

The vision of the  
South Orange County Community College District  
is to be an educational leader in a changing world.

# AGENDA

## Meeting of the Board of Trustees



**Wednesday, February 20, 2008**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

**Reconvene Open Session: 7:00 p.m.**

Auditorium, Room 145  
Health Sciences/District Offices Building  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

### Board of Trustees

Donald P. Wagner – President, John S. Williams - Vice President, Thomas A. Fuentes – Clerk  
William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Matthew Reynard – Student Trustee  
Raghu P. Mathur, Ed.D. - Chancellor





## Meeting of the Board of Trustees

February 20, 2008

### **CALL TO ORDER: 5:00 P.M.**

#### **1.0 PROCEDURAL MATTERS**

##### **1.1 Call To Order**

##### **1.2 Public Comments**

*Members of the public may address the Board on items listed to be discussed in **closed session**. **Speakers are limited to two minutes each**.*

### **RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
  - 1. Public Employee Discipline/Dismissal/Release (3)
- B. Conference with Labor Negotiators (GC 54957.6)
  - 1. Negotiator – Dr. Raghu Mathur; SOCCCD Faculty Association
  - 2. Negotiator – Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
- C. Conference with Real Property Negotiators (GC 54956.8)
  - 1. Property – Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA  
Agency Designated Representative – Dr. Raghu Mathur;  
Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton; (3) Young Americans; and (4) Chapman University/University College.  
Under Negotiation – Price and Terms of Payment
- D. Conference with Legal Counsel (GC 54956.9)
  - 1. Existing Litigation (GC 54956.9[a])
    - a. Frank Bowers DBA Bowers Auto Mart v. SOCCCD, IVC
  - 2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (3)
  - 3. Initiation of Litigation (GC 54956.9[c]) (2)

### **RECONVENE OPEN SESSION: 7:00 P.M.**



## **2.0 PROCEDURAL MATTERS**

### **2.1 Actions Taken in Closed Session**

### **2.2 Invocation**

Led by Trustee Donald Wagner

### **2.3 Pledge of Allegiance**

Led by Trustee William Jay

### **2.4 Resolutions / Presentations / Introductions**

### **2.5 Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **Speakers are limited to two minutes each.***

## **3.0 REPORTS**

### **3.1 Oral Reports: Speakers are limited to two minutes each.**

A. Board Reports

B. Chancellor's Report

C. Board Requests for Report(s):

## **4.0 DISCUSSION ITEMS**

### **4.1 Saddleback College, Irvine Valley College and ATEP: Academic and Career Technical Education Programs**

Information presented by Dr. Andreea Serban, Vice Chancellor, Technology and Learning Services; Dr. Rajen Vurdien, Vice President for Instruction, Saddleback College; and Dr. Craig Justice, Vice President for Instruction, Irvine Valley College.

## **5.0 CONSENT CALENDAR ITEMS**

*All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.*

### **5.1 SOCCCD: Board of Trustees Meeting Minutes**



- 5.2 **Saddleback College: Amendment No. 1 to Increase Contract Services with gkkworks: BGS Building Project**  
Approve amendment to increase fee by \$46,833.00. The total revised contract amount is \$413,108.00.
- 5.3 **Saddleback College: Stereo Lithography Equipment and Maintenance**  
Approve purchase of equipment from Sony Manufacturing Systems America, Inc. in the amount of \$83,960.00.
- 5.4 **Saddleback College: Model United Nations Conference – New York City**  
Approve the out-of-state travel request for up to twelve students and one advisor April 21-28, 2008 in New York City at a cost not to exceed \$15,334.00.
- 5.5 **Saddleback College: Model United Nations Conference – UC Berkeley**  
Approve the travel request for up to twenty-two students and one advisor March 12-16, 2008 in San Francisco at a cost not to exceed \$10,674.00
- 5.6 **Saddleback College: Phi Theta Kappa 90<sup>th</sup> International Convention**  
Approve out of state travel request for up to fifteen students and one faculty advisor April 2-6, 2008 in Philadelphia, Pennsylvania, at a cost not to exceed \$15,860.00.
- 5.7 **Irvine Valley College: Geology 170, Out-of-State Travel**  
Approve out-of-state travel request for field study program in Geology and Geography in Zion National Park in Utah, April 24-27, 2008.
- 5.8 **Irvine Valley College: Amendment No. 1 to Increase Contract Services with Carrier Johnson: B-200 Science Lab Annex and B-239 Remodel**  
Approve amendment to increase fee by \$44,530.00. The total revised contract amount is \$346,707.00.
- 5.9 **Irvine Valley College: Amendment to Add Furniture Consultation Services to Architects Scope of Work: Business Sciences and Technology Innovation Center**  
Approve amendment to increase fee with LPA in the amount of \$57,420.00.
- 5.10 **Irvine Valley College: Community Education Programs for Summer 2008**  
Approve Summer 2008 Community Education courses, instructors, and compensation.



- 5.11 **ATEP: Professional Services for Entitlement Support and CEQA Compliance: RGP Corporation**  
Approve an agreement with RGP Corporation in an amount not to exceed \$226,00.00.
- 5.12 **ATEP: Civil Engineering Services for Entitlement Support Services: Psomas**  
Approve an agreement with Psomas for civil engineering services for entitlement support services in an amount not to exceed \$112,000.00.
- 5.13 **ATEP: Architectural Services for Parking Lot Improvements**  
Approve agreement for architectural services with RJM Design Services, Inc. in the amount of \$49,505.00.
- 5.14 **ATEP: Donated Equipment**  
Approve the donation of equipment to the Main Place Christian Fellowship.
- 5.15 **ATEP: Notice of Completion: Completion of Relocatable Classroom Buildings**  
Approve notice of completion and release of retention.
- 5.16 **SOCCCD: Award of Bid: Science Equipment**  
Approve award of bid for science equipment to several vendors in the total amount of \$96,537.59.
- 5.17 **Saddleback College: Speakers**  
Approval of honorarium and travel expenses for speakers at Saddleback College.
- 5.18 **Saddleback College and Irvine Valley College: 2008-09 Revised Fees**  
Approve proposed revisions to fees.
- 5.19 **Saddleback College and Irvine Valley College: Curriculum Revisions for the 2008-09 Academic Year**  
Approve proposed changes in curriculum for the 2008-09 Academic Year at Saddleback College and Irvine Valley College.
- 5.20 **SOCCCD: Contract Extension for Independent Auditing Services for Fiscal Year Ending June 30, 2008 through June 30, 2009**  
Approve contract extension for financial audit services with Vicenti, Lloyd and Stutzman, LLP for two years at a cost not to exceed \$133,000.00 for 2007-08 and \$139,400.00 for 2008-09.
- 5.21 **SOCCCD: Classified Staff Development Day**  
Approve \$7,155.00 for the 2008 Classified Staff Development Day.



**5.22 SOCCCD: Purchase Orders/Confirming Requisitions**

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-02886 through P08-03202 amounting to \$1,335,697.07 and confirming requisitions dated December 21, 2007 through January 28, 2008 totaling \$142,618.15.

**5.23 SOCCCD: Payment of Bills**

Approve Check Nos. 067197 through 0067907 processed through the Orange County Department of Education, totaling \$4,991,562.02; Check Nos. 009127 through 009135, processed through Saddleback College Community Education, totaling \$7,731.36; and Check Nos. 008397 through 008401, processed through Irvine Valley College Community Education, totaling \$21,459.03.

**5.24 SOCCCD: Budget Amendment: Adopt Resolution No. 08-03 to Amend 2007-2008 Restricted Child Development Fund**

Adopt resolution.

**5.25 SOCCCD: Gifts to the District and Foundation**

Approve acceptance of various donated items.

**5.26 SOCCCD: Transfer of Budget Appropriations**

Approve transfers as detailed.

**5.27 SOCCCD: January 2008/February 2008 Contracts**

Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

**6.1 ATEP: Recess to Public Hearing: Waiver of Education Codes for the Development of the Advanced Technology and Education Park**

Conduct a public hearing to provide an opportunity for the public to comment on the subject of requesting a waiver from the Board of Governors.

**6.2 ATEP: Resolution No. 08-04 Authorizing a Request for Waiver of Education Code Section 81360 et seq. and Education Code Section 81390 et seq. in Relation to the District's Development of the Advanced Technology and Education Park.**

Adopt resolution authorizing the submission of a waiver application to the Board of Governors.

**6.3 SOCCCD: Institutional Membership: Association of Governing Board of Universities and Colleges**

Approve membership in AGB for 2007-08.



- 6.4 **Irvine Valley College: Veteran's Tribute Tower**  
Approve concept of the Veterans Tribute Tower to be constructed at Irvine Valley College.
- 6.5 **SOCCCD: OCSBA Marian Bergenson Award Nomination**  
Nomination of Trustee for OCSBA Marian Bergenson Award.
- 6.6 **SOCCCD: Board Policy Revision: BP 3100-Budget Preparation, BP 3101-Budget Management, BP 3101.5-Fiscal Management, BP 3105-Audits, BP 3200-Purchasing, BP 3200.1-Contracts, BP 3520-Refreshments and Meals at District Functions, BP 3600-Disposition of District Property, BP 4001-Personnel Use of Public Resources, BP 4000.5-Prohibition of Harassment and Discrimination, BP 4010-Commitment to Diversity, BP 4012-Academic Administrators and Classified Managers Personnel Files, BP 4021-Classified Managers, BP 4072-Domestic Partners, BP 4101.2-Number of Pay Installments for Academic Personnel, BP 4113-Parental Leave for Administrators and Classified Management Personnel, BP 5301-Course Repetition, BP 5405-Student Complaint Policy, BP 5600-Associate Degree Requirements, BP 5601-Certificate Programs, BP 5606-International Student Admissions**  
Accept for review and study.
- 6.7 **SOCCCD: Recess to Public Hearing – District Initial Proposal to CSEA Chapter 586**  
Conduct a public hearing to provide an opportunity for the public to comment on the District's Initial Proposal to CSEA.
- 6.8 **Academic Personnel Actions**  
Approve Academic Employment; Temporary Part-time/Substitute Staff; Authorization to Establish a Temporary Academic Position; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Status Change; Workload Banking; Leave of Absence; Resignation/Retirement/Conclusion of Employment.
- 6.9 **Classified Personnel Actions**  
Approve New Personnel Appointments; Change of Status; Out of Class Assignments; Leave of Absence; Volunteers.
- 6.10 **SOCCCD: Annual Report on The Status of Probationary Faculty Tenure**  
Approve entering second and third year contracts for full time faculty members.

## **7.0 REPORTS**

- 7.1 **SOCCCD: Hiring of Relatives**  
Report regarding hiring of relatives in the District.



- 7.2 **SOCCCD: Basic Aid Report**  
Projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**  
This report displays the adopted budget, revised budget and transactions through December 31, 2007.
- 7.5 **SOCCCD: Quarterly Investment Report**  
This report is for quarter ending December 31, 2007.
- 7.6 **SOCCCD: List of Board Requested Reports**  
Information as requested.

## 8.0 **WRITTEN REPORTS**

*Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.*

- A. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate
- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- M. Police Officers' Association

**ADJOURNMENT** (or continuation of closed session if required): **9:00 P.M.**



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College, Irvine Valley College, and ATEP: New Academic and Career Technical Education Programs

**ACTION:** Discussion

---

**BACKGROUND**

A request was made for a presentation to the SOCCCD Board of Trustees on the topic of new academic and career technical education programs offered at Saddleback College, Irvine Valley College, and ATEP.

**STATUS**

In addition to Exhibit A, Dr. Andreea Serban, Vice Chancellor, Technology and Learning Services; Dr. Rajen Vurdien, Vice President for Instruction, Saddleback College; and Dr. Craig Justice, Vice President for Instruction, Irvine Valley College, will present information on new academic and career technical education programs offered at Saddleback College, Irvine Valley College and ATEP.



**New Academic and Career Technical Education Programs  
Report Prepared for the South Orange County Community College District  
Board of Trustees Meeting of February 20, 2008**

Saddleback College, Irvine Valley College, and ATEP have intensified efforts to design and implement new academic and career technical education programs to better serve the needs of South Orange County Community College District students.

**New Programs at Saddleback College**

In the past two years, Saddleback College has worked on six programs. Four of the programs received state approval. Of these, classes for three of the programs started last year and classes for the other program will start Fall 2008. Of the remaining two, one is nearing completion and the curriculum of the second is being redone to meet the standards of the national certifying agency.

The following is a synopsis of the six programs:

**1. Rapid Digital Manufacturing Program (Approved by the State; Began Spring 2008)**

The Rapid Digital Manufacturing program (RDM) is a 27-unit certificate and AS degree program that trains and educates students to design, develop, and produce products utilizing additive manufacturing processes. Upon completion, the students will be able to transfer or enter the workforce as trained technicians in numerous fields, including the manufacturing, architecture, medical modeling, and entertainment industries. The students learn how to design, develop and create products utilizing developed skills including computer-aided design (CAD), computer-aided file repair, material science, additive fabrication, rapid prototyping, and project management. The Saddleback College Industry Board meets monthly, consists of members from each industry cluster, and is led by Ford Motor Company, Boeing Aircraft, Mission Hospital, and Proctor & Gamble.

As a result of the national focused industry participation on the advisory board and its designation as the national center for Rapid Technologies by the National Science Foundation, Saddleback College's RDM program is in the process of being designated as a certified higher educational institution by Boeing Aircraft and a designated trainer for Ford Motor Company. Both of these designations will give the Saddleback College students an advantage in being hired in both industry sectors by the primes or their suppliers. In addition, the RDM program and national center (RapidTech) will conduct case studies in support of this advance technology for aerospace and automotive industries.

It is also important to note the work that the RDM program and national center (RapidTech) do support many other programs on the Saddleback College campus. The program has provided support for the ATAS, Business Science, Mathematics, Social Science, and Fine and Performing Arts divisions. This support has come in many different forms including guidance on purchasing, software training, model making, and prop development.

According to the State Chancellor's Office, this is the first program of its kind nationwide.



**2. Entertainment and Theatre Technology Certificate Program** (Curriculum Approved; Program to Begin Fall 2008)

The Saddleback College Entertainment and Theatre Technology Certificate Program will provide students with career preparation for entry-level positions in the professional entertainment industry. A comprehensive intensive two-year program, Entertainment and Theatre Technology will offer students the opportunity to explore fundamentals of a wide variety of practical career opportunities. Technical Theatre students will participate in the hands-on experience of creating all technical elements of the Theatre Arts Department productions as well as other live events on the Saddleback College campus.

This program will give the students the skills they need to gain employment after completion. In addition, during the program, the students will gain experience by working with some of the most influential people and companies in the entertainment industry to allow an easier path for employment once the student is certificated.

The Entertainment and Theatre Technology Certificate Program is anticipated to officially begin in Fall 2009; however, classes will be offered beginning in Fall 2008, with recruitment on-going during this time period.

