CONTENTS

ACADEMIC REGULATIONS................................................................................................................3
TRANSFER INFORMATION & REQUIREMENTS .................................................................................5
GAINFUL EMPLOYMENT ..................................................................................................................6
CERTIFICATE AND DEGREE REQUIREMENTS ..............................................................................20
STUDENT SUPPORT SERVICES ................................................................................................21
COURSE DESCRIPTION INFORMATION ..................................................................................22
ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS (CRIMINAL JUSTICE) .........................23

SPRING 2011 CHANGES
  ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS..........................................................25
  COURSE DESCRIPTIONS.........................................................................................................28

FALL 2011 CHANGES
  ASSOCIATE DEGREE AND CERTIFICATE PROGRAM ..........................................................32
  TRANSFER DEGREES (SB 1440) .............................................................................................43
  COURSE DESCRIPTIONS.........................................................................................................46

SPRING 2012 CHANGES
  COURSE DESCRIPTIONS..........................................................................................................64

FALL 2012 CHANGES
  COURSE DESCRIPTIONS..........................................................................................................66

COLLEGE PERSONNEL ................................................................................................................67
**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 purpose of this policy, “extenuating circumstances” are taken to mean verified cases of accidents, illness, or other circumstances beyond the control of the student, as determined by the college/center.

**Repetition of courses not designated as repeatable**
Students may repeat a course for which they have earned substandard grades (less than a “C” and including “NP” or “NC”) a maximum of two times without petition to the Academic Standards Committee. Students may petition the Academic Standards Committee to repeat a course for which three substandard grades have been assigned. The first two substandard grades will be excluded in computing the GPA if the student repeats the class two or more times. The student’s academic record will be marked so that all grades remain legible, ensuring a true and complete academic history. 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:
- When 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.

Probation and Dismissal
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.
Reedley College CSU General Education—Breadth 2010-2011

Area C: Arts, Literature, Philosophy and Foreign Language

Change: add new courses

• Area C2: Humanities
  Chinese 1, 2
  English 43A, 43B

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

Change: add new courses

• Area D0-D9: Social and Behavioral Sciences
  Geography 40A, 40B

University of California Transfer Course Agreement 2009-2010

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

Change: add new courses

Dance 9
English 43A, 43B
Physical Education 29

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

Change: add new courses

Area 3: Arts and Humanities.

• 3B: Humanities
  English 43A, 43B
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**Department**

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**Level 01 = UNDERGRAD CERT**

**Program Length (months)**

**SOC Codes**

**Related Occupations**

**Units**

**Tuition and Fees**

**Books and Materials Cost**

**Additional Program Fees**

**Room and Board**

**URL (website)**

**Number of students completing the program**

**% COMPLETERS with debt**

**Fed Student Loan Debt**

**Private Loan Debt**

**Institutional Plan Debt**

**Normal time completion (in MONTHS)**

**Number of students who competed in Normal time**
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**2010-2012 Catalog Addendum**
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<td>Agronomist, Pest Control Advisor, Farm Manager, Farm Technician, Agricultural Sales, Government Agency</td>
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2010-2012 Catalog Addendum
Requirements for AA and AS Degrees

8. Familiarity with computer concepts and computer use, demonstrated by completing with a grade of “C” (2.0) or better one of the following:

   Change: removed deleted Art 137A, 138 courses, added new courses effective fall 2011

   (a) Information Systems 60, 61, 62, 63, 64

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

   Change: added new courses

   Dance 10, 14

12. A minimum of nineteen (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).

General Education for the Associate Degree:

Area A - Natural Sciences
(3 units)
Astronomy 10 (formerly Science 3);
Chemistry 9 (fall 2011)

Area B - Social and Behavioral Sciences
(6 units)

   Change: added new courses

   2. Other Social and Behavioral Sciences (3 units)
      Geography 40A, 40B;
      Psychology 45

Area C - Humanities (3 units)

   Change: added new courses

   Chinese 1, 2;
   English 43A, 43B
   Film 2A
   Philosophy 1CH
STUDENT SUPPORT SERVICES

Financial Aid

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.
## Course Description Information

### Course Number and/or Department Changes

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### Deleted Courses

**(from 2010-2012 Catalog)**

**Effective Spring 2011**

- Mathematics 20
- Mathematics 257
- Mathematics 260B
- Office Technology 4
- Office Technology 8
- Office Technology 11B
- Office Technology 27
- Office Technology 122
- Registered Nursing 76
- Registered Nursing 86

**Effective Fall 2011**

- Art 10X
- Art 20X
- Art 137A
- Art 138

- Scientific and Technical Calculations
- Integrated Arithmetic and Algebra
- Arithmetic Review: Fractions
- Machine Transcription
- Practicum in Customer Relations
- Corel WordPerfect Essentials
- Medical Transcription
- Keyboarding Improvement
- Complex Obstetrical Nursing
- Advanced Nursing Concepts Across the Lifespan

- Beginning Ceramics
- Intermediate Ceramics
- Photoshop: Digital Visual Art
- Painter: Computer
- Digital Imaging
ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Change: mistakenly left out of printed catalog

CRIMINAL JUSTICE
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.

