

# **General Information**

## **Philosophy**

Humphreys College is devoted to providing effective instruction and related learning experiences to students. The College views itself primarily as a teaching institution. Its founder College believed that any sound program must be concerned first with meeting the educational needs of the individual student and, second, with ensuring the program (for most students) contains elements of general and occupational education. The College has maintained this simple philosophy throughout its long service to the community.

Although Humphreys is a small college, it seeks to serve both general and occupational objectives. Accordingly, the College has sought ways to keep classes small, to offer some instruction on an individualized basis, to maintain a close relationship between faculty and students, to provide a significant introduction to general education for students who seek specialized occupational objectives, and conversely, to provide an appreciation of occupational goals for students who pursue general educational objectives.

## **Mission Statement**

The mission of Humphreys College is to prepare students for careers in law, business, government and human services. The College seeks to provide quality education, training and retraining to meet the changing needs of persons from diverse ethnic, cultural, economic and educational backgrounds, using current technology and state-of-the-art methods.

Undergraduate programs are designed to provide career-oriented education grounded in the liberal arts tradition and primarily geared toward enhancing students' life skills. The School of Law offers a course of study intended to instill in its students an understanding of law as well as analytical skills developed through a combination of scholastic and practical training.

## **History**

Humphreys College dates its founding in the fall term of 1896, when John R. Humphreys, Sr., assumed academic administration of the Stockton Business College, Normal School, and Telegraphic Institute. There are scattered records and some graduating class pictures in the files of the College dating back to 1875. The College has been in continuous service to the central San Joaquin Valley since that time, making it the first institution of higher education in the area. The philosophy and objectives of its founder have remained with the College, remaining a small, independent college dedicated to post-secondary education and serving the educational needs of its students and the community.

In 1937 the founder of the College died and his son, John R. Humphreys, Jr., who had assumed academic administration of the College in 1934, became the second President. The name of the College changed several times since its inception, becoming known as "Humphreys College" on July 25, 1947, when it was reorganized and incorporated as a nonprofit educational corporation under the California Education Code. Under this corporate charter and related bylaws, Humphreys College is held exclusively for educational purposes by a Board of Trustees whose membership consists of alumni, educators, distinguished citizens, and friends of the College. It is provided that one voting Trustee be a member of the Humphreys family, which had provided the funds and manpower to establish Humphreys College as a nonprofit, independent institution.

In 1950 the Trustees established a non-accredited, four-year night law school. Shortly thereafter, a law school campus was established in Fresno, but this campus no longer exists under Humphreys College control. In 1973, the Trustees took the first steps toward accreditation of the law school by the Committee of Bar Examiners of the California State Bar. This accreditation was granted in August of 1983.

In 1965 the Trustees provided funds for the construction of a new academic building in north Stockton, with the campus moving to its current location in 1966. In 1974 construction was started on the student center, the student housing complex, and recreational facilities.

In 1972 the College was accredited by the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges.

In June of 1992 the College was accredited by the Accrediting Commission for Senior Colleges and Universities of WASC. Therefore, all certificates and degrees granted by the College (including the School of Law) are accredited.

In 1980 administration of the College was assumed by Robert G. Humphreys, grandson of the founder, upon the retirement of John R. Humphreys, Jr., thereby becoming the College's third President.

In 1987 Humphreys College began offering courses through Modesto Junior College, eventually establishing a campus in Modesto.

In 1991 the College purchased four buildings west of the Stockton campus student housing complex. Renovations of the buildings allowed the College to add new undergraduate and law libraries, classrooms, faculty offices, law school administrative offices, the Registrar's Office, study lounges, and conference room facilities.

The College again expanded its physical facilities in 2004 when it added two new buildings totaling approximately 24,000 square feet. The College's libraries were moved to a new library building which houses both the law and undergraduate libraries as well as administrative offices for the newly renamed Laurence Drivon School of Law. The classroom and office building added another eight classrooms to the College and includes

18 faculty offices, several administrative offices, and a student lounge. A large central courtyard provides an attractive location for students to sit and study outside and is used for commencement ceremonies.

Throughout its long history, the College has provided quality instruction at the post-secondary level. While kept current, the curriculum today is still clearly related to the curriculum as it was when the College was founded, focusing on both liberal arts and career preparation. The expansion of the College, both in Stockton and Modesto, shows the commitment Humphreys College has to the community and the growth of educational opportunities for all.

## **Accreditation**

Humphreys College is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges.

Additionally, the court reporting program is approved by the Court Reporters Board of California, and the Humphreys College Laurence Drivon School of Law is accredited by the Committee of Bar Examiners of the State Bar of California.

## **Associations**

Humphreys College is a member of the Association of Independent California Colleges and Universities, the National Association of Independent Colleges and Universities, the College Board, and the American Council on Education.

Humphreys College also participates in a number of academic and professional organizations, including the American Association of Academic Deans, the California, Bay Area, and National Court Reporters Associations, the California Business Education Association, Professional Secretaries International, the California and National Association of Student Financial Aid Administrators, the National Association of College and University Business Officers, the Pacific Association of Collegiate Registrars and Admission Officers, Reporting Association of Public Schools, and the Western Association of College Admission Counselors.

## **Campus Offerings**

All major programs, degrees, and certificates listed in this General Catalog are available at the Stockton campus.

Only certain major programs and certificates listed in this General Catalog are available at the Modesto campus. Baccalaureate degree programs are offered at the Stockton campus only. See an admission counselor for more information.

For information and policies pertaining to the Laurence Drivon School of Law, see the Humphreys College Law Bulletin.

## **Stockton Campus**

### **The Community**

Since its inception, Humphreys College has been a major community facility in Stockton and central California. Until 1924, it was the only institution of higher education in the area.

Most of Humphreys' students are from San Joaquin and the seven neighboring counties. Several students are from outside this valley, with a few from out of state and several foreign countries.

Stockton is a growing, vibrant city with a population of over 240,000. At the head of the great California Delta - a thousand miles of navigable waterways within a sixty-mile radius - Stockton provides the area with an international inland port and a variety of water activities. The ski slopes and lakes of the Sierra are only one to two hours to the east; San Francisco and the sunny beaches of Northern California are an hour and a half to the west; and the opportunity to study a major state legislature in operation at the state capital, Sacramento, is only forty-five minutes to the north. One of the world's most productive agricultural valleys surrounds the city of Stockton.

The weather in Stockton is mild and dry, with temperatures ranging from thirty degrees in the winter to one hundred degrees in the summer. The people of Stockton are active and friendly, and there is an abundance of community facilities within walking distance of the College: theaters, shopping centers, restaurants, banks, parks, churches, hospitals, other colleges, sports facilities, community centers, and public libraries.

### **Academic Facilities**

Humphreys College is located in north Stockton, about five miles from downtown. The College moved to this eight-acre campus from downtown Stockton in 1966. The campus is one block east of Pacific Avenue, a major thoroughfare in Stockton. Public transportation runs directly to the campus.

The main academic building houses several classrooms, computer labs, the bookstore, and administrative offices. The west campus is composed of four buildings, which housed libraries, classrooms, the law school, Registrar's Office, and faculty offices. Both the main and west campuses have outdoor courtyard areas with ample space for students to study, eat lunch, or gather with friends. Recently, the physical plant was expanded by approximately 24,000 square feet, consisting of two new buildings constructed on vacant land on the campus. The library building houses the law and undergraduate libraries as well as the administrative offices of Humphreys College Laurence Drivon School of Law. The classroom building includes eight classrooms, as well as 18 faculty offices, administrative offices, and a student lounge. A central courtyard provides an attractive place for students to gather and socialize outside and is served by a wireless Internet network.

The College's two libraries are major learning centers, not only for students and faculty, but also for alumni and the community. Extended hours of operation provide a convenient and easily accessible community resource. A branch of the Stockton Public Library is directly across the street from the College with a large general collection which is available to all students. Because of this proximity to the public library, the College does not attempt to duplicate its general holdings but rather is able to focus its own collection to support the College's curricula in liberal arts, accounting, business, computers, administrative management, and its legal disciplines: court reporting, paralegal studies, and law.

The College libraries' open stacks and reading area provide easy access to reference and circulating collections. Periodicals, cassettes, DVDs, and videos are available on request in the circulation area. Requests for interlibrary loan of monographs and periodicals, state, federal, and international government publications may be made at the reference desk.

The law library's collection, available on open stacks and online, exceeds the minimum set by the Committee of Bar Examiners. It provides primary source materials (federal and California codes, California administrative regulations, appellate and attorney general decisions, regional and state reporters) as well as secondary resources (national and California encyclopedias, digests and treatises) and over twenty major law periodicals. An in-depth collection of tax services is available for students and practitioners of accounting and law.

As part of a nonprofit educational entity, both libraries are eligible to receive gifts deductible by the donor on federal and state income tax returns.

## **Modesto Campus**

Humphreys College Modesto campus has excellent educational facilities located in north Modesto.

Facilities include classrooms, computer laboratories, faculty offices, a study lounge, and a reference library. College-operated housing is not provided in Modesto. Rooms and apartments are readily available throughout the community.

## **Non-Discrimination Policy**

Humphreys College does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, handicap, marital status, or age in the administration of its educational programs, admission policies, personnel matters, financial aid programs, and other such college-administered programs and activities.

Humphreys College welcomes to its student body, faculty, administration, staff, and persons from diverse backgrounds and believes that the educational process is thereby enriched. The College consciously strives to create a climate wherein all students,

faculty, administrators, and staff gain an awareness that comes from learning about and understanding the unique values and characteristics of cultures different from their own.

### **Reservation of Rights**

In preparing this catalog, Humphreys College has made every effort to ensure the accuracy and completeness of the information contained herein. The College reserves the right to add, amend, or repeal any information contained herein upon publication of such addition, amendment, or repeal.

# Admissions

## Admission Requirements

High school graduation or its equivalent is the only scholastic requirement for enrollment at Humphreys College. Students beyond compulsory school age who are not high school graduates may enroll, per the College's Ability to Benefit Policy, but these students may not receive degrees or certificates until high school graduation or its equivalent has been achieved. Facilities are available in the community for those who wish to obtain high school diplomas. An admission counselor should be consulted for information.

Students must submit official academic transcripts testifying to the nature and quality of educational efforts pursued in other schools and/or colleges.

All entering students are required to take placement examinations in English and mathematics to determine courses most appropriate for them, unless academic transcripts from other regionally accredited colleges clearly indicate the level of competency, as decided upon by the Registrar. Examination scores do not affect a student's admission status.

## Admission Office

The Admission Office provides the following:

- Pertinent information regarding the College, programs, admission requirements and services offered by the College
- Guidance and direction throughout the enrollment process
- Assistance with scheduling first-quarter classes

## Basic Steps for Admission and Enrollment

**Application:** Complete and submit an *Application for Admission* along with the required application fee of \$35. Please refer to the *Schedule of Tuition and Fees* for updated information regarding tuition costs and other educational expenses, including payment requirements and due dates.

**Financial Aid:** Complete a free *Application for Federal Student Aid (FAFSA)* for the appropriate award year(s) to determine eligibility for grants, work study, and student loans. Schedule an appointment with a financial aid officer for further information.

**High School Information:** Provide official transcripts or proof of GED completion. Send documents directly to Humphreys College, attention Registrar.

**Transfer Students:** Request and send official academic transcripts from all previously attended colleges and universities to Humphreys College, attention Registrar.

**Placement Test:** A placement examination must be taken, unless the student has successfully completed a college-level English and mathematics course with a grade of “C” or higher at another regionally accredited college or university. The results of the examination are used to determine the appropriate placement level in the areas of English and math. An admission counselor will schedule a time for you to take the placement exam if needed.

**Registration:** First-quarter classes are assigned by an admission counselor. Call to schedule an appointment at either campus:

- Stockton campus – (209) 478-0800
- Modesto campus – (209) 543-9411

## **When to Enroll**

A student may enroll at the beginning of any quarter. College quarters start approximately in late September and the first week of January, April, and July. For exact dates of term openings, see the College calendar. Pre-registration for classes is highly encouraged for all students so as to avoid class closures or materials shortages. Pre-registration dates and class schedules are published separately preceding each quarter.

Late enrollments are accepted through the second week of each quarter. Students enrolling late are responsible for contacting instructors to determine if assignments due in the first two weeks may be turned in for credit.

## **Ability to Benefit Policy**

This institution regularly admits only those applicants with high school diplomas, GED or high school equivalency tests.

Students who do not meet the above criteria may be admitted. It must be determined at the time of admission that these students have the ability to benefit from a course of instruction from this institution.

A student's ability to benefit is determined by the following procedure:

1. Administering the ACT ASSET Test. This exam covers reading, writing, computation, and elementary algebra.
2. The exam results are analyzed and interpreted, and, if needed, a course of developmental study is prepared for each student on an individual basis for no longer than a period of one academic year.
3. Developmental courses include all courses with numbers below 50.
4. Student progress is monitored closely each quarter by an advisor.

This institution reserves the right to determine a student's ability to benefit as determined by the Secretary of Education and published in the Federal Register.

Students may not receive degrees or certificates until high school graduation or its equivalent has been achieved.

## **International Students**

Humphreys College admits students from countries other than the United States. The faculty and staff believe that there are significant benefits to be gained from the intermingling of different cultures in the atmosphere of an educational institution. The small size of the College requires, however, that the number of international students which can be accepted for enrollment be limited. Students who determine that the College offers a program which can serve their needs are encouraged to inquire and make application at the earliest possible date.

The following documents must be on file before an application for enrollment of an international student can be considered:

1. Official academic transcripts of high school and previous college level education, evaluated by an approved international transcript evaluator.
2. A transcript of the TOEFL test with a score of at least 450, or a passing score on the Michigan Test (MTELP), or the obvious ability to communicate in English.
3. A letter of recommendation from someone who is not a family member.
4. A financial support statement indicating adequate financial resources to cover tuition, books and supplies, room and board, transportation, and any other expenses which might be incurred while a student at Humphreys College. Included with this statement should be letters of credit, bank statements and evidence of housing arrangements.
5. A completed application for enrollment and the application fee.
6. A signed copy of the "Requirements for Admittance as an International Student" form, which states:
  - o International students are accepted for a period of one academic year or more and must complete a minimum of 12 units each quarter. The College must, by law, notify the immigration authorities whenever a student is not enrolled as a full-time student (12 or more units).
  - o The applicant understands that Humphreys College has no medical or health facilities and the student understands and agrees to provide for his/her own health and accident care and insurance while in the United States.
  - o The applicant understands that if admitted, a deposit of one quarter's tuition must be paid before an I-20 form will be issued. The second quarter's tuition is payable prior to initial enrollment at Humphreys College but may be paid after arrival. The third and subsequent quarter's tuition must be paid prior to the beginning of each quarter. Pre-paid tuition will be refunded to students who do not enroll.
  - o If using Humphreys College housing, the first and last month's rent and a \$100.00 refundable cleaning deposit must be received before housing can be reserved for the applicant. (On-campus housing is not guaranteed for

the international student. Early application for housing is therefore advised.)

- o The applicant understands that this College has no programs which assist the international student financially. It is absolutely necessary that an applicant have sufficient funds to cover traveling, tuition and living expenses before applying to the College.

For more information, international students should speak with an admission counselor or the Registrar.

## **Veterans**

Humphreys College is approved under federal law for the training of veterans. Veterans whose entitlement under one act has expired may be eligible under another. Veteran's benefits may also be available to children and widows of (service related) deceased veterans under certain circumstances. Full information can be obtained from the Veterans Administration or the college Registrar's Office.

The College will conduct an evaluation of previous education and training, grant appropriate credit, shorten the duration of the program, and notify the Veterans Administration and student accordingly.

Veterans placed on academic probation will have their VA certification for education benefits interrupted if their academic progress remains below graduation requirements after three consecutive quarters.

Certification for VA benefits will not start again until their probationary status has been cancelled and students are restored to good standing.

1. Standard of Progress per CFR 21.4253
  - a. The grading system is defined under the heading of GRADES in this catalog.
  - b. The minimum grade or grade point average considered satisfactory is under ACADEMIC STATUS/SATISFACTORY PROGRESS in this catalog.
  - c. Probation is defined under ACADEMIC STATUS/SATISFACTORY PROGRESS in this catalog.
  - d. Students not achieving satisfactory progress are subject to dismissal, as described in ACADEMIC DISMISSAL in this catalog.
2. Attendance Policy

The College does not enforce a uniform rule as to the number of absences permitted. Refer to ATTENDANCE POLICY in this catalog.

## **Transfer Credit**

Eligible veterans must provide official academic transcripts of all prior colleges, universities, and training institutions. Refer to TRANSFER CREDIT/WORK EXPERIENCE policy in this catalog. The Registrar will then prepare an evaluation of credits and inform the student and the Veterans Administration as to the amount of credit allowed.

Credit will be allowed only for subjects related to the degree curriculum as outlined in the Humphreys College General Catalog and only for subjects completed with a grade of C- or better. Under special circumstances a student may receive up to four units of credit for previous work experience. Application for credit should be made through the student's academic chair.

More information can be obtained from the Veterans Administration or from the Registrar's Office.

## **Classification of Students**

All students of Humphreys College are classified by the Registrar. Regular students are those who have met all entrance requirements and are enrolled in courses at the College. They may be full-time or part-time students; they may pursue courses leading to the bachelor degree, the associate degree, or certificates; they may pursue continuing education programs; or their objectives may be occupational in nature.

The Registrar classifies regular students as Freshman, Sophomore, Junior, or Senior as follows:

- **FRESHMAN:** Students who have completed fewer than 45 quarter units.
- **SOPHOMORE:** Students who have completed at least 45 but fewer than 90 quarter units with a minimum grade point average of 2.0.
- **JUNIOR:** Students who have completed at least 90 but fewer than 135 quarter units with a minimum grade point average of 2.0.
- **SENIOR:** Students who have completed at least 135 quarter units with a minimum grade point average of 2.0.

## **Transfer Credit/Work Experience**

Students who wish to obtain credit for subjects taken at other regionally accredited colleges must furnish an official academic transcript. The Registrar will make an evaluation of credits and will inform the student as to the amount of credit allowed.

Credit will be allowed only for subjects related to the degree curriculum as outlined in the Humphreys College General Catalog and only for subjects completed with a grade of C- or better. Under special circumstances a student may receive up to eight units of elective

credit for previous work experience. Application for work experience credit is made through the academic chair of the student's major.

### **CLEP / DANTES / Advanced Placement (AP) Examination Policy**

Humphreys College will grant credit for the CLEP general and subject examinations, DANTES Subject Standardized Tests, and Advanced Placement (AP) examinations. A maximum of eight (8) quarter credit hours will be granted for each CLEP general examination where a score of 500 or more has been achieved. The minimum score for the English general examination taken between 1978 and April 1986 is 610. Credit for CLEP subject examinations will be given for scores at or above the 50th percentile. Credit for DANTES subject examinations will be given according to the American Council on Education Credit Recommendations. Advanced Placement (AP) examination scores of 3 or above will be granted credit. (See the Registrar for specific credit hours per examination.) A maximum of 45 quarter units will be granted toward a certificate or degree by means of CLEP subject and general examinations, DANTES Subject Standardized Tests, and Advanced Placement (AP) examinations.

# **Student Services**

## **Testing, Counseling, and Guidance**

The College provides counseling, testing, and guidance services. The College administers placement examinations in English and mathematics, as well as speed certification tests in keyboarding and shorthand. The placement examinations are used to determine the courses most appropriate for the student. Students with very low scores on the placement exams will be counseled into a program of remediation until college-level competency is achieved. All entering students are required to take the placement examinations unless academic transcripts from other regionally accredited colleges clearly indicate the level of competency, as decided upon by the Registrar.

An admission counselor first meets with the student to discuss courses of study and services of the College. Then the student may make an application for enrollment. After initial enrollment and registration with an admission counselor, the student is assigned an advisor by the academic chair of the student's major.

The advisor assists the student in planning a course of study during his/her stay at Humphreys College, evaluates the student's progress periodically, and assists with personal, educational and career planning problems. Admission counselors and advisors are available for consultation whenever the student feels a need for counseling, guidance, or advice.

## **Career Counseling and Placement**

Lifetime career counseling and job placement assistance is available to all students and graduates. The career placement counselor serves as liaison with employers throughout the area who seek full-time and part-time personnel. While Humphreys College does not guarantee students jobs, many employers use the services to seek qualified employees. The student must be enrolled at least one quarter and maintain satisfactory academic progress to be eligible for job placement services. The career placement counselor will help in developing job-seeking skills, such as resume writing, job search planning, and interview techniques. If at some future date a former student needs to find employment, career placement assistance is available at no charge.

## **Housing**

On-campus dormitory housing is available for a limited number of full-time students who maintain at least a 2.0 GPA. Early application for on-campus housing is advised. A listing of nearby off-campus housing can be obtained through the Admission Office.

Each on-campus apartment consists of two large bedrooms (13' x 24'), two bathrooms, a living room, kitchen, and dining area, with a maximum of four people living in each apartment. No co-educational housing is available except for family housing.

Students are responsible for providing their own bedding, towels, and cooking and eating utensils. A limited number of beds, desks, dressers, and chairs are available. The Housing Manager is ready to assist students with furniture needs when requested to do so well in advance of moving in.

If a student knows another student planning to enroll at Humphreys College, it is possible for the two students to room together (provided they are the same gender and space is available). Such requests are honored whenever possible.

Single students are assigned to housing facilities designated for either men or women. The Housing Manager assists students who come across conflicts in their living arrangements. Certain apartments are reserved for family housing.

The housing complex is a secure complex for the private use of Humphreys College students and is not open to the general public (except on special occasions specifically announced in advance by the College).

All students are responsible for the actions of their guests. Students who live in the on-campus housing are also responsible for abiding by the "College Housing Parietal Rules," published separately. See the Housing Manager for more information.

## **Student Activities**

While first attention is paid to studies, ample opportunity is afforded to the student for recreation and outside activity. Student organizations provide opportunities for social development, practice in leadership, recreational activities, and career networking.

The Humphreys College Student Council is the main student body organization with officers widely representative of the College's student population. The President, Vice President, Secretary, Treasurer and several representatives are elected each fall. They are responsible for promoting student activities and events on-campus and off-campus. Students must maintain a cumulative GPA of at least 2.5 to be eligible to run and remain on the Student Council.

## **Publications**

The College's "Quarterly News Bulletin" is published and distributed each quarter on campus and through the mail to students, faculty, staff, alumni, and friends of the College. Special interest stories, news of the College, alumni and student happenings, and special events are the focus of this publication.

The *Humphreys College Newsletter* is published and distributed periodically on campus to students, faculty, and staff. Administrative and academic policy changes are found in this publication.

The College maintains its web site at [www.humphreys.edu](http://www.humphreys.edu). The site provides links to college departments and their programs and services. A pictorial history of the college and other galleries provide an insider's view of the College and its culture. The web site also is the portal to the College's online course offerings.

## **Disabled Students**

Humphreys College welcomes students with disabilities and encourages any student with special needs to discuss them with an admission counselor.

The College has the following available for disabled students:

1. Academic and special needs counseling
2. Reserved parking spaces
3. Access ramps to campus buildings
4. Restroom facilities

Special accommodation will be made to meet the needs of disabled students within the resources available at the College.

## **Student Conduct**

Rules of conduct for students are few, but they are rigidly enforced. Humphreys College is an independent college for the benefit of those who are seriously interested in self-improvement, career preparation, or general education. It is the policy of the College to encourage both wholesome social life and serious study, with emphasis on the latter. However, a student who cares so much for social activity that he/she is not able to give adequate attention to academic objectives or the job of preparing for a career is encouraged not to enroll or continue at the College.

The administration cannot take messages for students or contact students while in class except in the event of an emergency.

The possession or use of alcoholic beverages, drugs or narcotics (including all types of marijuana), explosives, guns, hazardous material or any other weapons on or near the college premises is prohibited and is cause for immediate dismissal. Any other stated or determined infraction of conduct, including but not limited to disrespectful, intimidating, or harassing behavior toward another student, staff member, or faculty member, violation of the Honor Code, including plagiarism, is cause for dismissal.

## **Student Grievance Procedure**

The College provides an orderly procedure whereby any student who has a complaint or grievance may pursue satisfactory resolution of the particular problem or charge. Issues which may be the subject of a grievance proceeding may include, but are not necessarily limited to the following:

***Grievance:***

1. Alleged physical or verbal mistreatment by a member of the faculty, administration, staff, or another student
2. Grade challenge
3. Alleged sexual, gender, racial or ethnic harassment

***Complaint:***

Not all situations rise to the level of a grievance. Students who wish to file a complaint may do so by completing a Suggestion/Complaint Form and submitting it to the appropriate dean, as indicated on the form. At the discretion of the dean, a complaint may or may not trigger the hearing and appeal process described below.

In the case that a student wishes to appeal a grade, the Grade Challenge policy below should be used.

In the case of alleged sexual assault or harassment, see the policy regarding same below.

In any other case, the following procedure is to be followed:

1. Students are encouraged to seek a solution first by contacting the instructor, administrator, staff member or fellow student involved.
2. In the absence of a solution, or if this is not feasible for reason of privacy, safety, security, or personal welfare, a dean should be consulted. The dean will hear the grievance and attempt to present a solution agreeable to both parties. This will be accomplished within five business days of hearing of the problem. If a dean is the subject of the complaint, the problem should be presented to another dean.
3. If the grievance remains unresolved after five days, the problem must be presented in writing to the appropriate dean by completing a Suggestion/Complaint form. Final resolution will rest with a committee consisting of a faculty member, the dean, and a member of the administrative staff appointed by the dean. The committee will render its decision within five business days of the receipt by the dean of the written complaint.
4. If the decision of this committee is not acceptable to both the student and the accused, the student has the right to request a hearing as follows:
  - a. The student must request a hearing in writing. This request is to be made to the dean.
  - b. The same committee as in #3 will hear the challenge unless there is an obvious conflict of interest. In the event of a conflict of interest, or if the student wishes to replace any or all of the committee members, a new committee member or members will be selected by the dean to serve on the hearing committee. In this case, the time frame mentioned in #3 above will be extended to ten business days.
  - c. The student may bring witnesses who are able to attest to the charges on the student's behalf.

- d. The student may present evidence relevant to the charge.
- e. The student may be accompanied by a support person throughout the hearing. The support person may be a fellow student, faculty member or member of the administrative staff. The support person may not be an attorney or family member. The support person does not have the right to speak during the hearing.
- f. If both parties agree, the accused will be present and will have the opportunity to respond and present a defense to the charges. If both parties do not agree, then the accused will have to opportunity to present a defense privately.
- g. The committee will render a decision within five working days of the hearing. The decision of the hearing committee will be final.

## **Grade Challenge**

If a student believes her/his course grade was calculated in error or was awarded with disregard to graded assignments, the student may pursue the following steps to challenge the course grade.

1. The student should contact the instructor and ask for an explanation of how the grade was determined.
2. If the student is not satisfied with the instructor's explanation, the student should communicate in writing that he/she wishes to challenge the grade. The written document should be sent to the instructor's academic chair and should clearly specify in what way or ways the course grade is presumed to be in error. This written request may be sent by email. If, on the other hand, the instructor agrees the grade was awarded in error, the instructor should complete the Change of Grade form in the Registrar's Office.
3. Once in possession of the student's request for challenge, the academic chair should contact the instructor and request a detailed accounting, in writing, of how the student's grade was determined. The academic chair should also have in hand the syllabus for the course.
4. Once in possession of the documentation, the academic chair should review the documents to see if there is clear evidence suggesting the grade should be changed. If so, the academic chair should pursue a grade change through the instructor. If there is no clear evidence suggesting a grade change, the academic chair should communicate in writing to the student that there appears to be no clear evidence suggesting the need for a change in grade. As a part of this communication, the academic chair should inform the student that she/he may request in writing through the academic chair a review of the challenge by a committee.
5. If the student requests a committee review, the academic chair should forward the request and all documentation to the Dean of Instruction.
6. The Dean of Instruction will appoint an academic chair and two faculty members to review the documentation and to make a recommendation as to the challenge. The academic chair will act as chair of the committee. The committee will report,

in writing, its recommendation to the Dean of Instruction. The committee will also forward all documentation to the dean.

7. Unless there is clear reason to reject the committee's recommendation, the dean will accept it and communicate it to the student and instructor.

## **Sexual Harassment and Assault**

Humphreys College is committed to offering a safe environment that promotes the furthering of higher education. Unfortunately, no educational institution can guarantee that no crime will occur.

Therefore, in accordance with California Education Code Section 94385, the following policy has been adopted in the event sexual assault, sexual battery, or sexual harassment occurs on the campus or at events sponsored by the College.

It is of primary importance to provide assistance to victims and witnesses of these offenses. The College strongly recommends immediate reporting of sexual assault, battery, or harassment, or any other crime, to law enforcement authorities and to the College's administration. Immediate reporting will increase the likelihood of apprehending the perpetrator and in deterring additional assaults.

