

2012-2014 CATALOG

***Reedley
College***



Frequently Called Numbers at Reedley College

(Area code 559)

Main Switchboard	638-3641
Admissions and Records	638-0323
Agriculture Department Division Office	637-2528
Assessment Center	638-0366
Athletic Director	637-2594
Business Department Division Office	637-2528
Business Services Office	638-0342
Bookstore	638-0334
Cafeteria	638-0321
CalWORKs	637-2504
Career Resource Center	637-2543
Child Development Center	638-0350
College Activities	638-0397
College Relations	638-0311
Composition, Literature, & Communication Department Division Office	637-2503
Counseling	638-0337
Dental Assisting	638-0370
Disabled Students Programs & Services	638-0332
District Police	638-0330
Financial Aid	638-0312
Fine Arts & Social Sciences Department Division Office	637-2503
Foundation	244-5991
Health Sciences Department Division Office	638-0306
Health Services	638-0328
Industrial Technology Department Division Office	637-2528
Library	638-0352
Math, Computer Science, & Engineering Department's Division Office	638-0306
Public Information Office	638-0322
Reading & Languages Department Division Office	637-2503
Records Office	638-0323
Registration	638-0323
Residence Hall	638-0349
Scholarship Information	638-0312
Science Department Division Office	638-0306
Telephone Registration	229-9833
Transcripts	638-0323
Tutorial Center	638-0358
Veterans Office	638-0312

Reedley College

Madera Center • Oakhurst Campus • Willow International Center

2012 - 2014 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 2012 semester and ends with the Summer 2014 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	7
Core Values.....	7
Philosophy	7
Vision	7
Institutional Learning Outcomes	7
Communication Skills	7
Critical Thinking and Information Literacy	7
Global and Community Literacy	7
Personal Development.....	7
Reedley College's History.....	8
Community Campus Program	9
Reedley College Middle College High School.....	9
History of Reedley College's Centers	9
Madera Center.....	9
Oakhurst Campus	9
Willow International Center	10
The District.....	10

STUDENT RIGHT TO KNOW

ACADEMIC CALENDAR

Fall Semester 2012.....	12
Spring Semester 2013	12
Summer Semester 2013	12
Fall Semester 2013.....	13
Spring Semester 2014	13
Summer Semester 2014	13

ADMISSIONS AND REGISTRATION

Admission of Students.....	14
General Admission	14
Provisional Admission	14
Readmission	14
Transfer Admission.....	14
International Admission	14
Community College High School Enrichment Program	15
Summary of Admission Requirements	15
Application	15
Who Needs to Apply?.....	15
Residency.....	15
In-State	15
Out-of-State/International	15
Exemption from Nonresident Tuition	16
Matriculation.....	16
Exemptions.....	16
Appeals Procedure	16
Matriculation Checklist.....	17
Matriculation Exemptions.....	17

Advising.....	17
Registration	17
Concurrent College Enrollment	18
Intra-District Transfer	18
Class Schedule Change.....	18
Student Fees	18
Enrollment Fees.....	18
Nonresident and International Tuition.....	18
Instructional Materials Fee.....	18
Health Fee	19
Parking Fee.....	19
Transcript Fee.....	19
Associated Student Government Fee	19
Associated Student Government	
Student Representation Fee.....	19
Reedley College Associated Student Government	
Representation Fee	19
Use of Student Representation Fee	19
Right to Request a Waiver.....	19
Credit by Exam Fee	20
Refund to Students.....	20
Refund of Enrollment Fees and Tuition	20
Primary Term-Length (Full Semester)	
Classes	20
Summer/Short-Term Classes	20
Refund of Health Fee	20
Refund of Parking Fee.....	20
Refund of Associated Student Government	
Membership.....	20

ACADEMIC REGULATIONS

Units of Academic Credit.....	21
Course Load	21
Summer Units Allowed	21
Attendance	21
Illness.....	22
Makeup Work.....	22
Grading System	22
Evaluative Symbols	22
Non-evaluative Symbols	22
I, Incomplete	22
W, Withdrawal	23
MW, Military Withdrawal	23
IP, In Progress.....	23
RD, Report Delayed.....	23
P/NP, Pass/No Pass	23
Deadline for selecting (or reversing) the	
Pass/No Pass grading system.....	23

Grade Point Average (GPA)	23	Dean's List	31
Student Grade Review Petition.....	24	Honors at Graduation.....	31
Non-Credit Classes.....	24	Summa Cum Laude	31
Final Examinations	24	Magna Cum Laude	31
Earning Course and Unit Credit	24	Cum Laude	31
Advanced Placement Program Credit (AP)	24	Pete P. Peters Honors Program	31
Articulation with High School (2+2)	24	Alpha Gamma Sigma, an Honor Society.....	31
Cooperative Work Service	24		
Credit by Examination	24		
Credit for Military Service.....	25		
Individual Study	25		
Travel-Study Credit	25		
Withdrawal/Dropping	25		
Dropping (Withdrawal from) a Class.....	25		
Withdrawal from College	26		
Dropping/Withdrawal Due to Extenuating Circumstances	26		
Reports to Students	26		
Early Alert Report	26		
Progress Report.....	26		
Student Athlete Retention Program.....	26		
Final Grade Reports	27		
Certifications of Enrollment.....	27		
Satisfactory Scholarship.....	27		
Course Repetition.....	27		
Alleviation of Substandard Grades	27		
Alleviation by Repetition of a Course for a Better Grade	27		
Repetition of courses designated as repeatable	27		
Petition to repeat a course for improvement of an unsatisfactory grade.....	28		
Repetition of courses with a Non-Evaluative Symbol	28		
Repetition of Courses with a Non-Substandard Grade	28		
Repeatable Courses	28		
Legally Mandated Training.....	28		
Disabled Students.....	28		
Alleviation of Substandard Grades without Repetition.....	28		
Repetition of Courses Successfully Completed.....	29		
Probation and Dismissal.....	29		
Probation	29		
Placement on Progress Probation.....	29		
Removal from Progress Probation	29		
Placement on Academic Probation	29		
Removal from Academic Probation	29		
Counseling for Probationary Students.....	29		
Academic/Progress Dismissal	30		
Appeal of Academic or Progress Dismissal	30		
Exceptions	30		
Readmission Following Academic/Progress Dismissal	30		
Honors and Awards	30		
Pete P. Peters Honors Program	30		
		CERTIFICATE AND DEGREE REQUIREMENTS	
		Catalog Rights.....	32
		Course Classification	32
		Certificates	32
		Certificate of Achievement	32
		Graduation Requirements	32
		Associate Degrees	32
		General Education for the AA/AS Degree.....	33
		Natural Sciences	33
		Social and Behavioral Sciences	33
		Humanities.....	33
		Language and Rationality	33
		Multiple Degrees	33
		Requirements for AA and AS Degrees.....	33
		General Education for the Associate Degree.....	35
		Area A - Natural Sciences	35
		Area B - Social and Behavioral Sciences	35
		Area C - Humanities	35
		Area D - Language and Rationality.....	35
		Application for Certificate or Graduation.....	35
		TRANSFER INFORMATION AND REQUIREMENTS	
		Preparation to Enter Baccalaureate-Level Colleges or Universities	36
		Articulation	36
		Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST).....	36
		Transfer to California State University (CSU)	37
		Transfer Requirements of California State University (CSU)	37
		Lower Division Admission Requirements	37
		Upper Division Transfer Students.....	37
		California State University Transfer Course List (CSU).....	38
		General Education Requirements for CSU Certification	38
		Reedley College CSU General Education—Breadth 2012-2013.....	38
		Area A.....	38
		Area B.....	38
		Area C	39
		Area D	39
		Area E.....	39
		U.S. History, Constitution, and American Ideals.....	39
		Transfer to University of California (UC)	40
		Transfer Requirements of UC for California Residents	40
		Lower Division Transfer Admission Requirements	40
		Upper Division Transfer Admission Requirements	40

UC Transfer Admission Guarantee	40
University of California Transfer Course Agreement	41
Intersegmental General Education Transfer	
Curriculum (IGETC) to CSU and UC	42
Reedley College Intersegmental General	
Education Transfer Curricula (IGETC) 2011-2012	42
Area 1	42
Area 2	42
Area 3	42
Area 4	43
Area 5	43
Area 6	43
Area 7	43
Transfer to Private/Independent and	
Out-of-State Colleges and Universities	44

ADMINISTRATIVE POLICIES

Student Conduct Standards.....	45
SCCCD Policy Statement.....	45
Student Assembly	45
Exercise of Free Expression	45
Student Protests and Demonstration	46
Student Publications.....	46
Computer/Network Equipment Use Policy.....	46
No Smoking in Campus Buildings.....	47
Drug- and Alcohol-Free Campus	47
Academic Freedom	47
General Principles.....	47
Textbook Selection	47
Public Forums	47
Academic Dishonesty	48
Cheating	48
Plagiarism	48
Authority and Disciplinary Actions.....	48
Student Rights	48
Removal from Class by Instructor.....	48
Grievance Policy for Students.....	49
Rights and Responsibilities.....	49
Open Enrollment.....	49
Student Enrollment Responsibilities.....	49
Parking Regulations	49
Statement of Nondiscriminatory Policy and	
Obligations.....	50
Non-Discrimination Statement	50
Declaración: Póliza Contra la Discriminación	
y las Obligaciones	50
Tsab Cai Tsis Pub Muaj Kev Ntxub-ntxaug	
Thiab Tej Uas Yuav Tsum Tau Ua.....	51
Family Education Rights and Privacy Act	51
Sexual Harassment Policy.....	51
Change of Address or Telephone Number	52
Social Security	52
Other Policies	52

STUDENT SUPPORT SERVICES

Bookstore.....	53
Refund Policy	53
Business Services Office	53
Cafeteria	53
CalWORKs Program	54
Child Care Center	54
Reedley College	54
Madera Center.....	54
Willow International Center	54
College Police	54
Counseling and Guidance.....	55
Transfer Center.....	55
Career Services	55
Disabled Students Programs & Services	55
Learning Disability Services	55
High Tech Center.....	55
Developmental Services Classes.....	55
Workability III	55
Student Support Services Program (SSS)	56
Transition to College Program	56
Extended Learning Centers	56
Math Study Center	56
Writing Center	56
Extended Opportunity Programs and Services (EOPS)	56
EOPS and CARE	56
Financial Aid	57
Financial Aid and Scholarships.....	57
Federal Student Loan Workshop	57
Return of Federal Financial Aid Based Upon	
Total Withdrawal	57
Satisfactory Progress for Financial Aid	57
Gainful Employment.....	57
Ayuda Financiera.....	58
Ayuda Financiera y Becas	58
Prestamos Federales para Estudiantes.....	58
Avance Satisfactorio de la Ayuda Financiera	58
Health Services.....	58
Psychological Services.....	58
Housing	59
Job Placement Information.....	59
Library - Learning Resources Center.....	59
Reedley College	59
Madera Center.....	59
Willow International Center	60
Lost and Found	60
Other	60
Student Insurance.....	60
Public Information Office	60
Tutorial Services	60

STUDENT ACTIVITIES

Student Government/Associated Students.....	61
Clubs and Organizations	61
Organization of New Clubs.....	61
Athletics	61
Student Athlete Retention Program (SARP).....	62
Publications	62
Music Activities	62

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

TABLE	63
--------------------	----

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

.....	65
-------	----

ASSOCIATE DEGREES FOR TRANSFER..... 120**COURSE DESCRIPTION INFORMATION**

Course Description Information	123
Course Description, Numbering, Classification.....	123
Units or Credit Value.....	123
Course Numbering	123
Course Identification Numbering System (C-ID).....	123
Prerequisites/Corequisites/Advisories.....	124
Symbols and Abbreviations.....	125
Course Abbreviations	125
Course Number Extensions.....	126
Course Number and/or Department Changes	126
Deleted Courses.....	126
SCCCD Intra-District Articulated Courses, Common Courses and In Lieu Courses.....	127

COURSE DESCRIPTIONS 129**SPECIAL AREAS OF STUDY**

Developmental Education Programs/Basic Skills.....	223
Purpose.....	223
Description	223
Credits/Units.....	223
English as a Second Language (ESL).....	223
Placement	223
Assessment.....	223
Evening Classes	224
Pete P. Peters Honors Program	224
Veterans Services.....	225
Application Process.....	225
Approved Majors	225
Evaluation of Previous Education/Training	225
Standards of Progress.....	225
Veterans Dependent Fee Waiver	225

COLLEGE PERSONNEL

Board of Trustees.....	226
District Administration	226
Reedley College Administration.....	226
Willow International Center Administration	226
Reedley College Department Chairs	226
Reedley College Services Personnel	226
Emeritus Faculty	227
Faculty and Administration.....	230

INDEX 238**REEDLEY COLLEGE MAP** 242**MAPS** 243**NOTES** 244

INTRODUCTION

Mission Statement

Reedley College provides an accessible, student-centered educational environment featuring high-quality learning opportunities. We offer basic skills enhancement, associate degree programs, career technical education, and transfer-level courses as an integral component for life-long learning within a diverse local and global community.

Core Values

Reedley College is dedicated to the following core values:

- An atmosphere of intellectual curiosity
- Personal integrity, accountability and individual accomplishment
- Experiences designed to promote critical thinking
- Cultural literacy
- A highly qualified staff of educators and support personnel who support and promote the diversity of our unique community
- A flexible attitude towards change and encourage innovation
- To develop each student's full potential
- Respect for self and others
- Comprehensive curriculum offerings and lifelong learning opportunities
- Quality services for students to support and enhance their success

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.

In its 86 years, Reedley College has developed into an essential component of higher education in the central San Joaquin Valley, offering over 67 areas of study taught by approximately 178 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 (2004-2011)
 Mitjl Carvalho Capet (2011-2012)

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, 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, Associate Degrees for Transfer, Certificates of Achievement, and Certificates. The campus offers occupational programs in accounting, agriculture, animal science, automotive technology, aviation maintenance technology, business, child development, computer digital imaging, criminology, dental assisting, environmental horticulture, forest/park technology, health care interpreting, information systems, manufacturing technology, mechanized agriculture, medical administrative assistant, nursing assistant training, office technology, plant science, and welding technology.

Community Campus Program

The Community Campus program was developed to provide opportunities for college education in surrounding rural communities. Classes were offered primarily in the evenings. Beginning in fall 2004, a marketing campaign, "RC at Night" was launched to inform the community that students could earn an Associate Degree and/or units toward transfer.

Reedley College Middle College High School

Established in 2012, the Reedley Middle College High School is a partnership between Reedley College and Kings Canyon Unified School District. It is located on the Reedley College campus and offers students the opportunity to earn college credit while completing their high school diploma. The program focuses on business with an agriculture and technology emphasis and is open to all students in the Kings Canyon Unified School District.

History of Reedley College's Centers

Reedley College operates centers located in Clovis and Madera and a campus in Oakhurst.

Madera Center

The Madera Center has been in existence for over 20 years, initially operating at Madera High School. In August 1996 a dedicated site for the Madera Community College Center situated on 114 acres was opened. 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. The Center for Advanced Manufacturing facility opened in 2009 and offers educational programs that include maintenance mechanic and welding.

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, Associate Degrees for Transfer, 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. A 12 month LVN-RN program is also approved at the Madera Center.

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.

Oakhurst Campus

The Oakhurst campus, 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. Two additional classrooms were 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.

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 3,200 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, Associate Degrees for Transfer, Certificates of Achievement, and Certificates 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.

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 Campus, Fresno City College, 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 2005, 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, 21.1% attained a certificate or degree or became “transfer prepared” during a three year period, from Fall 2005 to Spring 2008.

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

Based on the cohort defined above, 11.1% 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 2006 to Summer 2008. The CCCCO website is <http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS.aspx>.



ACADEMIC CALENDAR

Fall Semester 2012

August 13	Instruction begins
September 3	Labor Day Holiday (Campus Closed)
October 12.....	Last day to withdraw from college or to be dropped from 18-week classes
November 12	Veterans Day Holiday (No Classes, Offices Open)
November 22-23	Thanksgiving Day Holidays (Campus Closed)
December 10-14.....	Final examinations
December 14.....	End of Fall Semester 2012
December 14.....	Last day for degree and certificate of achievement candidates to file application for December 2012 completion date
Dec. 17-Jan. 4	Winter recess

Spring Semester 2013

January 7	Instruction begins
January 21	Martin Luther King, Jr. Day Holiday (Campus Closed)
February 15.....	Lincoln's Day Holiday (Campus Closed)
February 18.....	Washington's Day Holiday (Campus Closed)
March 8	Last day to withdraw from college or to be dropped from 18-week classes
March 15	Last day for degree and certificate of achievement candidates to file application for May 2013 completion date
March 25-29	Spring recess (Classes reconvene April 1)
May 13-17.....	Final examinations
May 17.....	End of Spring Semester 2013
May 17.....	Graduation exercises

Summer Semester 2013

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 27	Memorial Day Holiday (Campus Closed)
May 28	Instruction begins for 4- and 10-week classes
June 10.....	Instruction begins for 8-week classes
June 17.....	Instruction begins for 6-week classes
June 21.....	Final examinations; end of 4-week classes
July 4	Independence Day Holiday (Campus Closed)
July 26	Final examinations; end of 6-week classes
August 2	Final examinations; end of 8-, and 10-week classes
August 2	Last day for degree and certificate of achievement candidates to file application for August 2013 completion date

Fall Semester 2013

August 12	Instruction begins
September 2	Labor Day Holiday (Campus Closed)
October 11	Last day to withdraw from college or to be dropped from 18-week classes
November 11	Veterans Day Holiday (No Classes, Offices Open)
November 28-29	Thanksgiving Day Holidays (Campus Closed)
December 13	Last day for degree and certificate of achievement candidates to file application for December 2013 completion date
December 9-13	Final examinations
December 13	End of Fall Semester 2013
December 16-January 1	Winter recess

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

Spring Semester 2014

January 6	Instruction begins
January 20	Martin Luther King, Jr. Day Holiday (Campus Closed)
February 14	Lincoln's Day Holiday (Campus Closed)
February 17	Washington's Day Holiday (Campus Closed)
March 7	Last day to withdraw from college or to be dropped from 18-week classes
March 13	Last day for degree and certificate of achievement candidates to file application for May 2014 completion date
April 14-18	Spring recess (Classes reconvene April 21)
May 12-16	Final examinations
May 16	End of Spring Semester 2014
May 16	Graduation exercises

Summer Semester 2014

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 26	Memorial Day Holiday (Campus Closed)
May 27	Instruction begins for 4- and 10-week classes
June 9	Instruction begins for 8-week classes
June 16	Instruction begins for 6-week classes
June 20	Final examinations and end of 4-week classes
July 4	Independence Day Holiday (Campus Closed)
July 25	Final examinations; end of 6-week classes
August 1	Final examinations; end of 8-, and 10-week classes
August 1	Last day for degree and certificate of achievement candidates to file application for August 2014 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 15) 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. Besides applying for the program through a counselor, the student needs to be present the first day the class meets, and ask the instructor for an authorization code, which is the permission to enroll.

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. The same first day attendance and permission to enroll applies for the summer classes.

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 SCCC'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 SCCC, or from the counseling office at your local high school.

Who Needs to Apply?

If you have never attended a college or center within SCCC (*new or transfer student*) or have been away for two or more semesters (*returning former student*) you must complete an application for admission. Students currently enrolled within SCCC 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. 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) 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 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 \$46 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	\$235
International Student Tuition	\$235
Plus Enrollment Fee per unit	\$46

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 and Bookstore. 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 Government Fee*

Students are encouraged to purchase an Associated Student Government (ASG) membership. The membership is \$10 for the academic year. The ASG/Tiger One card entitles the student to participate in or attend all activities sponsored by the ASG. 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 ASG members are eligible for ASG-funded scholarships as available. This card is used in the Reedley College Cafeteria, computer lab for printing, Library for copies, and as a 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.

Reedley College Associated Student Government Representation Fee

A student representative fee of \$1.00 is charged each semester, excluding summer sessions, to all students taking classes at any Reedley College campus. This fee is used for student advocacy at the local, state, and national levels. A waiver of this fee can be obtained for religious, political, moral, or financial reasons. Waiver forms may be found on the Reedley College website under "quick links" and then select "forms on-line." For more information, contact the Reedley College Associated Student Government at (559) 638-0397.

Use of Student Representation Fee

The money collected from the student representation 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.

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 \$46.00 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

- 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 Government Membership

Students must request a refund from the ASG 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 class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence. Absences caused by personal engagements, transportation delays and business affairs will not be excused, nor will absences from class to complete registration or add/drop activities.

The faculty places strong emphasis on attendance in all classes. Students are expected to be in the classroom at the time the class begins. Instructors are required to take attendance at each class session and to report any student who is absent for two successive weeks of instruction. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.

Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the office of Admissions 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 judgment 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. Students must complete the drop process for themselves.

Illness

Students who have a communicable disease or any illness or injury which will cause an absence of one week or more may notify the Health Service Office. In these circumstances, the Health Service Office will transmit messages to instructors. Students may call the Health Services Office at (559) 638-0328. The Health Service Office may exclude any student from campus who is infected with any contagious or infectious disease (Title 5, California Code §48211 and 48212). The student will be permitted to return when school authorities are satisfied that any contagious disease does not exist (Education Code §49451).

Makeup Work

Makeup work must be completed to the satisfaction of the instructor of the course. Being excused from class does not relieve the student from the responsibility for completing all assignments. Instructors may have their own makeup policy spelled out in the syllabus. Some instructors do not allow any makeup work.

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:

Evaluative Symbols Grade points per unit

<i>A</i>	Excellent	4.0
<i>B</i>	Good	3.0
<i>C</i>	Satisfactory	2.0
<i>*D</i>	Passing, less than satisfactory.....	1.0
<i>F</i>	Failing	0.0
<i>P</i>	Pass.....	0.0
	(A passing grade, satisfactory or better)	
<i>NP</i>	No Pass.....	0.0
	(Not a passing grade, less than satisfactory or failing)	
<i>X</i>	Completion of non-credit class	0.0

*The *D* grade is passing but is not considered satisfactory for meeting many of the college graduation/degree/major requirements or course prerequisite requirements. Also, the *D* grade may not satisfy transfer requirements to four-year institutions.

In addition to the evaluative symbols listed above, non-evaluative symbols may be assigned to students' permanent records in specified conditions. No units of credit are earned for courses to which these non-evaluative symbols are assigned. The non-evaluative symbols are defined as follows:

Non-evaluation Symbols	Grade points per unit	
<i>I</i>	Incomplete..... 0.0	
<i>W</i>	Withdrawal..... 0.0	
<i>WM</i>	Military Withdrawal	0.0
<i>IP</i>	In Progress	0.0
<i>RD</i>	Report Delayed	0.0

I, Incomplete

The *I*, Incomplete, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete, *I*, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete, *I*, grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete, *I*, grade will not affect the academic status of a student, but it will affect the progress status. An incomplete, *I*, grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete, *I*, grade during the time that the incomplete, *I*, grade is in effect.

W, Withdrawal

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, which ever is less). The *W* will not be used in calculating a student's grade point average, but it will be used as a factor in progress probation and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than *W*.

MW, Military Withdrawal

The military withdrawal symbol is authorized at any time a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The *MW* symbol is assigned by the registrar upon verification of such orders. Military withdrawals shall not be counted in progress probation and dismissal procedures.

IP, In Progress

IP is assigned only in a course which extends beyond the normal end of an academic term. It indicates that course work is in progress and an evaluative grade symbol will be assigned when that work is completed. The *IP* is assigned to a student's permanent record to satisfy enrollment documentation, and the appropriate evaluative grade symbol will be assigned and appear on the student's permanent record for the term in which the course is completed.

RD, Report Delayed

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

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 49 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.

Units earned from credit-by-exam courses are not counted for financial aid or veterans benefits eligibility. No financial aid of any kind is available for credit by exam.

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*.

Course Repetition

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 *NC/NP* by re-enrolling in the courses. Students may repeat courses in this way for a total of three attempts. Students who wish to attempt a course more than three times in order to earn a grade better than *D*, *F*, or *NC/NP* may do so only by petition to the college Academic Standards Committee through the Office of Admissions and Records. The grades in courses 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. A statement is included on the permanent records explaining that bracketed course grades and unit values are not included in the computation of the cumulative grade point average. Students should be aware that other colleges or universities may 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.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course in the State Center Community College District. The District will honor courses repeated successfully ("C" or better) at another accredited college or university.

Repetition of courses designated as repeatable

If a student repeats a repeatable course in which a substandard grade has been recorded, the District will exclude no more than two previous substandard grades.

Petition to repeat a course for improvement of an unsatisfactory grade

A student may submit a petition to the Academic Standards Committee for an additional repetition. No state funding (FTES) may be claimed for this additional repetition. Only the first two substandard grades may be disregarded in the computation of the grade point average (i.e., the grade earned in the fourth or more attempt will be averaged with the third grade in computing the cumulative grade point average).

Repetition of courses with a Non-Evaluative Symbol

Students may repeat a course for which they have a mark of “W” recorded not to exceed three times. A “W” mark is recorded for a withdrawal from a course after the census point or 30% of the semester (whichever is less) and before the end of the ninth week or 50% of the semester.

Exceptions:

In extenuating circumstances, a student may submit a petition to the Academic Standards Committee for an additional repetition. No state funding (FTES) may be claimed for this additional repeat.

Repetition of Courses with a Non-Substandard Grade

A course in which a grade of “C” or better (including “P” or “CR”) was earned may be repeated when circumstances exist which justify such a repetition. Students must petition the Academic Standards Committee for approval. If the petition is approved and a student completes the course, the course and grade will be listed on the academic record, but will be coded with a symbol indicating the course is excluded in the computation of the grade point average. Reasons for such repetition include but are not limited to:

- significant lapse in time (as determined by the college)
- change in technology;
- re-certification / training requirements, or other justifiable reasons.

Repeatable Courses

Some courses are progressive in nature and provide an expanded education experience when repeated. These courses are identified in the college catalog indicating the maximum allowable repetitions.

Legally Mandated Training

Course repetition is allowed when the 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 for credit, and the grades and units received each time shall be included for purposes of calculating the student’s grade point average. A student must present documentation that course repetition is necessary to complete legally mandated training. The District may claim apportionment each time the student repeats the course.

Disabled Students

Course repetition for disabled students is subject to the course repetition limitation; however, additional repetitions may be authorized under the following circumstances:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific classes,
- When additional repetitions of a specific special class are essential in completing a student’s preparation for enrollment into other regular or special classes, or
- When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

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 2.0 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 2.0) 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/Progress Dismissal

Following a student's first dismissal, he/she will not be enrolled at a district college for the entire subsequent semester, excluding the summer sessions.

A student who has been dismissed because of the district's academic or progress dismissal policy must petition for readmission. The dismissed student must complete the readmission petition at the College or Center he/she plans to attend. Petitions are available at the College/Center Admissions and Records Office.

If a readmitted student fails to complete more than fifty percent (50%) of all units attempted and fails to maintain a semester GPA of at least 2.00 in all completed courses of the first semester of readmission following his/her initial dismissal, the student will be dismissed again. This second dismissal will be for a period of one year, excluding summer sessions. After this dismissal period of one year, a student may again petition for readmission.

A student readmitted after the second dismissal who fails to meet these same academic and progress standards during the first semester of readmission will be dismissed again. This third dismissal will be for a period of two years. After this dismissal period of two years, a dismissed student may again petition for readmission.

The dismissed student's petition for readmission requires the dismissed student to address the academic and/or progress deficiencies which led to dismissal from the college. It also includes an educational plan developed by a counselor in consultation with the dismissed student. The petitioning student must sign the readmission petition to acknowledge this educational plan he/she needs to complete to remain in college. Unit limitations and course selection for readmitted students will be determined by a counselor. Upon approval by the college counselor reviewing the petition, a dismissed student may be readmitted to the college subject to the conditions specified in this section.

A student readmitted after any period of dismissal will be readmitted on academic and/or progress probation and, unless dismissed again, will continue on academic and/or progress probation until he/she has completed more than 50% of all units attempted and his/her cumulative grade point average is 2.00 or higher.

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 2H	Critical Reading and Writing through 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
HONORS 2*	Honors Seminar.....	1
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 Madera Center, Oakhurst Campus, or Willow International Center also have an opportunity for membership in California Community Colleges' honor society. Students meeting eligibility criteria can join the 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, Associate in Arts or Science Degree for Transfer, 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. See page 120 for Associate Degree for Transfer requirements.

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) Agriculture 1, Aviation Maintenance Technology 1; Art 30A, 30B, 37A, 37B, 38, 41, 42, 44; Computer Science 1, 5, 15, 40; Engineering 2, 40; Information Systems 11, 12, 13, 15, 60, 61, 62, 63, 64; 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, 10, 14; 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 (19) 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 19 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), (B), and (C), four (4) units (D.1), and three (3) units in area (D.2).

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

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

**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, 40A, 40B;
History 1, 2, 5, 11, 12, 12H, 20, 22, 32;
Journalism 1;
Political Science 5;
Psychology 2, 2H, 5, 25, 38, 45;
Sociology 1A, 1B, 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;
Chinese 1, 2;
Communication 12;
English 1B, 1BH, 15A, 15B, 15E, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 48, 49;
Fashion Merchandising 30;
Film 1, 2A, 2B;
French 1, 2, 3, 4;
German 1, 2, 3, 4;
Linguistics 10, 11;
Music 1A, 1B, 3, 12, 16;
Philosophy 1, 1C, 1CH, 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 Certificate or Graduation

A candidate for an associate in arts degree, associate in science degree, associate in arts or science degree for transfer, 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.

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 2012-2013

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
Astronomy 10(L)
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 10(L), 28A, 28B
Geography 5, 9
Geology 1(L), 2, 9(L), 10
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)
Plant Science 2
Science 1A(L), 3(L)
- **Area B2:** Life Science
Biology 1(L), 2(L), 3(L), 5(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, 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
Chinese 1, 2
English 1B, 1BH, 43A, 43B, 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
Communication 10
Economics 1A, 1B
Ethnic Studies 5, 32
Geography 4A, 4B, 40A, 40B
History 1, 2, 5, 11, 12, 12H, 20, 22, 32
Journalism 1
Political Science 2, 2H, 5
Psychology 2, 2H, 5, 16, 38, 45
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

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.
2. 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 2011-2012

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
 Dance 9
 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, 43A, 43B, 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, 29, 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) 2011-2012

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, 43A, 43B, 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.sccd.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 Freedom

General Principles

The State Center Community College District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss pertinent subjects within his or her field of professional competency in the classroom, consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Neither District officials nor outside individuals or groups may interfere with or censure an academic employee because of the employee's proper treatment of pertinent subjects, or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty must, however, accept the responsibility that accompanies academic freedom. The right to exercise any liberty implies a duty to use it responsibly. Academic freedom

does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

An essential point that pertains to academic freedom and that must be considered in relation to subject matter or to professional services to the student is the criterion of suitability. The subject matter, material to be studied, or educational professional services to the student must contribute to the attainment of course objectives or achievement of an educational principle.

The special interests of faculty or the opinion of a person or persons in a class should not supersede the right of other students to be protected against irrelevant or obscene materials or presentations.

Textbook Selection

Each campus shall develop a procedure for the selection of textbooks that recognizes the basic right and duty of the faculty to be the primary agent in the process. Since students in most instances must purchase books, the procedure should take cognizance of the financial consideration that may be imposed upon the student.

Public Forums

In keeping with the philosophy of intellectual freedom and the responsibility of the Community College District for services to its community, public forums presenting speakers with varying points of view may be offered to the local community as part of the educational program.

All proposals for special programs and projects, involving requests for financial assistance from outside funding sources such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

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 11).

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 Madera Center, Oakhurst Campus, or the Willow International Center.

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 Willow International Center, 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 Willow International Center.

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 Vice President of Instruction and Student Services, Willow International Center 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 Willow International Center, inquiries may be directed to: Vice President of Instruction and Student Services and TX Officer/Section 504/ADA Coordinator at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869. The Vice President's office is located at the Willow International Center at 10309 N. Willow Ave., Fresno, CA 93730.

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 Willow International Center Section 504 and ADA Coordinator 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 el centro (Willow Internacionaial) preguntas sobre este asunto se dirigen al vice presidente de instruccion y servicios de estudiante (559) 323-4595 ext. 6414 o (559) 675-4800 ext. 4869. La oficina del vice presidente se encuentra en el centro de Willow International 10309 N. Willow Ave., Fresno, CA 93730.

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 Willow International Center Vice President of Instruction and Student Services at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869 located at the Willow International Center at 10309 N. Willow Ave., Fresno, CA 93730.

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 Willow International Center 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 Willow International Center Vice President of Instruction and Student Services Section 504 and ADA Coordinator at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869.

