

# 2022-2023 Catalog Addendum

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Contents

[2022-2023 Catalog Addendum 1](#_Toc121298313)

[Institutional Learning Outcomes 4](#_Toc121298314)

[**Information Literacy** 4](#_Toc121298315)

[**Critical Thinking** 4](#_Toc121298316)

[**Equity, Inclusion and Social Justice** 4](#_Toc121298317)

[**Personal and Career Development** 4](#_Toc121298318)

[**Creativity, Innovation and Global Stewardship** 4](#_Toc121298319)

[**Global Stewardship** 4](#_Toc121298320)

[Academic Calendar 5](#_Toc121298321)

[Academic Regulations 6](#_Toc121298322)

[**Short Term Leave for Military Service** 6](#_Toc121298323)

[Transfer Requirements 7](#_Toc121298324)

[**Reedley college CSU General Education-Breadth 2022-2023** 7](#_Toc121298325)

[**University of California Transfer Course Agreement 2022-2023** 7](#_Toc121298326)

[**Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC** 7](#_Toc121298327)

[ASSOCIATE DEGREE & CERTIFICATE PROGRAMS TABLE 8](#_Toc121298328)

[ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS 9](#_Toc121298329)

[**AGRICULTURE** 9](#_Toc121298330)

[AG TECHNOLOGY 9](#_Toc121298331)

[AG TECHNOLOGY 9](#_Toc121298332)

[**AVIATION MAINTENANCE TECHNOLOGY** 10](#_Toc121298333)

[AIRCRAFT AIRFRAME MAINTENANCE 10](#_Toc121298334)

[CERTIFICATE OF ACHIEVEMENT 10](#_Toc121298335)

[AIRCRAFT GENERAL MAINTENANCE 10](#_Toc121298336)

[AIRCRAFT POWERPLANT MAINTENANCE 11](#_Toc121298337)

[BUSINESS 11](#_Toc121298338)

[SMALL BUSINESS (MAJOR #R.7090.CC) 11](#_Toc121298339)

[FORESTRY AND NATURAL RESOURCES 12](#_Toc121298340)

[UTILITY VEGETATION MANAGEMENT 12](#_Toc121298341)

[**INDUSTRIAL TECHNOLOGY** 13](#_Toc121298342)

[ADVANCED WELDING 13](#_Toc121298343)

[INTERMEDIATE WELDING 13](#_Toc121298344)

[WELDING ESSENTIALS 14](#_Toc121298345)

[**INFORMATION SYSTEMS** 14](#_Toc121298346)

[INFORMATION SYSTEMS, INFORMATION TECHNOLOGY SUPPORT TECHNICIAN 14](#_Toc121298347)

[INFORMATION SYSTEMS, NETWORKING (CISCO CCNA) 14](#_Toc121298348)

[INFORMATION SYSTEMS, NETWORKING (CISCO CCNA) 15](#_Toc121298349)

[INFORMATION SYSTEMS, WEB DEVELOPMENT AND DESIGN 15](#_Toc121298350)

[TECHNOLOGY FOUNDATIONS 16](#_Toc121298351)

[**OFFICE TECHNOLOGY** 16](#_Toc121298352)

[BOOKKEEPING 16](#_Toc121298353)

[MEDICAL ADMINISTRATIVE ASSISTANT 17](#_Toc121298354)

[MS OFFICE 17](#_Toc121298355)

[OFFICE ASSISTANT 17](#_Toc121298356)

[RECEPTIONIST 18](#_Toc121298357)

[COURSES 19](#_Toc121298358)

[**ACCOUNTING** 19](#_Toc121298359)

[**AMERICAN SIGN LANGUAGE (ASL)** 19](#_Toc121298360)

[**AVIATION MAINTENANCE TECHNOLOGY (AMT)** 21](#_Toc121298361)

[BIOLOGY (BIOL) 21](#_Toc121298362)

[**COMMUNICATION (COMM)** 21](#_Toc121298363)

[**COMPUTER SCIENCE (CSCI)** 22](#_Toc121298364)

[**COUNSELING (COUN)** 22](#_Toc121298365)

[**DEVELOPMENTAL SERVICES (DEVSER)** 22](#_Toc121298366)

[**EARLY CHILDHOOD EDUCATION (ECE)** 23](#_Toc121298367)

[**ENGLISH (ENGL)** 23](#_Toc121298368)

[**ETHNIC STUDIES (ETHNST)** 24](#_Toc121298369)

[**FOOD AND NUTRITION (FN)** 24](#_Toc121298370)

[**INFORMATION SYSTEMS (IS)** 24](#_Toc121298371)

[**INTERDISCIPLINARY STUDIES (INTDS)** 25](#_Toc121298372)

[**MECHANIZED AGRICULTURE (MAG)** 25](#_Toc121298373)

[**NATURAL RESOURCES (NR)** 25](#_Toc121298374)

[**OFFICE TECHNOLOGY (OT)** 26](#_Toc121298375)

[**PHYSICAL EDUCATION (PE)** 26](#_Toc121298376)

[**SPANISH (SPAN)** 27](#_Toc121298377)

[**WILDLAND FIRE (WLF)** 28](#_Toc121298378)

[FACULTY AND ADMINISTRATION 30](#_Toc121298379)

# Institutional Learning Outcomes

## **Information Literacy**

Find, evaluate, and organize information.

Use and communicate information in written, verbal, or visual form effectively and ethically.

## **Critical Thinking**

Apply critical and creative reasoning, including diverse perspectives, to address complex problems.

Analyze quantitative and qualitative data and apply scientific reasoning to local and global issues.

Identify and explain issues, analyze evidence, assess assumptions, define personal perspectives and positions, and evaluate the implications and consequences of conclusions.

Identify and explain issues, analyze evidence, assess assumptions, define personal perspectives and positions, and evaluate the implications and consequences of conclusions

## **Equity, Inclusion and Social Justice**

Describe how history, culture, politics, economics, and geography have perpetuated inequities for people of different physical abilities and those with distinct linguistic, cultural, racial, religious, lifestyle, national, and political backgrounds.

Engage in respectful communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.

Demonstrate ethical principles, effective citizenship, and social justice advocacy through civic engagement

## **Personal and Career Development**

Interpret and manage physical and mental health needs to make beneficial lifestyle choices.

Create, evaluate, and monitor academic, career, financial, and personal goals.

## **Creativity, Innovation and Global Stewardship**

Demonstrate appreciation for artistic and individual expression.

Effectively employ current and emerging technologies for communication and collaboration in career, education, personal life, and the larger community.

## **Global Stewardship**

Understand one’s place in the wider global ecosystem and contribute to environmental conservation and sustainability.

# Academic Calendar

*Change: correct August 2022 to July 1, 2023 application date, add new holiday, revise 6 week start date effective fall 2022*

Summer Semester 2023 Reedley College will conduct four sessions:

(subject to change)

• 4-week summer session

• 6-week summer session

• 8-week summer session

• 10-week summer session

| DATAE | EVENT |
| --- | --- |
| May 22 | Instruction begins for 4- and 10-week classes |
| May 29 | Memorial Day Holiday (Campus Closed) |
| June 5 | Instruction begins for 8-week classes |
| June 16 | Final examinations; end of 4-week classes |
| June 19 | Juneteenth Holiday |
| June 20 | Instruction begins for 6-week classes |
| July 1 | Last day for degree and certificate of achievement candidates to file application for July 2023 completion date |
| July 4 | Independence Day Holiday (observed) (Campus Closed) |
| July 28 | Final examinations; end of 6-, 8-, and 10-week classes |
| July 28 | Final examinations; end of 8-week classes. |

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

# Academic Regulations

## **Short Term Leave for Military Service**

Students currently serving in the US Armed Forces (particularly those in the Reserve or National Guard) may be called to active duty or be required to fulfill reserve military obligations for periods shorter than 30 days. In recognition of the fact that such service is mandated by state or federal government authorities, absences for these duties shall be considered “excused absences” and shall be accommodated by the campus. This means that the student shall not be penalized for the absence.

