PALO VERDE COLLEGE

Curriculum for Board of Trustees Approval

(Approved by Curriculum Committee May 10, 2012)
(CHANGES EFFECTIVE FALL 2012 UNLESS NOTED)

DESCRIPTION OF COURSES SECTION

DESCRIPTION OF COURSES (Pages 80-213)

REVISED COURSES:

ALCOHOL/DRUG STUDIES

ADS 107 GROUP AND FAMILY PROCESSES
3 units Course length: 54 hours lecture
Prerequisite: ENG 099 eligibility
Group and family processes focus on interpersonal dynamics which involve direct participation in a small group experience. The course covers major theories and research strategies regarding interpersonal behavior, interpersonal styles, forms of communication, group process, group goals, decision making, controversy and conflict, leadership, and communication problems. The course will instruct students on the utilization of strategies to prevent interpersonal and systems dysfunctions with communication groups, family enrichment, and parenting groups. This course is designed for students in the Alcohol and Drug Studies Program. It is required for certification with the California Certification Board for Alcohol and Drug Counselors.

COMPUTER INFORMATION SYSTEMS

CIS 130 INTRODUCTION TO 3D COMPUTER ANIMATION
3 units Course length: 36 hours lecture, 54 hours laboratory
3D Computer Animation is an ever growing industry. Computer animation today is used in computer games, computer generated films, software, **E-commerce, advertisements** and virtual reality. In this course, various computer animation and graphic design techniques and topics will be introduced and discussed. The main topics that will be covered are object modeling, ~~2D and~~ 3D animation, the World/Object Coordinate System, Spline Objects, Material Management, Object Management, Hyper-nurb Objects, Null and Symmetry Objects, and Lighting.

CIS 248 SYSTEMS ANALYSIS AND DESIGN
3 units ~~Course length: 54 hours lecture~~
Course length: 36 hours lecture, 54 hours laboratory
Recommended: CIS 101, CIS 102
This course discusses the procedures and techniques necessary for implementing a new computer system or modifying an existing computer system. The course addresses both large **computing systems** and micro-computing systems. Hardware and software considerations are discussed.

HEALTH EDUCATION

HEA 130 CERTIFIED PHLEBOTOMY TECHNICIAN I (CPT1)

3 units Course length: 54 hours lecture, 12 hours laboratory

Prerequisite: High School graduate or GED

A course certified by the California State Department of Health Services for a certificate as a "~~Certified~~ Phlebotomy Technician 1 (CPT 1)". Includes: 27 hours basic and 27 hours advanced classroom instruction. Basic instruction topics include: universal precautions, infection control, laboratory and equipment safety; circulatory system, basic anatomy and physiology; medical terminology; patient and specimen identification; selecting and preparing skin puncture sites and antiseptic; blood collection equipment, proper order of the tubes, anticoagulant; post puncture care; medical waste and sharps. Advanced instruction topics include: advanced infection control and biohazards; preanalytical sources of error in specimen collection; anatomical site selection and patient preparation; risk factors and complications; anticoagulation theory; corrective actions to take with phlebotomy and specimen processing; problem solving; communications, stress, behavior, ethics; ~~QA~~ **and quality assurance** in phlebotomy practice. **Note: This class is the first of a two-course program.**

HEA 160 EMERGENCY MEDICAL TECHNICIAN~~I~~

4-6 units Course length: 60-80 hours lecture, 60-80 hours laboratory (120-160 hours total)

*Variable hours to be determined upon the county in which the class is conducted.

Prerequisite: Must be 18 years of age to register. Must have current Healthcare Providers CPR card.