### ***Definition of Sexual Assault***

For the purposes of this policy, "Sexual Assault" includes rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Further, for purposes of this policy, rape includes two persons engaged in an act of sexual intercourse that is against the will of one of the people or sexual intercourse when one person is incapable of giving consent. Victims may be male or female.

Rape: the sexual penetration of the victim's vagina, mouth, or rectum without their consent. Rape involves penetration with the use of force or fear or threat of force or fear, or with an individual who is unconscious or physically powerless to give consent; or with a person who is otherwise incapable of giving consent, including situations where the individual is under the influence of alcohol or drugs and this condition was or should have reasonably been known to the offender.

Sexual battery: consists of unwanted and sexually offensive contact with an intimate body part of another person. Battery includes situations in which the accused engages in such contact with another person's body while the person is incapable of giving consent or resisting due to alcohol or drugs.

### ***Definition of Sexual Harassment***

Unwelcome sexual advances or unwelcome requests for sexual favors. Other unwelcome verbal or physical behavior of a sexual nature where submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment. It

also includes conduct in which submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare. Also, conduct which has the purpose or effect of unreasonably interfering with and individual's welfare, academic, resident life or creates an intimidating, hostile or offensive educational, living or working environment.

Conduct that would constitute sexual harassment includes, but is not necessarily limited to: verbal conduct such as epithets, derogatory comments or slurs; visual displays such as derogatory or offensive posters, drawings or images; unwanted touching, blocking normal movement, interfering with study, work or activities; threats, demands to submit to sexual requests; retaliation for opposing, reporting or threatening to report harassment of or participating in related investigation, proceeding, or hearing.

Consent: Consent is deemed NOT to have been freely given if an individual is intoxicated from alcohol, under the influence of any drug or other controlled substance, has lost consciousness, is asleep, is in shock, is in fear of assault, feels threatened, is not eighteen years of age, has not been given an opportunity to consent, has acted or spoken in a manner indicating that he/she refused to consent. Silence or refusal to respond does not constitute consent.

### ***Procedures for Victims***

#### **Notification of Authorities**

If possible, the victim or witness should immediately report the incident to the police. The quickest and most efficient way is to dial 911. Trained specialists are on duty 24 hours a day to dispatch the emergency care necessary whether it be paramedics, police, or both.

A victim or witness of sexual assault should remember that safety is of utmost importance; therefore, a victim or witness should first go to a safe place. Once in a safe place, the police should be called immediately.

When reporting sexual assault or battery, stay as calm as possible and do not hang up until the authorities have all necessary information. The reporter of a sexual assault should give:

- I. Name and telephone number (of telephone from which call is made).
- II. Address and location where the victim or witness is located. The same information should be given for the location of the assault.
- III. The crime being reported and a brief statement of what has occurred.
- IV. Suspect information
  - a. Is the suspect's location known or has the suspect fled?
  - b. If the suspect has fled, in which direction last headed.
  - c. Description of the suspect:
    1. Male or female

2. Race
  3. Approximate age
  4. Height
  5. Weight
  6. Hair color
  7. Eye color
  8. Description of clothing
- d. If the suspect fled by vehicle
1. Type of vehicle
  2. Color of vehicle
  3. License plate number - even if partial
  4. In which direction vehicle was going

After calling the proper authorities, victims or witnesses should take extreme care to preserve all physical evidence. Clothing worn by the victim at the time of the assault must be saved. The area where the assault occurred must not be disturbed.

### **Notification of College Administration**

Humphreys College administration should also be notified immediately that a sexual assault or battery has occurred. The victim should seek assistance and information from any available member of the administration or faculty. Assistance includes transportation to medical facilities, notifying police, or paramedics, or both.

Unless directed by the assault victim not to report the assault, the College will report the assault to the authorities. The College will honor the decision of an assault victim, but believes strongly that any sexual assault must be reported as soon as possible. The College will report immediately, where in the best judgment of the administration, reporting is necessary to safeguard the victim or other individuals. The College will preserve to the utmost extent possible the privacy of the victim.

In the case of sexual harassment, the victim may pursue a formal complaint by filing a grievance under the College's Student Grievance Procedure. Students may elect not to file a report of any kind. However, it is important to understand that if they discuss such an incident with any College official, who would include any administrator or faculty member, the College is obliged by the Clery Act to investigate and keep and report records of the incident.

### **Location of Telephones**

Victims and witnesses of an assault can make emergency calls from telephones located on the College premises. Telephones are located in the administrative offices and in the College library. All offices are typically open Monday through Friday from 8:00 a.m. to 7:00 p.m.

## **Available Services**

A list of available services is available in the office of the Dean of Administration. Upon notification of the administration, a list of all services will automatically be given to any victim of sexual assault.

## **Confidentiality**

Any report of sexual assault will be kept in strictest confidence. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to the Dean of Administration. The dean shall have sole access to the file which will include information about events that have occurred and all future action that transpires.

In order to assure confidentiality for the victim, all procedures for case management, including keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal, will be the responsibility of the dean.

The staff of the College will be instructed about the importance of strictest confidentiality.

No information will be released without the express consent of the victim, except upon court order. Should the College receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena.

Absent legal incapacity, the information will not be released to the victim's family.

## **Academic Impact of Assault**

Every effort possible will be afforded the victim of an assault in relation to any academic difficulties that may arise as a result of the assault. The victim may discuss the options available with the Dean of Administration. These may include (but are not limited to) a leave of absence, tutoring or extensions of time for completion of courses. Appropriate assistance will be determined by the dean in consultation with the student.

## **Legal Recourse by Victim of Sexual Assault**

### **Criminal Action:**

The victim of an assault will receive information about any criminal prosecution against the person committing the assault. A sample crime report will be kept on file at the College and will be given to the student.

### **Civil Action:**

Each victim will be informed that civil action can be instituted against the perpetrator of an assault. The victim will be advised to seek counsel, whether private or through legal services available to the victim of an assault.

A list of telephone numbers for available legal services is maintained by the Dean of Administration.

### **Available Services**

#### ***Police***

Emergency contact number: 911

Non-Emergency police: (209) 937-8377

#### ***Medical Services***

County Hospital: (209) 468-6000

Emergency: (209) 468-6300

Dameron Hospital: (209) 944-5550

St. Joseph's Hospital: (209) 943-2000

#### ***Other Services***

Women's Center Sexual Assault Helpline: (209) 465-4997

Rape, Abuse, and Incest National Network: 1-800-656-HOPE

Sanctuary Crisis Line: 1-800-548-5222

### **Substance Abuse Referral Program**

Humphreys College is devoted to providing effective instruction and related learning experiences and to supporting the intellectual, cultural, and economic life of the community. We believe that it is in the best interest of the faculty, staff, students, and the community to enforce a policy of discouraging and prohibiting the use and abuse of controlled substances on the campus and maintaining a drug-free work place and learning environment.

The College prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance on its property. As a condition of employment in the case

of employees, or enrollment in the case of students, it is required to abide by the College policy concerning a drug-free work place and learning environment. Employees and students are required to notify the College of any criminal drug statute conviction for a violation occurring on the campus no longer than five (5) days after such conviction, as required by the Drug-Free Work Place Act of 1988, 34 CFR Par 87, Subpart F, and the Drug-Free Schools and Campuses Act, 34 CFR Part 86.

Students and employees found in violation of this policy are subject to various sanctions including dismissal from the College. Copies of the substance abuse program and policy are distributed annually to all students and employees. Anyone who has not yet received a copy can obtain one from the Registrar's Office.

Any student in need of counseling is encouraged to contact the student services counselor or the Dean of Administration. All contacts are held in strict confidence. No student or employee should fear negative academic, economic, or other ramifications arising out of seeking assistance.

# **Expenses**

## **Tuition and Fees**

A detailed "Schedule of Tuition and Fees," published separately, can be obtained from the Admission Office or Fiscal Office.

## **Refund Policy**

Refunds of tuition will be made in accordance with the schedule below. The amount of the refund will be computed as of the last date of attendance.

1. On or before Friday of the second week of scheduled classes 100%
2. After the Friday of the second week of scheduled classes, but on or before the Friday of the third week 50%
3. After the Friday of the third week of scheduled classes but on or before Friday of the sixth week of scheduled classes 25%

No refunds will be made after the beginning of the seventh (7th) week of classes. Seminars and workshops for which no units or grade is awarded are not eligible for any refund.

## **First Time Students Refund Policy**

Students attending Humphreys College for the first time will, for charges made in the first quarter only, receive a pro-rata refund up to and including the closing of business on Friday of the seventh week of regularly scheduled classes. Refunds will be computed on a daily basis using the last date of attendance. No refunds will be made after the seventh week.

# Financial Aid

## Overview

The purpose of financial aid at Humphreys College is to assist students who, because of financial constraints, might not otherwise have the resources to pursue a college education in their chosen fields. A student's financial need is determined by the difference between the total cost of attending Humphreys College and the contribution the student and/or his or her family is expected to make toward this cost. The total cost of attending Humphreys College includes tuition and fees, room and board, books and supplies, personal expenses, and transportation.

In order to determine if a student qualifies for financial aid, his or her income and asset information must be processed according to a Department of Education needs analysis calculation. Financial aid is available to U.S. citizens and eligible non-citizens.

Humphreys College helps to provide financial aid assistance for students who are recent graduates of high school, transfers from another post-secondary institution, re-entry students, and students who are admitted on the basis of demonstrated ability to benefit.

Humphreys College maintains a varied financial assistance program in order to meet the needs of all students. The College's institutional eligibility to administer Title IV funds (financial aid) extends to all of the programs listed in our catalog that lead to a degree or certificate. This includes the Humphreys College Laurence Drivon School of Law.

The Free Application for Federal Financial Aid (FAFSA) is the all-purpose application for most of this financial assistance. The FAFSA and more detailed information about application procedures, deadlines, and eligibility may be obtained from the Financial Aid Office. The FAFSA is also available in the Admission Office.

## Transfer Students

All transfer students must have a Financial Aid Transcript completed by any previously attended post-secondary institution. This form must be completed for each institution attended, whether or not financial aid was received at the institution, and the completed forms must be sent to Humphreys College before the student will be considered for aid.

## College Budgets

Humphreys College uses information provided by the California Student Aid Commission to determine the student costs of attendance (STUDENT EXPENSE BUDGET). The student expense budget takes into consideration the following items:

1. Tuition and fees
2. Room and board

3. Transportation
4. Personal and miscellaneous expenses
5. Living expenses
6. Dependent care, if applicable (must be documented by the student)

## **Federal and State Assistance**

Federal and state assistance for all students who have not yet earned a bachelor degree includes:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Cal Grants, A, B, & C
- Federal College Work Study\*
- Federal Stafford Loans\*
- Federal Unsubsidized Stafford Loan\*
- Federal PLUS Loan\*

\* Programs that apply to students who have already earned a bachelor degree.

**Federal Pell Grants** are available from the federal government for needy students. Students fill out the current application form to determine eligibility.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** provide federal funds supplemented by funds from Humphreys College. Students are selected for FSEOG's on the basis of high financial need, satisfactory academic status, and low family contribution.

Students must complete a financial aid application to be considered by the Financial Aid Office for this grant. Grants are awarded beginning with the summer quarter of the current academic year. FSEOG funds are disbursed over four (4) quarters (summer, fall, winter, and spring) each academic year.

**California Grants.** Students must be residents of California to apply for Cal Grants. Students may apply for all three grants available, but they may accept only one. The deadline for applications is usually in the first week of March preceding the award year for which the grants are awarded.

**Cal Grant A** provides assistance to students from low and middle income families. In order to be eligible, students must be enrolled on at least a half-time basis in a program of at least two years in length.

Applicants qualify on the basis of their grade-point average and their financial need. Determination of the student's need is the first step in being considered for a Cal Grant A. Grants are then awarded by grade-point average rank to applicants demonstrating financial need until the number of grants authorized by law is

reached. The grade-point average cut-off varies from year-to-year and is difficult to predict.

**Cal Grant B** is intended to assist high potential students from low income and disadvantaged backgrounds. This grant is available to eligible students enrolled on at least a half-time basis in a program of at least one year in length. Selection is based on low income, disadvantaged background, and a personal evaluation of the student's goals. Initial grant recipients receive awards for tuition and fees as well as for living allowances.

**Cal Grant C** provides assistance for vocationally oriented students rather than the academically oriented students. It is designed to provide training in manpower-short areas. Applicants with financial need are ranked according to their aptitudes as determined by a specific selection process, and awards are given to those with the highest scores. They are evaluated based on grade-point average, questions about their background, experience, and future goals.

**Federal Work Study (FWS)** provides federal funds for student employment which are supplemented by funds from Humphreys College. Students must demonstrate financial need and must be enrolled for at least six units in order to be eligible for FWS. Money is earned hourly and is paid directly to the student semi-monthly. FWS employment may be used as means of helping to finance a student's education or career objectives. Interested and eligible students should contact the Financial Aid Office for an application.

**Federal Family Education Loan Programs** include need based loans (Federal Stafford Loans) and non-need based loans (Federal Unsubsidized Stafford Loans, and Federal Plus Loans). Details are available from the Financial Aid Office.

## **Financial Aid Refunds**

Humphreys College is required to calculate a refund for all financial aid recipients who withdraw within the refund period.

Any refund calculated must be returned first to the Title IV programs. The amount of refund returned to a Title IV program may not exceed the amount that the student received from that program for the enrollment period.

The refund distribution as prescribed by law and regulation must be allocated in the following order:

1. Federal SLS loan
2. Unsubsidized Federal Stafford Loan Program
3. Subsidized Federal Stafford Loan Program
4. Federal PLUS Loan Program
5. Unsubsidized Federal Direct Stafford Loan
6. Subsidized Federal Direct Stafford Loan

7. Federal Direct PLUS Loan Program
8. Federal Perkins Loan Program
9. Federal Pell Grant Program
10. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
11. Any other federal, state, private, or institutional aid
12. The student

Loan amounts returned may include any applicable origination and insurance fees.

## **Counseling**

Humphreys College has counselors available to answer questions and assist with financial aid applications. For students who are interested in student loans, entrance/exit counseling is required.

## **Satisfactory Progress**

In order for students to receive and maintain eligibility for financial aid, they must maintain satisfactory progress. Students who do not maintain satisfactory progress will be in jeopardy of losing any and all financial aid they may be receiving. See policy on Academic Status/Satisfactory Progress under Academic Information and Policies in this catalog.

## **Scholarships**

The following scholarships are available to Humphreys College students:

- **Bockman Scholarship:** Awarded to an advanced student to complete a degree.
- **Humphreys College Scholarship:** Awarded to academically promising incoming minority students by discretion of the Board of Trustees.
- **John R. Humphreys Jr. Memorial Scholarship:** Awarded to a student in need of financial assistance to complete his or her program.
- **Len Sipe Alumni Scholarship:** Awarded to a financially needy student who is active in College activities.
- **Ronald M. Guntert, Sr. Scholarship:** Awarded to a student studying business administration.
- **Ardith Harrison Scholarship:** Awarded to a student pursuing an associate or bachelor degree.
- **Faculty Scholarship:** Awarded to a current student based on criteria established by the undergraduate faculty.
- **Gregory Victor Vaughn Memorial Scholarship:** Awarded to academically promising students from the Institute of Business, Management, and Law Charter High School.
- **Jerry Medina Memorial Scholarship:** Awarded to a needy student from the Institute of Business, Management, and Law Charter High School pursuing an associate or bachelor degree.

- **Maria Stahl Court Reporting Scholarship:** Awarded to a student who demonstrates excellence, persistence and dedication in court reporting studies, especially through adversity.

# **Academic Information and Policies**

## **Honor System**

Humphreys College students subscribe to a personal honor code whereby they neither offer nor accept assistance during testing sessions.

Plagiarism is not condoned or excused. Term papers, research reports and essays are expected to be the individual work of the student. References and sources of information should be identified and accurately documented within the body of any written work.

Violation of the honor code or plagiarism is cause for dismissal.

## **Credit**

The unit of credit for Humphreys College is the standard *quarter* hour. One unit of credit represents the work assigned in one quarter (approximately 12 weeks) in a class meeting for one class period a week for lecture or class discussion and performing two hours of assigned preparation or laboratory work. One unit of credit is also given for two to three class periods of supervised laboratory work per week for one quarter.

From another viewpoint, the standard *quarter* hour represents the amount of proficiency acquired by an average student in approximately 36 hours of concentrated study, including classroom, laboratory, and preparation. The standard *quarter* hour credit is arithmetically related to the semester-hour credit in the ratio that 3 is related to 2. Thus, a *quarter* unit equals two-thirds a semester unit.

## **Load Limit**

Students enrolled for 12 or more units per quarter are considered full-time students. The normal unit load per quarter is 16 units. In some instances, the student may register for 18 units or more with permission of the Dean of Instruction and after evaluation of the student's previous academic record and transcripts.

## **Academic Calendar/Class Times**

The College's academic calendar is based on a quarter system, with each quarter lasting approximately twelve weeks. Quarters start at the end of September, and the first week of January, April, and July.

The hours of attendance vary with the individual student's program. Classes offered during the day meet either on Mondays, Wednesdays, and Fridays (MWF) or on Tuesdays and Thursdays (TTH). Classes on the MWF format meet for one hour and twenty minutes on those days. Classes on the TTH format meet for two hours and five minutes on those days. Day classes start as early as 8:15 a.m. and as late as 4:00 p.m.

Classes offered during the evening meet one night a week. Evening classes are offered on Mondays, Tuesdays, Wednesdays, Thursdays, and sometimes Fridays. A limited number of Saturday morning classes is offered. Evening and Saturday classes meet for three hours and thirty minutes. Start and end times of classes do vary; for complete information, pick up a copy of the quarterly class schedule in the Admission or Faculty offices.

Vacations are scheduled each academic year, usually with two weeks at the end of the fall and spring quarters, and one week at the end of the winter and summer quarters. Other holidays include Veterans Day, two days at Thanksgiving, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, and Labor Day.

For exact dates of term openings, vacations, and holidays, see the College Calendar.

## **Attendance Policy**

Regular attendance in class and laboratory sessions is an obligation which the student assumes at the time of enrollment. By being absent, the student misses both the content of the session and the continuity of the course.

There is no uniform College rule as to the number of absences permitted. These standards are set periodically for each academic discipline in terms of the needs of the subject matter. When a student's failure to attend class makes it evident to the instructor that the student cannot successfully complete the course, the instructor may advise the student to drop the class.

When a department does not invoke, in writing, a specific attendance policy for his/her discipline, the following rule may be used as a guide: a student may be counseled to drop from class whenever his/her total absences from class equals twice the number of hours the class meets in one week.

## **Grades**

- A:** Excellent (4 grade points)
- B:** Above Average (3 grade points)
- C:** Average (2 grade points)
- D:** Passing but Below Average (1 grade point)
- F:** Failure (0 grade points)

**INC:** An Incomplete may be issued at the discretion of the instructor if the student has satisfactorily completed a minimum of 75% of the required work for the course and is otherwise passing. An INC must be made up by the end of the 5th week of the quarter immediately following the quarter in which it was received (including the summer quarter). Otherwise, it will automatically turn into an F at that time.

**IP:** (In Progress) A grade of IP may be issued only for machine and keyboarding courses. Work for the quarter is proceeding satisfactorily, at a grade level of "C" or

better, but competency/skill requirements for the course have not been completed. A student receiving a grade of IP should enroll for, and pay tuition for, the same course in the next quarter. When all requirements for the course have been completed, the IP grade will be replaced by a letter grade which will appear on the transcript in the quarter in which the class was completed. IP grades in the completed class in all previous quarters will remain but will not affect Cumulative Grade Point Average (CGPA). A student may not receive more than two IP grades for a course without the express written approval of the academic chair and the Dean of Instruction.

**W:** Withdrawal from class

**NG:** No grade issued

Grades may be modified by plus (+) or minus (-). However, these indicators are for the student's information only and do not influence the grade point average.

### **Dean's List**

The College publishes a Dean's List at the completion of each quarter. Every student who achieves a 3.5 grade-point average while completing at least 12 units with no incompletes for the quarter will be included on this list. Students receiving a grade of IP are eligible for the Dean's List. A progress grade will be issued along with the IP which will be used to determine eligibility.

### **Campus Designation**

Students who begin classes at Humphreys Stockton Campus will be designated a Stockton student. Students who begin classes at Humphreys College Modesto Campus will be designated a Modesto student. These designations will continue until one of the following occurs:

- A Modesto student notifies the Registrar in writing of his/her intent to transfer to Stockton.
- A Modesto student accumulates 100 quarter units. In this case, the student will be automatically designated a Stockton student.
- A Stockton student, with fewer than 100 units, may transfer to Modesto by informing the Registrar of his/her intent to do so. But after 100 units, he/she will be re-designated as a Stockton student.

### **Academic Probation**

A student who is a candidate for a certificate or degree must maintain a satisfactory standard of scholarship. A student will be placed on academic probation when the GPA for a term or cumulative GPA falls below 2.0.

Receiving an INC or NG grade may cause a student to be placed on academic probation. Contact the Registrar for details.

A student will remain on academic probation until both his/her current and cumulative GPA are above 2.0.

A student who is on academic probation may not enroll for more than 16 units without the written approval of the Dean of Instruction.

## **Academic Status/Satisfactory Progress**

### **Satisfactory Progress**

Federal regulations require that a student make Satisfactory Academic Progress in order to remain eligible for financial aid. Satisfactory Progress consists of a qualitative component and a quantitative component. The qualitative component means that a student must maintain a grade point average consistent with the timely completion of his/her stated degree/program objective. The quantitative component means that a student must make progress toward the degree/program objective by completing a minimum of two-thirds (67%) of units attempted.

The student will lose eligibility for financial aid whenever:

1. His/her ratio of units completed to units attempted, falls below two-thirds ( $2/3$  or .67). Quantitative progress will be evaluated for all students annually at the end of the spring quarter.
2. He/she is excluded from the College, as decided by the Academic Policies Committee, for failure to maintain a 2.0 grade point average. Students on academic probation will be evaluated every quarter and are subject to dismissal if they fail to raise their GPA to a minimum of 2.0

In addition, a student must be making academic progress consistent with meeting graduation requirements. This means that a student's grade point average must meet the following requirements depending on number of units completed:

0-45 Units Completed: cumulative GPA must be between 1.50 and 1.99  
46-90 Units Completed: cumulative GPA must be between 1.80 and 1.99  
91-135 Units Completed: cumulative GPA must be between 1.95 and 1.99  
More than 135 Units Completed: cumulative GPA must be 2.00 or greater

Students not meeting these requirements are subject to dismissal and will lose eligibility for financial aid.

Further, a student makes Unsatisfactory Progress when he/she has been on probation for two consecutive terms.

If you are not sure of your status regarding units completed, GPA, or anything else related to your financial aid eligibility, please contact the Registrar's Office or the Financial Aid Office.

### **Maximum Time Frame**

Federal financial aid regulations require that all institutions participating in financial aid programs, set a maximum time frame, or number of units, in which a student is expected to complete the requirements for his/her degree/major. Humphreys College has chosen to define this time frame in terms of the number of units required for completion of the degree or major.

Students will be eligible for financial aid benefits for a maximum number of attempted units as follows:

Bachelor degree	270
Associate degree	135
Four-quarter certificate	96
Three-quarter certificate	72
Two-quarter certificate	48
Paralegal Certificate	48
Court Reporting Certificate	169

Units for which the grade of IP is issued will be considered as completed as long as the qualitative part of the grade is "C" or above. Units transferred from another institution will be counted as units attempted and will be included in the unit count.

If you are enrolled in an associate degree program and have accumulated more than 135 units, you will no longer be eligible for financial aid as long as your degree objective remains an associate degree. Many students continue beyond the associate degree in pursuit of a bachelor degree but neglect to change their degree objective formally from associate to bachelor. If this is the case, you must change your degree objective in order to continue receiving financial aid. This must be done as soon as possible as your financial aid cannot be processed until this change is made. Changes in degree/program objective are made in the Registrar's Office.

### **Academic Dismissal**

Students who have made unsatisfactory progress may be dismissed from the College and may lose eligibility for financial aid. The determination regarding dismissal shall be made by the Academic Policies Committee according to the sections titled "Academic Probation" and "Academic Status/Satisfactory Progress" in this catalog. Determinations regarding financial aid shall be made by the Financial Aid Office. Once dismissed from school, a student must wait at least one full quarter before he/she may be readmitted.

Students who have been dismissed from school for reasons of unsatisfactory scholarship may be readmitted on probation after one full quarter if, in the appropriate College committee's opinion, there is sufficient evidence that the reasons for unsatisfactory scholarship have been removed and that the student is able to benefit from further study. Petition for reinstatement must be made in writing to the Dean of Instruction. Students who are readmitted after being excluded from school will be admitted on probation and must maintain at least a 2.0 grade point average in order to continue.

In order to re-establish eligibility for financial aid, students readmitted after academic dismissal must first complete one quarter of full-time study with a grade point average of 2.0 or above.

Students who make unsatisfactory progress but who are not dismissed from the College must complete at least one quarter of full-time study with a current grade point average of 2.0 or above in order to have financial aid eligibility reinstated.

Students may appeal any decisions made by the College regarding academic status, academic probation, satisfactory progress, or academic dismissal from the College. Appeal is made by submitting to the Registrar a written description of the actions taken by the College which the student wishes to have reconsidered. All such appeals are considered by the appropriate College committee within thirty (30) days from receipt of the appeal. If the decision of the appropriate College committee is not satisfactory to the student, the student may appeal to the Dean of Instruction who will convene a committee consisting of the Dean, Registrar, and one faculty member appointed by the Dean. The decision of this committee will be final. (In the case of financial aid eligibility, the Financial Aid Director will also be on the committee.)

### **Withdrawal from Course(s)**

A student may withdraw from regular courses prior to the end of the second week of a quarter without notation being placed on the permanent academic record. After the second and before the end of the seventh week, a student may withdraw from a course or courses but will receive a notation of W next to each course. After the seventh week, a grade of A, B, C, D, F, or INC, will be recorded if the student has not formally withdrawn from class.

To withdraw from a class, a student must obtain a Change of Schedule Request form from the Admission, Fiscal, or Registrar's offices, have it signed by his/her academic advisor, and file it with the Registrar's Office. If a student stops attending class, it is the student's responsibility to drop the class officially. Instructors will not automatically drop a student from a class for non-attendance. Students who withdraw or terminate class attendance without filing such a form will possibly incur academic penalties (such as failing one or more classes).

While instructors are requested to inform the Registrar of students who have absences or have not been attending, they do not have the authority to withdraw a student from a

class, and such notification does not constitute withdrawal. A signed withdrawal form submitted from the student to the Registrar's office is the only way that a withdrawal can be effected. No other process will be accepted as an official withdrawal for tuition or grade adjustments.

### **Medical Withdrawals**

Students who drop out of school for medical reasons must submit a signed note from a doctor stating that the student must drop out of school. This note must be accompanied by the completed Change of Schedule form and be submitted to the Registrar's Office. In this case, all tuition will be refunded and the academic transcript will be cleared of any classes that quarter. This must be done during the quarter in which the student drops out of class. Adjustments to financial and academic records *will not* be made retroactively after the end of the quarter in which the student drops.

If you find it necessary to drop, *do not* rely on a counselor or instructor to do it for you. They are not authorized to take this action for you. You must notify the Registrar's Office yourself. If you are too sick or injured to do this, the Registrar will be glad to help.

### **Late Registration/Adding a Class**

Courses of study may be changed, new classes may be added, and new enrollments accepted through the end of the second week of the quarter.

### **Repeating a Class**

A student may repeat a class for which he/she has already received credit for the purpose of obtaining a better grade or better understanding of the subject matter. However, the grade and units for the class will be those of the highest grade, and the units for a class will be applied only once.

### **Prerequisites**

Prerequisites must be completed with a grade of "C-" or better in order to enroll in a course having a prerequisite.

### **Developmental Courses**

A student may enroll for credit in a developmental course in mathematics or English (numbered 0-49) only if required by placement exam scores. If a student is failing or has failed a college-level advanced course, it is recommended that he or she audit the developmental course in the same subject area, if available, to improve proficiency in the subject area.

## **Audits**

An "audit" means that the course is being taken for no credit. No assignments will be expected of "auditors" and no grade will be issued.

If a student has not taken a subject at Humphreys College and wishes to audit for no credit, the regular tuition charge applies. If a student wishes to audit a subject in which he/she has previously received a grade other than INC and for which he/she has paid full tuition, no additional tuition will be charged if the student is regularly enrolled for an equal or greater number of units. Audits will not be allowed in classes in which the student has received an IP grade. When all classes are on an audit basis, one half of the regular tuition is charged with a minimum charge of four units. See the Registrar for more information.