The instructor will provide the service member with reasonable alternative arrangements and due dates to complete coursework missed due to mandatory military service. Examples of alternative arrangements may include:

* Rescheduling exams and quizzes
* Creating alternative assignments
* Offering online opportunities to participate in class
* Establishing alternative dates, times, or modalities for presentations
* Offering independent study options to complete course requirements

Coursework submitted by the revised deadline shall not incur a reduced grade penalty. A student whose service meets the requirements for short term military leave may also choose from the following options for absence for periods of less than 30 days of service:

* Withdraw from the institution, retroactively to the beginning of the academic term, with a full refund of tuition and fees. (California Education Code § 99130 and Section 824 of the Military and Veterans Code)
* If at least 75 percent of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed.

The faculty member shall make the final decision as to whether to grant the student’s request. (California Education Code § 99130).

If the faculty member assigns a grade of Incomplete for the student’s coursework, the student shall have a minimum of four weeks after returning to the institution to complete the course requirements. Additional time may be granted if alternative arrangements are made with the faculty member, and provided that the alternative arrangements are consistent with the requirements of and Section 824 of the Military and Veterans Code. (California Education Code § 99130).

# Transfer Requirements

### **Reedley College CSU General Education-Breadth 2022-2023**

*CSU GE Area F approvals effective fall 2021*

African American Studies 1

American Indian Studies 31

Chicano-Latino Studies 11

### **University of California Transfer Course Agreement 2022-2023**

*UCTCA approvals effective fall 2022*

Animal Science (AS) 1, 2, 3, 4, 6, 21, 22, 25, 26, 67

Computer Science (CSCI) 1, 5, 12, 26, 40, 41, 45

Engineering (ENGR) 2, 4, 4L, 5, 6, 8, 10, 12, 40

English (ENGL) 1A, 1AH, 1B, 1BH, 2, 2H, 3, 3H, 15A, 15B, 15E, 15F, 15J, 36, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49, 74, 75

Ethnic Studies (ETHNST) 1, 5, 32

Music (MUS) 1A, 1B, 2A, 2B, 3, 7A, 7B, 7C, 7D, 12, 12H, 16, 17, 18

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

*COMM-25H removed from Area 1C effective fall 2022*

# ASSOCIATE DEGREE & CERTIFICATE PROGRAMS TABLE

| **PROGRAM** | **ACADEMIC PROGRAM ID** | **TYPE** | **DEPARTMENT** |
| --- | --- | --- | --- |
| Administrative Assistant | R.7000.CC | CC | Business |
| Advanced Welding | R.7110.CC | CC | Industrial Technology |
| Ag Technology | R.2305.CC | CC | Agriculture & Natural Resources |
| Agriculture Education | R.1120.CA | CA | Agriculture & Natural Resources |
| Aircraft Airframe Maintenance | R.8030.CA | CA | Industrial Technology |
| Aircraft General Maintenance | R.8020.CA | CA | Industrial Technology |
| Aircraft Powerplant Maintenance | R.8040.CA | CA | Industrial Technology |
| Bookkeeping | R.7010.CC | CC | Business |
| Forestry Technician-Fire Suppression | R.6010.CC | CC | Agriculture & Natural Resources |
| Information Systems, Information Technology Support Technician | R.7020.CC | CC | Business |
| Information Systems, Networking (Cisco CCNA) | R.7030.CC | CC | Business |
| Information Systems, Networking (Cisco CCNA) | R.4030.CA | CA | Business |
| Information Systems, Web Development and Design | R.7040.CC | CC | Business |
| Medical Administrative Assistant | R.7050.CC | CC | Business |
| Office Assistant | R.7060.CC | CC | Business |
| Receptionist | R.7070.CC | CC | Business |
| Small Business | R.7090.CC | CC | Business |
| Technology Foundations | R.7080.CC | CC | Business |
| Utility Vegetation Management | R.4010.CA | CA | Agriculture & Natural Resources |
| Wildfire Resources Supervisors | R.6020.CC | CC | Agriculture & Natural Resources |

# ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

## **AGRICULTURE**

*New Program effective spring 2022*

AG TECHNOLOGY (MAJOR #R.2305.CC)

CERTIFICATE OF COMPLETION

Upon completion of the course, students will understand all aspects of the Fresh Fruit industry including, planting, harvest, processing, packaging, sales and forecasting. They will also have an understanding of the various types of advanced technology that is used in packing, harvesting, logistics and sales.

AG 313 Fundamentals of the Fresh Fruit Industry 216

AG 314 Emerging Technologies in Agriculture 216

AG 331 Food Safety – HACCP 54

Total Hours 486

*Revised Program, reduced hours effective fall 2022*

AG TECHNOLOGY (MAJOR #R.2305.CC)

CERTIFICATE OF COMPLETION

Upon completion of the course, students will understand all aspects of the Fresh Fruit industry including, planting, harvest, processing, packaging, sales and forecasting. They will also have an understanding of the various types of advanced technology that is used in packing, harvesting, logistics and sales.

AG 313 Fundamentals of the Fresh Fruit Industry 108

AG 314 Emerging Technologies in Agriculture 108

AG 331 Food Safety – HACCP 54

Total Hours 270

*New Program effective fall 2022*

AGRICULTURE EDUCATION (MAJOR #R.1120.CA)

Certificate of Achievement

This certificate program is designed for students with a career goal of becoming an agriculture teacher and choose to acquire associate degrees in other areas of agriculture. Certificate program that allows students to focus on their current degree program while increasing their breadth of experience in agriculture. Students will participate in program planning, community outreach and student recruitment activities. Students will meet the Orientation in Agricultural Education required by universities by observing agriculture classrooms at local secondary school sites. Upon graduation from Reedley College, these students will transfer to university offering undergraduate degrees in Agriculture Education.

Agriculture Education and Leadership Core 5

AGBS 8 Agriculture and Natural Resources Ambassadors 2

AGED 50 Agriculture Education Orientation 3

*Select one specialization area from Agriculture Business, Animal Science, Environmental Horticulture, Agriculture Mechanics, or Natural Resources/Forestry Specialization*

Agriculture Business Specialization 9-15

AGBS 1 Introduction to Agriculture Business 3

AGBS 2 Agricultural Economics 3

AGBS 3 Agriculture Accounting 3

AGBS 4 Computer Applications in Agriculture 3

AGBS 5 Ag Sales and Communications 3

Animal Science Specialization 9-15

AS 1 Introduction to Animal Science 3

AS 2 Beef Production 3

AS 3 Small Ruminant Production 3

AS 4 Swine Production 3

AS 21 Equine Science 3

Environmental Horticulture Specialization 9-17

EH 30 Principles of Environmental Horticulture 3

EH 35 Floral Design 1

EH 43 Plant Propagation/Production 3

EH 48 Landscape Design 3

PLS 1 Introduction to Plant Science 3

PLS 2 Soils 3

PLS 2L Soils Laboratory 1

Agriculture Mechanics Specialization 9-12

MAG 40 Introduction to Agricultural Mechanics 3

MAG 41 Introduction to Agricultural Welding 3

MAG 42 Small Gasoline and Diesel Engines 3

MAG 44 Agriculture Welding Fabrication 3

Natural Resources/Forestry Specialization 9-15

NR 1 Introduction to Forestry 3

NR 4 Forest Ecosystems 3

NR 7 Conservation of Natural Resources 3

NR 12 Watershed Ecology 3

NR 14 Principles of Wildlife Management3

Total Units 14-22

## **AVIATION MAINTENANCE TECHNOLOGY**

*New Program effective fall 2022*

AIRCRAFT AIRFRAME MAINTENANCE (MAJOR #R.8030.CA)

### CERTIFICATE OF ACHIEVEMENT

This program prepares students to enter employment as a Federal Aviation Administration (FAA) certified Airframe mechanic in the aircraft maintenance industry. Students must receive a minimum grade of “C” or better in all required courses and each of the FAA subject areas as listed in the Code of Federal Regulations to qualify for the degree or certificate. Successful completion of this program enables students to take the FAA mechanic certification examinations with an Airframe rating. FAA certification as an Aircraft Mechanic is required for employment in this field. Excellent opportunities for employment exist in this area of training.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Demonstrate an in-depth technical knowledge of aircraft airframe maintenance concepts and practices.
* Demonstrate various skills and tasks associated with aircraft airframe maintenance and repair.
* Identify the risks associated with performing aircraft airframe maintenance tasks without the proper knowledge, skill, or safety protocols in place.