Option 1: Law Enforcement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CRIM 1</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 2</td>
<td>Traffic Control</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 3</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 4</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 5</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 6A</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 6B</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>CRIM 7A</td>
<td>Police Operations and Procedures</td>
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<td>CRIM 7B</td>
<td>Police Operations and Procedures</td>
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</tr>
<tr>
<td>CRIM 8</td>
<td>Criminal Investigation</td>
<td>3</td>
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<tr>
<td>CRIM 10</td>
<td>Vice Control</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 12</td>
<td>Criminal Justice Communications</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 14</td>
<td>Multi-Cultural Issues within Public Safety</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 10</td>
<td>Probation and Parole</td>
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Option 2: Corrections

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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>CRIM 3</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 4</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 5</td>
<td>Community Relations</td>
<td>3</td>
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<td>CRIM 6A</td>
<td>Criminal Law</td>
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<td>CRIM 6B</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>CRIM 8</td>
<td>Criminal Investigation</td>
<td>3</td>
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<td>CRIM 11</td>
<td>Juvenile Delinquency</td>
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<td>CRIM 12</td>
<td>Criminal Justice Communications</td>
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<tr>
<td>CRIM 14</td>
<td>Multi-Cultural Issues within Public Safety</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 20</td>
<td>Introduction to Corrections</td>
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<td>CRIM 28</td>
<td>Probation and Parole</td>
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</tbody>
</table>

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

2010-2012 Catalog Addendum
THE FOLLOWING CHANGES ARE EFFECTIVE SPRING 2011
DEVELOPMENTAL SERVICES

New certificate
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

Select one of the following emphasis:
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 - chose a minimum of 6 units .................................................. 6
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 - chose a minimum of 6 units .................................................. 6
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
INFORMATION SYSTEMS

Change: program outcomes, new course

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.

Outcomes:
1. Operate commonly used computer hardware and office software.
2. Identify the categories of software by their purpose and provide examples of each category.
3. Plan, design, and write stand-alone computer programs.
4. Apply structured logic in analyzing and solving problems.
5. Develop a well-designed relational database.
6. Create a Web document that contains Hyperlinks, graphics, tables and forms.
7. 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 .................................... 7.5
IS 16 Word Processing ...................... 1.5
IS 18 Spreadsheet Fundamentals .......... 1.5
IS 29 Operating Systems .............. 1.5
IS 40A Internet Concepts and Design ....................... 3

Select one course: .................................................. 3
IS 26A Database Concepts and Design .............. 3
IS 50A 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 .................................................. 6
IS 26B Advanced Database Concepts and Design .......... 5
IS 30 Fundamentals of Networking ...................... 3
IS 45 Computer Configuration and Troubleshooting .......... 1.5

Networking Option .................................................. 7.5
IS 30 Fundamentals of Networking ...................... 3
IS 43 Advanced Networking Concepts ...................... 3
IS 45 Computer Configuration and Troubleshooting .......... 1.5

Web Design Option .................................................. 6
IS 40B Advanced Internet Concepts and Design .......... 3
IS 42A Business and Web Graphics ...................... 3

Web Programming Option ........................................ 7.5
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 31.5-35
Change: program outcomes, new course

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

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

Required courses: ................................................. 19.5
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 29 Operating Systems ...............1.5
IS 40A Internet Concepts and Design ....3

Select one course: ...................................................... 3
IS 26A Database Concepts and Design ....3
IS 50A Introduction to Game Programming ..........3

Total Units 22.5

Change: program outcomes, new course

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

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

Required courses: ....................................................... 15
IS 15 Computer Concepts ................3
IS 16 Word Processing ...................1.5
IS 18 Spreadsheet Fundamentals ........1.5
IS 29 Operating Systems ...............1.5
IS 31 Introduction to Programming ........1.5
IS 40A Internet Concepts and Design ..........3
IS 47 Visual Basic .........................3

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
COURSE DESCRIPTIONS

DEVELOPMENTAL SERVICES (DEVSER)

Change: catalog description

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.

Change: catalog description

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.

Change: catalog description

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 citizen's influence on government. This course is designed for students with disabilities.

Change: catalog description

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.

Change: catalog description

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.

Change: catalog description

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.
Change: catalog description
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.

Change: catalog description
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.

Change: prerequisites, catalog description
255  WORKABILITY EXPERIENCE
1-4 units, (Pass/No Pass only), (Repeats=3)
PREREQUISITES: Must be a California State Department of Rehabilitation (DOR) consumer.
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.

Change: catalog description
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.

Change: catalog description, grading basis, repeats
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.

Change: catalog description, grading basis, repeats
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.

New course
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.

New course
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.
Change: advisories, catalog description

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.

Change: title, advisories, catalog description

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.

Change: catalog description, repeats

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.

Change: advisories, catalog description, repeats

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.

Change: catalog description

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.

Change: catalog description

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.