## **Transcripts and Grade Reports**

The first transcript is provided at no charge; thereafter, a small fee for this service is charged per transcript. No transcript, certificate, diploma or degree will be issued when there is an unpaid balance due and payable to the College

Official transcripts of record will be sent to employers, colleges, and other institutions only upon written request by the student. A small fee for this service is charged. (See Schedule of Tuition and Fees, published separately.)

The official record, from which transcripts are prepared, contains a notation of any certificates or degrees conferred upon the student.

Grade reports are mailed to students showing the grade for work done by the student for each quarter.

## **Privacy Act/Student Records**

Students at Humphreys College are guaranteed certain rights regarding school records and information provided to the College by the Family Education Rights and Privacy Act of 1974.

These rights include:

1. The right to inspect and review official school records
2. The right to challenge the correctness of these records
3. The right of controlled access and release of information

The College may release to third parties certain directory information such as name, address, telephone number, class, and date of attendance. A student may restrict or prevent access to this information by any third party by requesting in writing that the Registrar not release this information.

These rights are designed to protect the privacy of all students. Official school records are kept in the Registrar's Office. Additional information on how to exercise these rights may be obtained from the Registrar.

## **Graduation and Commencement**

Students pursuing the Associate in Science, Associate in Arts, Bachelor of Science or Bachelor of Arts degree should apply to the Registrar for graduation no later than the first week of the quarter preceding the quarter in which they intend to graduate (i.e., the first week of the winter quarter if planning to graduate at the end of the spring quarter). The application form may be obtained from the Registrar's Office. Upon receipt of the application, the Registrar will make a graduation checkout and inform the student in writing of the courses and the number of units necessary to be completed in order to satisfy the requirements for the degree. Upon satisfactory completion of the requirements, the student is eligible to graduate.

Students who fail to make timely application run the risk of needing specific courses for graduation which may not be scheduled again until after graduation.

Diplomas are issued only once a year, at the end of the spring quarter. A student who completes degree requirements in the fall, summer, or winter quarter and who needs documentation to that effect pending receipt of the diploma may obtain a transcript upon request to the Registrar.

Commencement exercises are usually conducted in the evening of the last Friday of the spring quarter. See the College Calendar for the exact date.

# Degrees and Certificates

## DEGREES OFFERED

	<b>Bachelor Degrees</b>	<b>Associate Degrees</b>
<b>Accounting</b>	B.S.	A.A., A.S.
<b>Administrative Management</b>	B.S.	
<b>Administrative Support Management</b>		A.A., A.S.
<b>Business Management</b>	B.S.	A.A., A.S.
<b>Community Studies</b>	B.S.	
<b>Computer Management Information Systems</b>	B.S.	A.A., A.S.
<b>Court Reporting</b>	B.S.	A.A., A.S.
<b>Early Childhood Education</b>	B.A.	A.A.
<b>Liberal Studies</b>	B.A.	A.A.
<b>Paralegal Studies</b>	B.A.	

B.S. – Bachelor of Science  
 B.A. – Bachelor of Arts  
 A.A. – Associate in Arts  
 A.S. – Associate in Science

## CERTIFICATES OFFERED

	<b>Length</b>
<b>Administrative Management</b>	4 quarters
<b>Administrative Support Update</b>	4 quarters
<b>Computerized Accounting Clerk</b>	4 quarters
<b>Court Reporting</b>	12+ quarters
<b>Executive Admin. Assistant</b> (Administrative, Legal, and Medical)	4 quarters
<b>Medical Transcription</b>	4 quarters
<b>Paralegal</b>	4* quarters

+ Time may vary depending upon individual student ability and motivation.

\* Time assumes that the student takes two classes per quarter. Certain prerequisites exist.

Note: All major programs, degrees, and certificates are offered at the Stockton Campus. Not all major programs, degrees, and certificates are offered at the Modesto Campus. See an admission counselor for more information.

## Requirements for the Bachelor Degree

The bachelor degree will be awarded to the student who completes the following requirements:

1. High school graduation or the equivalent.
2. A minimum of 181 quarter units of baccalaureate-level courses (course number 100 or above) with a cumulative grade-point average of 2.0 or better. Developmental or vocational units (course number 99 or less) do not apply toward the bachelor degree.
3. A minimum of 60 quarter units of upper-division courses (course number 200 or above).
4. A minimum of 56 quarter units with a GPA of 2.0 or greater, in a baccalaureate degree major program, 28 of which are upper-division courses.
5. A minimum of 73 quarter units in general education, other than subjects in the major. Of these 73 units, the following College-wide minimum requirements must be completed:
  - A. Communications (12 units)
  - B. Social Sciences (20 units) of which 8 units must include:
    - American Institutions (4 units)
    - U.S. History (4 units)
  - C. Humanities (12 units)
  - D. Mathematics and Natural Sciences (13 units) of which 9 units must include:
    - a mathematics elective (4 units)
    - a natural science elective with lab (5 units)
6. Residency: A candidate for the bachelor degree must complete a minimum of 36 quarter units of study at Humphreys College, of which the final 16 units for the degree must be earned at Humphreys College.

## Requirements for the Associate Degree

The associate degree will be awarded to the student who completes the following requirements:

1. High school graduation or the equivalent.
2. A minimum of 90 quarter units with a cumulative grade-point average of 2.0 or better.
3. A minimum of 30 quarter units in an associate degree major program with a GPA of 2.0 or greater.
4. ASSOCIATE IN ARTS DEGREE: A minimum of 56 quarter units in general education, other than subjects in the major. Developmental courses do not apply toward the associate in arts degree. The general education requirements are:
  - A. Communications (12 units) which must include:
    - Written Communications
    - Advanced Written Communications or Intensive Grammar

- Oral Communications
- B. Social Sciences (20 units) of which 8 units must include:
  - American Institutions (4 units)
  - U.S. History (4 units)
- C. Humanities (12 units)
- D. Mathematics and Natural Sciences (12 units) of which 8 units must include:
  - a mathematics elective (4 units)
  - a natural science elective (4 units)

ASSOCIATE IN SCIENCE DEGREE: A minimum of 24 quarter units in general education, other than subjects in the major. Developmental courses do apply toward the associate in science degree as follows: English developmental courses only as electives; mathematics developmental courses as electives or as the mathematics requirement. The general education requirements are:

- E. Communications (8 units) which must include:
    - Written Communications
    - Advanced Written Communications or Intensive Grammar or Oral Communications
  - F. Social Sciences (8 units) of which 4 units must include:
    - American Institutions (4 units)
  - G. Humanities (4 units)
  - H. Mathematics or Natural Sciences (4 units)
5. Residency: One year as a full-time student or two years as a part-time student.

## Minors

A minor at Humphreys College is an ensemble of required courses that provide a solid grounding in a discipline other than, but not necessarily unrelated to, the major.

Students who choose to complete a minor must follow these regulations:

1. At least half the units making up the minor must be taken at Humphreys College
2. A student must have at least a 2.00 grade point average in the minor
3. Courses may satisfy both a major and a minor requirement when there is an overlap
4. A minor may be awarded only in conjunction with a baccalaureate degree
5. A separate application for a minor must be filed at the time the application for graduation is submitted to the Registrar's Office
6. Minimum of 20 units, 12 of which must be upper division

A maximum of four lower-division and four upper-division general education units may fulfill both the general education requirements and the minor requirements.

## **Double Majors**

Students who wish to earn a degree with a double major must determine which is the primary major and satisfy the general education requirements for the degree of that major. The other major is considered the secondary major. All prerequisites and requirements for both majors must be met, including a minimum of 60 upper-division units in each major. Each department must approve all double majors.

## **General Education Component**

Students who are working toward the baccalaureate and associate degrees at Humphreys College are required to complete a general education component, which is in keeping with the philosophy of the founder of the College who believed that a broad education in the liberal arts was an important complement to the occupational skills that many students seek at this College. This general education component is comprised of courses in the areas of communications, social and behavioral sciences, humanities, natural science, and mathematics.

In the area of communications, students will take courses designed to build competencies in reading and writing, and they will be able to develop an ease and effectiveness in oral communication as well. These essential skills, accompanied by practice in critical thinking, will enhance the students' abilities in the study of culture and in the transmission of that culture as well as assisting in the acquisition of knowledge in all areas of the liberal arts.

In the humanities students will be exposed to the great philosophical, religious, and literary traditions of the world's civilizations. While all courses will emphasize the importance of the rational aspects of human beings and their mental processes, it is hoped that students will also--by studying the fine arts and other subjects in the humanities--develop an appreciation for the great expressions of the human spirit.

The social and behavioral sciences are designed to help students acquire the knowledge and understanding of their own behavior as individuals and as part of their society, ethnic group, heritage, and world. The study of history of the United States and that of other parts of the world will provide students with knowledge of events, factual information, and further practice in critical thinking and analysis.

The natural sciences and mathematics should enable students to learn to solve problems, acquire analytical skills, gain knowledge of the physical, and develop a true spirit of inquiry. These qualities, we believe, will—along with the other liberal arts—strengthen life-long habits of learning and the continued acquisition of knowledge about the world and themselves.

## Course Numbering System

Each course number includes a prefix up to four letters and a number for identification. The prefixes indicate the department or academic discipline of the course.

**ACCT** Accounting  
**ADM** Administrative Management  
**AM** Art and Music  
**CAT** Computer-Aided Transcription  
**CMIS** Computer Management Information Systems  
**CR** Court Reporting  
**CS** Community Studies  
**ECE** Early Childhood Education  
**ECON** Economics  
**ENGL** English  
**HIST** History  
**HUM** Humanities  
**LEGA** Paralegal  
**LIT** Literature  
**MATH** Mathematics  
**MGT** Management  
**MS** Machine Shorthand  
**PHIL** Philosophy  
**PS** Political Science  
**PSY** Psychology  
**REL** Religion  
**SCI** Science (Natural)  
**SOC** Sociology  
**SOSC** Social Sciences  
**SPAN** Spanish

The numerical portion of the course number indicates the level of the course as follows:

**0 - 49** Developmental  
**50 - 99** Vocational  
**100 - 199** Lower division - baccalaureate level  
**200 - 299** Upper division - baccalaureate level

Humphreys College has established articulation agreements with several local colleges relating to the transferability of credit and welcomes the opportunity to establish these

agreements with other colleges. The decision to accept transfer credit is that of the receiving institution and Humphreys College does not guarantee the transferability of any course except those that have been specifically articulated.

## **Department of Business**

The mission of the Business Department is to provide educational opportunities compatible with business needs. By the time of graduation, the student will have a strong grasp of ethics, a global perspective, and the ability to examine business issues from the viewpoint of multiple disciplines. The emphasis of the course of study is on learning the content of the field, external management, analytical skills, problem solving and analysis in a technological world. There are three majors in the Business Department: Accounting, Business Management, and Computer Management Information Systems.

### **Accounting**

The Accounting program provides students with the educational requirements in accounting theory, practice, and auditing in preparation for a career as a Certified Public Accountant (CPA) or a financial/management accountant in business.

#### **Bachelor of Science Degree in Accounting (181 units)**

This major is for students who desire accounting careers which require tools that enable them to make financial decisions. Students can use this degree program to prepare for the Certified Public Accountant (CPA) examination and other mid-level or higher financial positions. It also has a strong liberal arts component to enhance students' communications skills.

A graduate from this program will be able to:

- Develop the skills to research and comprehend generally accepted accounting principles and theory
- Gain a working knowledge of the application of computer software to enhance accounting processes and to solve accounting problems
- Understand the application of audit processes relevant to business contexts
- Develop the skills to research and decipher corporate and individual tax law
- Gain the knowledge to prepare, analyze, and communicate financial statements and information
- Identify and enhance internal business and accounting controls of information systems
- Develop an ethical perspective of the accounting profession

- Understand the dynamics of economics and how they affect business environments
- Identify the types, structures, functions, and interrelationships of large and small businesses and the laws that govern them
- **GENERAL EDUCATION REQUIREMENTS (73 units)**
  - **Communications (16 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 110 Oral Communications
    - ENGL 201 Report Writing
  - **Social and Behavioral Sciences (24 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - ECON 101 Economics I
    - ECON 102 Economics II
    - Select one of the following:
      - PS 105 Modern World Issues
      - HIST 110 History of Western Civilization I
      - HIST 111 History of Western Civilization II
      - HIST 112 History of Western Civilization III
      - HIST 120 Modern Asian History
    - Upper-Division Social and Behavioral Sciences Elective
  - **Humanities (16 units)**
    - Select two of the following:
      - AM 101 Art & Music Appreciation
      - PHIL 101 Introduction to Philosophy
      - REL 101 Great Religions of the World
      - LIT 101 Introduction to Literature
      - SPAN 101 Elementary Spanish I
    - Upper-Division Humanities Elective
    - Humanities Elective
  - **Math and Science (17 units)**
    - MATH 101 College Mathematics
    - MATH 120 Statistics
    - MATH 210 Quantitative Methods
    - Science Elective with a Lab (5 units)
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (52 units)**
  - **Lower Division (32 units)**
    - ACCT 101 Accounting I
    - ACCT 102 Accounting II
    - ACCT 103 Accounting III

- ADM 120 Computer Applications
- CMIS 101 Introduction to Management Information Systems
- MATH 110 Calculus
- MGT 105 Business Management
- MGT 120 Business Law I
- **Upper Division (20 units)**
  - ECON 201 Intermediate Economics
  - ACCT 230 Accounting Information Systems
  - MGT 220 Organizational Behavior
  - MGT 270 Financial Management I
  - MGT 285 Integrated Analysis
- **ACCOUNTING REQUIREMENTS (40 units)**
  - **Lower Division (8 units)**
    - ACCT 150 Computerized Accounting I
    - ACCT 151 Computerized Accounting II
  - **Upper Division (32 units)**
    - ACCT 201 Intermediate Accounting I
    - ACCT 202 Intermediate Accounting II
    - ACCT 220 Taxes I
    - ACCT 221 Taxes II
    - ACCT 240 Auditing I
    - ACCT 250 Cost Accounting I
    - MGT 280 Business Law II
    - MGT 295 International Business
- **FREE ELECTIVES (16 units)\***
  - \*For the CPA-bound student, these electives should be:
    - ACCT 203 Intermediate Accounting III
    - ACCT 241 Auditing II
    - ACCT 210 Advanced Accounting I
    - Select one of the following:
      - ACCT 211 Advanced Accounting II
      - ACCT 251 Cost Accounting II
      - CMIS 250 Operating Systems

### **Associate in Arts Degree in Accounting (96 units)**

The Associate in Arts degree in accounting is designed to form the general education and basic accounting foundation for the student who desires a degree at the two-year level, but who may desire to continue for the bachelor degree at Humphreys College or transfer to another college or university.

- **GENERAL EDUCATION REQUIREMENTS (56 units)**
  - **Communications (12 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 110 Oral Communications

- **Social and Behavioral Sciences (20 units)**
  - PS 101 American Institutions
  - Select one of the following:
    - HIST 101 U.S. History I
    - HIST 102 U.S. History II
    - HIST 103 U.S. History III
  - Electives: (12 units)
- **Humanities Electives (12 units)**
- **Math and Science (12 units)**
  - MATH 101 College Mathematics
  - Select one of the following:
    - MATH 120 Statistics
    - MATH 110 Calculus
  - Science Elective
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (24 units)**
  - ACCT 101 Accounting I
  - ACCT 102 Accounting II
  - ADM 120 Computer Applications
  - ACCT 110 Payroll Accounting and Credit Management
  - MGT 105 Business Management
  - MGT 150 Personal Financial Management
- **ACCOUNTING REQUIREMENTS (16 units)**
  - ACCT 103 Accounting III
  - ACCT 150 Computerized Accounting I
  - ACCT 151 Computerized Accounting II
  - MGT 120 Business Law I

### **Associate in Science Degree in Accounting (92 units)**

The Associate in Science degree in Accounting is designed for the student who is occupationally oriented and who does not plan to continue beyond the associate degree. It consists of fewer liberal arts subjects, leaving more units to specialize in the technical and vocational aspects of the accounting profession.

- **GENERAL EDUCATION REQUIREMENTS (24 units)**
  - **Communications (8 units)**
    - ENGL 101 Written Communications
    - Select one of the following:
      - ENGL 102 Advanced Written Communications
      - ENGL 110 Oral Communications
  - **Social and Behavioral Sciences (8 units)**
    - PS 101 American Institutions
    - Elective
  - **Humanities Elective (4 units)**
  - **Math or Science Elective (4 units)**
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (28 units)**

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ADM 120 Computer Applications
- ADM 134 Spreadsheets
- ACCT 110 Payroll Accounting and Credit Management
- MGT 105 Business Management
- MGT 150 Personal Financial Management
- **ACCOUNTING REQUIREMENTS (16 units)**
  - ACCT 103 Accounting III
  - ACCT 150 Computerized Accounting I
  - ACCT 151 Computerized Accounting II
  - MGT 120 Business Law I
- **FREE ELECTIVES (24 units)**

# **Business Administration**

The program in Business Administration has been developed to provide the student with the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, accounting, financial management, marketing, management consulting, entrepreneurship, and general management.

## **Bachelor of Science Degree in Business Administration (181 units)**

This program is for students who desire a career in business administration as a mid-level or higher executive or as an entrepreneur. It is designed to give students a broad exposure to the functional areas of business, including operations, marketing, finance, and accounting. In addition, students select one of three concentrations: 1) Management; 2) Management Information Systems; or 3) Accounting. Each concentration includes seven specific courses to give students a more in-depth exposure to each particular topic area. The Accounting concentration is designed for students who want to study accounting, but do not want to take the Certified Public Accountant examination. The Business Administration program also has a strong liberal arts component to enhance students' communications skills.

A graduate from this program will be able to:

- Identify the types, structures, functions, and interrelationships of large and small businesses and the laws that govern them
- Develop an ethical perspective of business
- Understand the dynamics of economics and how they affect business environments
- Develop organizational skills to manage small business environments and the interrelationships among people
- Gain a working knowledge of business planning, accounting and finance
- Develop analytical skills necessary to analyze business results
- Understand the global implications of business
- Gain a working knowledge of the use of technology in the business environment
- Develop skills in marketing and advertising in business

- **GENERAL EDUCATION REQUIREMENTS (73 units)**
  - **Communications (16 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 110 Oral Communications
    - ENGL 201 Report Writing
  - **Social and Behavioral Sciences (24 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - ECON 101 Economics I
    - ECON 102 Economics II
    - Select one of the following:
      - PS 105 Modern World Issues
      - HIST 110 History of Western Civilization I
      - HIST 111 History of Western Civilization II
      - HIST 112 History of Western Civilization III
      - HIST 120 Modern Asian History
    - Upper-Division Social and Behavioral Sciences Elective
  - **Humanities (16 units)**
    - Select two of the following
      - AM 101 Art & Music Appreciation
      - PHIL 101 Introduction to Philosophy
      - REL 101 Great Religions of the World
      - LIT 101 Introduction to Literature
      - SPAN 101 Elementary Spanish I
    - Upper-Division Humanities Elective
    - Humanities Elective
  - **Math and Science (17 units)**
    - MATH 101 College Mathematics
    - MATH 120 Statistics
    - MATH 210 Quantitative Methods
    - Science Elective with a Lab (5 units)
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (52 units)**
  - **Lower Division (32 units)**
    - ACCT 101 Accounting I
    - ACCT 102 Accounting II
    - ACCT 103 Accounting III
    - ADM 120 Computer Applications
    - CMIS 101 Introduction to Management Information Systems
    - MATH 110 Calculus
    - MGT 105 Business Management
    - MGT 120 Business Law I

- **Upper Division (20 units)**
  - MGT 220 Organizational Behavior
  - MGT 245 Operations Management
  - MGT 270 Financial Management I
  - MGT 285 Integrated Analysis
  - MGT 290 Current Concepts and Ethics
- **FREE ELECTIVES (28 units)**

**In addition to the above courses, Bachelor of Science in Business Administration majors must choose one of the following concentrations:**

- **MANAGEMENT (28 units)**
  - MGT 215 Public Relations
  - MGT 230 Human Resources Management
  - MGT 255 Small Business Management
  - MGT 260 Principles of Marketing
  - MGT 275 Money and Banking
  - MGT 280 Business Law II
  - MGT 295 International Business
- **MANAGEMENT INFORMATION SYSTEMS (MIS) (28 units)**
  - CMIS 150 Information Systems
  - CMIS 180 Internet Web-page Design and Java Programming
  - CMIS 222 Management Information Systems
  - CMIS 224 Systems Analysis, Design and Implementation
  - CMIS 240 Database Management Systems
  - CMIS 270 Decision Support Systems
  - CMIS 277 E-Business Using the Internet
- **ACCOUNTING (28 units)**
  - ACCT 201 Intermediate Accounting I
  - ACCT 202 Intermediate Accounting II
  - ACCT 203 Intermediate Accounting III
  - ACCT 220 Taxes I
  - ACCT 230 Accounting Information Systems
  - ACCT 240 Auditing I
  - ACCT 250 Cost Accounting I

### **Associate in Arts Degree in Business Administration (96 units)**

The Associate in Arts degree in Business Administration is designed to form the general education and basic management foundation for the student who desires a degree at the two-year level, but who may wish to continue for the bachelor degree at Humphreys College or transfer to another college or university.

- **GENERAL EDUCATION REQUIREMENTS (56 units)**
  - **Communications (12 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 110 Oral Communications
  - **Social and Behavioral Sciences (20 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - Electives: (12 units)
  - **Humanities Electives (12 units)**
  - **Math and Science (12 units)**
    - MATH 101 College Mathematics
    - Select on of the following:
      - MATH 120 Statistics
      - MATH 110 Calculus
    - Science Elective
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (24 units)**
  - ACCT 101 Accounting I
  - ACCT 102 Accounting II
  - ADM 120 Computer Applications
  - CMIS 101 Introduction to Management Information Systems
  - MGT 105 Business Management
  - MGT 150 Personal Financial Management
- **BUSINESS ADMINISTRATION REQUIREMENTS (16 units)**
  - ACCT 110 Payroll Accounting and Credit Management
  - MGT 120 Business Law I
  - MGT 130 Salesmanship
  - MGT 140 Supervisory Management

### **Associate in Science Degree in Business Administration (92 units)**

The Associate in Science degree in Business Administration is designed for the student who is occupationally oriented and who does not plan to continue on beyond the associate degree. It consists of fewer liberal arts subjects, leaving more units to specialize in the technical and vocational aspects of business management as well as pursue other academic or occupational interests.

- **GENERAL EDUCATION REQUIREMENTS (24 units)**
  - **Communications (8 units)**
    - ENGL 101 Written Communications
    - Select one of the following:
      - ENGL 102 Advanced Written Communications
      - ENGL 110 Oral Communications

- **Social and Behavioral Sciences (8 units)**
  - PS 101 American Institutions
  - Elective
- **Humanities Elective (4 units)**
- **Math or Science Elective (4 units)**
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (28 units)**
  - ACCT 101 Accounting I
  - ACCT 102 Accounting II
  - ADM 120 Computer Applications
  - CMIS 101 Introduction to Management Information Systems
  - ADM 134 Spreadsheets
  - MGT 105 Business Management
  - MGT 150 Personal Financial Management
- **BUSINESS ADMINISTRATION REQUIREMENTS (16 units)**
  - ACCT 110 Payroll Accounting and Credit Management
  - MGT 120 Business Law I
  - MGT 130 Salesmanship
  - MGT 140 Supervisory Management
- **FREE ELECTIVES (24 units)**

# Computer Management Information Systems

This program has been developed to prepare the manager with an understanding of the relationship and interaction between computers and other sources of information and the users of information. This program is designed to educate the individual who seeks to advance in a management position that includes responsibility over information technology. It is planned for the student who wishes to become knowledgeable in the computer field for management, accounting, and statistical purposes. The program is formulated for students who already have achieved technological competency and now aspire to seek or enhance a management position.

## Bachelor of Science Degree in Computer Management Information Systems (181 units)

This program is designed for students who desire a mid-level or higher career in managing information technology. It focuses more on management of information systems rather than technical competency. It also has a strong liberal arts component to enhance students' communications skills.

- **GENERAL EDUCATION REQUIREMENTS (73 units)**
  - **Communications (16 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 110 Oral Communications
    - ENGL 201 Report Writing
  - **Social and Behavioral Sciences (24 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - ECON 101 Economics I
    - ECON 102 Economics II
    - Select one of the following:
      - PS 105 Modern World Issues
      - HIST 110 History of Western Civilization I
      - HIST 111 History of Western Civilization II
      - HIST 112 History of Western Civilization III
      - HIST 120 Modern Asian History
    - Upper-Division Social and Behavioral Sciences Elective
  - **Humanities (16 units)**
    - Select two of the following
      - AM 101 Art & Music Appreciation
      - PHIL 101 Introduction to Philosophy
      - REL 101 Great Religions of the World
      - LIT 101 Introduction to Literature

- SPAN 101 Elementary Spanish I
    - Upper-Division Humanities Elective
    - Humanities Elective
  - **Math and Science (17 units)**
    - MATH 101 College Mathematics
    - MATH 120 Statistics
    - MATH 210 Quantitative Methods
    - Science Elective with a Lab (5 units)
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (52 units)**
  - **Lower Division (32 units)**
    - ACCT 101 Accounting I
    - ACCT 102 Accounting II
    - ACCT 103 Accounting III
    - ADM 120 Microsoft Computer Applications
    - CMIS 101 Introduction to Management Information Systems
    - MATH 110 Calculus
    - MGT 105 Business Management
    - MGT 120 Business Law I
  - **Upper Division (20 units)**
    - ECON 201 Intermediate Economics
    - CMIS 222 Management Information Systems
    - MGT 220 Organizational Behavior
    - MGT 270 Financial Management I
    - MGT 285 Integrated Analysis
- **COMPUTER MANAGEMENT INFORMATION SYSTEMS REQUIREMENTS (36 units)**
  - **Lower Division (12 units)**
    - CMIS 120 Computer Logic Concepts
    - CMIS 175 Networking Essentials
    - A Course in Programming
  - **Upper Division (24 units)**
    - CMIS 224 Systems Analysis, Design and Implementation
    - CMIS 235 Computer Installation Management
    - CMIS 240 Database Management Systems
    - CMIS 250 Operating Systems
    - CMIS Electives (8 units)
- **FREE ELECTIVES (20 units)**

### **Associate in Arts Degree in Computer Management Information Systems (96 units)**

The Associate in Arts degree in Computer Management Information Systems is designed to form the general education and basic computer science background for the student who desires a degree at the two year level, but who may wish to continue for the bachelor degree at Humphreys College or transfer to another college or university.

- **GENERAL EDUCATION REQUIREMENTS (56 units)**
  - **Communications (12 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 110 Oral Communications
  - **Social and Behavioral Sciences (20 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - Electives (12 units)
  - **Humanities Electives (12 units)**
  - **Math and Science (12 units)**
    - MATH 101 College Mathematics
    - Select one of the following:
      - MATH 120 Statistics
      - MATH 110 Calculus
    - Science Elective
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (24 units)**
  - ACCT 101 Accounting I
  - ACCT 102 Accounting II
  - ADM 120 Microsoft Computer Applications
  - CMIS 101 Introduction to Management Information Systems
  - MGT 105 Business Management
  - MGT 150 Personal Financial Management
- **COMPUTER MANAGEMENT MAJOR REQUIREMENTS (16 units)**
  - CMIS 120 Computer Logic
  - CMIS 150 Information Systems
  - CMIS 160 Managing and Maintaining the Personal Computer
  - A course in programming

## **Associate in Science Degree in Computer Management Information Systems (92 units)**

The Associate in Science degree in Computer Management Information Systems is designed for the student who is occupationally oriented and who does not plan to continue on beyond the associate degree. It contains fewer liberal arts subjects, leaving more units to specialize in the technical and vocational aspects of computer information systems, or to pursue other academic or occupational interests.

- **GENERAL EDUCATION REQUIREMENTS (24 units)**
  - **Communications (8 units)**
    - ENGL 101 Written Communications
    - Select one of the following:
      - ENGL 102 Advanced Written Communications

- ENGL 110 Oral Communications
  - **Social and Behavioral Sciences (8 units)**
    - PS 101 American Institutions
    - Elective
  - **Humanities Elective (4 units)**
  - **Math or Science Elective (4 units)**
- **BUSINESS DEPARTMENT CORE REQUIREMENTS (28 units)**
  - ACCT 101 Accounting I
  - ACCT 102 Accounting II
  - ADM 120 Microsoft Computer Applications
  - CMIS 101 Introduction to Management Information Systems
  - CMIS 150 Information Systems
  - MGT 105 Business Management
  - MGT 150 Personal Financial Management
- **COMPUTER MANAGEMENT REQUIREMENTS (24 units)**
  - CMIS 120 Computer Logic
  - CMIS 160 Managing and Maintaining the Personal Computer
  - CMIS 175 Networking Essentials
  - A course in programming
  - CMIS Electives: (8 Units)
- **FREE ELECTIVES (16 units)**

## **Minor in Business Administration**

The minor is open to students not majoring in any field within the Business Department. The minor provides two types of exposure to the field of business for non-business majors. The first objective of the minor in business administration is to provide a broad, non-specialized exposure to business, which may offer entry-level employment skills for a wide range of jobs. The second objective is to provide a basic understanding of the nature and scope of business operations.