Change of Address or Telephone Number

Students who have a change of address or telephone number are required to officially notify the college by clicking "Update Address, 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 Reedley College, Madera Center and Willow International Center Bookstores are operated for the convenience of students. The store carries student textbooks, supplies and other articles of interest to the college community. Business hours for the Reedley College Bookstore are 7:45 a.m. to 6:00 p.m. Monday through Thursday and 7:45 a.m. to 3:45 p.m. on Fridays. For Madera and Willow International Centers, the store hours are Monday through Thursday, 7:45 a.m. to 6:00 p.m., closed on Fridays. During the first and second weeks of each semester, hours and days are extended. During summer schedules, Reedley College and Willow International Center Bookstores are open but on a shortened day schedule. Both stores are not open in the evening. The Madera Center Bookstore is closed for the summer with exceptions for the first week of summer school and textbook buy back. Please refer to the bookstores' website for exact dates and times.

Refund Policy

1. A receipt is required. Students must present their current cash register receipt with the correct dollar amount of the merchandise during the stated refund period. No refund will be given without the original receipt. Students have 5 working days from the date on the receipt to return textbooks and 30 days for non-textbook items.
2. All sales are final on scantrons, tradebooks/novels, study aides and various electronics and software (if opened).
3. A full refund is given when a class has been cancelled by the College and textbook(s) are in the same conditions as initially bought. In other cases, there may be a 10% handling/restocking charge.
4. Refunds will be issued in the same manner as paid (if paid with a credit/debit card - refund will be made to credit/debit card, not cash.)
5. Textbook condition: Books must be in new condition, clean, free of all marks and erasures. Soiled, creased or marked books will be considered a "used" book and will be refunded at the used price (75% of new book price). Wrapped, loose-leaf textbooks, e-books or boxed merchandise are non-refundable once opened.
6. Used textbooks are sold "as is." Because these books have been used by other customers prior to sale, the Bookstore cannot guarantee the life expectancy of any used books. Used textbooks must be returned in salable condition.
7. Access codes are non-returnable if opened or if codes are exposed.
8. No refunds will be given during the last four weeks of instruction of any term.
9. The Bookstore reserves the right to make the decision on the condition or salability of the merchandise. Personal checks are accepted with valid I.D. and student identification number. There is a \$25 service charge for all returned checks. Checks not clearing will result in a hold on student records. The Bookstore also accepts VISA, MasterCard, Discover Card, and American Express. Textbooks can be ordered on-line at <http://mycampushub.com>. Shipments cannot be mailed to P.O. boxes. For further information, call (559) 442-8261.

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, Tiger One card, 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 6:30 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 SCCC 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 and referral for program services from the Department of Rehabilitation. For more information, contact the WA III coordinator at (559) 638-3641, ext. 3487.

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. 3532.

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

Math Study Center

The STEM grant funded Math Study Center offers specialized drop-in tutoring to Reedley College students who are enrolled in math courses. The center provides a math instructor as well as several well-qualified student peer-tutors to assist visitors with homework exercises and test preparation. The center has numerous whiteboards and 20 computers and online access available to students with online math homework. The math center offers workshops on specific math topics throughout the semester to enhance and augment the math education offered to students. To use the center, students must enroll in INTDS 300, a non-credit course. Enrollment forms are available in the center. Through the math center, students may also enroll in MATH 272, a 0.5

or 1.0 unit math assistance course. The Math Study Center is a great place to learn, study, and get the help needed for success in math. Centrally located on campus in FEM 1, the center is open from 8:30 a.m. to 4:00 p.m. Monday –Thursday and 8:30 a.m. to 1:00 p.m. Friday. For more information stop by or call (559) 638-3641, ext. 3158. See our website at www.reedleycollege.edu/mathcenter

Writing Center

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

The college provides financial assistance to as many students as possible through scholarships, grants, loans and job opportunities. The following programs are available to qualified students:

- Federal PELL Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grants
- Academic Competitive Grant
- Federal Direct Student Loans
- Boards of Governors Enrollment Fee Waiver
- Cal Grants
- Extended Opportunity Program and Services (EOPS)
- Bureau of Indian Affairs Scholarships
- Other Institutional and Noninstitutional Scholarships
- Student Support Service Grants

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.

Federal Student Loan Workshop

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 semester. 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 the Madera Center, Oakhurst Campus, or Willow International Center, contact their Financial Aid Office for more information.

Return of Federal Financial Aid Based Upon Total Withdrawal

Students, who withdraw 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.

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 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.

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. Appeals requires a Student Education Plan (SEP) signed by the counselor and an explanation of why the minimum requirements were not met. You can view the SAP policy on our website www.reedleycollege.edu/financialaid.

Gainful Employment

The US Department of Education requires colleges to disclose certain information for any financial aid eligible certificate program that “prepares students for gainful employment in a recognized occupation”. This information includes program costs; occupations that the program prepares students to enter; occupational profiles; on time completion rate; and for the most recent award year: the number of students who have completed the program, the number of students who complete the program within the estimated duration, and the median Title IV and private loan debt incurred by those who complete the program. We have provided a helpful guide to critical information about certificates available on our website: www.reedleycollege.edu/gainfulemployment.

Ayuda Financiera

Ayuda Financiera y Becas

Reedley College provee ayuda financiera al mayor número posible de estudiantes a través de becas, préstamos y oportunidades de trabajo. Los siguientes programas están disponibles a los estudiantes que califiquen:

- Beca Federal PELL
- Estudio de Trabajo Federal
- Beca Suplementaria Federal para la Oportunidad Educacional
- Préstamo Federal para Estudiantes
- Asistencia de Colegiatura
- Beca Cal (Cal Grant) de California
- Programas y Servicios de Oportunidad Extendidos (EOPS)
- Departamento de Becas en Asuntos Indios
- Otras becas Institucionales y no- Institucionales
- Servicio Substantivo de apoyo para Estudiantes

Para ser considerado para ayuda financiera, los estudiantes deben completar la solicitud gratuita para Ayuda Estudiantil Federal (FAFSA). Para obtener información sobre cómo aplicar, visite el sitio web de ayuda financiera de Reedley College en la página de internet www.reedleycollege.edu/fiancial.aid.

Prestamos Federales para Estudiantes

Los estudiantes deben solicitar ayuda financiera al completar la solicitud FAFSA y ser determinados elegible para un préstamo de estudiante antes de inscribirse en un taller. La Oficina de ayuda financiera anuncia las fechas y horas para talleres de préstamos estudiantiles al comienzo de cada año académico. Talleres se realizan en Reedley College.

Avance Satisfactorio de la Ayuda Financiera

Para ser elegible para recibir ayuda financiera federal y estatal, estudiantes tienen que estar matriculados en un programa elegible, un AA/AS certificado, o transferible a una institución de 4 años.

Estudiantes deben mantener un promedio acumulado mínimo (GPA) de 2.0 y completar al menos el 67 por-ciento de unidades. Estudiantes no pueden continuar recibiendo en programas de ayuda financiera después de que han intentado 90 unidades (excluyendo hasta 30 unidades correctivas y ESL). Los estudiantes que recibieron menos que el requisito mínimo de GPA o fallan en completar al menos el 67 por-ciento de las unidades intentadas, perderá su elegibilidad de ayuda financiera hasta restablecer el progreso satisfactorio.

Normas de progreso de ayuda financiera están separadas y aparte de las normas de progreso satisfactorio académico institucional debido a las regulaciones federales. Los estudiantes que están a prueba de progreso de ayuda financiera no son elegibles para solicitar un préstamo, incluso si son aún o elegibles para recibir asistencia de becas.

Si los estudiantes tuvieron una situación que los impidió de cumplir el año con buen rendimiento académico los estudiantes pueden presentar una apelación por escrito a la oficina de ayuda financiera. El comité de apelación revisa todas las apelaciones. Las apelaciones requieren un Plan de Educación para el Estudiante (SEP) firmado por el consejero y una explicación de por qué no se cumplieron los requisitos mínimos. Dependiendo en que información ha sido previsto determinara el comité determinara re-integrado para recibir ayuda financiera.

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 AC2-142 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 Office

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 Government (ASG) 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 ASG's executives exert budgetary control and determine management policy for all operations, services, and activities sponsored by the ASG. 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 Madera Center, Oakhurst Campus, and Willow International Center chapter of the ASG offers opportunities similar to those available at Reedley College. Students enrolled at the Madera Center, Oakhurst Campus, and Willow International Center can attend leadership development classes and participate in a variety of student government activities at the centers. ASG meetings are held in room AV 207 at the Madera Center, room 7 at the Oakhurst Campus, and room AC 149 at the Willow International 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

Reedley College performs for a variety of college and community events. Music groups include both instrumental and vocal. Included are two choral groups and small ensembles. All performing ensembles present concerts on campus and do touring.

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



ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS TABLE

	AA-T	AS-T	AA	AS	CA	C	Catalog Page
Accounting				•	•		65, 66
Accounting Assistant						•	66
Accounting Intern						•	66
Administrative Assistant				•	•		111
Agriculture & Technology				•			117
Agriculture Business				•	•		66, 68
Agriculture Business Management					•		68
Airframe					•		71
Animal Science				•			69
Art, Three-Dimensional Program			•				70
Art, Two-Dimensional Program			•				70
Associate Teacher					•		77
Automotive Technician Program				•	•		71
Aviation Maintenance Technology				•	•		72
Backcountry Skills						•	105
Basics of Computers						•	90
Biological Science				•			72
Business Administration				•			73
Business Administration, Accounting				•			73
Business Administration, Entrepreneurship				•			73
Business Administration, General Business				•			73
Business Administration, Information Systems				•			74
Business Administration, Logistics/Distribution				•			74
Business Administration, Management				•			74
Business Administration, Marketing				•			74
Business Administration, Real Estate				•			74
Business Intern					•	•	74
Child Care For School-Age Children/Teacher					•		78
Child Development				•	•		78, 79
Coaching Certificate						•	114
Communication Studies	•						120
Computer Animation						•	70
Computer Literacy Brief Courses						•	90
Computer Science				•			80
Creative Writing						•	84
Criminology - Corrections				•	•		81
Criminology - Law Enforcement				•	•		82
Dental Assisting				•	•		83
Diesel Engines, Service Fundamentals & Machine Systems						•	102
Diesel Engines, Transmissions, Electrical & Hydraulic Systems						•	102
Early Intervention Assistant					•		79
Electrical, Hydraulics & Welding						•	102
Engineering				•			84
English			•				85
Entrepreneur						•	74
Entry Level Management						•	75
Environmental Horticulture				•	•		86
Family Child Care					•		80
Fine Arts			•				87
Foreign Language			•				88
Forest Surveying Technology					•		105
Forest Technology					•		106

AA-T Associate in Arts Degree in (program) for Transfer
AS-T Associate in Science Degree in (program) for Transfer

AA Associate in Arts Degree
AS Associate in Science Degree

CA Certificate of Achievement
C Certificate In

	AA-T	AS-T	AA	AS	CA	C	Catalog Page
Forestry Skills						•	106
Forestry Technician Firefighting Emphasis					•		107
Forestry Technician Skills						•	106
Forestry/Natural Resources				•			107
Fuels & Tune-Up & Machine Undercarriage						•	102
General Agriculture					•		68
General Business				•			75
Graphic Design						•	71
Health Care Interpreter						•	89
Help Desk					•		90
Hospitality Management					•	•	75, 76
Human Services					•		89
Information Systems				•	•		91, 92
Information Systems, Help Desk				•			91
Information Systems, Networking					•		91
Information Systems, Programming for the Web					•		93
Information Systems, Web Design				•			92
Information Systems, Web Programming				•			91
Irrigation, Fertility & Pest Management Technician					•		117
Journalism						•	94
Liberal Arts			•				95
Liberal Arts & Sciences, American Studies			•				96
Liberal Arts & Sciences, Arts & Humanities			•				97
Liberal Arts & Sciences, Natural Sciences			•				98
Liberal Studies			•				99
Licensed Vocational Nursing				•	•		109
Life Skills						•	83
LVN-RN				•	•		110
Machine Tool Technology				•			100
Machinist					•		100
Maintenance Mechanic						•	100
Management				•			76
Managerial Assistant					•		76
Manufacturing 1					•		100
Mathematics		•		•			101, 121
Mechanized Agriculture				•	•		103
Medical Administrative Assistant				•	•		112
Music, Instrumental			•				104
Music, Vocal			•				104
Natural Resources Training & Applied Work Experience					•		108
Networking					•		93
Nursing Assistant Training						•	109
Office Assistant					•		113
Physical Education			•				115
Physical Science				•			116
Plant & Soil Science				•			118
Psychology	•						122
Powerplant					•		72
Production Agriculture Technician					•		118
Receptionist					•		113
Recreation & Interpretation Techniques					•		108
Small Business Management				•	•		77
Social Science			•				119
Transmissions, Torque Converters & Air Conditioning						•	103
Web Design					•		94
Welder					•		101
Welding Technology				•			101
Wildfire Resources Supervisors						•	108
Workability						•	84

AA-T Associate in Arts Degree in (program) for Transfer
 AS-T Associate in Science Degree in (program) for Transfer

AA Associate in Arts Degree
 AS Associate in Science Degree

CA Certificate of Achievement
 C Certificate In

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

ACCOUNTING

Program Learning Outcomes:

- Identify and state the purpose of five accounting journals with 70% accuracy.
- Prepare the four basic financial statements with 70% accuracy.
- Journalize entries in proper format and then post journal entries to the appropriate general and subsidiary ledger accounts with 70% accuracy.
- Analyze financial statements from a “real world” business organization using ratio analysis, horizontal analysis, and vertical analysis with 70% accuracy.

ACCOUNTING

(MAJOR #R.2010.AS)

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 word processing 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	9
BA 5 Business Communications ...	3
BA 10 Introduction to Business	3
IS 15 Computer Concepts	3

Major Courses	15
ACCTG 1A Principles of Accounting	4
ACCTG 1B Principles of Accounting	4
ACCTG 31 Computerized Accounting ...	3
BA 33 Human Relations in Business.....	3
OT 13A Microsoft Access Essentials.....	1.5
Select one (1) course:	6-7
IS 18 Spreadsheet Fundamentals.....	1.5
OT 12A Microsoft Excel Essentials.....	1.5
Select two (2):.....	6-7
BA 18 Business and the Legal Environment	4
BA 52 Introduction to Entrepreneurship	3
ECON 1A Introduction to Macroeconomics	3
ECON 1B Introduction to Microeconomics	3
MKTG 10 Marketing	3
Select one (1):	3-4
BA 39 Finite Mathematics for Business	3
STAT 7 Elementary Statistics	4
	Total Units 35-37

Advisors: Castaneda (Willow International), Gray

ACCOUNTING

(MAJOR #R.2010.CA)

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, and the ability to work better with others

Courses.....		18.5
ACCTG 1A	Principles of Accounting	4
ACCTG 1B	Principles of Accounting	4
ACCTG 31	Computerized Accounting	3
BA 33	Human Relations in Business	3
IS 15	Computer Concepts	3
OT 13A	Microsoft Access Essentials	1.5
Select one course.....		18.5
IS 18	Spreadsheet Fundamentals	1.5
OT 12A	Microsoft Excel Essentials	1.5
	Total Units	20

Advisors: Castaneda (Willow International), Gray

CERTIFICATE IN ACCOUNTING ASSISTANT

(MAJOR #R.2010.CN)

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

(MAJOR #R.2011.CA)

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

Program Learning Outcomes:

- Describe the strength, diversity, economic dynamics and opportunities of the California, U.S. and global agriculture economies.
- Communicate effectively, including use of proper presentation and promotion skills, to individuals and to groups, using oral, print and digital media.
- Utilize and apply digital/electronic technology as found in the agriculture business industry.
- Record, organize, and analyze financial and production data related to agriculture businesses.
- Determine agriculture business inputs, with an understanding of the interaction among those components, leading to accurate business planning and decision making.
- Demonstrate a breadth of knowledge of the agriculture industry that provides a base for decision making and credibility in personal interactions and career decisions.

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

(MAJOR #R.102A.AS)

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

(MAJOR #R.102B.AS)

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
	Total Units	40-41

Advisor: Sperling

AGRICULTURE BUSINESS

(MAJOR #R.1020.CA)

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

(MAJOR #R.102D.CA)

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

GENERAL AGRICULTURE

(MAJOR #R.1010.CA)

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:	3
	AG, AGNR, AS, EH, MAG, NR, PLS	
	Total Units	21

Advisor: Lopes, Smith, Sperling

ANIMAL SCIENCE

Program Learning Outcomes:

- Identify the skills, education, and work experiences needed to pursue his/her chosen career path.
- Maintain an up-to-date comprehensive career portfolio to include a personal resume, cover letter, application, skills inventory, employment history, and copies of employment application and interview correspondence (thank you letters, etc.).
- Apply effective oral and written communication skills to the work environment.
- Exhibit a high level of work ethic and good time management skills.
- Work in group settings to accomplish team goals.
- Apply commonly used computer programs to the workplace.
- Utilize equipment and technology commonly utilized in the livestock industry and related fields.
- Apply ethical animal husbandry practices and industry-accepted quality assurance measures to the responsible production, processing, and marketing of livestock and animal products.
- Demonstrate basic animal management skills in regard to behavior, parturition, identification, nutrition, reproduction and health for common livestock species.
- Evaluate animal conformation and performance data in accordance with industry standards and make selection decisions, based on given scenarios, for various livestock species.

ANIMAL SCIENCE

(MAJOR #R.1050.AS)

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

Program Learning Outcomes:

- Apply knowledge of the elements and principles of design to the description and/or production of artwork.
- Communicate effectively in one or more of the following ways; verbally, written and visually with emphasis on concepts of content and form.
- Understand the impact of the visual arts in a personal, cultural and global context.
- Apply knowledge of techniques and media through production and description of artwork.
- Evaluate and analyze the strengths and weaknesses of an artworks effectiveness to visually communicate.
- Solve visual problems through the artistic process.

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

(MAJOR #R.520A.AA)

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	Photoshop®: Digital Visual Art	
ART 37B	Photoshop®: Intermediate Digital Visual Art	
ART 38	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

(MAJOR #R.520B.AA)

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
ART 6H	Honors 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

(MAJOR #R.5210.CN)

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

(MAJOR #R.5220.CN)

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

Program Learning Outcomes:

- Diagnose and repair manual transmissions
- Diagnose and repair clutch systems
- Diagnose and repair automatic transmissions
- Diagnose and repair engines
- Evaluate and calculate automotive electrical system operations
- Diagnose and repair automotive starting and charging systems
- Diagnose and repair fuel delivery and emissions systems
- Diagnose and repair differentials
- Diagnose and repair brakes
- Diagnose and repair steering and suspension systems
- Diagnose and repair engine electrical and electronic systems
- Diagnose and repair automotive air conditioning and heating systems

ASSOCIATE IN SCIENCE DEGREE

(MAJOR #R.8050.AS)

CERTIFICATE OF ACHIEVEMENT

(MAJOR #R.8050.CA)

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

Program Learning Outcome:

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

AIRFRAME

(MAJOR #R.801A.CA)

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

(MAJOR #R.8010.AS)

CERTIFICATE OF ACHIEVEMENT

(MAJOR #R.8010.CA)

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

(MAJOR #R.801B.CA)

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

Program Learning Outcomes:

- Demonstrate basic knowledge of comparative anatomy and comparative physiology
- Demonstrate basic microscopic techniques required for all Biology fields
- Critically evaluate scientific research

BIOLOGICAL SCIENCES

(MAJOR #R.6100.AS)

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.

Take a total of 18 minimum units 18

Take a minimum of 8 units from: 8

BIOL 1	Principles of Biology.....	4
BIOL 2	Environmental Science.....	4
BIOL 3	Introduction to Life Science	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

Take a minimum of 3 units from: 3

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 Scientists and Engineers	4

Total Units 18

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

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

BUSINESS ADMINISTRATION

Program Learning Outcome:

- Upon successful completion of this program, the student will be able to create and interpret business documents by utilizing research and analytical skills learned in human relations, accounting, marketing, entrepreneurship, management, economics, and finance.

BUSINESS ADMINISTRATION ASSOCIATE IN SCIENCE DEGREE

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 5	Business Communications	3
BA 10	Introduction to Business.....	3
BA 33	Human Relations in Business.....	3
ECON 1A	Macroeconomics	3
ECON 1B	Microeconomics	3
IS 15	Computer Concepts	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 following 3-4

ACCTG 1A	Principles of Accounting	4
ACCTG 40	Applied Accounting.....	3

Select 1 from the following 3-4

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 Option 11

(MAJOR #R.205A.AS)

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

Entrepreneurship Option..... 9

(MAJOR #R.205B.AS)

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

General Business Option, select 9 units 9

(MAJOR #R.205C.AS)

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 60	Operating Systems	2
IS 40A	Internet Concepts and Design	3
IS 62	Computer Troubleshooting and Maintenance	2.5
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

Total Units 34-36

Information Systems Management Option 8

(MAJOR #R.205D.AS)

IS 18	Spreadsheet Fundamentals	1.5
IS 40A	Internet Concepts and Design	3
IS 60	Operating Systems.....	2
IS 62	Computer Troubleshooting and Maintenance	2.5
Total Units		33-35

Logistics/Distribution Option 6

(MAJOR #R.205E.AS)

BA 55	Introduction to Logistics
BA 59	Applications in Logistics Management

Management Option..... 9

(MAJOR #R.205F.AS)

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

Marketing Option 6

(MAJOR #R.205G.AS)

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

Real Estate Option..... 9

(MAJOR #R.205H.AS)

RE 40	Real Estate Principles	3
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

(MAJOR #R.204E.CA)

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

2012-2014 Catalog

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

(MAJOR #R.2042.CN)

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

(MAJOR #R.2050.CN)

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

(MAJOR #R.2180.CN)

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

(MAJOR #R.204B.AS)

BA 12	Introduction to Hospitality	3
BA 19V	Cooperative Work Experience, Business	2
BA 33	Human Relations in Business	3
OT 48	Today's Receptionist	1.5

Marketing

(MAJOR #R.204C.AS)

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

Retailing

(MAJOR #R.204D.AS)

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

(MAJOR #R.204B.CA)

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
OT 48	Today's Receptionist	1.5
	Total Units	16.5

Advisors: Nasalroad

CERTIFICATE IN HOSPITALITY MANAGEMENT

(MAJOR #R.204B.CN)

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
OT 48	Today's Receptionist.....	1.5
	Total Units	10.5

Advisors: Nasalroad

MANAGEMENT

(MAJOR #R.2180.AS)

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

(MAJOR #R.2180.CA)

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

(MAJOR #R.2030.AS)

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

(MAJOR #R.2030.CA)

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

Program Learning Outcomes:

- Integrate understanding of the needs, the characteristics and multiple influences on development of all children as related to high quality care and education of young children.
- Analyze, demonstrate and evaluate effective practice in working with young children.
- Design, implement and evaluate environments and activities that support positive developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
- Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession

ASSOCIATE TEACHER

(MAJOR #R.561Q.CA)

CERTIFICATE IN ACHIEVEMENT

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 3 Introduction to Curriculum	3
CHDEV 19V Cooperative Work Experience,	
Child Development.....	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

(MAJOR #R.561T.CA)

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

Select 12 additional units from the following: 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	Working with Families and Children with Special Needs	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

(MAJOR #R.5610.AS)

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 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

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

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

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

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 Abuse	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 35	Working with Families and Children with Special Needs	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), Frisch, Luera (Madera), Marsh, Taintor, Turpen (Willow International)

CHILD DEVELOPMENT

(MAJOR #R.5610.CA)

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

(MAJOR #R.561R.CA)

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	Working with Families and Children with Special Needs	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

(MAJOR #R.5615.CA)

CERTIFICATE OF ACHIEVEMENT

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)

COMPUTER SCIENCE

Program Learning Outcomes:

- Understand the social impact of computers on human society
- Carry out computer related tasks with professional ethics
- Write programs using procedural programming language
- Write programs using object oriented programming language
- Analyze and solve application problems in science and engineering
- Write programs using advanced programming concepts

COMPUTER SCIENCE

(MAJOR #R.6920.AS)

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 Core	8	
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 Science	3
CSCI 5	Java Programming.....	3
CSCI 15	Introduction to UNIX.....	3
CSCI 26	Discrete Mathematics for Computer Science	4
CSCI 45	Computer Organization and Assembly Language Programming	4
MATH 5A	Math Analysis I.....	5
MATH 5B	Math Analysis II	4
PHYS 2A or PHYS 4A	General Physics I Physics for Scientists and Engineers.....	4
PHYS 2B or PHYS 4B	General Physics II	4
	Physics for Scientists and Engineers.....	4
	Total Units	20

Recommended courses:

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

Advisor: Graves (Willow International), Owens

CRIMINOLOGY

Program Learning Outcomes:

- Recognize the functions of the Criminal Justice System
- Be able to calculate how to work within a constitutional framework

CRIMINOLOGY - CORRECTIONS

(MAJOR #R.888B.AS)

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.

Select 30 units from the following courses 30

CRIM 1	Introduction to Criminology.....	3
CRIM 3	Legal Aspects of Evidence	3
CRIM 4	Principles & Procedures of the Justice System	3
CRIM 6	Criminal Law	3
CRIM 8	Criminal Investigations	3
CRIM 12	Criminal Justice Communications	3
CRIM 13	The Constitution and Your Individual Rights	3
CRIM 14	Multicultural Issues within Public Safety	3
CRIM 15	Introduction to Police Ethics	3
CRIM 19V	Cooperative Work Experience, Criminal Justice	3
CRIM 20	Introduction to Corrections	3
CRIM 23	Correctional Interviewing and Counseling	3
CRIM 24	Control and Supervision in Corrections	3
CRIM 28	Probation and Parole	3
	Total Units	30

Advisors: G. Elliott (Willow International/Madera), Cartwright

CRIMINOLOGY - CORRECTIONS

(MAJOR #R.888B.CA)

CERTIFICATE OF ACHIEVEMENT

Purpose: The Criminal Justice Program is designed for those students interested in employment and/or further education in all aspects of the criminal justice system, including law enforcement, criminology, courts, corrections, probation and parole, juvenile authority, private and industrial security, and other related fields. The Reedley College Criminal Justice Program offers two specific options for which Certificates of Achievement may be earned: Law Enforcement Option and the Corrections Option.

There are also courses offered which are designed to meet the needs and desires of concerned and/or interested citizens regarding personal safety and protection. Some of these courses are offered on a short-term basis or on an as needed basis and are predicated on minimum enrollment.

Select 18

CRIM 1	Introduction to Criminology	3
CRIM 3	Legal Aspects of Evidence	3
CRIM 6	Criminal Law	3
CRIM 12	Criminal Justice Communications	3
CRIM 15	Introduction to Police Ethics	3
CRIM 20	Introduction to Corrections	3
CRIM 24	Control and Supervision in Corrections	3
CRIM 23	Correctional Interviewing and Counseling	3
	Total Units	18

Advisors: G. Elliott (Willow International/Madera), Cartwright

CRIMINOLOGY - LAW ENFORCEMENT

(MAJOR #R.888A.AS)

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.

Select 30 units from the following courses..... 30

CRIM 1	Introduction to Criminology	3
CRIM 3	Legal Aspects of Evidence	3
CRIM 4	Principles & Procedures of the Justice System	3
CRIM 5	Community Relations	3
CRIM 6	Criminal Law	3
CRIM 7	Police Operations and Procedures	3
CRIM 8	Criminal Investigations	3
CRIM 10	Vice Control	3
CRIM 12	Criminal Justice Communications	3
CRIM 13	The Constitution and Your Individual Rights	3
CRIM 14	Multicultural Issues within Public Safety	3
CRIM 15	Introduction to Police Ethics	3
CRIM 19V	Cooperative Work Experience, Criminal Justice	3
Total Units		30

*Advisors: G. Elliott (Willow International/Madera),
Cartwright*

CRIMINOLOGY - LAW ENFORCEMENT

(MAJOR #R.888A.CA)

CERTIFICATE OF ACHIEVEMENT

Purpose: The Criminal Justice Program is designed for those students interested in employment and/or further education in all aspects of the criminal justice system, including law enforcement, criminology, courts, corrections, probation and parole, juvenile authority, private and industrial security, and other related fields. The Reedley College Criminal Justice Program offers two specific options for which Certificates of Achievement may be earned: Law Enforcement Option and the Corrections Option.

There are also courses offered which are designed to meet the needs and desires of concerned and/or interested citizens regarding personal safety and protection. Some of these courses are offered on a short-term basis or on an as needed basis and are predicated on minimum enrollment.

Select 18

CRIM 1	Introduction to Criminology	3
CRIM 3	Legal Aspects of Evidence	3
CRIM 6	Criminal Law	3
CRIM 7	Police Operations and Procedures	3
CRIM 8	Criminal Investigations	3
CRIM 12	Criminal Justice Communications	3
CRIM 13	The Constitution and Your Individual Rights	3
CRIM 15	Introduction to Police Ethics	3
Total Units		18

*Advisors: G. Elliott (Willow International/Madera),
Cartwright*

DENTAL ASSISTING

Program Learning Outcomes:

- Demonstrate skills needed to assist the dentist at chairside utilizing four-handed dentistry techniques in team concepts: instrumentation and maintaining the operating field.
- Demonstrate skills and knowledge needed to expose, process, and evaluate diagnostic films and pass the State Radiology Exam at 75% or better.

DENTAL ASSISTING

ASSOCIATE IN SCIENCE DEGREE

(MAJOR #R.4540.AS)

CERTIFICATE OF ACHIEVEMENT

(MAJOR #R.4540.CA)

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

DEVELOPMENTAL SERVICES

CERTIFICATE IN DEVELOPMENTAL SERVICES

CERTIFICATE IN LIFE SKILLS

The purpose of this certificate is to prepare students with a range of disabilities for greater independence and participation in their community. The student will learn the practical skills necessary for increasing their independence, ability to integrate more fully and take an active role within their community.

Core Courses..... 10

DEVSER 212	Health Management	2
DEVSER 213	Communication and Advocacy.....	2
DEVSER 214	Government Basics	2
DEVSER 262	Group Interaction for Students with Disabilities	2
DEVSER 277	Adapted Computer Literacy	2

Community Emphasis Certificate

Upon completing this certificate the student will be able to:

- Articulate awareness about their rights and responsibilities in being a contributing citizen within their community.
- Demonstrate appropriate interaction skills in social settings.
- Demonstrate awareness of their individual health and life management needs.

Community Emphasis -choose a minimum of

6 units 6

(MAJOR #R999A.CN)

DEVSER 240	Transition to College for Students with Disabilities.....	1
DEVSER 270	Money Skills	2
DEVSER 271	Life Skills	2
DEVSER 272	Consumer Skills	2
DEVSER 273	Independent Living Skills.....	2

Workability Emphasis

Upon completing this certificate the student will be able to:

- Complete employment applications, cover letters and resumes specific to identified open positions they choose to apply for.
- Demonstrate work readiness skills in time management, social interactions, attitude and personal presentation.
- Actively participate in completing the necessary steps to obtain employment.

Workability Emphasis -choose a minimum of 6 units 6
(MAJOR #R.999B.CN)

DEVSER 250	Workability Assessment and Career Awareness	3
DEVSER 251	Workability Preparation and Job Placement.....	3
DEVSER 252	Workability Strategies and Job Maintenance	2
DEVSER 255	Workability Experience	1-3
	Total Units	16

ENGINEERING

Program Learning Outcomes:

- Apply knowledge of mathematics, science, and engineering fundamentals.
- Identify, formulate, and solve basic engineering problems.
- Conduct experiments as well as analyze and interpret the data resulting from these experiments.
- Make basic design decisions concerning appropriate level engineering problems.
- Communicate effectively, orally, in writing, and graphically.
- Understand the impact of engineering solutions in a global and societal context.
- Use the techniques, skills, and modern engineering tools necessary in engineering practice.

ENGINEERING

(MAJOR #R.3010.AS)

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

Program Learning Outcome:

- Identify the thematic implications of an image or recurring motif in their own work and the work of professional writers.

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

(MAJOR #R.5300.AA)

ASSOCIATE IN ARTS DEGREE

Program Learning Outcome:

- Write a passing documented thesis/argument based research paper, free of intentional or unintentional plagiarism with annotated bibliography.