INFORMATION SYSTEMS (IS)

New Course

50B INTERMEDIATE GAME PROGRAMMING

3 units, 3 lecture hours, 1 lab hour, (Repeats=3)
ADVISORIES: Eligibility for English 125 or 126, and Mathematics 101. 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)

OFFICE TECHNOLOGY (OT)

Change: deleted

4 MACHINE TRANSCRIPTION

Change: deleted

8 PRACTICUM IN CUSTOMER RELATIONS

Change: deleted

11B COREL WORDPERFECT ESSENTIALS

Change: deleted

27 MEDICAL TRANSCRIPTION

Change: deleted

122 KEYBOARDING IMPROVEMENT

2010-2012 Catalog Addendum
THE FOLLOWING CHANGES ARE EFFECTIVE FALL 2011
ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

BIOLOGY

Change: select from groups units

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

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<td>BIOL 1</td>
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<tr>
<td>BIOL 2</td>
<td>Environmental Science</td>
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<tr>
<td>BIOL 3</td>
<td>Introduction to Life Science</td>
<td>4</td>
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<td>BIOL 5</td>
<td>Human Biology</td>
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<td>BIOL 11A</td>
<td>Biology for Science Majors I</td>
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<td>BIOL 11B</td>
<td>Biology for Science Majors II</td>
<td>5</td>
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<td>BIOL 20</td>
<td>Human Anatomy</td>
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<td>BIOL 22</td>
<td>Human Physiology</td>
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<td>BIOL 31</td>
<td>Microbiology</td>
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<td>General Chemistry</td>
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<td>General Chemistry and Qualitative Analysis</td>
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<td>CHEM 3A</td>
<td>Introductory General Chemistry</td>
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<td>CHEM 3B</td>
<td>Introductory and Biological Chemistry</td>
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<tr>
<td>PHYS 2A</td>
<td>General Physics 1</td>
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<td>PHYS 2B</td>
<td>General Physics 2</td>
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<tr>
<td>PHYS 4A</td>
<td>Physics for Scientists and Engineers</td>
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<td>PHYS 4B</td>
<td>Physics for Scientists and Engineers</td>
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<tr>
<td>PHYS 4C</td>
<td>Physics for Scientists and Engineers</td>
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</table>

Total Units 18
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 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

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BA 5</td>
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<tr>
<td>BA 10</td>
<td>Introduction to Business</td>
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<tr>
<td>BA 33</td>
<td>Human Relations in Business</td>
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<tr>
<td>ECON 1A</td>
<td>Macroeconomics</td>
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<td>ECON 1B</td>
<td>Microeconomics</td>
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<td>IS 15</td>
<td>Computer Concepts</td>
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Select 1 from the following

<table>
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<td>BA 27</td>
<td>Students in Free Enterprise SIFE</td>
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<td>BA 47</td>
<td>Careers-Business</td>
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Select 1 from the following

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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
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<td>Principles of Accounting</td>
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<tr>
<td>ACCTG 40</td>
<td>Applied Accounting</td>
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</tr>
<tr>
<td>BA 39</td>
<td>Finite Mathematics for Business</td>
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</tr>
<tr>
<td>DS 117</td>
<td>Business Mathematics</td>
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<tr>
<td>STAT 7</td>
<td>Elementary Statistics</td>
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Choose one of the following options: 6 - 11

Change: revised course number, units

General Business Option, select 9 units

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ACCTG 1A</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 1B</td>
<td>Principles of Accounting</td>
<td>4</td>
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<tr>
<td>ACCTG 31</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 12</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>BA 15</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 34</td>
<td>Fundamentals of Investing</td>
<td>3</td>
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<tr>
<td>BA 38</td>
<td>Operation of the Small Business</td>
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<tr>
<td>BA 52</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
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<tr>
<td>BA 55</td>
<td>Introduction to Logistics</td>
<td>3</td>
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<tr>
<td>BA 59</td>
<td>Applications in Logistics</td>
<td>3</td>
</tr>
<tr>
<td>IS 60</td>
<td>Operating Systems</td>
<td>2</td>
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<tr>
<td>IS 40A</td>
<td>Internet Concepts and Design</td>
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<tr>
<td>IS 45</td>
<td>Computer Configuration and Troubleshooting</td>
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</tr>
<tr>
<td>MKTG 10</td>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>MKTG 11</td>
<td>Salesmanship</td>
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<td>MKTG 12</td>
<td>Advertising and Promotion</td>
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<td>MKTG 14</td>
<td>Retailing</td>
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<td>RE 40</td>
<td>Real Estate Principles</td>
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<td>RE 41</td>
<td>Real Estate Practice</td>
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<tr>
<td>RE 42</td>
<td>Legal Aspects of Real Estate</td>
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<td>Real Estate Appraisal</td>
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Total Units 34-36

Information Systems Management Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>IS 18</td>
<td>Spreadsheet Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>IS 60</td>
<td>Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>IS 40A</td>
<td>Internet Concepts and Design</td>
<td>3</td>
</tr>
<tr>
<td>IS 45</td>
<td>Computer Configuration and Troubleshooting</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Units 33-35
COMMUNICATION

Change: added new course, revised unit selection
ASSOCIATE IN ARTS DEGREE
(pending state approval)

The Communication degree program is designed to prepare students to continue studies toward a B.A. degree in Communication or for entry level into a variety of career options that require competent and ethical communication skills. 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.