### **Curricula and Requirements in the Minor (32 Units)**

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- CMIS 101 Introduction to Computer Management Information Systems
- MGT 105 Business Management
- MGT 260 Principles of Marketing
- MGT 270 Financial Management
- ECON 102 Economics II
- Upper-Division Management Elective

# Courses in the Department of Business

## ACCOUNTING

### ACCT 40 Basic Accounting, 4 units

A basic introduction to accounting principles and procedures. The course uses practical applications for illustration of accounting principles. The course emphasizes learning step-by-step procedures and teaches students the ability to handle numbers, follow specific procedures, and succeed in problem-solving situations. It is designed for students who do not meet the requirements for ACCT 101.

### ACCT 101 Accounting I, 4 units

Prerequisite: Passing score on the numerical portion of the placement exam or passing Accounting 40 with a grade of “C” or better and passing scores on both the English writing and reading placement examinations.

An introductory study of the accounting principles and procedures applied to the entire accounting cycle for a single proprietorship. The course includes the use of the books of original entry, subsidiary ledgers, general ledgers, and work sheets in preparing income statements and the balance sheet. Also included is the analysis of various accounts such as inventory and merchandising, cash and internal control, and accounts and notes receivable.

### ACCT 102 Accounting II, 4 units

Prerequisite: ACCT 101.

This course continues the analysis of various accounts as plant assets and intangible assets, current liabilities, and payroll accounting. Accounting for partnerships and corporations is introduced as well as the statement of cash flows. Financial-statements analysis is also emphasized.

### ACCT 103 Accounting III, 4 units

Prerequisite: ACCT 102.

An introduction to management and responsibility-center accounting. This course emphasizes the master budget, cost-volume-profit relationships, job order and process costing, and activity-based costing. Flexible budgets and standards costs are introduced as methods for cost planning and control.

### ACCT 110 Payroll Accounting and Credit Management, 4 units

Prerequisites: ACCT 101, ADM 120.

This course includes an in-depth study of payroll accounting and its practical application to business, including payroll taxes, payroll tax forms, and filing requirements. It also includes an introduction to credit and collection management, including commercial credit, factors of credit risk, sources of information, and analysis of credit reports.

ACCT 150 Computerized Accounting I, 4 units

Prerequisite: ACCT 102 or concurrent enrollment, ADM 120.

An introductory course designed to employ the computer in recording, processing, and reporting accounting information. This course uses a specific computerized accounting software package.

ACCT 151 Computerized Accounting II, 4 units

Prerequisite: ACCT 102 or concurrent enrollment, ADM 120.

An introductory course designed to employ the computer in recording, processing, and reporting accounting information. This course uses a different computerized accounting software package than the one used in ACCT 150.

ACCT 201 Intermediate Accounting I, 4 units

Prerequisite: ACCT 102, ADM 120, ENGL 101.

A study of the concepts and theory of accounting and the application of accounting principles to the preparation of financial statements. Special consideration is given to current assets, investments, present value concepts, and the balance sheet.

ACCT 202 Intermediate Accounting II, 4 units

Prerequisite: ACCT 201.

A continuation of the study of the theory of accounting and the application of accounting principles to the preparation of financial statements. Special consideration is given to current and long-term liabilities, income statements, and the equity section of the balance sheet.

ACCT 203 Intermediate Accounting III, 4 units

Prerequisite: ACCT 202.

A study of the accounting for long-term investments, pensions, leases, income recognition and earnings per share, statement of changes in financial position, analysis of financial statements and segment and interim reporting.

ACCT 210, 211 Advanced Accounting I, II, 4 units, 4 units

Prerequisite: ACCT 202.

A study of the application of accounting theory to specialized areas of accounting such as consolidations, partnerships, franchises, and foreign operations, corporate liquidations, non-profit organizations, and state and local governmental accounting.

ACCT 220 Taxes I, 4 units

Prerequisite: ACCT 102, ENGL 101, MGT 120.

This course studies the Internal Revenue Code and Regulations covering federal tax returns for individuals and the parallel tax regulations of the state of California. Tax saving methods for various occupations and tax brackets are included.

ACCT 221 Taxes II, 4 units

Prerequisite: ACCT 102, ENGL 101, MGT 120.

The accounting aspects of the federal income tax laws and state of California income tax laws applying to partnerships, corporations, and estates and trusts, as well as specific areas such as installment sales and depreciation.

ACCT 230 Accounting Information Systems, 4 units

Prerequisite: ACCT 102, CMIS 101.

A study of accounting information systems that includes an introduction to accounting information systems, decision making, documenting information systems, database management, and electronic commerce. The course also prepares the student for controlling information systems, applications and information technology processes. This course is recommended for accounting majors prior to taking the auditing courses.

ACCT 240 Auditing I, 4 units

Prerequisite: ACCT 202 (ACCT 230 suggested).

A study of the public accounting profession and its current role in the American economy, including ethics, legal liability, the impact of electronic data processing, and applications of statistical sampling. Auditing objectives, definitions, and procedures are studied.

ACCT 241 Auditing II, 4 units

Prerequisite: ACCT 240.

A detailed study of the procedures to be followed in the performance of an audit including the preparation of working papers, verifications of various financial information, and presentation of audit reports. An audit case study is completed.

ACCT 250 Cost Accounting I, 4 units

Prerequisite: ACCT 103.

A study of cost allocations and capital budgeting. Topics include joint products and byproducts, spoilage and reworked units, capital budgeting and cost analysis, linear programming, and transfer pricing.

ACCT 251 Cost Accounting II, 4 units

Prerequisite: ACCT 250.

A further study of accounting systems expanded to include special topics used by management in the decision-making process.

ACCT 290 Internship, 4 units: may be repeated for a maximum of 8 units.

Prerequisite: Approval of academic chair.

30 hours per quarter on-the-job equivalent to one unit. Supervised work experience designed to give qualified students an understanding of the nature and scope of the accounting business. Supervision is provided by the faculty and the cooperating firm. Open to all upper-division students.

**ACCT 295 Professional Accounting Seminars, 1-5 units**

Prerequisite: Must be a professional accountant. Approval of academic chair. Seminars on professional trends, emerging client services, law or taxes, management analysis, computer applications, math analysis for professional accountants, and other subjects designed to update the practicing professional accountant's technical knowledge. Of particular service to the professional accountant who wishes to comply with the mandatory continuing education requirements. Seminars are conducted largely by specialists brought in by the College to serve a specific need. May be repeated.

**ACCT 299 Directed Study, 4 units**

Prerequisite: A cumulative GPA of 3.25, consent of the instructor, and the approval of the academic chair.

Designed to enhance and build on present curriculum in accounting with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

## **MANAGEMENT**

**MGT 105 Business Management, 4 units**

A study of the functions of management. The course includes the study of management principles as they pertain to organization, policy making, planning, control and evaluation, and a range of functional areas including human resources, marketing, operations, accounting, information systems, finance and legal studies. The use of economic and accounting analysis in analytical decision making is included in the manager's role as decision maker.

**MGT 120 Business Law I, 4 units**

An introduction to the legal aspects of business and its environment. Emphasis is placed on contracts, torts, classes and sources of law, agency, employer and employee relations, bailments, pledges, partnerships, corporations, civil and criminal liability.

**MGT 130 Salesmanship, 4 units**

A survey of personal salesmanship, the course emphasizes the importance of good salesmanship and the personal qualifications required for effective selling. The psychological principles involved in selling are examined and applied to the sales interview.

**MGT 140 Supervisory Management, 4 units**

An introductory course covering in general terms the total responsibilities of a supervisor in industry such as organization, in-service training, duties and

responsibilities, human relations, grievances, training, rating, promotion, quality control, and management-employee relations.

**MGT 150 Personal Financial Management, 4 units**

Prerequisite: Passing scores on the following placement examinations: reading, writing, and numerical, or their equivalent courses.

This course studies the aspects of personal financial management at an introductory level. It includes the concepts of personal finances, consumer credit, insurance, investments, and retirement planning.

**MGT 210 Advertising, 4 units**

Prerequisite: MGT 105.

Emphasis is placed on developing an understanding of advertising from the sales management standpoint. The course includes an evaluation of advertising as a tool in sales promotion. Topics covered are principles of advertising, selection of media, planning the advertisement, and analyzing layout and copy.

**MGT 215 Public Relations, 4 units**

Prerequisite: MGT 105.

A study of public relations methods for business, with emphasis on public relations policies and techniques. The course focuses on developing good relationships with customers, employees, stockholders, the government, and the general public. It also covers the role of research, publicity, and mass media in public relations.

**MGT 220 Organizational Behavior, 4 units**

Prerequisite: MGT 105.

The business organization is examined as a social system; the system concept is used as a vehicle in examining problems of effective organization. Emphasis is placed upon the importance of the communication process, growth and change, motivation, group behavior, and other human factors relevant to managers.

**MGT 230 Human Resources Management, 4 units**

Prerequisite: MGT 105.

Primary emphasis is on the recruitment and effective use of labor and the development of good human relationships within the business organization. The course includes employee classification, job analysis, orientation of new employees, employee training, employee services, and worker evaluation.

**MGT 245 Operations Management, 4 units**

Prerequisite: MATH 101, MGT 105.

A study of the concepts necessary for development and management of efficient productive systems that include people, equipment, and materials.

MGT 255 Small Business Management, 4 units

Prerequisite: MGT 105.

This course studies the importance of small business, its problems and requirements. Focus is on the application of the principles of business management in the small business setting. It includes ownership, management, planning the start-up phase, selecting employees, marketing strategy, financial planning and controls, short and long range planning, financing.

MGT 260 Principles of Marketing, 4 units

Prerequisite: MGT 105.

An interdisciplinary study of principles and methods of marketing consumer and industrial goods. The course emphasizes managerial decision making and the use of research in solving marketing problems. It uses the case-analysis method of analyzing marketing problems.

MGT 270, 271 Financial Management I, II, 4 units, 4 units

Prerequisite: ACCT 102, MATH 101.

This course analyzes the role of finance in the economy, financial decision-making in the modern firm, and the role of the financial manager in the firm. It includes application of financial statements and fund flows.

MGT 275 Money and Banking, 4 units

Prerequisite: ECON 101.

A study of American and international monetary and financial institutions and policies. Financial institutions, monetary theory and policy, credit allocation, and international monetary theory and policy are included.

MGT 280 Business Law II, 4 units

Prerequisite: MGT 120.

A continuation of MGT 120 Business Law I. The course emphasizes partnerships, corporations, insurance, suretyship, carriers, shippers, and passengers and accountant's responsibility.

MGT 285 Integrated Analysis, 4 units

Prerequisite: Completion of all classes in the major core, or permission of the academic advisor.

An interdisciplinary capstone course. Emphasis is on the integrative analysis of decision making using the statistical decision theory, management information system, and other analytical tools in making managerial decisions.

MGT 290 Current Concepts and Ethics, 4 units

Prerequisite: Senior status or consent of instructor.

Through the review of current literature on management-related subjects, the student will acquire an awareness and appreciation for trends and issues which illustrate the past, present, and future of business activity and the impact of managerial performance on the activity. Discussion of ethical dilemmas and

social responsibility of business constitutes a major part of the learning objectives of this course.

**MGT 295 International Business, 4 units**

Prerequisite: MGT 105.

A survey of the business policies and activities that cross national borders, including the transfer of technology, global strategy, finance and banking factors, risk and market and/or cultural consequences. Lectures, case study, and outside sources are used for instruction.

**MGT 296 Internship, 1-4 units; may be repeated for a maximum of 8 units.**

Prerequisite: Approval of academic chair.

30 hours per quarter on-the-job equivalent to one unit. Supervised work experience designed to give qualified students an understanding of the nature and scope of the business operations. Supervision is provided by the faculty and the cooperating agencies. Open to all upper-division students.

**MGT 298 Special Topics, 1-4 units**

Prerequisite: Approval of academic chair.

An in-depth study of a subject related to business.

**MGT 299 Directed Study, 4 units**

Prerequisite: A cumulative GPA of 3.25, consent of the instructor, and the approval of the academic chair.

This course is designed for qualified students (junior or senior standing) desiring to pursue advanced study, including reading, writing and research in particular areas related to their degree program. Designed to enhance and build on present curriculum in management with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

## **COMPUTER MANAGEMENT INFORMATION SYSTEMS**

**CMIS 101 Introduction to Management Information Systems, 4 units**

Prerequisite: Passing scores on the following placement examinations: reading and writing.

A survey of the functions, uses, and impact of computers in today's society. Emphasis is placed on understanding the hardware functions and the meaning of software along with integrated peripheral devices. The course includes flowcharting techniques for both programming and systems, includes beginning level BASIC language instruction, and emphasizes JAVA programming and the Internet. A hands-on lab environment includes using computer terminal entry.

CMIS 120 Computer Logic Concepts, 4 units

Prerequisite: CMIS 101.

This course studies the formulation and administration of computer operations as a managerial responsibility. It emphasizes the analysis of problems encountered in the planning of scheduling, input/output control techniques, and human resource development.

CMIS 130 Beginning COBOL, 4 units

Prerequisite: CMIS 120.

This course trains the student in the design and development of application programs using COBOL, one of the most comprehensive of all the high-level languages. Lecture and lab assignments include flowcharting techniques, structured coding, testing, and debugging. Utility software is introduced to students for entry and program compilation.

CMIS 131 Intermediate COBOL, 4 units

Prerequisite: CMIS 130.

A continuation of Beginning COBOL, this course places emphasis on more advanced programming methods and techniques in COBOL. Students chart and code programs with extensive input editing, table processing and file capabilities using structured design. Lab assignments include use of the utility software.

CMIS 140 Introduction to the Internet, 4 units

Prerequisite: ADM 120.

The course concentrates on the use of the Internet, performing online research, and discovering the capabilities of the Internet. Students learn how to access and use the Internet, including e-mail, file transfer protocols, newsgroups, and bulletin boards.

CMIS 150 Information Systems, 4 units

Prerequisites: CMIS 101.

An introductory course in information systems. Students learn how businesses, individuals, and society use information systems, including the technical foundations of information systems and telecommunications. Further, students learn how data are created and managed in relation to the design and development of information systems.

CMIS 160 Managing and Maintaining the Personal Computer, 4 units

Prerequisite: ADM 120.

A study of the personal computer, including its operations. Students learn to manage the personal computer, troubleshoot computer problems with hardware and software. Students become familiar with systems boards, install and maintain hard drives, configure memory, connect peripheral equipment, and prevent virus infections.

- CMIS 170 Visual Basic, 4 units  
Prerequisites: CMIS 101.  
A course in designing and programming of the Microsoft Windows® graphical user interface. Topics include standard interface design, event processing and control focus, data exchange, debugging, and error handling.
- CMIS 175 Networking Essentials, 4 units  
Prerequisites: ADM 120.  
A study of the intricacies of installing a network. Students study and troubleshoot connection problems, including hardware and software, cabling, connecting peripheral devices such as printers, scanners, hubs, routers, and bridges, and implementing network protocols.
- CMIS 180 Internet Web-page Design and Java Programming, 4 units  
Prerequisites: ADM 120, CMIS 140.  
A study of the development of Internet web pages and utilization of Microsoft Front Page® and JAVA programming techniques. Students develop web pages and web sites and learn HTML.
- CMIS 201 Programming in C+, 4 units  
Prerequisite: CMIS 120.  
An introduction to implementing computer programming in the C+ language. The course covers fundamentals of programming, data type, operators, functions, structures, arrays, pointers, files, and other advanced features.
- CMIS 202 Programming in C++, 4 units  
Prerequisite: CMIS 201.  
A continuation of C+ programming language. The course covers the advanced techniques of programming in the C++ language.
- CMIS 222 Management Information Systems, 4 units  
Prerequisite: CMIS 101, ADM 120.  
This course provides business majors with an understanding of basic management and organization theories, methods, and techniques used to build management information systems. Students solve various business problems using decision support software.
- CMIS 224 Systems Analysis, Design and Implementation, 4 units  
Prerequisite: ENGL 101, CMIS 101, CMIS 150.  
A comprehensive case study of analysis and design of an application from a manual system to a computerized system. This course encourages the use of system flowcharting in problem definition, programming languages to be used, the logical process of selection employed in analysis, design, development, and the implementation of the system. The conversion process in this course includes all aspects of business workflow methods and stresses the value of procedure writing and documentation.

CMIS 235 Computer Installation Management, 4 units

Prerequisite: CMIS 224.

The formulation and administration of computer operations as a managerial responsibility. This course will emphasize the analysis of problems encountered in the planning of scheduling, input/output control techniques, human resource development, facilities and equipment planning, training and interdepartmental collaboration, and priorities and management information requirements.

CMIS 240 Database Management Systems, 4 units

Prerequisite: CMIS 224.

Planning, organization, and implementation of a computer database management system. Discussions include database administration, functions, design, selection, and data integrity concepts. Case studies include design and implementation of a database management system.

CMIS 250 Operating Systems, 4 units

Prerequisite: CMIS 120 or CMIS 130.

A study of compilers, interpreters, inter- and intra-computer communications. Students study structure of real-time and time-shared operating systems, scheduling of jobs, central processing unit, input and output devices, paged and segmented memory management, file handling, and synchronization of concurrent processes.

CMIS 260 Telecommunications, 4 units

Prerequisite: CMIS 120 or CMIS 130.

A study of online computer communications via interface devices over a variety of media. This course also includes concepts of data-distributed networks and their hardware/software requirements.

CMIS 270 Decision Support Systems, 4 units

Prerequisite: CMIS 222.

Decision making and problem solving as a managerial responsibility, using the computer as an informational tool to support selection of alternatives to meet needs or solve problems. This method follows a reasoned, logical pattern established by the designer.

CMIS 275 Advanced Networking, 4 units

Prerequisite: CMIS 175.

An advanced course in networking essentials. The course deals with various networking platforms, the relationships between platforms, multiple configurations, and connecting with different topologies and protocols. The course includes configuration and troubleshooting connections using DSL, fiber, cable, and other broadband media.

CMIS 277 E-Business Using the Internet, 4 units

Prerequisites: CMIS 101, CMIS 140.

This course teaches developers how to implement business-to-business and business-to-customer commerce solutions using Microsoft systems. Students learn how to create the foundation for a commerce-enabled web site, create order processing, setting up catalogues, shopping carts, and checkout procedures.

CMIS 285 Network Operating Systems, 4 units

Prerequisites: CMIS 224, CMIS 250, CMIS 275.

A study of the Windows®, Linux® or Novell Netware® network operating system. Students set up, manage, and maintain a network operating system, install software, manage users, security, and administration.

CMIS 290 Internship, 4 units: may be repeated for a maximum of 8 units

Prerequisite: Approval of academic chair.

30 hours per quarter on-the-job equivalent to one unit. Supervised work experience designed to give qualified students an understanding of the nature and scope of the accounting business. Supervision is provided by the faculty and the cooperating firm. Open to all upper-division students.

CMIS 299 Directed Study, 4 units

Prerequisite: A cumulative GPA of 3.25, consent of the instructor, and the approval of the academic chair.

Designed to enhance and build on present curriculum in computer management information systems with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

# Department of Court Reporting

The mission of the Court Reporting Department is to provide students with the skills and knowledge to enter into a quality career and to provide the professional community with qualified individuals in the areas of court reporting, deposition reporting, and captioning.

## Court Reporting

Technology has had a great impact on the court reporting profession and on the services that can be provided to the courts, attorneys, and litigants. Computerized reporting has also created new career opportunities outside the legal field such as interpreting for the deaf and hard of hearing, closed captioning for television, medical transcription, and rapid text entry. The degree and certificate programs are designed to integrate realtime technology into the curriculum, to reflect developments in the reporting profession, and to prepare students to provide effective instantaneous translation of oral communication and proceedings in a variety of environments.

The objective of the court reporting program is to prepare the student to achieve certification as a California Certified Shorthand Reporter (CSR) and to function professionally on entering the field. The program is approved by the Court Reporters Board of California and complies with all rules and regulations. By combining the certificate with an associate or bachelor degree, the student can attain a stronger academic foundation and knowledge of a broad range of subjects which will be an asset in this challenging profession.

The curricula are also designed to provide the theoretical knowledge and technical proficiency to enable these language specialists to take advantage of new and challenging career options created by the combination of computer-aided transcription (CAT), realtime applications, and the stenotype keyboard, such as steno-interpreting for the deaf and hard of hearing, closed captioning for television, and medical transcription. Realtime captioners, who can produce written text from the spoken word on a computer screen with unmatched speed and accuracy and furnish edited transcripts within hours, are providing services in the classroom, public hearings, business meetings, conventions, church services, and entertainment and sports activities.

Achievement in machine stenography courses is competency-based, and it is the nature of psychomotor development that students demonstrate an individual rate of progress. Since students' abilities and backgrounds vary, some reach the desired speed levels faster than others. Students advance to the next course in sequence at the time the required proficiency is demonstrated. Units and final grades are awarded upon achievement of the competency-based criteria.

Attendance is a critical element in the learning process in these programs. Regular attendance in class and completion of assignments are obligations which the student assumes at the time of enrollment and become key factors in successfully completing the

degree or certificate programs. To enable students to progress satisfactorily, the College offers an extensive audio-video tape library, transcription and realtime computer lab facilities to provide students with the opportunity to develop proficiency outside of class sessions. It is the intention of the College to provide the best possible environment, academic instruction, skill development, and dictation practice to enable the student to reach his or her career goal or achieve certification. However, success is greatly dependent upon the motivation, self-discipline, and attitude of the student.

### **Certified Shorthand Reporter (CSR) Certification**

The California certification examination is administered in March, July, and November and consists of two academic written knowledge segments and a dictation/transcription component. In addition to earning a Certificate of Completion in Court Reporting and meeting California requirements, the student must pass a qualifying test to be certified through Humphreys College for the state examination.

The prescribed course of study, school approval, and administration of the examination are regulated by the Court Reporters Board of California. In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact the Court Reporters Board of California, 2535 Capitol Oaks Drive #230, Sacramento, California 95833, (916) 263-3660.

### **Transfer Students**

Students from other approved court reporting programs are eligible to transfer into the Humphreys College program. However, credit toward a degree can be granted only for courses taken at institutions accredited by the Western Association of Schools and Colleges or other similar regional accrediting agencies. Courses from other schools may transfer for a Certificate of Completion and qualification to sit for the state examination provided they meet the regulations of the Board regarding the prescribed course of study and the requirements of the Humphreys College Court Reporting program. Any transfer credit will be based on hours awarded on submitted official transcripts and demonstration of competency in the subject matter or course proficiency prerequisites.

### **Bachelor of Science in Court Reporting (181 units)**

A graduate from this program will:

- Develop mastery and application of a conflict-free machine shorthand language
- Develop a minimum of 97.5% accuracy in the transcription of live single-voice dictation material dictated at 200 wpm

- Develop a minimum of 97.5% accuracy in the transcription of live three-voice deposition material dictated at 180 wpm
- Develop a minimum of 97.5% accuracy in the transcription of live four-voice court material dictated at 200 wpm
- Gain knowledge of the general and special terminologies (spellings, definitions, grammar, etc.) that are likely to be encountered in court proceedings, depositions, hearings, and other meetings and/or legal proceedings
- Gain a thorough knowledge of the computer technology currently in use by court reporters in performing realtime computer-aided transcription
- Develop fluency and accuracy in reading steno notes aloud in class, as directed by the instructor
- Develop a thorough knowledge of transcript formats used by court reporters
- Develop a thorough knowledge of research materials and techniques available to court reporters
  
- **GENERAL EDUCATION REQUIREMENTS (73 units)**
  - **Communications (16 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 103 Intensive Grammar
    - ENGL 110 Oral Communications
  - **Social and Behavioral Sciences (28 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - LEGA 101 Introduction to the Legal System
    - Select two of the following:
      - PSY 101 Introduction to Psychology
      - SOC 100 Interpersonal Communication
      - SOC 101 Introduction to Sociology
    - Select one of the following:
      - PS 105 Modern World Issues
      - HIST 110 History of Western Civilization I
      - HIST 111 History of Western Civilization II
      - HIST 112 History of Western Civilization III
      - HIST 120 Modern Asian History
    - Upper-Division Social and Behavioral Sciences Elective

- **Humanities (16 units)**
  - Two of the following
    - AM 101 Art & Music Appreciation
    - PHIL 101 Introduction to Philosophy
    - REL 101 Great Religions of the World
    - LIT 101 Introduction to Literature
    - SPAN 101 Elementary Spanish I
  - Upper-Division Humanities Elective
  - Humanities Elective
- **Math and Science (13 units)**
  - SCI 120 Human Biology
  - SCI 121 Human Biology Lab (1unit)
  - MATH 101 College Mathematics
  - Elective
- **COURT REPORTING CORE REQUIREMENTS (86 Units [28 upper division required])**
  - CAT 164 Computer-Aided Transcription
  - CAT 199 Independent Study
  - Select one of the following:
    - ADM 120 Computer Applications
    - ADM 121 Word Processing
  - Lower-division machine classes = 24 units
  - Upper-Division machine classes = 16 units
  - Court Reporting Department Upper-Division Electives (12 units)
    - Choose from the following:
      - CR 290 Professional Practice and Ethics
      - CR 240 Special Topics
      - CAT 265 Realtime Practicum
      - CAT 299 Independent Study
  - Business/Paralegal Studies/Communications: ( 24 units)
    - MGT 105 Business Management I
    - MGT 120 Business Law
    - ENGL 100 Study of the English Language
    - ENGL 120 Medical Terminology
    - Upper-Division Electives (8 units)
- **FREE ELECTIVES (22 units [16 upper-division required])**

### **Associate in Arts in Court Reporting (100 units)**

This degree is designed to provide a solid foundation in general education which will more effectively prepare the student for his/her chosen profession. This curriculum also provides the student with the academic knowledge, practical experience, and technical skills required for such realtime applications as closed captioning for television, interpreting for the deaf and hard of hearing, and recording of oral proceedings in business, medical, educational, and governmental environments.

- **GENERAL EDUCATION REQUIREMENTS (56 units)**
  - **Communications (12 units)**
    - ENGL 101 Written Communications
    - ENGL 103 Intensive Grammar
    - ENGL 110 Oral Communications
  - **Social and Behavioral Sciences (20 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - LEGA 101 Introduction to the Legal System
    - Electives (8 units)
  - **Humanities Electives (12 units)**
  - **Math and Science (12 units)**
    - SCI 120 Human Biology
    - MATH 101 College Mathematics
    - Elective
- **MAJOR REQUIREMENTS (44 units)**
  - Machine Stenography (40 units) with certificate at 180 wpm
  - CAT 164 Computer-Aided Transcription
  - Typing certificate at 60 net words per minute is required

### **Associate in Science Degree in Court Reporting (90 units)**

The Associate in Science degree includes a general education component not required for certification as a court reporter but gives the student a strong academic background along with the technical proficiency and professional training required to function effectively upon entering the field. This degree is also appropriate for the student who desires to pursue realtime applications such as stenocaptioning, legal or medical transcription, or rapid text entry for high volume information processing.

- **GENERAL EDUCATION REQUIREMENTS (24 units)**
  - **Communications (8 units)**
    - ENGL 101 Written Communications
    - ENGL 103 Intensive Grammar
  - **Social and Behavioral Sciences (8 units)**
    - PS 101 American Institutions
    - Elective
  - **Humanities Elective (4 units)**
  - **Science (4 units)**
    - SCI 120 Human Biology
- **MAJOR REQUIREMENTS: (44 units)**
  - Machine Stenography (40 units) with certificate at 180 WPM

- CAT 164 Computer-Aided Transcription
- Typing Certificate at 60 net words per minute is required
- **FREE ELECTIVES (22 units)**

To certify for the California Certified Shorthand Reporter Examination and obtain a license, the student must also attain a Certificate of Completion in Court Reporting and pass qualifiers to meet Court Reporters Board of California minimum curriculum, proficiency, and applications requirements. Students normally take the additional required courses for the certificate as their electives.

## **Certificate of Completion in Court Reporting (108 units)**

This curriculum is limited to the academic courses, technical competencies, and professional training required for certification as a California Certified Shorthand Reporter (CSR) and for the national professional certifications granted by the National Court Reporters Association as a Registered Professional Reporter (RPR) and Certified Realtime Reporter (CRR).

