonstrations.....	43
Student Publications	43
Student Right-to-Know and Campus Security Act	10
Student Rights	44
Student Support Services.....	49-55
Student Support Services (SSS)	51
Substandard Grades, Alleviation of.....	25, 26
Summa Cum Laude	28
Summary of Admission Requirements.....	14
Summer Semester Calendars	11, 12
Summer Units Allowed	20
Summer/Short-Term Refund.....	19
Symbols and Abbreviations, Courses	107
Symbols, Evaluative.....	21
Symbols, Non-evaluative.....	21

T

Theory/Techniques/Intercollegiate Courses/Intercollegiate Athletics Courses.....	194-197
Transcript Fee.....	18
Transfer	
Admission.....	13
Intra District.....	17
Preparation to Enter Baccalaureate-level Colleges or Universities	33
Transfer Center	50
Transfer Course List, California State University (CSU).....	36
Transfer Information & Requirements	33-41
Transfer Requirements to Private/Independent and Out-of-State Colleges and Universities.....	41
Transfer to California State University (CSU).....	34
Transfer to University of California (UC).....	37
Transition to College.....	51
Transmissions, Torque Converters & Air Conditioning Certificate	91
Travel-Study Credit	24
Tuition, Nonresident Out-of-State	17
Tuition, Refund.....	19
Turning and Milling Certificate.....	88
Tutorial Services.....	55

U

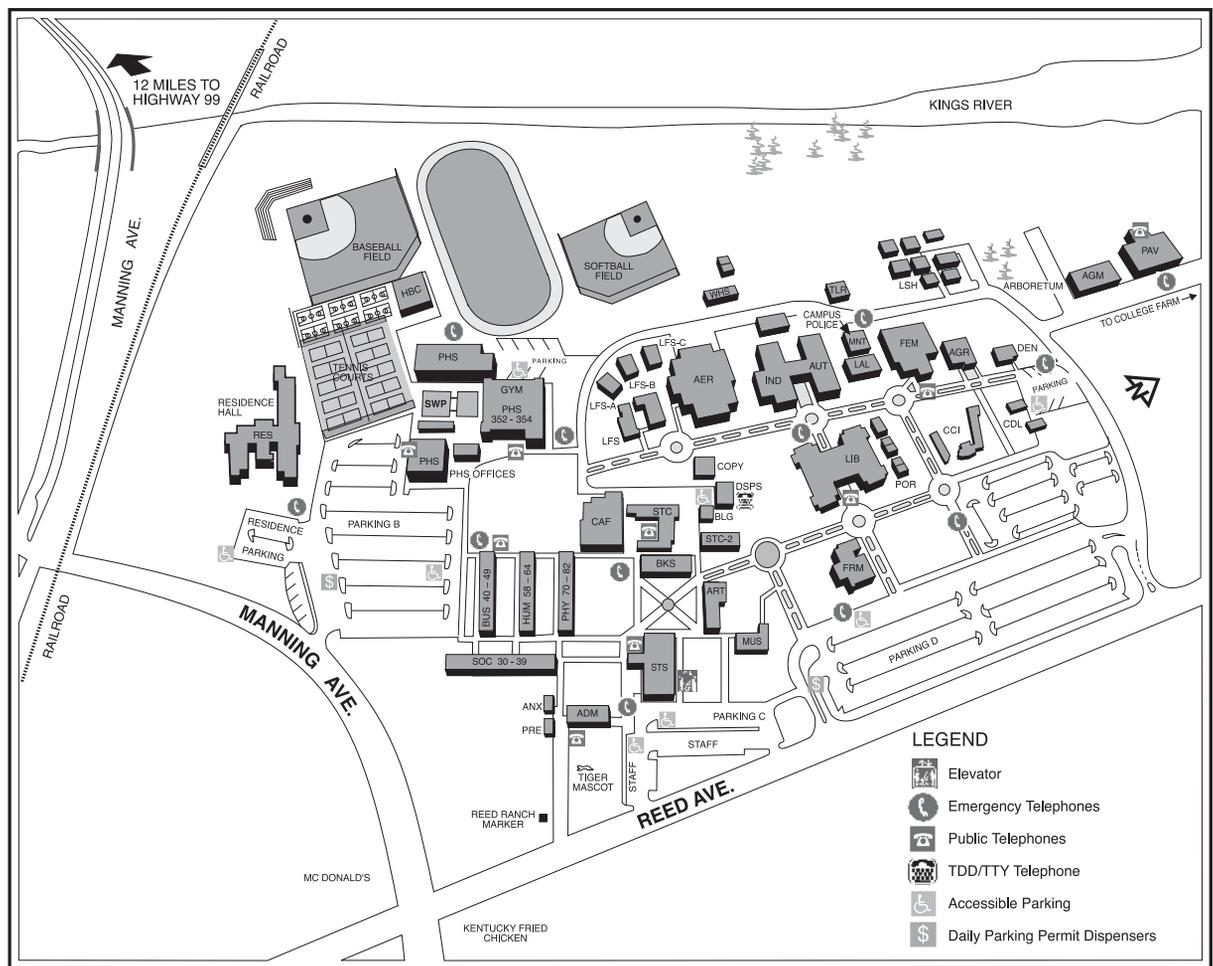
UC Transfer Admission Guarantee.....	38
Units of Academic Credit.....	20
University of California (UC), Transfer Course Agreement	38
Upper Division Transfer Students (CSU)	34