We will recruit students who wish to enter the entertainment industry with practical knowledge and skills via a streamlined path to employers, as well as students who wish to go on to get a specialized baccalaureate degree in technical theatre from a conservatory program. The certificate recipient will be skilled enough to gain employment in any one of the following areas:

Theatre  
Television  
Film  
Theme Parks  
Faith-Based Events  
Road Houses  
Musical and Variety Acts (such as Blue Man Group)

**3. Child Development and Educational Studies** (Associate Degree Approved by the State; Program to Begin Fall 2008)

Over the last years, there has been significant growth and projected growth in both course offerings and community opportunities for the Child Development and Educational Studies department at Saddleback College. The CDES department currently has one occupational skills award, four certificates (with associated AS degrees) and plans to add one additional certificate and an Associate of Arts degree for the 2008-2009 school year based on California Community College Early Childhood Curriculum Alignment Project guidelines.

There is renewed interest in Career Technical/Vocational Education Programs in the State of California. While academic in structure and a gateway to a variety of upper division degrees, the CDES department is vocational in its design.



As a vocational program, it contains a strong field-based learning component. For preschool teachers pursuing state certification, this component is mandatory. Quality in this type of program requires strong employer relationships, a strong advisory committee, the ability to assist with student placement, monitoring of learning objectives and progress, and comprehensive reporting to the state agencies that regulate the certification (California Commission on Teacher Credentialing).

Since Fall 2003, the CDES department has developed and scheduled online versions of all courses with multiple sections of the core courses being regularly scheduled. The CDES department has been a leader in the development of online courses at Saddleback College and is one of only two community colleges in the state that offers child development students the opportunity to complete their entire major courses online. This department is the most progressive in terms of online instruction in the SOCCCD.

The early childhood teachers educated by Child Development and Educational Studies department today are the ones who will be laying the foundation for future Saddleback College students (headcount of 2,028 in Fall 2007), community members, and strong community leadership in the future.

4. **The National Automotive Technicians Education Foundation (NATEF) Certification** (Associate Degree Approved; New Curriculum meeting National Standards of National Automotive Technicians Education Foundation Certification (NATEF) to be Implemented for Fall 2008)

The National Automotive Technicians Education Foundation (NATEF) Certification Study is being conducted and will be completed Spring Semester 2008 by Mr. Wayne Olson. The report will give us recommendations for changing the Automotive Technology program and curriculum and allow major automakers to fully support our programs. Certification will take about 18 months and will culminate with a NATEF certification team visit and review and recommendations for national certification. The program curriculum changes will be made in Fall 2008 and the program will then meet standards by Fall 2009. This certification will improve preparation of students towards entry-level job opportunities in the automotive service industry. Other benefits from the NATEF certification include assistance and support from the automotive industry to the program, including donated vehicles and components, access to industry training and technical update information, increased community awareness of the profession approach to automotive training, a stronger image to the community that the Automotive Program has the capability to provide quality training, and lastly a stronger position within the college environment towards enhanced curriculum development and the ability to provide excellent career and technical preparation.

5. **Medical Lab Technician Program** (Associate Degree in Process; Program to Begin Fall 2009)

Medical Lab Technician (AA degree) has been developed largely due to the shortage of Clinical Laboratory Scientists (which were formerly known as Medical Technologists and requires a BS degree). There have also been many advances in lab technologies and the quality of lab tests being performed, forcing the expanded use of unlicensed personnel in laboratories. Medical Lab Technician regulations were approved in 2005, and the



licensing of the Medical Lab Technician (MLT) was approved in December 2007. This discipline falls under the authority of the California Department of Health Services.

The MLT performs routine clinical lab tests for the diagnosis, treatment, and prevention of disease. They work under the supervision of the Clinical Lab Scientist. They do not read test results or assist with any part of a laboratory test that requires judgment, such as reporting results, microscopic studies, calibrating, or high complexity testing. MLT requires an Associate Degree (60 semester units) with 36 units of physical and biological sciences, six months supervised clinical training at a 4:1 ratio, phlebotomy certification, and passage of a national certification exam and a state law exam.

The need is great as the number of Clinical Lab Scientist (CLS) graduates and programs has decreased significantly since 1975 and there are currently 20,000 CLSs with active licenses. The greatest industry need is in hospitals. It is expected that the MLT will replace the unlicensed personnel currently being utilized in laboratories and be more cost effective, because this position will increase the number of testing personnel in the lab by performing the less complex and routine laboratory tests. The salary is estimated to be 70 – 80 % of the Clinical Laboratory Scientist. The MLT would be able to transfer to a university to complete the requirements for the Clinical Lab Scientist after receiving an AA degree, six months clinical training, and national certification.

Currently Southwest College has an MLT program and College of the Canyons hopes to gain program approval through the Department of Health Services in the near future. Now that the licensing requirements have been approved, many new programs will be developed. The MLT was the topic of presentations at the Statewide Health Occupations Advisory Committee twice this year. More information can be found on [www.bls.gov](http://www.bls.gov).

#### 6. **Biotechnology Program** (Program to Begin Fall 2009)

The biotechnology industry has grown tremendously in recent years and employment opportunities appear to continue to rise. In Orange County, most job opportunities in the biotechnology area require a Bachelor of Science degree rather than an associate degree or certificate in the discipline. In other areas of California, biotechnology techniques are used in the biotechnology manufacturing industry and agricultural, pharmaceuticals, environmental, and government laboratories.

Saddleback College currently supports a concentration in molecular biology and biotechnology at California State University, Fullerton leading to the Bachelor of Science degree. Lower-division core requirements in the biological sciences and lower-division supporting course requirements can be completed in two years, although some students may choose to spread course work over a longer period. Faculty and staff in the Division of Mathematics, Science and Engineering are currently researching and studying additional programs at other community colleges in the biotechnology areas.



### **New Programs at Irvine Valley College**

Irvine Valley College recently established the Office of Career Technical Education & Workforce Development to meet the needs and demands of Orange County's workforce and businesses. This comes at a time when the economy is slowing and expectations are rising for educators to meet the needs of incoming students returning to school to update workplace skills or change career direction.

Dr. Susan M. Cooper was recently appointed as the Dean of Career Technical Education and Workforce Development; her Senior Administrative Assistant is Sharon Kennedy. Dr. Cooper oversees the Office of Extended Education with Dave Anderson, Director, and Rachel Manders, Grants Analyst.

The Office of Career Technical Education and Workforce Development is responsible for implementing new career technical education programs by researching them to determine appropriateness to the Irvine Valley College mission. To do this, a statement of program goals and objectives must be clearly defined. A catalog description with program requirements is written along with background information and the rationale supporting this information. Several criteria must be analyzed to demonstrate the need for new career technical programs. Projections of enrollment and completion, similar programs, and programs offered through local colleges have to be considered. At this point curriculum standards are scrutinized for sequence and transferability. Adequate resources, which are comprised of Library & Learning Resources, Facilities & Equipment, and financial support, are reviewed for sustainability of programs. Faculty qualifications and the availability of instructors are other important considerations for future programs. Finally, programs may have to comply with licensing or accreditation standards, student selection and fees, as well as model curriculum.

The Office of Career Technical Education and Workforce Development is in the process of working with faculty to develop several new programs at this time. Irvine Valley College is seeking approval for the following new career programs:

**1. Institute for Women in Trades, Technology & Science (Began Spring 2008)**

Irvine Valley College was recently granted a sub award by the CalWomen Tech Project funded through the National Science Foundation. This grant, for women in trades, technology, and science, allows IVC to increase enrollment of women in the Electronic Technology program through outreach efforts and marketing and will enhance educational opportunities for our female student population. Instructors and other team members will also receive recruitment assistance, software, technical training, and assistance for on-line training tools and curriculum development. This grant is for \$2 million and runs for five years.

**2. Bank Officer (Intern Program Began Spring 2008)**

The financial sector in California is highly sales and service oriented. To meet the demands of this sector, the College of San Mateo, in partnership with community colleges, California banks, and business and banking associations, will form the Community Banking Careers Program to help in identifying a qualified entry-level



workforce in the retail banking industry. Students will be able to earn a certificate in banking or an associate degree in business with a banking specialization. This new program's funding is contingent on a grant award through the Community-Based Job Training Grant. Wells Fargo has committed to form an internship program with IVC, which would allow students to become bank officers upon program completion.

**3. Ocean Science Education (Program to Begin Spring 2009)**

This program involves teacher education and a volunteer initiative in the School of Physical Sciences and Technologies to study ocean science. Amy Stinson, Academic Chair in the School of Physical Sciences, is researching the curriculum for this new program that has influences from geology, physics, chemistry, and marine science. The program development is being conducted to create opportunities for those who want to combine teacher education and ocean science.

**4. Computer Forensics Specialist (Program to Begin Fall 2009)**

This program is new and unique to the field of Computer Information Management and Forensics Investigation. Students will be able to earn a degree or certificate in computer forensics preparing them for work in government agencies or corporations as a computer forensic specialist/technician. The principal job function of a computer forensic specialist is to investigate and/or monitor computer activity within an organization. Instructors Roopa Mathur, Business Science, and Colin McCaughey of Administration of Justice are investigating the curriculum for this new and exciting program. The development for this program is paid through VTEA funds. We are creating an advisory council, collecting labor market data, and comparing our prospective program to other community colleges.

**5. CIM Digital Media Technologies/Fine Arts Digital Media Art (Program to Begin Fall 2009)**

Faculty from these two programs are discussing possible collaborations to better prepare students in these fields. This partnership is designed to provide a more solid foundation in the application of these disciplines. Students can earn an associate degree in CIM with an emphasis in Digital Media Technology. Students will be prepared to work as entry level or media specialists producing websites and working in many other areas of the entertainment industry. Roopa Mathur from the School of Business Sciences and Antoinette Geldun from the School of Fine Arts are working together on this project. The program development for this program is paid through VTEA funds.

**6. Health Information Technician (Program to Begin Fall 2009)**

This emerging field in the allied health industry is a collaboration between IVC's Schools of Business Sciences and Life Sciences and Technologies to develop an online hybrid program in Health Information Technology, which might be funded through a grant for which IVC has recently applied, now pending notification. Students in this program could earn an associate degree in Health Information Technology or certificates in Medical Coding or Medical Reimbursement. The curriculum being developed for this program must be submitted and approved by the Commission on Accreditation for Health Informatics and Information Management Education. Graduates of this program must sit



for the national certifying exam to become a Registered Health Information Technician. Dixie Massaro from the School of Business Sciences and Roland Rodriguez from the School of Life Sciences and Technologies will be working on the curriculum and program development if IVC is awarded this grant.

**7. Paralegal/ Legal Assistant (Program to Begin Fall 2009)**

This profession is increasingly in demand by those in the legal field as attorneys look for trained, qualified paralegals to assist them in research. Paralegals earn an associate degree, which many attorneys are now demanding as a prerequisite to employment. Projections for paralegals in California through 2014 forecast a 28% increase in demand. Bob Urell and associate faculty from the Business Sciences school are researching the required curriculum for this new program as well as accreditation requirements, costs, and focus groups.

**8. Physical Therapy Assistant (Program to Begin Spring 2010)**

This position requires an associate degree in arts or science and a licensing exam administered by the Commission on Accreditation in Physical Therapy Education. Currently, there are only six community college programs in the state of California. The physical therapy assistant works under the physical therapist performing many tasks that require a high level of skill and knowledge in the health care field. Michael Bennett, counselor and instructor for Disabled Student Programs and Services, is in the process of developing this new program. The U.S. Bureau of Labor Statistics projects the demand for physical therapy assistants will "grow much faster than average for all occupations through the year 2014." The development for this program is paid through VTEA funds. IVC is at the stage of convening focus groups, collecting labor market data, and estimating costs.

**New Programs at ATEP**

As discussed in prior occasions with the Board of Trustees, ATEP is working on three new programs: Biotechnology, Modern/Green Construction, and Transportation Technology. In addition, a number of existing programs will be expanded or enhanced and implemented in a phased approach at ATEP once the facilities become available. These programs include:

- Nursing
- Communication Arts
- Computer Animation/Design/Virtual Reality
- 3D Computerized Technology
- Modern Manufacturing/CAD/CAM/Robotics
- Network & Computer Security
- Photonics
- General Education – Math, Sciences and English
- Fashion Design & Cosmetology
- Distance Learning
- Culinary Arts
- Computer Training
- Foreign Languages



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

---

Minutes from :  
January 22, 2008 Meeting of the Board of Trustees (Exhibit A)  
Are submitted to the Board for review and approval.

*Item Submitted by: Dr. Raghu P. Mathur, Chancellor*



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AUDITORIUM, ROOM 145, HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK  
COLLEGE

**MINUTES OF THE BOARD OF TRUSTEES' MEETING**  
**January 22, 2008**

**CALL TO ORDER: 3:00 P.M.**

**PRESENT**

Members of the Board of Trustees:

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Matthew Reynard, Student Member

**Administrative Officers:**

Raghu P. Mathur, Chancellor

Gary Poertner, Deputy Chancellor

Andreea Serban, Vice Chancellor, Technology and Learning Services

Robert King, Vice Chancellor, Human Resources

Richard D. McCullough, President, Saddleback College

Glenn Roquemore, President, Irvine Valley College

Robert J. Kopecky, Provost, ATEP

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

**1.2 Public Comments** Members of the public may address the Board on items listed to be discussed in closed session. Speakers are limited to two minutes each.

**RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

**A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)**

**1. Public Employee Evaluation of Performance**

**2. Public Employee Discipline/Dismissal/Release (4)**

**B. Conference with Labor Negotiators (GC 54957.6)**

**1. Negotiator - Dr. Raghu Mathur; SOCCCD Faculty Association**



**2. Negotiator - Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586**

**C. Conference with Real Property Negotiators (GC 54956.8)**

**1. Property - Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton; (3) Young Americans; and (4) Chapman University/University College. Under Negotiation - Price and Terms of Payment**

**2. Property - Use of Portion of Irvine Valley College at 5500 Irvine Center Drive, Irvine, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Parties - Novaquatics Under Negotiation - Price and Terms of Payment**

**3. Property - Use of a Portion of Saddleback College at 28000 Marguerite Pkwy., Mission Viejo, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Parties - Park Place Lexus Mission Viejo Under Negotiation - Price and Terms of Payment**

**D. Conference with Legal Counsel (GC 54956.9)**

**1. Existing Litigation (GC 54956.9[a])**

**a. Crosby v. SOCCCD**

**b. Frank Bowers DBA Bowers Auto Mart v. SOCCCD, IVC**

**2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3] [A]) (3)**

**3. Initiation of Litigation (GC 54956.9[c]) (2)**

**RECONVENE OPEN SESSION: 6:00 P.M.**

Open Session was reconvened at 7:30 p.m.