AMT 10 Aviation Maintenance General A 6.5

AMT 20 Aviation Maintenance General B 6.5

AMT 30 Aviation Maintenance Airframe A 6.5

AMT 40 Aviation Maintenance Airframe B 6.5

AMT 50 Aviation Maintenance Airframe C 6.5

Total Units 32.5

*New Program effective fall 2022*

AIRCRAFT GENERAL MAINTENANCE (MAJOR #R.8020.CA)

CERTIFICATE OF ACHIEVEMENT

This program serves as the foundation for students seeking a career in the aviation maintenance technology field. The 12 "general" subject areas covered in this program will provide the essential knowledge, skill, and risk assessment required in both the airframe and powerplant mechanics ratings. After successful completion of this program, students will be able to move on to more advanced subject areas in both of the airframe and powerplant programs. Students must receive a minimum grade of “C” or better in all required courses and each of the FAA subject areas as listed in the Code of Federal Regulations to qualify for the certificate.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Demonstrate an in depth technical knowledge of aircraft general maintenance concepts and practices.
* Demonstrate various skills and tasks associated with aircraft general maintenance and repair.
* Identify the risks associated with performing aircraft general maintenance tasks without the proper knowledge, skill, or safety protocols in place.

AMT 10 Aviation Maintenance General A 6.5

AMT 20 Aviation Maintenance General B 6.5

Total Units 13

*New Program effective fall 2022*

AIRCRAFT POWERPLANT MAINTENANCE (MAJOR #R.8040.CA)

CERTIFICATE OF ACHIEVEMENT

This program prepares students to enter employment as a Federal Aviation Administration (FAA) certified Powerplant mechanic in the aircraft maintenance industry. Students must receive a minimum grade of “C” or better in all required courses and each of the FAA subject areas as listed in the Code of Federal Regulations to qualify for the degree or certificate. Successful completion of this program enables students to take the FAA mechanic certification examinations with a Powerplant rating. FAA certification as an Aircraft Mechanic is required for employment in this field. Excellent opportunities for employment exist in this area of training.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Demonstrate an in depth technical knowledge of aircraft powerplant maintenance concepts and practices.
* Demonstrate various skills and tasks associated with aircraft powerplant maintenance and repair.
* Identify the risks associated with performing aircraft powerplant maintenance tasks without the proper knowledge, skill, or safety protocols in place.

AMT 10 Aviation Maintenance General A 6.5

AMT 20 Aviation Maintenance General B 6.5

AMT 60 Aviation Maintenance Powerplant A 6.5

AMT 70 Aviation Maintenance Powerplant B 6.5

AMT 80 Aviation Maintenance Powerplant C 6.5

Total Units 32.5

# BUSINESS

## SMALL BUSINESS (MAJOR #R.7090.CC)

CERTIFICATE OF COMPLETION

This program teaches a systematic approach to developing and managing a small business. Students develop expertise in the operations, marketing, human resource utilization, and financing of a small business venture. Also, this program identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* utilize the appropriate entrepreneurial mindset to create business ideas and goals.
* create a business plan with the following components: the executive summary, the organization plan, the marketing plan, and the financial plan.
* Identify procedures used in controlling cash flow in a small business.
* Solve revenue, break-even analyses, and cost computational problems by reading, interpreting, and analyzing financial statements or by developing pro-forma financial statements.

BA 338 Operation of a Small Business 54

BA 352 Introduction to Entrepreneurship 54

MKTG 310 Marketing 54

Select one course 54

BA 310 Introduction to Business 54

BA 315 Introduction to Management 54

Total Hours 216

# FORESTRY AND NATURAL RESOURCES

*New Program effective fall 2022*

Forestry Technician-Fire Suppression (MAJOR #R.6010.CC)

Certificate of Completion

Students successfully completing the outlined course of study will be prepared to enter the workforce as an entry-level forestry technician, wildland firefighter or fuels reduction crew member. Students will receive instruction in the areas of wildland firefighting fundamentals, risk management, wildland fire behavior, human factors effecting human performance, chainsaw operations, chainsaw and hand tool use, prescribed fire and fuels reduction operations and federal physical readiness standards. Training will require arduous working conditions similar to those performed as a wildland firefighter. In addition, students who complete the course will receive all of the essential certificates required from the National Wildfire Coordinating Group for employment into the wildland fire service. Students will be expected to operate in a physically demanding workplace like environment where safety and skills are emphasized. Due to the requirements for federal and state employment both physical and other applicable prerequisites may be required. Highly recommended students will also have the exclusive opportunity for immediate job placement with local National Forest Organized Wildland Fire Crews.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Explain the fundamental wildland fire principals surrounding safety, operational engagement and risk management.
* Demonstrate safe efficient line construction tactics and knowledge of fundamental fire behavior factors including fuels, topography and weather.
* Communicate effectively utilizing programmable radio systems, formalized briefings, and other non-verbal methods.
* Demonstrate the use of the incident command structure to manage span of control and incident organization.
* Demonstrate a working knowledge of the factors effecting human performance in high risk environments.
* Apply appropriate use and maintenance of wildland fire hand tools and power tools.
* Explain the fundamentals of prescribed fire and fuels reduction operations and the associated tactics and equipment.
* Utilize chainsaws to cut trees, brush and other vegetation for fireline construction and fuels management projects.

NR-397 Wildland Fire School-Fundamentals 360

Select one option 144

Option 1

NR-305 Wildland Fire Technology 90

NR-308 Natural Resources Career Preparation 18

NR-333 Introduction to Chainsaw Operations 36

Option 2

NR-398 Wildland Fire-Basics 144

Select two courses 44.28

NR-309 Forestry Field Studies I 22.14

NR-310 Forestry Field Studies II 22.14

NR-315 Advanced Field Studies I 22.14

NR-316 Advanced Field Studies II 22.14

Total Hours 548.28

*New Program effective fall 2022*

UTILITY VEGETATION MANAGEMENT (MAJOR #R.4010.CA)

CERTIFICATE OF ACHIEVEMENT

Students will have broad-based knowledge, training, and hands-on experience to pursue a career in utility vegetation management. Students will receive instruction in tree identification and measurement, utility trim types and tree reactionary growth, abiotic and biotic tree diseases, along with geographic information systems. Following completion of this program, students will be able to enter the workforce as an entry level inspector.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Understand the discipline and need for utility vegetation management.
* Explain utility clearance process from pre-inspection inventory, tree/vegetation trimming and quality assurance/control inventory.
* Knowledge of the identification, growth rates and disease types of native and ornamental trees and shrubs.
* Explain the different proper utility trim types and tree species reactionary growth.
* Ability to measure and assess tree and shrub resources, i.e. height, diameter, failure potential, distance from utility).

NR 3 Computers in Natural Resources 1

NR 6 Dendrology 3

NR 18 Remote Sensing & Geographic Information Systems 3

NR 20 Forest Measurements 3

NR 22 Forest Protection 2

NR 23 Utility Vegetation Management 3

NR 35 Interpretation of Natural Resources 3

Total Units 18

*New Program effective fall 2022*

WILDFIRE RESOURCES SUPERVISORS (MAJOR #R.6020.CC)

CERTIFICATE OF COMPLETION

Upon successful completion of this program students will have been provided with the knowledge, training, and practical experiences to pursue an intermediate position in the field of wildland fire suppression. Emphasis is placed on industry specific skills (e.g. portable pump operation, chain saw use, engine operation, etc.) and specific supervisory skill sets necessary for well rounded job advancement in wildland fire.