The Emergency Medical Technician~~-I~~ course is approved by the Riverside County Health Services Agency (Emergency Medical Services Division). The purpose of the EMT 1 training program is to prepare the individual to render basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transport within an organized Emergency Medical Services (EMS) System. The course emphasizes demonstration of competency and proficiency in the required skills. ~~Required for ambulance personnel~~. **The course is r**ecommended for ancillary medical emergency personnel. **The student m**ust be 18 years of age to register. Passing score is at least ~~75%~~ **80%** for the individual's name to be submitted for National Registry Testing for certification processing. The variable hours **for the EMT course are** ~~to be~~ determined by the various county Emergency Medical Services Agenc**ies**. For Riverside County students, a passing score of at least ~~75%~~ **80%** is also sent to Riverside County EMS Authority for certification processing. **The course includes additional clinical time at hospital and ambulance setting. Upon completion the student will have met the required standards and be eligible to register for the National Registry Emergency Medical Technician (NREMT) – Basic Examination. This course is required for ambulance personnel.** ~~Two 6 hour Saturday sessions are required.~~

HEA 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER

~~1 unit~~ ~~Course length: 12 hours lecture, 12 hours laboratory~~

2 units **Course length: 32 hours lecture, 4 hours laboratory**

Prerequisite: Current Emergency Medical Technician ~~I~~ license or ~~which has been expired less~~ ***no more*** *than 6 months* ***expired license.***

~~The EMT Refresher course is a review of the skills and knowledge covered in the EMT Basic course. Additionally, EMS regulations require students receive information on new equipment, current research, change or updates in protocols and issues of general concern to EMS providers in order to maintain certification.~~

The EMT Refresher course contains information on current EMT Techniques, procedures and local protocols; provides a review of the skills and knowledge covered in EMT Basic course in order to meet recertification. The course is designed for recertification of a current EMS License or EMT card that has not expired for more than six (6) months. Skills verification and passing performance on written examinations are required for course completion.

HEA 162 EMERGENCY MEDICAL TECHNICIAN ~~I (~~CHALLENGE~~)~~

0 units Course length: 8 hours lecture

Course length: 6.5 hours clinic/field

Prerequisite: ~~Consent of instructor and meets the current requirements as defined by Riverside County EMS Agency.~~ ***Verification of eligibility per Department of Public Health Emergency Medical Service Agency; Current HealthCare Provider CPR card.***

~~Consists of written test to determine knowledge and proficiency test of skills. Eligible persons are permitted to take the challenge examination only one time. Persons failing the challenge examination must complete the basic course, HEA 160, to receive an Emergency Medical Technician I (Ambulance) course completion certificate. Offered through Community Service only. No credit will be given and the course will not be on the student's transcript.~~

As defined by Title 22, there are situations where other licensed medical professionals or certain members of the Armed Force may sit for the EMT basic training course. The applicant must successfully pass the full and complete test for EMT basic training, both written and skills. The applicant upon successful completion of the written and skills test will receive a "Challenge" certificate for submission to the Emergency Services Agency. The Challenge exam will be offered only during the final exam week of the semester in which the EMT program is offered.

REACTIVATED COURSES:

CRIMINAL JUSTICE

CRJ 085 POLICE EXPLORER ACADEMY I

2 units Course length: 20 hours lecture, 50 hours laboratory

This course is designed to provide the student with an overview of the career in Law Enforcement. This portion of the program focuses on physical fitness, laws of arrest, review of the legal system, criminal law, crime scene searches, search and seizure, protection and collection of evidence. This course may be offered as Pass/No Pass.

CRJ 086 POLICE EXPLORER ACADEMY II

2 units Course length: 20 hours lecture, 50 hours laboratory

This is the second course in the Explorer Academy series designed to focus on accident investigation, child abuse, cultural discrimination, controlled substance, and crimes against persons and property. This course may be offered as Pass/No Pass.

FIRE SCIENCE TECHNOLOGY

FST 134 BASIC WILDLAND FIREFIGHTER ACADEMY

2 units Course length: 32 hours lecture, 35 hours laboratory

This course prepares the novice wildland firefighter for successfully combating wildland fires as part of either an engine or hand crew. Subjects covered include: basic fire chemistry, terminology, wildland fuels and fuel loads, wildland fire behavior, firefighting tools, survival techniques, protective clothing and equipment, and basic wildland firefighting strategies and tactics. This course may be offered as Pass/No Pass.