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) course from the following 3

ENGL 1B	Introduction to the Study of Literature 3
ENGL 1BH	Honors Introduction to the Study of Literature 3

Select one (1) course from the following 3

ENGL 2	Critical Reading and Writing through Literature..... 3
ENGL 2H	Critical Reading and Writing through Literature..... 3
ENGL 3	Critical Reading and Writing 3
ENGL 3H	Honors Critical Reading and Writing..... 3

Select 14 units from the following..... 14

ENGL 15A	Creative Writing: Poetry 3
ENGL 15B	Creative Writing: Fiction 3
ENGL 15E	Creative Writing: Non-Fiction 3
ENGL 15F	Creative Writing: Screenwriting 3
ENGL 41	Themes in Literature..... 4
ENGL 43A	American Literature: Origins through Reconstruction (1877)..... 3
ENGL 43B	American Literature: 1877 to Present..... 3

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 present..... 3
ENGL 47	Shakespeare..... 3
ENGL 48	American Literature 3
ENGL 49	Latino & Chicano Literature..... 3
ENGL 72	Writing Center Theory and Practice..... 1
ENGL 72A	Advanced Writing Center Theory and Practice..... 1
FILM 1	Introduction to Film Studies 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
LIBSKL 1	Information Competency/ Research Skills 1
Select one (1) course from the following 3	
LING 10	Introduction to Language 3
LING 11	Introduction to Language for Teachers..... 3
Total Units 23	

Only 6 units of Creative Writing may be applied, only 2 units from English 72 and 72A count toward degree.

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

ENVIRONMENTAL HORTICULTURE

Program Learning Outcomes:

- Demonstrate a proficiency in performing basic tasks of landscape installation/construction [with minimal technical supervision].
- Demonstrate a proficiency in performing basic tasks of landscape and turf maintenance, irrigation analysis and repair, pruning, trimming, and mowing skills.
- Demonstrate a proficiency in performing basic landscape design activities including client contact, site measuring, evaluation of client needs, final plan design, and cost estimates to clients.
- Demonstrate a proficiency in basic plant identification and usage associated with the horticulture industry including water-wise gardening techniques.
- Demonstrate a proficiency in basic plant propagation and production tasks with emphasis on nursery operations
- Demonstrate a proficiency in basic retail nursery tasks including display merchandising and salesmanship, and concepts of quality, service, and knowledge.
- Demonstrate a proficiency in digital/electronic technology as found in the horticulture business industry.
- Demonstrate proficiency in common workday tasks such as filling-out timesheets and absence forms as well as a basic understanding of employment policies and ethics.

ENVIRONMENTAL HORTICULTURE

(MAJOR #R.1061.AS)

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 Careers 1
AGNR 2	Agricultural Leadership..... 1
AGNR 10	Construction Technology..... 3
PLS 1	Introduction to Plant Science 3
PLS 1L	Introduction to Plant Science Lab 1
PLS 2	Soils..... 3
PLS 2L	Soils Lab..... 1
PLS 5	Principles of Irrigation Management 3
PLS 7	Integrated Pest Management 3
Environmental Horticulture Concentration:	
EH 30	Principles of Environmental Horticulture 3
EH 37	Beginning Floral Design 3
EH 43	Plant Propagation/Production 3
EH 48	Landscape Design 3
	Total Units 40

ENVIRONMENTAL HORTICULTURE

(MAJOR #R.1061.CA)

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/Production ... 3
EH 48	Landscape Design..... 3
	Total Units 12

FINE ARTS

Program Learning Outcomes:

- Demonstrate progressive technical comprehension and practice of one or more artistic media.
- Demonstrate an aesthetic and intellectual comprehension of culturally diverse works in the visual arts (both traditional and new media) and the performing arts (including music).

FINE ARTS

(MAJOR #R.5320.AA)

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	

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

Program Learning Outcomes:

- Engage in conversation using the target language in daily life situations.
- Read with a certain depth of understanding magazine or newspaper articles, short stories and literary excerpts written in the target language.
- Write at the intermediate level in the target language in a variety of modalities including personal and professional letters, short narratives and descriptive essays.
- Recognize and understand cultural similarities and differences between U.S. culture and that of the target language. Distinguish simple behavioral patterns that represent these cultures and behave in culturally appropriate ways in specific situations.

FOREIGN LANGUAGE

(MAJOR #R.5500.AA)

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. Requirements for the major: A minimum of 22 units must be completed for the major.

Select at least three courses from a minimum of two languages 12

CHIN 1	Beginning Chinese	4
CHIN 2	High-Beginning Chinese	4
FRENCH 1	Beginning French	4
FRENCH 2	High-Beginning French	4
FRENCH 3	Intermediate French	4
GERMAN 1	Beginning German	4
GERMAN 2	High-Beginning German	4
GERMAN 3	Intermediate German	4
SPAN 1	Beginning Spanish	4
SPAN 2	High-Beginning Spanish	4
SPAN 3	Intermediate Spanish	4
SPAN 3NS	Spanish for Spanish Speakers	4

Select at least one course..... 4

FRENCH 4	High-Intermediate French	4
GERMAN 4	High-Intermediate German	4
SPAN 4	High-Intermediate Spanish	4
SPAN 4NS	Spanish for Spanish Speakers	4

Select one course 3

LING 10	Introduction to Language	3
LING 11	Introduction to Language for Teachers	3

Select at least one course..... 3

ENGL 44A	World Literature to the Renaissance	3
ENGL 44B	World Literature since the Renaissance	3
ENGL 49	Latino & Chicano Literature	3
GEOG 4A	World Geography	3
GEOG 4B	World Geography	3
GEOG 40A	World Regional Geography A	3
GEOG 40B	World Regional Geography B	3
HIST 1	Western Civilization to 1648	3
HIST 2	Western Civilization from 1648	3

Total Units 22

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

HEALTH CARE INTERPRETER

Program Learning Outcome:

- Students will be able to demonstrate professional interpreting, and they will be skillful, competent and culturally sensitive interpreters.

HEALTH CARE INTERPRETER

(MAJOR #R.4501.CN)

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

HUMAN SERVICES

(MAJOR #R.7420.CA)

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

Program Learning Outcomes:

- Operate commonly used computer hardware and office software.
- Identify the categories of software by their purpose and provide examples of each. category.
- Plan, design, and write stand-alone computer programs.
- Apply structured logic in analyzing and solving problems.
- Develop a well-designed relational database.
- Create a Web document that contains Hyperlinks, graphics, tables, and forms.
- Demonstrate a breadth of knowledge of networking and its uses in the business environment.

CERTIFICATE IN BASICS OF COMPUTERS

(MAJOR #R.693A.CN)

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 40A	Internet Concepts and Design	3
IS 60	Operating Systems	2
	Total Units	14

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

CERTIFICATE IN COMPUTER LITERACY BRIEF COURSES

(MAJOR #R.693F.CN)

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
	<i>Select one (1):</i>	<i>.5-1.5</i>
IS 4	The Internet - A Brief Course5
IS 6	PowerPoint - A Brief Course5
IS 61	Computer Building & Configuration	1.5
	Total Units	2.5-3.5

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

HELP DESK

(MAJOR #R.693E.CA)

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 40A	Internet Concepts and Design	3
IS 60	Operating Systems	2
IS 62	Computer Troubleshooting and Maintenance	2.5
IS 63	Computer Networking I	3
	Total Units	21

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.

Program Learning Outcomes:

- Operate commonly used computer hardware and office software.
- Identify the categories of software by their purpose and provide examples of each category.
- Plan, design, and write stand-alone computer programs.
- Apply structured logic in analyzing and solving problems.
- Develop a well-designed relational database.
- Create a Web document that contains Hyperlinks, graphics, tables and forms.
- Demonstrate a breadth of knowledge of networking its uses in the business environment

Business Department Core 12

ACCTG 40	Applied Accounting	3
BA 5	Business Communications.....	3
BA 10	Introduction to Business	3
IS 15	Computer Concepts	3

Select one (1):..... 3-5

BA 39	Finite Mathematics for Business.....	3
DS 117	Business Mathematics	3
MATH 5A	Math Analysis I.....	5
STAT 7	Elementary Statistics	4

Information Systems Core 8

IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 40A	Internet Concepts and Design.....	3
IS 60	Operating Systems	2

Select one course: 3

IS 26A	Database Concepts and Design	3
IS 50A	Spreadsheet Introduction to Game Programming	3

Select one option 6-7.5

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

Help Desk Option 7

(MAJOR #R.693E.AS)

IS 26B	Advanced Database Concepts and Design	1.5
IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I	3

Networking Option 8.5

(MAJOR #R.693B.AS)

IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I	3
IS 64	Computer Networking II	3

Web Programming Option 7.5

(MAJOR #R.693C.AS)

IS 31	Introduction to Programming	1.5
IS 33	Beginning Java Programming	3

Select one course:

IS 47	Visual Basic.....	3
IS 50A	Introduction to Game Programming	3
IS 50B	Intermediate Game Programming	3

Total Units 32-35.5

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

INFORMATION SYSTEMS

(MAJOR #R.6930.CA)

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.

Program Learning Outcomes:

- Operate commonly used computer hardware and office software.
- Create a Web document that contains Hyperlinks, graphics, tables and forms.
- Demonstrate a breadth of knowledge of networking and its uses in the business environment.
- Plan, design, and write stand-alone computer programs.

Required courses: 20

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 40A	Internet Concepts and Design.....	3
IS 60	Operating Systems	2

Select one course: 3

IS 26A	Database Concepts and Design.....	3
IS 50A	Introduction to Game Programming.....	3

Total Units 23

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

INFORMATION SYSTEMS, WEB DESIGN OPTION

(MAJOR #R.693D.AS)

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 courses 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.

Information Systems 18

IS 15	Computer Concepts	3
IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals	1.5
IS 40A	Introduction to Web Development	3
IS 40B	Advanced Internet Concepts and Design	3
IS 42A	Business and Web Graphics	3
IS 42B	Flash Designs	3

Select two courses 6

IS 33	Beginning Java Programming	3
IS 50A	Introduction to Game Programming	3
IS 47	Visual Basic	3

Total Units 24

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

NETWORKING

(MAJOR #R.693B.CA)

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.

Program Learning Outcomes:

- Apply structured logic in analyzing and solving problems.
- Create a Web document that contains Hyperlinks, graphics, tables and forms.
- Plan, design, and write stand-alone computer programs.
- Develop a well-designed relational database.

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 40A	Internet Concepts and Design.....	3
IS 60	Operating Systems	2
IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I	3
IS 64	Computer Networking II	3
	Total Units	22.5

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

PROGRAMMING FOR THE WEB

(MAJOR #R.693C.CA)

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.

Program Learning Outcomes:

- Apply structured logic in analyzing and solving problems.
- Create a Web document that contains Hyperlinks, graphics, tables and forms.
- Plan, design, and write stand-alone computer programs.
- Develop a well-designed relational database.

Required courses: 15.5

IS 15	Computer Concepts	3
IS 16	Word Processing	1.5
IS 18	Spreadsheet Fundamentals.....	1.5
IS 31	Introduction to Programming	1.5
IS 40A	Internet Concepts and Design	3
IS 47	Visual Basic.....	3
IS 60	Operating Systems	2

Select one course: 3

IS 26A	Database Concepts and Design	3
IS 50A	Introduction to Game Programming	3

Select one course: 3

IS 33	Beginning Java Programming	3
IS 50B	Intermediate Game Programming	3

Total Units 21.5

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

WEB DESIGN

(MAJOR #R.693D.CA)

CERTIFICATE OF ACHIEVEMENT

This 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 19V	Cooperative Work Experience, Information Systems	1	
IS 40A	Internet Concepts & Design	3	
IS 40B	Advanced Internet Concepts and Design	3	
IS 42A	Business and Web Graphics	3	
IS 42B	Flash Designs	3	
	Total Units		16

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

JOURNALISM

JOURNALISM

(MAJOR #R.5350.CN)

CERTIFICATE IN JOURNALISM

Program Learning Outcome:

- Demonstrate the process of newspaper production, including layout and writing

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	Newsriting	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

LIBERAL ARTS

Program Learning Outcome:

- Communicate knowledge of the liberal arts content using correct essential vocabulary.

LIBERAL ARTS

(MAJOR #R.5100.AA)

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
---------	--	---

HIST 22	History of American Women	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 6H	Art History 2.....	3
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		
		Total Units 22-23

Recommended courses: Political Science 5

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

LIBERAL ARTS & SCIENCES

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

(MAJOR #R.5110.AA)

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:

ENGL 43A	American Literature: Origins through Reconstruction (1877)	3
ENGL 43B	American Literature: 1877 to present	3
ENGL 48	American Literature	3
FILM 2B	History of Cinema: 1960 to present	3
HIST 11	History of the United States to 1877	
or HIST 12H	Honors History of the United States since 1877	3
HIST 22	History of American Women	3
HIST 32	or ETHNST 32 History of the Mexican American People	3
JOURN 1	Introduction to Mass Communications	3
MUS 16	Jazz History and Appreciation	3
NR 7	Conservation of Natural Resources	3
SOC 1A	Introduction to Sociology	3
SOC 1B	Critical Thinking about Social Problems	3
SOC 2	American Minority Groups	3
	Total Units	18

Arts and Humanities

(MAJOR #R.5120.AA)

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 History 2
- ART 6H Honors Art History 2..... 3

Select one course from: 3

- ENGL 1B or Introduction to the Study of Literature
- ENGL 1BH Honors Introduction to the Study of Literature 3
- ENGL 41 Themes in Literature..... 3
- ENGL 44A World Literature to the Renaissance 3
- ENGL 44B World Literature from 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
- ENGL 49 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 United States History since 1877
- HIST 12H 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 Ethics 3
- PHIL 1D World Religions..... 3

Select an additional 3 units from above 3

Total Units 18

Natural Sciences

(MAJOR #R.5130.AA)

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 Anthropology	3
ASTRO 10	Introduction to Astronomy.....	4
BIOL 1	Principles of Biology.....	4
BIOL 2	Environmental Science.....	4
BIOL 3	Introduction to Life Science	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
CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry and Qualitative Analysis	5
CHEM 3A	Introductory General Chemistry	4
CHEM 3B	Introductory Organic and Biological Chemistry.....	3
CHEM 8	Elementary Organic Chemistry	3
CHEM 9	Elementary Organic Chemistry Laboratory	3
CHEM 10	Elementary Chemistry	4
CHEM 28A	Organic Chemistry	3
CHEM 28B	Organic Chemistry	3
CHEM 29A	Organic Chemistry Laboratory.....	2
CHEM 29B	Organic Chemistry Laboratory.....	2

GEOG 5	Physical Geography: Environmental Conditions	3
GEOG 9	Physical Geography: Land Formation	3
GEOL 1	Physical Geology.....	4
GEOL 2	Historical Geology	3
GEOL 9	Introduction to Earth Science	3
GEOL 10	Rocks, Fossils, and Minerals.....	3
NR 1	Introduction to Forestry.....	2
NR 4	Forest Ecosystems	3
NR 6	Dendrology	3
NR 7	Conservation of Natural Resources	3
NR 14	Principles of Wildlife Management	3
PHYS 2A	General Physics I.....	4
PHYS 2B	General Physics II	4
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 Physics	4
PLS 1	Introduction to Plant Science	3
PLS 1L	Introduction to Plant Science Laboratory	1
PLS 2	Soils.....	3
SCI 1A	Introductory Chemical and Physical Science.....	3

Total units 18

LIBERAL STUDIES

LIBERAL STUDIES

(MAJOR #R.5890.AA)

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 3

COMM 25	Argumentation	3
ENGL 2	Critical Reading and Writing through Literature	3
ENGL 2H	Critical Reading and Writing through Literature	3
ENGL 3	Critical Reading and Writing	3
ENGL 3H	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 course 3-4

BIOL 3	Introduction to Life Science	4
GEOL 9	Introduction to Earth Science	3
SCI 1A	Introductory Chemical and Physical Science	4

Select one course 3

ART 2	Art Appreciation	3
ART 5	Art History 1	3
ART 6	Art History 2	3
ART 6H	Honors Art History 2	3
MUS 12	Music Appreciation	3

Select one course 3

ENGL 1B	Introduction to the Study Of Literature	3
ENGL 1BH	Honors Introduction to the Study Of Literature	3
HIST 11	History of the United States to 1877	3
HIST 20	Comparative World Civilizations to 1600	3

Select two courses 6

CHDEV 39	Child Growth and Development	3
EDUC 10	Introduction to Teaching	3
HLTH 1	Contemporary Health Issues	3
IS 15	Computer Concepts	3
GEOG 4A	World Geography	3
GEOG 4B	World Geography	3
GEOG 40A	World Regional Geography A	3
GEOG 40B	World Regional Geography B	3
PSY 2 or PSY 2H	General Psychology Honors General Psychology	3

Total Units 60

MAINTENANCE MECHANIC

MAINTENANCE MECHANIC

(MAJOR #R.8390.CN)

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

Program Learning Outcome:

- Organize and arrange workflows/ machine tool selection, hand tools and machine operations in a shop environment.

MACHINE TOOL TECHNOLOGY

(MAJOR #R.838A.AS)

ASSOCIATE IN SCIENCE DEGREE

Purpose: To prepare students for basic skills needed for entrance into the manufacturing technology work force and for possible entrée level management positions or transfer to a four-year college. In addition to the courses for the major, certain general education classes are required as specified in the associate degree requirements. See an advisor or counselor for additional information.

MFGT 19V	Cooperative Work Experience - Manufacturing Technology	1
MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 23	Electricity	2
MFGT 24	Hydraulics	2
MFGT 60	Introduction to Welding	6
MFGT 80	Introduction to Machine Shop	6

MFGT 81	Intermediate Machine Shop	4
MFGT 82	Advanced Machine Shop	4
MFGT 83	Machine Shop Certification Preparation	1
	Total Units	30

Advisors: Fransen, Tikkanen

MACHININIST

(MAJOR #R.838A.CA)

CERTIFICATE OF ACHIEVEMENT

Purpose: To prepare students for basic skills needed for entrance into the manufacturing technology work force and for possible entrée level management positions or transfer to a four-year college. In addition to the courses for the major, certain general education classes are required as specified in the associate degree requirements. See an advisor or counselor for additional information.

MFGT 19V	Cooperative Work Experience - Manufacturing Technology	1-8
MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 23	Electricity	2
MFGT 24	Hydraulics	2
MFGT 60	Introduction to Welding	6
MFGT 80	Introduction to Machine Shop	6
MFGT 81	Intermediate Machine Shop	4
MFGT 82	Advanced Machine Shop	4
MFGT 83	Machine Shop Certification Preparation	1
	Total Units	30-37

Advisors: Fransen, Tikkanen

MANUFACTURING 1

(MAJOR #R.835A.CA)

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	Introduction to Welding	6
MFGT 80	Introduction to Machine Shop	6
	Total Units	16

Advisors: Fransen, Tikkanen

WELDER

(MAJOR #R.837A.CA)

CERTIFICATE OF ACHIEVEMENT

Purpose: To provide an intensified program providing the basic skills needed to prepare students for entrance into the welding industry. Upon completion of the program, students will have the skills to qualify for the American Welding Society Certificate. In addition to the courses for the major, certain general education classes are required as specified in the associate degree requirements.

MFGT 19V	Cooperative Work Experience Manufacturing Technology	1
MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 23	Electricity	2
MFGT 24	Hydraulics	2
MFGT 60	Introduction to Welding	6
MFGT 61	Intermediate Welding	4
MFGT 62	Advanced Welding	4
MFGT 63	Welding Certification Preparation	1
MFGT 80	Introduction to Machine Shop	6
	Total Units	30

Advisors: Fransen, Tikkanen

WELDING TECHNOLOGY

(MAJOR #R.837A.AS)

ASSOCIATE IN SCIENCE DEGREE

Purpose: To provide an intensified program providing the basic skills needed to prepare students for entrance into the welding industry. Upon completion of the program, students will have the skills to qualify for the American Welding Society Certificate. In addition to the courses for the major certain general education classes are required as specified in the associate degree requirements.

MFGT 19V	Cooperative Work Experience - Manufacturing Technology	1
MFGT 21	Blueprint Reading	2
MFGT 22	Industrial Materials	2
MFGT 23	Electricity	2
MFGT 24	Hydraulics	2
MFGT 60	Introduction to Welding	6
MFGT 61	Intermediate Welding	4
MFGT 62	Advanced Welding	4
MFGT 63	Welding Certification Preparation	1
MFGT 80	Introduction to Machine Shop	6
	Total Units	30

Advisors: Fransen, Tikkanen

MATHEMATICS

Program Learning Outcomes:

- Communicate mathematics with understanding (read, write, listen, speak).
- Use critical thinking and mathematical reasoning to solve a variety of problems.
- Apply mathematical models to real world situations.
- Use technology, when appropriate, to enhance their mathematical understanding, critical thinking, and problem solving skills.
- Demonstrate the ability to use symbolic, graphical, numerical and written representations of mathematical ideas.

MATHEMATICS

(MAJOR #R.6200.AS)

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), Esquivel (Willow International), Gardner (Willow International), J. Gilmore, Gong, Hickey (Willow International), Hitchcock (Willow International), Kandarian (Madera), Kelly, LaTorraca (Willow International), Mata (Madera), Montgomery, Obeid, Perez, Renwick (Willow International), Ryan (Willow International), Tayar, Watts, Reimer

MECHANIZED AGRICULTURE

Program Learning Outcomes:

- Explain the theory of operation of common machine systems found on agricultural and construction machinery.
- Demonstrate the safe entry level repair and maintenance of agricultural and construction machinery.
- Communicate effectively orally, and in technical writing.
- Utilize resources such as electronic and print media and diagnostic software to diagnose, and repair machine systems.
- Demonstrate a thorough understanding of workplace expectations, job preparedness and readiness.
- Apply proper troubleshooting techniques to diagnose and repair agricultural and construction equipment.

CERTIFICATE IN DIESEL ENGINES, SERVICE FUNDAMENTALS AND MACHINE SYSTEMS

(MAJOR #R.818A.CN)

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

(MAJOR #R.8180.CN)

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

(MAJOR #R.818B.CN)

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

(MAJOR #R.818C.CN)

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

(MAJOR #R.8180.AS)

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

(MAJOR #R.8180.CA)

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

Program Learning Outcomes:

- The greatest measure of success comes from seeing the success of our music majors as they continue on to a four-year school.
- Another measure of success is the number of students who continue to return to Reedley College to take performance classes over and over because they continue to receive musical fulfillment from them.

INSTRUMENTAL

(MAJOR #R.5810.AA)

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

MUS 40	Concert Band	1
MUS 45	College Orchestra	1

Four semesters of one of the following: 4-8

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

(MAJOR #R.5820.AA)

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

Program Learning Outcomes:

- Communicate effectively, including use of proper presentation and interpretative techniques to, the public and co-workers, using diverse media.
- Utilize and apply digital/electronic technology and specialized software programs for forest mapping, inventorying, and communication.
- Demonstrate a breadth of knowledge of scientific, social, and political issues tied to the natural resources industry, providing a base for decision making and credibility in personal interactions and career decisions.
- Perform technical skills important for entry level positions in the forestry and natural resources field.
- Successfully secure and maintain seasonal employment in the forestry and natural resources field while demonstrating professional ethics.
- Describe scientific concepts and processes which affect the sustainability of natural resources.

CERTIFICATE IN BACKCOUNTRY SKILLS

(MAJOR #R.1106.CN)

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: Kinney

FOREST SURVEYING TECHNOLOGY

(MAJOR #R.6830.CA)

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 103	Intermediate 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: Kinney

FOREST TECHNOLOGY

(MAJOR #R.1102.CA)

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: Kinney

CERTIFICATE IN FORESTRY SKILLS

(MAJOR #R.1101.CN)

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: Kinney

CERTIFICATE IN FORESTRY TECHNICIAN SKILLS

(MAJOR #R.1102.CN)

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

(MAJOR #R.110C.AS)

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.

Required Courses..... 46

AGNR 1	Career Preparation	1
NR 1	Introduction to Forestry	3
NR 3	Computers in Natural Resources	2
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	3
NR 14	Principles of Wildlife Management	3
NR 17	Introduction to Forest Surveying	4
NR 18	Forest Surveying and Aerial Photo Interpretation	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	Forestry Field Studies I	5
NR 110	Forestry Field Studies II	5
NR 115	Advanced Field Studies I	5

Required 4 units 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	1
NR 91	Orienteering	1
NR 92	Wilderness Survival	1
NR 133	Introduction to Chainsaw Operations	1
NR 145	Logging Skills	1
	Total units	50

Advisors: Kinney

FORESTRY TECHNICIAN FIREFIGHTING EMPHASIS

(MAJOR #R.1105.CA)

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: Kinney

NATURAL RESOURCES TRAINING AND APPLIED WORK EXPERIENCE

(MAJOR #R.1103.CA)

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: Kinney

RECREATION AND INTERPRETATION TECHNIQUES

(MAJOR #R.1104.CA)

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: Kinney

CERTIFICATE IN WILDFIRE RESOURCES SUPERVISORS

(MAJOR #R.1107.CN)

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: Kinney

NURSING

LICENSED VOCATIONAL NURSING ASSOCIATE IN SCIENCE DEGREE

(MAJOR #R.4530.AS)

CERTIFICATE OF ACHIEVEMENT

(MAJOR #R.4530.CA)

Program Learning Outcome:

- Upon successful completion of LVN 100 the student will be able to demonstrate correct assessment and documentation of the respiratory system.

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: Fernandez (Madera), Souza

CERTIFICATE IN NURSING ASSISTANT TRAINING (MAJOR #R.453A.CN)

Program Learning Outcome:

- Fulfill the prescribed learning objectives and to take the state test for CNA certification.

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: Adams (Madera), Fernandez (Madera), Souza

LVN-RN

LVN-RN

(MAJOR #R.4520.AS)

ASSOCIATE IN SCIENCE DEGREE

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 74	Geriatric Nursing Theory.....	1.5
RN 75	Intermediate Medical-Surgical Nursing.....	5
RN 77	Psychiatric/Mental Health Nursing.....	3.5
RN 78	Foundations of Multicultural Nursing Care	1
RN 79	Nursing Skills Lab I5
RN 85	Advanced Medical-Surgical Nursing.....	6
RN 87	Maternal and Child Nursing.....	4
RN 88	Nursing Leadership and Management	1
RN 89	Nursing Skills Lab II.....	.5
RN 160	LVN to RN Role Transition	2
PHIL 1C	Ethics	3
PSY 2	General Psychology	3

Select one Nutrition course Units

FN 35	Nutrition and Health	3
FN 40	Nutrition	3

Select one Communication course Units

COMM 1	Public Speaking.....	3
COMM 2	Interpersonal Communication.....	3

Select one course Units

ANTHRO 2	Cultural Anthropology.....	3
SOC 1A	Introduction to Sociology.....	3

Additional Information

Students applying for admission must be graduates of a State Accredited LVN program, hold current LVN license, 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 five years. Prospective applicants must also take the Test of Essential Academic skills (T.E.A.S.) with a minimum score of 62%.

Advisor: Adams (Madera), Fernandez (Madera), Souza

LVN-RN

(MAJOR #R.4520.CA)

CERTIFICATE OF ACHIEVEMENT

RN 74	Geriatric Nursing Theory	1.5
RN 75	Intermediate Medical-Surgical Nursing	5
RN 77	Psychiatric/Mental Health Nursing	3.5
RN 78	Foundations of Multicultural Nursing Care	1
RN 79	Nursing Skills Lab I5
RN 85	Advanced Medical-Surgical Nursing	6
RN 87	Maternal and Child Nursing	4
RN 88	Nursing Leadership and Management	1
RN 89	Nursing Skills Lab II5
	Total Units	23

OFFICE TECHNOLOGY

Program Learning Outcomes:

- Use application software to create and edit word processing documents.
- Use application software to create and edit spreadsheets.
- Manage a records system.

ADMINISTRATIVE ASSISTANT

(MAJOR #R.226B.AS)

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.

Required courses..... 20

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	Microsoft Word 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

Select from keyboarding skills 2-3

OT 46	Championship Typing	3
OT 7	Speed Typing on Computers and OT 46 Championship Typing	2

Advisors: Ensz, P. Gilmore, Underwood (Madera)

ADMINISTRATIVE ASSISTANT

(MAJOR #R.226B.CA)

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.

Required courses..... 20

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	Microsoft Word 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

Select from keyboarding skills 2-3

OT 46	Championship Typing	3
OT 7	Speed Typing on Computers and OT 46 Championship Typing	2

Select one course from following list or a higher level English course 1.5-5

OT 49	Business English	1.5
BA 5	Business Communications	3
ENGL 130	Accelerated Writing	5
ENGL 125	Writing Skills for College	4
ENGL 105	Grammar and Punctuation	2

Total Units 23.5-28

Recommended Courses: Business Administration 5 or English 1A

Advisors: Ensz, P. Gilmore, Underwood (Madera)

MEDICAL ADMINISTRATIVE ASSISTANT

(MAJOR #R.2023.AS)

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	Microsoft Word 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	Championship Typing	3
OT 7	Speed Typing on Computers and OT 46 Championship Typing	2
	Total Units	27.5-28.5

Advisors: Ensz, P. Gilmore, Underwood (Madera)

MEDICAL ADMINISTRATIVE ASSISTANT

(MAJOR #R.2023.CA)

CERTIFICATE OF ACHIEVEMENT

Upon completion of this certificate, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data, 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, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program. This certificate emphasizes technical medical front-office skills, as well as personal and social skills necessary to succeed in the work place.

OT 1	Computer Basics	1.5
OT 6	Data Entry Essentials	1.5
OT 9	Beginning Keyboarding	1.0
OT 10	Medical Terminology	3.0
OT 11A	Microsoft Word Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 16	Preparing for a Job Interview.....	1.0
OT 17	Job Retention and Responsibilities.....	1.0
OT 28	Medical Manager	1.5
OT 41	Medical Administrative Assistant	3.0
OT 42	Medical Document Preparation.....	3.0
OT 44	Filing Procedures	1.5
	Select from keyboarding skills:	2-3
OT 46	Championship Typing	3
OT 7	Speed Typing on Computers and OT 46 Championship Typing	2
	Total Units	23-24

Advisors: Ensz, P. Gilmore, Underwood (Madera)

OFFICE ASSISTANT

(MAJOR #R.2021.CA)

CERTIFICATE OF ACHIEVEMENT

The Office Assistant Certificate of Achievement prepares students for an entry level position in an office setting. This certificate emphasizes technical office skills, as well as personal and social skills necessary to attain a position in an office and succeed in the work place. Students will be able to use application software to create and edit documents and spreadsheet; manage a records system; sort and distribute mail; and manage a phone system. Positive communication skills are developed throughout the program.

OT 1	Computer Basics	1.5
OT 5	Document Formatting	1.5
OT 6	Data Entry Essentials	1.5
OT 9	Beginning Keyboarding	1
OT 11A	Microsoft Word Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 12A	Microsoft Excel 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
Select from keyboarding skills:		2-3
OT 46	Championship Typing	3
OT 7	Speed Typing on Computers and OT 46 Championship Typing	2
Total Units		17-18

Advisors: Ensz, P. Gilmore, Underwood (Madera)

RECEPTIONIST

(MAJOR #R.2024.CA)

CERTIFICATE OF ACHIEVEMENT

The Receptionist Certificate of Achievement prepares the student for an entry-level position as a receptionist. The student will acquire the skills of customer service and greeting customers and visitors; word processing, record keeping and filing, and telephone communications; process incoming and outgoing mail; and, managing voicemail.

OT 1	Computer Basics	1.5
OT 5	Document Formatting	1.5
OT 11A	Microsoft Word Essentials	1.5
OT 11C	Word Processing Projects	1.5
OT 44	Filing Procedures	1.5
OT 48	Today's Receptionist.....	1.5
Select one:		1.5-3
OT 49 or	Business English.....	1.5
BA 5	Business Communication.....	3
Select from keyboarding skills:		2-3
OT 46	Championship Typing	3
OT 7	Speed Typing on Computers and OT 46 Championship Typing	2
Total Units		12.5-15

Advisors: Ensz, P. Gilmore, Underwood (Madera)

PHYSICAL EDUCATION

PHYSICAL EDUCATION

(MAJOR #R.4210.CN)

CERTIFICATE IN COACHING CERTIFICATE

Program Learning Outcomes:

- Assess and analyze one’s own personal wellness to be able to integrate positive health changes in lifestyle
- Apply nutritional knowledge to one’s own dietary intake and weight management

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

(MAJOR #R.4200.AA)

ASSOCIATE IN ARTS DEGREE

Program Learning Outcome:

- Plan, implement, and practice appropriate fitness activities that promote improved levels of muscular strength & endurance, cardio-respiratory endurance, flexibility, and body composition.

The student who completes the requirements for an AA 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 Course 4

BIOL 5 Human Biology 4

Complete a minimum of eight (8) units from the following: 8

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 Nutrition 3

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

DANCE 10 Modern Dance 1

DANCE 14 Beginning Jazz Dance 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 Volleyball 1

Select additional units from the above areas to total at least 18 units.