Complete the following number of hours 183.42

NR 351 S-211 Portable Pumps and Water Use 18

NR 352 RT-130 Wildland Fire Topics - Safety Training 36.18

NR 353 S-131 Wildland Firefighter Type 1 12.06

NR 355 S-212 Wildland Fire Chainsaws 33.12

NR 356 L-280 Followership to Leadership 21.06

NR 357 S-230 Crew Boss (Single Resource) 27

NR 360 S-290 Intermediate Fire Behavior 36

Select at least 52.20 hours 52.02-153

NR 350 Incident Command System 200 18

NR 354 S-219 Firing Operations 24.3

NR 358 S-231 Engine Boss 16.2

NR 359 S-236 Heavy Equipment Boss 24.3

NR 361 EMT - Emergency Medical Technician 153

NR 362 M-410 Facilitative Instructor 36

Total Hours 235.44-336.42

## **INDUSTRIAL TECHNOLOGY**

*New Program effective fall 2022*

ADVANCED WELDING (MAJOR #R.7110.CC)

CERTIFICATE OF COMPLETION

Student successfully completing this certificate will be prepared for AWS certification exam procedures. Students will have developed, improved, and refined welding skills through guided practice in a lab setting. Students will have a general overview of inspection, testing and certification, and general fabrication concepts.

WELD 362 Advanced Welding 171

WELD 363 Welding Certification Preparation 9-108

Total Hours 180-279

*New Program effective fall 2022*

INTERMEDIATE WELDING (MAJOR #R.7210.CC)

CERTIFICATE OF COMPLETION

Students successfully completing this certificate will have expanded their basic welding skills to shielded metal arc welding (SMAW), gas metal arc welding (GMAW), fluxcored arc welding (FCAW) and gas tungsten arc welding (GTAW/TIG). Additionally, students will have gained welding techniques in horizontal, vertical and overhead positions on steel, stainless steel, and aluminum. Students will have achieved these skills through hands-on use of oxyfuel cutting (OFC), plasma cutting and carbon air arc gouging.

WELD 360 Introduction to Welding 162

WELD 361 Intermediate Welding 171

Total Hours 333

*New Program effective fall 2022*

WELDING ESSENTIALS (MAJOR #R.7310.CC)

CERTIFICATE OF COMPLETION

Students successfully completing this certificate will have gained a basic knowledge of the welding industry. They will have a strong understanding of safety, welding processes, equipment, and the properties of metals.

WELD 341 Welding Essentials 90

WELD 377 Assistance in Welding 9-108

Total Hours 99-198

## **INFORMATION SYSTEMS**

*New Program effective fall 2022*

INFORMATION SYSTEMS, INFORMATION TECHNOLOGY SUPPORT TECHNICIAN (MAJOR R.7020.CC)

CERTIFICATE OF COMPLETION

Students completing this program will have the knowledge, training, and hands-on experience to pursue a career as a Computer User Support Technician in business, government, or education. Students enter the workforce with a comprehensive understanding of computer hardware, system software, networking essentials, and needed people skills to maintain their job at a workplace. Upon completion of this certificate, students will be prepared for further study in networking, including CompTIA Network+ and the Cisco Certified Networking Associate programs, and will have the requisite knowledge to sit for the CompTIA A+ certification exam.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Demonstrate the ability to function effectively in a work environment, including professional verbal and written communications, ethical and appropriate behavior in the business environment, and good customer service skills.
* Create an information technology career plan that identifies personal and professional career goals, realistic financial planning, and sustained commitment to continued attainment of professional knowledge and lifelong learning.
* Apply critical thinking skills to solve technical problems ethically and effectively.
* Demonstrate the ability to operate commonly used computer hardware and software.
* Apply industry accepted best-practices to install, maintain, troubleshoot, secure, and support common business information system computing equipment.

IS 359 Careers in Computing 54

IS 380 Information Technology Support Technician Training 72

OT 317 Job Retention and Responsibilities 54

Total Hours 180

*New Program effective fall 2022*

INFORMATION SYSTEMS, NETWORKING (CISCO CCNA) (MAJOR #R.4030.CA)

CERTIFICATE OF ACHIEVEMENT

Students completing this certificate will have preparation for employment as a computer network support specialist, specializing in Cisco networking technology, used industry-wide in small, medium, and enterprise level networks.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Construct a secure computer network for a small to medium size business and troubleshoot common technical and security issues found in those systems.
* Demonstrate the ability to function effectively in a work environment, including professional verbal and written communications, ethical and appropriate behavior in the business environment, and good customer service skills.
* Create an information technology career plan that identifies personal and professional career goals, realistic financial planning, and sustained commitment to continued attainment of professional knowledge and lifelong learning.
* Apply critical thinking skills to solve technical problems ethically and effectively.

IS 52 Introduction to Networks 4

IS 53 Switching and Routing Essentials 4

IS 54 Enterprise Networking, Security, and Automation 4

Select one course 1

IS-19V Cooperative Work Experience, Information Systems 1

IS-59 Careers in Computing 1

OT-17 Job Retention and Responsibilities 1

Total Units 13

*New Program effective fall 2022*

INFORMATION SYSTEMS, NETWORKING (CISCO CCNA) (MAJOR R.7030.CC)

CERTIFICATE OF COMPLETION

Students completing this certificate will have preparation for employment as a computer network support specialist, specializing in Cisco networking technology, used industry-wide in small, medium, and enterprise level networks.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Construct a secure computer network for a small to medium size business and troubleshoot common technical and security issues found in those systems.
* Demonstrate the ability to function effectively in a work environment, including professional verbal and written communications, ethical and appropriate behavior in the business environment, and good customer service skills.
* Create an information technology career plan that identifies personal and professional career goals, realistic financial planning, and sustained commitment to continued attainment of professional knowledge and lifelong learning.
* Apply critical thinking skills to solve technical problems ethically and effectively.

Required Courses

IS 352 Introduction to Networks 108

IS 353 Switching and Routing Essentials 108

IS 354 Enterprise Networking, Security, and Automation 108

Select one course 18

IS 359 Careers in Computing 18

OT 317 Job Retention and Responsibilities 18

Total Hours 342

*New Program effective fall 2022*

INFORMATION SYSTEMS, WEB DEVELOPMENT AND DESIGN (MAJOR R.7040.CC)

CERTIFICATE OF COMPLETION

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a web developer. Students completing this course of study will be exposed to techniques in content creation, graphics, web development and user interface design. At the end of the program, students will have a portfolio that will highlight their skills to potential employers.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Apply structured logic in analyzing and solving problems.
* Create and maintain a web site that contains hyperlinks, graphics, tables and forms.
* Plan and design a dynamic web site that will use the latest practices and procedures currently used.
* Develop a portfolio of real world projects that are relevant to the web development industry.

Required Courses

IS 315 Computer Concepts 72

IS 340A Web Development with HTML and CSS 72

IS 340B Advanced Web Development 90

Select two courses 144

CSCI 358 Programming Essentials in Python 72

IS 331 Introduction to Programming 72

IS 342A Web Graphics and UI Design 72

Total Hours 378

*New Program effective fall 2022*

TECHNOLOGY FOUNDATIONS (MAJOR R.7080.CC)

CERTIFICATE OF COMPLETION

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 foundational elements of computing in a business environment.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Operate commonly used computer hardware and office productivity software.
* Create and maintain a simple web site including content, hyperlinks and graphics.
* Demonstrate a breadth of knowledge of networking and its uses in the business environment.
* Understand and communicate the different technology roles and positions available in different organizations.

Required Courses

IS 316 Word Processing 36

IS 318 Spreadsheet Fundamentals 36

IS 351 Information Technology Fundamentals 72

IS 359 Careers in Computing 18

Select one course 72

CSCI 358 Programming Essentials in Python 72

IS 331 Introduction to Programming 72

IS 340A Web Development with HTML and CSS 72

IS 342A Web Graphics and UI Design 72

Total Hours 234

## **OFFICE TECHNOLOGY**

*New Program effective fall 2022*

BOOKKEEPING (MAJOR R.7010.CC)

CERTIFICATE OF COMPLETION

The Bookkeeping Certificate of Completion prepares students for an entry level position as a bookkeeper. This program emphasizes day-to-day tasks in support of the financial aspects of an office. Students will be able to use application software to prepare source documents, transcribe information, enter and process data on computers, and prepare financial statements. Topics covered in this program include recording sales and accounts receivable; purchases and accounts payable; cash receipts and payments; banking and payroll procedures. Positive communication skills are developed throughout the program.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

* Apply the basic principles of accounting in A/R, A/P, banking and payroll.
* Use the double-entry bookkeeping method.
* Use application software to create and edit financial statements.