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

Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 4</td>
<td>Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>COMM 8</td>
<td>Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 25</td>
<td>Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>Select from the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COMM 10</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 12</td>
<td>Fundamentals of Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>COMM 15</td>
<td>Computer-Mediated Communication</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 1</td>
<td>Introduction to Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2</td>
<td>Critical Thinking and Writing</td>
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</tr>
</tbody>
</table>

Total Units 18
ENGLISH

Change: added new courses and program learning outcomes, title change

ENGLISH ASSOCIATE IN ARTS DEGREE

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

Program Learning Outcomes:

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

Select one(1) 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) from the following .......................................3
ENGL 2 Critical Reading and Writing through Literature .......3
ENGL 3 Critical Reading and Writing ..................................3
ENGL 3H Honors Critical Reading and Writing ....................3

Select 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 and 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 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) from the following .......................................3
LING 10 Introduction to Language .................................3
LING 11 Introduction to Language for Teacher ..................3

Total Units 23

Only 6 units of Creative Writing may be applied, only 2 units from English 72 and 72A count toward degree. Recommended courses: Art 5, 6; Communication 12, 1, 2; Journalism 3; Music 12; Philosophy 1, 2.

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)
FOREIGN LANGUAGE

**Change: new courses, title change**

**ASSOCIATE IN ARTS DEGREE**

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

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

Select at least 23 units from: ....................................  23

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHIN 1</td>
<td>Beginning Chinese</td>
<td>4</td>
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<tr>
<td>CHIN 2</td>
<td>High-Beginning Chinese ......</td>
<td>4</td>
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<tr>
<td>ENGL 44A</td>
<td>World Literature to the</td>
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<tr>
<td></td>
<td>Renaissance</td>
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<tr>
<td>ENGL 44B</td>
<td>World Literature Since</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 49</td>
<td>Latino and Chicano Literature</td>
<td>3</td>
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<tr>
<td>FRENCH 1</td>
<td>Beginning French</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH 2</td>
<td>High-Beginning French ......</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH 3</td>
<td>Intermediate French ..........</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH 4</td>
<td>High-Intermediate French.....</td>
<td>4</td>
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<tr>
<td>GERMAN 1</td>
<td>Beginning German</td>
<td>4</td>
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<tr>
<td>GERMAN 2</td>
<td>High-Beginning German ......</td>
<td>4</td>
</tr>
<tr>
<td>GERMAN 3</td>
<td>Intermediate German ..........</td>
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</tr>
<tr>
<td>GERMAN 4</td>
<td>High-Intermediate German .....</td>
<td>4</td>
</tr>
<tr>
<td>HIST 1</td>
<td>Western Civilization to 1648</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2</td>
<td>Western Civilization from 1648</td>
<td>3</td>
</tr>
<tr>
<td>LING 10</td>
<td>Introduction to Language</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>Introduction to Language</td>
<td></td>
</tr>
<tr>
<td>LING 11</td>
<td>for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1</td>
<td>Beginning Spanish</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 2</td>
<td>High-Beginning Spanish ......</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 3</td>
<td>Intermediate Spanish ..........</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 3NS</td>
<td>Spanish for Spanish Speakers</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 4</td>
<td>High-Intermediate Spanish...</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 4NS</td>
<td>Spanish for Spanish Speakers</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 15</td>
<td>Practical Spanish Conversation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Low-Intermediate Level.......</td>
<td></td>
</tr>
<tr>
<td>SPAN 16</td>
<td>Practical Spanish Conversation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>High-Intermediate Level......</td>
<td>3</td>
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</tbody>
</table>

Total Units  23
INFORMATION SYSTEMS

Change: revised course number, units
CERTIFICATE IN BASICS OF COMPUTERS
The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing the course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment. These courses apply toward the Associate in Science Degree in Information Systems.
IS 15 Computer Concepts ....................... 3
IS 16 Word Processing .......................... 1.5
IS 18 Spreadsheet Fundamentals ............... 1.5
IS 26A Database Concepts and Design.......... 3
IS 40A Internet Concepts and Design .......... 3
IS 60 Operating Systems ....................... 2
Total Units 14

Change: revised course number, units
CERTIFICATE IN COMPUTER LITERACY BRIEF COURSES
This certificate meets the Computer Familiarity requirement for graduation.
IS 1 Personal Computer Basics ............... 1
IS 2 Word Processing -
A Brief Course .................................... 5
IS 3 Spreadsheets -
A Brief Course .................................... 5
Select one (1): ........................................ 5-1.5
IS 4 The Internet
- A Brief Course ................................ 5
IS 6 PowerPoint -
A Brief Course ................................ 5
IS 61 Computer Building
& Configuration ............................... 1.5
Total Units 2.5-3.5

Change: revised course number, units
HELP DESK
CERTIFICATE OF ACHIEVEMENT
This core program provides students with the knowledge, training, and hands-on experience to pursue a career as a Help Desk professional in Information Systems. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamentals necessary to work as a Help Desk professional in business, government, or education. These courses apply toward the Associate of Science degree in Information Systems.
IS 15 Computer Concepts ....................... 3
IS 16 Word Processing .......................... 1.5
IS 18 Spreadsheet Fundamentals ............... 1.5
IS 26A Database Concepts and Design .......... 3
IS 26B Advanced Database Concepts and Design .................... 3
IS 30 Fundamentals of Networking ............... 3
IS 40A Internet Concepts and Design .......... 3
IS 45 Computer Configuration
and Troubleshooting ............................ 1.5
IS 60 Operating Systems ....................... 2
Total Units 20
Change: revised course number, units

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.