Total Units 18

Advisors: B. Allen (Willow International), Fonseca, Hacker, Jefferies, Locklin, Mattox (Madera), O'Connor, Stark, Whited

PHYSICAL SCIENCE

Program Learning Outcomes:

- Recognize and utilize correctly the terminology of math, statistics and/or science.
- Analyze and interpret data using quantitative and qualitative methods.

PHYSICAL SCIENCE

(MAJOR #R.6300.AS)

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

Program Learning Outcomes:

- Comprehension and identification of the structures and functions of plant cells, organelles, tissues, organs, and integrate important plant processes such as growth, photosynthesis, respiration, and translocation with plant management practices.
- Experience with the physical, chemical, and biological properties of soils, and the incorporation of analytical testing procedures for nutrients, moisture, and physical characteristics with economical stewardship of soil management.
- Developed awareness of theoretical and practical applications to orchard, vineyard, and vegetable production systems with emphasis on San Joaquin Valley specifics for irrigation, fertility, cultural, and pest managements.
- Measurable knowledge and skills of irrigation science with its effects on plant growth and development, yield and profitability, soil properties and reclamation. Additional competence developed includes predictive models and scheduling; system design, operation, and evaluation; and historical, political, and societal interactions with irrigation.
- Understanding of the principles of integrated pest management, including population dynamics and selection, and the use of biological, chemical, regulatory, genetic, cultural, and physical/mechanical control options in a systems approach that optimizes economics and minimizes environmental side effects.
- Competency in quantitative and qualitative data analyses related to performance of crop variety, fertilizer treatments, cultural effects, and environmental stresses. Evaluation and establishment of laboratory, test plot, and field conditions to determine if significant differences exist and can be identified.
- Proficiency in machinery management and operation of farm equipment.
- Demonstrate a breadth of knowledge in the agriculture industry which provides a base for effective decision making and credibility in personal interactions and career decisions.

AGRICULTURE & TECHNOLOGY PHYSICAL EDUCATION

(MAJOR #R.1030.AS)

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

IRRIGATION, FERTILITY & PEST MANAGEMENT TECHNICIAN PHYSICAL EDUCATION

(MAJOR #R.1073.CA)

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 Agriculture	3
AG 3	Agriculture Accounting.....	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 11	Machinery Technology.....	3
Select from Option A or Option B		37-40

Option A

(MAJOR #R.1071.AS)

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 Communication	3
AGNR 1	Career Preparation	1
AGNR 2	Career Leadership Seminar	1
AS 1	General Livestock Production	3

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

(MAJOR #R.1072.AS)

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 Management	3
PLS 7	Integrated Pest Management.....	3
CHEM 3A	Introductory General Chemistry.....	4
Select one from the following:		3-4
CHEM 3B	Introductory Organic and Biological Chemistry	4
CHEM 8	Elementary Organic Chemistry	3

Select one from the following:

STAT 7	Elementary Statistics	
MATH 11	Elementary Statistics	

Total Units 37-38

Advisor: Smith

PRODUCTION AGRICULTURE TECHNICIAN

(MAJOR #R.1074.CA)

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 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

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

Program Learning Outcomes:

- Identify the main characteristics, concepts, ideas, and theories of at least four social science disciplines including Anthropology, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology.
- Use Social Science concepts to analyze cultural, global, political, psychological, and social issues.

SOCIAL SCIENCE

(MAJOR #R.7410.AA)

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

ANTHRO 1	Biological Anthropology 3
ANTHRO 2	Cultural Anthropology 3
ANTHRO 3	Introduction to Archaeology and Prehistory 3
CHDEV 38 or PSY 38	Lifespan Development 3
ECON 1A	Introduction to Macroeconomics 3
ECON 1B	Introduction to Microeconomics 3
ETHNST 5 or HIST 5	African People in the New World 3
ETHNST 32 or HIST 32	History of the Mexican American People 3
GEOG 4A	World Geography 3
GEOG 4B	World Geography 3
GEOG 40A	World Regional Geography A 3
GEOG 40B	World Regional Geography B 3
HIST 1	Western Civilization to 16483

HIST 2	Western Civilization from 1648 3
HIST 5 or ETHNST 5	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 Honors History of the United States since 1877 3
HIST 20	Comparative World Civilizations 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
PSY 38 or CHDEV 38	Lifespan Development 3
SOC 1A	Introduction to Sociology 3
SOC 1B	Critical Thinking about Social Problems 3
SOC 2	American Minority Groups 3
SOC 32	Courtship, Marriage, and Divorce: Family & 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

ASSOCIATE DEGREES FOR TRANSFER



Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Reedley College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://extranet.cccco.edu/Portals/1/AA/Credit/TMC%20All%20Campus%20Updates/CCC-CSUTransferDegreeMatches2012-04-26.pdf>. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

COMMUNICATION

ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER

(MAJOR #R.5345.AA-T)

The College Associate in Arts Degree in Communication Studies for Transfer 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. Students who pursue advanced communication degrees enjoy diverse employment that 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.

Program Learning Outcomes:

- Construct and deliver a presentation with communicative competence and confidence.
- Demonstrate the dynamics of effective communication in a variety of settings and contexts.

To obtain the Associate in Arts Degree in Communication Studies for Transfer, students must complete the following requirements with a minimum grade point average (GPA) of 2.0:

- The Communication Studies major requirements below.
- The California State University General Education – Breath (CSUGE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Any needed transferable electives to reach a total of 60 CSU transferable units.

Required Core..... 3
 COMM 1 Public Speaking..... 3

List A Courses 6
 COMM 2 Interpersonal
 Communication 3
 COMM 8 Group Communication..... 3
 COMM 25 Argumentation 3

List B Courses (any course from List A not used) 6
 COMM 4 Persuasion 3
 COMM 10 Intercultural
 Communication 3
 COMM 12 Fundamentals of
 Interpretation..... 3
 COMM 15 Computer-Mediated
 Communication 3

List C Courses (any course from List A or B not used) 3
 ENGL 1B Introduction to the Study
 of Literature 3
 ENGL 1BH Honors Introduction to the Study
 of Literature 3
 JOURN 1 Introduction to Mass
 Communications..... 3
 PHIL 2 Critical Thinking and
 Writing..... 3

CSU General Education or IGETC..... 39-41

CSU Electives to reach 60 units total
 Total Units 60

MATHEMATICS

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

(MAJOR #R.6200.AS-T)

The Associate in Science Degree in Mathematics for Transfer prepares students for transfer into four-year mathematics programs. A strong mathematics background allows students to pursue studies in fields such as mathematics education, engineering, information technology, statistical analysis, physical science and advanced mathematics.

Upon completion of the Reedley College Mathematics program, a student will be able to:

- Communicate mathematics with understanding (read, write, listen, speak).
- Use critical thinking and mathematical reasoning to solve a variety of problems.
- Apply mathematical models to real world situations.
- Use technology, when appropriate, to enhance their mathematical understanding, critical thinking, and problem solving skills.
- Demonstrate the ability to use symbolic, graphical, numerical and written representations of mathematical ideas.

The program is suited to the needs of students who will complete their education at Reedley College with an A.S. degree, as well as those students who will complete their Reedley College Associate in Science Degree in Mathematics for Transfer who transfer to a four year institution to complete their bachelor's degree. Successful completion of the Associate in Science Degree in Mathematics for Transfer guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree, in preparation to pursue a career in the field of mathematics, engineering, statistics, actuarial science, business and management, law enforcement, government, and education.

To obtain the Associate in Science Degree in Mathematics for Transfer, students must complete the following:

- Completion of the following major requirements with grades of 2.0 or better
- A minimum of 60 CSU-transferable units with a grade point average (GPA) of 2.0 or better.
- Certified completion of either the California State University General Education Breadth pattern (CSU GE), or the Intersegmental General Education Transfer Curriculum (IGETC-CSU) pattern general education requirements.

Math Core	17
MATH 5A	Math Analysis I 5
MATH 5B	Math Analysis II 4
MATH 6	Math Analysis III 4
MATH 7	Differential Equations and Linear Algebra 4
Select one (1) course from Group A	4
Group A	
CSCI 26	Discrete Mathematics for Computer Science 4
CSCI 40	Programming Concepts and Methodology I 4
ENGR 40	Programming for Scientists and Engineers 4
MATH 11	Elementary Statistics 4
MATH 11H	Honors Elementary Statistics 4
PHYS 4A	Physics For Scientists and Engineers 4
STAT 7	Elementary Statistics 4
CSU GE or IGETC	39-41
CSU electives to reach 60 units total	
Total Units	60

Associate Degrees for Transfer

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER

(MAJOR #R.7550.AA-T)

The Associate in Arts Degree in Psychology for Transfer prepares students for transfer into four-year Psychology programs. The degree provides academic preparation in statistics and biology, in addition to the fundamentals of lower division psychology coursework. A background in psychology allows students to pursue studies in a range of fields, including education, social work, and counseling.

Program Learning Outcomes:

- Analyze and discuss major psychological theories and research.
- Apply psychological concepts when examining human and animal behavior.
- Synthesize knowledge regarding culture, history and genetics in understanding behavior.
- Integrate psychological theory and practice in analyzing social issues.
- Differentiate valid scientific inquiry from pseudoscience.
- Apply psychological concepts to the development effective college learning skills.
- Demonstrate ability to apply independent critical thinking skills.
- Critically evaluate scientific claims within the field of psychology and beyond.
- Develop insight into human development and growth.
- ^a Utilize psychological applications in the pursuit of self-improvement and relationships.

Students wishing to pursue the Associate in Arts in Psychology for Transfer must complete 60 units of coursework eligible for transfer to the California State University, including:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements
- 18 units of major coursework as detailed below
- Students must maintain a minimum 2.0 GPA, including grades of C or higher in each course taken to fulfill the major.

The benefit for students completing this associate degree for transfer is that the California State University (CSU) system is required to “guarantee admission with junior status to any community college student who meets all of the requirements” for the associate degree for transfer. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” In addition, “A student...shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012-13 academic years.

Required Core..... 14

BIOL 5	Human Biology.....	4
PSY 45	Introduction to Research Methods in Psychology	3

Select one course from:

MATH 11	Elementary Statistics	4
MATH 11H	Honors Elementary Statistics	4
STAT 7	Elementary Statistics	4

Select one course from:

PSY 2	General Psychology	3
PSY 2H	Honors General Psychology	3

List B (Choose one of the following)..... 3

CHDEV 39	Child Growth and Development	3
CHDEV 38	Lifespan Development.....	3
PSY 5	Social Psychology	3
SOC 1A	Introduction to Sociology.....	3
PSY 38	Lifespan Development.....	3

List C (Choose one of the following)..... 3

Any course not selected above		
PSY 16	Abnormal Psychology.....	3
PSY 25	Human Sexuality	3

CSU General Education or IGETC..... 39-41
Transferable Electives as needed to reach 60 transferable units

Total Units 60

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 201).
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. Students should be guided by the description and should consult a counselor for assistance.

Course Identification

Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

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
ASTRO	Astronomy
AUTOT	Automotive Technology
BA	Business Administration
BIOL	Biology
CHDEV	Child Development
CHEM	Chemistry
CHIN	Chinese
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
LIBSKL	Library Skills
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
WTD	Water Treatment and Distribution

Course Number Extensions

H	Honors
I	Intensive
L	Lab
LS	Language Skills
NS	Native Speakers
R	Reading
W	Writing

Course Number and/or Department Changes

Old	New
Agriculture 10	Agriculture 110
Agriculture 11	Agriculture 111
Information Systems 5	Information Systems 61
Information Systems 29	Information Systems 60
Manufacturing Technology 33B	Manufacturing Technology 63
Manufacturing Technology 38B	Manufacturing Technology 83
Science 3	Astronomy 10

Deleted Courses (from 2010-2012 Catalog)

Agriculture 6	Agriculture Marketing
Agriculture 266	Selected Topics in Agriculture
Art 10X	Beginning Ceramics
Art 20X	Intermediate Ceramics
Art 137A	Photoshop: Digital Visual Art
Art 138	Painter: Computer Digital Imaging
Aviation Maintenance Technology 209	Aircraft Fabric Coverings
Aviation Maintenance Technology 210	Supplemental Laboratory
Criminology 2	Traffic Control
Criminology 6B	Criminal Law
Criminology 7B	Police Operations and Procedures

English 383	Writing your Life Story
Environmental Horticulture 38	Advanced Floral Design
Environmental Horticulture 39	Wedding and High Style Floral Design
Environmental Horticulture 40	History of Landscape Architecture
Environmental Horticulture 41	Introduction to Environmental Horticulture
Environmental Horticulture 42	Plant Materials and Usage I
Environmental Horticulture 44	Landscape Maintenance
Foods & Nutrition 20	Sanitation, Safety, and Equipment for Food Services
Foods & Nutrition 42	Child Nutrition
Foods & Nutrition 260	Topics in Foods and Nutrition
Manufacturing Technology 40	Fundamentals of Welding Oxy Acetylene
Manufacturing Technology 41	Fundamentals of Welding Electric Arc
Manufacturing Technology 42	Machine Shop Fundamentals Lathe
Manufacturing Technology 43	Machine Shop Fundamentals Mill
Manufacturing Technology 101	Basic Manufacturing Skills
Manufacturing Technology 110	Introduction to Industrial and Manufacturing Technology
Manufacturing Technology 270	Introduction to Industrial Technology
Manufacturing Technology 271	CNC Operator
Manufacturing Technology 300A	Basic Manufacturing Skills/ Math Emphasis
Manufacturing Technology 300B	Basic Manufacturing Skills/ Communication Emphasis
Mathematics 20	Scientific and Technical Calculations
Mathematics 21	Finite Mathematics
Mathematics 22	Applied Calculus for the Managerial, Life and Social Sciences
Mathematics 26	Elementary Linear Algebra
Mathematics 257	Integrated Arithmetic and Algebra
Mathematics 260B	Arithmetic Review: Fractions
Natural Resources 265	Selected Topics in Natural Resources
Office Technology 4	Machine Transcription
Office Technology 8	Practicum in Customer Relations

Office Technology 11B Corel WordPerfect Essentials
 Office Technology 27 Medical Transcription
 Office Technology 122 Keyboarding Improvement
 Physics 30 Physical Science
 Plant Science 12 Fresh Produce Processing
 Plant Science 13 Subtropical Fruit Production
 Plant Science 20 Elements of Food Processing
 Plant Science 260 Plant Science Seminar
 Registered Nursing 76 Complex Obstetrical Nursing
 Registered Nursing 86 Advanced Nursing Concepts
 Across the Lifespan

CHDEV 12	Child Abuse	CHDEV /PSY 12	Child Abuse
CHDEV 15	Diversity and Culture in Early Care and Education Programs	CHDEV 15	Diversity and Culture in Early Care and Education Programs
CHDEV 20	Observation and Assessment	CHDEV 20	Observation and Assessment
CHDEV 30	Child, Family, and Community	CHDEV 30	Child, Family, and Community
CHDEV 32	Early Intervention	CHDEV 16	Intro to Early Intervention
CHDEV 33A	ECC: Art/Drama/Music	CHDEV 3	Introduction to Curriculum
CHDEV 35	Working with Families and Children with Special Needs	CHDEV 11	The Young Child with Special Needs
CHDEV 37A	Early Childhood Practicum	CHDEV 37A	Early Childhood Practicum
CHDEV 37B	Advanced Practicum in Early Childhood Education	CHDEV 37B	Advanced Practicum in Early Childhood Education
CHDEV 39	Child Growth and Development	CHDEV/PSY 39	Child Growth and Development
CHDEV/PSY 38	Lifespan Development	CHDEV/PSY 38	Lifespan Development
CHDEV 40A	Admin of Childhood Programs	CHDEV 40A	Admin of Early Childhood Programs
CHDEV 40B	Adv Admin of Childhood Programs	CHDEV 40B	Adv Admin of Early Childhood Programs
CHDEV 45	Supervision of Adults in ECE Classrooms	CHDEV 45	Adult Supervision in ECE Classrooms
CHDEV 151	Intro to Family Child Care	CHDEV 151	Intro to Family Child Care
CHDEV 152	Quality Programs in Family Child Care	CHDEV 152	Quality Programs in Family Child Care
CHEM 1A	General Chemistry	CHEM 1A	General Chemistry
CHEM 1B	General Chemistry & Qualitative Analysis	CHEM 1B	General Chemistry & Qualitative Analysis
CHEM 3A	Introductory General Chemistry	CHEM 3A	Introductory General Chemistry
CHEM 3B	Introductory Organic & Biological Chemistry	CHEM 3B	Introductory Organic & Biological Chemistry
CHEM 8	Elementary Organic Chemistry	CHEM 8A	Elementary Organic Chemistry
CHEM 28A	Organic Chemistry	CHEM 28A	Organic Chemistry
CHEM 28B	Organic Chemistry	CHEM 28B	Organic Chemistry
CHEM 29A	Organic Chemistry Laboratory	CHEM 29A	Organic Chemistry Laboratory
CHEM 29B	Organic Chemistry Laboratory	CHEM 29B	Organic Chemistry Laboratory
CHIN 1	Beginning Chinese	CHIN 1	Beginning Chinese
CHIN 2	High-Beginning Chinese	CHIN 2	High-Beginning Chinese
COMM 1	Introduction to Public Speaking	COMM 1	Introduction to Public Speaking
COMM 2	Interpersonal Communications	COMM 2	Interpersonal Communications
COMM 8	Group Communication	COMM 8	Group Communication
COMM 12	Fundamentals of Interpretation	COMM 12	Fundamentals of Interpretation
COMM 25	Argumentation	COMM 25	Argumentation
COTR 19G	Cooperative Work Experience Education	WKEX 19	Work Experience (Cooperative), General
COUN 47	Learning Strategies	COUN 47AB	College Study Skills
COUN 53	College and Life Management	COUN 53	College and Life Management
COUN 120	College Introduction	COUN 150	College Introduction
CRIM 1	Introduction to Criminology	CRIM 1	Introduction to Criminology
CRIM 3	Legal Aspects of Evidence	CRIM 3	Legal Aspects of Evidence
CRIM 4	Principles & Procedures of the Justice System	CRIM 4	Principles & Procedures of the Justice System
CRIM 5	Community Relations	CRIM 5	Community Relations
CRIM 6	Criminal Law	CRIM 6	Concepts of Criminal Law
CRIM 7	Police Operations & Procedures	CRIM 7	Concepts of Enforcement Services
CRIM 8	Criminal Investigation	CRIM 8	Criminal Investigation
CRIM 11	Juvenile Delinquency	CRIM 11	Juvenile Delinquency
CRIM 12	Criminal Justice Communications	CRIM 12	Criminal Justice Communications
CRIM 19V	Cooperative Work Exper, Criminal Justice	CRIM 19	Work Experience (Cooperative), Occupational
CRIM 20	Introduction to Corrections	CRIM 20	Introduction to Corrections
CSCI 26	Discrete Mathematics for Computer Science	CSCI 26	Discrete Mathematics for Computer Science
CSCI 40	Programming Concepts & Methodology I	CSCI 40	Programming Concepts & Methodology I
CSCI 41	Programming Concepts & Methodology II	CSCI 41	Programming Concepts & Methodology II
DANCE 9	Dance Conditioning	DANCE 9	Dance Conditioning
DANCE 10	Modern Dance	DANCE 9	Modern Dance
DANCE 14	Beginning Jazz Dance	DANCE 14	Beginning Jazz Dance
DEVSER 240	Transition to College for Students w/ Disabilities	DEVSER 264	Transition to College for Students w/ Disabilities
DEVSER 250	Workability Assessment & Career Awareness	DEVSER 250	Workability Assessment & Career Awareness
DEVSER 251	Workability Preparation & Job Placement	DEVSER 251	Workability Preparation & Job Placement
DEVSER 252	Workability Strategies & Job Maintenance	DEVSER 252	Workability Strategies & Job Maintenance
DEVSER 255	Workability Experience	DEVSER 255	Workability Experience
DEVSER 262	Group Interaction for Students with Disabilities	DEVSER 262	Group Interaction for Students with Disabilities
DEVSER 272	Consumer Skills	DEVSER 272	Consumer Skills
DEVSER 273	Independent Living Skills for DSP&S Students	DEVSER 273	Independent Living Skills for DSP&S Students
DEVSER 275	Horticulture Skills I	DEVSER 275	Horticulture Skills I
DS 117	Business Mathematics	DS 117	Business Mathematics
ECON 1A	Intro to Macroeconomics	ECON 1A	Intro to Macroeconomics
ECON 1B	Intro to Microeconomics	ECON 1B	Intro to Microeconomics
EDUC 10	Introduction to Teaching	EDUC 30	Survey of Education
ENGL 1A	Reading and Composition	ENGL 1A	Reading and Composition
ENGL 1AH	Honors Reading and Composition	ENGL 1AH	Honors Reading and Composition
ENGL 1B	Intro to the Study of Literature	ENGL 1B	Intro to the Study of Literature
ENGL 1BH	Honors Intro to the Study of Literature	ENGL 1BH	Honors Intro to the Study of Literature
ENGL 3	Critical Reading and Writing	ENGL 3	Critical Reading and Writing
ENGL 3H	Honors Critical Reading and Writing	ENGL 3H	Honors Critical Reading and Writing
ENGL 15A	Creative Writing: Poetry	ENGL 15A	Creative Writing: Poetry
ENGL 15B	Creative Writing: Fiction	ENGL 15B	Creative Writing: Fiction

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.

ACCTG 1A	Principles of Accounting	ACCTG 4A	Financial Accounting
ACCTG 1B	Principles of Accounting	ACCTG 4B	Managerial Accounting
ACCTG 19V	Cooperative Work Experience, Accounting	ACCTG 19	Work Experience (Cooperative), Occupational
ANTHRO 1	Biological Anthropology	ANTHRO 1	Biological Anthropology
ANTHRO 2	Cultural Anthropology	ANTHRO 2	Cultural Anthropology
ANTHRO 3	Intro to Archaeology & Prehistory	ANTHRO 3	Intro to Archaeology & Prehistory
ART 2	Art Appreciation	ART 2	Art Appreciation
ART 5	Art History 1	ART 5	Art History 1
ART 6	Art History 2	ART 6	Art History 2
ART 6H	Honors Art History 2	ART 6H	Honors Art History 2
ART 7	Beginning Drawing	ART 7	Beginning Drawing
ART 9	Beginning Painting: Oil/Acrylic	ART 9	Beginning Painting: Oil/Acrylic
ART 10	Beginning Ceramics	ART 10	Beginning Ceramics
ART 13	Beginning Watercolor Painting	ART 13	Beginning Watercolor Painting
ART 17	Intermediate Drawing	ART 17	Intermediate Drawing
ART 19	Intermediate Painting: Oil/Acrylic	ART 19	Intermediate Painting: Oil/Acrylic
ART 20	Intermediate Ceramics	ART 20	Intermediate Ceramics
ART 23	Intermediate Watercolor Painting	ART 23	Intermediate Watercolor Painting
ASL 1	Beginning American Sign Language	ASL 1	Beginning American Sign Language
ASL 2	High Beginning American Sign Language	ASL 2	High Beginning American Sign Language
ASL 3	Intermediate American Sign Language	ASL 3	Intermediate American Sign Language
ASL 4	High Inter American Sign Language	ASL 4	High Inter American Sign Language
AUTOT 9	Automotive Essentials	AUTOT 9	Automotive Essentials
BA 5	Business Communications	BA 5/BT 5	Business Communications
BA 10	Introduction to Business	BA 10	Introduction to Business
BA 12	Introduction to Hospitality	BA 11	Introduction to Hospitality Management
BA 15	Introduction to Management	BA 40	Supervision and Leadership
BA 18	Business and the Legal Environment	BA 18	Business and the Legal Environment
BA 19V	Work Experience (Cooperative), Business Administration	BA 19	Work Experience (Cooperative), Occupational
BA 27	Students in Free Enterprise (SIFE)	BA 27	Students in Free Enterprise (SIFE)
BA 33	Human Relations in Business	BA 33	Human Relations in Business
BA 34	Fundamentals of Investing	BA 34	Fundamentals of Investing
BA 38	Operation of the Small Business	BA 38	Operation of the Small Business
BA 46	Calculator Applications	BT 4	Ten-Key Calculation
BA 52	Introduction to Entrepreneurship	BA 52	Introduction to Entrepreneurship
BA 55	Introduction to Logistics	BA 55	Introduction to Logistics
BIOL 1	Principles of Biology	BIOL 1	Principles of Biology
BIOL 3	Introduction to Life Science	BIOL 3	Introduction to Life Science
BIOL 5	Human Biology	BIOL 5	Human Biology
BIOL 11A	Biology for Science Majors I	BIOL 11A	Biology for Science Majors I
BIOL 11B	Biology for Science Majors II	BIOL 11B	Biology for Science Majors II
BIOL 20	Human Anatomy	BIOL 20	Human Anatomy
BIOL 22	Human Physiology	BIOL 22	Human Physiology
BIOL 31	Microbiology	BIOL 31	Microbiology
CHDEV 1	Principles and Practices of Teaching Young Children	CHDEV 1	Principles and Practices of Teaching Young Children
CHDEV 3	Introduction to Curriculum	CHDEV 3	Introduction to Curriculum
CHDEV 5	Parent Education	CHDEV 5	Parent Education
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education	CHDEV 6	Health, Safety and Nutrition in Early Childhood Education
CHDEV 7	Infant-Toddler Development & Care	CHDEV 17A	Infant Development-Birth to Age Three
CHDEV 7A	Advanced Infant Toddler Develop & Care	CHDEV 17B	Advanced Infant Toddler Develop & Care
CHDEV 8B	School-Age Child Care	CHDEV 8B	Programs for School Age Child Care

ENGL 44A	World Literature to the Renaissance	ENGL 44A	World Literature to the Renaissance	MUS 2A	Music Theory III	MUS 2A	Music Theory III
ENGL 44B	World Literature since the Renaissance	ENGL 44B	World Literature since the Renaissance	MUS 2B	Music Theory IV	MUS 2B	Music Theory IV
ENGL 46A	English Literature to 1800	ENGL 46A	English Literature to 1800	MUS 3	Music Fundamentals	MUS 3	Music Fundamentals
ENGL 46B	English Literature from 1800 to Present	ENGL 46B	English Literature from 1800 to Present	MUS 7A	Ear Training: Level I	MUS 7A	Ear Training: Level I
ENGL 47	Introduction to Shakespeare	ENGL 47	Introduction to Shakespeare	MUS 7B	Ear Training: Level II	MUS 7B	Ear Training: Level II
ENGL 49	Latino & Chicano Literature	CLS 21	Chicano Literature	MUS 12	Music Appreciation	MUS 12	Music Appreciation
ENGL 105	Grammar and Punctuation	ENGL 105	Grammar and Punctuation	MUS 16	Jazz History and Appreciation	MUS 16	Jazz History and Appreciation
ENGL 125	Writing Skills for College	ENGL 125	Writing Skills for College	MUS 18	Basic Conducting and Score Reading	MUS 18	Basic Conducting and Score Reading
ENGL 126	Reading Skills for College	ENGL 126	Reading Skills for College	MUS 20	Beginning Piano: Level I	MUS 20	Beginning Piano: Level I
ENGL 250	Basic Writing	ENGL 250	Basic Writing	MUS 21	Beginning Piano: Level II	MUS 21	Beginning Piano: Level II
ENGL 252	Writing Improvement	ENGL 252	Writing Improvement	MUS 22	Intermediate/Advanced Piano	MUS 22	Intermediate/Advanced Piano
ENGL 260	Basic Reading	ENGL 260	Basic Reading	MUS 24	Elementary Voice – Level I	MUS 24	Elementary Voice – Level I
ENGL 262	Reading Improvement	ENGL 262	Reading Improvement	MUS 27	Beginning Guitar: Level I	MUS 27	Beginning Guitar: Level I
ENGR 2	Graphics	ENGR 2	Graphics	MUS 28	Beginning Guitar: Level II	MUS 28	Beginning Guitar: Level II
ENGR 4	Engineering Materials	ENGR 4	Engineering Materials	MUS 31	Concert Choir	MUS 30	College Choir
ENGR 6	Circuits with Lab	ENGR 6	Circuits with Lab	MUS 40	Concert Band	MUS 40	Concert Band
ENGR 8	Statics	ENGR 8	Statics	MUS 41	Jazz Ensemble	MUS 41	Jazz Ensemble
ENGR 10	Introduction to Engineering	ENGR 10	Introduction to Engineering	PE 4	Badminton	PE 4	Badminton
ENGR 40	Programming for Sci & Engin	CSCI 40	Programming Concepts & Methodology I	PE 5	Basketball	PE 5	Basketball
FILM 1	Introduction to Film Studies	FILM 1	Introduction to Film Studies	PE 6	Fitness and Health	PE 6	Fitness and Health
FILM 2A	History of Cinema 1895-1960	FILM 2A	History of Cinema 1895-1960	PE 7	Golf	PE 7	Golf
FILM 2B	History Of Cinema 1960 to Present	FILM 2B	History Of Cinema 1960 to Present	PE 12	Swimming	PE 12	Swimming
FILM 5	Digital Filmmaking	FILM 5	Digital Filmmaking	PE 13	Tennis	PE 13	Tennis
FM 30	Interior Design	HEC 7	Interior Design	PE 14	Volleyball	PE 14	Volleyball
FN 35	Nutrition and Health	FN 35	Nutrition and Health	PE 20	Athletic Training	PE 20	Athletic Training
FN 40	Nutrition	FN 40	Nutrition	PE 22	Introduction to Physical Education	PE 62	Introduction to Kinesiology
FN 41	Sports Nutrition	FN 41	Sports Nutrition	PE 30A	Theory of Baseball	PE 30A	Theory of Baseball
FRENCH 1	Beginning French	FRENCH 1	Beginning French	PE 30B	Competitive Baseball	PE 30B	Competitive Baseball
FRENCH 2	High Beginning French	FRENCH 2	High Beginning French	PE 30C	Off-Season Conditioning for Baseball	PE 30C	Off-Season Conditioning for Baseball
FRENCH 3	Intermediate French	FRENCH 3	Intermediate French	PE 31A	Theory of Basketball	PE 31A	Theory of Basketball
FRENCH 4	High Intermediate French	FRENCH 4	High Intermediate French	PE 31B	Competitive Basketball	PE 31B	Competitive Basketball
GEOG 4A	World Geography	GEOG 4A	World Geography	PE 31C	Off-Season Conditioning for Basketball	PE 31C	Off-Season Conditioning for Basketball
GEOG 4B	World Geography	GEOG 4B	World Geography	PE 33A	Theory of Football	PE 33A	Theory of Football
GEOL 1	Physical Geology	GEOL 1	Physical Geology	PE 33B	Competitive Football	PE 33B	Competitive Football
GEOL 2	Historical Geology	GEOL 2	Historical Geology	PE 33C	Off-Season Conditioning for Football	PE 33C	Off-Season Conditioning for Football
GEOL 9	Introduction to Earth Science	GEOL 9	Introduction to Earth Science	PE 34A	Theory of Golf	PE 34A	Theory of Golf
GERMAN 1	Beginning German	GERMAN 1	Beginning German	PE 34B	Competitive Golf	PE 34B	Competitive Golf
GERMAN 2	High Beginning German	GERMAN 2	High Beginning German	PE 34C	Off-Season Conditioning for Golf	PE 34C	Off-Season Conditioning for Golf
GERMAN 3	Intermediate German	GERMAN 3	Intermediate German	PE 35B	Pep and Cheer	PE 35B	Pep and Cheer
GERMAN 4	High Intermediate German	GERMAN 4	High Intermediate German	PE 37A	Theory of Softball	PE 37A	Theory of Softball
HIST 1	Western Civilization to 1648	HIST 1	Western Civilization to 1648	PE 37B	Competitive Softball	PE 37B	Competitive Softball
HIST 2	Western Civilization Since 1648	HIST 2	Western Civilization Since 1648	PE 37C	Off-Season Conditioning for Softball	PE 37C	Off-Season Conditioning for Softball
HIST 11	History of the United States to 1877	HIST 11	History of the United States to 1877	PE 38A	Theory of Tennis	PE 38A	Theory of Tennis
HIST 12	History of the United States since 1877	HIST 12	History of the United States since 1877	PE 38B	Competitive Tennis	PE 38B	Competitive Tennis
HIST 20	Comparative World Civilizations to 1600	HIST 20	Comparative World Civilizations to 1600	PE 38C	Off-Season Conditioning for Tennis	PE 38C	Off-Season Conditioning for Tennis
HLTH 1	Contemporary Health Issues	HLTH 1	Contemporary Health Issues	PE 39A	Theory of Track & Field	PE 39A	Theory of Track & Field
HLTH 2	First Aid and Safety	HLTH 2	First Aid and Safety	PE 39B	Competitive Track & Field	PE 39B	Competitive Track & Field
HS 20	Introduction to Social Work	HS 20	Introduction to Social Work	PE 39C	Off-Season Conditioning for Track & Field	PE 39C	Off-Season Conditioning for Track & Field
HS 24	Fundamentals of Interviewing and Counseling	HS 24	Fundamentals of Interviewing and Counseling	PE 40A	Theory of Volleyball	PE 40A	Theory of Volleyball
HS 30	Group and Community Social Services	HS 30	Group and Community Social Services	PE 40B	Competitive Volleyball	PE 40B	Competitive Volleyball
HS 19V	Work Experience (Cooperative), Occupational	HS 19	Work Experience (Cooperative), Occupational	PE 40C	Off-Season Conditioning for Volleyball	PE 40C	Off-Season Conditioning for Volleyball
IS 12	Computer Literacy	CIT 12	Computer Literacy	PHIL 1	Introduction to Philosophy	PHIL 1A	Theories of Knowledge and Reality
IS 15	Computer Concepts	CIT 15	Computer Concepts	PHIL 1C	Ethics	PHIL 1C	Ethics
IS 18	Spreadsheet Fundamentals	CIT 15	Computer Concepts	PHIL ICH	Honors Ethics	PHIL 1C	Ethics
IS 19V	Cooperative Work Experience, Information Systems	CIT 23	Spreadsheet Fundamentals	PHIL 1D	World Religions	PHIL 1D	World Religions
IS 33	Beginning Java Programming	CIT 63	Beginning Java Programming	PHIL 4	Critical Reasoning	PHIL 4	Critical Reasoning
IS 47	Visual Basic	CIT 60	Beginning Visual Basic	PHIL 6	Introduction to Logic	PHIL 6	Introduction to Logic
IS 49A	LAN Fundamentals – Cisco 1	EST 61	Networking Essentials	PHOTO 1	Basics of Photography	PHOTO 5	Introduction to Photography
IS 49B	Router Theory & Technology – Cisco II Technology	EST 62	Router Theory & Technology	PHYS 2A	General Physics 1	PHYS 2A	General Physics 1
IS 49C	Ad. Routing & Switching – Cisco III Switching	EST 63	Adv. Routing & Switching	PHYS 2B	General Physics 2	PHYS 2B	General Physics 2
IS 49D	Adv. Networking & Management – Cisco IV Management	EST 64	Adv. Networking & Management	PHYS 4A	Physics for Scientists & Engineers	PHYS 4A	Physics for Scientists & Engineers
IS 202	Introduction to Online Learning	CIT 202	Introduction to Online Learning	PHYS 4B	Physics for Scientists & Engineers	PHYS 4B	Physics for Scientists & Engineers
JOURN 1	Introduction to Mass Communications	JOURN 1	Introduction to Mass Communications	PHYS 4C	Physics for Scientists & Engineers	PHYS 4C	Physics for Scientists & Engineers
JOURN 3	News Writing	JOURN 3	News Writing	POLSCI 2	American Government	POLSCI 2	American Government
LING 10	Introduction to Language	LING 10	Introduction to Language	POLSCI 2H	Honors American Government	POLSCI 2H	Honors American Government
LING 11	Intro to Language for Teachers	LING 11	Intro to Language for Educators	POLSCI 5	Comparative Government	POLSCI 5	Comparative Government
MATH 4A	Trigonometry	MATH 4A	Trigonometry	POLSCI 110	American Institutions	POLSCI 110	American Institutions
MATH 4B	Precalculus	MATH 4B	Precalculus	PSY 2	General Psychology	PSY 2	General Psychology
MATH 5A	Math Analysis I	MATH 5A	Math Analysis I	PSY 2H	Honors General Psychology	PSY 2H	Honors General Psychology
MATH 5B	Math Analysis II	MATH 5B	Math Analysis II	PSY 5	Social Psychology	PSY 5	Social Psychology
MATH 6	Math Analysis III	MATH 6	Math Analysis III	PSY 16	Abnormal Psychology	PSY 16	Abnormal Psychology
MATH 7	Introduction to Differential Equations	MATH 7	Introduction to Differential Equations	PSY 25	Human Sexuality	PSY 25	Human Sexuality
MATH 10A	Structure and Concepts in Mathematics I	MATH 10A	Structure and Concepts in Mathematics I	PSY/CHDEV 38	Lifespan Development	PSY/CHDEV 38	Lifespan Development
MATH 10B	Structure and Concepts in Mathematics II	MATH 10B	Structure and Concepts in Mathematics II	RE 40	Real Estate Principles	RE 40	Real Estate Principles
MATH 11	Elementary Statistics	MATH 11	Elementary Statistics	RE 41	Real Estate Practice	RE 41	Real Estate Practice
MATH 45	Contemporary Mathematics	MATH 45	Contemporary Mathematics	RE 42	Legal Aspects of Real Estate	RE 42	Legal Aspects of Real Estate
MATH 201	Elementary Algebra	MATH 101	Elementary Algebra	RE 43	Real Estate Appraisal	RE 43	Real Estate Appraisal I
MATH 102	Plane Geometry	MATH 102	Plane Geometry	SCI 1A	Introductory Chemical & Physical Science	NATSCI 1A	Integrated Sci: Physics & Chemistry
MATH 103	Intermediate Algebra	MATH 103	Intermediate Algebra	SCI 3	Introduction to Astronomy	ASTRO 10	Basic Astronomy
MATH 250	College Arithmetic	MATH 250	College Arithmetic	SOC 1A	Introduction to Sociology	SOC 1A	Introduction to Sociology
MATH 256	Algebra Topics	MATH 255	Pre-Algebra	SOC 2	American Minority Groups	SOC 2	American Minority Groups
MATH 260B	Arithmetic Review: Fractions	MATH 260B	Arithmetic Review: Fractions	SOC 32	Courtship, Marriage, Divorce: Family & Interpersonal Relationships	SOC 32	Courtship, Marriage, Divorce: Family & Interpersonal Relationships
MKTG 10	Marketing	MKTG 10	Principles of Marketing	SPAN 1	Beginning Spanish	SPAN 1	Beginning Spanish
MKTG 11	Salesmanship	MKTG 11	Salesmanship	SPAN 2	High Beginning Spanish	SPAN 2	High Beginning Spanish
MKTG 12	Advertising and Promotion	MKTG 12	Advertising and Promotion	SPAN 3	Intermediate Spanish	SPAN 3	Intermediate Spanish
MKTG 14	Retailing	MKTG 14	Retailing	SPAN 3NS	Spanish for Spanish Speakers	SPAN 3NS	Spanish for Spanish Speakers
MUSIA	Music Theory I	MUS 1A	Music Theory I	SPAN 4	High Intermediate Spanish	SPAN 4	High Intermediate Spanish
MUS 1B	Music Theory II	MUS 1B	Music Theory II	SPAN 4NS	Spanish for Spanish Speakers	SPAN 4NS	Spanish for Spanish Speakers
				STAT 7	Elementary Statistics	DS 23/MATH 11	Business Statistics/Elementary Statistics