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

**2.2 Invocation Led by Trustee Nancy Padberg**

**2.3 Pledge of Allegiance Led by Trustee Tom Fuentes**

**2.4 Resolutions / Presentations / Introductions Steven Teh, Saddleback College Full-time Professor of the Year Susan Robertson, Saddleback College Part-time Professor of the Year Richard Zucker, Irvine Valley College Full-time Professor of the Year Rick Schank, Irvine Valley College Part-time Professor of the Year Donna Hanna Chase, Irvine Valley**



**College Emeritus Professor of the Year**

**2.5 Public Comments** Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. Speakers are limited to two minutes each.

**3.0 REPORTS****3.1 Oral Reports: Speakers are limited to two minutes each.****A. Board Reports**

Trustees Jay, Padberg, Fuentes, Williams, Milchiker and Student Trustee Reynard gave reports.

**B. Chancellor's Report**

Chancellor Mathur gave a report.

**C. Board Requests for Report(s): Report on Nepotism**

Trustee Williams requested a report on Nepotism in the District. On a motion made by Trustee Williams and seconded by Trustee Fuentes, this item was approved on a 7-0 vote.

**4.0 DISCUSSION ITEMS**

**4.1 Saddleback College, Irvine Valley College and ATEP: Educational and Facilities Master Plan Update Information presented by Dr. Richard D. McCullough, President, Saddleback College, Dr. Glenn R. Roquemore, President, Irvine Valley College, and Dr. Robert Kopecky, Provost, ATEP.**

Presidents McCullough and Roquemore and Provost Kopecky gave an update on the Educational and Facilities Master Plan.

**5.0 CONSENT CALENDAR ITEMS** All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.

Trustee Padberg requested items 5.4, 5.14 5.15 and 5.16 be pulled.

Trustee Milchiker requested items 5.3, 5.10, 5.11, 5.12, 5.13 be pulled.

On motion duly made by Trustee Wagner and seconded by Trustee Williams the balance of the Consent Calendar items were approved on a 7-0 vote.

**5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a special on November 29, 2007 Approve minutes of a regular meeting on December 10, 2007**

**5.2 Irvine Valley College: Change Order Requests: Business Sciences and Technology**



**Innovation Center Approve change orders with various trader contractors which will result in a decrease of \$86,855.00. The total revised contract amount is \$14,939,631.00.**

**5.3 Irvine Valley College: Agreement for Architectural Services for Landscape Improvements for the Existing Performing Arts Center**  
**Approve agreement for landscaping with RJM Design Services in the amount of \$48,015.00.**

On a motion made by Trustee Milchiker and seconded by Trustee Wagner, this item was approved on a 7-0 vote.

**5.4 Irvine Valley College: Amendment to Increase Contract Services with gkkworks: Business Sciences and Technology Innovation Center**  
**Approve amendment to increase contract amount with gkkworks in the amount of \$342,977.00. The total revised contract amount is \$1,462,977.00.**

On a motion made by Trustee Padberg and seconded by Trustee Milchiker this item was approved on a 7-0 vote.

**5.5 Saddleback College: Notice of Completion: Gymnasium Floor Replacement Approve filing of Notice of Completion.**

**5.6 Saddleback College: Amendment No. 2: Architectural Services Agreement with DSE Architecture, Inc. for BGS Project Approve amendment with DSE Architecture, Inc. in the amount of \$96,462.00. Total revised contract amount is \$534,625.00.**

**5.7 Saddleback College: Award of Bid: Timing and Scoring System for Aquatics Program Approve award of bid to Colorado Time Systems in the amount of \$83,856.44.**

**5.8 Saddleback College: Student Nurse Organization: Faculty and Student Travel Approve NSNA Conference attendance in Grapevine, Texas for one Nursing Faculty and the attendance of sixteen to twenty nursing students in an amount not to exceed \$14,830.00.**

**5.9 ATEP: Change Order Request No. 8: Completion of Relocatable Classroom Buildings Approve change order requests with ModSpace increasing the contract amount by \$2,960.00. The total revised contract amount is \$3,394,302.09.**

**5.10 ATEP: Agreement for Architectural Services for Landscape Modification of Parkway Plantings**  
**Approve agreement for landscaping modification with RJM Design Services, In. in the amount of \$28,845.00.**

On a motion made by Trustee Milchiker and seconded by Trustee Jay this item was approved on a 7-0.

**5.11 SOCCCD: Speakers**  
**Approve of honorarium and travel expenses for speakers at Irvine Valley College and Saddleback College.**

On a motion made by Trustee Milchiker and seconded by Trustee Lang this item was approved



on a 7-0 vote.

**5.12 SOCCCD: 2009-2010 Academic Calendar**  
**Approve the proposed 2009-2010 Academic Calendar.**

On a motion made by Trustee Milchiker and seconded by Trustee Jay this item was approved on a 7-0 vote.

**5.13 SOCCCD: 2008-2009 Sabbatical Recommendations**  
**Approve the 2008-2009 Sabbatical Proposals**

On a motion made by Trustee Milchiker and seconded by Trustee Jay this item was approved on a 7-0 vote.

**5.14 SOCCCD: Revised Authorization for District Institutional Memberships 2007/2008**  
**Approve memberships as presented.**

Trustee Padberg called to divide the question. A motion made by Trustee Milchiker and seconded by Trustee Lang to approve all memberships with the exception of the AGB was approved on a 7-0 vote. A motion made by Trustee Fuentes and seconded by Trustee Williams to table approval of membership in AGB until the next Board meeting was approved on a 6-1 vote, with Trustee Wagner opposing.

**5.15 SOCCCD: Academic Year 2008-2009 Non-Resident Tuition Fees for Foreign and Out-of-State Students**  
**Approve fees for 2008/2009 year of \$181 per semester unit, capital outlay fee of \$25 per semester unit and the application fee of \$52.**

On a motion made by Trustee Padberg and seconded by Trustee Lang this item was approved on a 5-2 vote with Trustees Padberg and Jay opposing.

**5.16 SOCCCD: Trustees' Requests for Attending Conferences**  
**Approve Trustees' requests for attending conferences.**

On a motion made and seconded this item was approved on a 6-1 vote with Trustee Padberg opposing.

**5.17 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-0471 through P08-02885 amounting to \$3,047,030.93 and confirming requisitions dated November 16, 2007 through December 20, 2007 totaling \$82,013.43.**

**5.18 SOCCCD: Payment of Bills Approve Check Nos. 066119 through 0067196 processed through the Orange County Department of Education, totaling \$7,323,177.13; Check Nos. 009101 through 009126, processed through Saddleback College Community Education, totaling \$64,980.78; and Check Nos. 008377 through 008396, processed through Irvine Valley College Community Education, totaling \$26,574.85.**

**5.19 SOCCCD: Budget Amendment: Adopt Resolution No. 08-01 to Amend 2007-2008 Restricted Child Development Fund Adopt resolution.**



**5.20 SOCCCD: Transfer of Budget Appropriations Approve transfers as detailed.**

**5.21 SOCCCD: Gifts to the District and Foundation Approve acceptance of various donated items.**

**5.22 SOCCCD: December 2007/January 2008 Contracts Ratify contracts as listed.**

**5.23 SOCCCD: Planning Services for the 2008 State Chancellor's Office Submittals Approve agreement with CCS Group to provide planning services in the amount of \$127,600.**

## **6.0 GENERAL ACTION ITEMS**

**6.1 ATEP: Submittal of Short Range Plan to the City of Tustin Accept for Review and Study.**

On a motion made by Trustee Fuentes and seconded by Trustee Lang this item was approved on a 7-0 vote.

**6.2 SOCCCD: Appointment of District's Political Action Representative to the Orange County School Boards Association Nominate and approve member of Board of Trustees as the District's Political Action Representative to OCSBA.**

On a motion made by Trustee Lang and seconded by Trustee Jay, Trustee Williams was appointed as the District representative to the Orange County School Board Association on a 7-0 vote.

**6.3 SOCCCD: CCCT Board of Directors Nomination - 2008 Nomination of Trustee to CCCT Board of Directors.**

No nomination was made.

**6.4 SOCCCD: Recess to Public Hearing - CSEA Chapter 586 Conduct a public hearing to provide an opportunity for the public to comment on the District's proposal to CSEA Chapter 586.**

The Board meeting was recessed at 8:40 p.m. to a public hearing. The public hearing was closed at 8:41 p.m. and the regular Board meeting resumed.

**6.5 SOCCCD: District Initial Proposal to CSEA Chapter 586 Accept for Review and Study District Initial Proposal to CSEA Chapter 586.**

On a motion made by Trustee Lang and seconded by Trustee Jay this item was approved on a 7-0 vote.

**6.6 Academic Personnel Actions Approve Academic Employment; Temporary Part-time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Reduced Workload Program with STRS Retirement**



**Revision; Hourly Rate Increase for Physicians.**

On a motion made by Trustee Lang and seconded by Trustee Williams this item was approved on a 7-0 vote, with the following changes: Page 1 Item A.1.A. Kathleen Schrader has an effective date of February 19, 2008. Page 7, add Authorize to Establish and Announce an academic position.

**6.7 Classified Personnel Actions Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Establish and Announce A Classified Position; Change of Status; Reclassification; Out of Class Assignments; Leave of Absence; Resignation/Retirement Conclusion of Employment; Volunteers.**

On a motion made by Trustee Williams and seconded by Trustee Jay this item was approved on a 7-0 vote, with the following change: Page 2, A.1.H. the effective date for Judith Pohl is January 18, 2008.

**6.8 Saddleback College: Veteran's Memorial Project Approve the Veteran's Memorial project.**

On a motion made by Trustee Jay and seconded by Trustee Padberg, this item passed on a 7-0 vote.

**7.0 REPORTS****7.1 SOCCCD: Basic Aid Report Projected receipts and approved projects.****7.2 SOCCCD: Facilities Plan Status Report Status of current construction projects.****7.3 SOCCCD: Monthly Financial Status Report This report displays the adopted budget, revised budget and transactions through November 30, 2007.****7.4 SOCCCD: Quarterly Financial Status Report Report as of December 31, 2007.****8.0 WRITTEN REPORTS      Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.****A. President, Saddleback College****B. President, Irvine Valley College****C. Provost, ATEP****D. Associated Student Governments of SC****E. Associated Students of IVC**



**F. Saddleback College Academic Senate**

**G. Irvine Valley College Academic Senate**

**H. Faculty Association**

**I. California School Employees Association**

**J. Saddleback College Classified Senate**

**K. Irvine Valley College Classified Senate**

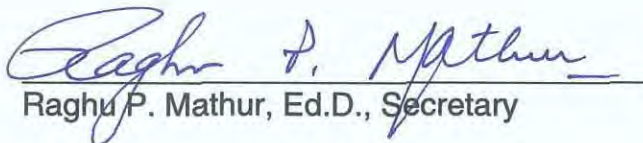
**L. District Services Classified Senate**

**M. Police Officers' Association**

President Glenn Roquemore, IVC Academic Senate President Wendy Gabriella, SC Faculty Association representative Lee Haggerty, SC Classified Senate President Mary Williams, and IVC Classified Senate President Gee Dixon gave reports.

**ADJOURNMENT (or continuation of closed session if required): 9:00 P.M.**

The meeting was adjourned at 8:50 p.m.

  
Raghu P. Mathur, Ed.D., Secretary



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Amendment No. 1 to Increase Contract Services with gkkworks: BGS Building Project

**ACTION:** Approval

---

### **BACKGROUND**

On April 30, 2006, the Board of Trustees approved an agreement with gkkworks for construction management services for the remediation and repair of the BGS Building at Saddleback College. Conditions discovered during remediation and repair work resulted in additional work.

### **STATUS**

The additional remediation and repair work has resulted in the need to extend construction management services an additional two months including approximately one month required for close out activities.

Staff evaluated the proposed increase by applying allowable escalation to contract hourly rates and extending staffing hours out for the two month period, EXHIBIT A.

Staff recommends gkkworks contract amount be amended by an amount of \$46,833.00 for a total contract amount of \$413,108.00.

Funds are available in the project budget which is \$8,506,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve increasing the authorized amount by \$46,833.00 to a total contract amount of \$413,108 for construction management services for the BGS building remediation and repair project at Saddleback College.



**BGS BUILDING REMEDIATION AND REPAIR PROJECT  
AT  
SADDLEBACK COLLEGE**

**FEBRUARY 20, 2008**

**GKKWORKS ADDITIONAL SERVICES COST BREAKDOWN**

**Project Manager recharge rate:   \$135.20/HR.**

**Time Extension:                   Two Months x 4.33 wks/mo. = 8.66 weeks**

**Total Cost (N.T.E.)               8.66 wks x 40 hrs./wk x \$135.20/hr = \$46,833.00**

***NOTE:*** General Conditions costs were negotiated as a "No Cost" Item to the District.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Stereo Lithography Equipment and Maintenance

**ACTION:** Approval

---

**BACKGROUND**

The Solid Creation Stereolithography (SLA) machine provides us with the accurate model for rapid digital manufacturing, rapid tooling, and advanced digital manufacturing. The SLA machine is an industry standard, used by hundreds of corporations to bring their product to the market in a more efficient manner.

Sony is the only manufacturer of the SLA machine. The machine we are requesting to purchase is the only one available in the United States. It is also the only high end, large platform in the Advanced Technology Center. Sony Manufacturing America, Inc., has offered us a price below market value because of their support of our Rapid Digital Manufacturing program at Saddleback College.

**STATUS**

On January 7, 2008, Bid No. 1073 for Stereolithography Equipment was sent to three (3) vendors and one (1) vendor, Sony, responded to the bid. The bid was opened on January 23, 2008. Sony Manufacturing Systems America, Inc. of Lake Forest, California bid \$83,960.00 including sales tax. The same SLA machines have been sold elsewhere for \$140,000 used and \$650,000 new. College staff has reviewed the bid and recommend award.

Funds are available in the general fund for Saddleback College.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve purchasing the Stereolithography Equipment from Sony Manufacturing Systems America, Inc. of Lake Forest, California for Saddleback College in the amount of \$83,960.00, including sales tax.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: National Model United Nations Conference

**ACTION:** Approval

---

### **BACKGROUND**

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

### **STATUS**

Up to twelve students and one advisor are planning to attend the 2008 National Model United Nations Conference in New York City. Dates for the conference, inclusive of travel, are from April 21, 2008 through April 28, 2008. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget and Foundation account in the amount not to exceed \$15,334.00. An overview of the conference and its associated expenses are detailed in Exhibit A. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to twelve students and one advisor April 21-28, 2008 in New York City at a cost not to exceed \$15,334.00.