Outcomes:
1. Operate commonly used computer hardware and office software.
2. Identify the categories of software by their purpose and provide examples of each category.
3. Plan, design, and write stand-alone computer programs.
4. Apply structured logic in analyzing and solving problems.
5. Develop a well-designed relational database.
6. Create a Web document that contains Hyperlinks, graphics, tables and forms.
7. 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 ............................................................... 6
IS 26B Advanced Database Concepts and Design ....1.5
IS 30 Fundamentals of Networking ..................3
IS 45 Computer Configuration and Troubleshooting ....1.5

Networking Option ............................................................ 7.5
IS 30 Fundamentals of Networking ..................3
IS 43 Advanced Networking Concepts .................3
IS 45 Computer Configuration and Troubleshooting ....1.5

Web Design Option ............................................................ 6
IS 40B Advanced Internet Concepts and Design ........3
IS 42A Business and Web Graphics ...................3

Web Programming Option .................................................... 7.5
IS 31 Introduction to Programming ................1.5
IS 33 Beginning Java Programming ......................3

Select one course: .......................................................... 3
IS 47 Visual Basic ...............................................3
IS 50A Introduction to Game Programming ..............3
IS 50B Intermediate Game Programming .............3

Total Units 32-35.5

2010-2012 Catalog Addendum
Change: revised course number, units

INFORMATION SYSTEMS
CERTIFICATE OF ACHIEVEMENT

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

Outcomes:
1. Operate commonly used computer hardware and office software.
2. Create a Web document that contains Hyperlinks, graphics, tables and forms.
3. Demonstrate a breadth of knowledge of networking and its uses in the business environment.
4. 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

Change: revised course number, units

NETWORKING
CERTIFICATE OF ACHIEVEMENT

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

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

Required courses: .................................................... 20
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 30 Fundamentals of Networking ....3
IS 40A Internet Concepts and Design ..........3
IS 43 Advanced Networking Concepts ..........3
IS 45 Computer Configuration and Troubleshooting ..........1.5
IS 60 Operating Systems ............. 2

Total Units 21.5
Change: revised course number, units

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

Outcomes:
1. Apply structured logic in analyzing and solving problems.
2. Create a Web document that contains Hyperlinks, graphics, tables and forms.
3. Plan, design, and write stand-alone computer programs.
4. 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

Total Units 21.5

Change: revised course number, units

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

IS 15   Computer Concepts ............... 3
IS 16   Word Processing .................... 1.5
IS 18   Spreadsheet Fundamentals ........... 1.5
IS 26B  Advanced Database Concepts and Design .............. 1.5
IS 30   Fundamentals of Networking ............ 3
IS 40A  Internet Concepts and Design ............ 3
IS 40B  Internet Concepts and Design ............ 3
IS 42A  Business and Web Graphics ............ 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 24.5
LIBERAL ARTS & SCIENCES

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

Total Units Required: 60
• Choose either option I or II or III for the General Education pattern related to your educational goal.
  I. Associate in Arts Degree
     General Education
  II. CSU GE
     Minimum units necessary to meet the CSU General Education Certification requirements.
  III. IGETC
     Minimum units necessary to meet the IGETC Certification requirements.
• Complete 18 units in one “Area of Emphasis”
  • American Studies
  • Arts and Humanities
  • Natural Sciences
• For ALL OPTIONS: complete necessary Reedley College Graduation and Competency requirements
• All courses listed below transfer to CSU. Courses in BOLD also are transferable to UC. Refer to www.ASSIST.org for transfer details or see a counselor or faculty advisor for additional details. (* indicates that transfer credit is limited by UC)
• Electives may be necessary to total 60 degree applicable units required for the Associate degree.