COURSE DESCRIPTIONS

ACCOUNTING (ACCTG)

1A PRINCIPLES OF ACCOUNTING

4 units, 4 lecture hours, 1 lab hour

ADVISORIES: Accounting 40, eligibility for English 125, 126, and Mathematics 201.

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

PREREQUISITE: 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)**

PREREQUISITES: Accounting 40 or 2 years high school accounting or equivalent and Information Systems 15 or equivalent. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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, 1.5 lecture hours. (Pass/No Pass)
(Repeats=1)
A short-course (9 weeks) designed to assist individuals to prepare their federal 1040 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)
ADVISORIES: Office Technology 9, eligibility for English 125, 126, and Mathematics 201.

Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the internet and other software appropriate to agribusiness applications. (A, CSU, UC)

2 AGRICULTURAL ECONOMICS
3 units, 3 lecture hours, (Pass/No Pass)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

The place of agriculture and farming in the economic system: basic economic concepts and problems of agriculture; pricing and marketing problems; factors of production; state and federal farm programs affecting the farmer's economic position. (A, CSU-GE, UC)

3 AGRICULTURE ACCOUNTING
3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

The study of the principles of agricultural accounting systems and types of records, their use and how to compute and use measures of earnings and cost of production to improve agribusiness efficiency. Farm income tax, Social Security, and employee payroll records are also included. (A, CSU)

4 FARM MANAGEMENT
3 units, 2 lecture hours, 3 lab hours
ADVISORIES: Agriculture 1, 3; and eligibility for English 125, 126, and Mathematics 201.

The organization and operation of farm and ranch businesses, identification of factors affecting profitability, evaluation of the business for increased efficiency and profit and the application of budgeting to the laboratory farm. (A, CSU)

5 AG SALES AND COMMUNICATIONS
3 units, 2 lecture hours, 3 lab hours
ADVISORIES: Eligibility for English 125 and 126.

The study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored. Students will gain experience through role-play scenarios and a formal sales presentation. The course content is organized to give students an in-depth understanding of the factors and influences that affect selling within the agribusiness industry. (A, CSU)

12 INTERNATIONAL AGRICULTURE TRADE
2 units, 1.5 lecture hours, 1.5 lab hours
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

110 SURVEY OF AGRICULTURE
(FORMERLY AG 10)
3 units, 2 lecture hours, 3 lab hours
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)

111 COMPUTER SOLUTIONS
IN AGRICULTURE
(FORMERLY AG 11)
3 units, 2 lecture hours, 3 lab hours.
PREREQUISITES: Agriculture 1 or equivalent.
ADVISORIES: Completion of Mathematics 201 or equivalent.

This is an advanced computer application course focusing on solving problems in agriculture business situations. The course will teach advanced spreadsheet 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 criteria to filter data. (A)

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.

AGRICULTURE AND NATURAL RESOURCES (AGNR)

1 CAREER PREPARATION
1 unit, 1 lecture hour
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
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
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course provides an introduction to the current technology in agriculture and landscape industries. Project construction skills as related to farm maintenance and repair will be emphasized. Instruction includes modern materials, tools, and procedures. Concrete and masonry, woodworking, cold metal, 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, (Pass/No Pass) (Repeats=3)
ADVISORIES: Eligibility for English 126.

This course is designed as a participatory course in agriculture leadership. Students will undergo leadership training through participation in individual and group leadership activities and participate 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. The course content will cycle through the following subject areas: Agriculture Career Pathways, Agriculture Leadership, Agricultural Communications and Presentations and Agriculture Career Development Events. (A, CSU)

48 SKILLS
1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)
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)
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)
PREREQUISITES: American Sign Language 1 or equivalent skills as determined by an instructor of American Sign Language. 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)
PREREQUISITES: American Sign Language 2 or equivalent skills as determined by an instructor of American Sign Language. 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)
 PREREQUISITES: American Sign Language 3 or equivalent skills as determined by an instructor of American Sign Language. 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
 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
 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. 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
 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
 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
 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
 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
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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
 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)
 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)
 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 various species of livestock. Emphasis will be placed on animal handling techniques, and the exhibition, 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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)
 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)

2 CULTURAL ANTHROPOLOGY
3 units, 3 lecture hours, (Pass/No Pass)
 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)

3 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY
3 units, 3 lecture hours, (Pass/No Pass)
 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)
 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)**

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)**

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)

6 ART HISTORY 2**3 units, 3 lecture hours, (Pass/No Pass)**

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**

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)**

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)

9 BEGINNING PAINTING: OIL AND ACRYLIC**3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

13 BEGINNING WATERCOLOR PAINTING

3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

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)

PREREQUISITES: Art 7. 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)

ADVISORIES: Art 9 or demonstration of comparable skill level to be determined by testing and/or portfolio of past oil/acrylic painting works. Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Art 9 or demonstration of comparable skill level to be determined by testing and/or portfolio of past oil/acrylic painting works. Eligibility for English 125, 126, and Mathematics 201.

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)

PREREQUISITES: Art 10. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

23 INTERMEDIATE WATERCOLOR PAINTING
3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass) (Repeats=3)

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)

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)

PREREQUISITES: Art 30A. 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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

PREREQUISITES: Art 37A or 38. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

PREREQUISITES: Art 37A or 38. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)
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)
ADVISORIES: Eligibility for English 125, 126 and
Mathematics 201.

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)

ASTRONOMY (ASTRO)

- 10 **INTRODUCTION TO ASTRONOMY**
(FORMERLY SCI 3)
4 units, 3 lecture hours, 2 lab hours, (Pass/No
Pass)
ADVISORIES: Eligibility for English 125 or 126
and Mathematics 201.

This course covers the topics of planets, solar system mechanics, stellar evolution and basic cosmology. (A, CSU-GE, UC, I)

AUTOMOTIVE TECHNOLOGY (AUTOT)

- 9 **AUTOMOTIVE ESSENTIALS**
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 or 130
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
PREREQUISITE: Automotive Technology 9
ADVISORIES: Eligibility for English 125 or 130, 126 and
Mathematics 201.

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 a Digital Volt Ohm Meter (DVOM) and personal safety items. (A, CSU)

- 11 **AUTOMOTIVE TECHNICIAN PROGRAM**
16 units, 9 lecture hours, 21 lab hours
PREREQUISITE: Automotive Technology 9
ADVISORIES: Eligibility for English 125 or 130, 126 and
Mathematics 201.

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, and personal safety items. (A, CSU)

AVIATION MAINTENANCE TECHNOLOGY (AERO)

1 AVIATION MAINTENANCE TECHNOLOGY
17.5 units, 15 lecture hours, 15 lab hours
 ADVISORIES: Eligibility for English 125 or 130, 126 and Mathematics 201.

Aero 1 meets the FAA General subjects requirement which includes: 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 students 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
 ADVISORIES: Aviation Maintenance Technology 1, eligibility for English 125 or 130, 126, and Mathematics 201.

Aero 2 meets the FAA Airframe and Powerplant System subjects requirement which includes: 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
 ADVISORIES: Aviation Maintenance Technology 1, 2, eligibility for English 125 or 130, 126, and Mathematics 201.

Aero 3 meets the FAA Powerplant subjects requirement which includes: Reciprocating Engines, Turbine Engines, Engine Inspection, Lubrication Systems, Ignition and Starting Systems, Induction Systems, Engine Cooling Systems, Engine Exhaust and Reverser Systems, Propellers, Auxiliary Power Units. Successful completion of Aero 1, 2, 3, and 4 qualifies students 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
 ADVISORIES: Aviation Maintenance Technology 1, 2, eligibility for English 125 or 130, 126, and Mathematics 201.

Aero 4 meets the FAA Airframe subjects requirement which includes: 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)

GROUND AND FLIGHT COURSES (FLGHT)

251 PRIVATE PILOT GROUND SCHOOL
3 units, 3 lecture hours
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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.

1A/B 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. (A, CSU)

2A/B 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. (A, CSU)

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. (A, CSU)

BIOLOGY (BIOL)

1 PRINCIPLES OF BIOLOGY**4 units, 3 lecture hours, 2 lab hours**

PREREQUISITE: Mathematics 103. ADVISORIES: English 1A.

Topics covered include the cellular and chemical basis of life, organ systems, genetics, evolution and the origin of life, ecology and environmental concerns. This course is recommended for the pre-professional and life science majors. (A, CSU-GE, UC, I)

2 ENVIRONMENTAL SCIENCE**4 units, 3 lecture hours, 3 lab hours (Pass/No Pass)**

ADVISORIES: Eligibility for Mathematics 201. 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)**

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, (Pass/No Pass)

ADVISORIES: English 1A and eligibility for Mathematics 201.

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)

11A BIOLOGY FOR SCIENCE MAJORS I
5 units, 3 lecture hours, 6 lab hours

COREQUISITES: Chemistry 1A. 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)

11B BIOLOGY FOR SCIENCE MAJORS II
5 units, 3 lecture hours, 6 lab hours

PREREQUISITES: Biology 11A. ADVISORIES: Eligibility for English 1A.

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

PREREQUISITES: Biology 1 or 5 or 11A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

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

PREREQUISITES: Biology 1 or 5 or 11A, and Chemistry 1A or 3A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125 and 126. 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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)
 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)
 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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)
 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)
 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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

PREREQUISITES: Two years high school algebra, to include Algebra 2 or equivalent (Mathematics 103).
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)

ADVISORIES: Eligibility for English 126 and Mathematics 201.

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)

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Accounting 40, Information Systems 15. Eligibility for English 125, 126, and Mathematics 201.

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)**

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)**

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)

PREREQUISITES: High school chemistry with laboratory component or Chemistry 3A or 10 or equivalent, and Mathematics 103 or equivalent. ADVISORIES: English 1A.

This is the first course in a two course sequence in general chemistry and is intended for students majoring in science or satisfying prerequisites for professional schools. This course covers the principles and laws of inorganic chemistry with an emphasis on quantitative, mathematical problem-solving. Topics included in the course are atoms, molecules and ions; formulas and equations; stoichiometry; gas laws; electronic structure of atoms; bonding; atomic orbital and molecular orbital theories; solutions; precipitation reactions; oxidation reduction reactions; introduction to acids and bases; thermochemistry; properties of liquids; solids and crystal structures; solution behavior; colligative properties; associated laboratory experiments; and volumetric and gravimetric analysis methods. (A, CSU-GE, UC, I)

1B GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS

5 units, 3 lecture hours, 6 lab hours, (Pass/No Pass)

PREREQUISITES: Chemistry 1A and Mathematics 103. ADVISORIES: English 1A.

This course completes the year long general chemistry sequence (1A-1B) and covers the principles of physical and inorganic chemistry with an emphasis on quantitative, mathematical problem solving. Topics covered include 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. Students will analyze inorganic compounds qualitatively and quantitatively. (A, CSU-GE, UC, I)

3A INTRODUCTORY GENERAL CHEMISTRY
4 units, 3 lecture hours, 3 lab hours (Pass/No Pass)

PREREQUISITES: Mathematics 103. ADVISORIES: English 1A and Chemistry 10 or high school chemistry.

This is a survey course in the principles of inorganic chemistry covering the composition of matter, physical and chemical changes, 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, thermodynamics, nuclear chemistry and equilibrium. The course emphasizes problem solving and chemical calculations. Both qualitative and quantitative theory and techniques will be covered. It is intended for applied science and non-science majors or for students preparing to take Chemistry 1A. (A, CSU-GE, UC, I)

3B INTRODUCTORY ORGANIC AND BIOLOGICAL CHEMISTRY
3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

PREREQUISITES: Chemistry 1A or 3A or equivalent. ADVISORIES: English 1A.

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. Topics such as bonding, saturated and unsaturated hydrocarbons, the chemistry of organic functional groups, and the properties of important biological compounds such as carbohydrates, fats, and proteins are covered. Primarily for students in health oriented professions. (A, CSU-GE, UC)

8 ELEMENTARY ORGANIC CHEMISTRY
3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Chemistry 1A or 3A. 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)

PREREQUISITES: Chemistry 1A or 3A. COREQUISITES: Chemistry 8. ADVISORIES: English 1A.

Reactions and physical properties of the main functional groups of organic compounds such as alkanes, alkenes, alkylhalides, acids and esters. Students will work hands-on with a melting point apparatus, a refractometer, a gas-chromatograph, an infra-red spectrometer and a nuclear magnetic resonance spectrometer. 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)

ADVISORIES: English 1A and Mathematics 103.

This is a one-semester elementary class for students who have never taken high school chemistry. The course will give students a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations, gas laws, bonding, solutions, net-ionic equations, acid-base theory, pH, oxidation-reduction reactions and equilibrium. Recommended for applied science and non-science majors or for students preparing to take Chemistry 1A. (A, CSU-GE, UC, I)

28A ORGANIC CHEMISTRY I
3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Chemistry 1B. ADVISORIES: English 1A.

This course is a study of the structures, properties, nomenclature and reactions of organic compounds with emphasis on reaction mechanisms. The course is recommended for students whose major is chemistry, premedical, pre dental, prepharmacy, biology, biochemistry or chemical engineering. The following topics are included: stereochemistry, alkanes, alkenes, alkynes, alkyl halides, alcohols, amines, ethers, epoxides, aromatics, and organometallic compounds, resonance and conjugation, kinetic and thermodynamic control of reactions, multistep syntheses, infrared spectroscopy, nuclear magnetic spectroscopy, and mass spectroscopy. (A, CSU-GE, UC, I)

28B ORGANIC CHEMISTRY II

3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Chemistry 28A. ADVISORIES: English 1A.

This is the second semester in a year-long course in organic chemistry designed for students majoring in chemistry and related disciplines, such as premedical, prepharmacy, pre dental, biology, biochemistry or chemical engineering. It covers the study of several groups of compounds in organic chemistry including aromatic compounds, benzene derivatives, carbonyl compounds, amines, amino acids, lipids, and nucleic acids. Each group is analyzed in terms of their structure, physical properties, nomenclature, reactions and reaction mechanisms. Also included are the oxidation-reduction of organic functional groups and protecting groups in multistep syntheses. (A, CSU-GE, UC, I)

29A ORGANIC CHEMISTRY LABORATORY I

2 units, 6 lab hours, (Pass/No Pass)

COREQUISITES: Chemistry 28A. ADVISORIES: English 1A.

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 and refractometer. 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 II

2 units, 6 lab hours, (Pass/No Pass)

PREREQUISITES: Chemistry 29A. COREQUISITES: Chemistry 28B. ADVISORIES: English 1A.

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 instruments such as a melting point apparatus, a refractometer, a polarimeter, a gas chromatograph, an infrared spectrometer and a nuclear magnetic resonance spectrometer. (A, CSU-GE, UC, I)

CHILD DEVELOPMENT (CHDEV)

1 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN

3 units, 3 lecture hours (Pass/No Pass)

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) (C-ID ECE 120)

2 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

2 units, 2 lecture hours, (Pass/No Pass)

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)

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) (C-ID ECE 130)

- 5 **PARENT EDUCATION**
3 units, 3 lecture hours, (Pass/No Pass)
 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)
 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) (C-ID ECE 220)
- 7 **INFANT-TODDLER DEVELOPMENT AND CARE**
3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)
 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)
 PREREQUISITES: Child Development 7. 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
 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
 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)
 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)
 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) (C-ID ECE 230)

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)
 ADVISORIES: Eligibility for English 125 and 126.
 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) (C-ID ECE 200)

30 CHILD, FAMILY, AND COMMUNITY
3 units, 3 lecture hours (Pass/No Pass)
 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) (C-ID CDEV 110)

32 EARLY INTERVENTION
3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)

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)
 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)
 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 WORKING WITH FAMILIES AND CHILDREN WITH SPECIAL NEEDS
3 units, 3 lecture hours, (Pass/No Pass)
 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, with an emphasis on how to support and work with the family. 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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. 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) (C-ID ECE 210)

37B ADVANCED PRACTICUM IN EARLY CHILDHOOD EDUCATION
3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. Child Development 37A, 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)

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)

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) (C-ID CDEV 100)

40A ADMINISTRATION OF CHILDHOOD PROGRAMS
3 units, 3 lecture hours, (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. 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)

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)
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)
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
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)
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)
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)

CHINESE (CHIN)

1 BEGINNING CHINESE
4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)
ADVISORIES: Eligibility for English 125 and
126.

Beginning course in conversational and written Chinese for non-native speakers; intended for students without previous exposure to Chinese. Introduction to pronunciation, vocabulary, idioms, grammar, and exploration of Chinese culture and Chinese-American culture. (A, CSU-GE, UC, I)

- 2 HIGH-BEGINNING CHINESE
4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 PREREQUISITES: Chinese 1.
 Second-semester course in conversational and written Chinese for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of Chinese and Chinese-American cultures. (A, CSU-GE, UC, I)

COMMUNICATION (COMM)

- 1 PUBLIC SPEAKING
3 units, 3 lecture hours, (Pass/No Pass)
 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)

- 1H HONORS PUBLIC SPEAKING
3 units, 3 lecture hours (Pass/No Pass)
 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)

- 2 INTERPERSONAL COMMUNICATION
3 units, 3 lecture hours, (Pass/No Pass)
 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)

- 4 PERSUASION
3 units, 3 lecture hours (Pass/No Pass)
 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)
 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)

- 10 INTERCULTURAL COMMUNICATION
3 units, 3 lecture hours, (Pass/No Pass)
 ADVISORIES: English 1A.
 Intercultural Communication introduces students to the cultural variables and factors in the communication process. Emphasis is given to communicating effectively in diverse social and professional environments. Focus will also be given to the analysis and comparisons of message perception, verbal and nonverbal communication, communication climates and language interpretation in interactions between people from different cultures. Activities are designed to develop communication skills that improve competence in intercultural situations. (A, CSU-GE, UC, I)

12 **FUNDAMENTALS OF INTERPRETATION**

3 units, 3 lecture hours, (Pass/No Pass)

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)

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)

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)

COMPUTER SCIENCE (CSCI)

1 **INTRODUCTION TO COMPUTER SCIENCE**

3 units, 2 lecture hours, 2 lab hours, (Pass/No Pass)

PREREQUISITES: 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. (A, CSU, UC)

5 **JAVA PROGRAMMING**

3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125 and 126.

Introduction to object-oriented program design and development using Java. This course introduces the fundamentals of Java language which include 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, (Pass/No Pass)

ADVISORIES: Computer Science 1 or 5 and experience using a personal computer.

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)

PREREQUISITE: 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)

PREREQUISITES: Mathematics 4A or 4C.

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)

- 41 PROGRAMMING CONCEPTS AND METHODOLOGY II
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

PREREQUISITES: Computer Science 40 or Engineering 40. 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)

- 45 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING
4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

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)

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)

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**
ADVISORIES: Eligibility for English 125, 126, and
Mathematics 201.

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)
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)
ADVISORIES: Child Development 39. 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)
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)
ADVISORIES: Eligibility for English 125, 126,
and Mathematics 201.

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)
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)
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)
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**

ADVISORIES: Eligibility for English 125 and 126.

This course introduces students to the history and philosophy of the United States criminal justice system. The

student will define that system; understand how it measures crime and responds to either the rise or decline of crime; studying theories of crime causation; and introduces the student to the development of criminal law, legal process, sentencing and incarceration policies. (A, CSU, UC)

3 LEGAL ASPECTS OF EVIDENCE**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course examines categories of evidence and legal rules which govern its admissibility or exclusion in a United States court of law. (A, CSU) (C-ID AJ 124)

4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course offers an analysis of criminal law as presented within the United States court proceedings. It introduces the student to procedural rules; responsibilities of jurisdiction; classification and elements of crimes; extradition; arrest and search and seizure laws; admissions and confessions; and other legal directives to law enforcement agencies, based on constitutional and judicial interpretations. (A, CSU)

5 COMMUNITY RELATIONS**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course examines the complex, dynamic relationship between communities and the agents of the criminal justice system. Students discuss the various multicultural issues which may arise in a diverse society and the appropriate ways in which criminal justice agents might respond. (A, CSU, UC)

6 CRIMINAL LAW (FORMERLY CRIM 6A)**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

Criminal Law offers an analysis of the history and the philosophy of criminal liability in the United States, as well as an understanding of the classification of crimes against property and persons. The course discusses the most frequently used criminal statutes in the United States as well as those most used in the state of California. (A, CSU, UC)

- 7 POLICE OPERATIONS AND PROCEDURES
(FORMERLY CRIM 7A)
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 and 126.

Exploration of theories, philosophies, and concepts related to the job expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the justice system. (A, CSU)

- 8 CRIMINAL INVESTIGATIONS
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 and 126.

Criminal investigations address the techniques, procedures and ethical issues in the investigative process including: the preliminary and follow-up investigations; interviews and interrogation; appropriate evidence procedures; case documentation and preparation for court. (A, CSU)

- 10 VICE CONTROL
3 units, 3 lecture hours
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
ADVISORIES: Eligibility for English 125 and 126.

The examination of the origins 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
ADVISORIES: Eligibility for English 125 and 126.

The fundamentals of information gathering, organization, and writing reports within the Justice System. (A, CSU)

- 13 THE CONSTITUTION AND YOUR
INDIVIDUAL RIGHTS
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 and 126.

The history and development of the United States Constitution with an emphasis upon notable Supreme Court cases, their logic, and the interpretive reasoning used by the justices in making constitutional judgments. Concentration on our historic protection of individual rights, and the ability of government to limit those prerogatives. (A, CSU)

- 14 MULTI-CULTURAL ISSUES WITHIN
PUBLIC SAFETY
3 units, 3 lecture hours
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 orientation; 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)

- 15 INTRODUCTION TO POLICE ETHICS
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125.

The philosophical and theoretical issues relating to frequent ethical considerations found throughout the entire criminal justice system. This course is structured to challenge the student in the areas of morality, ethics and human behavior. (A, CSU)

- 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**

ADVISORIES: Eligibility for English 125 and 126.

This course will cover the history, philosophy, and concepts of the United States correctional system. It will provide a critical analysis of punishment and its alternatives, as well as a review of the various types of correctional facilities employed in the United States. (A, CSU)

23 CORRECTIONAL INTERVIEWING AND COUNSELING**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

An overview of the techniques in counseling and interviewing available to practitioners in corrections. The use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. (A, CSU)

24 CONTROL AND SUPERVISION IN CORRECTIONS**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

An overview of the supervision of inmates in local, state, and federal correctional institutions. Issues of institutional control in a continuum from daily through crisis situations. Emphasis on the role played by the offender and the correctional worker. Inmate subculture, violence, and the officers in a hostile prison environment. The causes and effects of abusive tactics (A, CSU)

28 PROBATION AND PAROLE**3 units, 3 lecture hours**

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, 3 lab hours, (Pass/No Pass) (Repeats=3)**

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, UC)

10 MODERN DANCE**1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)**

ADVISORIES: Eligibility for English 125 or 126.

This course is designed to teach modern dance exercises and improvisations involving body movement, rhythm, design, dynamics, technique, and expression. Students will learn body conditioning exercises for posture, strength, and flexibility. (A, CSU, UC)

14 BEGINNING JAZZ DANCE**1 unit, 3 lab hours, (Pass/No Pass) (Repeats=3)**

ADVISORIES: Eligibility for English 125 or 126.

This course is a study of contemporary dance style, modified from ballet and modern dance. Students will utilize basic steps and isolated body parts; conditioning exercises for strength, flexibility, balance, and alignment done in a rhythmic form to jazz and other contemporary music. (A, CSU, UC)

DECISION SCIENCES (DS)**117 BUSINESS MATHEMATICS****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 256 or equivalent.

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
 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 participation in Dental Assisting 101. 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
 PREREQUISITES: Dental Assisting 101.
 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.

- 103 DENTAL ASSISTING 3
3 units, short-term course: 4 lecture hours, 170 lab hours
 PREREQUISITES: Dental Assisting 101 and 102.
 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.

DEVELOPMENTAL SERVICES (DEVSER)

- 212 HEALTH MANAGEMENT
2 units, 2 lecture hours, (Pass/No Pass only), (Repeats=3)
 This course focuses on student health issues and addresses the recognition of health risk factors in the areas of diet, stress, exercise, sexual behavior, and personal safety. Students will develop strategies for the establishment of a safe and healthy lifestyle. This course is designed for students with disabilities.

- 213 COMMUNICATION AND ADVOCACY
2 units, 2 lecture hours, (Pass/No Pass only), (Repeats=3)
 This course focuses on exploring the impact of disability and developing strategies to improve communication and self-advocacy skills. Topics addressed will include the steps necessary 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. This course is designed for students with disabilities.

214 GOVERNMENT BASICS**2 units, 2 lecture hours, (Pass/No Pass only), (Repeats=3)**

This course focuses on developing the students' understanding of the function of government and their role within it as a citizen. Topics addressed will include the basic structure of government, legislation impacting disability issues, disability resources/services available in the community and a citizens influence on government. This course is designed for students with disabilities.

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 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 help enable them to be successful in a college setting including disability evaluation and assessment, alternative media, course selection, and scheduling. This course is designed for students with disabilities.

241 BRIDGE TO COLLEGE ARITHMETIC**2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)**

This course is designed for students with learning disabilities who have math skills below those required for Math 260. Students will develop skills in the mechanics and applications of arithmetic involving computing with whole numbers and solving word problems necessary 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 focuses on developing skills in the area of career assessment, career awareness, career exploration, and career development. Students will participate in exercises to help them choose and explore a chosen career path. This course is designed for students with disabilities.

251 WORKABILITY PREPARATION AND JOB PLACEMENT**3 units, 2 lecture hours, (Pass/No Pass only) (Repeats=3)**

The course focuses on the development of skills in the areas of work preparation, job placement, and compensatory skills in preparation for work. Students will explore disability issues related to employment, develop an employment portfolio, gain interviewing skills, and become familiar with the Americans with Disabilities Act and disability-related issues in the hiring process. This course is designed for students with disabilities.