## New York Model United Nations Conference

Location: New York City

Dates of Conference: 4/21/08 through 4/26/08

Number of Students: max. 12

Number of Advisors: 1

## Budget:

Delegate Fees-	100x12=	1,200.00
Institution Fees-	200x1 =	200.00
Advisor Fees-	100x1 =	100.00

Transportation (Air Fare) = 450.00 (per student) = 5,400.00

Hotel \$ 243 (per night) x 5 nights	
x 5 rooms	= 6,075.00

Food	= 1,859.00
------	------------

Miscellaneous	= 500.00
---------------	----------

Total	= \$15,334.00
-------	---------------



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Model United Nations Conference – UC Berkeley

**ACTION:** Approval

---

**BACKGROUND**

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership.

**STATUS**

Up to 22 students and one advisor are planning to attend the Model United Nations Conference in San Francisco, California, hosted by UC Berkeley. Dates for the conference, inclusive of travel, are from March 12, 2008 through March 16, 2008. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget and Foundation account in the amount not to exceed \$10,674.00. An overview of the conference and its associated expenses are detailed in Exhibit A. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the travel request for up to twenty-two students and one advisor March 12-16, 2008 in San Francisco at a cost not to exceed \$10,674.00.



## UC Berkeley Model United Nations Conference

Location: San Francisco

Dates of Conference: 3/12/08 through 3/16/08

Number of Students: max. 22

Number of Advisors: 1

## Budget:

Delegate Fees-	60x22 =	1,320.00
Institution Fees-	40x1 =	40.00
Advisor Fees-	60x1 =	60.00

Transportation	=	600.00
----------------	---	--------

Hotel \$215 (per night) x 4 nights		
x 7 rooms	=	6,020.00

Food	=	2,484.00
------	---	----------

Miscellaneous (Parking)	=	150.00
-------------------------	---	--------

Total	=	10,674.00
-------	---	-----------



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Phi Theta Kappa 90<sup>th</sup> International Convention  
**ACTION:** Approval

---

### **BACKGROUND**

Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

### **STATUS**

Up to fifteen students and one faculty advisor are planning to attend the Phi Theta Kappa 90<sup>th</sup> International Convention in Philadelphia, Pennsylvania. Dates of the conference, inclusive of travel, are from Wednesday, April 2, 2008 through Sunday, April 6, 2008. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget and Phi Theta Kappa Chapter account in an amount not to exceed \$15,860. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to fifteen students and one faculty advisor to attend the Phi Theta Kappa 90<sup>th</sup> International Convention in Philadelphia, Pennsylvania, April 2–6, 2008, at a cost not to exceed \$15,860.

Item Submitted By: *Dr. Richard McCullough, President*



## Phi theta Kappa International Convention

Location: Philadelphia, Pennsylvania

Dates of Conference: 4/2/08 through 4/6/08

Number of Students: max. 15

Number of Advisors: 1

Budget:

Conference Registration-  $300 \times 15 = \$4,500.00$

Transportation (Air Fare) =  $\$300.00$  (per student) =  $\$4,800.00$

Hotel  $\$205$  (per night) x 4 nights  
x 5 rooms =  $\$4,100.00$

Food =  $\$2,160.00$

Shuttle/Miscellaneous =  $\$300.00$

Total =  $\$15,860.00$



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Geology 170, Out-of-State Travel

**ACTION:** Approval

---

**BACKGROUND**

Irvine Valley College is committed to providing high-quality education and a full range of scientific and cultural activities for students. For many years, the College has offered courses in many areas of the world with expert talented faculty providing a quality academic experience combined with cultural travel.

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the geology of Zion National Park, in southwestern Utah. The trip will focus on the geologic origin and evolution of Zion, in the framework of its location in the Colorado Plateau province.

**STATUS**

The Irvine Valley College School of Physical Sciences and Technologies proposes to offer the field study course from 4/24/08 to 4/27/08, in Zion National Park, Utah, as described in Exhibit A. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel field program in geology and geography, as described in Exhibit A.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

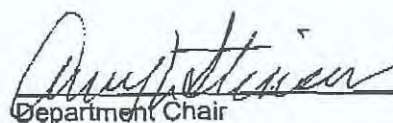
<b>1. PROGRAM</b>									
Location/Destination:		Zion National Park, Utah		First Trip:		Yes:		No: <input checked="" type="checkbox"/>	
Dates:		From: 4/24/08		To: 4/27/08		Total No. of Days:		3	
Partner Name (Academic Institution):		N/A							
Address:		N/A							
Contact Person:		N/A		Telephone No.:		N/A			
Description of Institution:		N/A							
Includes:	Accredited Instruction		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			
	Transfer College Units		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			
	Orientation		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			
	Books/Supplies		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			
	Tutors		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>			
	Weekend Study Activities		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			
	Food		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>			
	Transportation LOCAL ONLY		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>			
	Lodging		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>			
Other:		Camping fees; entrance fees to National Park (fee waiver granted by National Park Service)							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals.							
Other:		Irvine Valley College tuition/administrative fees.							
<b>2. FACULTY</b>									
Lead Faculty Name:		Amy Stinson (2 OSH)							
Coordinates Trip:		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>				
If No, Explain:									
Travels to Site:		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>				
Dates:		From: 4/24/08		To: 4/27/08					
Teaching Assignment at Program Site:		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>				
Dates:		From: 4/24/08		To: 4/27/08					
Requires Substitute at IVC and/or SC?		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>				
Unpaid Faculty Exchange:		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Other:									
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>									
Course No.:	Course Title:							No. of Units	
GEOL 170	Field Study of National Parks and Monuments							1.0 Units	
TOTAL							1.0 Units		
<b>4. STUDENTS</b>									
Minimum number of students required to make program:							15		
Minimum number of units:							1.0		




Maximum number of units:		1.0					
If this is a repeat program site, what is the average number of units taken per student?		N/A					
Other - Maximum number of students		24					
<b>5. COSTS</b>							
Student:							
Contracted cost per student:		\$ 0.00					
Average cost per day:		\$ 0.00					
<small>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</small>							
College:							
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>						
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.		\$ N/A					
Other Costs		\$ 0					
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
N/A							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Classes	Classes	Classes	Classes	Classes	Classes	Classes
8 a.m.							
9 a.m.							
10a.m.							
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.				↓	↓	↓	↓
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		N/A					
<b>8. ATTACHMENTS</b>							
NONE.							
<b>9. REQUIRED SIGNATURES</b>							

  
Lead Faculty Member

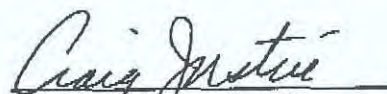
2-8-08  
Date

  
Department Chair


2-8-08  
Date

  
Division/School Dean

2/8/08  
Date

  
Vice President, Instruction

2/8/08  
Date

  
College President

2/8/08  
Date



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Amendment No. 1 to Increase Contract Services with Carrier Johnson: B-200 Science Lab Annex and B-239 Remodel

**ACTION:** Approval

---

### **BACKGROUND**

On July 24, 2006, the Board of Trustees approved an agreement with Carrier Johnson (Architects) to provide architectural services for the B-200 Science Lab Annex and B-239 Remodel at Irvine Valley College for a fee equal to 8.5% of the construction cost. Based on a construction cost of \$3,555,055.00, the total fee is estimated at \$302,177.00.

### **STATUS**

During the plan check review by D.S.A., the Access Compliance plan checker required that new accessible restrooms be constructed. The existing restrooms cannot be suitably upgraded to meet current code requirements due to inadequate plumbing fixture counts and restricted space. Several restroom options were explored with D.S.A. to fulfill the code requirement with the construction of one new men's and one new women's single compartment restrooms as the solution. The architect has requested a revision of the fee schedule to reflect the additional scope of architectural services as well as mechanical, electrical, and structural consultants. The revised schedule of fees will increase the total fee by \$44,530.00 for a total contract amount of \$346,707.00. EXHIBIT A is Amendment No. 1 to the agreement that incorporates these changes.

Funds are available in the project account.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to the architectural services with Carrier Johnson for the B-200 Science Lab Annex and B-239 Remodel project at Irvine Valley College increasing the fee in the amount of \$44,530.00. The total revised contract amount is \$346,707.00.



**AMENDMENT NO. 1  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR B-200 SCIENCE LAB ANNEX AND B-239 REMODEL  
AT  
IRVINE VALLEY COLLEGE**

**FEBRUARY 20, 2008**

**THIS AMENDMENT** shall modify the original agreement dated July 25, 2006, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and CARRIER JOHNSON, 275-B McCormick Avenue, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article I, paragraph 3, establishes the term of the agreement at thirty six (36) months from the date of the agreement; and

**WHEREAS**, the term will expire on July 25, 2009; and

**WHEREAS**, the scope of services has been increased to include two new accessible restrooms in building B-200; and

**WHEREAS**, this additional scope requires increased services by the "CONSULTANT" and Mechanical, Electrical, and Structural consultants; and

**NOW, THEREFORE**, the Parties agree to modify the original agreement as follows:

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to produce a reasonably complete and accurate set of construction documents for the additional scope of services described herein and further described in the "CONSULTANT's" proposal of services dated January 25, 2008 issued until the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$44,530.00



**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Carrier Johnson

By: \_\_\_\_\_

Gary Poertner

By: \_\_\_\_\_

Title: Deputy Chancellor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Amendment to Add Furniture Consultation Services to Architects Scope of Work: Business Sciences and Technology Innovation Center

**ACTION:** Approval

---

### **BACKGROUND**

On October 27, 2004, the Board of Trustees approved an agreement with LPA to provide architectural services for the Business Sciences and Technology Innovation Center at Irvine Valley College for 7.5% of the construction costs.

The original agreement identified additional services available to the district including the provision for services in connection with installation of furniture and related equipment.

Staff and end users meet weekly to define furniture needs for the Business Sciences and Technology Innovation Center. The group has defined an outline for furnishings and is now ready to move forward with finalizing material selection.

### **STATUS**

Furniture consultation services will result in the most favorable pricing for both material and installation. Services will include product selection, space planning to ensure storage and code requirements are met, electrical and data confirmation, procurement assistance, delivery/installation coordination and budget analysis.

In addition to the cost benefit, enlisting the building designer in furniture procurement will ensure the original design intent extends into the furnishings for a distinctive finish.

Funds are available in the project budget which is \$22,817,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the amendment to add furniture consultation services to architects scope of work for an amount of \$57,420.00 at the Business Sciences and Technology Innovation Center at Irvine Valley College.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College Community Education Programs for Summer 2008

**ACTION:** Approval

---

**BACKGROUND**

The South Orange County Community College District is known for offering high quality non-credit Community Education programs for community residents. By providing non-credit programs and classes on a fee basis, Irvine Valley College fulfills a vital part of its mission. The non-credit, fee-based programs, presenters and accompanying compensation require the approval of the Board of Trustees.

**STATUS**

A variety of educational programs and activities have been planned by the Saddleback/Irvine Valley College Community Education Programs to serve the community during Summer 2008. Expenses for conducting these courses will be paid for by the income from participant fees. The course offerings by category, instructors and compensation are presented in Exhibit A from Irvine Valley College.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College Community Education courses, instructors, and compensation as described in Exhibit A from Irvine Valley College.



South Orange County Community College District  
IRVINE VALLEY COLLEGE  
COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2008

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	6/7-6/8	Dov Simens	50% gross	\$395
ABC 's of Stock Chart Analysis	5/27, 6/26, 7/31, 8/28	Donald Jarrett	50% gross	\$59
Acupressure for All	6/1-8/22	Rod Krueckermeier	50% gross	\$59
Art Workshops	6/1-8/22	Sima Ranjbar	50% gross	\$35-\$119
Art Workshops	6/8/08	Nadine Spier	50% gross	\$49
Art Workshops	6/1-8/22	Mina Asadirad	50% gross	\$49-\$139
Basketball Camp	6/23-6/26, 7/7-7/10, 8/4-8/7	Andrew Alhadeff	85% gross	\$200-\$450
Beauty Makeovers	6/28/08	Betty Netherly	50% gross	\$25-\$49
Bridge Classes	6/1-8/22	Larry Globus	50% gross	\$49-\$69
Business Classes	6/14, 6/28, 7/12, 7/26	Jim Spitzer	50% gross	\$145
Business Classes	6/1-8/22	Thomas Jones	50% gross	\$200
Business Management Classes	5/29, 6/24, 7/19	Gene Konstant	50% gross	\$44-\$69
Career Workshops	6/1-8/22	Brenda Arnold	50% gross	\$59
Career Workshops	6/7, 7/5, 8/2	Sue McCullough	60% gross	\$59
Career Workshops	6/1-8/22	Jana Samulski	50% gross	\$49-\$89
College Admissions 101 for Parents	6/24/08	Coleen Bryan	60% gross	\$39
College Planning	7/16/08	Jayne Ruane	65% gross	\$40
Computer Classes	5/24-8/22	Vazi Okhandiar	60% gross	\$119-\$399
Computer Classes	6/14/08	Robert Band	50% gross	\$79
Computer Classes	5/28-8/22	Robert Cohen	50% gross	\$49-\$99
E-Bay Selling Classes	7/28, 8/2-8/9	Carolyn Jacinto	50% gross	\$25-\$100
Financial Classes	6/1-8/22	Robert Gable	50% gross	\$49-\$59
Financial Classes	7/14-7/22	Jim Wigen	50% gross	\$49
Grant Writing	6/6-6/20	John Drew	60% gross	\$25-\$45
Guitar	6/21-7/26	Ronald Gorman	65% gross	\$95
Health Wellness Classes	6/1-8/22	Randy Snyder	60% gross	\$150-\$2,500
Health/Wellness Workshops	6/1-8/22	Daryn Peterson	50% gross	\$59-\$99
Health Wellness Classes	6/1-8/22	Jackie Ovadia	50% gross	\$39-\$99
Home Inspection Training	6/1-8/24	Mary Jo Gdovin	IVC receives \$15-\$150*pp	\$30-\$995
Internet and Web Certificate Classes	Self-Paced	Joyel Carlson	IVC gets \$300*pp	\$599-\$4,500
Internet and Web Classes	Self-Paced	Rich Talmo	IVC gets \$29-\$160 *pp	\$49-\$1,299
Internet Web Classes	Self-Paced	Jim Kline	IVC gets 50% of course fees *pp	\$500-\$5,000
Intro. to Voice Over (Voice Acting)	6/1-8/22	Andrea Langworthy	50% gross	\$49
Kundalini Yoga	6/1-8/22	Rupa Ward	50% gross	\$59
Language Classes	6/4-8/20	Kohra Sae	50% gross	\$119-\$120
Language Classes	6/2-7/21	Dr. Ahmad Alasti	50% gross	\$149
Language Classes	7/1-8/24	Kaveh Varjoy	50% gross	\$99-\$119
Movie Making Classes	7/7-8/22	Tobin Flefe	65% gross	\$150-\$175
Notary Classes	6/1-8/22	Han (Merlina) Combs	40% gross	\$69
Nutrition Classes	7/3-8/21	Susan Miller	50% gross	\$30
Personal Enrichment Classes	7/20/08	Brian and Jeff Haig	50% gross	\$49
Radio Workshops	5/28/08	Jack Broady	50% gross	\$49
Reading/Writing/Test Prep Classes	5/30-7/15	Ioan Sersea	50% gross	99-\$175