Required Courses

OT 306 Data Entry Using Quickbooks 45

OT 312A Microsoft Excel Essentials 36

OT 343 introduction to Bookkeeping 54

Select 18-36

OT 312C Spreadsheet Projects 36

OT 316 Preparing for a Job Interview 18

OT 317 Job Retention and Responsibilities 18

Total Hours 153-171

*New Program effective fall 2022*

MEDICAL ADMINISTRATIVE ASSISTANT (MAJOR R.7050.CC)

CERTIFICATE OF COMPLETION

Upon completion of this certificate, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program. This certificate emphasizes technical medical front-office skills, as well as personal and social skills necessary to succeed in the work place.

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

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

OT 301 Computer Basics 36

OT 306 Data Entry Using Quickbooks 45

OT 310 Medical Terminology 54

OT 311A Microsoft Word Essentials 36

OT 311C Word Processing Projects 36

OT 316 Preparing for a Job Interview 18

OT 317 Job Retention and Responsibilities 18

OT 328 Medical Office Management Software 36

OT 341 Medical Administrative Assistant 72

OT 342 Medical Document Preparation 72

OT 344 Filing Procedures 36

OT 350 Beginning Keyboarding 45

OT 351 Championship Keyboarding 45

OT 352 Speed Typing 45

Total Hours 594

*New Program effective fall 2022*

MS OFFICE (MAJOR #r2303.CC)

CERTIFICATE OF COMPLETION

Students successfully completing this certificate will have the skills to use Microsoft Word, Excel, and Access at an intermediate level. Students will have learned typing methods that will improve their productivity, using these three Microsoft products.

OT 311A Microsoft Word Essentials3 36

OT 311C Word Processing Projects 36

OT 312A Microsoft Excel Essentials 36

OT 312C Spreadsheet Projects 36

OT 313A Microsoft Access Essentials 36

OT 350 Beginning Keyboarding 45

Total Hours 225

*New Program effective fall 2022*

OFFICE ASSISTANT (MAJOR R.7060.CC)

CERTIFICATE OF COMPLETION

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

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

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

OT 301 Computer Basics 36

OT 305 Document Formatting 36

OT 306 Data Entry Using Quickbooks 45

OT 311A Microsoft Word Essentials3 36

OT 311C Word Processing Projects 36

OT 312A Microsoft Excel Essentials 36

OT 316 Preparing for a Job Interview 18

OT 317 Job Retention and Responsibilities 18

OT 344 Filing Procedures 36

OT 348 Today's Receptionist 27

OT 350 Beginning Keyboarding 45

OT 351 Championship Keyboarding 45

OT 352 Speed Typing 45

Total Hours 459

*New Program effective fall 2022*

RECEPTIONIST (MAJOR R.7070.CC)

CERTIFICATE OF COMPLETION

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

Program Learning Outcomes

*Upon successful completion of this program, students will be able to:*

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

OT 301 Computer Basics 36

OT 305 Document Formatting 36

OT 311A Microsoft Word Essentials3 36

OT 311C Word Processing Projects 36

OT 344 Filing Procedures 36

OT 348 Today's Receptionist 27

OT 350 Beginning Keyboarding 45

OT 351 Championship Keyboarding 45

OT 352 Speed Typing 45

Total Hours 342

# COURSES

## **ACCOUNTING**

*Change: prerequisites, advisories effective spring 2023*

31 COMPUTERIZED ACCOUNTING

3 units, 3 lecture hours, 1 lab hour, pass/no pass

ADVISORIES: Accounting 40 or 340, or 4A or 304A, or 2 years high school accounting or equivalent. English 1A or 1AH, and Mathematics 201.

This class provides an introduction to accounting procedures using QuickBooks accounting software. The class presents the use of various accounting modules, including general ledger, depreciation, accounts receivable, accounts payable, payroll and inventory control. (A, CSU)

*New course effective fall 2022*

304A FINANCIAL ACCOUNTING

0 units, 4 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats

ADVISORIES: English 1A or 1AH, and Mathematics 201.

This course covers the accounting information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. It includes recording and reporting of business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles for the preparation of financial statements. This course includes issues relating to asset, liability, equity valuation, revenue and expense recognition, cash flow, internal control and ethics.

*Change: prerequisites, advisories effective spring 2023*

331 COMPUTERIZED ACCOUNTING

0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats

ADVISORIES: Accounting 40, 340, 304A or 4A, or 2 years high school accounting or equivalent; English 1A or 1AH, and Mathematics 201.

This class provides an introduction to accounting procedures using QuickBooks accounting software. The class presents the use of various accounting modules, including general ledger, depreciation, accounts receivable, accounts payable, payroll and inventory control.

*New course effective fall 2022*

340 APPLIED ACCOUNTING

0 units, 4 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats

ADVISORIES: English 1A or 1AH, and Mathematics 201.

This course is designed to introduce basic accounting concepts. Emphasis will be placed on journal entries, posting to ledgers, preparing worksheets, and financial statements for a sole proprietorship operating as a service organization. Ten-key office calculators will be used with an emphasis on speed and accuracy.

*New course effective fall 2022*

346 INCOME TAX-A SHORT COURSE

0 units, 1.5 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: Mathematics 201.

This course is designed to assist individuals to prepare their Federal 1040 and the associated schedules.

## **AMERICAN SIGN LANGUAGE (ASL)**

*New course effective fall 2022*

301 Beginning American Sign Language

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: English 1A or 1AH.

American Sign Language 301 is a beginning course in everyday communication with the Deaf community. This course provides an introduction to vocabulary, idioms, grammar, the culture of the deaf community, and appropriate behavior for social interaction with the deaf. The course is designed for students who have no knowledge of ASL and uses only the target language in class. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

302 HIGH-BEGINNING AMERICAN SIGN LANGUAGE

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 1, 301 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 302 is a high-beginning course in American Sign Language. Students are expected to enter with proficiency in ASL-1. This course will build upon prior knowledge of ASL for communication purposes with members of the Deaf community. This course will examine vocabulary, morphology, and syntax used in the everyday language of the Deaf community. This class is taught in the target language, American Sign Language. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

303 Intermediate American Sign Language

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 2, 302, or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 303 is a third-level course in everyday communication with the Deaf community. This course will review basic grammatical structures and further develop signing skills and continue to expand vocabulary. This course requires an increased reliance on signing in the study of the culture of the Deaf community and uses only the target language in class. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

304 High-Intermediate American Sign Language

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 3 or 303 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 304 is a fourth-level course in everyday communication with the deaf and hard of hearing community. This course furthers development of proficiency of morphology and grammar usage and increased reliance on signing in the continued exploration of current topics of relevance to the culture of the Deaf community. This course uses only the target language in class. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

305 DEAF CULTURE

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: English 1A or 1AH.

This course will explore various aspects of Deaf Culture and the Deaf Community. Students will critically discuss, analyze, and demonstrate understanding about the cultural values, traditions, rules of interaction, language, identity, and history of the Deaf Community. Students will develop understanding about working in professions with Deaf members of the community and the technological advances which support members of the Deaf Community. ASL proficiency not required for this course. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

306 Structure of American Sign Language

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 2 or 302 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

This course analyzes and explores basic phonology, morphology, syntax, semantics, variation, and historical change of ASL. The course will be taught in ASL. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

310 Fingerspelling, Numbers, and Classifiers

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 2 or 302.

This course will look at fingerspelling, numbers, and classifiers in various contexts and social situations. The course will support fluency using only American Sign Language. This course is intended for parents of deaf and hard of hearing children.

*New course effective fall 2022*

320 Introduction to Interpreting

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 2 or 302. ADVISORIES: English 1A or 1AH.

An introductory course on the role of American Sign Language Interpreters working with Deaf community members. Students will analyze the communication process, responsibilities and environments to which Sign Language Interpreters are exposed. Students will develop basic understanding of the licensure and assessment processes within the profession. Students will explore the ethical scenarios and professional encounters of the American Sign Language business. This course will examine the Code of Professional Conduct (CPC) and how to apply it to specific job situations.