V

Veterans Services	210-211
Vision	6
Vocal Music Degree.....	92
Vocational English as a Second Language Courses	208

W

Waiver, Right to Request (Student Representation fee).....	18
Web Design Certificate	83
Web, Programming for Certificate.....	83
Welder Certificate	89
Welding, Advanced Certificate	88
Welding Certificate	89
Welding Technology Degree.....	89
Wildfire Resources Supervisors Certificate.....	95
Willow International Center	8
Withdrawal (W).....	21
from College.....	24
Withdrawal/Dropping.....	24
Word Processing Certificate.....	101
Workability III	51
Writing Competency.....	31

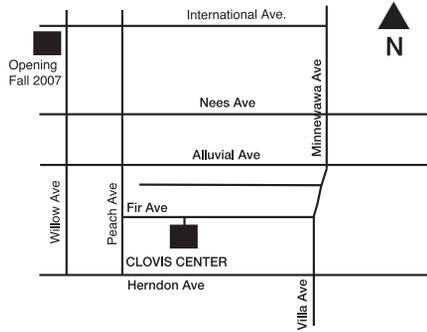


ADM	Administration	FRM	Forum Building	RES	Residence Hall
AER	Aeronautics	GYM	Gymnasium	SOC	Social Science
AGR	Agriculture	HBC	Handball Courts	STC	Student Center
ANX	A-Annex	HUM	Humanities		• Student Activities Office
ART	Art Center		• Writing Center		• Student Lounge
AGM	Ag Mechanics	IND	Industrial Technology	STC-2	Student Center 2
AUT	Automotive	LAL	Language Arts Lab		• Assessment
BKS	Bookstore	LFS	Life Science		• CalWORKs
BLG	Building Services	LFS-A	Life Science A		• Upward Bound
	• Receiving	LFS-B	Life Science B	STS	Student Services
BUS	Business Education	LFS-C	Life Science C		• Admissions & Records
CAF	Cafeteria	LIB	Library		• Business Services
CCI	Classroom Complex I		• Tutorial Center		• Counseling & Testing
CDL	Child Development Lab	LSH	Landscape Horticulture		• Career Center
COPY	Copy Center	MNT	Maintenance		• EOPS/CARE
	• Printing Services		• Police Department		• Financial Aid
DEN	Dental Assisting	MUS	Music		• Health Services
DSPS	Disabled Students	PAV	Animal Science Pavilion	SWP	Swimming Pool
	Programs & Services	PHS	Physical Education	TLR	Adult Transition Trailer
FEM	Forestry, Engineering & Math	PHY	Physical Science	WHS	Warehouse
	• Math Center	POR	Portable Classrooms		
		PRE	President's Office		