AREAS OF EMPHASIS

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

Select eighteen units from the following: .................. 18
ENGL 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 3
HIST 12 or History of the United States since 1877 or
HIST 12H Honors History of the United States since 1877 3
HIST 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 2 American Minority Groups 3
Total Units 18
PHYSICAL EDUCATION

PHYSICAL EDUCATION
ASSOCIATE IN ARTS DEGREE

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

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<td><strong>BIOL 20</strong></td>
<td>4</td>
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<tr>
<td><strong>Human Anatomy</strong></td>
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<tr>
<td><strong>BIOL 22</strong></td>
<td>5</td>
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<tr>
<td><strong>Human Physiology</strong></td>
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<td><strong>CHEM 3A</strong></td>
<td>4</td>
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<td><strong>Introductory General</strong></td>
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<td><strong>CHEM 10</strong></td>
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<td><strong>Elementary Chemistry</strong></td>
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<td><strong>FN 35</strong></td>
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<td><strong>Nutrition and Health</strong></td>
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<td><strong>Nutrition</strong></td>
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<td><strong>HLTH 1</strong></td>
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<tr>
<td><strong>Contemporary Health Issues</strong></td>
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<td><strong>PE 20</strong></td>
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<tr>
<td><strong>Athletic Training</strong></td>
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<tr>
<td><strong>PE 22</strong></td>
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</tr>
<tr>
<td><strong>Introduction to Physical Education</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Select three (3) units from the following:** ............... 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DANCE 9</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Dance Conditioning</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DANCE 10</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Modern Dance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DANCE 14</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Beginning Jazz Dance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 1</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Adapted Physical Education</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 2</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Aerobics (Dance, Step or Water)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 4</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Badminton</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 5</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Basketball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 6</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Fitness and Health</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 7</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Golf</strong></td>
<td></td>
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<tr>
<td><strong>PE 8</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Martial Arts/Defense</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PE 10</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Racquetball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 12</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Swimming</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 13</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Tennis</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 14</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Volleyball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 15</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Weight Training</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 16</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Fitness Walking</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 18</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Floor Exercises</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 19</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Weight Training and Aerobics</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 29</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Yoga</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 30B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Baseball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 30C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Baseball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 31B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Basketball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 31C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Basketball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 33B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Football</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 33C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Football</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 34B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Golf</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 34C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Golf</strong></td>
<td></td>
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<tr>
<td><strong>PE 37B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Softball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 37C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Softball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 38B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Tennis</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 38C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Tennis</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 39B</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Competitive Track and Field</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 39C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Track and Field</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 40B</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Competitive Volleyball</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PE 40C</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Off-Season Conditioning for Volleyball</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Units** 18
COMMUNICATION

New program (SB1440)
ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER
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:
1. Construct and deliver a presentation with communicative competence and confidence.
2. 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, 18 units.
- 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.

<table>
<thead>
<tr>
<th>Required Core</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1</td>
<td>Public Speaking...............3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>List A Courses</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2</td>
<td>Interpersonal Communication.....3</td>
</tr>
<tr>
<td>COMM 8</td>
<td>Group Communication...........3</td>
</tr>
<tr>
<td>COMM 25</td>
<td>Argumentation................3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B Courses (any course from List A not used)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 4</td>
<td>Persuasion........................3</td>
</tr>
<tr>
<td>COMM 10</td>
<td>Intercultural Communication......3</td>
</tr>
<tr>
<td>COMM 12</td>
<td>Fundamentals of Interpretation....3</td>
</tr>
<tr>
<td>COMM 15</td>
<td>Computer-Mediated Communication 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List C Courses (any course from List A or B not used)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1B</td>
<td>Introduction to the Study of Literature .....3</td>
</tr>
<tr>
<td>ENGL 1BH</td>
<td>Honors Introduction to the Study of Literature .....3</td>
</tr>
<tr>
<td>JOURN 1</td>
<td>Introduction to Mass Communications......3</td>
</tr>
<tr>
<td>PHIL 2</td>
<td>Critical Thinking and Writing...........3</td>
</tr>
</tbody>
</table>

CSU General Education or IGETC..................39-41
CSU Electives to reach 60 units total

Total Units 60
MATHEMATICS

New program (SB1440)
ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER

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.

Core...........................................................................13
MATH 5A Math Analysis I.................5
MATH 5B Math Analysis II ..............4
MATH 6 Math Analysis III ..........4
Select one (1) course from Group A..........3-4
Group A:
MATH 7 Differential Equations and Linear Algebra ..........4
MATH 26 Elementary Linear Algebra...3
Select one (1) course from Group B.................4
Group B:
CSCI 26 Discrete Mathematics for Computer Science ..........4
CSCI 40 Programming Concepts and Methodology ......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 6
PSYCHOLOGY

New program (SB1440)
ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER
(pending state approval)
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:
1. Analyze and discuss major psychological theories and research.
2. Apply psychological concepts when examining human and animal behavior.
3. Synthesize knowledge regarding culture, history and genetics in understanding behavior.
4. Integrate psychological theory and practice in analyzing social issues.
5. Differentiate valid scientific inquiry from pseudoscience.
6. Apply psychological concepts to the development of effective college learning skills.
7. Demonstrate ability to apply independent critical thinking skills.
8. Critically evaluate scientific claims within the field of psychology and beyond.
10. 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:** ............................................ 4
MATH 11 Elementary Statistics .......... 4
MATH 11H Honors Elementary Statistics .......... 4
STAT 7 Elementary Statistics .......... 4

**Select one course from:** ............................................ 4
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 GE or IGETC**
Transferable Electives as needed to reach 60 transferable units

Total Units 60
ACCOUNTING (ACCTG)

Change: advisories

1A  PRINCIPLES OF ACCOUNTING

4 units, 4 lecture hours, 1 lab hour
ADVISORIES: Accounting 40, eligibility for English 125, 126, and Mathematics 101.