*New course effective fall 2022*

324 Sign Language Interpreting Level 1

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 3 or 303and 20 or 320. ADVISORIES: English 1A or 1AH.

This sign language interpreting course will develop students understanding and abilities to analyze and critically think about specific messages being conveyed from English to ASL and ASL to English. Students will analyze mock interpreting scenarios in a variety of contexts utilizing English to ASL and ASL to English cognitive and linguistic processes. This class will use both spoken English and American Sign Language.

*New course effective fall 2022*

326 American Sign Language Interpreting in Educational Settings

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 3 or 20 or 303 or 320. ADVISORIES: English 1A or 1AH.

This course gives students the opportunity to develop an in-depth understanding of the field of educational interpreting. Students will learn about educational interpreting standards according to the Educational Interpreting Performance Assessment (EIPA). Students will also possess the receptive and expressive skills necessary to interpret effectively in educational settings. This course will analyze content across various disciplines of education to support the development of linguistic skills to interpret at a comprehensible level. Students will gain a deeper understanding of educational interpreting to prepare to take the EIPA.

## **AVIATION MAINTENANCE TECHNOLOGY (AMT)**

*New course effective fall 2022*

51 SAFETY AND BASIC ELECTRICITY

1 unit, 1 lecture hour, 1 lab hour, pass/no pass

This course provides familiarization with two skills and technical knowledge needed to perform maintenance on aircraft in the aviation maintenance industry. The topics covered include OSHA safety in a maintenance shop and risk management, plus basic electricity and electrical multimeter use. OSHA 10 General Industry Card and Snap-On Multimeter certification training is included in this course. (A, CSU)

## BIOLOGY (BIOL)

*New course effective fall 2022*

272 ASSISTANCE IN BIOLOGY

1 unit, 3 lab hours, pass/no pass only

This course is intended for students enrolled in a biology course who would like assistance with biological concepts. Students receive assistance in biological concepts, critical thinking, and study techniques. Students develop their understanding of biological topics and improve their overall ability to reason scientifically through guided practice in a lab setting.

## **COMMUNICATION (COMM)**

*Change: approved for COMM 120 effective fall 2020*

25H HONORS ARGUMENTATION AND DEBATE

(A, CSU-GE, UC, I) (C-ID COMMM 120)

*New course effective fall 2022*

301 BASICS OF PUBLIC SPEAKING

0 units, .33 lecture hours, pass/no pass only, unlimited repeats

In this class, you will not only learn strategies to manage your fear of public speaking, but you will also learn the basics of audience analysis, listening, speech organization, and how to become more confident in your speech delivery.

*New course effective fall 2022*

303 CONFLICT RESOLUTION STRATEGIES FOR THE WORKPLACE

0 units, .33 lecture hours, pass/no pass only, unlimited repeats

Conflict is inevitable but how we deal with conflict can make all the difference at work or in our relationships. This course will define conflict, discuss both the benefits and dangers of conflict while addressing common conflict types and management strategies.

*New course effective fall 2022*

305 LEADERSHIP AND COMMUNICATION

0 units, .33 lecture hours, pass/no pass only, unlimited repeats

Leadership requires good communication skills. This course will define leadership, discuss the verbal and nonverbal elements that help to convey power, and explain where power comes from while discussing ways to improve communication skills in order to increase you own leadership potential.

## **COMPUTER SCIENCE (CSCI)**

*New course effective spring 2023*

305 JAVA PROGRAMMING

0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats.

PREREQUISITES: Mathematics 103. ADVISORIES: English 1A or 1AH.

This course is an introduction to object-oriented concepts, terminology, and syntax to create programs using Java. The topics include data representation, control structures, class, objects, methods, arrays, and graphical user interfaces. This course prepares students for the Oracle Certified Foundations Associate, Java exam and the first part of the Oracle Java SE 8Programmer I certification exam.

## **COUNSELING (COUN)**

*New course effective fall 2022*

381 LIFE STRATEGIES FOR SUCCESS

0 units, 1 lecture hour, pass/no pass only, unlimited repeats

Students will learn skills that will assist them in developing and implementing a personal plan for achieving their life goals.

*New course effective fall 2022*

382 PRACTICAL MONEY SKILLS FOR LIFE

0 units, 1 lecture hour, pass/no pass only, unlimited repeats.

This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with how to best utilize their financial resources and identify the benefits and disadvantages of using credit. Students will learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

*New course effective fall 2022*

383 PARENTING STRATEGIES AND FAMILY RELATIONSHIPS

0 units, 1 lecture hour, pass/no pass only, unlimited repeats.

This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution, and personal boundary maintenance.

## **DEVELOPMENTAL SERVICES (DEVSER)**

*New course effective fall 2022*

374 TECHNOLOGY TOOLS FOR BASIC LITERACY

0 units, 1 lecture, 3 lab hours, pass/no pass only, unlimited repeats

This course is designed to help prepare students for college level courses by providing scaffolded practice for novice users to explore and practice using technology tools to understand and remember what they hear and what they read. This class is designed for students who know they have a learning disability or who know that college level coursework is difficult for them.

*New course effective fall 2022*

377 ADAPTED COMPUTER LITERACY

0 units, 1 lecture, 3 lab hours, pass/no pass only, unlimited repeats

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.

## **EARLY CHILDHOOD EDUCATION (ECE)**

*New course effective fall 2022*

382 Communication and Language Development 0-3

0 units, .17 lecture hours, pass/no pass only, unlimited repeats

The workshop explores how the development of thinking and reasoning supports language development in young children.

*New course effective fall 2022*

383 EVERYDAY PLAY 0-3

0 units, .17 lecture hours, pass/no pass only, unlimited repeats

This workshop examines how play helps children develop key skills in all developmental domains: cognitive, language, social-emotional and physical.

*New course effective fall 2022*

384 THE FACTORS AFFECTING BRAIN GROWTH AND DEVELOPMENT

0 units, .17 lecture hours, pass/no pass only, unlimited repeats

Workshop covering the different factors promoting or inhibiting healthy brain development.

*New course effective fall 2022*

385 PARENTING TODDLERS

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

In this course parents and family members learn about typical development milestones during the toddler years in the cognitive, social-emotional, language and physical domains. Parents will discover how to easily augment daily activities to support development. Skills to promote positive parenting attitudes and healthy parent-child relationships will be embedded throughout the entire course.

*New course effective fall 2022*

386 SOCIAL-EMOTIONAL DEVELOPMENT 0-3

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

The workshop explores the social and emotional development in the first five years of a child's life, the brain's role in this process, and how parents and caregivers can support healthy social and emotional development.

*New course effective fall 2022*

387 SUPPORTING THE THINKING, REASONING AND UNDERSTANDING OF YOUNG CHILDREN

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

The workshop explores the social and emotional development in the first five years of a child's life, the brain's role in this process, and how parents and caregivers can support healthy social and emotional development.

*New course effective fall 2022*

388 UNDERSTANDING BASICS OF BRAIN DEVELOPMENT 0-5

0 units, .17 lecture hours, pass/no pass only, unlimited repeats

This course will look at how the brain grows and develops from conception until 5 years old and describe the main parts of the brain and their functions as well as explore how a parent can support healthy brain development in early childhood when the brain is the most receptive to change.

*New course effective fall 2022*

389 UNDERSTANDING BEHAVIOR 0-3

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

This workshop discusses the various areas of the brain and how they influence young children's behaviors. The workshop discusses approaches for identifying the root cause of young children's behaviors and discuss and demonstrate effective strategies to address challenging behaviors in very young children.

## **ENGLISH (ENGL)**

*New course effective fall 2022*

305 STRATEGIC SKILLS FOR SUCCESS IN ENGLISH

0 units, 2 lecture hours, pass/no pass only, unlimited repeats

COREQUISITE: English 1A or 1AH.

This course will be taught in conjunction with English 1A College Reading and Writing so that students can further their critical reading and writing skills for their English 1 A course. Course will include assignments linked to and building on the English 1A coursework.

*New course effective fall 2022*

315A CREATIVE WRITING: POETRY

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

A course intended for students who enjoy reading and writing poetry. In this course, students will study poems by professional writers and fellow students and use what they learn to write their own original poetry. The strongest poems written in this class are often recommended for publication in Reedley College's literature journal, Symmetry. This course is intended for older adults to maintain and improve self-expression through creative writing with an emphasis placed on poetry.