UPDATED COURSES:

ACC 101 PRINCIPLES OF ACCOUNTING I
ACC 102 PRINCIPLES OF ACCOUNTING II
ANT 101 CULTURAL ANTHROPOLOGY
AUT 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
AUT 101 BASIC TECHNICIAN SKILLS
AUT 110 BRAKE SYSTEMS
AUT 111 AUTOMOTIVE ELECTRICAL SYSTEMS
AUT 212 ENGINE ELECTRICAL SYSTEMS
BUS 135 BUSINESS LAW
BUS 221 INCOME TAX PROCEDURES
CIS 101 INTRODUCTION TO COMPUTERS & INFORMATION SYSTEMS
CIS 102 PERSONAL COMPUTER APPLICATIONS
CIS 123 WEB PAGE DESIGN USING HTML
CIS 124 WEB PAGE DESIGN TOOLS
CIS 131 ANIMATION PRINCIPLES AND PRODUCTION I
CIS 132 ANIMATION PRINCIPLES AND PRODUCTION II
CIS 133 ADVANCED 3D COMPUTER ANIMATION
CIS 260 DESKTOP PUBLISHING
CIS 265 ADOBE PHOTOSHOP
GES 101 INTRODUCTION TO COLLEGE LIFE
HEA 132 CERTIFIED PHLEBOTOMY TECHNICIAN I (CPT-1) PRACTICAL EXPERIENCE
HIS 125 CALIFORNIA HISTORY
NUR 100 CERTIFIED NURSING ASSISTANT – LECTURE
NUR 118 CERTIFIED NURSING ASSISTANT – CLINICAL
NUR 250 IV THERAPY TECHNIQUES FOR NURSES
PHI 100 INTRODUCTION TO PHILOSOPHY
SOC 101 INTRODUCTION TO SOCIOLOGY

COURSES APPROVED TO BE OFFERED VIA CORRESPONDENCE EDUCATION:

ACC 101 PRINCIPLES OF ACCOUNTING I
ACC 102 PRINCIPLES OF ACCOUNTING II
ADS 107 GROUP AND FAMILY PROCESSES
ANT 101 CULTURAL ANTHROPOLOGY
BUS 135 BUSINESS LAW
BUS 221 INCOME TAX PROCEDURES
CIS 123 WEB PAGE DESIGN USING HTML
CIS 124 WEB PAGE DESIGN TOOLS
CIS 130 INTRODUCTION TO 3D COMPUTER ANIMATION
CIS 131 ANIMATION PRINCIPLES AND PRODUCTION I
CIS 132 ANIMATION PRINCIPLES AND PRODUCTION II
CIS 133 ADVANCED 3D COMPUTER ANIMATION
CIS 248 SYSTEMS ANALYSIS AND DESIGN
CIS 260 DESKTOP PUBLISHING
CIS 265 ADOBE PHOTOSHOP
GES 101 INTRODUCTION TO COLLEGE LIFE
HIS 125 CALIFORNIA HISTORY
PHI 100 INTRODUCTION TO PHILOSOPHY
SOC 101 INTRODUCTION TO SOCIOLOGY

COURSES APPROVED TO BE OFFERED VIA DISTANCE EDUCATION:

ACC 101 PRINCIPLES OF ACCOUNTING I
ACC 102 PRINCIPLES OF ACCOUNTING II
ADS 107 GROUP AND FAMILY PROCESSES
ANT 101 CULTURAL ANTHROPOLOGY
BUS 135 BUSINESS LAW
BUS 221 INCOME TAX PROCEDURES
GES 101 INTRODUCTION TO COLLEGE LIFE
HEA 130 CERTIFIED PHLEBOTOMY TECHNICIAN I (CPT1)
HEA 160 EMERGENCY MEDICAL TECHNICIAN
HIS 125 CALIFORNIA HISTORY
PHI 100 INTRODUCTION TO PHILOSOPHY
PHY 101 INTRODUCTION TO PHYSICS
PHY 110 GENERAL PHYSICS I
PHY 220 GENERAL PHYSICS II
SOC 101 INTRODUCTION TO SOCIOLOGY

REMOVE CORRESPONDENCE EDUCATION STATUS FROM COURSES:

CHD 101 CHILD GROWTH AND DEVELOPMENT
CHD 102 CHILD, FAMILY AND THE COMMUNITY
CHD 103 INTRODUCTION TO CURRICULUM
CHD 104 PRINCIPLES & PRACTICES OF TEACHING YOUNG CHILDREN
CHD 105 OBSERVATION AND ASSESSMENT
CHD 106 HEALTH, SAFETY AND NUTRITION
CHD 107 TEACHING IN A DIVERSE SOCIETY
CHD 108 PRACTICUM – FIELD EXPERIENCES