Recording of transactions in general journal as well as special journals, theory of debit and credit, classification of accounts into six categories, preparation of payroll, employee benefits, preparation and interpretation of four financial statements as they apply to sole proprietorships, partnerships, and corporations. (A, CSU, UC)

AGRICULTURE (AG)

Change: advisories, catalog description

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 101.

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)

Change: catalog description

2  AGRICULTURAL ECONOMICS

3 units, 3 lecture hours, (Pass/No Pass)
ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

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)

ASTRONOMY

Change: formerly Science 3

10  INTRODUCTION TO ASTRONOMY

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)
ADVISORIES: Eligibility for English 125 or 126, and Mathematics 101.

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

BILOGY (BIOL)

Change: advisories, grading basis

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)

Change: advisories, grading basis

5  HUMAN BIOLOGY

4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)
ADVISORIES: English 1A and eligibility for Mathematics 101.

This course is an introductory human biology course that examines science and societal issues. There is special emphasis on the following body systems: circulatory, digestive, respiratory, urinary, skeletal, muscular, nervous, sensory, endocrine, reproductive, and genetics. (A, CSU-GE, UC, I)

2010-2012 Catalog Addendum
**Change: prerequisites**

11A  **BIOLOGY FOR SCIENCE MAJORS I**  
5 units, 3 lecture hours, 6 lab hours  
COREQUISITE: 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  
aerobic 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  
PREREQUISITE: 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)

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**CHEMISTRY (CHEM)**

**Change: advisories, catalog description**

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)
Change: advisories, catalog description

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)

Change: title, advisories, catalog description

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, predental, 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)

Change: title, advisories, catalog description

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, predental, 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)

Change: advisories, catalog description

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)
**Change: title, advisories, catalog description**

**29B ORGANIC CHEMISTRY LABORATORY II**  
2 units, 6 lab hours, (Pass/No Pass)  
PREREQUISITES: Chemistry 1B.  
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)

**CHILDE DEVELOPMENT (CHDEV)**

**New course**

**2 HIGH-BEGINNING CHINESE**  
4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)  
PREREQUISITE: Chinese 1.  

**COMMUNICATION (COMM)**

**New course**

**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, UC)

**CHINESE (CHIN)**

**New course**

**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)

**COMPUTER SCIENCE (CSCI)**

**Change: grading basis, catalog description**

**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 emphasis 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)
**JAVA PROGRAMMING**

5 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)

**INTRODUCTION TO UNIX**

15 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)

**CRIMINOLOGY (CRIM)**

1 INTRODUCTION TO CRIMINOLOGY
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 and 126.
This course will cover the philosophy and history of the administration of justice; an overview of crime and administration of justice problems; organization and jurisdiction of local, state and federal administration of justice agencies; and a survey of professional career opportunities and qualifications required for each. (A, CSU, UC)

3 LEGAL ASPECTS OF EVIDENCE
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 and 126.
The history, philosophy, court interpretations, rules of evidence and its admissibility into the American Court of law. (A, CSU)
Change: catalog description
8 CRIMINAL INVESTIGATION
3 units, 3 lecture hours
ADVISORIES: Eligibility for English 125 and 126.
Criminal investigations within the criminal justice system with focus on preliminary and follow-up investigations; interviews and interrogation; appropriate evidence procedures; case documentation and preparation for court. (A, CSU)

Change: catalog description
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 multicultural 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)

Change: catalog description
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)

New course
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)

New course
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)

ENGINEERING (ENGR)

Change: advisories, title, catalog description
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)

Change: prerequisites, catalog description
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)
Change: catalog description
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)

Change: advisories
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)

Change: grading basis
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)

New course
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)

New course
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)

Change: prerequisites
126 READING SKILLS FOR COLLEGE
4 units, 4 lecture hours, (Pass/No Pass)
PREREQUISITES: English 262 or 262B or placement by 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)

Change: repeats
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.

2010-2012 Catalog Addendum
Change: repeats

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.

Change: repeats

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.

FRENCH (FRENCH)

Change: hours

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)

Change: hours

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.

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)

Change: hours

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. 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)

Change: hours

4 HIGH-INTERMEDIATE FRENCH
4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)
PREREQUISITES: French 3 or equivalent. 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

New course

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)

New course

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)

GERMAN (GERMAN)

Change: hours, catalog description

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)

Change: hours

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)

Change: hours

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)

Change: hours

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)

Change: advisories, catalog description

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)
INFORMATION SYSTEMS (IS)

Change: formerly IS-29, units, hours, grading basis, repeatability, advisories

60 OPERATING SYSTEMS
  2 units, 1 lecture hour, 1 lab hour,
  (Repeats=3)
  ADVISORIES: Eligibility for English 126 and Mathematics 101.

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)

Change: formerly IS-5, title, units, hours, grading basis, repeatability, advisories

61 COMPUTER BUILDING
AND CONFIGURATION
  1.5 units, 1 lecture hour, 1 lab hour,
  (Repeats=2)
  ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.