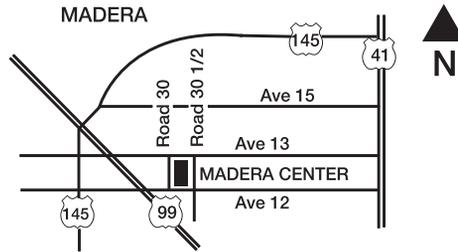
CLOVIS CENTER

390 W. Fir
Clovis, CA 93611
(559) 323-4595



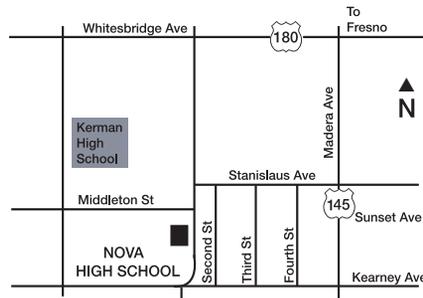
MADERA CENTER

30277 Avenue 12
Madera, CA 93638
(559) 675-4800



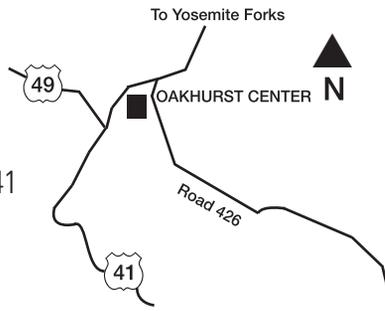
KERMAN COMMUNITY CAMPUS

Nova High School
15405 W. Sunset Ave.
Kerman, CA 93630
(559) 842-3504



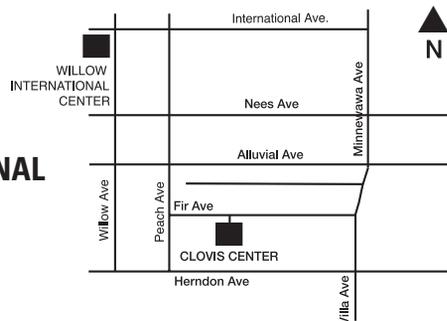
OAKHURST CENTER

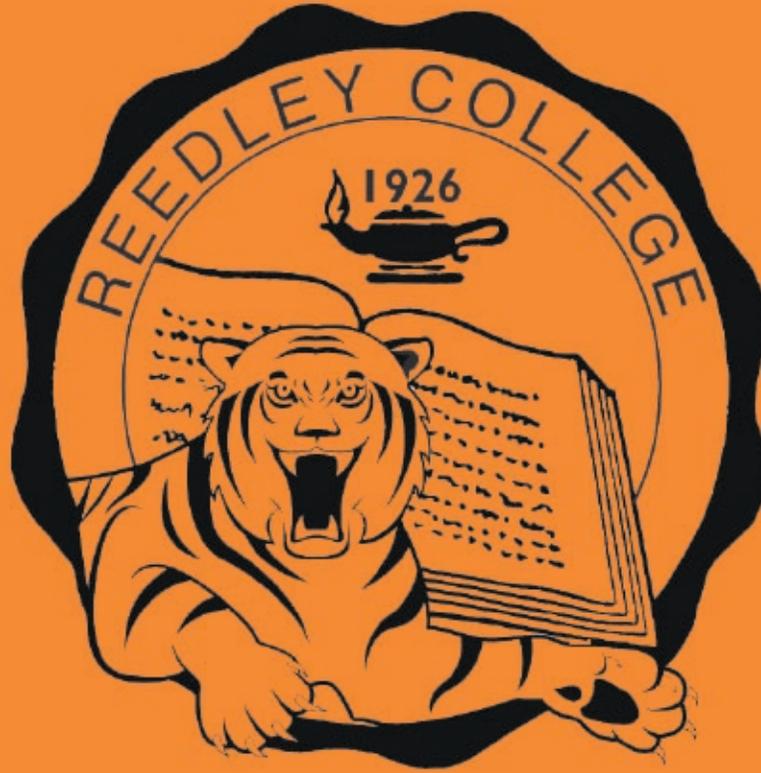
P.O. Box 1910 • 40241 Hwy 41
Bldg. Site "G"
Oakhurst, CA 93644
(559) 683-3940



WILLOW INTERNATIONAL CENTER

10309 N. Willow Ave.
Fresno, CA 93730
(559) 325-5200





Reedley College complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.

Reedley College Interim Title IX Officer/Section 504/ADA Coordinator

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Reedley College is a college of the State Center Community College District.
This report is available in an alterative format upon request.



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