- **ACADEMIC REQUIREMENTS: (40 units)**
  - ENGL 100 The Study of the English Language
  - ENGL 101 Written Communications
  - ENGL 103 Intensive Grammar
  - ENGL 120 Medical Terminology
  - SCI 120 Human Biology
  - MGT 120 Business Law I
  - LEGA 101 Introduction to the Legal System
  - Select one of the following:
    - ADM 160 Legal Terminology
    - LEGA 102 Torts
  - CR 120 Introduction to Court Reporting
  - CR 290 Professional Practice and Ethics
- **STENOGRAPHY/COMPUTER REQUIREMENTS: (68 units)**
  - MS 51 Machine Shorthand I Speed & Accuracy (60-80)
  - MS 61 Machine Shorthand II Speed & Accuracy (90-110)
  - MS 71 Machine Shorthand III Speed & Accuracy (120-140)
  - MS 150 Machine Shorthand Theory
  - MS 151 Beginning Shorthand Practice
  - MS 152 Machine Shorthand Theory II
  - MS 153 Beginning Shorthand Practice II
  - MS 155 Introduction to Requirements (60-80)
  - MS 160 Legal/Technical Requirements I (90-110)
  - MS 170 Medical/Literary Requirements I (120-140)
  - CR 61 Machine Shorthand IV Speed & Accuracy (150-170)
  - CR 71 Machine Shorthand V Speed & Accuracy (180-200)
  - CR 260 Medical/Literary Requirements II (150-170)
  - CR 262 Deposition Reporting/Multi-Voice (150-170)

- CR 270 Professional Requirements (180-200)
- CR 272 Court Reporting/Multivoice (180-200)
- CAT 164 Computer-Aided Transcription
- **OTHER REQUIREMENTS:**
  - Internship & Court Observation (60 hours)
  - Machine shorthand certificate at 200 wpm (M/V and S/M)
  - Typing certificate at 60 nwpm

# Courses in the Department of Court Reporting

## COMPUTER-AIDED TRANSCRIPTION

### CAT 101 Introduction to Captioning, 4 units

Prerequisite: Certificate at 140 wpm; ENGL 100, 101, and 103.

This course provides an introduction to captioning for the hard of hearing and deaf. The student will learn basic sign language skills and have some exposure to the deaf culture. Emphasis is placed on realtime dictionary development through basic dictation and editing. This is not a speed-building course. The student will also receive a basic understanding of ethics involved with captioning.

### CAT 102 Advanced Captioning

Prerequisite: Completion of CAT 101.

This course provides in-depth instruction on the deaf culture, including study of the Americans with Disabilities Act (ADA), off-campus realtime writing experience, sign language skills, captioning ethics, and advanced dictation and vocabulary/dictionary building. This is not a speed-building course.

### CAT 164 Computer-aided Transcription, 4 units

Prerequisite: CAT 150.

This course provides instruction in computer-aided transcription software for court reporting applications, realtime writing, and computer terminology. The student refines the realtime dictionary for use with basic editing and printing techniques to produce computer-generated transcripts in a variety of formats and to develop realtime proficiency for computer-integrated reporting (CIR).

### CAT 265 Realtime Practicum, 4 units

Prerequisite: CAT 199; approval of instructor.

In this independent-study course, the student is provided with opportunities to increase realtime competence by completing specific assignments utilizing available software options. The student may also use a laptop computer to gain realtime experience through visitation to academic classes, deposition and court sessions, government proceedings, and public meetings. Computer knowledge and competency are enhanced by application of advanced strategies and management of software and hardware resources. (May be repeated for credit for a maximum of 8 units.)

### CAT 199/299 Independent Study, 2 units

Prerequisite: CAT 163 or CAT 164; approval of instructor.

Under the guidance of a court reporting instructor, students develop special projects which utilize and enhance realtime and CAT competency by more effectively incorporating computer strategies in areas related to course of study or field of interest. (May be repeated for credit for a maximum of 4 units.)

## **COURT REPORTING**

CR 49 CSR Prep Seminar, no units or grade awarded.

Prerequisite: Certificate at 200 wpm in straight matter and multivoice dictation; completion of all state and program requirements for certification.

This seminar prepares the student for the CSR and RPR examinations and also serves as a review for certified and out-of-state reporters and previous CSR examinees. Students may attend dictation classes, sit for qualifying examinations, and utilize lab facilities and resources.

CR 61 Machine Shorthand IV Speed & Accuracy (150-170), 4 units

Prerequisite: Certificate at 140 wpm; completion of required projects.

This course provides for speed development to 180 wpm through live dictation of drills and exercises to build endurance and confidence and for production of conflict-free, accurate notes for realtime applications. Daily drill/tape requirement.

CR 71 Machine Shorthand V Speed & Accuracy (180-200), 4 units

Prerequisite: Certificate at 170 wpm; completion of required projects.

The purpose of this course is continued speed development to 200 wpm through practice of straight-matter and two-voice material, drills, and exercises with an emphasis on endurance, accurate notes, and conflict-free theory. Daily drill/tape requirement.

CR 81 Machine Shorthand VI Speed & Accuracy (210+), 2 units

Prerequisite: Certificate at 200 wpm.

This course continues to build the student's proficiency through dictation of straight-matter and two-voice material at speeds up to 260 wpm and is designed as a preparation for the national RPR and RMR examinations and the CSR examination.

CR 91 Registered Professional Reporter Prep (210+), 2 units (M/W/F)

Prerequisite: CR 71 or certificate at 200 wpm; completion of required projects.

This course continues to build the student's proficiency through dictation of straight-matter and two-voice material at speeds up to 260 wpm and is designed as a preparation for the national RPR and RMR examinations.

CR 120 Introduction to Court Reporting, 4 units

Prerequisite: Concurrent enrollment in MS 150 and MS 151.

This course is designed to give the beginning student an overview of the reporting field and an understanding of the demands and of the expectations of this profession. Official and freelance reporting is discussed. Other topics include the functions and requirements of the State Board, the process for certification as a CSR, and state examination procedures, technological developments such as CAT (computer-aided transcription) and realtime applications, and alternate career options.

CR 240 Special Topics, 1-4 units

Prerequisite: Approval of the academic advisor.

Topics approved by the academic advisor offer students a specialized course in a specific area of court reporting and realtime applications, giving students the opportunity for in-depth and concentrated study of particular issues. (May be repeated with new content for a maximum of 8 units.)

CR 260 Medical/Literary Requirements II (150-170), 4 units

Prerequisite: Certificate at 140 wpm; completion of required projects.

The purpose of this course is to expand the student's comprehension of specialized vocabularies with a concentration on medical and literary topics with increased density and complexity of material to develop the ability to conceptualize and apply English skills for instantaneous translation and realtime applications. The student is required to utilize library resources to produce accurate, verbatim transcripts.

CR 262 Deposition Reporting/Multivoice (150-170), 4 units

Prerequisite: Certificate at 140 wpm multivoice; completion of required projects.

This course concentrates on deposition reporting to develop the student's proficiency to 170 wpm in multivoice dictation through the presentation of actual deposition and administrative hearing proceedings with an emphasis on expert testimony. The course includes instruction in deposition procedures and transcript format. The student is expected to produce professional transcripts utilizing English and vocabulary skills and reference materials.

CR 270 Professional Requirements (180-200), 4 units

Prerequisite: Certificate at 170 wpm.

This course offers an extensive variety of material to broaden the student's knowledge and comprehension and to develop writing proficiency to 200 wpm. The course integrates complex topics required for television closed-captioning or realtime interpreting services as well as material from conventions and legal proceedings. The student is required to demonstrate competency in vocabulary and English skills and in the use of library resources in the production of professional transcripts.

CR 272 Court Reporting/Multivoice (180-200), 4 units

Prerequisite: Certificate at 170 wpm multivoice.

This course prepares the student for official reporting by the presentation of four-voice material from court and deposition proceedings to build proficiency to 200 wpm. The course includes instruction on courtroom procedures and phraseology, the use of legal and general reference material, and the simulation of actual court proceedings. Transcript assignments are expected to meet the standards of the working professional.

CR 282 Advanced Court Reporting/Multivoice, 4 units

Prerequisite: Certificate at 200 wpm multivoice.

The purpose of this course is to prepare the student to sit for the California CSR examination by offering four-voice dictation at speeds up to 225 wpm. The course includes reporting procedures and terminology, required use of library resources, and the preparation of professional transcripts. Qualifying examinations required by the State Board are integrated into the course.

CR 290 Professional Practice and Ethics, 4 units

Prerequisite: Completion or concurrent enrollment in CR 262.

This course is designed to give the student a thorough understanding of the working world of the reporter through a study of California codes and statutes relating to the profession, court and deposition procedures, professional practice and ethics. The course also includes a survey of state and federal legal systems, court personnel, legal citations, and office practices. Fifty hours of required apprenticeship and a course project are required for completion of the course.

## **MACHINE STENOGRAPHY**

MS 51 Machine Shorthand I Speed & Accuracy (60-80), 4 units

Prerequisite: Completion of MS 150, MS 151, MS 152, and MS 153 or completion of a theory course; typing proficiency at 30 wpm; placement at English 101 level.

This course provides for the speed development of the student's skills to 80 wpm, through use of live dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in readback of notes. Included in this class are two-voice dictation and tests.

MS 61 Machine Shorthand II Speed & Accuracy (90-110), 4 units

Prerequisite: Certificate at 80 wpm; concurrent enrollment in MS 160.

This course provides for speed development to 110 wpm through use of live dictation, drills, and exercises with emphasis on accurate notes, conflict-free theory, and increased proficiency in readback of notes. Daily drill/tape requirement.

MS 71 Machine Shorthand III Speed & Accuracy (120-140), 4 units

Prerequisite: Certificate at 110 wpm; concurrent enrollment in MS 170.

This course continues speed development to 140 wpm through use of live dictation, drills, and exercises, stressing conflict-free theory, accurate notes, and fluent readback. The course also provides two-voice dictation and tests. Daily drill/tape requirement.

MS 150 Machine Shorthand Theory, 4 units

Prerequisite: Placement at ENGL 101 level; ability to type 30 wpm; concurrent enrollment in MS 151.

This course is designed to give the student an understanding of the concepts of conflict-free, realtime theory and the application of the principles of phonetics with an introduction to writing words, phrases, and abbreviations on the stenotype machine with emphasis on correct techniques to develop dexterity. Daily drill/tape requirement.

MS 151 Beginning Shorthand Practice, 4 units

Prerequisite: Placement at ENGL 101 level; ability to type 30 wpm; concurrent enrollment in MS 150.

This course provides for the development of machine technique through writing practice and application of theory principles from dictation, drills, and exercises stressing accuracy of notes. Instruction on reading of shorthand notes is included.

MS 152 Machine Shorthand Theory II, 4 units

Prerequisites: Typing certificate at 30 wpm; English placement at English 101 level; completion of MS 150 and MS 151; concurrent enrollment in MS 153.

This course is designed to give the student more concepts of conflict-free, realtime theory, taking up where MS 150 ended. The student continues to learn the principles of phonetics, writing words, phrases, and abbreviations on the stenotype machine with emphasis on correct techniques to develop dexterity. More emphasis will be placed on speed takes, basic transcription skills, and readback skills.

MS 153 Beginning Shorthand Practice II, 4 units

Prerequisites: Typing certificate at 30 wpm; English placement at English 101 level; completion of MS 150 and MS 151. Concurrent enrollment in MS 152.

This course provides for the continued development of machine technique through writing practice and application of theory principles from dictation, drills, and exercises stressing accuracy of notes. Instruction on reading of shorthand notes is included.

MS 155 Introduction to Requirements (60-80), 4 units

Prerequisite: MS 150 and MS 151 or equivalent.

This course develops the student's writing skill to 80 wpm through reinforcement of theory concepts and introduction of additional writing principles. Instruction in transcribing skills and readback of notes is included along with introduction to legal, literary, and medical material. Daily drill/tape requirement.

MS 160 Legal/Technical Requirements I (90-110), 4 units

Prerequisite: Certificate at 80 wpm; concurrent enrollment in MS 61.

Student is introduced to legal and technical material with instruction on transcription skills, application of spelling, punctuation, and grammar principles, and the use of reference materials to produce accurate transcripts. The course is

designed to develop the student's knowledge of legal and specialized vocabularies and to increase writing proficiency to 110 wpm.

MS 170 Medical/Literary Requirements I (120-140), 4 units

Prerequisite: Certificate at 110 wpm; concurrent enrollment in MS 71.

This course incorporates the presentation of medical and literary material to develop an understanding of specialized terminologies and to achieve competency at 140 wpm. Emphasis is placed on the application of English skills, vocabulary building, and the use of library resources in the production of verbatim transcripts.

## Department of Liberal Arts

The Department offers a Bachelor of Arts in Liberal Studies, a Bachelor of Science in Community Studies, and an Associate in Arts in Liberal Studies. In addition to the courses required for its degrees, the Department also offers other liberal arts courses used by other departments to meet their general education requirements.

### **Bachelor of Arts in Liberal Studies (181 units)**

The Bachelor of Arts in Liberal Studies is designed to provide graduates with a well-rounded education in communications, humanities, social and behavioral sciences, mathematics, and natural sciences. The faculty designed the degree with aspiring elementary school teachers in mind. Though graduates wishing to be credentialed to teach in a California public school will need to enroll in a credential program elsewhere, the Bachelor of Arts in Liberal Studies will prepare graduates to be successful in pursuit of that career goal. Since the degree imparts breadth in its scope of subjects, graduates are provided with a liberal studies foundation that affords them the opportunity to be successful in a variety of careers requiring a bachelor degree as a requisite for advancement in business or education. Such a degree also prepares graduates for graduate programs in education, liberal studies, and law.

A Humphreys College graduate with a baccalaureate in liberal studies will be able to demonstrate the following:

- **Communications**  
The ability to state clearly and support with evidence well-reasoned positions through concise and proper use of the English language as delivered in logically organized and MLA-formatted written and oral presentations reflecting a keen sense of audience needs and expectations relevant to the rhetorical context.
- **Humanities**  
The ability to identify the common and divergent artistic, philosophical, and religious expressions of world societies; recognize these expressions as cultural products of their times; and understand how these expressions have been historically used. Facility to reflect, conduct research, synthesize, and critically approach the humanities.
- **Social and Behavioral Sciences**  
A national and global understanding of the interrelationships of individual and social forces that have given rise to political, social, and individual developments and of how these forces and developments affect the direction of humanity on both the individual and social levels. Intellectual capacity in depth of knowledge and synthesis in the areas of social and behavioral sciences.

- **Natural Sciences**  
An understanding of the scope, terminology, methodology, and applications of the natural sciences and the benefits and risks of the interaction between humans and nature.
- **Mathematics**  
An understanding of the development and application of mathematical processes and structures as they relate to the analysis and solution of problems.
- **General**  
The ability to think critically, the willingness to recognize and follow the positive values of a civic society, and the ability to use research techniques and methods as part of the habit of life-long learning.

**Communications (20 units)**

ENGL 101 Written Communications  
 ENGL 102 Advanced Written Communications  
 ENGL 103 Intensive Grammar  
 ENGL 110 Oral Communications  
 ENGL 201 Report Writing

**Humanities (44 units)**

LIT 101 Introduction to Literature  
 AM 101 Art & Music Appreciation  
 PHIL 101 Introduction to Philosophy  
 REL 101 Great Religions of the World  
 Foreign Language (8 units)  
 Upper-Division Literature Course  
 Upper-Division Humanities Electives (16 units)

**Math and Science (13 units)**

MATH 101 College Mathematics  
 Natural Sciences (must be a lab science)  
 Science Lab  
 Math or Science Elective

**Social and Behavioral Sciences (48 units)**

Select one of the following:

HIST 101 U.S. History I  
 HIST 102 U.S. History II  
 HIST 103 U.S. History III

Select one of the following:

HIST 110 History of Western Civilization I

HIST 111 History of Western Civilization II  
HIST 112 History of Western Civilization III  
HIST 120 Modern Asian History

PS 101 American Institutions

PS 105 Modern World Issues

Select one of the following:

ECON 101 Economics I

ECON 102 Economics II

PSY 101 Introductory Psychology

SOC 100 Interpersonal Communication

SOC 101 Introduction to Sociology

Select one of the following:

ECON 201 Intermediate Economics

PS205 International Relations

PS210 Mass Media and Society

SOSC 290 Special Topics

Upper-Division Social and Behavioral Sciences Electives  
(12 units)

**Technology (4 units)**

ADM 120 Computer Applications

**Free Electives (52 units)**

Minimum of Upper-Division Free-Elective Units (20 units)

Lower- and/or Upper-Division Free-Elective Units (32 units)

(All units must be college-level)

## **Community Studies** (formerly Community Affairs)

The Bachelor of Science in Community Studies draws upon a number of academic disciplines, yet places an emphasis on their commonality and interdependence as components of an integrated community system. This program provides students with a basic understanding not only of the subject matter that comprises social science, management, and law but also of how specialists within these disciplines interact with one another toward the resolution of community problems. Careers for Community Studies majors can be found in the private, public, and nonprofit sectors, such as in public relations, law enforcement, health care and human services.

Graduates of the Community Studies program will demonstrate the following:

- An awareness of the social processes and structures that make up a modern America. Specific emphasis will be placed on the social institutions that influence our lives and the importance that the concept of community has in the future of our society on a local and a national level.
- A working knowledge of the vital role of research design, implementation, and presentation as a catalyst for changing and sustaining social institutions. Scientific research methods with application to all fields of social and behavioral science will be covered, culminating in real-world research on areas of local and national importance.
- Applied experience and reflection of the inner-workings of service providers in our/the student's own local community with additional focus on employment opportunities for graduates as well as potential employers' needs. Students will be required to participate within the real world of social and human services, using their experiences to add depth of understanding to other courses within the program as well as help them understand future career goals.
- An understanding of the dynamic interrelationships of social science, human services, education, law, and business as they applied within local community institutions. The strengths of Humphreys College and the social and employment needs of the local community are immediately compatible with the Community Studies program. Students will exit these required courses with a better understanding of important social dynamics that exist apart from yet impact upon the human services.
- A methodological awareness and first-person experience of local and national structures and institutions that impact our personal and social selves throughout one's life span.

## **Bachelor of Science in Community Studies (181 units)**

### **GENERAL EDUCATION REQUIREMENTS (73 units)**

#### **Communications (20 units)**

ENGL 101 Written Communications  
ENGL 102 Advanced Written Communications  
ENGL 103 Intensive Grammar  
ENGL 110 Oral Communications  
ENGL 201 Report Writing

#### **Social and Behavioral Sciences (20 units)**

PS 101 American Institutions  
SOC 100 Interpersonal Communication  
Select one of the following:

HIST 101 U.S. History I  
HIST 102 U.S. History II  
HIST 103 U.S. History III

Select one of the following:

PS 105 Modern World Issues  
HIST 110 History of Western Civilization I  
HIST 111 History of Western Civilization II  
HIST 112 History of Western Civilization III  
HIST 120 Modern Asian History

Select one of the following:

PS205 International Relations  
PS210 Mass Media and Society  
ECON 201 Intermediate Economics  
SOSC 290 Special Topics

#### **Humanities (20 units)**

LIT 101 Introduction to Literature  
PHIL 101 Introduction to Philosophy

Select one of the following:

LIT 201 Masterpieces of World Literature  
LIT 202 Major Figures of American Literature  
LIT 204 Shakespeare  
HUM 290 Special Topics

Humanities Elective (4 units)

#### **Math & Science (13 units)**

Science Elective (must be a lab science: SCI 120 or SCI 130)

Science Lab (SCI 121 or SCI 131)  
MATH 101 College Mathematics  
Math or Science Elective

**MAJOR COURSEWORK (76 units, 28 must be upper-division)**

**Community Studies (24 units)**

CS 101 Introduction to Community Studies  
CS 201 Social Research Methods  
CS 210 Proposal Writing/Data Analysis  
CS 220 Community Studies Colloquium  
CS 295 Internship  
CS 295 Internship

**Social and Behavioral Sciences (12 units)**

SOC 101 Introduction to Sociology  
PSY 101 Introductory Psychology  
Select one of the following:  
ECON 101 Economics I  
ECON 102 Economics II

**Law (minimum 8 units)**

LEGA 101 Introduction to the Legal System  
Select one of the following:  
LEGA 204 Criminal Law  
LEGA 216 Family Law  
LEGA 217 Administrative Law  
LEGA 218 Workers' Compensation

**Business Management: (minimum 8 units)**

Select two of the following:  
MGT 105 Business Management  
MGT 120 Business Law  
MGT 140 Supervisory Management  
MGT 215 Public Relations  
MGT 220 Organizational Behavior  
MGT 230 Human Resources Management  
MGT 270 Financial Management  
ACCT 101 Accounting I  
ACCT 102 Accounting II

**Major Electives (24 units)**

Select from courses in the following subject areas:  
Business, Paralegal Studies, Early Childhood Education, Community Studies,

## Social and Behavioral Sciences

### **FREE ELECTIVES (32 units)**

Note: All bachelor degree students must complete a total of 60 upper-division units; therefore, choose all elective courses with this requirement in mind.

### **Minor in Community Studies (28 units)**

A minor in Community Studies is open to any student enrolled in any baccalaureate degree program other than community studies. The fundamental premise of the Community Studies minor is parallel to that of the major: to emphasize the interdependence of the social sciences, management, and law in an integrated community system. The minor offers the student a better understanding of the collaborative process in addressing and resolving community problems. In addition, the minor enables the student majoring in the disciplines of management or law an opportunity to broaden his or her knowledge of the social sciences with the unifying principle of community involvement and public service.

- **REQUIRED COURSES (16 units)**
  - CS 101 Introduction to Community Studies
  - PSY 101 Introductory Psychology
  - SOC 101 Introduction to Sociology
  - Select one of the following
    - LEGA 101 Introduction to the Legal System
    - MGT 105 Business Management
- **UPPER-DIVISION ELECTIVES (12 Units)**
  - Select from the following:
    - LEGA 204 Criminal Law
    - LEGA 216 Family Law
    - LEGA 217 Administrative Law
    - LEGA 218 Workers' Compensation
    - MGT 215 Public Relations
    - MGT 220 Organizational Behavior
    - MGT 230 Human Resources Management
    - CS 201 Social Research Methods
    - CS 290 Community Planning
    - CS 291 Community Health Analysis
    - CS 292 Human Service Delivery
    - CS 293 Police and Community Relations
    - CS 294 Deviant Behavior
    - CS 295 Community Studies Internship
    - CS 296 Rural Problems and Prospects
    - CS 297 Gerontology

- CS 298 Social Stratification in American Society
- CS 299 Special Topics in Community Studies \*

\* May be repeated with a different topic for a total of 8 units towards the minor.

## **Associate in Arts Degree in Liberal Studies (93 units)**

The Associate in Arts degree in Liberal Studies introduces and stimulates intellectual experience in major fields of knowledge and provides a foundation for further and more specialized education either at Humphreys College or at another college or university.

- **Communications (12 units)**
  - ENGL 101 Written Communications
  - ENGL 102 Advanced Written Communications
  - ENGL 110 Oral Communications
- **Humanities (16 units)**
  - LIT 101 Introduction to Literature
  - AM 101 Art & Music Appreciation
  - PHIL 101 Introduction to Philosophy
  - REL 101 Great Religions of the World
- **Math & Science (13 units)**
  - MATH 101 College Mathematics
  - Select one of the following:
    - SCI 120 Human Biology
    - SCI 130 Environmental Science
  - Science Lab (choose the lab corresponding to the science course above)
  - Elective in Math or Science
- **Social and Behavioral Sciences (28 units)**
  - Select one of the following:
    - HIST 101 U.S. History I
    - HIST 102 U.S. History II
    - HIST 103 U.S. History III
  - PS 101 American Institutions
  - Select one of the following:
    - ECON 101 Economics I
    - ECON 102 Economics II
  - PSY 101 Introductory Psychology
  - SOC 100 Interpersonal Communication
  - SOC 101 Introduction to Sociology
  - Choose one of the following:
    - PS 105 Modern World Issues
    - HIST 110 History of Western Civilization I
    - HIST 111 History of Western Civilization II
    - HIST 112 History of Western Civilization III
    - HIST 120 Modern Asian History
- **Technology (4 units)**

- ADM 120 Computer Applications
- **Electives (20 units)**
  - Choose 20 units of college-level courses

## **Courses in Department of Liberal Arts**

Many of the courses in the Liberal Arts Department require that a student be at college level in reading and writing. A student can demonstrate college-level proficiency in reading and writing by satisfying both of the following:

- By achieving a passing score on the college's writing placement examination or by earning a C or higher in ENGL 40
- and
- By achieving a passing score on the college's reading placement examination or by earning a C or higher in ENGL 41

A student may also be considered to be at college level in reading and writing if the student transfers an English course with similar requirements as those above.

### **COMMUNICATIONS**

#### **English**

Note: A student who needs either English 40 or English 41 must complete that course within his/her first two quarters, and a student who needs both English 40 and English 41 must complete both courses within his/her first three quarters.

ENGL 40 Essential Writing Skills, 4 units

Prerequisite: Based on score of writing section of entrance examination.

A review of writing fundamentals. The course emphasizes the basic principles of writing sentences and paragraphs as well as understanding grammar, spelling, and punctuation.

ENGL 41 Essential Reading Skills, 4 units

Prerequisite: Based on score of reading section of entrance examination.

A review of reading fundamentals. The course emphasizes vocabulary development; identifying main ideas in sentences, paragraphs and essays. Reading analysis and comprehension skills are introduced.

ENGL 100 The Study of the English Language, 4 units

An intensive study of word structure, elementary semantics, etymology, word analysis, and spelling. Included are Latin, Greek, and English roots and affixes and an introduction to the history of the English language.

ENGL 101 Written Communications, 4 units

Prerequisite: College-Level Reading and Writing.

A directed writing course that develops the student's written communication skills through the critical examination and production of organized and coherent essays

and a research paper. Students read and discuss the essays of accomplished writers and use them as examples in the production of their own writing assignments.

ENGL 102 Advanced Written Communications, 4 units

Prerequisite: ENGL 101.

Further directed writing extending the writing skills developed in English 101. Emphasis is placed on logic, critical analysis, and research techniques in the composition of writing assignments that are expected to be more proficient than those produced in English 101.

ENGL 103 Intensive Grammar, 4 units

Prerequisite: College-Level Reading and Writing.

An intensive examination of English grammar. This course is designed to improve the student's communication skills by emphasizing grammar, word usage, conciseness, clarity, punctuation, spelling, and word study.

ENGL 110 Oral Communications, 4 units

Prerequisite: ENGL 101.

The study and practice of oral presentation skills. This course provides individualized experience enabling the student to deal with specific, practical opportunities to present information in front of relatively small groups. The course includes the study of modes of oral communication and methods used to develop and support both informative and argumentative speaking while emphasizing both analytical and critical thinking in oral expression.

ENGL 120 Medical Terminology I, 4 units

Prerequisite: College-Level Reading and Writing.

A study of the roots, affixes, and structure of medical terminology. The course develops basic medical vocabulary and the ability to use and understand medical terms. Students study diagnostic, systematic, and operative terms as well as abbreviations and symbols.

ENGL 121 Medical Terminology II, 4 units

Prerequisite: ENGL 120.

A continuation of ENGL 120 Medical Terminology I. Students study additional topics such as cancer medicine; pharmacology; radiology, nuclear medicine and radiation therapy; psychiatry; and the endocrine system.

ENGL 201 Report Writing, 4 units

Prerequisite: ENGL 101 and either ENGL 102 or ENGL 103.

Analysis and production of the organization, style, and format of both technical and non-technical reports. Students engage in the preparation of informal and formal reports often directly related to the student's field of professional or educational interest.

ENGL 210 Advanced Oral Communications, 4 units

Prerequisites: ENGL110, ENGL102.

This course is designed to provide the student with advanced skills and techniques to refine style, delivery, choice of materials, and methods of organization for public speaking with a focus on persuasive speaking, including argumentation and debate.

## **HUMANITIES**

AM 101 Art and Music Appreciation, 4 units

A course designed to increase the student's appreciation of the great masterpieces of art and music through lecture, films, and recordings. Consideration is given to the historical setting as well as the significance of art and music as interrelated expressions of Western culture.

HUM 201 Biographies: Great Figures in the Humanities, 4 units

Prerequisites: ENGL101, one humanities course.

Students study biographies and important works of great men and women who have profoundly influenced history with significant contributions in the humanities, including art, music, literature, philosophy, and religion.

HUM 290 Special Topics, 1-4 units (repeatable with new topic for up to 8 units)

Prerequisite: ENGL 101 and others determined by the Liberal Arts faculty.

An intensive study in communications and/or the humanities from a critical perspective.

HUM 299 Directed Study, 1-4 units (repeatable with new topic for up to 8 units)

Prerequisites: ENGL 101, upper-division standing with CGPA 3.25 or better and approval of instructor and academic chair.

Designed to enhance and build on present curriculum in the humanities with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

PHIL 101 Introduction to Philosophy, 4 units

Prerequisite: ENGL 101.

An introduction to philosophy by study of the works of ancient and modern philosophers, concentrating on questions of morality and ethical conduct, reality, knowledge, religion, politics, and science. The course infuses both analytical and critical thinking in the discussion and study of the sources.