*New course effective fall 2022*

315B CREATIVE WRITING: FICTION

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

English 315B is intended for older adults who are interested in maintaining and improving self-expression through creative writing with an emphasis placed on short fiction; the course includes appropriate exercises, readings and critical analyses of published and student work.

*New course effective fall 2022*

315E CREATIVE WRITING: NON-FICTION

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

A workshop course intended for older adults to maintain and improve self-expression through creative writing with an emphasis placed on non-fiction; includes appropriate exercises, readings and analyses of published and student work.

*New course effective fall 2022*

315F CREATIVE WRITING: SCREENWRITING

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

A workshop course intended for older adults to maintain and improve self-expression through creative writing with an emphasis placed on writing for the screen; includes appropriate exercises, readings, viewing, and critical analyses of professional and student work.

## **ETHNIC STUDIES (ETHNST)**

*New course effective fall 2022*

302 EXPLORING CULTURAL CONSCIOUSNESS AND EQUITY MINDEDNESS

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

This course is designed to increase individuals' cultural consciousness and to explore best practices for interaction with diverse coworkers, customers, and others inside and outside of the workplace.

## **FOOD AND NUTRITION (FN)**

*New course effective fall 2022*

301 BASIC COOKING TECHNIQUES

0 units, .34 lecture hours, pass/no pass only, unlimited repeats

Students will learn how to prepare food using fresh ingredients and basic cooking techniques. Diverse topics of interest such as personal experiences and cultural traditions, nutrition, consumerism, entertaining, and health and safety will be discussed.

## **INFORMATION SYSTEMS (IS)**

*New course effective fall 2022*

326A DATABASE CONCEPTS AND DESIGN

0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats

PREREQUISITES: Information Systems 15, 315, or equivalent. ADVISORIES: Mathematics 201.This course provides an introduction of database concepts and fundamentals for the business manager. The course covers the concepts of the relational database, creating and editing database tables, using relational and logical operators, creating queries with QBE and SQL, creating and printing reports, and sorting and indexing database files using a current database application.

*New course effective fall 2022*

370 INTRODUCTION TO CYBER SECURITY

0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats

PREREQUISITES: Information Systems 63, Information Systems 52 or 352. ADVISORIES: English 1A or 1AH.

This course introduces the fundamental principles, topics, and skills required to pursue a career in IT Cyber Security, and IT Security and Risk Management, at an enterprise organizational level. It addresses hardware, software, processes, communications, applications, policies, and procedures with respect to organizational Cybersecurity and Risk Management best practices, and preparation for the CompTIA Security+ certification exam.

*New course effective fall 2022*

371 CYBER SECURITY: ETHICAL HACKING

0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats

PREREQUISITES: Information Systems 63 or 52 or 352. ADVISORIES: English 1A or 1AH. (A, CSU)

This course introduces the network security specialist to the various methodologies for attacking a computer network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of learning how to properly secure a network against such attacks. The course will emphasize network attack methodologies with the emphasis on the use of specialized tools and techniques to develop appropriate defenses and countermeasures. Students will receive course content information through a variety of methods. Lecture and demonstration of hacking tools will be used in addition to a hands-on penetration testing into networks in a virtual environment. This course prepares students for the Comp TIA Pen Test+ exam.

## **INTERDISCIPLINARY STUDIES (INTDS)**

*New course effective fall 2022*

301 STEM CAREERS

0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats

ADVISORIES: Eligibility for Mathematics 201.

This is a course on career opportunities in STEM (Science, Technology, Engineering, and Math). Students will learn about career options and prepare presentations to be used with K-12 students to educate them about STEM careers.

*New course effective fall 2022*

302 STEM EDUCATION

0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats

ADVISORIES: Eligibility for Mathematics 201.

This is a course on educational pathways in STEM (Science, Technology, Engineering, and Math). Students will learn about educational requirements for STEM fields and academic majors available at Reedley College and transfer universities. Students will prepare STEM presentations to inspire other students to pursue degrees in STEM fields.

## **MECHANIZED AGRICULTURE (MAG)**

*New course effective fall 2022*

370 FORKLIFT SAFETY

.33 lecture hours, .5 lab hours, pass/no pass only, unlimited repeats

Safety guidelines for operating sit-down counter balanced forklifts. Topics to include forklift fundamentals, pre-operation inspection, safe load handling techniques and supervised forklift operation. Course completers will receive a certificate verifying instruction in all required areas of forklift safety in accordance with the Federal Occupational Safety and Health Act (OSHA).

## **NATURAL RESOURCES (NR)**

*New course effective spring 2023*

390 BACKPACKING

0 units, .5 lecture hours, 1.5 lab hours, pass/no pass only, unlimited repeats.

ADVISORIES: English 1A or 1AH.

This course is designed to give students basic skills in backcountry travel. Topics covered will include route planning, equipment selection, multiple night travel, trail etiquette, food preparation, campsite selection, basic map reading and compass use, and backcountry safety. Students will gain basic knowledge and experience aimed at increasing their confidence in traveling in the backcountry. Field trip is required for this course.

*New course effective spring 2023*

391 WILDERNESS NAVIGATION

0 units, .83 lecture hours, .5 lab hours, pass/no pass only, unlimited repeats.

ADVISORIES: English 1A or 1AH.

This course will introduce students to map and compass use, coordinate systems, map symbols, topographic maps, GPS use, and orienteering. Students will gain hands-on experience with GPS and map and compass mountain navigation. Field trips are required in this course.

*New course effective spring 2023*

392 WILDERNESS SURVIVAL

0 units, .5 lecture hours, 1.5 lab hours, pass/no pass only, unlimited repeats.

ADVISORIES: English 1A or 1AH.

This course will prepare students for travel in wilderness environments and extended outdoor situations with limited equipment. It will include shelter building, fire making, food and water collection, and safety in wilderness settings. Field trips will be required in this course.

## **OFFICE TECHNOLOGY (OT)**

*Change: requisites effective fall 2022*

6 DATA ENTRY USING QUICKBOOKS

1.5 units, 1 lecture hour, 1.5 lab hours

ADVISORIES: Office Technology 150 or equivalent, Mathematics 201 and English 132.

This course will introduce the principles and procedures of data entry for business, industry, and government offices while teaching Quickbooks software. Students will prepare source documents, transcribe information, enter and process data on computers. This course is intended to prepare students for non-management, entry level jobs. (A, CSU)

*Change: requisites effective fall 2022*

306 DATA ENTRY USING QUICKBOOKS

0 units, 1 lecture hour, 1.5 lab hours

ADVISORIES: Office Technology 350 or equivalent, Mathematics 201 and English 132.

This course will introduce the principles and procedures of data entry for business, industry, and government offices while teaching Quickbooks software. Students will prepare source documents, transcribe information, enter and process data on computers. This course is intended to prepare students for non-management, entry level jobs.

## **PHYSICAL EDUCATION (PE)**

*New course effective fall 2022*

301 PHYSICAL FITNESS AND BODY MOVEMENT FOR OLDER ADULTS

0 units, .5 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats

This course provides physical conditioning program specifically designed for the older adult. Emphasis is on flexibility, range of motion movement exercises, upper and lower body strengthening, and cardiovascular wellness. Individualized instructional programming is utilized.

*New course effective spring 2023*

302 AEROBICS (STEP OR WATER) FOR OLDER ADULTS

0 units, 1 lab hour, pass/no pass only, unlimited repeats.

This course is designed for older adults to improve cardiorespiratory endurance, muscular endurance and flexibility using a variety of aerobic activities. Exercises include step or water aerobics. Swimming skills not required.

*New course effective spring 2023*

312 BEGINNING SWIM FOR FITNESS FOR OLDER ADULTS

0 units, 1 lab hour, pass/no pass only, unlimited repeats.

ADVISORIES: Students must be able to swim 50 yards freestyle without touching the bottom of the pool.

This course is designed for older adults to increase knowledge of techniques of swimming and conditioning for beginning swimmers. Swimming strokes and endurance will improve through stroke technique drills and conditioning workouts.