\* = per person



<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Reading/Writing/Math/Science	7/1-8/22	Racquel Hernandez	60% gross	\$99-\$119
Real Estate Appraisal	6/1-8/22	Les Levitan	50% gross	\$60
Real Estate Classes	8/17/08	Marshall Reddick	35% gross	\$49-\$79
Retirement Planning	5/15-5/29	Andrew Gordon	IVC gets \$20 *pp, \$5 for guest	\$49-\$54
Retirement Planning	2/1-8/22	Rod Kamps	IVC gets \$30 *pp, \$2.50 for guest	\$59-\$64
Safety Classes	7/26/08	Sabrina Bradley	65% gross	\$25-\$50
Science Classes	6/23-6/27, 7/7-7/11, 7/28-8/1, 8/11-8/15	Trisha Loos	70% gross	\$119-\$139
Screenwriting	5/30-8/4	Mark Sevi	50% gross	\$75-\$150
Self-Improvement Classes	6/7, 6/28, 7/19	Mark Aguirre	50% gross	\$39
Social Dance Classes	5/15-8/21	Kaylaa Fox	60% gross	\$50-\$60
Special Event Planning	5/27-7/15 or 5/29-7/17	Josh Miller	50% gross	\$350
Study Skills Workshops	7/20/08	Curtis Adney	65% gross	\$25-\$69
Tennis	7/1-8/20	Vincent Allegre	IVC gets 20% *pp	\$60-\$395
Tennis	6/1-8-22	Ivan Collas	50% gross	\$45-\$150
Testing Skills Classes	6/1-8/22	Kathy Song	50% gross	\$59-\$119
Theater/Performance	6/1-8/22	Robert Conrad	60% gross	\$59-\$99
Travel	Various Dates	Eliza McGinn	IVC gets 10% of each booking *pp	\$500-\$4,500
Travel	Various Dates	Edward Williams	IVC gets \$50-\$200 per booking *pp	\$500-\$4,500
Writing Classes	6/4-8/20	Paula Becker	50% gross	\$59



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** ATEP: Professional Services for Entitlement Support and CEQA  
Compliance: RGP Corporation

**ACTION:** Approval

---

**BACKGROUND**

In 2004, the conveyance of part of the former Tustin MCAS to the South Orange County Community College District was completed. At that site, the District plans to develop the Advanced Technology & Education Park.

**STATUS**

The District is now in need of consulting services for land entitlement, CEQA compliance services, concept plan and long range plan. The firm RGP Planning and Development Services has been identified as highly qualified for these needs. The cost of such services is estimated to be \$226,000.00.

Funds are available in the ATEP project budget for these services.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with RGP Corporation in an amount not to exceed \$226,000.00.



**INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT**

This Agreement is made and entered into this 1st day of October, 2007 between:

**South Orange County Community College District**  
**28000 Marguerite Parkway**  
**Mission Viejo, California 92692-3635**  
**Telephone (949) 582-4664**

hereinafter called DISTRICT, and

(Name of Consultant): **RGP Planning & Development Services**  
 (Street Address): **8921 Research Drive**  
 (City, State, Zip Code): **Irvine, California 92618**  
 (Telephone #): **949 450 0171**

hereinafter called CONSULTANT.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONSULTANT is specially trained and experienced and competent to perform the special consultant services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective October 1, 2007 and ongoing and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:  
See Exhibit A – Scope of Work attached.  


---


---


---
3. The DISTRICT shall pay the CONSULTANT \$See Task Fee Chart attached, not to exceed \$209,000.00 plus The District shall reimburse expenses not to exceed \$17,000.00 for the services specified above. The total contract amount is \$226,000.00. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by **Deputy Chancellor Gary Poertner**, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Consultant

South Orange County Community College District

Signature:

Signature:

By:

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date:

Date:

Contact Person:

College Contact Person: **Gary Poertner**



### *Scope of Work*

The overall scope of work is divided into 7 components: 1) Understanding & Defining the Authorizing Environment; 2) Creation of an Entitlement Management Plan; 3) Short-Range Academic & Facilities Plan Follow-up; 4) Preparation of the Long-Range Academic & Facilities Plan; 5) Preparation of the Concept Plan; 6) ATEP Project Team, City of Tustin, SOCCCD & Internal Project Organization/Progress Meetings; 7) Community Outreach Program Assistance. The scope of work for each of these components is designed to achieve project entitlements by end of 2008 in a format that will allow you to meet your business objectives for this property. The work components are presented below.

#### **1. Understanding & Defining the Authorizing Environment**

- 1.1 Peruse and understand the federal conveyance documents (up to ten 3" 3-ring binders.)
- 1.2 Peruse MCAS Tustin Specific Plan as amended (two 3" 3-ring binders).
- 1.3 Review previous CEQA analyses.
- 1.4 Review/research Tustin traffic issues (as the core component to entitlement).
- 1.5 Review/research Tustin Legacy "as-built" and "as entitled" condition (in-situ).
- 1.6 Tustin Legacy site visit, reconnaissance, familiarization, and photographic survey.
- 1.7 Review City of Tustin General Plan & Zoning code documents to discern policies & codes applicable to the current applications.
- 1.8 Data transfers from Jackson DeMarco Tidus Petersen & Peckenpaugh (legal counsel), Janez (financial) and Camelot (studio developer).
- 1.9 Review of County of Orange files pertaining to IRG development proposal for the proposed adjacent commercial recreation component.
- 1.10 Review Village of Hope site utilization program, both the long- and short-term components.
- 1.11 Interviews with Mayor and Mayor Pro Tem to discern City objectives and prejudices.
- 1.12 Introduction to Camelot/Janez/SOCCCD professional team members to understand the energies & impetus already on-going.

#### **2. Creation of an Entitlement Management Plan**

- 2.1 Consultation with South Orange County Community College District, Jackson DeMarco Tidus Petersen & Peckenpaugh and Allen Matkins on issues impeding entitlement progress as diagnosed by RGP.



- 2.2 Outline each strategic step and the persons responsible for each task in order to achieve the goal objectives.
- 2.3 Consultation with the team principals to achieve agreement of the entitlement management plan.
- 2.4 Make assignments among the existing team members, and identify voids in the team roster (i.e., civil engineer).
- 2.5 Identify, interview and seek proposals from multiple firms to fill the missing team components.
- 2.6 Interface with client regarding retention of additional professional firms.
- 2.7 Measure and manage progress toward the objectives on a weekly basis; issue adjustment orders as they arise.

**3. Short-Range Academic & Facilities Plan Follow-up (pursuant to Conveyance Agreement Section 4.3.1 – 4.3.2)**

- 3.1 Review City of Tustin comments in response to the 2<sup>nd</sup> iteration of the Short Range Plan.
- 3.2 Comment on revisions for the 3<sup>rd</sup> iteration; transmit to David Hunt, gkkworks for consideration.
- 3.3 Prepare CEQA Guidelines for District Board adoption, under which subsequent CEQA determinations can be judged.
- 3.4 Preparation of Notice of Exemption for use in the Board's consideration and adoption of a Notice of Exemption (NOE) in satisfaction of the District's requirements under CEQA for the Short-Range Plan.
- 3.5 Prepare Board Transmittal for the agenda packet.
- 3.6 Presentation of the above NOE to the District Board as required.
- 3.7 Posting of the Notice of Completion for the NOE following Board adoption, as required by CEQA to start the mandatory challenge period.

**4. Preparation of the Long-Range Academic & Facilities Plan (pursuant to Conveyance Agreement Sect. 4.3.1 – 4.3.2)**

- 4.1 Prepare draft Table of Contents for the Plan
- 4.2 Prepare the project description consistent with the preliminary plans
- 4.3 Data Mapping, including;
  - Uniform base map and formatting



- Map existing vehicular circulation system
  - Map existing drainage system
  - Identify academic quads
  - Identify classroom buildings
  - Identify Student/faculty housing
  - Identify all ancillary facilities
  - Identify and map all commercial operations on the campus
  - Map & describe the recreation / open space programs on site
  - Identify and quantify vehicular parking locations
  - Map proposed vehicular/non-vehicular circulation improvements
  - Diagram the site security elements
  - Map the maintenance and utility functional areas
  - Map proposed infrastructure improvements
  - Map proposed drainage improvements
  - Illustrate conceptual grading
  - Map the conceptual phasing plan
- 4.4 Refine the project description following the mapping and narration completion.
- 4.5 Draft the written portion of the Long-Range Plan.
- 4.6 Presentation of the Long-Range Plan to the ATEP project team for review, comment, and direction.
- 4.7 Revise Long-Range Plan as directed by the project principals.
- 4.8 Preparation for transmittal to the SOCCCD Board through the Docket procedure.
- 4.9 SOCCCD Board presentation and receipt of approval for Release to City for processing.
- 4.10 Submittal of Long-Range Plan to City in a formal transfer meeting.
- 4.11 Respond to issue and questions of the City as their review is being conducted.
- 4.12 Revisions to Long-Range Plan as directed by City staff.
- 4.13 Prepare the revised Plan for the SOCCCD Board Docket.
- 4.14 SOCCCD Board approval of the Long-Range Plan pursuant to the Conveyance Agreement.

**5. Preparation of the Concept Plan (pursuant to Conveyance Agreement Sect. 4.3.2 & Specific Plan Chp. 3, Sect. 3.3.2 E.1 and Chp. 4 Sect. 4.2.2)**

- 5.1 Preparation of Concept Plan. The content of the Concept Plan will be similar to the Long-Range Academic & Facilities Master Plan package, but will address specific criteria pursuant to the Specific Plan Section 4.2.2.C. and other graphical elements as required.



- 5.2 Presentation of Concept Plan to ATEP project Team.
- 5.3 ATEP Project Team review and comment.
- 5.4 Revisions to the Concept Plan to address ATEP team issues.
- 5.5 Preparation of the SOCCCD Board Docket materials.
- 5.6 SOCCCD Board approval of Concept Plan for release to City.
- 5.7 Submit Concept Plan and Application to the City of Tustin.
- 5.8 City review of the Concept Plan; discussion of issues and concerns with RGP.
- 5.9 Management of the traffic consultant and oversight of work products.
- 5.10 Management of the civil engineer and oversight of work products.
- 5.11 Revisions to be prepared as appropriate and authorized by the ATEP team, and pursuant to instruction from City.
- 5.12 Preparation of SOCCCD Board Docket materials.
- 5.13 RGP presentation of revised Concept Plan to the SOCCCD Board for approval of the Revised Concept Plan.
- 5.14 RGP preparation of appropriate CEQA document for adoption by the SOCCCD Board, acting as lead agency under CEQA.
- 5.15 Resubmit of the Concept Plan to the City for processing by the Zoning Administrator.
- 5.16 Approval of the Concept Plan and recognition of the NOE or alternate CEQA finding of the SOCCCD Board.

**6. ATEP Project Team, City of Tustin, SOCCCD & Internal Project Organization/Progress Meetings**

- 6.1 Weekly ATEP project principals meetings (avg. 2 persons per meeting, 6 hrs. each, 20 weeks)
- 6.2 Weekly meetings with City of Tustin, Asst. City Manager & Economic Development Director to maintain open communications, understand changes occurring at City, and to present weekly progress schedules regarding development of the campus.
- 6.3 Special meetings with the SOCCCD Board and Chancellor's office to communicate changing circumstances, progress and impediments as appropriate.
- 6.4 Land Use and Entitlement meetings with JDTPP as deemed necessary.



- 6.5 RGP internal meetings required to maintain the schedule, objectives and quality control.
- 6.6 Meetings with other team consultants as appropriate to maintain their momentum and improve their knowledge of the project objectives.
- 6.7 Preparation and distribution of weekly written progress reports for SOCCCD and JDTPP.

**7. Community Outreach Program Assistance**

- 7.1 Work with Tracy Daly and Tere Fluegeman on construction of the Stakeholders List of those firms, agencies, and influential individuals who may be helpful in the City of Tustin entitlement processes and hearings.
- 7.2 Assist with the messaging to be delivered to the Stakeholders and to the larger community of colleges and universities who may desire a partnership opportunity at the ATEP campus.
- 7.3 Assistance with the evaluation of the DVD-creation firms who may be selected to script and produce the ATEP public message and studio availability message.

*Key Project Personnel*

All personnel of RGP will be involved in this project to some degree by the time the entitlement is achieved. Obviously, most will have a minor support role. The key assigned professionals will include:

- Rick Goacher: Rick, as Founder of RGP, will guarantee application of the RGP standard for quality control for all RGP documents. Rick will play a fundamental role in orchestrating the overall entitlement approach and related political strategies. His experience in the public entitlements venue spans a thirty-eight (38) year period.
- Jeremy Krout: Jeremy is a Principal of RGP, a policy planner and former City Planning Director with significant experience in the creation of entitlement strategies and documents based on sound research and well articulated master plan designs. Jeremy will be "second-in-command" for this assignment working as the day-to-day director throughout completion. He is skilled at dissecting a master plan into a specific set of deliverables, element-by-element, to make the entitlement consistent with the State Government Code and local ordinances, yet without sacrifice to the intent of the plan and without creating overly complex implementation mechanisms.
- Sue Lamoureux: Sue is also a Principal of RGP and manages all CEQA compliance as well as key entitlement projects. She has been an entitlement and environmental planner for over 34 years. Sue has prepared over 500 CEQA documents in her career. Sue is also very experienced in public/community outreach and holds a certificate in Public Participation from the Institute of Public Participation (IAP2). Sue is frequently the project Principal on work for other Community College District assignments, including



those for Glendale Community College District, Victor Valley Community College District, Los Angeles City College, Long Beach City College, and Compton College. Sue was also the Principal in the CEQA component for the Sheriff's Training Facility at Legacy.

- Mike DeVore: Mike is a Senior Associate of RGP. He has over 16 years of experience in CEQA compliance and GIS project management. Mike has prepared numerous CEQA documents for large-scale specific plan projects including Dos Lagos and Mountain View in the City of Corona.
- Tim Brillhart: Tim is the Director of Visual Communications for RGP and is a graduate of the Seattle Art Institute. Tim is responsible for graphic presentations, the artistry of the printed documents, and the preparation of any electronic communication pieces such as PowerPoint, FreeHand Designs, photography, slides, and all forms of projection graphics. All exhibits and graphics created in the preparation of the Specific Plan will be created by the graphics team under Tim's direction.

### *Professional Fees*

The Scope of Services will be performed for an estimated not-to-exceed fee based on our hourly rates charged against the hours incurred. Professional service fees for this scope of services are estimated at \$208,331.50. This estimated fee is broken down by phase below and will be charged based on RGP's standard hourly rates, billing policy and reimbursable expenses policy, which is attached and incorporated by reference to this proposal. Since RGP's work began in anticipation of proposal acceptance, portions of the costs have already been incurred and are retroactively applied.