COURSES TO BE MOVED TO INACTIVE STATUS:

ACC 209 PAYROLL ACCOUNTING
ACC 216 INTRODUCTION TO COMPUTER ACCOUNTING
BUS 100 COMPUTER KEYBOARDING
BUS 102 SPEEDWRITING
BUS 107 ELECTRONIC CALCULATORS
BUS 208 RETAILING
MAN 110 SUPERVISORY TECHNIQUES
MAN 115 INTRODUCTION TO PUBLIC ADMINISTRATION
MAN 205 INVESTMENTS

REVISED PROGRAMS:

BUILDING CONSTRUCTION TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: BUILDING CONSTRUCTION TECHNOLOGY

Course	Title	Units
BCT 100	Introduction to Building Trades	3
BCT 101	Rough Carpentry	3
BCT 102	Advanced Framing Techniques	3
BCT 110	Blueprint Reading	3

Building Technologies Electives -
Choose minimum of 6 units from the list below:

Course	Title	Units
BCT 112	Basic Electricity	3
BCT 113	Basic Plumbing	3
BCT 210	Interior Trim Carpentry	3
BCT 200	**Cabinetry I**	**3**
~~BCT 211~~	~~Concrete Construction [OR]~~	
BCT 212	Masonry Construction	3
~~BCT 215~~	~~Intro to Computer Aided Drafting (CAD)~~	~~3~~
BCT 220	**Photovoltaic Systems**	**3**

Total Required Units **18**

BUSINESS MANAGEMENT

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: BUSINESS MANAGEMENT

Course	Title	Units
♦ACC 101	Principles of Accounting I	4
♦ACC 102	Principles of Accounting II	4
BUS 135	Business Law	3
BUS 202	Business Communication	3
ECO 106	Principles of Microeconomics	3
MAN 105	Principles of Management and Organizations	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3

Electives - Choose a minimum of 5 units from the list below:

Course	Title	Units
~~♦ACC 209~~	~~Payroll Accounting~~	~~3~~
~~♦ACC 216~~	~~Intro to Computer Accounting~~	~~2~~
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
♦BUS 115	Small Business Finance	3
BUS 201	Principles of Organizational Leadership	3
CIS 120	Spreadsheets: Microsoft Excel	2
ECO 105	Principles of Macroeconomics	3
MAN 145	Organizational Behavior	3
~~MAN 205~~	~~Investments~~	~~3~~
♦PSY 145	Human Relations	3
Total Required Units		**31**

CRIMINAL JUSTICE

~~***A.S. DEGREE REQUIREMENTS:***~~
~~***CRIMINAL JUSTICE***~~

~~Course~~	~~Title~~	~~Units~~
~~♦CRJ 103~~	~~Criminal Law~~	~~3~~
~~CRJ 115~~	~~Introduction to Law Enforcement/ Corrections~~	~~3~~
~~CRJ 120~~	~~Community Relations~~	~~3~~
~~CRJ 125~~	~~Report Writing~~	~~3~~
~~CRJ 135~~	~~Spanish for Emergency Services Personnel~~	~~3~~
		~~[OR]~~
~~Elective~~	~~Spanish Course~~	~~2-5~~
~~CRJ 206~~	~~Legal Aspects of Evidence~~	~~3~~
~~♦ENG 103~~	~~Critical Thinking and English Composition~~	~~[OR]~~
~~PHI 210~~	~~Introduction to Logic~~	~~[OR]~~
~~♦SPE 102~~	~~Public Speaking~~	~~3~~
~~♦PSY 101~~	~~General Psychology~~	~~3~~
~~♦PSY 210~~	~~Abnormal Psychology~~	~~3~~
~~Elective~~	~~Criminal Justice~~	~~3~~
~~Elective~~	~~Criminal Justice~~	~~3~~
~~Elective~~	~~Criminal Justice~~	~~3~~