*New course effective fall 2022*

316 WALKING FOR OLDER ADULTS

0 units, 1.5 lab hours, pass/no pass only, unlimited repeats

This course is designed to expose older adults to the benefits of walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

*New course effective spring 2023*

319 WEIGHT TRAINING AND AEROBICS FOR OLDER ADULTS

0 units, 1 lab hour, pass/no pass only, unlimited repeats

This course is designed to help older adults understand, develop, and improve upon all components of physical fitness through resistance and aerobic training, use of free weights, weight machines, and cardio-respiratory equipment. Components of physical fitness which will be emphasized are: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition.

*New course effective fall 2022*

329 YOGA HEALTH AND SAFETY FOR OLDER ADULTS

0 units, 1.5 lab hours, pass/no pass only, unlimited repeats

This course focuses on the history, principles and practices of yoga. Designed to promote health and safety among older adults, it focuses on yoga principles and practices to enhance the health of older adults through improved flexibility, balance, range of motion, strength, lung capacity and

circulation. Specific yoga methods, therapeutic application for specific health challenges for adultery adults will be covered. Students will be encouraged to practice daily, creating opportunities to rehabilitate challenges. The course is designed to help students to use yoga methods such as postures, breathing techniques, meditation, and visualization to enhance their confidence, health, and overall feeling of wellbeing.

384 TAI CHI FOR OLDER ADULTS

0 units, 1.5 lab hours, pass/no pass only, unlimited repeats

Designed for older adults, this course in provides practical training, with scientific and philosophical rationale and evidence, by which participants may improve and maintain holistic wellness. The practice of Tai Chi moving meditation and exercise offers a path to stress management, improved strength, flexibility, and balance and harmony of body and mind.

## **SPANISH (SPAN)**

*Change: added missing prerequisite information effective fall 2022*

4NS SPANISH FOR SPANISH SPEAKERS

5 units, 5 lecture hours, pass/no pass

PREREQUISITES: SPAN 3NS or a proficient speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1 AH.

This is a second semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Students will further develop and improve skills in standard Spanish that include: exercises in

grammar and vocabulary building and research projects. This will be achieved through readings of historical culture and literary texts that are the center of class discussions. (A, CSU-GE, UC, I) (C-ID SPAN 230)

*New course effective fall 2022*

303NS SPANISH FOR SPANISH SPEAKERS

0 units, 5 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: a basic speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or1lAH.

This is a first-semester course in Spanish for older adult bilingual or monolingual native speakers designed to develop reading and writing skills. Students will expand their vocabulary, improve their orthography and their use of grammatical structures of standard Spanish, both oral and written. Readings and discussions of topics relating to Hispanic cultures are an essential part of the course.

*New course effective fall 2022*

304NS SPANISH FOR SPANISH SPEAKERS

0 units, 5 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: Spanish 3NS or 303NS or a proficient speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1 AH.

This is a second semester course in Spanish for older adult bilingual or monolingual native speakers designed to develop reading and writing skills. Students will further develop and improve skills in standard Spanish that include: exercises in grammar and vocabulary building and research projects. This will be achieved through readings of historical culture and literary texts that are the center of class discussions.

*New course effective fall 2022*

305 THE SHORT STORY: MEXICO, SPAIN AND THE U.S.

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: Spanish 4, 4NS or 304NS, or a proficient speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1AH.

This course is designed for older adults to continue to develop their Spanish-language skills in reading, writing, and speaking, discuss articles and short stories, and view and discuss films. Oral presentations and written reports are an essential part of the course. Emphasis on U.S., Mexico, and Spain. Students will be exposed to a selection of Hispanic short stories, culture, and civilization.

## **WILDLAND FIRE (WLF)**

*New course effective spring 2023*

312 WILDLAND FIRE SCHOOL-ADVANCEMENT

0 units, 8 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats.

PREREQUISITES: Natural Resources 19V and 397. ADVISORIES: English 1A or 1AH. LIMITATION ON ENROLLMENT: Successful completion of federal work capacity test within two calendar years. Incoming students may enroll based off equivalency course completion and extensive work experience.

This course is designed for student who have completed the NR-97 Wildland Fire School or equivalent and have obtained work experience in wildland fire. This Course will allow for advancement in wildland fire suppression and prescribed fire concepts, leadership development and overall knowledge base in the wildland fire service. Work Labs will be tied to agency projects which will provide students the opportunity to apply skills and leadership in a training environment. Students who complete this course will have required training and experience to competitively apply for a permanent GS-5 position with the federal fire service. This course will also provide a pathway to current and former wildland fire employees that meet the course equivalent and work experience.

*New course effective fall 2022*

397 WILDLAND FIRE SCHOOL-FUNDAMENTALS

0 units, 11 lecture hours, 9 lab hours, pass/no pass only, unlimited repeats

PREREQUISITES: Natural Resources 398 or 305 or equivalent courses. COREQUISITES: Natural Resources 308 and 333 or equivalent courses. ADVISORIES: Natural Resources 108 or 309 or 310 or 315 or 316 and English 1A or 1AH. LIMITATION ON ENROLLMENT: Successful completion of federal work capacity test within two calendar years. Incoming students may enroll based off equivalency course completion and extensive work experience.

The Wild land Fire School Fundamentals course is a rigorous work simulation program that trains students for the wildland fire suppression and fuels reduction service. Students who complete the Wildland Fire School Fundamentals will be fully qualified to fill the position as a Federal wildland firefighter under the National Wild land Fire Coordinating Group (NWCG} Standards. This program's training approach is rooted in its field -based lessons where the students are first trained in the classroom then are prepared in the wildland environment that mimics fire-based scenarios and proficiency drills. 60-70 percent of the training hours will be in the field utilizing various forest and timberland environments as well as cooperative local agency projects. The Wildland Fire School Fundamentals is targeted for students who are interested in pursuing jobs in the field of wild land fire suppression and fuels management. This course is the pathway foundation for Career Technical Education training and degree programs specializing in wildland fire suppression and fuels management under the Natural Resource land management agencies.

*New course effective fall 2022*

398 WILDLAND FIRE-BASICS

0 units, 3.5 lecture hours, 4.5 lab hours, pass/no pass only, unlimited repeats

ADVISORIES: English 1A or 1AH.

This course will prepare students for basic employment as a wildland fire fighter with State and Federal agencies. Successful completers may earn basic National Wildfire Coordinating Group course certificates for ICS 1-100, S-130, S-190, L-180 and IS-700. Students will have the opportunity to experience the physical training standards as well as the physical demands of the job in a fieldwork setting. Additionally, this course provides introductory level training for the use of chainsaws in the forestry and natural resources field. Emphasis is placed on defining and applying chainsaw safety standards, maintenance and function of personal protective equipment (PPE), identification of chainsaw parts, maintenance, tuning, and tactical application of techniques required for brushing, limbing, bucking, and falling trees. This course will also cover the development of goals and skills required to secure a job in the natural resources field including job search, resume/cover letter development, interviewing and motivation. This course is also a seminar on workplace issues within natural resources addressing elements of leadership, communication skills, work ethic, human behavior of individuals and groups, team building and dynamics, decision-making along with rating and evaluation, supervision skills of controlling work force and conflict resolution.

# FACULTY AND ADMINISTRATION

*Numbers in parenthesis indicate year of appointment at Reedley College.*

Chang, Darrel (2022)

Mechanized Agriculture

A.S., Reedley College

B.S., University of Colorado, Colorado Springs

Faria, Arthur (2022)

Mechanized Agriculture

B.S., California State University Fresno

M.A.E., California Polytechnic

University San Luis Obispo

Luque Montes, Jaime (2022)

Flight Science

B.S., Aeronautical Science, Honduras

Defense University

Aviation Leadership Program, USAF

Maccaro, Marisa (2022)

Philosophy

M.A. Georgia State University

Peters, Nathan (2022)

Automotive Technology

A.S., Reedley College

Shoemaker, David M. (2022)

Counselor/Coordinator, Transfer and Articulation

Shults, Kurt (2022)

Physics

B.S., M.S., California State

University, Fresno