<u>Tasks</u>	<u>Fee Estimate</u>
1. Understanding & Defining the Authorizing Environment	\$18,785.00
2. Creation of an Entitlement Management Plan	\$9,354.00
3. Short-Range Academic & Facilities Plan (Follow-Up)	\$9,602.50
4. Prepare Long-Range Academic & Facilities Plan	\$68,240.00
5. Prepare Concept Plan	\$38,953.00
6. ATEP Project Team, City, SOCCCD & Internal Meetings	\$58,206.00
7. Community Outreach Program Assistance	\$5,191.00
<b>Professional Services Total</b>	<b>\$208,331.50</b>
Budget for Out-of-Pocket, Printing & Incidentals	\$16,700.00
<b>Contract Total</b>	<b>\$225,031.50</b>

Reimbursable expenses vary widely from project-to-project depending on printing and graphic needs. A budget equal to approximately 8% of the project total (\$16,700.00) is suggested as the appropriate budget for out-of-pocket, reproduction, incidental needs.

### *Timeline*

RGP recognizes SOCCCD's and ATEP's stated need is for public hearings and approval of the Concept Plan and Long-Term Plan in early Summer-2008. We believe this timeframe is achievable if work can be authorized and initiated immediately. A project specific time line in



the form of an M/S Project Gantt Chart has been provided to the District separately. The Gantt chart details how each piece dovetails into the other toward the completion date in July 2008.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** ATEP: Civil Engineering Services for Entitlement Support Services:  
Psomas  
**ACTION:** Approval

---

**BACKGROUND**

In 2004, the conveyance of part of the former Tustin MCAS to the South Orange County Community College District was completed. At that site, the District developed the Advanced Technology & Education Park.

**STATUS**

The district is now in need of civil engineering services for land entitlement, CEQA compliance services, concept plan and long range plan. The firm Psomas has been identified as highly qualified for these needs.

Funds are available in the Basic Aid Project Budget.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Psomas for civil engineering services for entitlement support services in an amount not to exceed \$112,000.00.



# INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

This Agreement is made and entered into this 20<sup>th</sup> day of February 2008 between:

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, California 92692-3635  
Telephone (949) 582-4664

EXHIBIT A

Page 1 of 6

hereinafter called DISTRICT, and

(Name of Consultant): Psomas  
(Street Address): 3187 Red Hill Avenue, Suite 250  
(City, State, Zip Code): Costa Mesa, California 92626  
(Telephone #): 714.751.7373

hereinafter called CONSULTANT.

WHEREAS, the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor specially trained to perform special services required; and

WHEREAS, the CONSULTANT is specially trained and experienced and competent to perform the special consultant services pursuant to this agreement.

The parties agree as follows:

1. The period of this Agreement shall be effective February 20, 2008 ongoing and may be modified by mutual agreement of the parties. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 30 days prior written notice.
2. The CONSULTANT shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:  
See Scope of Services and Fee Chart attached.  

---

---

---
3. The DISTRICT shall pay the CONSULTANT \$Fee Chart attached, not to exceed \$109,000.00, plus the District shall reimburse expenses not to exceed \$3,000 for services specified above. The total contract amount is \$112,000.00. Upon completion of the services provided for hereof and upon a signed invoice acceptable to the DISTRICT and approved by **Deputy Chancellor Gary Poertner**, payment will be made.
4. The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agents or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever.
5. While performing service hereunder, the CONSULTANT is an independent contractor and not an officer, agent or employee of the South Orange County Community College District inclusive of Saddleback College and Irvine Valley College.
6. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written:

Consultant

South Orange County Community College District

Signature:

Signature:

By:

By: Gary Poertner

Title: Consultant

Title: Deputy Chancellor

Date:

Date:

Contact Person:

College Contact Person: **Gary Poertner**



SCOPE OF SERVICES  
ATEP SITE, SOCCCD  
TUSTIN, CALIFORNIA

February 5, 2008

---

**A – Long Range Academic and Facilities Plan / Concept Plan**

***TASK 1: Plot Project Boundary with Existing Easements***

Psomas will plot the project boundary and existing easements on the site and provide a base sheet in CAD format to the project team.

***TASK 2: Plot Aerial Topographic Map***

Psomas will plot the aerial topographic map for the site using the topographic map that Psomas prepared for the entire Tustin Legacy site. The plot will be provided in paper and CAD format to the project team.

***TASK 3: Plot Existing On-site Utilities***

Psomas will plot the major on-site utilities based on the available record documents. The utility plot will be provided to the project team in paper and CAD format.

***TASK 4: Plot Off-site Utilities within the Streets Surrounding the Site***

Psomas will plot the off-site utilities on the surrounding streets including Valencia, Armstrong, Warner, Lansdowne and Red Hill. The proposed utility stub-outs to the site will also be plotted. This plot will also be provided to the project team in paper and CAD format.

***TASK 5: Plot Existing Streets Surrounding the Site***

Psomas will plot the existing streets surrounding the site, including Valencia, Armstrong, Hope, Lansdowne and Red Hill; street center line, curb line, median, sidewalk and right-of-way lines will be provided in paper and CAD format.

***TASK 6: Plot Proposed Streets Surrounding the Site***

Psomas will plot the proposed center line, curb line, sidewalk and right-of-way line for Warner based on the street improvement plan prepared by the Legacy Master Developer. The plot will be provided in paper and CAD format to the project team.

***TASK 7: Plot the Existing Drainage Improvements***

Psomas will plot the existing on-site drainage improvements including a major underground storm drain and open ditches. The storm drain improvements within the surrounding streets including stub-outs to the site will also be plotted. The plot will be provided in paper and CAD format to the project team.



Exhibit A: Scope of Services  
ATEP Proposal

***TASK 8: Prepare Preliminary Horizontal Control Plan Based on the Architectural Site Plan***

Psomas will obtain the architectural site plan in CAD format and plot on the base map with accurate boundary, streets layout and topographic map, using a State coordinate system. The plot will be provided in paper and CAD format to be used for project studies.

***TASK 9: Prepare Preliminary Site Circulation Plan***

Psomas will prepare a preliminary site circulation plan based on the architectural site plan, the City of Tustin Planning and Fire Departments requirements for interior roads, driving aisles and parking, including the turning radii. The plan will be provided to the project team in paper and CAD format.

***TASK 10: Prepare Conceptual Grading Plan***

Psomas will prepare a conceptual grading plan based on the architectural site plan and the topographic map. The plan will show cut and fill areas with approximate elevation at buildings finish floor, parking, driveways and landscape areas. Preliminary earthwork calculations will be performed. The plan will be provided to the project team in paper and CAD format.

***TASK 11: Prepare Concept Drainage Plan***

Psomas will prepare a conceptual drainage plan based on the architectural site plan, topographic map, existing and proposed drainage structures including proposed storm drain stub-outs to the site. The plan will show the on-site proposed catch basins and storm drain system and the connections to the main storm drain in the street. The plan will be provided to the project team in paper and CAD format.

***TASK 12: Prepare Concept Sanitary Sewer Plan***

Psomas will prepare a conceptual sanitary sewer plan based on the architecture site plan, concept grading, and the existing sewer system surrounding the site. The plan will show existing and proposed sewer manholes and pipes with sizes and the connections to the main sewer pipes in the street. The plan will be provided to the project team in paper and CAD format.

***TASK 13: Prepare Concept Water Supply Plan (Domestic and Fire)***

Psomas will prepare a concept water supply plan based on the architectural site plan and the existing water system surrounding the site. The plan will show the existing and proposed water pipes, fire hydrants and major valves, and the connections to the main water pipes in the street. The plan will be provided to the project team in paper and CAD format.

***TASK 14: Preliminary Construction Quantity and Cost Estimate***

Psomas will prepare a preliminary construction quantity and cost estimate for surface improvement and wet utilities (sewer, water and storm drain) based on the concept civil plans described above. The estimate will also include earthwork calculations. This estimate will be provided to the project team in paper and digital format.



Exhibit A: Scope of Services  
ATEP Proposal

**B – Initial Study and CEQA Document**

***TASK 15: Preliminary Hydrology and Hydraulic Study for Storm Runoff***

Psomas will perform preliminary hydrology and hydraulic studies based on the architectural site plan, topographic map and the concept grading and drainage plans. The study will be performed for both developed and undeveloped conditions. The study will include methods to retain the additional runoff as a result of new development. The hydraulic calculations will be used to estimate approximate pipes and catch basin sizes. The study will be provided to the project team in paper and digital format.

***TASK 16: Preliminary Storm Water Quality Management Plan***

Psomas will prepare a preliminary Storm Water Quality Management Plan based on the architectural site plan, concept grading plan, and State and City requirements. The plan will include methods to remove sediments and pollutants from the storm water runoff before outletting into the storm drain system. The study will be provided to the project team in paper and digital format.

***TASK 17: Preliminary Water Demand Study***

Psomas will perform a preliminary water demand study based on the architectural site plan and existing and proposed water systems. The study will include the demand for domestic and fire water. The demand will be checked against the available flow and pressure of the existing water system in the streets surrounding the site. The study will be provided to the project team in paper and digital format.

***TASK 18: Preliminary Sewer Generation Study***

Psomas will perform a preliminary sewer generation study based on the architectural site plan, and existing and proposed sewer systems. Sewer flow calculations will be based on building usage and square footage. The expected sewer generation will be checked against the capacity of the existing sewer pipe in the streets surrounding the project. The study will be provided to the project team in paper and digital format.

***TASK 19: Preliminary Reclaimed Water Demand Study***

Psomas will perform a preliminary reclaimed water demand study based on the preliminary landscaping plan and other potential usage of reclaimed water. The total demand for reclaimed water will be checked against the available pressure and flow of the reclaimed water system surrounding the project. The study will be provided to the project team in paper and digital format.

**C – Project Management, Meetings and Coordination**

***TASK 20: Project Management, Meetings and Coordination***

Psomas will attend team meetings and provide project coordination with RGP, SOCCCD, Camelot and other consultants. For budgeting purposes, we assume attending ten (10) meetings, two (2) hours per meeting during the entitlements phase of the project.



Exhibit A: Scope of Services  
ATEP Proposal

**ADDITIONAL ENGINEERING TASKS TO BE PROVIDED UPON CLIENT REQUEST**

- Coordination with the Dry Utility Companies
- Environmental Services
- Field Surveying
- Fire Hydrant Test and Fire Flow Calculations
- Fire Protection Site Plan
- Haul Routing Plan
- Legal Description and Exhibits
- Phasing Plan
- Preparation of ALTA
- Preparation of Tentative and Final Parcel Map
- Preparation of Construction Documents
- Preparation of Utility Easement Documents
- Processing through the Fire Department
- Striping and Signage Plan

**EXCLUSIONS**

- Agency Plan Check and Permit Fees
- Dry Utilities (Gas, Power, Telephone, Cable) Removal, Relocation and Design
- Geotechnical Engineering
- Landscaping and Irrigation Plans
- Pavement Thickness Design (to be provided by the Geotechnical Engineer)
- Site Lighting Plan
- Traffic Engineering
- Utility Potholing



**SCHEDULE A**

**FEE PROPOSAL  
ATEP SITE, SOCCCD  
TUSTIN, CALIFORNIA**

**February 5, 2008**

**A – Long Range Academic and Facilities Plan / Concept**

Task 1:	Plot project boundary with existing easements.....	\$ 2,000
Task 2:	Plot aerial topographic map .....	\$ 2,000
Task 3:	Plot existing on-site utilities .....	\$ 3,000
Task 4:	Plot off-site utilities within the streets surrounding the site .....	\$ 3,000
Task 5:	Plot existing streets surrounding the site .....	\$ 3,000
Task 6:	Plot proposed streets surrounding the site .....	\$ 1,000
Task 7:	Plot the existing drainage improvements .....	\$ 2,000
Task 8:	Prepare preliminary horizontal control plan based on the architectural site plan.....	\$ 4,000
Task 9:	Prepare preliminary site circulation plan .....	\$ 6,000
Task 10:	Prepare concept grading plan.....	\$12,000
Task 11:	Prepare concept drainage plan .....	\$ 6,000
Task 12:	Prepare concept sanitary sewer plan.....	\$ 6,000
Task 13:	Prepare concept water supply plan (domestic and fire) .....	\$ 6,000
Task 14:	Preliminary Construction Quantity and Cost Estimate.....	\$ 6,000

**B – Initial Study and CEQA Document**

Task 15:	Preliminary hydrology and hydraulic study for storm runoff.....	\$ 8,000
Task 16:	Preliminary Storm Water Quality Management Plan .....	\$ 8,000
Task 17:	Preliminary water demand study .....	\$ 8,000
Task 18:	Preliminary sewer generation study.....	\$ 7,000
Task 19:	Preliminary reclaimed water demand study.....	\$ 6,000

**C – Project Management, Meetings and Coordination**

Task 20:	Project management, meetings and coordination .....	\$10,000
	<i>(Time and materials budget estimate)</i>	
Task 999:	Reimbursable Expenses .....	\$ 3,000

**Total Budget Estimate:                      \$112,000**



**Effective through June 30, 2008**

---

**Land Development Services**

**Costa Mesa**

Planning, Engineering and Surveying

**Hourly Rates**

**Office Services**

\$ 65 - \$ 80	- Word Processors and Project Assistants
\$ 80 - \$120	- Designer, Assistant Engineers and Assistant Planners
\$135 - \$155	- Planners, Engineers and Surveyors
\$140 - \$157	- Survey/GIS Project Management
\$155 - \$200	- Project Management, Directors
\$170 - \$200	- Planning and Entitlements, Principals

---

**Field Services \***

\$160	- One-Person Survey Party
\$225	- Two-Person Survey Party
\$315	- Three-Person Survey Party
\$120	- Field Supervisor

Hourly rates for field survey parties include normal usage of electronic distance measuring equipment and survey vehicle expenses.

Per Diem is calculated at current State Department of Transportation rates (or other appropriate Agency rate).

---

**Special Equipment**

\$160 per day/per unit - GPS equipment  
Standard computer and technology costs are incorporated into this hourly rate.

---

**Reimbursables**

Mileage at \$.445 per mile (or current IRS allowable rate) and parking expenses incurred by office employees are charged at cost. Prints, plots, messenger service, subsistence, air travel, and other direct expenses will be charged at cost plus ten percent. The services of outside consultants will be charged at cost plus fifteen percent.

---

The above schedule is for straight time. Overtime will be charged at 150 percent of the standard hourly rates. Sundays and holidays will be charged at 200 percent of the standard hourly rates.

\* Fees will be increased yearly on October 1 as granted under the current IUOE Local #12 Master Labor Agreement.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** ATEP: Architectural Services for Parking Lot Improvements  
**ACTION:** Approval

---

### **BACKGROUND**

In 2004, the conveyance of part of the former Tustin MCAS to the South Orange County Community College District was completed. At that site, the District developed the Advanced Technology & Education Park (ATEP).