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)

New Course

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 101.

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)

New Course

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 101.

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)

New Course

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)

INTERDISCIPLINARY STUDIES (INTDS)

Change: hours, catalog description

300 ACADEMIC LEARNING CENTER
  0 units, .5-1 lab hours

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.
LIBRARY SKILLS (LIBSKL)

New Course
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, UC)

LIBRARY TECHNOLOGY (LITEC)

Change: hours, catalog description
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.

MANUFACTURING TECHNOLOGY (MFGT)

New Course
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)

MATHEMATICS (MATH)

Change: catalog description
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)

Change: catalog description
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)

Change: catalog description
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-GE, 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)

20  SCIENTIFIC AND TECHNICAL CALCULATIONS

26  ELEMENTARY LINEAR ALGEBRA
3 units, 3 lecture hours, (Pass/No Pass)
PREREQUISITES: Mathematics 5A.
ADVISORIES: Eligibility for English 125 and 126.
This is a course in linear algebra designed for math, computer science, and some engineering transfer students. Topics include: matrices and linear transformations; vector spaces; determinants; eigenvalues and eigenvectors; applications. (A, CSU-GE, UC, I)

101  ELEMENTARY ALGEBRA
5 units, 5 lecture hours, (Pass/No Pass)
PREREQUISITES: Mathematics 250.
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.

102  PLANE GEOMETRY
3 units, 3 lecture hours, (Pass/No Pass)
PREREQUISITES: Mathematics 101.
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.
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 101. 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 101 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 101 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.

257  INTEGRATED ARITHMETIC AND ALGEBRA

260B  ARITMETIC REVIEW: FRACTIONS

MUSIC (MUS)

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.
OFFICE TECHNOLOGY (OT)

Change: catalog description

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)

Change: catalog description

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.

Change: advisories, prerequisites, catalog description

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.

PHYSICAL EDUCATION (PE)

Change: repeatability

381  ADAPTIVE ACTIVITIES
    0 units, 2 lab hours, (Repeats=?)
    Exercise and therapy for students with temporary or permanent physical limitations.

PHYSICS (PHYS)

Change: catalog description

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)

Change: catalog description

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)

Change: grading basis, prerequisites, advisories

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)
PSYCHOLOGY (PSY)

New Course
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, UC)

REGISTERED NURSING

New Course
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)

Change: title, hours, prerequisites, corequisites, catalog description
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)

Change: catalog description
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)

Change: title, hours, prerequisites, corequisites, catalog description
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)
**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)

**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)

**INTRODUCTION TO ASTRONOMY**

3 units

**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.

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)

**HIGH-BEGINNING 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.

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)

**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)
**Change: advisories, hours**

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)

**Change: advisories, catalog description**

4NS SPANISH FOR SPANISH SPEAKERS  
4 units, 4 lecture hours  
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)

**Change: title, advisories, catalog description**

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)

**Change: advisories**

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.
THE FOLLOWING CHANGES ARE EFFECTIVE SPRING 2012
ENGLISH (ENGL)

Change: hours

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.

OFFICE TECHNOLOGY (OT)

Change: hours, prerequisites, catalog description

5 DOCUMENT FORMATTING
1.5 units, 2 lecture hours, 1 lab hour, (Pass/No Pass)
PREREQUISITES: Office Technology 11A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 101.
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)

Change: advisories, prerequisites

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)

Change: advisories, prerequisites

12C SPREADSHEET PROJECTS
1.5 units, 1.5 lecture hours, .5 lab hours, (Pass/No Pass) (Repeats=1)
PREREQUISITE: Office Technology 250 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)
THE FOLLOWING CHANGES ARE EFFECTIVE FALL 2012
LINGUISTICS (LING)

Change: advisories, prerequisites, catalog description

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)
College Personnel

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Fine Arts and Social Science, Reading and Languages,
Teacher Preparation  Vacant

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Business  Michael Sorensen
Math, Engineering and Automotive Technology  Conrad Perez

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Bookstore Manager Interim  Mary Beth Wynn
Matriculation and Academic Coordinator  Ryen Hirata

Emeritus Faculty
DELGADO, RUBEN 1998 - 2011 Reading

Faculty and Administration
ADAMS, JENNIFER (2010)
   Nursing
ALANIS, MATTHEW (2011)
   Business
BERRY, DONNA (2011)
   Vice President of Administrative Services
CAPET, MITJL CARVALHO (2011)
   President
EPPERSON, TAMARA S. (2010)
   Accounting/Business
LA TORRACA, COURTNIE (2011)
   Mathematics
PEARSE, STEPHEN (2010)
   Physical Education/Baseball Coach
STONE, IAN (2011)
   Forestry/Natural Resources
THURBER, JULIE (2011)
   Developmental English
Reedley College complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX Officer and/or the Section 504/ADA Coordinator.

Reedley College Interim Title IX Officer/Section 504/ADA Coordinator
Lisa McAndrews
995 N. Reed Ave.
Reedley, CA, 93654
559-638-3641 ext. 3258

Reedley College is a college of the State Center Community College District. This report is available in an alternative format upon request.