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. Students will use compensatory skills and strategies to related to personal disabilities, work ethics, reasonable accommodations and social skills to help support employment retention. This course is designed for students with disabilities.

255 WORKABILITY EXPERIENCE**1-4 units, (Pass/No Pass only) (Repeats=3)**

The course emphasizes developing skills through work experience in the areas of time management, following directions and instructions, appropriate work behaviors, and planning vocational choices. This course is designed for students with disabilities.

259 STRATEGIES INTERVENTION**2 units, 2 lecture hours, (Repeats=3)**

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. This course is designed for students with an identified learning disability or who may have a learning disability.

262 GROUP INTERACTION FOR STUDENTS WITH DISABILITIES**2 units, 2 lecture hours, (Pass/No Pass) (Repeats=3)**

This course focuses on the development of self-understanding and social skills through group interactions. Students will participate in topic discussions and practice using appropriate social skills through interactions with other individuals and small groups. This course is designed for students with disabilities.

263 GROUP DYNAMICS-PEER MENTORING**2 units, 2 lecture hours, (Pass/No Pass) (Repeats=3)**

This course focuses on developing the skills necessary to effectively mentor students with various disabilities, as well as the general student population. Students will actively mentor another student while learning how to facilitate socialization and adjustment for those who lack the support or personal resources to navigate their college experience. This course is designed for students with disabilities.

270 MONEY SKILLS**2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)**

This course focuses on developing basic skills and terminology associated with using money. Topics covered include coin/currency identification, coin/currency value determination, counting coins/currency and choosing the appropriate coin(s)/currency to pay for a purchase. This course is designed for the developmentally delayed learner in preparation for Devser 272: Consumer Skills.

271 LIFE SKILLS**2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)**

This course focuses on developing basic life skills to complete daily necessary tasks to care for individual needs. It is designed for the developmentally delayed learner in preparation for Devser 273: Independent Living Skills.

272 CONSUMER SKILLS**2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)**

ADVISORIES: Developmental Services 270.

This course focuses on the development of basic personal money management skills. Students will integrate basic money skills into personal strategies for managing their own money. This course follows Devser 270 in money skills development and is designed for the developmentally delayed learner.

273 INDEPENDENT LIVING SKILLS**2 units, 1 lecture hour, 4 lab hours, (Pass/No Pass only) (Repeats=3)**

ADVISORIES: Developmental Services 271.

This course focuses on the development skills necessary for life management in living as independently as possible. Students will develop strategies to manage their personal needs and schedule. This course follows Devser 271 in life skills development and is designed for the developmentally delayed learner.

275 HORTICULTURE SKILLS I**2 units, 6 lab hours, (Pass/No Pass only) (Repeats=3)**

This course focuses on the basic techniques of foliage plant care with an emphasis on transferable employment skills. This course is designed for students with disabilities.

276 HORTICULTURE SKILLS II**2 units, 6 lab hours, (Pass/No Pass only) (Repeats=3)**

ADVISORIES: Developmental Services 275.

This course focuses on intermediate techniques of foliage plant care and basic design with an emphasis on transferable employment skills. The course is designed for students with disabilities.

277 ADAPTED COMPUTER LITERACY**2 units, 1 lecture hour, 3 lab hours, (Pass/No Pass only) (Repeats=3)**

This course provides an introduction to computers, basic computer components and common computer applications with emphasis on developing computer use skills and exploring adaptations for effective computer use. This course is designed for students with disabilities.

283 DEVELOPMENTAL SERVICES: COMPUTER APPLICATIONS OF SOFTWARE TO READING AND WRITING**3 units, 2 lecture hours, 2 lab hours, (Pass/No Pass only) (Repeats=3)**

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, Read Please, and the adaptive features of Windows. Students will be expected to complete reading and writing assignments using these programs. This course is designed for students with 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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

ADVISORIES: Child Development 39. 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)

ENGINEERING (ENGR)**1 THE ENGINEERING PROFESSION****1 unit, short-term course: 18 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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 ENGINEERING GRAPHICS**4 units, 2 lecture hours, 6 lab hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 102 and 103.
ADVISORIES: Eligibility for English 125 or 126, and Mathematics 4A.

This course covers the principles of orthographic drawing, pictorial drawing, dimensioning, tolerancing, and descriptive geometry. These principles are applied to the visualization, representation, analysis, solution, and documentation of engineering problems, using freehand sketching, computer-aided drafting (CAD), and solid modeling. (A, CSU, UC)

4 ENGINEERING MATERIALS**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 1A. ADVISORIES: Eligibility for English 125 and 126.

This is 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; and electrical properties. (A, CSU, UC)

6 ELECTRIC CIRCUITS ANALYSIS WITH LAB**4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)**

PREREQUISITES: Physics 4B.

COREQUISITES: Mathematics 7. ADVISORIES: Eligibility for English 125 and 126.

An introductory course in the analysis of DC and AC linear circuits containing resistors, inductors, capacitors, independent and dependent voltage and current sources, and operational amplifiers. Topics include Ohm's Law, Kirchhoff's Laws, loop and mesh analysis, Thevenin's and Norton's Theorems, superposition, natural and forced response in first and second order circuits, phasor analysis, resonance, and AC steady-state power. (A, CSU, UC)

8 STATICS**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Physics 4A. ADVISORIES: Eligibility for English 125 and 126. 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)**

ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.

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)**

PREREQUISITES: Mathematics 4A or 4C. ADVISORIES: Eligibility for English 125 or 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**

PREREQUISITES: English 125 and 126 or English 130 and English 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 and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language. (A, CSU-GE, UC, I)

1AH HONORS READING AND COMPOSITION**4 units, 4 lecture hours**

PREREQUISITES: English 125 and 126 or English 130 and English 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. Students will write a minimum of 6,000 words in formal academic language. (A, CSU-GE, UC, I)

1B INTRODUCTION TO THE STUDY OF LITERATURE**3 units, 3 lecture hours**

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**

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**

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)

2H CRITICAL READING AND WRITING THROUGH LITERATURE**3 units, 3 lecture hours**

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. 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)

3 CRITICAL READING AND WRITING**3 units, 3 lecture hours, (Pass/No Pass)**

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**

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)**

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)
 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)
 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)
 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)
 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)
- 43A **AMERICAN LITERATURE: ORIGINS THROUGH RECONSTRUCTION (1877)**
3 units, 3 lecture hours, (Pass/No Pass)
 PREREQUISITES: English 1A.
 Readings in American literature from the Colonial period through Reconstruction. Fiction, poetry, 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)
- 43B **AMERICAN LITERATURE: 1877 TO PRESENT**
3 units, 3 lecture hours, (Pass/No Pass)
 PREREQUISITES: English 1A.
 Analysis and study of fiction, drama, poetry, non-fiction, film, advertising, and ephemera of the United States from the Reconstruction to present day. (A, CSU-GE, UC, I)
- 44A **WORLD LITERATURE TO THE RENAISSANCE**
3 units, 3 lecture hours, (Pass/No Pass)
 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)
 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)
 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
 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)
 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)
 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)
 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
 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
 PREREQUISITE: 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)
 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
 PREREQUISITES: English 252 or English as a Second Language 225W 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)

PREREQUISITES: English 262 or 262B or English as a Second Language 226R or placement by the college assessment process.

Students' basic reading skills are developed into college-level proficiencies in vocabulary usage, literal comprehension, and analytical and critical comprehension. Various reading and reporting strategies are developed and improved for different styles of academic writing. Instruction emphasizes reading as a problem-solving process. (A)

130 ACCELERATED WRITING

5 units, 5 lecture hours. (Pass/No Pass)

PREREQUISITES: Eligibility for English 252.

In this course, students will practice writing, revising, and proofreading essays. Students will learn to think critically and to logically develop and organize ideas. Students will use readings to enhance their writing skills and to learn how to integrate and document sources. This is an accelerated course that prepares students for ENGL 1A. This class is not intended for students who have taken English 252 or English 125. (A, CSU)

250 BASIC WRITING

4 units, 4 lecture 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)

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)

PREREQUISITES: Placement by college assessment process.

English 260 includes a variety of group and individual skill activities for improved reading comprehension and vocabulary development. Students will work with a variety of texts to determine main ideas, important details, cognitive text structures, and more. A goal of this course is to encourage students to develop a positive attitude toward reading. Successful completion of this course will prepare students for ENGL 262. Placement for this course is through the college assessment process.

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)

PREREQUISITES: English 260 or English as a Second Language 266R or placement by college placement process.

English 262 includes 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. This course prepares students for English 126. It is recommended to be taken concurrently with English 252 or English 125.

262B READING IMPROVEMENT STRATEGIES
2 units, 3 lecture hours, 2 lab hours, (Pass/No Pass only)

PREREQUISITES: English 260 or 260B or English as a Second Language 266R or placement by college assessment process.

English 262B is the second nine week segment of ENGL 262. This course includes 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. This course prepares students for English 126. It is 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.

ENGLISH AS A SECOND LANGUAGE (ESL)

225W HIGH INTERMEDIATE ACADEMIC WRITING
4 units, 4 lecture hours, (Pass/No Pass only)

PREREQUISITES: English as a Second Language 266W or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 225W is an academic writing course designed for multilingual students to develop their writing skills at the high intermediate level. In this course, students will write short essays (both in and out of class), focusing on organization, paragraph development, revision, and editing. This academic language course may be taken concurrently with ESL 226R. ESL 225W is two levels below English 1A. Students who successfully complete this course will be prepared for English 125.

226R HIGH INTERMEDIATE ACADEMIC READING
4 units, 4 lecture hours, (Pass/No Pass only)

PREREQUISITES: English as a Second Language 266R or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

ESL 226R is an academic reading and vocabulary course designed for multilingual students to develop their reading and vocabulary skills at the high-intermediate level. This course may be taken concurrently with ESL 225W. ESL 226R is two levels below English 1A. Students who successfully complete this course will be prepared for English 126.

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)

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)

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)

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)

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)

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)

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)

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)

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 ESL 226R.

266W INTERMEDIATE ACADEMIC WRITING AND GRAMMAR

4 units, 4 lecture hours (Pass/No Pass only)

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 ESL 225W.

ENVIRONMENTAL HORTICULTURE (EH)

30 PRINCIPLES OF ENVIRONMENTAL HORTICULTURE

3 units, 2 lecture hours, 3 lab hours

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

43 PLANT PROPAGATION/PRODUCTION

3 units, 2 lecture hours, 3 lab hours

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

48 LANDSCAPE DESIGN

3 units, 2 lecture hours, 3 lab hours

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

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)
 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)
 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)
 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)
 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)
 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
 ADVISORIES: Completion of Film 1 or History 2 with a "C" or better. 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
ADVISORIES: Completion of Film 1. 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)
ADVISORIES: Film 1. 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)

35 NUTRITION AND HEALTH
3 units, 3 lecture hours, (Pass/No Pass)
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)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

258 WEIGHT CONTROL
1 unit, short-term course: 18 lecture hours, (Pass/No Pass)
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.

FRENCH (FRENCH)

1 BEGINNING FRENCH
4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)
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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 PREREQUISITES: French 2, or 3 years of high school French, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.
 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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 PREREQUISITES: French 3 or equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.
 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 (GEOG)

4A WORLD GEOGRAPHY
3 units, 3 lecture hours, (Pass/No Pass)
 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)
 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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)

9 PHYSICAL GEOGRAPHY: LAND FORMATION
3 units, 3 lecture hours, (Pass/No Pass)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)

10 INTRODUCTION TO GIS
3 units, 2 lecture hours, 2 lab hours, (Pass/No Pass)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)

40A WORLD REGIONAL GEOGRAPHY A
3 units, 3 lecture hours, (Pass/No Pass)
 ADVISORIES: Eligibility for English 125 or 126.
 This course covers Europe, the post-Soviet Region, the Middle East, and Africa: a study of the physical settings, population patterns, natural resources, and economic and political status of these regions. Geography 40A and 40B together are equivalent to the Fresno City College courses Geography 4A and 4B together. (A, CSU-GE, UC, I)

40B WORLD REGIONAL GEOGRAPHY B
3 units, 3 lecture hours, (Pass/No Pass)
 ADVISORIES: Eligibility for English 125 or 126.

This course covers Asia, 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. Geography 40A and 40B together are equivalent to the Fresno City College courses Geography 4A and 4B together. (A, CSU-GE, UC, I)

GEOLOGY (GEOL)

1 PHYSICAL GEOLOGY
4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201 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)
 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
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)
 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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written German for non-native speakers, intended for students without previous exposure to German. 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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 PREREQUISITES: German 1, or 2 years of high school German, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 PREREQUISITES: German 2, or 3 years of high school German, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

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. Increased 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, 4 lecture hours, 1 lab hour, (Pass/No Pass)
 PREREQUISITES: German 3, or 4 years of high school German, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.
 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)
 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)
 ADVISORIES: Eligibility for English 125 or 126.
 This course is designed to prepare citizen responders with the knowledge and skills necessary to respond to emergency and first-aid situations. First aid, CPR, and AED for adults, children and infants are included in this course. Students will be eligible to take American Red Cross certification exams upon successful completion of each respective content area. (A, CSU, UC)

14 INTERPRETING IN HEALTH CARE I
4 units, 3 lecture hours, 3.5 lab hours, (Pass/No Pass)
 ADVISORIES: Eligibility for English 125 and 126. 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)
 PREREQUISITES: Health Science 14, must be completed within 2 years prior to enrollment in Health Science 15 and 16. COREQUISITES: Health Science 16. ADVISORIES: Eligibility for English 125 and 126. 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)
 PREREQUISITES: Health Science 14, must be completed within 2 years prior to enrollment in Health Science 16. 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)
 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)
 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)
 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)
 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)

12 HISTORY OF THE UNITED STATES SINCE 1877
3 units, 3 lecture hours, (Pass/No Pass)
 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)

12H HONORS HISTORY OF THE UNITED STATES SINCE 1877
3 units, 3 lecture hours, (Pass/No Pass)
 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)
 ADVISORIES: Eligibility for English 125 and 126. 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)

22 HISTORY OF AMERICAN WOMEN
3 units, 3 lecture hours (Pass/No Pass)
 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)
 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)

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*)

*Note: UC to determine transfer credit after enrolled at UC based on review of course syllabus

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

COREQUISITES: Human Services 20.

ADVISORIES: Eligibility for English 125 and 126.

Methods of social work intervention with individual, group, and community; problem analysis and available services. (A, CSU)

HUMAN SERVICES (HS)

19V WORK EXPERIENCE (COOPERATIVE), OCCUPATIONAL

1-8 units, (repeats=3)

PREREQUISITES: Human Services 20. 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)

49 (COURSE TITLE TO BE SELECTED)

1-2 units, 54 hours per unit, (Pass/No Pass)

(Repeats=1)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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*)

*Note: UC to determine transfer credit after enrolled at UC based on review of course syllabus

20 INTRODUCTION TO SOCIAL WELFARE

3 units, 3 lecture hours

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)

INDUSTRIAL TECHNOLOGY (IT)

24 FUNDAMENTALS OF INTERVIEWING AND COUNSELING

3 units, 3 lecture hours

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

205 FOUNDATION SKILLS IN INDUSTRIAL TECHNOLOGY

2 units, 2 lecture hours, .5 lab hours. (Pass/No Pass)

PREREQUISITES: Eligibility for English 252 or English as a Second Language 225W, English 262 or English as a Second Language 226R, and Mathematics 256

Foundation Skills in Industrial Technology will supply the basic skills and orientation to enter Reedley College's manufacturing program. Safety, measuring, use of shop tools and power equipment are among the skills that will be introduced and reinforced. Also includes field trips to local manufacturing industry.

INFORMATION SYSTEMS (IS)

1 PERSONAL COMPUTER BASICS

1 unit, short-term course: 16 lecture hours, (Pass/No Pass only)

ADVISORIES: Eligibility for English 126. 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)

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)

ADVISORIES: Eligibility for English 126 and Mathematics 201.

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)

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)

6 POWERPOINT-A BRIEF COURSE

.5 unit, short-term course: 8 lecture hours, (Pass/No Pass only)

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)

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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

13 DATABASE ESSENTIALS**1.5 units, 1 lecture hour, 1 lab hour**

This course is designed for students who inspire to attain a basic understanding of databases. Topics will include creating and editing tables, creating and using forms, creating and running queries, creating and printing reports, and sorting and indexing data fields using current database software. Students are expected to complete computer assignments outside of class. (A, CSU)

15 COMPUTER CONCEPTS**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

16 WORD PROCESSING**1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)**

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)**

ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.

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)**

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)**

PREREQUISITES: Information Systems 26A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. 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)

30 FUNDAMENTALS OF NETWORKING**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass) (Repeats=1)**

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)**

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)**

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)

40A INTERNET CONCEPTS AND DESIGN**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

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)**

ADVISORIES: Eligibility for English 125 and 126. 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)
ADVISORIES: Information Systems 1 or 11 or 12 or 15. 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)
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)
ADVISORIES: Eligibility for English 126 and Mathematics 201.
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
PREREQUISITE: Information Systems 15.
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
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)
ADVISORIES: Eligibility for English 126 and Mathematics 201. 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)
ADVISORIES: Eligibility for English 125, 126, and Decision Sciences 117 or Mathematics 201. 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)
PREREQUISITE: 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)
PREREQUISITE: 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)
 PREREQUISITE: 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)
 PREREQUISITE: Information Systems 15.
 ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.

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)

50B **INTERMEDIATE GAME PROGRAMMING**
3 units, 3 lecture hours, 1 lab hour (Repeats=3)
 ADVISORIES: Eligibility for English 125 or 126, and Mathematics 201. PREREQUISITES: Information Systems 50A

This course is designed to continue student's game programming development utilizing Adobe Flash application. Students will plan, design, implement and maintain games focused on game framework design for stand-alone computer systems or on the Internet. (A, CSU)

60 **OPERATING SYSTEMS (FORMERLY IS 29)**
2 units, 1 lecture hour, 1 lab hour, (Repeats=3)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an overview to a broad range of operating system concepts, including installation and maintenance. Emphasis is on operating system concepts, and hands-on activities, including management, and maintenance. Students will learn and practice configuration techniques using operating system utilities. Students will also compare and contrast the differences between each operating system, files systems, file organization, file management, as well as essential computer securities and configuration. (A, CSU)

61 **COMPUTER BUILDING AND CONFIGURATION (FORMERLY IS 5)**
1.5 units, 1 lecture hour, 1 lab hour, (Repeats=2)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course covers the proper procedures for building a personal computer. Students will learn how to select, assemble, and install the necessary components to build a personal computer. The course will include a lecture and hands-on activities such as: installing operating systems and application software, and using appropriate diagnostic software to solve hardware or software problems. (A, CSU)

62 **COMPUTER TROUBLESHOOTING AND MAINTENANCE**
2.5 units, 2 lecture hours, 2 lab hours, (Repeats=3)
 PREREQUISITE: Information Systems 61.
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course provides an introduction to troubleshooting and maintenance techniques of personal and laptop computers. The course provides Information Systems student with applicable hands-on activities such as installing RAM, replacing motherboards, and replacing power supplies, as well as using specialized test equipment to assist in troubleshooting. (A, CSU)

63 **COMPUTER NETWORKING I**
3 units, 2 lecture hours, 2 lab hours, (Repeats=2)
 PREREQUISITE: Information Systems 60.
 ADVISORIES: Eligibility for English 125 or 126, and Mathematics 201.

This course provides an introduction to computer networking by providing hands on networking learning tasks such as: making and testing network cabling; troubleshooting networking hardware; as well as working with common network protocols. In this course, students will learn network topology, network types (wired and wireless), and basic principles of network security as well as network hardware and software installation and configuration. This course will prepare students to be competitive candidates in obtaining their CompTIA Network+ certification. (A, CSU)

64 **COMPUTER NETWORKING II**
3 units, 2 lecture hours, 2 lab hours,
(Repeats=1)
PREREQUISITE: Information Systems 63.
This course covers advanced concepts in networking software and hardware. Installation of WAN hardware components and software will be examined. Installation of communications/internet software, proxy servers, transaction servers, domain name servers, and mail servers will be examined in a virtual environment. Design and implementation techniques for large organizations are also covered. (A, CSU)

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)
ADVISORIES: Eligibility for English 126 and Mathematics 201.

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, .5-1 lab hour
This course provides individualized 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)
 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)
 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
 ADVISORIES: Eligibility for English 125. 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)
 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 SKILLS (LIBSKL)

- 1 INFORMATION COMPETENCY/ RESEARCH SKILLS
1 unit, 1 lecture hour, (Repeats=3)
 ADVISORIES: Eligibility for English 125 and 126.
 This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database and Internet resources, cite sources, create bibliographies, and understand plagiarism. (A, CSU)

LIBRARY TECHNOLOGY (LITEC)

- 258 LIBRARY & COMPUTER LAB SKILLS
1 unit, 1 lecture hour, (Pass/No Pass only)
(Repeats=3)
 This course is intended to provide supervised use of computers and instruction in the organization, location, access, evaluation, and use of electronic research databases, library catalogs and internet sources. The course will reinforce concepts from classroom studies and develop problem solving abilities on an independent level.

LICENSED VOCATIONAL NURSING (LVN)

100 FOUNDATIONS OF NURSING
11 units, 5 lecture hours, 18 lab hours
 PREREQUISITES: Biology 100 or 5, or 20 and 22, or equivalent; and Foods and Nutrition 35 or 40; and Office Technology 10. COREQUISITES: Licensed Vocational Nursing 140 and 120. 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
 PREREQUISITE: Licensed Vocational Nursing 100. 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
 PREREQUISITE: Licensed Vocational Nursing 101. 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. Pathophysiologic 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
 COREQUISITE: 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
 PREREQUISITE: Licensed Vocational Nursing 100 and 120. 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
 PREREQUISITE: Licensed Vocational Nursing 121. COREQUISITE: 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
 COREQUISITE: 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)**

PREREQUISITES: English 1A or 1AH.

This course examines human language, including its nature, structure, use, history, and acquisition. Emphasis is on the systematic linguistic description of language knowledge and usage. It is recommended for foreign language majors and students who are interested in how language works. (A, CSU-GE, UC, I)

11 INTRODUCTION TO LANGUAGE FOR TEACHERS**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A or 1AH.

This course examines human language, including its nature, structure, use, history, and acquisition. Emphasis is on the systematic linguistic description of language knowledge and usage. It is recommended for foreign language majors, 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)**

PREREQUISITE: 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)**

PREREQUISITE: 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)
PREREQUISITE: 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)
PREREQUISITE: Maintenance Mechanic 254A.
This course introduces the basics of electrical fundamentals, AC circuitry, as well as an introduction to motor control.

MANUFACTURING TECHNOLOGY (MFGT)

19V COOPERATIVE WORK EXPERIENCE
– MANUFACTURING TECHNOLOGY
1-8 units. (Pass/No Pass) (Repeats =1)
PREREQUISITES: Manufacturing Technology 62 or 82.
Supervised employment, directly related to student's major. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units in Work Experience of which only 6 may be in COTR 19G. (A, CSU)

21 BLUEPRINT READING
2 units, 2 lecture hours, .5 lab hour. (Pass/No Pass)
PREREQUISITES: Industrial Technology 205.
Techniques of graphic interpretation, technical sketching, reading pictorial drawings and dimensioning systems. (A, CSU)

22 INDUSTRIAL MATERIALS
2 units, 2 lecture hours, .5 lab hour. (Pass/No Pass)
PREREQUISITES: Industrial Technology 205.
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. (Pass/No Pass)
PREREQUISITES: Industrial Technology 205.
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. (Pass/No Pass)
PREREQUISITES: Industrial Technology 205.
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)

60 INTRODUCTION TO WELDING
6 units, 4 lecture hours, 5.5 lab hours. (Pass/No Pass)
PREREQUISITES: Industrial Technology 205.
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 INTERMEDIATE WELDING
4 units, 1.5 lecture hours, 8 lab hours. (Pass/No Pass)

PREREQUISITES: Manufacturing Technology 60 or equivalent course or verified work experience in the field.

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 ADVANCED WELDING
4 units, 1.5 lecture hours, 8 lab hours. (Pass/No Pass) (Repeats=3)

PREREQUISITES: Manufacturing Technology 61 or equivalent course or verified work experience in the field.

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)

63 WELDING CERTIFICATION PREPARATION (FORMERLY MFGT 33B)
1 unit, 3 lab hours. (Pass/No Pass) (Repeats=3)

PREREQUISITES: Manufacturing Technology

62. Continued practice on out-of-position welding leading to AWS certification exam. (A, CSU)

80 INTRODUCTION TO MACHINE SHOP
6 units, 4 lecture hours, 5.5 lab hours. (Pass/No Pass)

PREREQUISITES: Industrial Technology 205. 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)

PREREQUISITES: Manufacturing Technology 80 or equivalent course or verified work experience in the field.

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
4 units, 1.5 lecture hours, 8 lab hours. (Pass/No Pass)

PREREQUISITES: Manufacturing Technology 81 or equivalent course or verified work experience in the field.

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)

83 MACHINE SHOP CERTIFICATION PREPARATION (FORMERLY MFGT 38B)

1 unit, 3 lab hours. (Pass/No Pass) (Repeats=3)

PREREQUISITES: Manufacturing Technology

82. Machine shop practice leading to industry recognized certification exam. (A, CSU)

91 MOTOR CONTROL 1
2 units, 1.5 lecture hours, 1.5 lab hours (Pass/No Pass)

PREREQUISITES: Manufacturing Technology

23. The study of basic industrial motors and motor control for commercial/manufacturing use. (A, CSU)

92 MOTOR CONTROLS 2
2 units, 1.5 lecture hours, 1.5 lab hours. (Pass/No Pass)

PREREQUISITES: Manufacturing Technology

91. The study of intermediate motor controls found in commercial/manufacturing use and the methods used to diagram, wire, operate, and troubleshoot intermediate motor controls and accessories in a safe manner. (A, CSU)

93 PROGRAMMABLE LOGIC CONTROLLERS (PLC'S)
2 units 1.5 lecture hours, 1.5 lab hours. (Pass/No Pass)

PREREQUISITES: Manufacturing Technology 92.

Study of basic Programmable Logic Controllers (PLC's) and methods of installing, configuring, programming, wiring, operating, and troubleshooting basic PLC's. (A, CSU)

94 INTRODUCTION TO SOLAR TECHNOLOGY
2 units, 2 lecture hours, .5 lab hours. (Pass/No Pass)

PREREQUISITES: Manufacturing Technology 93.

Basic concepts in solar technology including solar system layout and components, tools and techniques used with solar technology and safe practices used around solar installations. (A, CSU)

MARKETING (MKTG)

10 MARKETING
3 units, 3 lecture hours, (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

PREREQUISITES: Mathematics 102 and 103 or equivalent. ADVISORIES: Eligibility for English 125 and 126.

This course in trigonometry of the plane concentrates on trigonometric functions and their applications. Topics covered include the trigonometric functions, solution of right triangles, radian measure, fundamental identities, angular measure, graphs, logarithms, functions of composite angles, oblique triangles, trigonometric equations, inverse trigonometric functions, and complex numbers, including powers and roots. The study of polar coordinates and polar equations is also covered. (A, CSU-GE)

4B PRECALCULUS**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 4A. 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)**

PREREQUISITES: Mathematics 102 and 103. ADVISORIES: Eligibility for English 125 and 126.

This course comprises both Math 4A and Math 4B. The 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 relations and their graphs; exponential and logarithmic functions; trigonometric and inverse trigonometric functions and their graphs; right and oblique triangles; graphs, identities, and trigonometric equations. (A, CSU-GE, UC, I)

5A MATH ANALYSIS I**5 units, 5 lecture hours (Pass/No Pass option)**

PREREQUISITES: Mathematics 4B, 4C, or equivalent. 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)

5B MATH ANALYSIS II**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 5A. ADVISORIES: Eligibility for English 125 and 126.

This class investigates the applications of integration, many techniques of integration, improper integrals, parametric equations, polar coordinates and functions. Further study involves conic sections, exponential growth/decay models, infinite series including Maclaurin and Taylor Series. (A, CSU-GE, UC, I)

6 MATH ANALYSIS III**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 5B. ADVISORIES: Eligibility for English 125 and 126.

This is the third of three courses in the basic calculus sequence. Topics include 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)

7 DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 6. ADVISORIES: Eligibility for English 125 and 126.

This is a course in ordinary differential equations and linear algebra. Topics include: first order ODE's; linear systems and matrices; vector spaces; higher order ODE's; eigenvalues and eigenvectors; linear systems of ODE's; Laplace transforms; power series solutions. (A, CSU-GE, UC, I)

10A STRUCTURE AND CONCEPTS IN MATHEMATICS I**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125 and 126.

This course is designed for prospective elementary school teachers. It will study 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)

PREREQUISITES: Mathematics 10A and 102 (one year high school geometry. ADVISORIES: Eligibility for English 125 and 126.

This course is designed for prospective elementary school teachers. Topics covered will include counting methods, elementary probability and statistics. Additional 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)

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125 and 126.

This course 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)

PREREQUISITES: Mathematics 103. 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)

45 CONTEMPORARY MATHEMATICS

3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Mathematics 103. 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)

102 PLANE GEOMETRY

3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Mathematics 201. ADVISORIES: Eligibility for English 126.

Plane Geometry consists of the study of points, lines and planes. This course will include an introduction to geometric reasoning, and the properties of angles, lines, polygons, and circles. (A)

103 INTERMEDIATE ALGEBRA

5 units, 5 lecture hours, (Pass/No Pass)

PREREQUISITES: Mathematics 201 or equivalent. 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)

201 ELEMENTARY ALGEBRA (FORMERLY MATH 101)

5 units, 5 lecture hours, (Pass/No Pass)

PREREQUISITES: Mathematics 250 or equivalent. ADVISORIES: Mathematics 256 and 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.

250 COLLEGE ARITHMETIC

3 units, 3 lecture hours

This course is designed as a quick review of college arithmetic to prepare the student for MATH 256 or MATH 201. Topics include arithmetic operations on integers, fractions and decimals; application of order of operations to simplification of mathematical expressions; word problems and applications of arithmetic using ratios, proportions and percents.

256 TOPICS BEFORE ALGEBRA

3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Mathematics 250 or by college assessment process that would qualify the student to place out of Mathematics 250.

An introduction to some of the key concepts covered in Beginning Algebra (e.g., solving equations, graphing, word problems) which are typically difficult for MATH 201 students. This course is designed for the student who has successfully completed MATH 250 or MATH 260 but does not feel confident enough in his/her skills to be able to take on the fast pace of a traditional MATH 201 class.

260 ARITHMETIC REVIEW

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)

This course is a review of basic college arithmetic designed to prepare the student for the faster pace of MATH 250. Topics include arithmetic operations on whole numbers, fractions and decimals, and application of order of operations to simplification of mathematical expressions.

272 ASSISTANCE IN COLLEGE MATHEMATICS

.5-1 unit, 1.33 -2.67 hours (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.

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

ADVISORIES: Eligibility for English 125 or 130, 126, and Mathematics 201.

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
ADVISORIES: Eligibility for English 125 or 130, 126, and Mathematics 201.
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
ADVISORIES: Eligibility for English 125 or 130, 126, and Mathematics 201.
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
ADVISORIES: Eligibility for English 125 or 130, 126, and Mathematics 201.
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
ADVISORY: Eligibility for Mathematics 201.
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)

ADVISORIES: Ability to read music in treble and bass clef or Music 3 taken previously or concurrently. Eligibility for English 126 and Mathematics 201.

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)

1B MUSIC THEORY II

3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Music 1A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

2A MUSIC THEORY III

3 units, 3 lecture hours, (Pass/No Pass)

PREREQUISITES: Music 1B. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

PREREQUISITES: Music 2A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 126 and Mathematics 201.

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)

ADVISORIES: Music 3 and 20. Eligibility for English 125, 126 and Mathematics 201.

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)

COREQUISITES: Music 1A or 3. ADVISORIES: Eligibility for English 126 and Mathematics 201.

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)

7B EAR TRAINING: LEVEL II

1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass)

PREREQUISITES: Music 7A. COREQUISITES: Music 1B. ADVISORIES: Eligibility for English 126 and Mathematics 201.

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)

- 8 **AUDIO ENGINEERING**
3 units, 2 lecture hours, 3 lab hours
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)
 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)
 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
 COREQUISITES: Music 1A taken previously or concurrently. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
 PREREQUISITES: Music 20 or equivalent skill level. ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
- 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)
 PREREQUISITES: Music 21 or equivalent skills. ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
- 24 **ELEMENTARY VOICE: LEVEL I**
1 unit, 1 lecture hour, 1 lab hour, (Pass/No Pass), (Repeats=3)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
 ADVISORIES: Music 30. Eligibility for English 125, 126, and Mathematics 201. 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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: 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 Study and performance of a wide variety of concert band and wind ensemble literatures. Participation in all performances required. (A, CSU, UC)
- 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 Study and performance of jazz and jazz-rock literature. Participation in all performances required. (A, CSU, UC)
- 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 126 and Mathematics 201.
 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)

ADVISORIES: Eligibility for English 126 and Mathematics 201.