In spring of 2008, enrollment increased from almost 400 to 530 with a greater proportion of students attending classes on site.

### **STATUS**

Currently there are 105 parking stalls. On-street parking is prohibited in the immediate vicinity and the nearest overflow traffic provides no lighting or crosswalks.

RJM Design Group, Inc. has submitted a proposal to provide architectural services for Parking Lot improvements at ATEP for a fee of \$49,505.00. RJM Design Group Inc. has worked with the City of Tustin and is familiar with the requirements for Tustin Legacy. Staff is satisfied that they are qualified to provide these services.

Funds are available in the ATEP project budget for these services.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with RJM Design Services Inc. to provide architectural services for the Parking Lot Improvements at ATEP, in the amount of \$49,505.00.



## ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this 21<sup>st</sup> day of February in the year 2008, between the **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **RJM Design Group, Inc.**, 31591 Camino Capistrano, San Juan Capistrano, CA, 92675, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for the ATEP Parking lot improvements, hereinafter referred to as "PROJECT"; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

### ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT's services shall consist of those services performed by the ARCHITECT, ARCHITECT's employees and ARCHITECT's consultants as enumerated in Articles II and III of this AGREEMENT.

2. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The services covered by this AGREEMENT shall be completed within 18 months of the date of this AGREEMENT, with the exception of the plant maintenance period, or as modified after the ARCHITECT provides and the DISTRICT accepts the preliminary analysis of schedule and budget.



## ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

### General

The ARCHITECT's services consist of those described in paragraphs 2 through 27 of Article II, and include normal architectural, civil, landscaping, electrical engineering services and any other engineering services except those engineering services provided by the DISTRICT and necessary to produce a reasonably complete and accurate set of construction documents, packaged as one set, all inclusive and as described in the following scope description. The ARCHITECT shall submit a list of qualified engineers as needed for the PROJECT for the DISTRICT's approval. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

### Scope Description

1. Provide design for a +/- 50 car parking facility at the corner of Valencia Avenue and Landsdowne Road in conformance with the City of Tustin requirements. This parking facility will be designed and detailed to be consistent with the existing parking lot immediately adjacent. The design will include light consistent with the existing lighting and will allow for circulation to and within the existing lot.

2. Provide landscaping design in conformance with the City of Tustin Landscape Framework and Backbone Street Plan Palette (see attachment C) for remaining property surrounded on three sides by Landsdowne Road and two alley ways and the fourth side primarily enclosed by previously improved parking area.

The design and detail of the irrigation system will utilize to the extent possible, the existing onsite improvements (controller station, main line alignment, etc.).

3. Provide two preliminary designs for review by the City of Tustin, one with an entrance on Landsdowne Road and the second with an entrance coming from the perpendicular alley way which will include improvements to the alley up to the parking lot entrance. The entrance from the alley will be the minimum allowable distance from the corner of the alley and Landsdowne. The construction documents will advance depending upon decisions made during the City of Tustin review.

### Preliminary Design

1. The ARCHITECT shall meet with and ascertain the DISTRICT's needs and the requirements of the PROJECT and shall provide a written understanding of such needs and requirements approved by the DISTRICT, prior to drafting preliminary designs for the PROJECT.

2. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Article V. Such evaluation shall include two alternative approaches to the design and construction of the PROJECT.



3. The ARCHITECT shall provide topographic aerial mapping of the existing site followed by one (1) day of field survey to obtain elevations at proposed joint locations and other areas, as needed, for the design of the project improvements. The ARCHITECT shall provide measured drawings, both electronic and hard copy versions, of findings.

4. The ARCHITECT shall provide a digital base plan from information gathered during the aerial and field survey.

5. The ARCHITECT shall join the DISTRICT in a presentation of the preliminary design proposal for review and approval by the City of Tustin.

#### Construction Documents

1. Based on the approved Preliminary Design and any further adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT. The plan set is anticipated to include:

##### Description

Title Sheet	1
Precise Grading/Construction Plan and Details	2
Horizontal Control Plan	1
Erosion Control Plan	1
Electrical Plan and Details	3
Irrigation Plan and Details	3
Planting Plan and Details	2
Total	13

The technical specifications will utilize 'Greenbook' format of standard specifications for public works construction. General conditions will be provided by the DISTRICT.

2. The ARCHITECT shall file documents required and obtain approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT's assistance. The DISTRICT shall pay all fees required by such governmental authorities.

3. During the timeframe required for plan approval by the authorities having jurisdiction, the ARCHITECT shall submit a final statement of probable construction costs to the DISTRICT, including advise for cost savings and bid alternates if the project has the potential of bidding over budget.

#### Bid/Award

1. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and completion of the final evaluation of probable construction cost, shall assist the DISTRICT in obtaining bids for the PROJECT.



2. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall work with the DISTRICT to merge and incorporate the DISTRICT's general conditions into the Contractor's contract documents. Specifications shall include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the care of all design elements and systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

3. The DISTRICT shall provide for the public advertisement of the bid and after receipt of originals from the ARCHITECT, will provide for copies of bid documents and arrange for receipt by interested contractors.

4. The ARCHITECT shall attend a pre-bid conference to brief all parties concerned with general and special requirements of the contract for construction. Attendees shall include representatives from the DISTRICT, the ARCHITECT and subconsultants if needed, potential contractors and subcontractors. The City of Tustin will be invited to attend at their discretion.

5. If the lowest bid for the PROJECT varies from the budget by more than ten percent (10%), if requested the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT to within this budget tolerance.

#### Construction Administration

1. The ARCHITECT's responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates upon completion of all necessary close out requirements from authorities having jurisdiction and at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT.

2. The ARCHITECT shall provide administration of the construction contract as set forth below. The ARCHITECT shall coordinate construction performed by a single general contractor and their subcontractors. The ARCHITECT shall coordinate administration with the inspector required by the authority having jurisdiction.

3. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

4. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is signed and punch list items are completed.

5. The ARCHITECT shall attend a pre-construction conference to brief all parties concerned with general and special requirements of the contract for construction. Procedural matters, routing of information, and project representatives shall be defined. Attendees shall include representatives from the DISTRICT, the ARCHITECT and their sub-consultants, the



contractor and all major subcontractors. The City of Tustin will be invited to attend at their discretion.

6. The ARCHITECT, and its consultants as needed, shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to observe the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT's benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of his/her onsite observations and observation as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor but which he/she failed to do.

7. The ARCHITECT shall have access to the work at all times.

8. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment, on approved DISTRICT form, shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations at the site, that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.

9. The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.

10. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT shall respond to all submittals so as to cause no delay in the work and no later than twenty one (21) calendar days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

11. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. ARCHITECT shall review and approve as complete a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

12. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.



13. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting from same. All substitution requests must be approved by the DISTRICT.

14. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.

15. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT's PROJECT.

#### Project Close Out

1. The ARCHITECT shall inspect the PROJECT to determine the date of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.

2. The ARCHITECT and their sub consultants shall conduct a punch list walk with the contractor to review the entire facility for conformance with the contract documents. A final punch list will be published and distributed by the ARCHITECT within forty-eight (48) hours of performing the walk. The ARCHITECT will distribute copies to contractor, the DISTRICT, and the inspector if applicable. The punch list will specifically note all required corrections, non conforming work, and work remaining to be completed.

3. The ARCHITECT shall perform a final meeting to perform a second walk through on the punch list items and finalize all outstanding paperwork with the contractor including an evaluation of retention release. In the event that work is not completed within the 35 days after Notice of Completion is filed with the Board, the ARCHITECT will assign a value for any outstanding punch list items.

4. The ARCHITECT shall complete or manage the completion of all necessary documentation to allow for the authority having jurisdiction to sign off on the project as a completed project. Any and all close out documentation will be provided to the DISTRICT.

#### ARTICLE III -ADDITIONAL ARCHITECT'S SERVICES

1. The ARCHITECT shall be given additional compensation for the services described in Article III.

2. The ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:



- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents, *unless same could have been reasonably known at the time of design.*
- b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph ten (10).
- c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
- d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services in connection with the work of consultants retained by the DISTRICT unless clearly specified as required for coordination efforts of the PROJECT.
- h. Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.
- i. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- j. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- k. Providing services of consultants for engineering required beyond the defined PROJECT scope or those specifically identified as excluded from this AGREEMENT.
- l. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.



3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more project representatives to assist in carrying out more extensive representation at the site than is described in this AGREEMENT. The project representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such project representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

#### ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.

2. The DISTRICT shall prepare a current overall budget for the PROJECT, including the construction cost. This step may be considered complete with the approval of the preliminary budget provided by the ARCHITECT or may be submitted in advance of receipt of the preliminary budget.

3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT.

4. The DISTRICT shall furnish a geotechnical report and as-built documents including utility locations for the PROJECT site.

5. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe or investigate the PROJECT.

#### ARTICLE V - COST OF CONSTRUCTION

1. The construction cost shall be the total estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.

2. During the Preliminary Design and Construction Document phases, construction cost shall be determined by the DISTRICT's approved budget for the PROJECT after initial ARCHITECT preliminary evaluation is approved by the DISTRICT.

3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.



4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.

5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.

6. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary statement of probable construction costs and detailed statement of probable construction cost, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry. Updated statements of probable costs will take into account:

- a. Changes in materials or details of construction which have occurred during preparation of the Construction Documents
- b. Known changes in the cost of materials, labor and services since preparation of the previous statement of probable cost
- c. Adjustments for known or anticipated changes in the bidding market relative to the PROJECT
- d. Revisions to the final statement of probable construction costs related to revisions in response to City and DISTRICT comments.

7. Any PROJECT budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

8. If the lowest bid received exceeds the fixed limit of construction costs by greater than the allowance per this AGREEMENT, the DISTRICT shall:

- a. give written approval of an increase of such fixed limit;
- b. authorize rebidding of the PROJECT within a reasonable time;
- c. if the PROJECT is abandoned, terminate it in accordance with Article VII, paragraph 3; or
- d. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost for rebidding.

9. If the DISTRICT chooses to proceed under paragraph 8(d), the ARCHITECT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.



## ARTICLE VI - ARCHITECT'S DRAWINGS AND SPECIFICATIONS

The drawings, specifications and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. The ARCHITECT grants to the DISTRICT the right to reuse all or part of the fore mentioned documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.

## ARTICLE VII – TERMINATION

1. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than seven (7) days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.

2. If the PROJECT is suspended by the DISTRICT for more than ninety (90) consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT's services.

3. If the DISTRICT abandons the PROJECT for more than ninety (90) consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than seven (7) days written notice to the DISTRICT.

4. The DISTRICT's failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.

5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon seven (7) days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within fifteen (15) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

6. Upon termination, the District's total obligation to the Architect shall be limited to the payment for all services already provided by the Architect in accordance with this Agreement prior to the effective date of the termination, subject to the District's offset rights as provided in the event of ARCHITECT'S default.



7. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive only compensation due for services rendered in accordance with this AGREEMENT prior to the date of termination. The ARCHITECT is liable for all damages losses, expenses and costs (including reasonable attorney fees and costs) suffered or incurred by the DISTRICT due to the ARCHITECT's failure to perform as provided in the AGREEMENT.

#### ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. For ARCHITECT services, as described in Article II, compensation shall be forty five thousand and five and 00/100 dollars (\$45,005.00) with a reimbursable allowance of four thousand and five hundred and 00/100 (\$4,500.00) (See Exhibit B):

Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Preliminary/Schematic Design Phase	25%
Construction Documents Phase	40%
Bidding Phase	10%
Construction Phase	20%
Close Out Phase	<u>5%</u>
Total Compensation	100%

2. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.

3. Payments for ARCHITECT services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in paragraph 1.

4. Payments are due and payable upon receipt of the ARCHITECT's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time at the site of the PROJECT.

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates per Exhibit A.

6. Reimbursable Expenses incurred beyond the amount identified in this AGREEMENT incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.



a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project.

b. Reimbursable expenses shall be expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT's normal travel expense are excluded.

c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants, postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT's prior written approval.

d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.

e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Basic Services will be reimbursed.

f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

#### ARTICLE IX - INDEMNIFICATION

1. To the fullest extent permitted by law, the ARCHITECT agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT; and

b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of ARCHITECT's consultants, employees or agents in the performance of their obligations as stated in this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and



shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

#### ARTICLE X - INSURANCE

1. The ARCHITECT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT. These policies of insurance will protect the ARCHITECT and the DISTRICT from claims which may arise out of or result from the ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. Statutory workers' compensation and employers' liability
- b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
  1. owned, non-owned and hired vehicles;
  2. blanket contractual;
  3. broad form property damage;
  4. products/completed operations; and
  5. personal injury.
- c. Professional liability insurance, including contractual liability, with limits of \$1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (a) and (b) above shall name the DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the ARCHITECT hereunder, such policy is primary and any insurance carried by the DISTRICT is excess and non-contributory with such primary insurance; a separately written and signed endorsement shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The ARCHITECT shall notify the DISTRICT in the event of material change in, or failure to renew, each policy.
- e. Prior to commencing work, the ARCHITECT shall deliver to the DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the ARCHITECT fails to secure or maintain



any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the ARCHITECT, and in such event the ARCHITECT shall reimburse the DISTRICT upon demand for the cost thereof.

#### ARTICLE XI - MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT, and Contractor upon request.

2. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. The ARCHITECT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. The ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

3. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT's consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or the ARCHITECT.

5. The DISTRICT and the ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. Neither the DISTRICT nor the ARCHITECT shall assign this AGREEMENT without the written consent of the other.

6. This AGREEMENT shall be governed by the laws of the State of California.

7. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and the ARCHITECT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.



This AGREEMENT entered into as of the day and year first written above.