A.S. DEGREE REQUIREMENTS:
CRIMINAL JUSTICE

Course	**Title**	**Units**
♦CRJ 103	Criminal Law	3
CRJ 115	Introduction to Law Enforcement/ Corrections	3
CRJ 125	Report Writing	3
CRJ 130	Alcohol, Narcotics & Drug Abuse	3
♦CRJ 165	Arrest and Firearms®	3
CRJ 206	Legal Aspects of Evidence	3
♦PSY 101	General Psychology	3

Electives – Choose a minimum of 9 units from the list below:

CRJ 104	Criminal Investigation	3
CRJ 120	Community Relations	3
CRJ 132	Family Intervention®	3
CRJ 135	Spanish for Emergency Services Personnel	3
		[OR]
♦SPA 101	Elementary Spanish I	5
CRJ 155	Crime Scene Investigation	3
CRJ 220	Interviewing and Counseling	3
		[OR]
♦PSY 220	Counseling and Interviewing	3
♦PSY 210	Abnormal Psychology	3

Total Required Units	**30**

~~***CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: CRIMINAL JUSTICE***~~

~~**Course**~~	~~**Title**~~	~~**Units**~~
~~♦CRJ 103~~	~~Criminal Law~~	~~3~~
~~CRJ 115~~	~~Introduction to Law Enforcement/ Corrections~~	~~3~~
~~CRJ 120~~	~~Community Relations~~	~~3~~
~~CRJ 125~~	~~Report Writing~~	~~3~~
~~CRJ 135~~	~~Spanish for Emergency Services Personnel~~	~~3~~
	~~[OR]~~	
~~Elective~~	~~Spanish Course~~	~~2-5~~
~~CRJ 206~~	~~Legal Aspects of Evidence~~	~~3~~
~~Elective~~	~~Computer Course~~	~~2-3~~

~~*Electives - Choose a minimum of 12 units from the list below:*~~

~~CRJ 102~~	~~Juvenile Procedures~~	~~3~~
~~CRJ 104~~	~~Criminal Investigation~~	~~3~~
~~CRJ 130~~	~~Alcohol, Narcotics, and Drug Abuse~~	~~3~~
~~CRJ 133~~	~~Women and Crime~~	~~3~~
~~CRJ 150~~	~~Patrol Procedures~~	~~3~~
~~♦CRJ 160~~	~~Reserve Officer Level III~~	~~2~~
~~♦CRJ 165~~	~~Arrest and Firearms~~	~~3~~
~~CRJ 220~~	~~Interviewing and Counseling~~	~~[OR]~~
~~♦PSY 220~~	~~Counseling and Interviewing~~	~~3~~
~~♦PSY 210~~	~~Abnormal Psychology~~	~~3~~

~~**Total Required Units 31**~~

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: CRIMINAL JUSTICE

Course	**Title**	**Units**
♦CRJ 103	Criminal Law	3
CRJ 115	Introduction to Law Enforcement/ Corrections	3
CRJ 125	Report Writing	3
CRJ 130	Alcohol, Narcotics & Drug Abuse	3
♦CRJ 165	Arrest and Firearms®	3
CRJ 206	Legal Aspects of Evidence	3

Total Required Units 18

REACTIVATED AND UPDATED PROGRAMS:

COMPUTER INFORMATION SYSTEMS

A.S. DEGREE REQUIREMENTS:
CRIMINAL JUSTICE

The curriculum in this program leads to the Associate of Science Degree and/or employment in computer information systems or computer applications. This degree requires 27 units of which 18 are required courses. (See college catalog for options for the Associate of Science Degree general education requirements.)

Required Courses (18 units)		**Units**
CIS 101	Introduction to Computers	3
CIS 102	Personal Computer Applications	3
CIS 123	Web Design Using HTML	3
CIS 130	Introduction to 3D Computer Animation	3
CIS 248	Systems Analysis and Design	3
CIS 265	Adobe Photoshop	3

Restricted Electives (6 units)		**Units**
CIS 124	Web Page Design Tools	3
CIS 131	Animation Principles and Production I	3
CIS 132	Animation Principles and Production II	3
CIS 133	Advanced 3D Computer Animation	3
CIS 260	Desktop Publishing	3

Restricted Courses (3 units)		**Units**
MAN 105	Principles of Management and Orgs.	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3
BUS 201	Principles of Organizational Leadership	3

Total Required Units	**27**