Standard orchestral literature of all periods and styles will be read, studied and performed. Participation in performances is required. (A, CSU, UC)

111 THE MUSIC BUSINESS
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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 community members 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 community members 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 community members 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 community members to maintain and improve their musical skills.

385A COMMUNITY ORCHESTRA
0 units, 1 lecture hour, 1 lab hour
Study and performance of a wide variety of orchestral literature. Participation in all performances required. This course is designed for community members to maintain and improve their musical skills.

NATURAL RESOURCES (NR)

1 INTRODUCTION TO FORESTRY
3 units, 2 lecture hours, 3 lab hours
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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
2 units, 1 lecture hours, 3 lab hours
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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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, L-180 and S-212. The course stresses field performance and teamwork. Laboratory required. (A, CSU)

6 DENDROLOGY**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for English 125 and 126. 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**

ADVISORIES: Eligibility for English 125 and 126.

Examines the use and protection of natural resources, including soil, water, forest, mineral, plants, and animal life, with particular attention to Central California conditions. Examines 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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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. An introduction to the methods, techniques, and tools used to restore and enhance watershed health. Laboratory required. (A, CSU)

14 PRINCIPLES OF WILDLIFE MANAGEMENT**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Natural Resources 6, and eligibility for English 125, 126, and Mathematics 201

Examination of plant and animal ecology in relation to wildlife management. Review of wildlife management techniques. Identification of wildlife species found in the western United States. Evaluation of the role of wildlife management in endangered species recovery. (A, CSU)

17 INTRODUCTION TO FOREST SURVEYING**3 units, 2 lecture hours, 3 lab hours**

PREREQUISITES: Mathematics 103. ADVISORIES: Mathematics 4A and eligibility for English 125 and 126.

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

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course will cover interpretation and use of aerial photographs, remote sensing, and of geographic information systems (GIS) as they relate to natural resources, and will include photo scale calculations, point location, locating datasets and photographs, and field verification of vegetation/conditions. Additionally, questions pertaining to natural resource issues will be addressed through analyzing, creating, displaying, and modeling feature data (i.e. soils, topography, vegetative cover, etc.) using geographic information systems (GIS). This course will also cover the fundamentals of using ESRI ArcGIS software in GIS applications. (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

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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. Includes wood and defect identification. (A, CSU)

25 FOREST AND RESOURCE MANAGEMENT

1 unit, 1 lecture hour

PREREQUISITES: Natural Resources 1. ADVISORIES: Previous or concurrent enrollment in Natural Resources 11 and 14; and eligibility for English 125, 126, and Mathematics 201.

Designed to be a capstone to the Forest/Park curriculum. Application of advanced technical skills obtained in previous courses required for graduation. Emphasis on direct, “on-the-ground” management of a working forest, applying arts, skills, and knowledge in solving practical field problems in a working environment. Emphasis on one or more of the following: ecology, engineering, forest regulations, finance, mensuration, protection, recreation, silviculture, supervision, wildlife, social, political, and economic considerations. (A, CSU)

30 FOREST RECREATION

3 units, 2 lecture hours, 3 lab hours

ADVISORIES: Natural Resources 1 and 6; and eligibility for English 125, 126, and Mathematics 201.

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)

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 - TAXIDERMY
1 unit, 3 lab hours, (Pass/No Pass)
(Repeats=3)
 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)
 ADVISORIES: Eligibility for English 125 and 126.
 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)
 COREQUISITES: Natural Resources 1 and 6.
 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
 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
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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
 PREREQUISITES: Natural Resources 5.
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
 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)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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 I
.5 unit, 1 lab hour (Pass/No Pass only)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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. (Taught at the school forest or other field setting.) (A)

109 FOREST FIELD STUDIES I
.5 unit, 1 lab hour (Pass/No Pass only)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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. (Taught at the school forest or other natural habitat area) (A)

110 FOREST FIELD STUDIES II
.5 unit, 1 lab hour (Pass/No Pass only)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

A field course for the practical application of forest 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, forest construction techniques, and orienteering. Room and board fee required. (Taught at school forest or other natural area.) (A)

115 ADVANCED FIELD STUDIES I
.5 unit, 1 lab hour (Pass/No Pass Only)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

An advanced practical field course taught during the fall semester at the school forest. Designed to apply skills acquired in other natural resources courses and under actual field conditions. Subjects include timber sale planning and preparation, harvest systems, recreation planning and analysis, silviculture application, land boundary determination, and leadership-crew dynamics. Course consists of a work day emulating field techniques of the natural resources industry. A room and board fee is required. (A)

116 ADVANCED FIELD STUDIES II
.5 unit, 1 lab hour (Pass/No Pass Only)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

An advanced practical field course taught during the spring semester at the school forest. Designed to apply skills acquired in other natural resources courses and under field conditions. Subjects include fisheries and wildlife analysis, aerial photo interpretation, vegetative inventory systems, and integrated forest construction projects, and field problems. Course consists of a workday emulating field techniques of the natural resources profession. A room and board fee is required. (Taught at school forest.) (A)

133 INTRODUCTION TO CHAIN
SAW OPERATION
1 unit, .5 lecture hours, 1.5 lab hours (Pass/No Pass)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Provides introductory level training for the use of chainsaws in the forestry and natural resources field. Emphasis is placed on defining and applying chainsaw safety standards, maintenance and function of personal protective equipment (PPE), identification of chainsaw 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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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 INCIDENT COMMAND SYSTEM 200

.75 units, .75 hours (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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, .89 lecture hours, .44 lab hours (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course covers principles of positive displacement pumps but focuses on the Wajax-Pacific Mark III Pump which is primarily used by the 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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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 units, .89 lecture hours (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course is suggested training for the position of Single Resource Boss. 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)

NURSING ASSISTANT TRAINING (NAT)**101 NURSING ASSISTANT TRAINING**

6 units, 4.67 lecture hours, 6 lab hours

PREREQUISITES: Eligibility for English 126.
ADVISORIES: Mathematics 250, Office Technology 10, and eligibility for English 125.

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 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)

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.

5 DOCUMENT FORMATTING

1.5 units, 1 lecture hour, 1 lab hour, (Pass/No Pass)

PREREQUISITES: Office Technology 11A.
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Using current word processing software, students enrolled in this course will learn how to correctly format business documents. 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)

ADVISORIES: Eligibility for English 126 and Mathematics 201. 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)

ADVISORIES: Eligibility for English 126. 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)

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)

ADVISORIES: Eligibility for English 125 and 126.

This course provides students an opportunity to learn medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis is given to word dissection and definitions as applied to the body systems including the terminology used in examinations, diagnoses, procedures, laboratory investigations, and medical reports. (A, CSU)

11A MICROSOFT WORD ESSENTIALS

1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)

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)

11C WORD PROCESSING PROJECTS**1.5 units, short-term course: 27 lecture hours, 9 lab hours, (Pass/No Pass) (Repeats=1)**

PREREQUISITES: Office Technology 11A or 11B or equivalent word processing course. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. 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, 1.5 lecture hours, .5 lab hours, (Pass/No Pass) (Repeats=1)**

PREREQUISITE: Mathematics 250. ADVISORIES: Eligibility for English 126.

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, 1.5 lecture hours, .5 lab hours, (Pass/No Pass) (Repeats=1)**

PREREQUISITE: Office Technology 12A and Mathematics 250. ADVISORIES: Eligibility for English 126.

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)**

ADVISORIES: Eligibility for English 126 and Mathematics 201.

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)**

PREREQUISITES: Office Technology 13A. ADVISORIES: Eligibility for English 126 and Mathematics 201.

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, 1 lecture hour, (Pass/No Pass)**

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 voice mail; 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)**

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)
ADVISORIES: Eligibility for English 125, 126, and
Mathematics 201.

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)**
ADVISORIES: Eligibility for English 126 and
Mathematics 201. 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
PREREQUISITES: Office Technology 44. ADVISORIES:
Eligibility for English 125 and 126. 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)

28 MEDICAL MANAGER
1.5 units, short-term course: 27 lecture hours
ADVISORIES: Eligibility for English 125, 126,
and Mathematics 201.

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)**

ADVISORIES: Eligibility for English 125, 126,
and Mathematics 201. 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)**

ADVISORIES: Eligibility for English 125, 126,
and Mathematics 201. 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)**

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, 1 lecture hour, 1 lab hour, (Pass/No Pass) (Repeats=1)

PREREQUISITES: Office Technology 9. Students must already be able to type by touch 18 wpm if they are to succeed.

This intermediate keyboarding course provides students with proven methods for improving typing speed and accuracy. 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)

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)

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)

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)

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)

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)

1CH HONORS ETHICS

3 units, 3 lecture hours, (Pass/No Pass)

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)

1D WORLD RELIGIONS

3 units, 3 lecture hours, (Pass/No Pass)

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)

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)

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)

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

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)

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)

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)

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)

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. (A, CSU, UC)

7 GOLF

1 unit, 2 lab hours, (Pass/No Pass) (Repeats=3)

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)

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)

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)
 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)
 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)
 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)
 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)
 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)
 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)
 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)
 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)
 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)
 ADVISORIES: Eligibility for English 125 or 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, UC)

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)
 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)
 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)
 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)
 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)
 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)
 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))**

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)**

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)**

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))**

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)**

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)**

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)**

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))**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)**

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)
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
3 units, 10 lab hours, (Pass/No Pass) (Repeats=3)
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)
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, (Repeats=3)
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
PREREQUISITES: Mathematics 4A, Mathematics 4C, or equivalent.
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
PREREQUISITES: Physics 2A. 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)
COREQUISITES: Mathematics 5B. ADVISORIES: Eligibility for English 1A.
The topics 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)
PREREQUISITES: Physics 4A. COREQUISITES: Mathematics 6. ADVISORIES: English 1A.
The topics covered in this course include: Mechanical waves, Thermodynamics, electricity, magnetism. (A, CSU-GE, UC, I)

4C PHYSICS FOR SCIENTISTS AND ENGINEERS
4 units, 4 lecture hours, 2 lab hours, (Pass/No Pass)
PREREQUISITES: Physics 4B. 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

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125, 126, and 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)

 PLANT SCIENCE (PLS)

1 INTRODUCTION TO PLANT SCIENCE

3 units, 3 lecture hours, (Pass/No Pass)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

COREQUISITES: Plant Science 1. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)

COREQUISITES: Plant Science 2. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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. (A, CSU)

6 PESTICIDES**3 units, 3 lecture hours. (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and Mathematics 201.

Pesticide science is a specialized field requiring knowledge and experience with the laws and regulations, chemistry, biology and technology for safe and economical control of plant competitors. This course introduces and reviews current pesticide science and the safe and economical application in California Agriculture. (A, CSU)

7 INTEGRATED PEST MANAGEMENT**3 units, 2 lecture hours, 3 lab hours**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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)**

PREREQUISITES: Mathematics 103. 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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Principles of machinery management, technology, operation, and maintenance of wheel tractors, farm implements, forklifts, and harvesting equipment. Advanced topics include precision farming, custom farm operations, and corporate farm machinery management. (A, CSU)

14 PLANT NUTRITION**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

The study of soil, plant, and nutrient relationships. The composition, value, selection, and use of fertilizer materials, soil amendments, and cover crops. (A, CSU)

POLITICAL SCIENCE (POLSCI)

2 AMERICAN GOVERNMENT

3 units, 3 lecture hours

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

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)

5 COMPARATIVE GOVERNMENT

3 units, 3 lecture hours

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)

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)

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) (C-ID PSY 110)

2H HONORS GENERAL PSYCHOLOGY

3 units, 3 lecture hours

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) (C-ID PSY 110)

5 SOCIAL PSYCHOLOGY
3 units, 3 lecture hours, (Pass/No Pass)
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)
ADVISORIES: Psychology 2. 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)
ADVISORIES: Psychology 2. 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) (C-ID PSY 130)

38 LIFESPAN DEVELOPMENT
3 units, 3 lecture hours (See also Child Development 38)
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)

45 INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY
3 units, 3 lecture hours
PREREQUISITES: Psychology 2 or 2H, and Mathematics 11 or 11H or Statistics 7. ADVISORIES: English 1A or 1AH.
This course surveys psychological research methods. An emphasis is placed on research design, descriptive techniques, experimental procedures, and the characteristics of valid assessment tools. The course also focuses on the collection, analysis, interpretation, and reporting of research data. Cultural considerations and the ethics of research with human and animal participants will be included. Designed for psychology majors and others who require familiarity with such research techniques. (A, CSU-GE, UC, I) (C-ID PSY 200)

REAL ESTATE (RE)

40 REAL ESTATE PRINCIPLES
3 units, 3 lecture hours, (Pass/No Pass)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
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)
PREREQUISITES: Real Estate 40 or hold a license as a salesperson or broker in California. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
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)
PREREQUISITES: Real Estate 40 or hold a license as salesperson or broker in California. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.
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)
 PREREQUISITES: Real Estate 40 or equivalent experience or hold salesperson's real estate license. ADVISORIES: Eligibility for English 125, 126, and Decision Science 117 or Mathematics 201.
 Residential and commercial property evaluation. Appraisal reports. (A, CSU)

REGISTERED NURSING (RN)

74 GERIATRIC NURSING THEORY
1.5 units, 1.5 lecture hours
 COREQUISITES: Registered Nursing 75, 77, and 79.
 This course builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory is stressed with emphasis on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. (A, CSU)

75 INTERMEDIATE MEDICAL-SURGICAL NURSING
5 units, 2.5 lecture hours, 7.5 lab hours
 PREREQUISITES: Registered Nursing 74.
 COREQUISITES: Registered Nursing 77, 79.
 This course provides the conceptual basis of nursing care for patients in high acuity medical surgical settings. The emphasis of this course is on complex medical surgical conditions in the adult client. Students will apply the nursing process to promote self-care for clients with chronic health needs and to assist clients/families with complex, multi-system self-care demands and deficits. Focus will be for the students to predict patient needs and priorities and evaluate outcomes of care. 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
 PREREQUISITES: Registered Nursing 160 and acceptance into the LVN to RN program. 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
 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**

PREREQUISITES: Registered Nursing 160 and admission into the LVN to RN nursing program. COREQUISITES: Registered Nursing 75 and 77.

This course provides technological knowledge and assessment skills related to adult and older adult 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 demonstrate proficiency in 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 ADVANCED MEDICAL-SURGICAL NURSING**6 units, 2.5 lecture hours, 7.5 lab hours**

PREREQUISITES: Registered Nursing 74, 75, 77, 79, and acceptance into the Licensed Vocational Nursing-Registered Nursing program. COREQUISITES: Registered Nursing 86, 88, and 89.

This course focuses on advanced concepts related to health deviation in the acutely ill medical-surgical client. These concepts are integrated to meet the complex self-care needs of adult and older clients. Students will utilize the nursing process to provide wholly compensatory care for clients requiring complex nursing interventions, medical regimens and includes clinical in acute care settings. Correlated clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice. (A, CSU)

87 MATERNAL AND CHILD NURSING**4 units, 2 lecture hours, 6 lab hours**

PREREQUISITES: Registered Nursing 75, 77, 78, and 79. COREQUISITES: Registered Nursing 89.

This is a family-centered course with emphasis on nursing care of the childbearing and childrearing family. 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 client/family in childbearing and childrearing experiences. Concurrent practice in the college laboratory and clinical experience in community facilities is required. (A, CSU)

88 NURSING LEADERSHIP AND MANAGEMENT**1 unit, 1 lecture hour**

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)

89 NURSING SKILLS LAB II**.5 unit, 1.5 lab hours**

PREREQUISITES: Registered Nursing 74, 75, 77, and 79. COREQUISITES: Registered Nursing 85.

This course provides technological knowledge and assessment skills related to both adult and pediatric patients. It prepares the student to progressively advance in nursing practice to care for patients with multiple complex 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 demonstrate proficiency in 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)

160 LVN TO RN ROLE TRANSITION**2 units, 1 lecture hour, 3 lab hours**

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)

PREREQUISITES: Satisfaction of the CSU system General Education Quantitative Reasoning Requirement (CSU-GE Area B4). 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)

SOCIOLOGY (SOC)

1A INTRODUCTION TO SOCIOLOGY

3 units, 3 lecture hours, (Pass/No Pass)

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) (C-ID SOCI 110)

1B CRITICAL THINKING ABOUT SOCIAL PROBLEMS

3 units, 3 lecture hours

ADVISORIES: Sociology 1A or English 1A.

An identification and analysis of contemporary social problems including causes, consequences and possible solutions. Explanation of theoretical perspectives used to explain social problems. Considerations of sociological methods of research and analysis. Application of critical thinking skills, specifically taught in the course, designed to result in heightened critical thinking ability as well as strengthened social awareness. (A, CSU)

2 AMERICAN MINORITY GROUPS

3 units, 3 lecture hours, (Pass/No Pass)

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)

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) (C-ID SOCI 130)

SPANISH (SPAN)

1 BEGINNING SPANISH

4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)

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, Latin America and Hispanic cultures of the US. (A, CSU-GE, UC, I)

2 HIGH-BEGINNING SPANISH

4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)

PREREQUISITES: Spanish 1, or 2 years of high school Spanish, or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

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, Latin America and Hispanic cultures of the US. Introduction to the literary text. (A, CSU-GE, UC, I)

3 INTERMEDIATE SPANISH**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Spanish 2 or three years of high school Spanish or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

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. Increased 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)

3NS SPANISH FOR SPANISH SPEAKERS**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: A basic speaking knowledge of Spanish as determined by an oral interview. 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, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

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, Latin America and Hispanic cultures of the US as reflected in the language and literature. (A, CSU-GE, UC, I)

4NS SPANISH FOR SPANISH SPEAKERS**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Spanish 3NS or a proficient speaking knowledge of Spanish as determined by an oral interview. 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 including. Exercises in grammar and vocabulary building and research projects. Readings of historical culture and literary texts are the center of class discussions. (A, CSU-GE, UC, I)

15 PRACTICAL SPANISH CONVERSATION, INTERMEDIATE LEVEL**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Spanish 2 or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

Spanish conversational skills for students with a basic knowledge of the language are developed. Oral communication and listening comprehension are emphasized. Some reading and writing skills are developed. Practical vocabulary for everyday usage and application of basic grammatical structures are 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)**

PREREQUISITES: Spanish 3 or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

Spanish conversational skills for students at an intermediate level of language proficiency are further developed. Oral communication and listening comprehension are emphasized. Some reading and writing skills are developed. 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)
 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)
 PREREQUISITES: Spanish 251. ADVISORIES: Eligibility for English 125 and 126.

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)
 ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

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
 PREREQUISITES: Mathematics 103 or two years of high school algebra. 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)

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)

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.

WATER TREATMENT AND DISTRIBUTION (WTD)

106 BASIC WASTEWATER TREATMENT AND DISTRIBUTION
3 units, 3 lecture hours

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Knowledge and skills required to effectively operate and maintain wastewater treatment facilities; prepares students to take the State Water Resources Control Board (SWRCB) Grade II Certificate Exam. (A)

107 ADVANCED WASTEWATER TREATMENT

3 units, 3 lecture hours

PREREQUISITES: Water Treatment & Distribution

106.

Knowledge and skills required to effectively operate and maintain wastewater treatment facilities; prepare students to take the State Water Resources Control Board (SWRCB) Grade III Certificate exam. (A)

114 WATER MATHEMATICS
3 units, 3 lecture hours

ADVISORIES: Eligibility for Mathematics 201.

Recommended for current enrollees in water technology course(s); Covers math required to solve problems commonly encountered in water technology, including Water Treatment, Water Distribution, and Wastewater. The Water Treatment Operator and Water Distribution Operator Certification Tests are weighted heavily with water math. (A)

SPECIAL AREAS OF STUDY

Developmental Education Programs/Basic Skills

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 201 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. Courses in this program are numbered 200-299.

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 130 or 252 or English as a Second Language 225W may be used to establish eligibility for English 125, while English 262 or English as Second Language 226R 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, the student will discuss the test results and answers to the assessment survey with a counselor. If the student thinks the student 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 instruction 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 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 and educational guidance.
Call 638-0337 for an appointment.
2. Take the career exploration inventories in the Career/Resource Center.
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

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 Madera Center, Oakhurst Campus, and Willow International Center 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.

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 30 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:
 - a. 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.
 - b. Veterans who died from any cause while such service-connected disability was in existence.
 - c. Service persons missing in action or captured in the line of duty by a hostile force.
 - d. 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, AA-T, AS-T 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

President H. Ronald Feaver
Vice President William J. Smith
Secretary Richard M. Caglia
Trustee Isabel Barreras
Trustee Ronald H. Nishinaka
Trustee Patrick E. Patterson
Trustee Dorothy "Dottie" Smith

District Administration

Chancellor Dr. Deborah Blue
Vice Chancellor, Administration and Finance
 Ed Eng
Vice Chancellor, Educational Services and Planning
 Vacant
Associate Vice Chancellor, Human Resources
 Vacant

Reedley College Administration

President Vacant
Vice President of Instruction Vacant
Vice President of Student Services & Physical Education
 Michael White
Vice President of Administrative Services Donna Berry
*Dean of Agriculture, Business, Industrial Technology,
 Natural Resources, and Work Experience* David Clark
*Dean of Composition, Literature and Communication,
 Fine Arts and Social Science, Reading and Languages*
 Dr. John Fitzer
*Dean of Health Sciences and Child Development,
 Math, Computer Science, Engineering* Jan Dekker
Dean of Instruction, Madera Center Dr. James Chin
Dean of Students, Madera Monica Cuevas
*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 Tapia-Wright

Willow International Center Administration

Campus President, Willow International Center
 Deborah Ikeda
Vice President of Instruction & Student Services Vacant
Dean of Instruction Kelly Fowler
Dean of Student Services Doris Griffin
Manager, Financial Aid Candace L. Cannon
Director, DSP&S Vacant
Associate Business Manager Janelle Mendoza

Reedley College Department Chairs

*Agriculture, Mechanized Agriculture, Natural
 Resources* David Lopes
Business Michael Sorensen
Composition, Literature & Communications Eileen Apperson
Counseling Chris Spomer
Fine Arts, Social and Behavioral Sciences Bill Turini
Industrial Technology David Tikkanen
Math, Computer Science, and Engineering Conrad Perez
PE, Health Sciences & Child Development Brian Fonseca
Reading and Languages Michael van Wyhe
Science Barry Warmerdam

Reedley College Services Personnel

Director of Athletics Javier Renteria
Director of Student Success and EOP&S Mario Gonzales
Bookstore Manager Interim Mary Beth Wynn
District Police Sgt. Charlie Anderson
Librarians Wilfred L. Alire and Stephanie Curry
Nurse Pat Jackson
Matriculation and Outreach Coordinator Ryen Hirata
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

AXTELL, J. DEWEY
1969 - 1979
Agriculture

AVEDISIAN, LOUISE
1961 - 1999
Speech, Drama

BARKLEY, JERRY G.
1976 - 1998
Associate Dean,
Vocational Education

BEHRINGER, MARILYN
2010 - 2012
Vice President of Instruction

BEMIS, WAYNE A.
1976 - 2001
Natural Resources

BLACKWELDER, GENE
1989 - 2007
Vice President of
Administrative Services

BOWIE, SYDNEY
1980 - 2008
English

BRISTOW, ROBERT
1954 - 1984
Agriculture

BROOKS, ARLIE D.
1963 - 1990
Physical Education

BRUMBAUGH, MADELINE
1962 - 1968
Home Economics

BRYANT, RUTH I.
1962 - 1977
English

CALDERA, AUGIE
1980 - 2012
Counseling

CAMARA, VICTORIA T.
1979 - 2012
Disabled Students Programs
and Services

CANNELL, ROBERT L.
1978 - 2011
Forestry/Natural Resources

CEKOLA, CHARLES J.
1976 - 2003
Counseling

CHARTERS, MOIRE C.
1958 - 1997
Associate Dean,
Admissions and Records

CLARK, ROBERT
1964 - 1982
Counseling

CLARKSON, ELRAY
1975 - 2005
Criminal Justice

COMER, LARRY L.
1970 - 1999
Business

COONEY, JIM
1969 - 1984
Reading

DELGADO, RUBEN
1998 - 2011
Reading

DRY, LLOYD C.
1963 - 2001
Librarian

DURLEY, W. LAIRD
1989 - 2009
Philosophy

EASTMAN, ROGER
1958 - 1989
Philosophy, English

ESTER, KEN
1956 - 1984
Counseling

EVANS, EUGENE B.
1976 - 2005
Industrial Technology

FITZPATRICK, E. MAURICE
1964 - 1995
Health Education,
Physical Education

FLORA, GLENN I.
1965 - 1979
Geography

FOLETTA, S.A.
1978 - 2006
Biology

FOLEY, HARRISON
1954 - 1984
Business

GARRIGUS, RICHMOND
1989 - 2007
English

GERSTENBERG,
REINHOLD H.
1970 - 1997
Natural Resources

GLYNN, JAMES
1998 - 2002
Sociology

GUSTAFSON, SHIRLEY
1966 - 1994
Physical Education

HAGEMAN, EDRO D.
1969 - 1989
Social Science

HAIR, PATRICIA
1981 - 1989
Developmental Skills Coordinator

HALL, DOROTHY
1970 - 1984
Counseling

HALLER, ROBERT
1997 - 2008
Business

HARRIS, RAYMOND
1970 - 1984
Business

HIGDON, BETTY E.
1966 - 1996
English

HILL, NORMAN
1970 - 1993
Chemistry

HIOCO, BARBARA
1970 - 2011
President

HOFFMAN, RICHARD H.
2004 - 2011
President

HUTCHINGS, LeGENE B.
1966 - 1990
Associate Dean, Humanities
and Social Science,
Instructor in Music & Speech

JANZEN, FRANCIS
1980 - 1992
Automotive Technology

JETER, ALICE M.
1973 - 1997
Dental Assisting

JEWELL, ANTHONY G.
1975 - 2007
Automotive Technology

JOHNSEN, JAMES
2001 - 2008
Political Science

JOHNSON, LINDSAY C.
1987 - 2003
Director, OASIS & Other
Support Services

KANAWYER, WILLIAM
1992 - 2005
Aviation Maintenance
Technology

KASAI, AMY EMI
1964 - 1989
Art

KASER, PAUL W.
1976 - 2008
English

KEEFE, THOMAS
1967 - 1995
Psychology

KELLAM, BECKY
1984 - 2010
Business, Office Technology

KERSHAW, TERRY (1976)
1976 - 2012
Campus President,
Willow International Center

KINZEL, LEROY
1971 - 2003
Aviation Maintenance
Technology

KUBALL, CURT
1973 - 2010
Criminal Justice

LARSEN, NORBERT W.
1965 - 1992
Geology, Mathematics

LAWRENCE, TERRY
1980 - 1991
Dental Assisting

LEDFORD, JAMES R.
1957 - 1989
Mathematics, Physics

LEHMAN, ROBERT J.
1953 - 1977
Health, Physical Education

LEONE, DON
1964 - 1998
Physical Education

LOCK, ROBERT G.
1967 - 1998
Aviation Maintenance
Technology

LOYA, RALPH R.
1976 - 2005
Animal Science

MAIN, TERRI
1990 - 2012
Communication

MASTERSON, CRISTINA
1974 - 2008
Dean of Students,
North Centers

MCCAIN, CAROL
1984 - 2008
Business

McKITTRICK, DONNA
1958 - 1992
Physical Education

MELVILLE, PAMELA B.
1979 - 2001
Business

MOLINA, ALBERT
1959 - 1990
Mathematics, Physics

MULLALY, MARTHA H.
1965 - 1976
English

NISHINAKA, RONALD H.
1971 - 2008
Environmental Horticulture

O'BRIEN, JOHN R.
1968 - 1999
Art

OLSON, KAREY J.
1969 - 2001
Child Development

PERKINS, JOHN
1970 - 1994
Athletic Director, Physical
Education

PHILLIPS, JAMES R.
1971 - 2000
Sociology

REGIER, THOMAS WAYNE
1976 - 2007
Aviation Maintenance
Technology

ROUCH, ELAINE F.
1967 - 1978
Associate Dean, Housing &
Student Activities

RUSSO, JOE R.
1969 - 2002
Associate Dean of Instruction

SAMUELIAN, LYNN
1975 - 2012
Director, Disabled
Students Programs and
Services

SCHEIDT, JUDI
1998 - 2007
Child Development

SKOGSBERG, CLARK D.
1967 - 2002
Music

SPITTLE, REG
2001 - 2012
Political Science

STUDEBAKER,
STEVEN J.
1981 - 2005
Industrial Technology

SZPOR, SUE
1974 - 2001
College Nurse

TAKACS, ROBERT
1982 - 2008
Aviation Maintenance
Technology

TROEHLER, DAVID F.
1965 - 1992
Aviation Maintenance
Technology

TYNER, THOMAS
1972 - 2003
English

WENN, LOIS M.
1963 - 1978
Dental Assisting

WEST, BUD
1984 - 2007
Agriculture

YANDELL, LaVERNE
1964 - 1984
Business

YARBROUGH, EWA
1996 - 2009
English

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

ADAMS, JENNIFER (2010)

Nursing

A.A., Fresno City College
B.S.N, M.S.N., Grand Canyon University

AGUIRRE, SARA (1979)

Spanish

B.A., University of San Francisco
M.A., California State University, Fresno

ALANIS, MATTHEW (2011)

Business

B.S., M.B.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

BARNES, LENORA (1995)

Psychology

B.A., M.A., California State University, Fresno
Ph.D., Claremont Graduate University

BERG, EMILY (2008)

English

B.A., University of California, Davis
M.A., California State University, Sacramento

BERRY, DONNA (2011)

Vice President of Administrative Services

A.A., Porterville College
B.S., California State University, Fresno
M.B.A., University of Phoenix, Fresno
Professional Clear Business Education Teaching Credential, Chapman University, Visalia

BIANCO, NAOMI (2006)

College Nurse

B.S.N., M.S.N., California State University, Fresno

BLANKEN, HIRAM W. (2008)

Chemistry

B.S., 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

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,
Madera
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,
Madera
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
- 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
- EPPERSON, TAMARA S. (2010)
Accounting/Business
B.S., California State
University, Fresno
M.F.A., National University
- 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
- FITZER, JOHN (2012)
Dean of Instruction
B.A., California State
University, Fresno
Ed.M., M.B.A., Ph.D., University
at Buffalo

- 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-WATTS, 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)
Director of Student Success and EOP&S
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, Willow International Center
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
- HITCHCOCK, ROGER (1998)
Mathematics
B.A., M.A., California State
University, Fresno
- HIRATA, RYEN (2002)
*Matriculation and Outreach
Coordinator*
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)
*Campus President,
Willow International Center*
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., Azuza 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
- 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
- LATORRACA, COURTNIÉ (2011)
Mathematics
A.A., Reedley College
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
- LUERA, KRISTINA (2008)
Child Development
B.S., California State University, Fresno
M.A., National University
- MacDONALD, CYNTHIA (2007)
Librarian
B.A., University of Maryland
M.S., California State University, San Jose
- MARQUEZ, BERNARD J. (2000)
Biology
B.S., California Polytechnic State University, San Luis Obispo
Ph.D., University of California, Davis
- MARSH, NANCY (2004)
Child Development
A.S., Modesto Junior College
B.A., M.A., California State University, Stanislaus
- MARTINEZ, ANNA (1999)
Communication
B.A., M.A., California State University, Fresno
- MARYANOW, NATASHA (2008)
English
B.A., M.A., Pyatigorsk State Linguistic University
M.A., Carleton University
- MASCOLA, FRANK (1977)
Coordinator, CalWORKs Program
B.A., M.A., California State College, Bakersfield
- MASTERSON, RICHARD GARRETT (2005)
Art
B.F.A., Boise State University
M.F.A., Portland State University
- MATA, OLEGARIO (1998)
Mathematics
B.A., M.A., University of California, Santa Cruz
- MATTOX, KRISTEN S. (2006)
Physical Education/Health
B.A., M.A., California State University, Fresno
- MCPHEE, JON (2006)
Geography
B.A., M.A., California State University, Fullerton
- MEIER, DAVID (2009)
Economics
B.A., Stanford University
M.B.A., National University
- MESTER, THOMAS C. (2001)
Biology
B.S., University of Michigan, Ann Arbor
B.S., University of Wisconsin, Madison
M.S., North Carolina State University, Raleigh
Ph.D., University of Wisconsin, Madison
- METER, FELISA (1990)
English as a Second Language
B.A., Brooklyn College
M.A., University of Nebraska, Lincoln
- MILLAR, BRAD S. (2001)
Communication
B.A., M.A. California State University, Fullerton
M.A., California State University, Fresno
- MONTGOMERY, CINDY (2001)
Mathematics
B.A., M.A., California State University, Fresno
- MORALES, DANIEL (2008)
Information Systems
B.S., University of Southern California
M.S., California State University, Los Angeles
- MOUSSEAU, DEDE (1997)
English, French
B.A., M.A., California State University, Fresno
- MUNOZ, RALPH (2001)
Counseling
B.A., M.A., California State University, Fresno
- NABORS, BRENT (1998)
Information Systems
B.A., M.A., California State University, Fresno
- NASALROAD, ERIC (2008)
Business
B.A., M.A., California State University, Fresno
- NIPPOLDT, DAVID (2006)
English as a Second Language
B.A., Brooks Institute
M.A., Fresno Pacific University
- NORTON, STEVEN (1998)
Art
B.A., Central Washington University
M.F.A., University of California, Santa Barbara
- NOVATNE, LAUREN (2001)
Physics
B.S., Sonoma State University
M.S., California State University, Fresno
- OBEID, LINA (2005)
Mathematics
B.A., California State University, Fresno
M.A., Fresno Pacific University
- O'CONNOR-KUBALL, KATHLEEN (1997)
Physical Education, Softball Coach
B.S., Central Michigan University
M.S., National University