REL 101 Great Religions of the World, 4 units

Prerequisite: ENGL 101

A study of the history and basic principles of the world's major religions. Students study Judaism, Christianity, Buddhism, Islam, Hinduism, and the Confucian

school of philosophy. The importance and significance of religion and the continuous influence on humanity provide the backdrop for this study.

## **Literature**

LIT 101 Introduction to Literature, 4 units

Prerequisite: ENGL 101.

An introduction to and survey of fiction, poetry, and drama. Students learn to read, analyze, discuss, and write about literature. Students are introduced to the perspectives of various literary criticism theories as applied to the works of many well-known writers.

LIT 201 Masterpieces of World Literature, 4 units

Prerequisite: LIT 101 or ENGL 102.

A study of several well-known masterpieces of world literature. Students synthesize the knowledge and critical reading and writing strategies learned in previous courses to embark on in-depth analyses of world literature.

LIT 202 Major Figures of American Literature, 4 units

Prerequisite: LIT 101 or ENGL 102.

An intense study of the major authors and their works in American literature from the Colonial Period to modern times. Students synthesize the knowledge and critical reading and writing strategies learned in previous courses to examine in-depth the writings of America's major authors.

LIT 203 California Literature, 4 units

Prerequisite: LIT 101 or ENGL 102.

A concentrated, thematic study of California literature, focusing on authors from and works about the Central Valley. This course offers a selection of writers from diverse ethnic, cultural, and socioeconomic backgrounds.

LIT 204 Shakespeare, 4 units

Prerequisite: LIT 101 or ENGL 102.

A critical study of the dramatist, his plays, his poetry, the Elizabethan theater, and the historical period. Applying their literary skills, students focus their efforts on the study of Shakespeare's works.

LIT 205 Language and Literature of the Ancient World, 4 units

Prerequisite: ENGL 101 (LIT 101 or ENGL 102 is strongly recommended).

A critical study of the Greek and Latin languages, the cultures from which they arose and the relevance those languages and cultures have to both our own culture and contemporary times.

## **Spanish**

SPAN 101 Elementary Spanish I, 4 units

Prerequisite: College-Level Reading and Writing.

An introduction to the Spanish language and Hispanic cultures. The following language skills are emphasized: listening, speaking, reading, and writing.

SPAN 102 Elementary Spanish II, 4 units

Prerequisite: SPAN 101.

An extension of the study of the Spanish language and Hispanic cultures. The following language skills are emphasized: listening, speaking, reading, and writing.

SPAN 103 Intermediate Spanish, 4 units

Prerequisite: SPAN 102.

The course continues the study of the Spanish language and Hispanic cultures with more emphasis placed on reading and writing than in the previous Spanish courses.

## **MATHEMATICS**

Note: A student who needs Math 40, Math 48, and/or Math 49 must complete the course(s) within his/her first three quarters.

MATH 40 Basic Mathematics, 4 units

Prerequisite: Based on score of numerical section of entrance examination.

A review of the number system and operations of numbers. Fundamentals of addition, subtraction, multiplication, division, fractions, decimals and percentages are stressed by application; practical applications of arithmetic are used for illustrations of principles, introduction to elementary algebra and geometry.

MATH 48 Introductory Algebra, 4 units

Prerequisite: MATH 40 with a C or better; or passing score on numerical section of entrance examination.

An introduction to algebra. The course covers the following topics: an introduction to linear equations and inequalities in two variables, exponents and polynomials, factoring, rational expressions, roots and radicals.

MATH 49 Intermediate Algebra, 4 units

Prerequisite: Math 48 with a C or better; or passing score on elementary algebra section of entrance examination.

An intermediate study of algebra. The course covers the following topics: a continuation and a more advanced treatment of linear equations and inequalities, polynomials, systems of linear equations, rational expressions, quadratic equations and inequalities, roots and radicals, and introduces functions.

**MATH 101 College Mathematics, 4 units**

Prerequisite: MATH 49 with a C or better; or passing score on intermediate algebra section of entrance examination.

A survey of college-level topics in mathematics. The course covers the following topics: logic, algebra, graphs, finance, functions, geometry, statistics and probability, practical applications in business and social sciences are stressed.

**MATH 110 Calculus, 4 units**

Prerequisite: MATH 101 or passing score on college algebra section of entrance examination.

A course in the fundamental concepts and applications of calculus to problems in business and the social sciences. The course covers the following topics: functions and graphs, limits and continuity, the derivative and its applications in maximization and minimization, exponential and logarithmic functions, definite and indefinite integrals, and functions of several variables.

**MATH 120 Statistics, 4 units**

Prerequisite: MATH 101 or passing score on college algebra section of entrance examination.

A beginning course in statistics. The course covers the following topics: describing sets of data, probability, and probability distributions of discrete and continuous random variables, measures of central tendency and variability, the Poisson, binomial and normal probability distributions, hypothesis testing, sampling techniques and regression and correlation, inferences from large and small samples.

**MATH 199 Special Problems in Mathematics, 1-6 units**

Prerequisite: MATH 101 and others as determined by the Liberal Arts faculty.

Small groups and individualized programs of study in mathematics designed to fit the special interests or needs of students.

**MATH 210 Quantitative Methods, 4 units**

Prerequisite: MATH 101 or passing score on college algebra section of entrance examination.

Study of the algorithms, terminology and techniques of quantitative decision making. The course covers the following topics: linear programming, duality and sensitivity analysis and decision making under uncertainty. The use of the computer as an aid to decision making will be discussed.

**NATURAL SCIENCES**

Note: If you are in a bachelor degree program, or think you may continue toward a bachelor after you earn your associate's degree, or if you are a Liberal Studies major, you need to take either SCI 121 or SCI 131 to satisfy the lab requirement.

SCI 110 Physical Science, 4 units

Prerequisite: College-Level Reading and Writing.

An introduction to physical science with information drawn from physics, geology, astronomy and meteorology. The course covers a selection of the following topics: mechanics, electricity and magnetism, plate tectonics, earthquakes and volcanoes, seasons and weather, the solar system, and stars.

SCI 120 Human Biology, 4 units

Prerequisite: College-Level Reading and Writing.

An introduction to life science with emphasis on the basic concepts of anatomy and physiology, including the anatomical structure of cells, tissues, skin, skeleton, and organs together with their physiological functions. The course also covers the basic systems of the body (respiratory, circulatory, nervous, endocrine, digestive, muscular, skeletal, and urinary).

SCI 121 Human Biology Laboratory, 1 unit

Co-requisite: To be taken concurrently with SCI 120.

Students engage in laboratory work and hands-on demonstrations in the anatomical structure and processes occurring in man. Students learn to use scientific instruments in the examination of cells and tissues, the senses, and human inheritance and genetics.

SCI 130 Environmental Science, 4 units

Prerequisite: College-Level Reading and Writing.

An introductory analysis of the complex of biological and physical sciences and their interactions with societal concerns which constitute environmental problems. Students investigate such environmental concerns as the dimensions and causes of the population problem, energy development and conservation, and pollution, as well as the conservation of natural environments.

SCI 131 Environmental Science Laboratory, 1 unit

Co-requisite: To be taken concurrently with SCI 130.

Students participate in and observe field laboratory work, field investigations, and applied approaches to the study of environmental science topics. This laboratory requires students to travel to field locations announced at the first meeting.

## **SOCIAL AND BEHAVIORAL SCIENCES**

### **Economics**

ECON 101 Economics I, 4 units

Prerequisite: College-Level Reading and Writing.

A study of macroeconomics. The course covers the following topics: organization, operation and control of the American economy; measurement, level, and distribution of national income; economic fluctuations; business and

government finance; money and banking; fiscal and monetary stabilization techniques.

**ECON 102 Economics II, 4 units**

Prerequisite: College-Level Reading and Writing.

A study of microeconomics. The course covers the following topics: pricing process under perfect and imperfect competition, utility, marginal products, government policies for agriculture, distribution of income.

**ECON 201 Intermediate Economics, 4 units**

Prerequisite: ECON 102 or ECON 101.

An advanced analysis and discussion of economics. Students examine, discuss, and write about current economic trends, events, conditions, policies, players, and directions.

## **History**

**HIST 100 History of California, 4 units**

A historical background of the state. The course teaches students to understand the significance that events in California history have had on the entire United States. While covering the geography, the Spanish and Mexican eras, the California missions, the war with Mexico, the Gold Rush, the admission of California to the United States, and other main events, a special emphasis is directed toward the cultural diversity in California.

**HIST 101 History of the United States I, 4 units**

Prerequisite: College-Level Reading and Writing.

A history of the United States, the events, ideas, and main currents from its beginning until 1860. The course focuses on the discovery of America, its colonization, the American Revolution, the Declaration of Independence, the Bill of Rights, the Constitution, the territorial acquisitions, slavery, and the causes of the Civil War.

**HIST 102 History of the United States II, 4 units**

Prerequisite: College-Level Reading and Writing.

The ideas, events, and main currents in the United States history from 1860 to 1920. Emphasized are the Civil War, the Reconstruction Period, the westward movement, industrialization during the Gilded Age, the growth of labor unions and big business, and America's involvement in World War I.

**HIST 103 History of the United States III, 4 units**

Prerequisite: College-Level Reading and Writing.

A history of the United States from 1920 to the present. The three wars—World War II, the Korean War, and the war in Vietnam—are studied along with the important events and movements in the following decades.

HIST 110 History of Western Civilization I, 4 units

Prerequisite: College-Level Reading and Writing.

A survey of the development of Western culture from its classical antiquity to the end of the Middle Ages. Emphasis is placed on the intellectual and institutional foundations of Western civilization.

HIST 111 History of Western Civilization II, 4 units

Prerequisite: College-Level Reading and Writing.

A survey of the development of Western society and culture from the Renaissance to the French Revolution. Consideration is given to the social, intellectual, and institutional changes that led to the birth of the modern Western world.

HIST 112 History of Western Civilization III, 4 units

Prerequisite: College-Level Reading and Writing.

A survey of the development of Western society during the nineteenth and twentieth centuries. Emphasis is placed upon the social, institutional, and intellectual changes that have formed the basis of the contemporary Western world.

HIST 120 Modern Asian History, 4 units

Prerequisite: College-Level Reading and Writing.

This course is a study of the histories of China, Japan, and Korea in the nineteenth and twentieth centuries. Other countries such as the Philippines, Taiwan, Indonesia, and Vietnam are included in the context of their effect on and significance to the histories of the major powers. Students become acquainted with the uniqueness of East and Southeast Asian cultures and traditions and their importance in understanding their historical interaction with the West.

HIST 201 American Immigrant Experience, 4 units

Prerequisites: ENGL 101; PS 101; HIST 101, 102, or 103.

Students study the past, present, and future of the United States as an ethnically diverse country. Immigration issues are traced both as a process and as a current phenomenon. Special attention is paid to the California immigrant experience.

HIST 210 The Supreme Court in American Life: Landmark Cases, 4 units

Prerequisites: ENGL 101; PS 101; HIST 101, 102 or 103.

Landmark U.S. Supreme Court decisions are analyzed in light of their economic, social, political, and cultural consequences. Both the Court's role in the national and state legal system and the justices' roles in the constitutional system are examined.

## **Political Science**

### **PS 101 American Institutions, 4 units**

A study of American government and other institutions, their constitutional bases, structure, functions, and their influence on the national, state, and local level. Consideration is given to the Constitution, political systems, and historical background of California. This course fulfills the California State recommendations in federal, state, and local government.

### **PS 105 Modern World Issues, 4 units**

Prerequisite: College-Level Reading and Writing.

An introduction to history in the making and current, international issues with worldwide social, political, and economic implications. Issues such as war and peace, terrorism, foreign relations, and international trade are studied in the context of the geography, history, and current policies of the countries involved.

### **PS 205 International Relations, 4 units**

Prerequisites: ENGL 101 and PS 101.

An in-depth examination of the geography, resources, terminology, recent history, comparative political philosophies, and politics of the regions of the world engaged in international affairs and diplomacy. Students analyze the historical and modern perspectives of specific approaches and methods that nations use in the conduct of foreign affairs.

### **PS 210 Mass Media and Society, 4 units**

Prerequisites: ENGL 101 and PS 101.

The role of the media in American and global politics and society. The course emphasizes the relationship of American political and other social institutions with the media, especially in terms of how popular opinion is affected by both objective and subjective means. Particular attention is given to news journalists and commentators as they communicate via television, radio, print, and/or the Internet.

## **Psychology**

### **PSY 101 Introductory Psychology, 4 units**

Prerequisite: College-Level Reading and Writing.

An introduction to facts and theories in the scientific study of human behavior. Includes attention to psychological factors in sensation, perception, emotion, motivation, learning, personality, the brain, and other behavioral factors.

## **Sociology**

### **SOC 100 Interpersonal Communication, 4 units**

A survey of techniques and processes of person-to-person interaction, including verbal and non-verbal communication, active listening, and positive relationship

building. Students study and practice the concepts related to improving interpersonal communication skills.

**SOC 101 Introduction to Sociology, 4 units**

Prerequisite: College-Level Reading and Writing.

An introduction to the principal concepts, perspectives, methods, and insights of the scientific study of human society. The course includes the analysis and explanation of culture, personality, social institutions, population, social processes, and collective behavior.

**SOSC 290 Special Topics, 1-4 units (repeatable with new topic for up to 8 units)**

Prerequisite: ENGL 101 and others as determined by Liberal Arts faculty.

An intensive study in the social sciences from a critical perspective.

**SOSC 299 Directed Study, 1-4 units (repeatable with new topic for up to 8 units)**

Prerequisite: ENGL 101 and upper-division standing with CGPA 3.25 or better and approval of instructor and academic chair.

Designed to enhance and build on present curriculum in the social sciences with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

Note: Some Community Studies and Early Childhood Education courses may satisfy elective requirements for social and behavioral sciences. Consult your academic advisor for details.

## Courses in Community Studies

### CS 101 Introduction to Community Studies, 4 units

Prerequisite: College-Level Reading and Writing.

Introduces students to the concept of community and related ideas, including integrated versus fragmented communities and institutions that comprise communities, such as families, schools, businesses, nonprofit organizations, and government agencies. Students also learn techniques for community analysis and mechanisms for promoting greater connections among individuals, families, and organizations within the community. (Can count as Social and Behavioral Sciences elective.)

### CS 201 Social Research Methods, 4 units

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*

Teaches students to understand and utilize various methods of social research, including qualitative (interviews, observation, etc.) and quantitative (descriptive and inferential statistics) research techniques. Students design a research project which employs one or more of the methods covered in class. This course is intended to make students informed consumers of social science research.

### CS 210 Proposal Writing/Data Analysis

Prerequisite: CS 201.

Provides more in-depth guidance on how to write a research proposal with the needs of a local community organization in mind. Organization of the proposal is balanced by attention given to data-gathering instruments and analysis of data. This class is very useful for anyone hoping to enter a management position in the field of social services. An absolute requirement for any Community Studies major before entering CS220, Colloquium.

### CS 220 Community Studies Colloquium, 4 units

Prerequisites: CS 101, CS 201, CS 210.

Taught in seminar format, this capstone course is intended to allow students to carry out a formal research project. The instructor serves as facilitator for the interactive format in which students provide input to one another concerning the design and conduct of individual research projects. The focus is on real-world challenges, such as evaluating a social program, observing social group interactions, or analyzing a public or private organization.

### CS 290 Community Planning, 4 units

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*

A study of the physical layout and built environment that characterizes communities, with an emphasis on how communities can be designed, built or redeveloped to promote sustainability and to maximize human interaction. (Can count as Social and Behavioral Sciences elective.)

- CS 291 Community Health Analysis, 4 units  
Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*  
An overview of health and wellness issues as they affect the functioning of communities. Health care institutions within the community are emphasized, along with a discussion of the holistic health model, which encompasses prevention, education and lifestyle issues in addition to traditional medical approaches to health care. (Can count as Social and Behavioral Sciences elective.)
- CS 292 Human Service Delivery, 4 units  
Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*  
A review of the history of social services in the Western world with primary emphasis on the United States over the last century. The course presents a balance of information on the structural causes, program components, social attitudes, and recipients of social resources given to the less powerful in our country. A text provides historical perspective while handouts and guest speakers give up-to-date information on the reality of what "welfare" means in modern America. (Can count as Social and Behavioral Sciences elective.)
- CS 293 Police and Community Relations, 4 units  
Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*  
Law enforcement institutions and practitioners are covered by this course, which stresses concepts such as community-based policing, conflict resolution between neighborhood residents and the police department and the integration of police services into a community's human service delivery network. (Can count as Social and Behavioral Sciences elective.)
- CS 294 Deviant Behavior, 4 units  
Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*  
Societal definitions of deviance, the process by which individuals within a community are labeled as deviant and the role of deviance in determining and reinforcing the stratification of society are among the key themes of this course. Cross-cultural interpretations of deviant behavior are also addressed. (Can count as Social and Behavioral Sciences elective.)
- CS 295 Community Studies Internship, 2-4 units  
Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*  
This course is designed to provide practical experience in a community-based setting, augmented by class discussions and written assignments.

CS 296 Rural Problems and Prospects, 4 units

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*

An examination of the challenges faced by rural families and communities in the United States and abroad. Topics include urbanization as it affects the rural landscape, environmental degradation and the growing trend toward corporate agriculture. (Can count as Social and Behavioral Sciences elective.)

CS 297 Gerontology, 4 units

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*

A study of the aging process and the problems of the aged, with an emphasis on issues such as the changing roles of individuals as they grow old and the policy challenges associated with an increasingly aging population. (Can count as Social and Behavioral Sciences elective.)

CS 298 Social Stratification in American Society, 4 units

Prerequisites: Junior or Senior status and one of the following: CS 101, SOC 101, PSY 101, ECON 101, ECON 102.\*

Explores the multidimensional nature of stratification and examines the theoretical perspectives as well as the historical and social-structural context of stratification and inequality in the U.S. (Can count as Social and Behavioral Sciences elective.)

CS 299 Special Topics in Community Studies, 1-4 units

Prerequisites: Junior or Senior status and one of the following: SOC 101, PSY 101, CS 101, ECON 101, ECON 102.\*

Issue-oriented courses addressing topics of relevance to the study of communities.

\* All upper-division Community Studies courses require at least one social science course as well as Junior or Senior status as prerequisites; however, taking more than one social science course, such as SOC 101, PSY 101, CS 101, ECON 101, ECON 102, may substitute for Junior/Senior status requirement. See your academic advisor for more information.

## **Department of Administrative Management**

The Administrative Management Department offers certificate and degree programs in executive, legal, and medical administrative assistant education. The certificate programs are short, intensive programs designed for the student seeking immediate entry-level employment. The two-year degree programs, Associate in Arts and Associate in Science, prepare the student for more advanced secretarial and office administrative positions. The four-year Bachelor of Science degree program prepares students academically for advancement opportunities.

The department encourages and assists many of its students to find part-time clerical and secretarial employment in the community, thereby gaining valuable on-the-job experience while pursuing classroom studies. Bridging the gap between business and education is a primary objective.

Office administrative positions are challenging and rewarding with excellent advancement opportunities. Executive, legal, and medical administrative assistants are considered a vital part of the management team with increased supervisory and decision-making responsibilities. The combination of work experience coupled with continued education leads to job advancement opportunities.

### **Bachelor of Science Degree in Administrative Management (181 units)**

The Bachelor of Science degree in Administrative Management is designed to prepare experienced administrative support personnel with the technology, communications, and problem solving skills needed to advance into positions such as legal, general business, and medical office management, front-line supervisors, corporate sales representatives, administrative services management, claims examiners, insurance underwriters, administrative assistants, social and human services managers, and many major corporation entry-level positions.

A graduate from this program will exhibit:

- **Administrative Skills**  
Proficiency in composing business documents, telephone and interpersonal skills, and office procedures to create the groundwork on which to continue building office and communication skills. The ability to communicate, coach, lead, resolve conflicts, and motivate employees from any culture and background keeps the office moving forward. Progressive requirements in the upper-level classes such as identifying creative solutions or alternative and implementing them bring the students training in management perspectives.
- **Business Technology Skills**

A solid foundation in current software and use of the Internet. A series of software courses in areas such as word processing, spreadsheets, databases, and presentation software with progressive degrees of difficulty are required to prepare students to function effectively in the computer-oriented workplace.

- **Technology Problem-Solving Skills**  
Intermediate and advanced knowledge of software tools requiring thought in design, arrangement, and software selection, and presentation arrangement. Being able to identify creative solutions or alternatives and implement them in the business office requires computer expertise.
- **Office Maintenance Skills**  
Time management and organizational skills as well as flexibility and adaptability. Effective communication and maintenance of business contacts and correspondence are essential to productivity.
- **Critical Thinking and Analytical Skills**  
The ability to think through issues and analyze situations for efficient and effective problem resolution. Practice in analysis, interpretation, inference, explanation, and evaluation increase ability to think critically.
- **GENERAL EDUCATION REQUIREMENTS ( 73 units )**
  - **Communications (16 units)**
    - ENGL 101 Written Communications
    - Select one of the following:
      - ENGL 102 Advanced Written Communications
      - ENGL 103 Intensive Grammar
    - ENGL 110 Oral Communications
    - ENGL 201 Report Writing
  - **Social and Behavioral Sciences (28 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - PSY 101 Introduction to Psychology
    - Select one of the following:
      - SOC 100 Interpersonal Communication
      - SOC 101 Introduction to Sociology
    - Select one of the following:
      - PS 105 Modern World Issues
      - HIST 110 History of Western Civilization I
      - HIST 111 History of Western Civilization II
      - HIST 112 History of Western Civilization III
      - HIST 120 Modern Asian History
    - Upper-Division Social and Behavioral Sciences Elective

- Social and Behavioral Sciences Elective
  - **Humanities (16 units)**
    - Select two of the following:
      - AM 101 Art & Music Appreciation
      - PHIL 101 Introduction to Philosophy
      - REL 101 Great Religions of the World
      - LIT 101 Introduction to Literature
      - SPAN 101 Elementary Spanish I
    - Upper-Division Humanities Elective
    - Humanities Elective
  - **Math and Science (13 units)**
    - MATH 101 College Mathematics
    - MATH 120 Statistics
    - Science with a lab (5 units)
- **ADMINISTRATIVE MANAGEMENT REQUIREMENTS (96 units)**
  - **Lower Division (44 units)**
    - ACCT 101 Accounting I
    - ACCT 102 Accounting II
    - MGT 105 Business Management I
    - MGT 120 Business Law I
    - ADM 120 Computer Applications
    - ADM 121 Word Processing
    - ADM 134 Spreadsheets
    - ADM 136 Desktop Publishing and PowerPoint
    - ADM 141 Relational Database
    - ADM 155 Administrative Procedures
      - (Legal emphasis, take ADM 161 Legal Office Procedures in place of ADM 155)
      - (Medical emphasis, take one of the following: ADM 162 Billing and Coding I or ADM 168 Medical Keyboarding and Transcription in place of ADM 155)
    - ADM 150 Records Management
  - **Upper Division (52 units)**
    - MGT 215 Public Relations
    - MGT 220 Organizational Behavior
    - MGT 230 Human Resources Management
    - MGT 255 Small Business Management
    - MGT 295 International Business
    - ADM 240 Office Production Systems
    - ADM 241 LAN and Web for the Modern Office
    - ADM 242 Integrated Office Software
    - ADM 270 Evaluative Research on the Internet
    - ADM 280 Integrated Administrative Management Capstone
    - ADM 290 Special Topics (8 units)
    - ADM 295 Internship
- **FREE ELECTIVES (12 units)**

## **Associate in Arts in Administrative Support Management (96 units [98 for Medical Emphasis])**

Students must choose one of the following emphases: Administrative, Legal, or Medical. The degree seeks to prepare students for entry positions such as data input clerk, accounting clerk, medical transcriptionist, loan clerk, interviewer, human resource support personnel, administrative assistant, customer service representative, medical and legal clerks.

- **GENERAL EDUCATION REQUIREMENTS ( 56 Units)**
  - **Communications (12 Units)**
    - ENGL 101 Written Communications
    - Select one of the following:
      - ENGL 102 Advanced Written Communications
      - ENGL 103 Intensive Grammar
    - Select one of the following:
      - ENGL 110 Oral Communications
      - ENGL 120 Medical Terminology I (for Medical Emphasis)
  - **Social and Behavioral Sciences (20 Units)**
    - PS 101 American Institutions
    - PSY 101 Introduction to Psychology
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - Select one of the following:
      - Social and Behavioral Sciences Elective (for Administrative and Medical Emphasis)
      - LEGA 101 Introduction to the Legal System (for Legal Emphasis)
    - Social Science Elective
  - **Humanities Electives (12 Units)**
  - **Math & Science (12 Units)**
    - MATH 101 College Mathematics
    - Science Elective
    - Math or Science Elective
- **ADMINISTRATIVE SUPPORT REQUIREMENTS (40 units [42 for Medical Emphasis])**
  - ADM 100 Intermediate Keyboarding
  - ADM 115 Administrative Correspondence
  - ADM 120 Computer Applications
  - ADM 121 Word Processing
  - ADM 134 Spreadsheets
  - ADM 150 Records Management

- ADM 190 Professional Development
- ACCT 101 Accounting I
- Choose one of the following course groups:
  - For Administrative Emphasis (10 units)
    - ADM 155 Administrative Procedures
    - ADM 170 General Business Transcription
    - Select one of the following
      - ADM 136 Presentation Graphics and Desktop Publishing
      - ADM 141 Relational Database
  - For Legal Emphasis (10 units)
    - ADM 160 Legal Terminology
    - ADM 161 Legal Office Procedures
    - ADM 171 Legal Transcription
  - For Medical Emphasis (12 units)
    - ADM 162 Billing and Coding I
    - ADM 163 Billing and Coding II
    - Select one of the following:
      - ADM 168 Medical Keyboarding and Transcription
      - ADM 187 Pharmacology and Ethics

Additional courses may be needed to meet the keyboarding graduation requirement of 60 net words per minute.

### **Associate in Science in Administrative Support Management (90 units [92 for Medical Emphasis])**

The Associate in Science degree in Office Technology concentrates on developing the highest secretarial and office management skills needed in any business. It contains fewer liberal arts subjects, leaving more units to pursue specific office skills other academic or occupational interests. The degree seeks to prepare students for entry into data entry, accounting clerk, medical transcriptionists, loan clerks and interviewers, human resource support personnel, administrative assistants, customer service representatives, medical and legal clerks. Students must choose one of the following emphases: Administrative, Legal, Medical.

- **GENERAL EDUCATION REQUIREMENTS: (28 units)**
  - **Communication (12 units)**
    - ENGL 101 Written Communications
    - Select one of the following:
      - ENGL 102 Advanced Written Communications
      - ENGL 103 Intensive Grammar
    - Select one of the following:
      - ENGL 110 Oral Communications
      - ENGL 120 Medical Terminology I (for Medical Emphasis)
  - **Social and Behavioral Science (8 units)**

- PS 101 American Institutions
  - Elective
  - **Humanities Elective (4 units)**
  - **Math or Science Elective (4 units)**
- **ADMINISTRATIVE SUPPORT REQUIREMENTS (48 units [50 for Medical Emphasis])**
  - ADM 100 Intermediate Keyboarding I
  - ADM 115 Administrative Correspondence
  - ADM 120 Computer Applications
  - ADM 121 Word Processing
  - ADM 134 Spreadsheets
  - ADM 136 Desktop Publishing and PowerPoint
  - ADM 141 Relational Database
  - ADM 150 Records Management
  - ADM 190 Professional Development
  - One of the following:
    - ACCT 40 Basic Accounting
    - ACCT 101 Accounting I
  - Select one of the following course groups:
    - For Administrative Emphasis (10 units)
      - ADM 155 Administrative Procedures
      - ADM 170 General Business Transcription
      - MGT 105 Business Management
    - For Legal Emphasis (10 units)
      - ADM 160 Legal Terminology
      - ADM 161 Legal Office Procedures
      - ADM 171 Legal Transcription
    - For Medical Emphasis (12 units)
      - ADM 162 Billing and Coding I
      - ADM 163 Billing and Coding II
      - ADM 168 Medical Keyboarding and Transcription
- **FREE ELECTIVES (14 Units)**

Additional courses may be needed to meet the keyboarding graduation requirement of 60 net words per minute.

## **Administrative Support Certificate Programs**

### **Certificate of Completion for Administrative Management (12 months)**

This program is open only to those students who have completed a minimum of two years of college (90 quarter units or 60 semester units), of which at least 32 quarter units or 20 semester units are in the area of General Education, or have at least three years of experience working in a supervisory, managerial, or analyst position. The program is designed to develop modern, specialized business and technology skills appropriate for management positions in administrative support areas in legal, medical, or business

environments that employ administrative analysts, assistants to executives, and human resource managers.

Also required is proficiency in Microsoft Office Programs – Microsoft Word, Excel, Access, and PowerPoint. Proficiency can be demonstrated by college-level transferable courses from other educational institutions or by examination at Humphreys College.

All students must also have previously taken, and passed with a C or better, MGT 105 Business Management (or transferable equivalent) and any college-level written English course (English 101 Written Communications) or be taking it concurrently.

**Course Requirements:**

- MGT 220 Organizational Behavior
- MGT 230 Human Resources Management
- ADM 240 Office Production Systems
- ADM 241 LAN and Web for the Modern Office
- ADM 242 Integrated Office Software
- ADM 280 Integrated Administrative Management Capstone
- ADM 270 Evaluative Research on the Internet
- ADM 295 Internship

Students must have a cumulative GPA of at least 2.0 in the above courses in order to earn the certificate.

**Certificate of Completion for Medical Transcription (42 units)**

This one-year program is designed to prepare the student as a medical language specialist to function effectively as a medical transcriptionist on entering the field. It offers a structured curriculum in which academic courses and practical lab/lecture classes are taken concurrently in sequence. Students must meet academic and skill prerequisites before being accepted into the program.

Program applicants must meet the following prerequisites to enter the medical transcription certificate program:

1. test into a college-level written English class
2. test at a minimum typing speed of 45 net words a minute

Students not meeting these prerequisites should start attending a quarter before the program starts to take essential English and keyboarding courses.

A certificate of completion will be awarded to the student who completes the following courses with a grade point average of 2.0 or higher.

### **Course Requirements:**

- ADM 120 Computer Applications
- ADM 174 Medical Transcription II
- ADM 175 Medical Transcription III
- ADM 176 Medical Transcription IV
- ADM 185 Diseases, Physical Exam & Lab Procedures
- ADM 187 Pharmacology and Ethics
- ADM 194 Internship (6 Units)
- ENGL 120 Medical Terminology I
- ENGL 121 Medical Terminology II
- SCI 120 Human Biology

### **Certificate of Completion for Computerized-Accounting Clerk (9 months)**

The certificate program is intended to prepare the student for entry-level accounting positions, such as accounts receivable, accounts payable, general ledger, purchasing, and payroll clerks.

- **GENERAL EDUCATION REQUIREMENTS**
  - ENGL 101 Written Communications
  - English Elective
  - Math Elective
- **ACCOUNTING AND ADMINISTRATIVE MANAGEMENT REQUIREMENTS**
  - ACCT 101 Accounting I
  - ACCT 102 Accounting II
  - ACCT 110 Payroll Accounting & Credit Management
  - ACCT 150 Computerized Accounting I
  - ACCT 151 Computerized Accounting II
  - ADM 120 Computer Applications
  - ADM 121 Word Processing
  - ADM 134 Spreadsheets
  - ADM 190 Professional Development

### **Certificate of Completion for Executive Administrative Assistant (12 months)** (Administrative, Legal, and Medical Emphases Available)

Entrance Requirement: Keyboarding at 25 wpm.

- **GENERAL EDUCATION REQUIREMENTS**
  - ENGL 101 Written Communications
  - ENGL 103 Intensive Grammar
  - ENGL 110 Oral Communications
  - Math Elective

- **ADMINISTRATIVE MANAGEMENT REQUIREMENTS**
  - ADM 100 Intermediate Keyboarding
  - ADM 115 Administrative Correspondence
  - ADM 120 Computer Applications
  - ADM 121 Word Processing
  - ADM 150 Records Management
  - ADM 190 Professional Development
  - Select of one of the following course groups:
    - Administrative Emphasis (24 units)
      - ACCT 40 Basic or ACCT 101 Accounting I
      - ADM 134 Spreadsheets
      - ADM 136 Desktop Publishing and Presentation Graphics
      - ADM 155 Administrative Procedures
      - ENGL 102 Advanced Written Communications
      - MGT 105 Business Management
    - Legal Emphasis (22 units)
      - ACCT 40 Basic or ACCT 101 Accounting I
      - ADM 136 Desktop Publishing and Presentation Graphics
      - ADM 160 Legal Terminology
      - ADM 161 Legal Office Procedures
      - ADM 171 Legal Transcription
      - LEGA 101 Introduction to the Legal System
    - Medical Emphasis (24 units)
      - ADM 162 Billing and Coding I
      - ADM 163 Billing and Coding II
      - ADM 168 Medical Transcription I
      - ENGL 120 Medical Terminology I
      - ENGL 121 Medical Terminology II
      - SCI 120 Human Biology

Additional courses may be needed to meet the keyboarding graduation requirement of 60 net words per minute.

### **Administrative Support Update Certificate (6 months)**

- **ADMINISTRATIVE MANAGEMENT REQUIREMENTS**
  - ADM 120 Computer Applications
  - ADM 121 Word Processing
  - ADM 115 Business Communications
  - ADM 150 Records Management
  - Select of one of the following course groups:
    - Administrative Emphasis (16 units)
      - ACCT 40 Basic or ACCT 101 Accounting I
      - ADM 134 Spreadsheets

- ADM 136 Desktop Publishing and Presentation Graphics
- ADM 155 Administrative Procedures
- Legal Emphasis (14 units)
  - ACCT 40 Basic or ACCT 101 Accounting I
  - ADM 160 Legal Terminology
  - ADM 161 Legal Office Procedures
  - ADM 171 Legal Transcription

## **Courses in the Department of Administration Management**

### **ADM 51 Beginning Keyboarding, 2 units**

A course designed for students who have not had keyboarding experience or who do not know the keyboard well. Emphasis is placed upon correct techniques as a basis for developing speed and efficient keyboarding skills. This lab course provides self-paced instruction adapted to individual needs and abilities.

### **ADM 80 Independent Study, 2 units**

Prerequisite: Ability to type 40 wpm on a five-minute test or approval of instructor.

The lab course provides self-paced instruction adapted to the student's individual needs and abilities.

### **ADM 90 Typing Speed Development I, 2 units**

Prerequisite: Ability to type 40 wpm on a five-minute test or approval of instructor.

Program designed to improve keyboarding speed by analyzing typing technique and prescribing practice that will help the student key faster and more accurately.

### **ADM 91 Typing Speed Development II, 2 units**

Prerequisite: ADM 90.

This course is a continuation of Typing Speed Development I and is designed to improve keyboarding speed by analyzing typing techniques and prescribing practice that will help the student key faster and more accurately.

### **ADM 100 Intermediate Keyboarding I, 2 units**

Prerequisite: ADM 51 or equivalent, ability to type 25 wpm.

This instruction and skill-practice program seeks to develop understanding and skill in office practices involving the use of computers. Emphasis is placed on business letters, office memorandums, tables, and report keyboarding.

Development of speed and accuracy is stressed with the goal of attaining a speed of at least 40 words a minute with five or fewer errors on a five-minute timing.

The lab course provides self-paced instruction adapted to the student's individual needs and abilities.

### **ADM 115 Administrative Correspondence, 4 units**

This course introduces students to administrative correspondence styles, formats and strategies that produce clear, correct, and concise writing. Additionally, students will discover how to overcome multicultural communication barriers and develop presentation skills.

ADM 120 Computer Applications, 4 units

Prerequisite: Ability to keyboard at 25 wpm in a five-minute test.

An introductory skills-integrated approach to business software for the personal computer. This course provides an introduction to computer hardware and peripherals as well as instruction in the use of Microsoft Internet Explorer, Word, Excel, Access, PowerPoint, Outlook, and the Windows operating system in real-life business settings. Applications are used to open, edit, and share information as well as to construct new documents within each application. The course serves as a foundation for all other software application courses.

ADM 121 Word Processing, 4 units

Prerequisite: ADM 120, the ability to type 25 wpm on a five-minute test or approval of instructor.

A comprehensive introduction to Microsoft Office Word. Topics include creating and working with the following: resumes, cover letters, web pages, tables, charts, watermarks, form letters, mailing labels, directories, newsletters, collaboration tools, online forms, macros, master documents, indexes, table of contents, and XML. This course also focuses on linking an Excel worksheet and charting its data in Word.

ADM 134 Spreadsheets, 4 units

Prerequisite: ADM 120.

A basic spreadsheet course in which students learn about managing workbooks, automating tasks, using and analyzing list data, enhancing charts and worksheets, working with Excel and the Internet, performing "what if" analysis, creating PivotTables, exchanging Excel data with other programs, controlling worksheet properties and calculations.

ADM 136 Presentation Graphics and Desktop Publishing, 4 units

Prerequisite: ADM 120.

Continuing work within Microsoft Office Professional, learners concentrate on Microsoft PowerPoint, and learn basic skills in Microsoft Publisher to produce flyers, brochures, and newsletters.

ADM 141 Relational Database, 4 units

Prerequisite: ADM 120.

A comprehensive course in Microsoft Access, covering introductory through post-advanced database concepts and skills. This course covers all the skills required for successful mastery of the Microsoft Office User Specialist Access Examination.

ADM 150 Records Management, 4 units

Prerequisite: None.

This course covers basic alphabetic filing rules that are adapted from the standards published by the Association of Records Managers and Administrators. Emphasis is placed on the development of knowledge and skills in filing and

managing records, including principles of alphabetic, geographic, subject, and numeric filing systems. Students apply the alphabetic indexing rules to a computer records database after achieving and understanding of manual filing. Also included is the study of advancements and changes in office technology and the resultant effect on the management of office records.

ADM 155 Administrative Procedures, 4 units

Prerequisite: College-level reading and writing, ADM 100, ADM 121, the ability to type 40 wpm on a five-minute test.

Students improve office skills by providing practical application in such areas as processing information with computers, telephone procedures, filing and managing records, processing business documents, procedures for sending and receiving mail, and accounting and record keeping applications in the office. Also included is a study of human relations with emphasis on the role of the office worker in contact with superiors, peers, subordinates, and the general public.

ADM 160 Legal Terminology, 4 units

Prerequisite: College-level reading and writing or approval of the academic advisor.

The course is designed to give the student a background in basic legal terminology. Students who successfully complete this course will be able to correctly spell, pronounce, and define basic legal terms used in law offices.

ADM 161 Legal Office Procedures, 4 units

Prerequisite: College-level reading and writing, ADM 100, ADM 121, ADM 160, the ability to type 40 wpm on a five-minute test.

The course is designed to give the student the necessary background to work as a legal secretary. Students learn about secretarial procedures in the following areas: court structure, civil procedures, real estate, criminal law, family law, conservatorship, probate, corporations, and workers' compensation.

ADM 162 Billing and Coding I, 4 units

Prerequisite: ENGL 120.

This course is designed to equip students with skills specific to a front office medical environment. The areas of study include scheduling appointments, direct patient contact, insurance billing, fee and charge payment maintenance, medical reports and record keeping, and medical record filing.

ADM 163 Billing and Coding II, 4 units

Prerequisite: ADM 162.

This course is designed to introduce students to procedure and diagnostic coding skills specific to a front office medical environment. The course teaches the student to extract information from the patient record and combine it with knowledge of coding guidelines to optimize physician payment. This course refines the skills introduced in Billing and Coding I and provides the student with intensive application of these skills by covering the various medical disciplines.

ADM 168 Medical Transcription I, 4 units

Prerequisite: ENGL 120.

A course designed to give the student background in the field of medical transcription. It informs about the career roles and responsibilities of a medical transcriptionist, a study of the tools of trade, and practice in the preparation of medical forms and reports through keyboarding visual copy. Provides practice through dictated transcription materials in the preparation of medical forms, records, and reports in the areas of history and physicals, consultations, diagnostic reports, discharge summaries, operative reports, pathology and radiology. Study and use of transcription equipment is included.

ADM 170 General Business Transcription, 2 units

Prerequisite: College-level reading and writing, ADM 100, ADM 121, the ability to type 40 wpm on a five-minute test.

A course designed to give the student practice in transcribing oral dictation through the use of transcription machines. The course is also designed to help the student improve English and proofreading competencies, and help develop an awareness of the value and importance of machine transcription in business.

ADM 171 Legal Transcription, 2 units

Prerequisite: ADM 161.

This course is designed to give students a background in the field of legal typing by providing them with practice in keying Judicial Council Forms and correspondence in a simulated office environment. Students prepare correspondence and legal documents, such as wills, leases, deed, land descriptions, probate, and various legal papers related to litigation. The student also studies legal terminology and procedures and works on developing employable levels of skill in legal transcription with regard to speed and accuracy.

ADM 174 Medical Transcription II, 4 units

Prerequisite: Acceptance into the HIMT program.

This lecture/lab course continues practical training through transcription of medically complex dictation in radiology, gastrointestinal, and cardiology specialties focusing on the ability to recognize and evaluate medical dictation and edit, revise, and clarify material without altering the meaning or style of dictation. Discussion on medico-legal issues is included as related to confidentiality of medical records. A final grade will not be awarded until all required assignments are successfully completed.

ADM 175 Medical Transcription III, 4 units

Prerequisite: ADM 174.

This lecture/lab course is designed to enhance the student's proficiency in medical transcription. The student is expected to produce quality transcripts meeting professional standards from medical dictation in the specialties of orthopedics and pathology. The role of the medical transcriptionist, professional practices, and

ethical issues are discussed as a preparation for entry into this field. A final grade will not be awarded until all required assignments are successfully completed.

ADM 176 Medical Transcription IV, 4 units

Prerequisite: ADM 175.

This lab course is designed to enhance the student's proficiency in keying medically complex transcription. The student is expected to produce quality transcripts from medical dictation to meet professional standards. The role of the medical transcriptionist, professional practices, and ethical issues are discussed as a preparation for entry into this career. A final grade will not be awarded until all required assignments are successfully completed.

ADM 185 Diseases, Physical Exam & Lab Procedures, 4 units

Prerequisite: Acceptance into the Medical Transcription program, ENGL 120. This course offers a study of the common human diseases as they relate to the body systems. Students learn to identify, pronounce, and correctly spell the diseases and their related body systems. Common medical formats for history and physical exams as well as laboratory procedures are examined and practiced.

ADM 187 Pharmacology and Ethics, 4 units

Prerequisite: Acceptance into the Medical Transcription Program, ENGL 120.

This course offers a study of the principles of pharmacology including classes of drugs as well as generic counterparts with emphasis on identifying drugs according to body systems and routes of drug administration. Discussions of medical records as legal documents and employer/employee liability emphasize the necessity for accuracy in transcription. Ethical issues such as confidentiality are covered.

ADM 190 Professional Development, 4 units

Prerequisite: ADM 100, ADM 121, and ADM 134.

This lower-division capstone course focuses on a structured sequential course in life and career planning. The emphasis is on career, personal, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments help identify tentative career options. Decision-making strategies, resume writing, interviewing skills, and job-search techniques are reviewed. Students focus on real-world office simulations that develop critical-thinking, composition, and decision-making skills. The instructor serves as facilitator for this project with students providing input.

ADM 194 Internship, 1 – 8 units.

Prerequisite: Approval of the academic chair.

Supervised work experience designed to give qualified lower-division students an understanding of the nature and scope of the administrative functions in the workplace. Supervision is provided by the faculty and the cooperating agencies.

ADM 240 Office Production Systems, 4 units

Prerequisite: ADM 120, ADM 121, ADM 134, ADM 141 or approval of the academic chair.

Exposure to office analysis techniques, work measurements, form design, paperwork, flowcharts. Presentation of techniques and concepts concerning productivity, ergonomics, and change in the office. Emphasis on systems project.

ADM 241 LAN and Web for the Modern Office, 4 units

Prerequisite: ADM 120, ADM 121, ADM 134 or approval of the academic chair.

Students learn area network terminology, systems configuration, shred drives, email, servers and workstation set-up and maintenance. Students learn about system security, file and environment ownership. Internet and intranet webs are introduced and students will learn how they are utilized in the work environment.

ADM 242 Integrated Office Software, 4 units

Prerequisite: ADM 120, ADM 121, ADM 134 and ADM 141 or approval of the academic chair.

Office software applications through Word, Excel, Access, and PowerPoint. Students learn to use advanced concepts to create and integrate word processing, spreadsheets, database, and presentation applications to solve practical problems. Students use various forms of linking and embedding objects.

ADM 270 Evaluative Research on the Internet, 4 units

Prerequisites: ADM 120, ENGL 201, and upper-division standing approval of the academic chair.

This course instructs in the proper use of the Internet to conduct extensive detailed searches for credible data produced and presented by reliable sources. The course reviews and instructs on the techniques for data acquisition, interpretation and presentation in the modern business environment. Instruction includes utilizing business applications in the production of research and presentation materials, as well as refining analysis, inference, and explanatory skills.

ADM 280 Integrated Administrative Management Capstone, 4 units

Prerequisite: ADM 242, ADM 240, or approval of the academic chair.

High-order cognitive skills such as creativity, critical thinking, and problem solving are called upon to create a business application solution to a management reporting problem. Individual student solutions become an important part of the student's portfolio, demonstrating the use of Microsoft Office Professional Suite as a tool in the production of creative solutions to business reporting problems.

ADM 290 Special Topics, 4 units

Prerequisite: ADM 120, ADM 121, ADM 134, ADM 141 or approval of the academic chair.

This course will be designed to encompass specific topics and/or problems in the management not addressed by the core courses listed.

ADM 295 Internship, 4 units

Prerequisite: Approval of the academic chair. (Request Departmental Policy for Internships.)

Supervised work experience designed to give qualified students an understanding of the nature and scope of the administrative functions in the workplace.

Supervision is provided by the faculty and the cooperating agencies.

ADM 299 Directed Study, 4 units (may be repeated for a maximum of 8 units)

Prerequisite: Advanced standing in the Administrative Management program, consent of the instructor, and the approval of the academic chair.

This course is designed for qualified students desiring to pursue advanced study, including reading, writing, and research in particular areas related to their degree program.

## **Department of Paralegal Studies**

The Paralegal Studies degree program is designed to provide the student with a strong foundation in the liberal arts as well as requiring courses to enable the student to understand the business world. This foundation, along with the extensive requirements in legal studies, is designed to help prepare students to find employment as legal assistants or paralegals in law offices or in any capacity where a legal education is desirable. This may include positions in real estate, banking, estate planning, document preparation firms, as well as in governmental agencies.

The program will prepare the student in the substantive and procedural aspects of the law needed to perform services such as preliminary interviewing of clients; fact finding and investigation of people or issues involved in legal services or litigation; preliminary drafting of documents required by courts or administrative bodies; legal research; preparation of routine forms required in legal procedures; follow-up with clients, official bodies, or officers to achieve timely completion of legal documents.

### **Bachelor of Arts Degree in Paralegal Studies (181 units)**

A graduate from this program will:

- Understand the professional and ethical role of a paralegal and the specific regulations and rules pertaining to the performance of paralegal tasks
- Demonstrate an understanding of the roots and sources of the American legal system, its structure, administration, and the foundations of procedural and substantive law
- Demonstrate an ability to understand and use the appropriate forms and practices related to litigation, trial procedures, and appeals
- Develop a proficiency in legal research and writing; have sufficient opportunities to write frequently, as suggested in the Writing across the Curriculum policy adopted department faculty; demonstrate an ability to perform tasks, using the tools of research and writing in preparing a variety of legal documents
- Become familiar with the operation and management of a modern law office and the role of a paralegal in that setting
- Develop a conceptual and substantive knowledge of the subjects of torts and contracts
- Develop habits of critical thinking and the ability to analyze and apply the law to specific factual situations

- **GENERAL EDUCATION REQUIREMENTS (73 units)**
  - **Communications (20 units)**
    - ENGL 101 Written Communications
    - ENGL 102 Advanced Written Communications
    - ENGL 103 Intensive Grammar
    - ENGL 110 Oral Communications
    - ENGL 201 Report Writing
  - **Social and Behavioral Sciences (24 units)**
    - PS 101 American Institutions
    - Select one of the following:
      - HIST 101 U.S. History I
      - HIST 102 U.S. History II
      - HIST 103 U.S. History III
    - Select two of the following:
      - PSY 101 Introduction to Psychology
      - SOC 100 Interpersonal Communication
      - SOC 101 Introduction to Sociology
    - Select one of the following:
      - HIST 110 Western Civilization I
      - HIST 111 Western Civilization II
      - HIST 112 Western Civilization III
      - HIST 120 Modern Asian History
      - PS 105 Modern World Issues
    - Upper-Division Social and Behavioral Sciences Elective
  - **Humanities (16 units)**
    - Choose two of the following:
      - AM 101 Art & Music Appreciation
      - PHIL 101 Introduction to Philosophy
      - REL 101 Great Religions of the World
      - LIT 101 Introduction to Literature
      - SPAN 101 Elementary Spanish I
    - Upper-Division Humanities Elective
    - Humanities Elective
  - **Math and Science (13 units)**
    - Science Elective with a Lab
    - Math 101 College Mathematics
    - Math or Science Elective
- **MAJOR CORE REQUIREMENTS (36 UNITS)**
  - LEGA 101 Introduction to the Legal System
  - LEGA 102 Torts
  - LEGA 201 Contracts
  - LEGA 204 Criminal Law
  - LEGA 206 Legal Drafting
  - LEGA 207 Legal Research
  - LEGA 210 Civil Litigation
  - LEGA 212 Professional Responsibility

- LEGA 230 Evidence
- **PARALEGAL STUDIES MAJOR ELECTIVES (20 units)**
- **BUSINESS AND ADMINISTRATIVE MANAGEMENT REQUIREMENTS (24 units)**
  - ACCT 101 Accounting I
  - ADM 120 Computer Applications
  - Administrative Management Electives (16 units)
- **FREE ELECTIVES (28 units)**

### **Certificate of Completion in Paralegal Studies**

The Certificate of Completion in Paralegal Studies indicates the completion of a core of nine paralegal subjects developed and approved by the Paralegal Studies faculty. It is designed to provide the student who already has a background of college education or practical experience in the legal field with theoretical and practical exposure to certain areas of the law which will help that person become more effective and valuable as a paralegal.

This program is open only to those students who have completed a minimum of two years of college (90 quarter units or 60 semester units), of which at least 56 quarter units or 36 semester units are in the area of General Education, or who have at least three years of experience working in a law office and who demonstrate sufficient proficiency on their assessment testing. Entry through the work experience mode requires approval of the academic chair.

All students must also have previously taken, and passed with a C or better, any college-level written English course or be taking it concurrently during their first quarter. It is highly recommended that students have a basic working ability with computers and word processing prior to entry into the certificate program or that a software applications course be taken during the student's first quarter.

A certificate will be awarded to the student who completes the following courses with a grade point average of 2.0 or higher.

- **CERTIFICATE CORE REQUIREMENTS: 36 units**
  - LEGA 101 Introduction to the Legal System
  - LEGA 102 Torts
  - LEGA 201 Contracts
  - LEGA 204 Criminal Law
  - LEGA 206 Legal Drafting
  - LEGA 207 Legal Research
  - LEGA 210 Civil Litigation
  - LEGA 212 Professional Responsibility
  - LEGA 230 Evidence

## **Minor in Paralegal Studies (24 Units)**

A minor in Paralegal Studies is open to any student enrolled in any other baccalaureate degree program.

One objective of a minor in Paralegal Studies is to provide students in other disciplines with exposure to the law of the United States and the underlying theories and principles which form the foundation of the current legal atmosphere.

A second objective of a minor in Paralegal Studies is to broaden the students' knowledge and skill base, thereby increasing their potential value to an employer and their career opportunities.

- **Requirements: (16 units)**
  - LEGA 101 Intro to the Legal System
  - LEGA 102 Torts
  - LEGA 201 Contracts
  - LEGA 210 Civil Litigation
- **Electives: Select two (8 units)**
  - LEGA 204 Criminal Law
  - LEGA 212 Professional Responsibility
  - LEGA 215 Law Office Management
  - LEGA 217 Administrative Law
  - LEGA 218 Workers' Compensation
  - LEGA 221 Partnerships & Corporations
  - LEGA 222 Bankruptcy
  - LEGA 223 Real Estate
  - LEGA 290 Special Topics

## **Courses in the Department of Paralegal Studies**

### **LEGA 101 Introduction to the Legal System, 4 units**

Prerequisite: College-level reading and writing (may be taken concurrently).

This course is designed to provide a general perspective of the legal system and the present and potential role of the paralegal within that system. Students are exposed to the operations and structures of the federal and state court system, administrative agencies, private law firms and public sector law offices.

Instruction includes an introduction to basic civil procedure, legal terminology, legal bibliography and other basic areas of the law. Objectives are to provide a working knowledge of the present structure of the legal system and to provide an understanding of the legal issues and ethics facing the legal assistant.

### **LEGA 102 Torts, 4 units**

Prerequisite: LEGA 101 (may be taken concurrently).

An introduction to the study of torts including intentional torts such as assault and battery, false imprisonment, intentional infliction of emotional distress, trespass to land and chattel, negligence and products liability.

### **LEGA 201 Contracts, 4 units**

Prerequisites: LEGA 101 (may be taken concurrently) or by permission.

An introduction to the formation, construction, and legal operation of contracts.

Course includes the conditions of contracts, rights of third parties, assignments, joint and several contracts, breach of contracts, illegal bargains, remedies, and the Uniform Commercial Code.

### **LEGA 204 Criminal Law, 4 units**

Prerequisite: LEGA 101.

A general survey course to provide an understanding of the state criminal code and other statutory provisions relating to the criminal justice system, from arrest to trial decisions, elements of various crimes such as murder, rape, larceny, and conspiracy; and criminal procedure questions such as search and seizure, Miranda warnings, and suppression of evidence.

### **LEGA 206 Legal Drafting, 4 units**

Prerequisite: LEGA 101, 102 and 201 or by permission.

This course is designed to provide the student with practical training in the various techniques of legal drafting. The student learns to prepare office memoranda, legal citations, interrogatories, motions, and various other legal documents. A major legal drafting project is required along with several smaller exercises.

### **LEGA 207 Legal Research, 4 units**

Prerequisites: LEGA 101, 102 and 201 or by permission.

This course is designed to provide the student with experience in doing legal research projects and then utilizing the results of this research in preparing letters,

motions, memoranda, and other legal documents based upon the research. This course integrates the knowledge gained in prerequisites courses with substantive course material.

**LEGA 210 Civil Litigation, 4 units**

Prerequisites: LEGA 101 and LEGA 102 and LEGA 201 or by permission.

This is a study of the forms and practice in civil procedure. Students learn to use legal forms and library materials in order to be of valuable assistance to the attorney in drafting pleadings, motions, and other documents required in either civil or criminal actions. Further study of trial and appeal procedure and the forms and procedures required by the court clerk's office.

**LEGA 211 Advanced Civil Litigation, 4 units**

Prerequisite: LEGA 210.

Designed to define and develop in greater depth the skills and knowledge used by the legal assistant already familiar with litigation practice. Topics such as federal practice, handling and organizing a big case, and appellate procedure are covered.

**LEGA 212 Professional Responsibility and Client Contact, 4 units**

Prerequisites: LEGA 101 and LEGA 102 OR LEGA 201.

The objective of this course is to improve and sharpen verbal communication skills in interviewing, negotiating, and advocacy situations. The student is prepared to conduct fact-finding interviews with clients, to listen effectively, and to prepare reports of information obtained from the clients for the use of the attorneys. An overview of the ethical considerations within the legal profession is emphasized.

**LEGA 215 Law Office Management, 4 units**

Prerequisite: LEGA 101.

This course analyzes the fundamental objectives of the management of a law office, the various machines used, basic indexing and filing principles, accounting methods, and personnel management in the law office. Major attention is given to the development and use of systemization in the law office in order to increase efficiency and reduce costs.

**LEGA 216 Family Law Practice, 4 units**

Prerequisites: LEGA 101 or by permission.

This course covers the basic substantive law regarding adoptions, guardianships, non-support, uncontested and contested divorces, child custody, and paternity. Emphasis is given to the use of family court forms, the preparation of pleadings and proposed decrees, the drafting of property settlement agreements, and the use of interviewing checklists.

LEGA 217 Administrative Law, 4 units

Prerequisite: LEGA 101 or by permission.

This course surveys the various functions of government agencies and the laws involving the public sector. Students become acquainted with the procedures involved in the implementation of public laws and the general role of the paralegal in this field.

LEGA 218 Workers' Compensation, 4 units

Prerequisites: LEGA 101 or by permission.

This course involves a study of the Workers' Compensation Act and the procedures and steps that are required to assist the attorney in cases involving such areas as employment, earnings, temporary disability benefits, permanent disability benefits, and medical benefits.

LEGA 219 Probate, 4 units

Prerequisites: LEGA 101 or by permission.

This course provides the basic legal concepts of the more common forms of wills and trusts, as well as intestacy; a study of the fundamental principles of law applicable to each; the organization and jurisdiction of the probate court, and an analysis of estate administration and fiduciary accounting. Emphasis is on the practice of probate law including the ability to follow a probate through courts and tax agencies to final closing.

LEGA 221 Partnerships and Corporations, 4 units

Prerequisites: LEGA 101 or by permission.

This course provides the student with a familiarity with the legal principles and statutory requirements of business entities commonly used in California. The course also involves the preparation of the basic documents required for the formation, operation, and dissolution of California proprietorships, general and limited partnerships, and various forms of corporations.