- OGAWA, GLENN (1984)
Automotive Technology
B.A., M.S., California State University, Fresno
ASE Certified Master Technician,
Automotive and H.D. Truck, Advanced Engine Performance, State of California Emissions, Brake, and Lamp Licenses
- PALSGAARD, LOREN (1998)
English
B.A., M.A., California State University, Fresno
M.F.A., University of Oregon
- PAPOUTSIS, MARIE A. (1988)
Counseling, EOPS
B.A., University of California, Santa Barbara
M.A., University of Arizona, Tucson
- PARENTO, LOIS M. (1997)
Dental Assisting
Registered Dental Assistant
Certified Dental Assistant – Coronal Polish and Ultrasonic Scaler
- PEARSE, STEPHEN (2010)
Physical Education/Baseball Coach
B.A., San Francisco State
M.A., St. Mary's College
- PEREZ, CONRAD (1997)
Mathematics
A.A., Kings River Community College
B.A., M.A., California State University, Fresno
- PFEIFFER-TURPEN, SALLIE (2002)
Child Development
B.S., San Diego State University
M.A., California State University, Los Angeles
- PIPER, VICTORIA (2005)
Business, Oakhurst Campus Coordinator
B.A., M.B.A., California State University, Northridge
- RAGAN, JEFFREY (2007)
English
B.A., M.A., Fresno Pacific University
- RAMIREZ, GREGORY (2008)
English
B.A., M.A., California State University, Fresno
- REIMER, RONALD (2002)
Mathematics
B.A., M.A., Fresno Pacific University
- REITHER, LINDA (2002)
Disabled Students Programs and Services
B.A., M.A., California State University, Fresno
- RENTERIA, JAVIER (1999)
Counseling, Student Athlete Retention Program, Athletic Director
A.S., Merced College
B.A., M.S., California State University, Fresno
- RENWICK, JON C. (1996)
Mathematics
B.A., M.A., California State University, Fresno
- RICHARDSON, DAVID (1997)
History
B.A., M.A., California State University, Fresno
- RICHEY, DAVID (2007)
Aviation Maintenance Technology
B.S., M.S., California State University, Fresno
- RODRIGUEZ, FATIMA (2001)
Sociology
B.S., California State University, Fresno
M.A., Purdue University
- RYAN, JAMES (1991)
Mathematics
A.A., Chabot College
B.S., M.S., California Polytechnic State University, San Luis Obispo
- SANDOVAL, EVERETT M. (1999)
Information Systems
B.S., M.B.A., California State University, Fresno
- SANWO, MELANIE (2008)
English
B.A., California State University, Fresno
M.A., Brigham Young University
- SCHOENBURG, DIANE L. (2010)
Psychology
B.A., UC Santa Barbara
M.Ed., UCLA
Ph.D., UC Irvine
- SCHWARTZ, LESA (2001)
English
B.A., Hunter College
M.A., California State University, Fresno
- SEYMOUR, HAROLD L. (2000)
Psychology
B.A., M.S., California State University, Fresno
Ph.D., Purdue University
- SIMONSON, JENNIFER A. (2010)
English
B.A., M.A., CSU Fullerton
- SMITH, TIMOTHY E. (1996)
Plant Science
B.S., California Polytechnic State University, San Luis Obispo
M.S., California State University, Fresno
Ph.D., University of California, Davis
- SNYDER, COLLEEN (1989)
Music
B.A., M.A., D.M.A., Stanford University

- SNYDER-RAY, REBECCA (2009)
English
B.A., M.A., California State University, Fresno
- SODERLUND, JOSHUA (2012)
Forestry/Natural Resources
A.A., Modesto Junior College
B.S., M.S., California State Polytechnic University, San Luis Obispo
- SORENSEN, MICHAEL (1998)
Information Systems
B.S., California State University, Fresno
M.B.A., Cal Poly, San Luis Obispo
- SORENSEN, SHELLEY (2003)
Dental Assisting
A.A., Reedley College
Registered Dental Assistant
Certified Dental Practice Management Administrator
- SOUZA, THERESA (2008)
Nursing Program Coordinator
A.A., Chabot Junior College
B.S.N., California State University, Chico
M.S.N, California State University, Fresno
- SPEAR, GRICELDA (2005)
Counseling
B.A., California State University, Northridge
M.S., California State University, Fresno
- SPERLING, DUSTIN (2007)
Agriculture Business
B.S., M.S., Cal Poly, San Luis Obispo
- SPOMER, CHRISTOPHER (2008)
Counseling
B.S., M.A., California State University, Fresno
- STAMPER, ELAINE (2007)
English
B.A., Cal Poly, Pomona
M.A., California State University, Los Angeles
- STANNARD, MICHAEL (2007)
Philosophy
B.A., University of California Berkeley
M.A., California State University, Los Angeles
M.A., Tufts University
Ph.D., University of California, Riverside
- TAINTOR, AMANDA (2009)
Child Development
B.S., M.A., California State University, Fresno
- TAPIA-WRIGHT, DIANA (2002)
Director of Grant Funded Programs
A.S., Reedley College
B.S., California State University, Fresno
M.S., National University
- TAYAR, WALID (2006)
Mathematics
B.A., M.A., California State University, Fresno
- TERRELL, JOHN (2005)
Psychology
B.A., California State University, Fullerton
Ph.D., Claremont Graduate University
- THURBER, JULIE (2011)
English
B.A., University of California, Davis
M.A., National University
- TIDYMAN-JONES, LAURIE (2002)
Counseling, Career Center
B.A., Westmont College
M.S., California State University, Fresno
- TIKKANEN, DAVID (2005)
Manufacturing Technology
A.A., Kings River Community College
B.A., California State University, Fresno
- TJAHJADI, RAY (2000)
Information Systems
B.S., M.B.A., California State University, Fresno
- TURINI, WILLIAM (2001)
Political Science
B.A., University of California, Davis
M.A., California State University, Sacramento
- UNDERWOOD, FRANCINE W. (1997)
Office Technology
B.S., M.S., Brigham Young University
- VAGIM, NANCY (2001)
Communication
B.S., Mississippi State University
M.A., California State University, Fresno
- VAN WYHE, MICHAEL G. (1981)
English
B.A., University of California, Los Angeles
M.A., California State University, Fresno
- VEGA, GUADALUPE (1998)
Spanish
B.A., M.A., California State University, Fresno
- WARMERDAM, BARRY (1984)
Geography
B.A., M.A., California State University, Fresno
- WATTS, MARV (1991)
Mathematics
A.B., University of California, Riverside
M.S., Claremont Graduate School
M.B.A., Azusa Pacific University
- WENTER, GARY (1999)
Mechanized Agriculture
B.S., California State University, Fresno
M.S., California Polytechnic State University, San Luis Obispo

WHITE, MICHAEL (1990)

***Vice President of
Student Services***

B.S., University of
California, Davis

Ryan Secondary Teaching
Credential, University of
California, Davis

M.A., University of New Mexico

WHITED, RANDY (1990)

***Physical Education,
Football Coach***

B.A., M.A., University of Pacific

WU, SHARON W. (1997)

Computer Science, Mathematics

B.S., National Taiwan Normal
University, Taipei, Taiwan Rep. of
China (ROC)

M.S., University of Oregon

YANCEY, FRANK (1999)

Biology

B.S., California State University,
Long Beach

M.A., California State

University, Fresno

Ph.D., Texas Tech University

YOUNG-MANNING, SHERYL
(1997)

English

B.A., M.A., California State

University, Fresno

ZECH, KENNETH (1980)

Tutorial Services

A.A., Reedley College

B.A., University of California,
Santa Barbara

M.A., California State University,
Dominguez Hills

ZIELKE, KEITH (2003)

Aviation Maintenance

Technology

A.A., Fresno City College

ZIGLER, JANICE M. (1988)

English

B.A., M.A., California State
University, Fresno

INDEX

A

Academic Calendar	12-13
Academic Dishonesty	48
Cheating.....	48
Plagiarism	48
Academic Freedom.....	47
General Principles.....	47
Public Forums	47
Textbook Selection.....	47
Academic Regulations	21
Accounting courses.....	129-130
Accounting Program	65-66
Administrative Policies	45
Admissions and Registration	14
Admission of Students.....	14
General Admission.....	14
International Admission.....	14
Provisional Admission.....	14
Readmission	14
Transfer Admission	14
Aerospace Studies.....	140
Agriculture Courses.....	130-131
Agriculture and Natural Resources Courses	131-132
Agriculture Program	67-68
American Sign Language Courses.....	132-133
Animal Science Courses	133-134
Animal Science Program	69
Anthropology Courses.....	134
Application	15
Art Courses	134-138
Art Programs, Two- and Three Dimensional	70-71
Articulated, Common, and In-Lieu Courses, SCCC Intra-District.....	125
Associate Degree and Certificate Programs	65-222
Associate Degree and Certificate Programs Table.....	63
Associate Degrees for Transfer	120-122



Associate in Arts Degree in Communication Studies for Transfer ..	120
Associate in Science Degree in Mathematics for Transfer.....	121
Associate in Arts Degree in Psychology for Transfer	122
Associate in Arts Degree in Communication Studies for Transfer	120
Associate in Arts Degree in Psychology for Transfer.....	122
Associate in Science Degree in Mathematics for Transfer	121
Astronomy Courses.....	138
Athletics	61
Attendance.....	21
Illness	22
Makeup Work.....	22
Authority and Disciplinary Actions	48
Automotive Technology Courses	138
Automotive Technician Program	71
Aviation Maintenance Technology Courses	139
Aviation Maintenance Technology Program	71-72
Ayuda Financiera.....	58
Prestamos Federales para Estudiantes	58
Avance Satisfactorio de la Ayuda Financiera	58

B

Biology Courses	140-141
Biology Program	72
Board of Trustees.....	226
Bookstore	53
Refund Policy	53
Business Administration Courses.....	141-144
Business Administration Program.....	73-74
Business Program	74-75
Business Services Office.....	53

C

Cafeteria.....	53
CalWORKs Program	54
Catalog Rights.....	32
Catalog Statement	2
Certificate & Degree Requirements.....	32
Certificates	32
Certificate of Achievement	32
Change of Address or Telephone Number	52
Chemistry Courses	144-146
Child Care Center.....	54
Reedley College	54
Madera Center.....	54
Willow International Center.....	54
Child Development Courses	146-150
Child Development Program	77-80
Chinese Courses.....	150-151
Class Periods	124
College Police.....	54
Communication Courses.....	151-152
Community Campus Program	9
Community College High School Enrichment Program	15
Computer/Network Equipment Use Policy	46
Computer Science Courses.....	152-153
Computer Science Program.....	80
Cooperative Work Experience Courses	153
Counseling Courses.....	153-155
Counseling and Guidance	55
Transfer Center.....	55
Career Services.....	55
Course Abbreviations	125
Course Certification	124
Course Classification	32
Course Description Information	123
Course Description, Numbering, Classification.....	123
Units or Credit Value.....	123
Course Numbering.....	123
Course Descriptions	129-221
Course Identification Numbering System (C-ID).....	123
Course Load.....	21
Course Number Extensions.....	125
Course Number and/or Department Changes	125

Course Repetition 27, 124
 Alleviation by Repetition of a Course for a Better Grade..... 27
 Alleviation of Substandard Grades 27
 Alleviation of Substandard Grades without Repetition..... 28
 Disabled Students 28
 Legally Mandated Training 28
 Petition to repeat a course for improvement of an
 unsatisfactory grade..... 28
 Repeatable Courses 28
 Repetition of courses designated as repeatable..... 27
 Repetition of courses with a Non-Evaluative Symbol 28
 Repetition of Courses with a Non-Substandard Grade..... 28
 Criminology Courses 155-157
 Criminology Program 81-82

D

Dance Courses 157
 Decision Sciences Courses 157
 Deleted Courses 125
 Dental Assisting Courses 158
 Dental Assisting Program 83
 Developmental Education Programs/Basic Skills 223
 Assessment..... 223
 Credits/Units 223
 Description..... 223
 English as a Second Language (ESL) 223
 Placement 223
 Purpose..... 223
 Developmental Services Courses..... 161
 Developmental Services Program..... 83-84
 Disabled Students Programs and Services (DSP&S) 55
 Learning Disability Services 55
 High Tech Center 55
 Developmental Services Classes 55
 Workability III..... 55
 Student Support Services Program (SSS)..... 56
 Transition to College Program 56
 District..... 10
 District Administration 226
 Drug- and Alcohol-Free Campus..... 47

E

Earning Course and Unit Credit 24
 Advanced Placement Program Credit (AP)..... 24
 Articulation with High Schools (2+2) 24
 Cooperative Work Experience..... 24
 Credit by Examination..... 24
 Credit for Military Service 25
 Individual Study 25
 Travel-Study Credit..... 25
 Economics Courses 161
 Education Courses 161
 Emeritus Faculty 227-229
 Engineering Courses 161-162
 Engineering Program..... 84
 English as a Second Language Courses 167-169
 English Courses..... 162-167
 English Program..... 84-85
 Environmental Horticulture Courses..... 169-170
 Environmental Horticulture Program..... 86
 Ethnic Studies Courses 170
 Evening Classes 224
 Extended Learning Centers 56
 Math Study Center 56
 Writing Center 56
 Extended Opportunity Programs and Services (EOPS) 56
 EOPS and CARE 56

F

Faculty and Administration 230-237
 Family Education Rights and Privacy Act (California State and Federal
 Legislation) 51
 Fashion Merchandising Courses 170
 Field Trips 124
 Film Courses 170-171
 Final Examinations..... 24
 Financial Aid 57
 Financial Aid and Scholarships 57
 Federal Student Loan Workshop 57
 Return of Federal Financial Aid Based Upon Total Withdrawal 57
 Satisfactory Progress for Financial Aid..... 57
 Gainful Employment 57
 Fine Arts Program 87
 Foods and Nutrition Courses 171
 French Courses..... 171-172
 Foreign Language Program 88

G

Geography Courses 172-173
 Geology Courses 173
 General Education for the AA/AS Degree 33, 35
 Application for Certificate or Graduation 35
 Humanities 33, 35
 Language and Rationality 33, 35
 Multiple Degrees 33
 Natural Sciences 33, 35
 Requirements for AA and AS Degrees..... 33
 Social and Behavioral Sciences 33, 35
 German Courses 173-174
 Grade Point Average (GPA)..... 23
 Grading System 22
 Evaluative Symbols 22
 Grade points per unit..... 22
 In Progress (IP)..... 23
 Incomplete (I)..... 22
 Military Withdrawal (MW) 23
 Non-evaluation Symbols..... 22
 Pass/No Pass (P/NP)..... 23
 Deadlines for selecting (or reversing) the Pass/No Pass
 grading option 23
 Report Delayed (RD) 23
 Withdrawal (W) 23
 Graduation Requirements 32
 Associate Degrees..... 32
 Transfer Degrees 120
 Grievance Policy for Students 49
 Ground and flight Courses 139-140

H

Health Care Interpreter Program 89
 Health Science Courses 174
 Health Services..... 58
 History of Reedley College Centers..... 9
 Madera Center..... 9
 Oakhurst Campus 9
 Willow International Center 10
 History Courses 174-175
 Honors and Awards..... 30
 Alpha Gamma Sigma, an Honor Society..... 31
 Dean's List 31
 Honors at Graduation..... 31
 Cum Laude..... 31
 Magna Cum Laude 31
 Pete P. Peters Honors Program 31
 Summa Cum Laude..... 31
 Pete P. Peters Honors Program 30, 31, 224

Honors Courses 175-176
 Hospitality Management Program..... 75-76
 Housing 59
 Human Services Courses 176
 Human Services Program 89

I

Individual Study Courses 176
 Industrial Technology Courses..... 176
 Information Systems Courses 177-182
 Information Systems Program 90-94
 Institutional Learning Outcomes..... 7
 Communication Skills 7
 Critical Thinking and Information Literacy 7
 Global and Community Literacy 7
 Personal Development 7
 Interdisciplinary Studies Courses..... 182

J

Job Placement Information 59
 Journalism Courses 183
 Journalism Program..... 94

L

Liberal Arts Program 95
 Liberal Arts & Sciences Program 96-98
 American Studies Program
 Arts & Humanities Program
 Natural Sciences Program
 Liberal Studies Program 99
 Library - Learning Resources Center 59
 Reedley College 59
 Madera Center..... 59
 Willow International Center..... 60
 Library Skills Courses..... 183
 Library Technology Courses 183
 Licensed Vocational Nursing Courses 184-185
 Licensed Vocational Nursing Program 109
 Linguistics Courses..... 185
 Lost and Found 60
 LVN-RN Program..... 110

M

Maintenance Mechanic Courses 185-186
 Maintenance Mechanic Program 100
 Management Program 75
 Manufacturing Technology Courses 186-188
 Manufacturing Technology Program 100-101
 Marketing Courses 188
 Mathematics Courses 189-191
 Mathematics Program 101
 Matriculation 16
 Advising..... 17
 Appeals Procedure..... 16
 Exemptions..... 16, 17
 Matriculation Checklist 17
 Mechanized Agriculture Courses 191-193
 Mechanized Agriculture Program 102-103
 Mission Statement..... 7
 Core Values..... 7
 Philosophy..... 7
 Vision..... 7
 Music Activities..... 62
 Music Courses..... 193-196
 Music Program..... 104

N

Natural Resources Courses 196-201
 Natural Resources Program 105-108
 No Smoking in Campus Buildings 47
 Non-Credit Classes 24
 Non-Discrimination Statement..... 50
 Nursing Assistant Training Courses 201
 Nursing Programs 109-110
 Licensed Vocational Nursing Program 109
 LVN-RN Program 110
 Nursing Assistant Training Courses..... 201

O

Office Technology Courses 202-205
 Office Technology Program 111-113
 Other Policies..... 52

P

Parking Regulations..... 49
 Philosophy Courses 205
 Photography Courses 205
 Physical Education Courses 207-212
 Physical Education Program 114-115
 Physical Science Program 116
 Physics Courses 212-213
 Plant Science Courses..... 213-214
 Plant Science Program 116-118
 Political Science Courses 215
 Powerplant Certificate 72
 Prerequisites/Corequisites/Advisories 124
 Probation and Dismissal..... 29
 Academic/Progress Dismissal 30
 Appeal of Academic or Progress Dismissal..... 30
 Counseling for Probationary Students..... 29
 Exceptions 30
 Placement on Academic Probation..... 29
 Placement on Progress Probation 29
 Probation 29
 Readmission Following Academic/Progress Dismissal 30
 Removal from Academic Probation 29
 Removal from Progress Probation 29
 Psychological Services..... 58
 Psychology Courses 215-216
 Public Information/Public Relations 60
 Publications..... 62

R

Real Estate Courses 216-217
 Reedley College Administration 226
 Reedley College Department Chairs..... 226
 Reedley College Services Personnel..... 226
 Reedley College's History 8
 Reedley College Middle College High School 9
 Refund to Students 20
 Primary Term-Length (Full Semester) Classes 20
 Refund of Associated Student Government Membership 20
 Refund of Enrollment Fees and Tuition 20
 Refund of Health Fee..... 20
 Refund of Parking Fee 20
 Summer/Short-Term Classes..... 20
 Registered Nursing Courses..... 217-218
 Registration 17
 Class Schedule Change 18
 Concurrent College Enrollment..... 18
 Intra-District Transfer 18
 Removal from Class by Instructor 48

Repetition of Courses Successfully Completed	29
Reports to Students	26
Certifications of Enrollment	27
Early Alert Report.....	26
Final Grade Reports.....	27
Progress Report.....	26
Student Athlete Retention Program	26
Residency	15
Exemption from Nonresident Tuition (AB-540)	16
In-State Residency	15
International Residency	15
Out-of-State Residency	15
Rights and Responsibilities.....	49
Open Enrollment	49
Student Enrollment Responsibilities	49
S	
Satisfactory Scholarship.....	27
Science Courses.....	219
Sexual Harassment Policy.....	51
Small Business Management Program	77
Social Science Program.....	119
Social Security.....	52
Sociology Courses	219
Spanish Courses	219-221
Special Areas of Study	223
Special Studies Courses	221
Statement of Nondiscriminatory Policy and Obligations	50
Declaración: Póliza Contra la Discriminación y las	
Obligaciones: Póliza Contra la Discriminación	50
Non-Discrimination Statement.....	50
Tsaab Cai Tsis Pub Muaj Kev Ntxub-ntxaug Thiab Tej Uas Yuav	
Tsum Tau Ua.....	51
Statistics Courses.....	221
Student Activities	61
Student-Athlete Retention Program (S.A.R.P.)	62
Student Conduct Standards.....	45
Exercise of Free Expression	45
State Center Community College District (SCCCD)	
Policy Statement.....	45
Student Assembly	45
Student Protests and Demonstration.....	46
Student Publications.....	46
Student Government/Associated Students	61
Clubs and Organizations	61
Organization of New Clubs	61
Student Grade Review Petition.....	24
Student Fees	18
Associated Student Government Fee	19
Associated Student Government Student Representation Fee.....	19
Credit by Exam Fee	20
Enrollment Fees.....	18
Health Fee	19
Instructional Materials Fee.....	18
Nonresident and International Tuition.....	18
Parking Fee	19
Reedley College Associated Student Government	
Representation Fee	19
Right to Request a Waiver.....	19
Transcript Fee.....	19
Use of Student Representation Fee.....	19
Student Insurance	60
Student Right to Know	11
Student Rights	48
Student Support Services.....	53
Summary of Admission Requirements.....	15
Summer Units Allowed	21
Symbols and Abbreviations	125

T

Transfer Information & Requirements	36
Articulation	36
Articulation System Stimulating Inter-Institutional Student	
Transfer (ASSIST)	36
California State University Transfer Course List (CSU).....	38
General Education Requirements for CSU Certification.....	38
Intersegmental General Education Transfer Curriculum (IGETC) to	
CSU and UC	41
Preparation to Enter Baccalaureate-Level Colleges or Universities	36
Reedley College CSU General Education—Breadth 2011-2012	38
Reedley College Intersegmental General Education Transfer	
Curricula (IGETC) 2011-2012.....	41
Transfer to California State University (CSU).....	37
Lower Division Admission Requirements.....	37
Transfer Requirements of California State University (CSU)	37
Upper Division Transfer Students.....	37
Transfer to Private/Independent and Out-of-State Colleges	
and Universities.....	44
Transfer to University of California (UC)	40
Transfer Requirements of University of California (UC) for	
California residents	40
Lower Division Transfer Admission Requirements.....	40
Upper Division Transfer Admission Requirements	40
UC Transfer Admission Guarantee	40
University of California Transfer Course Agreement	41
Tutorial Services	60

U

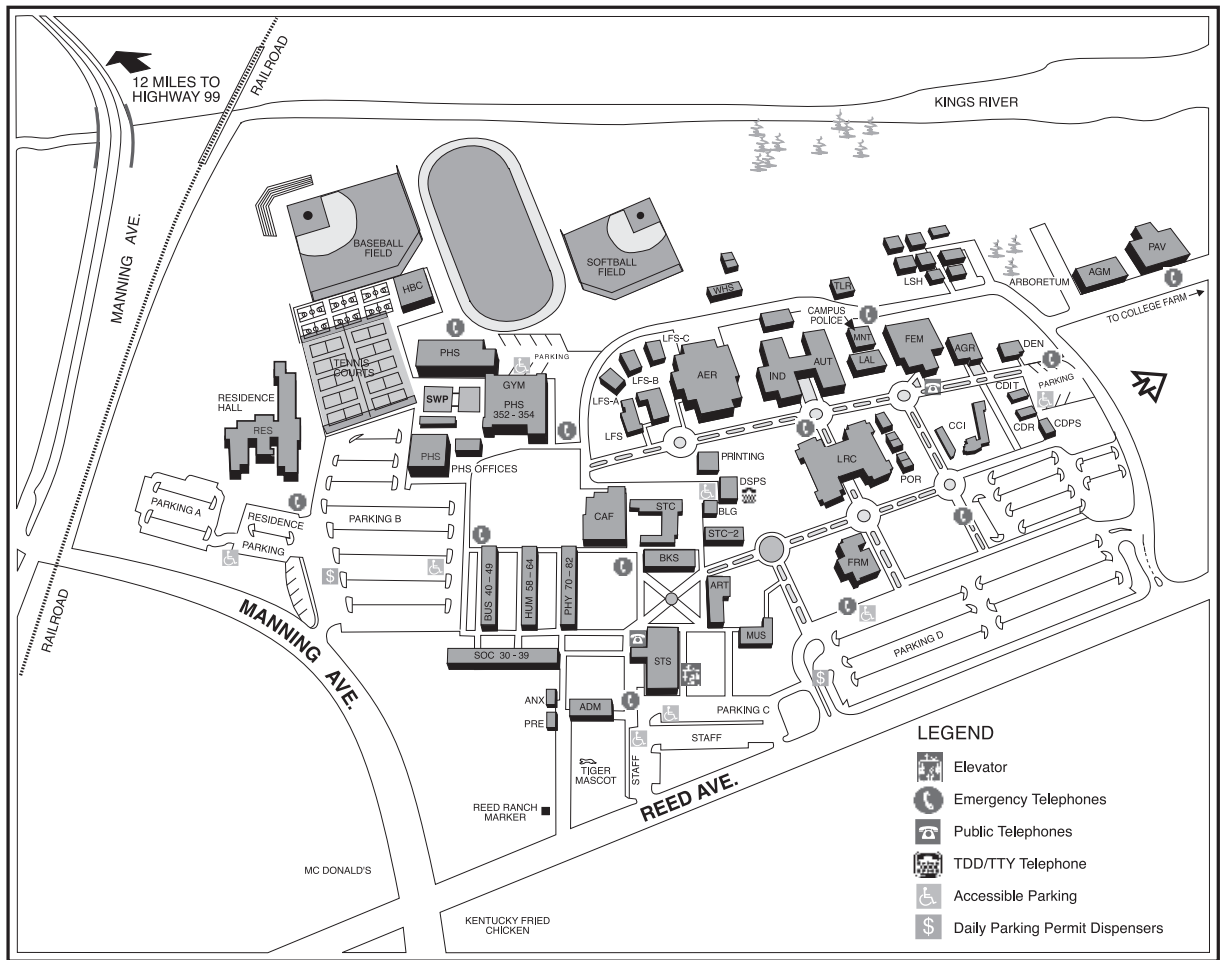
Units of Academic Credit.....	21
-------------------------------	----

V

Veterans Services	225
Application Process.....	225
Approved Majors	225
Evaluation of Previous Education/Training	225
Standards of Progress	225
Veterans Dependent Fee Waiver.....	225
Vocational English as a Second Language Courses.....	222

W

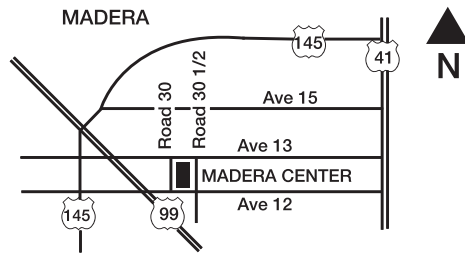
Water Treatment and Distribution Courses	222
Willow International Center Administration.....	226
Withdrawal/Dropping.....	25
Dropping/Withdrawal Due to Extenuating Circumstances.....	26
Dropping (Withdrawal from) a Class.....	25
Withdrawal from College	26



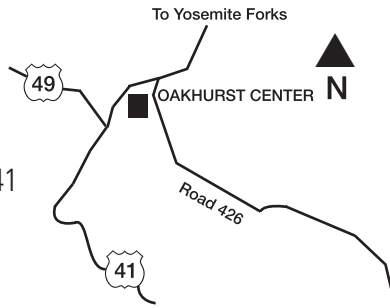
ADM	Administration	FRM	Forum Building	SOC	Social Science
AER	Aeronautics	GYM	Gymnasium	STC	Student Center
AGR	Agriculture	HBC	Handball Courts		• Student Activities Office
ANX	A-Annex	HUM	Humanities		• Student Lounge
ART	Art Center	IND	Industrial Technology	STC-2	Student Center 2
AGM	Ag Mechanics	LAL	Language Arts Lab		• Testing
AUT	Automotive	LFS	Life Science		• CalWORKs
BKS	Bookstore	LFS-A	Life Science A	STS	• Upward Bound
BLG	Building Services	LFS-B	Life Science B		Student Services
	• Receiving	LFS-C	Life Science C		• Admissions & Records
BUS	Business Education	LRC	Library		• Business Services
CAF	Cafeteria	LSH	• Tutorial Center		• Counseling & Testing
CCI	Classroom Complex I	MNT	Landscape Horticulture		• Career Center
CDIT	Child Development	MUS	Maintenance		• EOPS/CARE
	Infant & Toddler Lab	PAV	• Police Department		• Financial Aid
CDPS	Child Development	PHS	Music	SWP	• Health Services
	Preschool Lab	PHY			• Transfer Center
CDR	Child Development	POR	Animal Science Pavilion	STC	Swimming Pool
	Resource	PRE	STC		Adult Transition Trailer
DEN	Dental Assisting	PRINTING	STC-2		Warehouse
DSPS	Disabled Students	RES	STC		
	Programs & Services				
FEM	Forestry, Engineering				
	& Math				
	• Math Study Center				



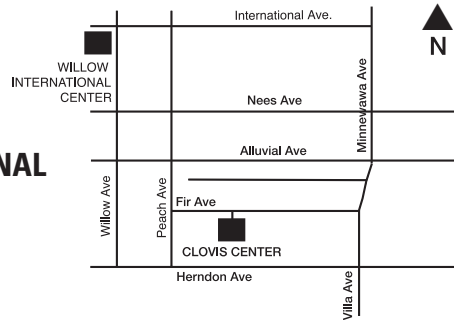
MADERA CENTER
 30277 Avenue 12
 Madera, CA 93638
 (559) 675-4800



OAKHURST CAMPUS
 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



Frequently Called Numbers at Madera Center

	(Area code 559)
Madera Center	675-4800
Admissions and Records	675-4800
Bookstore	675-4837
Business Services	675-4815
Cafeteria	675-4850
CalWORKs	675-4861
Child Development Center	675-4807
Computer Services	675-4879
Counseling	675-4800
District Police	675-4797
Financial Aid	675-4814
Health Services	675-4759
Library	675-4835
Tutorial Center	675-4846

Frequently Called Numbers at Oakhurst Campus

	(Area code 559)
Oakhurst Campus	683-3944
Admissions and Records	683-3944
Bookstore (Madera Center).....	675-4837
Financial Aid	683-3890

Frequently Called Numbers at Willow International Center

	(Area code 559)
Willow International Center	325-5200
Admissions and Records	325-5200
Bookstore	325-5253
Business Services	325-5238
Cafeteria	325-5302
CalWORKs	325-5260
Child Development Center	325-5257
Computer Services	325-5365
Counseling	325-5230
Disabled Students Program & Services	325-5230
District Police	325-5315
Financial Aid	325-5318
Library/Learning Resource Center	325-5215



995 N. Reed Ave. • Reedley, CA 93654 • (559) 638-3641 • www.reedleycollege.edu

**Reedley College is a college of the State Center Community College District.
This report is available in an alterative format upon request.**



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 Title IX Officer/Section 504/ADA Coordinator:

Lisa McAndrews • 995 N. Reed Ave. • Reedley, CA, 93654 • 559-638-3641 ext. 3258