LEGA 222 Bankruptcy Practice, 4 units

Prerequisites: LEGA 101 or by permission.

The following subjects are included in the course: bankruptcy and wage earner plans, alternatives to bankruptcy, and proceedings under the Bankruptcy Act from the point of view of individuals, businesses, and creditors; collection procedures; handling assets; preparing and filing forms; negotiation with creditors; discharge, dischargability, and post-discharge responsibilities.

LEGA 223 Real Estate, 4 units

Prerequisites: LEGA 101 or by permission.

An introduction to the law and regulations governing transactions in California real estate with instruction in the practical aspects of real estate. Includes: property, contracts, agency, listing, financing, deeds, liens, encumbrances, escrows, title insurance, land descriptions, and other subjects appropriate to the study of real estate.

LEGA 230 Evidence, 4 units

Prerequisite: LEGA 101.

The following topics are covered in the course: subpoenas, written interrogatories, demands for production, request for admissions, and demands for independent medical examinations.

LEGA 290 Special Topics, 1-4 units

Prerequisite: LEGA 101 and upper-division standing.

A variety of topics and subjects of interest, which are useful to paralegals, are offered in this course designation. The course is not offered on a regularly scheduled basis but is available to cover subject areas not found in the other courses.

LEGA 295 Internship, 1-4 units. (may be repeated for up to 8 units)

Prerequisite: Approval of academic chair. (See departmental policy for internships.)

Supervised work experience designed to give qualified students an understanding of the nature and scope of the paralegal's function in the workplace. Supervision is provided by the faculty and the cooperating agencies. Open to upper-division students meeting the prerequisite.

LEGA 299 Directed Study (Internship), 2-4 units.

May be repeated for a maximum of 8 units.

Prerequisite: Advanced standing in the Paralegal Studies program, consent of the instructor, and the approval of the academic chair.

This course is designed for qualified students desiring to pursue advanced study, including reading, writing, and research in particular areas related to their degree program.

## **Department of Early Childhood Education**

The programs in the Early Childhood Education Department are designed for the student wishing to pursue a career in early childhood education. Students may pursue a certificate, associate degree or bachelor degree in this major area. Completion of these courses and degrees will qualify toward placement on the Child Development Permit Matrix issued by the California State Department of Education, Commission of Teacher Credentialing.

### **Department Goal**

The goal of the Early Childhood Education Department is to fully equip students to pursue and advance in careers involving educating and caring for young children.

### **Careers Related to Early Childhood Education**

Early Interventionist	Teacher Educator
Infant Teacher	Researcher
Preschool Teacher	Children's Book Author
Child & Family Advocate	Licensing Specialist
Program Director/Site Supervisor	Inclusion Specialist

### **Bachelor of Arts in Early Childhood Education (181 units)**

A graduate from this program will:

- Develop an understanding of young children's characteristics, needs, and the multiple influences on their development and learning, which will enable them to create environments that are healthy, respectful, supportive, and challenging for all children
- Study the importance and characteristics of children's families and communities, and use this understanding to create respectful relationships that support and empower families, and to involve all families in their child's development and learning
- Gain an understanding of the goals, benefits, and uses of assessment, and learn to use observation, documentation, and other effective assessment strategies to positively influence children's development and learning
- Learn to design, implement, and evaluate curriculum experiences that promote positive development and learning for all children
- Develop the skills for administrating and supervising a successful Early Childhood Education program within ethical guidelines

## **General Education Requirements (77 units)**

- **Communications (16 units)**
  - ENGL 101 Written Communications
  - ENGL 110 Oral Communications
  - Select two of the following:
    - ENGL 102 Advanced Written Communications
    - ENGL 103 Intensive Grammar
    - ENGL 201 Report Writing
- **Social and Behavioral Sciences (28 units)**
  - PS 101 American Institutions
  - Select one of the following:
    - HIST 101 U.S. History I
    - HIST 102 U.S. History II
    - HIST 103 U.S. History III
  - Select two of the following:
    - PSY 101 Introduction to Psychology
    - SOC 100 Interpersonal Communication
    - SOC 101 Introduction to Sociology
  - Select one of the following:
    - PS 105 Modern World Issues
    - HIST 110 History of Western Civilization I
    - HIST 111 History of Western Civilization II
    - HIST 112 History of Western Civilization III
    - HIST 120 Modern Asian History
  - Upper-Division Social and Behavioral Sciences Elective
  - Social and Behavioral Sciences Elective
- **Humanities (16 units)**
  - Select two of the following:
    - AM 101 Art & Music Appreciation
    - PHIL 101 Introduction to Philosophy
    - REL 101 Great Religions of the World
    - LIT 101 Introduction to Literature
    - SPAN 101 Elementary Spanish I
  - Upper-Division Humanities Elective
  - Humanities Electives
- **Math & Science (13 units)**
  - Math Elective
  - Select one of the following:
    - SCI 120 & 121 Human Biology and Lab
    - SCI 130 & 131 Environmental Science and Lab
  - Math or Science Elective
- **Technology (4 units)**
  - ADM 120 Computer Applications

### **ECE Major Requirements (57 units)**

- ECE 101 Child Growth and Development I
- ECE 102 Child Growth and Development II
- ECE 105 Child and Society
- ECE 110 Curriculum Development: Developmentally Appropriate Practice
- ECE 135 Internship in ECE/Work Experience
- ECE 150 Adult Supervision
- ECE 200 Development of Language
- ECE 205 Cognitive Development
- ECE 210 Social and Emotional Development
- ECE 215 Research and Assessment in ECE Programs
- ECE 237 Development of Childcare Programs
- ECE 238 Supervision of Childcare Programs
- ECE 240 Advanced Internship in Early Childhood Education/Work Experience
- ECE Elective

### **Free Electives (47 units)**

Note: All bachelor degree students must complete a total of 60 upper-division units; therefore, choose all elective courses with this requirement in mind.

## **Associate in Arts in Early Childhood Education (90 Units)**

### **General Education Requirements (60 units)**

- **Communications (12 units)**
  - ENGL 101 Written Communications
  - ENGL 110 Oral Communications
  - Select one of the following:
    - ENGL 102 Advanced Written Communications
    - ENGL 103 Intensive Grammar
- **Social and Behavioral Sciences (20 units)**
  - PS 101 American Institutions
  - Select one of the following:
    - HIST 101 U.S. History I
    - HIST 102 U.S. History II
    - HIST 103 U.S. History III
  - Select two of the following:
    - PSY 101 Introduction to Psychology
    - SOC 100 Interpersonal Communication
    - SOC 101 Introduction to Sociology
  - Select one of the following:
    - PS 105 Modern World Issues
    - HIST 110 History of Western Civilization I
    - HIST 111 History of Western Civilization II
    - HIST 112 History of Western Civilization III

- HIST 120 Modern Asian History
- **Humanities (12 units)**
  - Select two of the following
    - AM 101 Art & Music Appreciation
    - PHIL 101 Introduction to Philosophy
    - REL 101 Great Religions of the World
    - LIT 101 Introduction to Literature
    - SPAN 101 Elementary Spanish I
  - Humanities Elective
- **Math & Science (12 units)**
  - Math Elective
  - Select one of the following:
    - SCI 120 Human Biology
    - SCI 130 Environmental Science
  - Math or Science Elective
- **Technology (4 units)**
  - ADM 120 Computer Applications
- **ECE Major Requirements (30 units)**
  - ECE 101 Child Growth and Development I
  - ECE 102 Child Growth and Development II
  - ECE 105 Child and Society
  - ECE 110 Curriculum Development: DAP
  - ECE 135 Internship in ECE/Work Experience
  - ECE 150 Adult Supervision
  - ECE Electives: 6 units

## **ECE Certificate Programs**

### **Early Childhood Education Associate Teacher (20 units) (2-3 quarters)**

ECE 101 Child Development I  
 ECE 102 Child Development II  
 ECE 105 Child & Society  
 ECE 110 Curriculum Development  
 ECE Elective

Students working toward receiving their Child Development Permit would need to meet the 50-day *Experience Requirement* listed on the matrix (see below). All required units must be completed with a “C” or better in each course. At least half of the units must be completed at Humphreys College. Students are required to take the English Placement test to begin the program. Depending on placement examination scores, students may need to take English preparation courses.

**Early Childhood Education Teacher (52 units)  
(6 Quarters)**

*ECE Requirements (36 units)*

ECE 101 Child Development I  
ECE 102 Child Development II  
ECE 105 Child & Society  
ECE 110 Curriculum Development  
ECE 150 Adult Supervision  
ECE Electives (16 units)

*General Education Requirements (16 units)*

ENGL 101 Written Communications  
Social Science Elective  
Humanities Elective  
Math or Science Elective

Students working toward receiving their Child Development Permit would need to meet the 175-day classroom *Experience Requirement* listed on the matrix. All required units must be completed with a “C” or better in each course. At least half of the required units must be completed at Humphreys College. Students are required to take the Math & English Placement test to begin the program. Depending on placement examination scores, students may need to take math and/or English preparation courses.

## Humphreys College Child Development Permit Matrix

Permit Title	Education Requirement	Experience Requirement
Associate Teacher	ECE 101- Child Development I ECE 102- Child Development II ECE 105- Child & Society ECE 110- Curriculum Development ECE Elective (2 Units)  18 units	50 days of 3+ hours per day within 2 years  or  ECE 135 & 136 Internships ❖
Teacher	ECE 101- Child Development I ECE 102- Child Development II ECE 105- Child & Society ECE 110- Curriculum Development ECE Electives (20 units) Communications (4 units) Social Science (4 units) Humanities (4 units) Math & Science (4 units)  52 units	175 days of 3+ hours per day within 4 years  or  ECE 135- Internship ECE 136- Internship ECE 240- Internship and 100 days of 3+ hours per day within 4 years  ❖
Master Teacher	ECE 101- Child Development I ECE 102- Child Development II ECE 105- Child & Society ECE 110- Curriculum Development ECE 150- Adult Supervision ECE 237- Development of CC Programs ECE 238- Supervision of CC Programs ECE Electives (20 units) Communications (4 units) Social Science (4 units) Humanities (4 units) Math & Science (4 units)  65 units	350 days of 3+ hours per day within 4 years  ❖
Site Supervisor	AA Degree including: ECE 101- Child Development I ECE 102- Child Development II ECE 105- Child & Society ECE 110- Curriculum Development ECE 150- Adult Supervision ECE 237- Development of CC Programs ECE 238- Supervision of CC Programs ECE Electives (8 units)  90 units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults  ❖
Program Director	BA Degree including: ECE 101- Child Development I ECE 102- Child Development II ECE 105- Child & Society ECE 110- Curriculum Development ECE 150- Adult Supervision ECE 237- Development of CC Programs ECE 238- Supervision of CC Programs ECE Electives (8 units)  181 units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults and one programs year of Site Supervisor experience  ❖

❖ Alternative qualifications are available as stated on the Child Development Permit Matrix

## **Courses in the Department of Early Childhood Education**

### **ECE 101 Child Growth and Development I, 4 units**

*(This course may be used as a Social Science elective.)*

This course is designed to introduce the student to the discipline of child development. History, theory, and the topic of genetics are examined along with child growth and development from conception through 36 months of age. Emphasis is placed on physical, cognitive, social, and emotional growth with the concept of nurturing the “whole” child as a focus. Theories examined include: psychoanalytic, cognitive, behavioral, and socio-cultural. Current research on brain development and multiple intelligences is explored.

### **ECE 102 Child Growth and Development II, 4 units**

*(This course may be used as a Social Science elective.)*

This course is designed to explore a child’s growth and development from preschool (36 months) through middle childhood (8 years). Physical, cognitive, social, and emotional growth is examined with discussion emphasizing the relationship each domain has with the others. Theoretical perspectives include: psychoanalytic, cognitive, behavioral, and socio-cultural. Learning styles are discussed with a focus on Gardener’s theory of multiple intelligences. In addition, Maslow’s theory of basic needs and the importance of culture to a child’s development are introduced.

### **ECE 105 Child and Society, 4 units**

*(This course may be used as a Social Science elective.)*

This course is designed to examine the interaction between the child and the society. Focus is on the child, the family, the peer group, the school, the culture, and the community systems as they relate to each other and influence a child’s growth and development.

### **ECE 110 Curriculum Development: Developmentally Appropriate Practice, 4 units**

Prerequisites: ECE 101, ECE 102

This course examines developmentally appropriate practice in the ECE program as it relates to the development and implementation of curriculum. Methods for creating centers of interest appropriate to the ECE setting are a major focus and the use of integrated curriculum, thematic units, field trips, and guest speakers as a means of planning and implementing activities for infants, toddlers, and preschoolers is explored.

### **ECE 115 Child Discipline and Guidance, 4 units**

Prerequisite: Approval of the academic chair.

*(This course may be used as a Social Science elective.)*

The purpose of this course is to familiarize the ECE student with appropriate methods of guidance and discipline. Definitions for the terms guidance, discipline, and punishment are discussed along with their relationship to parenting

and teaching styles. Students learn to set up appropriate environments for infants, toddlers, and preschoolers that will minimize behavioral problems and facilitate positive interaction among children and staff. An understanding about the functionality and use of appropriate limits is gained, effective communication skill will be taught, and effective teaching strategies are developed.

ECE 120 Caring for Children with Special Needs, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

*(This course may be used as a Social Science elective.)*

This course examines the inclusion of the child with special needs in the early childhood program. Identification, screening, and the referral of children with special needs are part of the focus along with legislative mandates related to inclusion. The strategies for the full inclusion of a child with special needs and the process of making “reasonable accommodations” for the physically, mentally, and behaviorally challenged child are discussed.

ECE 125 Health, Safety, and Nutrition, 4 units

Prerequisite: Approval of the academic chair.

*(This course may be used as a Social Science elective.)*

This course provides students with the opportunity to examine the issues of health, safety, and nutrition in child development programs and family childcare homes. Topics include emergency preparedness, environmental safety in child care, prevention of infectious disease, exclusion policies, mandated reporting, appropriate meal patterns for infants through school-age children, and safety standards for food storage and preparation.

ECE 130 Infant and Toddler Care, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

This course provides the student with knowledge for implementing appropriate practice in infant and toddler care. Stages of growth and development, temperamental traits, and attachment are examined as well as best practice strategies in infant/toddler care. Continuity of care, small group sizes, and primary care are emphasized. Health and safety, licensing requirements, setting up the environment, and the impact of culture and parenting styles are also discussed.

ECE 135 Internship in Early Childhood Education/Work Experience, 4 units

Prerequisites: ECE 101, ECE 102.

This course is designed to prepare students for teaching in various types of ECE programs. Participation involves observing, planning, and implementing developmentally appropriate learning activities for children ranging from six weeks to five years of age. Students are expected to collaborate with other ECE students, teachers, and site administrators and to interact with children in approved ECE settings as they gain necessary skills for employment.

ECE 136 Internship in Early Childhood Education, 4 units

Prerequisites: ECE 101, ECE 102, ECE 135 .

Students participating in this course are involved in planning, implementing, and evaluating developmentally appropriate learning experiences for the child ages two through five years. Child observation, learning objectives, and assessment are part of the experience as students are preparing for employment in a variety of child development programs.

ECE 140 Math and Science Experiences, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

This course is designed to assist the early childhood educator with the development of appropriate math and science experiences for children age two through five years. A variety of mathematical and scientific concepts are explored as are how to plan and implement activities. Students are given curricular and material resources that enable them to provide concrete math and science activities for young children and links with children's literature to enhance learning potential.

ECE 145 Child Observation, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

This course is designed to educate ECE professionals about methods available for studying and observing children's behavior. Students are introduced to a variety of techniques and methods used to observe, record, and interpret patterns related to a child's growth and development. Opportunities for observing, recording, and analyzing children's behavior in a variety of settings are provided. Ethical considerations are emphasized and skills for working with children are developed.

ECE 150 Adult Supervision, 4 units

Prerequisites: ECE 101, ECE 102.

The purpose of this course is to provide the ECE student with the necessary skills to mentor adults in ECE classrooms. Supervision, evaluation, and professional growth are among the topics to be covered as students prepare for the role of mentoring student teachers, new assistant teachers/teachers, volunteers, and other adults in the childcare setting. Ethical practices are emphasized.

ECE 155 Children's Literature, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

This course is designed to assist parents, students, and educators interested in learning how to utilize literature to nurture a child's growth and development. Participants become knowledgeable about selecting appropriate stories and books for young children, how to effectively use them within curriculum, and how to incorporate the use of puppets and flannel board into the classroom setting. The concept of developing a child's creative, cognitive, social, cultural, and emotional growth is emphasized.

ECE 165 The Value of Play, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

This course is recommended for ECE students, parents, teachers, and family child care providers. It involves the subject of play and its value to a child's overall growth and development. The focus is on infant, toddler, and pre-school age children and their play patterns. The needs of children and cultural aspects as they relate to play are addressed. Developmentally appropriate play materials and activities are also explored.

ECE 170 Mandated Reporting, 2 units

Prerequisites: ECE 101, ECE 102.

This course is recommended for ECE students, family day care providers, elementary school teachers, secondary level educators, administrators, and other professionals working in fields serving children. It provides a comprehensive look at the laws related to mandated reporting. Types of abuse, criteria for making a report, agencies to contact, and procedures for reporting are topics of discussion.

ECE 175 Anti-Bias Curriculum, 4 units

Prerequisites: ECE 101, ECE 102 or by approval of academic chair.

This course focuses on methods for developing an anti-bias curriculum appropriate to the early childhood setting. Students gain an understanding of anti-bias curriculum as it relates to planning and implementing activities, setting up environments, selecting children's literature and music, and communication. Culture, ethnicity, and gender are among the areas of potential bias examined.

ECE 180 Caring for Children with Autism and other Disorders, 4 units

Prerequisite: Approval of the academic chair.

This course is designed for ECE students, administrators, and parents interested in learning about autism and other disorders which affect children. The definitions and potential causes of these disorders are discussed and students are provided with knowledge about characteristics. Methods for meeting the physical, social, and cognitive needs of children with these disorders are a primary focus.

ECE 199 Special Topics, 1-4 units

Prerequisite: ECE 102, ECE 102, ECE 105.

A specialized lower-division course focusing on an area directly related to ECE.

ECE 200 Language Development, 4 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

The purpose of this course is to provide the advanced ECE student with comprehensive knowledge about the development of language. Chomsky's theory of language acquisition and Skinner's theory of behaviorism as it relates to language development are emphasized. Students learn about the developmental sequence related to language acquisition and methods for fostering language

development. Identification for problems with speech development and multi-linguistic influences are discussed.

ECE 205 Cognitive Development, 4 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

*(This course may be used as a Social Science elective.)*

Theories about cognitive development are examined in this course designed for the advanced ECE student. Special emphasis is placed on the following developmental theorists: Piaget, Vygotsky, Bruner, Skinner, Maslow, and Gardener. Advancements in research related to brain development, how cognition develops, and ways to facilitate this development in young children are explored.

ECE 210 Social and Emotional Development, 4 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

*(This course may be used as a Social Science elective.)*

In this course, the advanced ECE student becomes familiar with the importance of the social and emotional domains as they relate to a child's overall growth and development. Erikson's theory of psychosocial development is emphasized and the influence of temperament and attachment is examined. Students learn about the professional and moral responsibility that early childhood educators have with regard to developing esteem and pro-social behavior in young children, as well as methods that promote healthy development in these areas.

ECE 215 Research and Assessment in ECE Programs, 4 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

Students enrolled in this course gain knowledge about research methods as they relate to child development along with assessment tools appropriate to ECE programs. Specific methods of research and ethical considerations are discussed. Students learn to assess ECE programs, become familiar with assessment tools used with children of various ages, and how to develop and complete staff evaluations.

ECE 220 Community Collaborations in Early Childhood Education, 4 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

*(This course may be used as a Social Science elective.)*

This course explores the types of ECE programs and their relationships to each other as well as community agencies. Students become knowledgeable about services and support systems available to ECE programs and how to enter into collaborative relationships. Social service agencies are focused on as well as establishing connections to local resource and referral agencies.

ECE 225 Cross-Cultural Child Development, 4 units

Prerequisite: Approval of the academic chair.

*(This course may be used as a Social Science elective.)*

Child rearing across cultures is examined in this comprehensive course recommended for the advanced ECE student and other professionals working with children and adolescents. Students have the opportunity to learn about historical and current trends and issues related to different cultures. Among those explored are Asian, Hispanic, Native American, European, and American. Cross-cultural communication, discipline, parenting, education, traditions, religion, and recreation are a few of the topics to be discussed.

ECE 230 Children's Art, 4 units

Prerequisite: Completion of lower-division ECE coursework or by approval of academic chair.

This course is designed to provide the student with comprehensive knowledge about children's art and its importance to a child's overall growth and development. Developmental stages as they relate to art and its function as a means of enhancing cognitive skills are discussed, as well as art as part of the ECE curriculum and how it relates to a child's social and emotional well-being.

ECE 237 Development of Childcare Programs, 4.5 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

This course is designed to help students identify administrative styles and roles in a childcare setting. Students discuss ways to create a positive climate of community and how to motivate and encourage staff. Various types of child care facilities are examined. The steps of the licensing process and its purpose are explored. Students examine the function and purpose of boards, articles of incorporation, and bylaws. Students study the budgeting process and are introduced to resources available for funding a child care program. Developing and equipping a new center are discussed.

ECE 238 Supervision of Childcare Programs, 4.5 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

This course is designed to help students identify the major sections of a personnel policy and understand the interview process. Students discuss the implications of the laws pertaining to servicing children with disabilities in a child care setting. The rationale for different types of child grouping is examined. The need for staff training is explored. Students examine the process for monitoring procedures for caring for injured or sick children. Students study the importance of evaluating center components and discuss how to develop professional development strategies and the components of a parent program.

ECE 240 Advanced Internship in Early Childhood Education/Work Experience, 4 units

Prerequisites: Completion of lower-division ECE coursework.

This course is designed for the experienced ECE professional who desires to experience professional growth in a variety of areas. Curriculum planning and implementation, staff collaborations and evaluation, quality program review, and desired results are explored. Students have an opportunity to give input regarding to their personal needs and issues related to professional growth. Coursework is developed to address those needs.

ECE 245 Working with Children at Risk, 4 units

Prerequisites: Completion of lower-division ECE coursework or by approval of academic chair.

*(This course may be used as a Social Science elective.)*

This course is designed to provide knowledge to the ECE professional about working with children at risk. Areas covered include identification of risk factors, impact on a child's overall growth and development, strategies for intervention, and working with the families of children at risk.

ECE 250 Chemical Dependency Issues in Families, 4 units

Prerequisite: Approval of the academic chair.

*(This course may be used as a Social Sciences elective.)*

This course is designed to educate the student about chemical dependency and the impact it can have on a child's growth and development from conception through the developmental years. Identification of risk factors for children and adults, types of chemicals and their effects, and coping strategies including interventions are discussed. Impact on family structures is explored and information about community agencies available for support is provided.

ECE 299 Advanced Special Topics, 1-4 units

Prerequisite: Completion of lower-division ECE coursework.

An intensive upper-division course focusing on an area directly related to ECE.

# Humphreys College Faculty

## Full-Time Faculty

### **William S. Ashton**

Degree: Bachelor of Arts, Indiana University, 1971, English  
Equivalent Education: MS in Naval Science U.S. Navy, 1996  
Certification: A+, NET+, MOS Expert  
Department: Administrative Management  
Title: Assistant Professor

### **Cynthia S. Becerra**

Degree: Master of Arts, CSU Sacramento, 1984, English and Literature  
Certification: Community College Credential  
Department: Liberal Arts  
Title: Assistant Professor, Department Chair

### **Bruce M. Bodine**

Degree: Bachelor of Arts, San Jose State University, 1970, Penology  
Minor: Psychology  
Certification: CRI (Certified Reporting Instructor – NCRA), 1999  
Department: Court Reporting  
Title: Instructor, Department Chair

### **Jess Bonds**

Degree: Master of Arts, CSU Stanislaus, 1996, English  
Title: Dean of Instruction

### **Richard Chabot**

Degree: Doctor of Philosophy, Univ. of Hawaii at Manoa, 1991, Sociology  
Department: Liberal Arts: Community Studies  
Title: Associate Professor

### **Jim DeCosta**

Degree: Master of Arts, George Washington Univ., 2002, Education & Human Dev.  
Department: Administrative Management  
Title: Assistant Professor, Department Chair

### **Robert Humphreys, Jr.**

Degree: Doctor of Philosophy, Claremont Graduate University, 2006, Higher Education  
Department: Business, Liberal Arts  
Title: Associate Dean

**Shauna Johnson**

Degree: Master of Science, CSU Stanislaus, 2001, Business Administration

Department: Business Management, Liberal Arts

Title: Assistant Professor

**Anthony Johnston**

Degree: Juris Doctorate, Humphreys College, 2006

Department: Business, Liberal Arts, Paralegal, Administrative Management

Title: Assistant Professor

**Holly Nash**

Degree: Doctor of Philosophy, USUHS, 2002, Neuroscience

Department: Liberal Arts

Title: Assistant Professor

**Stanislav Perkner**

Degree: Doctor of Philosophy, Comenius Univ., Czechoslovakia, 1982, History

Department: Liberal Arts

Title: Assistant Professor, Director of Library & Learning Center

**Linda Rahmoller**

Degree: Bachelor of Science, Univ. of San Francisco, 1985, Human Relations /  
Organizational Behavior

Department: Administrative Management

Title: Instructor

**Judy Reiman**

Degree: Bachelor of Science, CSU Chico, 1976, Secretarial Administration

Department: Administrative Management

Title: Instructor

**Kay Reindl**

Degree: Associate of Arts, College of the Redwoods, 1980, Court Reporting

Certification: CSR (Certified Shorthand Reporter)

Department: Court Reporting

Title: Instructor

**Kevin Van Dewark**

Degree: Master of Business Administration, CSU Stanislaus, 2004, Business

Department: Business

Title: Assistant Professor

**Rowena Walker**

Degree: Master of Arts, University of the Pacific, 1978, Political Science  
Certification: Teaching Credentials, State of Washington and State of California  
Department: Paralegal  
Title: Assistant Professor, Department Chair

**Ruth Waymire**

Degree: Master of Arts, CSU Stanislaus, 1979, English  
Certification: Community College Instructor Credential  
Department: Liberal Arts  
Title: Assistant Professor

**Jason Wolins**

Degree: Juris Doctorate, University of the Pacific, McGeorge School of Law, 1979,  
Department: Business  
Title: Assistant Professor, Department Chair

**Pamela Wood**

Degree: Master of Arts, Andrew Jackson University, 2000, Education  
Department: Early Childhood Education  
Title: Assistant Professor, Department Chair

**Adjunct Faculty****Ann Bauermeister**

Degree: Master of Science, University of the Pacific, 1972, Science  
Department: Liberal Arts

**Pamela Closs**

Degree: Associate of Arts, Humphreys College, 1994, Court Reporting  
Certification: Realtime  
Department: Court Reporting

**Rollin Coleman**

Degree: Doctor of Philosophy, University of Texas at Austin, 1975, English  
Certification: U.S. Army medical field service  
Department: Liberal Arts

**Darryl C. Darden**

Degree: Juris Doctorate, Pace University, 2000  
Department: Paralegal Studies

**Robin Drivon**

Degree: Juris Doctorate, Humphreys College School of Law, 1990

Certification: Licensed – California State Bar

Department: Paralegal

**Michael Duffett**

Degree: Doctor of Literature, Japan University, 1977, English Literature

Honors: Degree honors in B.A. and M.A. (Cambridge University)

Department: Liberal Arts

**Qiway Dukes**

Degree: Master of Arts, National University, 2006, Multicultural Education

Honors: With honors

Department: Early Childhood Education

**Robert V. Garcia**

Degree: Juris Doctorate, UC Berkeley

Department: Paralegal Studies

**Raymond D. Harter**

Degree: Juris Doctorate, Humphreys College School of Law, 1995

Department: Liberal Arts, Paralegal Studies

**Donald Hubbard**

Degree: Bachelor of Science, CSU Sacramento, 1970, Accounting

Certification: Certified Public Accountant

Department: Business: Accounting

**David Lee Hutchins**

Degree: Master of Arts, East/West Psychology

Honors: Dr. Haridas Chaudhuri Scholar in East/West Psychology

Department: Liberal Arts

**Kimberly Johnson**

Degree: Juris Doctorate, Golden Gate University School of Law, 1997

Department: Paralegal Studies

**Linda Ann Kaercher**

Degree: Master of Arts, CSU Fresno, Early Childhood Education

Certification: Children's Center Supervisory Permit

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Honors: With honors  
Department: Court Reporting

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Certification: Certified Shorthand Reporter  
Department: Court Reporting

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Writings/Philosophy

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Department: Paralegal Studies

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Degree: Master of Business Administration, National University, 2006  
Honors: Magna Cum Laude  
Degree: Bachelor of Science, Humphreys College, 2002, Accounting  
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