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Gary Poertner  
\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Printed name)

Deputy Chancellor  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



EXHIBIT A

CONSULTANTS STANDARD HOURLY FEE SCHEDULE

**RJM Design Group, Inc.**

Principal Landscape Architect	\$145 - \$165/hour
Associate Landscape Architect	\$130 - \$140/hour
Landscape Architect/Project Manager	\$115 - \$125/hour
Job Captain/Landscape Designer	\$100 - \$110/hour
CADD Technician	\$ 85 - \$ 95/hour
Draftsperson	\$ 70 - \$ 80/hour
Word Process	\$ 55 - \$ 65/hour

**MCE Consultants**

Principal	\$160/hour
Project Manager	\$120/hour
Project Engineer	\$100/hour
Project Surveyor	\$120/hour
Design Engineer	\$ 90/hour
Computer Draftsperson	\$ 70/hour
Project Assistant	\$ 50/hour
3 Person Survey Crew	\$260/hour
2 Person Survey Crew	\$210/hour
Expert Witness (Trial and Deposition)	\$250/hour

**Konsortium I**

Principal	\$160/hour
Project Engineer	\$130/hour
Project Associate	\$120/hour
Project Manager	\$110/hour
Designer	\$ 90/hour
CADD Drafting	\$ 70/hour
Clerical	\$ 55/hour

**Water Concern**

Principal	\$125/hour
CADD Technician	\$95/hour



EXHIBIT B

BASIC FEE SCHEDULE

Preliminary Design	5,850
Construction Documents	29,235
Bidding	3,800
Construction Services	6,120
	<b>45,005</b>
Reimbursable	4,500
	<b>49,505</b>



EXHIBIT C  
CITY OF TUSTIN  
LANDSCAPE FRAMEWORK AND BACKBONE STREET PLAN PALETTE

See Attached



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** ATEP: Donated Equipment  
**ACTION:** Approval

---

### **BACKGROUND**

In 2004, the conveyance of part of the former Marine Corps Air Station-Tustin to the South Orange County Community College District was completed. Included in the property transfer was a variety of kitchen equipment located in the Enlisted Mess Hall Building #184.

Equipment has been offered to both colleges with minor disbursement of some items. The remaining equipment is expected to be disposed of when the building is demolished or renovated.

Public Contract Code section 81452(c) states "If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board."

### **STATUS**

The Main Place Christian Fellowship is a non-profit charitable organization serving Orange County for twenty years. Their services include feeding the less fortunate of Orange County. They have identified the following equipment as useful to their program and have agreed to remove the equipment at no cost to the District:

2-Garland ovens	1-Stainless grill	1-5-Tier rack
1-Stainless cutting table	1-Hobart hot food storage	1-4-Tier rack
2-Pastry displays	1-Glenco Star refrigerator	1-Refrigerated
1-Ice cream freezer	1-3-Tier rack	sandwich table
1-Hobart refrigerator display	1-Pan and lid rack	

Staff recommends that the equipment listed above be donated to and removed by the Main Place Christian Fellowship.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees find the equipment to be of insufficient value to defray the costs of arranging a sale and approve the donation of same to the Main Place Christian Fellowship as an appropriate charitable organization.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** ATEP: Notice of Completion: Completion of Relocatable Classroom Buildings

**ACTION:** Approval

---

**BACKGROUND**

On March 27, 2006, the Board of Trustees approved a contract with Resun Leasing, Inc., later renamed ModSpace, for the completion of Relocatable Classroom Buildings at ATEP for the amount of \$3,292,302.84. Previously approved change orders increased the contract amount by \$101,999.25 for a revised total of \$3,394,302.09 and added 53 days to the contract completion time.

**STATUS**

The contractor has filed a pay request which includes a request for reduction in retention from 10% to 5%. General Conditions of the contract allow for this reduction. Work is 100% complete and punch list items are 99% complete.

The architect and District staff recommend that the District file Notice of Completion, EXHIBIT A.

Funds are available in the approved project budget which is \$8,160,983.00.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion, attached as EXHIBIT A, for the construction of Completion of the Relocatable Classroom Buildings. It is also recommended that the Board authorize the release of 50% of the retention as of this approval and release the *remaining retention* 35 days after filing with the stipulation that the punch list items are 100% complete.



Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: RELOCATABLE CLASSROOM BUILDINGS AT ATEP the contract for the doing of which was heretofore entered into on the 27<sup>th</sup> day of March 2006, which contract was made with MODSPACE formerly RESUN LEASING., of Sacramento, CA as Contractor; that said improvements were completed on the 24<sup>th</sup> day of OCTOBER 2007, and accepted by formal action of the governing board of said District on the 20<sup>th</sup> day of FEBRUARY, 2008 that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is the FIDELITY AND DEPOSIT COMPANY OF MARYLAND; that the property hereinafter referred to and on which said improvements were made is described as follows:

ATEP  
15442 RED HILL AVENUE  
TUSTIN, CALIFORNIA 92782

OF ORANGE COUNTY

By RAGHU P. MATHUR, Ed.D. Dated \_\_\_\_\_  
Chancellor

STATE OF CALIFORNIA) ) ss.  
COUNTY OF ORANGE )

DR. RAGHU P. MATHUR, Chancellor, being first duly sworn, deposes and says:

That he is Secretary of the Board of Trustees of the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of the County of Orange;

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

RAGHU P. MATHUR, Ed.D.  
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for said County and State



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Award of Bid: Science Equipment  
**ACTION:** Approval

---

### **BACKGROUND**

The science programs at Irvine Valley College and Saddleback College have a need to purchase equipment to be used for instructional purposes. Because of the amounts involved, formal bids were requested.

### **STATUS**

On January 16, and 23, 2008, Bid No. 281D for Science Equipment was advertised. In addition, invitations were sent to forty four (44) prospective vendors. Thirteen (13) vendors responded and their bids were opened on January 31, 2008. Nine (9) vendors submitted low bids on specific items as shown on EXHIBIT A for a total amount of \$96,537.59, including sales tax and freight. Irvine Valley College and Saddleback College staff reviewed the bids and recommend vendors as indicated.

Funds are budgeted in the general fund of the colleges' budgets.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 281D for Science Equipment for Irvine Valley College and Saddleback College for a total of \$96,537.59, to the vendors listed on EXHIBIT A.



**BID NO. 281D  
SCIENCE EQUIPMENT  
SOCCCD**

**FEBRUARY 20, 2008**

<u>VENDORS</u>	<u>AMOUNT</u>
BENZ MICROSCOPES Ann Arbor, MI	\$ 268.83
DENOYER-GEPPERT SCIENCE CO. Skokie, IL	685.77
BIO-RAD LABS, INC. Chicago, IL	883.30
SPECTRUM TECHNIQUES, INC. Oak Ridge, TN, CA	1,085.56
SCIENCE KIT, INC. Tonawanda, NY	3,573.31
WARDS NATURAL SCIENCE Rochester, NY	7,736.45
PASCO SCIENTIFIC Roseville, CA	11,646.72
APPLE SCIENTIFIC, INC. Cherterland, OH	20,613.65
FISHER SCIENTIFIC Chino, CA	<u>56,044.00</u>
 GRAND TOTAL	 \$ 96,537.59



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Speakers  
**ACTION:** Approval

---

**BACKGROUND**

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college or center since the last board meeting. In addition, all travel expenses and/or honorarium must be recommended by the Chancellor, College President, or Provost and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the general fund honorarium and travel expenses as shown in Exhibit A.



**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT//PROVOST**

**SADDLEBACK COLLEGE**

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honorarium/Travel)</b>
2/7/08	Cheryl Bradley	Medicare Part-B	Physician/Biller	-0-
2/13/08	Kim O'Donnell	Brain Neurochemistry	Residential Treatment Director	-0-
2/14/08	Cheryl Bradley	Billing Seminar	Educator for Medicare	-0-
2/20/08	Martine Weir	Juvenile Crime	Therapist/Consultant	-0-
2/25/08	Edith Ramirez	Drug Prevention	Community Alliance/NCADD	-0-
2/26/08	Dawn Foor	Sex Assault Prevention	Crisis Interventionist	-0-
3/13/08	Jan Pfeffer	Marriage, Communication, & Relationships	Mrs. Pfeffer has her PhD in psychology and has been a marriage and family counselor for over 15 years. She will share her knowledge with the class, as well as answer students' questions on the topic.	-0-
4/15/08	Lenny Spargo	Gay, Lesbian, & Bisexual Awareness & Related Topics	Parents, Families & Friends of Lesbians & Gays - promotes the health and well-being of gay, lesbian, bi-sexual & transgendered persons, their families, & friends through support and education to end discrimination and to secure equal civil rights.	-0-



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College and Irvine Valley College: 2008-09 Revised Fees  
**ACTION:** Approval

---

**BACKGROUND**

The Board of Trustees annually approves changes in instructional, materials, laboratory, and field studies fees. Such fees are charged in compliance with the California Education Code and state regulations to support the cost of specialized materials, supplies, and activities. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

**STATUS**

Saddleback College and Irvine Valley College are proposing revised fees for 2008-09 as outlined in Exhibit A and B due to changes in course curriculum and/or increased costs for certain materials and supplies.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed revisions to fees as presented in Exhibit A and B.



South Orange County Community College District

**SADDLEBACK COLLEGE**  
**Fall 2008 Revised Laboratory Fees**

<u>Course</u>	<u>Cat. I.D.</u>	<u>Title</u>	<u>Fee</u>	<u>Fee</u>	<u>Purpose</u>
<b><u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u></b>					
			<b>Current</b>	<b>Proposed</b>	
CA 110	180020.00	Audio Production	4.00	5.00	2 CD's & 2 cassettes
FASH 141	429273.00	Apparel Selection	-0-	10.00	Art portfolios & fashion magazines
<b><u>BUSINESS SCIENCE, VOCATIONAL EDUCATION &amp; ECONOMIC DEVELOPMENT</u></b>					
No changes					
<b><u>FINE ARTS</u></b>					
ART 53	102070.05	Beg. Life Painting	-0-	35.00	Materials/supplies
ART 54	102070.10	Beg. Life Painting	-0-	35.00	Materials/supplies
<b><u>HEALTH SCIENCES &amp; HUMAN SERVICES &amp; EMERITUS INSTITUTE</u></b>					
N 170	639000.00	Nursing Process Lab	193.00	203.00	Materials/medical supplies
N171	639200.00	Mental Health Nursing	-0-	20.00	Materials/medical supplies
N172	639100.00	Med-Surgical Nursing Lab	156.25	162.25	Materials/medical supplies
N173	431709.00	NRSG Care Child & Fam. Lab	76.00	82.00	Materials/medical supplies
N174	639300.00	Women's Health Nursing	40.00	57.00	Materials/medical supplies
N176	639400.00	Advanced Nursing Lab	129.00	138.00	Materials/medical supplies
<b><u>EMERITUS INSTITUTE</u></b>					
ART 35XA	970618.00	Stained Glass – Beg EI	2.00	5.00	Materials/supplies
ART 35XB	430890.00	Stained Glass, Adv EI	2.00	5.00	Materials/supplies
BIO 299	433901	SPTP: Birds World – EI	2.00	-0-	Materials/supplies
<b><u>KINESIOLOGY &amp; ATHLETICS</u></b>					
KNES 47		Lifeguard Training	8.00	5.00	Red Cross Card
<b><u>LIBERAL ARTS &amp; LEARNING RESOURCES</u></b>					
No changes					
<b><u>MATHEMATICS, SCIENCE &amp; ENGINEERING</u></b>					
No changes					
<b><u>SOCIAL &amp; BEHAVIORAL SCIENCES</u></b>					
CDES 189	433962.00	Careers in Tech Prep Teaching	10.00	-0-	



South Orange County Community College District

**IRVINE VALLEY COLLEGE**  
**2008-09 Revised Laboratory Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Fee</b>	<b>Fee</b>	<b>Purpose</b>
<b><u>EMERITUS</u></b>					
			<b>Current</b>	<b>Proposed</b>	
BIO 420	10293.00	Birds of Southern CA	\$2.00	\$0	Fee eliminated
FN 400	7895.00	Nutrition/Cooking for One or Two	\$10.00	\$15.00	Increase in cost of ingredients
<b>MATHEMATICS, CS, AND ENGINEERING</b>					
CHEM 1A	1245.05	General Chemistry I	\$4.00	\$5.00	Increase in cost of materials
CHEM 1B	1250.00	General Chemistry II	\$4.00	\$5.00	Increase in cost of materials
CHEM 12A	1275.00	Organic Chemistry	\$4.00	\$5.00	Increase in cost of materials
CHEM 12B	1280.00	Organic Chemistry	\$4.00	\$5.00	Increase in cost of materials
CHEM 3	1290.00	Fundamental Chemistry	\$4.00	\$5.00	Increase in cost of materials
CHEM 4	9036.00	Intro Gen/Org Biochem	\$6.00	\$5.00	Decrease in cost of materials/
<b>PHYSICAL SCIENCES</b>					
ERTH 20	2095.00	Introduction to Earth Sciences	\$20.00	\$22.00	Increase in cost of materials
GEOL 1	3010.00	Physical Geology	\$20.00	\$22.00	Increase in cost of materials
GEOL 23	3027.00	Natural Disasters	\$20.00	\$22.00	Increase in cost of materials



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Curriculum Revisions for the 2008-09 Academic Year

**ACTION:** Approval

---

**BACKGROUND**

The Curriculum Committees and Academic Senates at Saddleback College and Irvine Valley review and approve curriculum annually.

**STATUS**

Saddleback College and Irvine Valley College propose additions, revisions, and deletions to curriculum. Exhibit A includes new, revised, and deleted courses, certificates, and programs recommended by the Saddleback College Curriculum Committee and Academic Senate for the 2008-09 academic year. Exhibit B includes new, revised, and deleted courses and programs recommended by the Irvine Valley College Curriculum Committee and Academic Senate for the 2008-09 academic year.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum and programs as presented in Exhibit A and B.



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 1*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	ARCH 10	48010.00	INTRO TO ARCHITECTURE	desc, moe, obj, txt, assign
ATAS	ARCH 12	48020.00	HIST.OF ARCH.	desc, moe, desc formerly
ATAS	ARCH 34	48100.00	BASIC ARCH DESIGN 1	desc, moe, assign, desc formerly
ATAS	ARCH 42	48120.00	DESCRIPT DRWG & PERSP	desc, moe, obj, assign, tps, desc formerly
ATAS	ARCH 44	48130.00	ARCH PRES & RENDERING	desc, moe, assign, val, desc formerly



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 2*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
ATAS	ARCH 50	236050.10	INTRO COMPTR AID DRFT	child- c/l w/ +crosslisted with DR 50, desc, moe, txt, tps, desc formerly
ATAS	ARCH 51	428935.10	COMPUTER-AIDED DR	child- c/l w/ +crosslisted with DR 51, desc, txt, desc formerly
ATAS	ARCH 152	48180.00	ADV.COMPUTER-AIDED DR	child- c/l w/ +crosslisted with DR 152, obj, moe, txt, assign
ATAS	AUTO 103	120040.00	ENGINE PERF/EMISSIONS	moe, tps
ATAS	AUTO 202	433707.00	ADV ENG PERF DIAG	prereq from <del>AUTO 102 or 103</del> to <u>none</u> , rec from <del>AUTO 100, 101, 207</del> to <u>AUTO 100, 102, or 103</u> , moe, val



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 3

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	CA 31	180220.05	FILM PRODUCTION I	prereq completed CA 101
ATAS	CA 32	180220.10	FILM PRODUCTION II	desc, obj, rec prep to <u>CA 40</u> from none
ATAS	CA 101	432311.00	VIDEO PRODUCTION	hrs from <del>2 lec</del> to <u>3 lec</u> & <del>2 lab</del> to <u>1 lab</u> , desc, <del>2 lec</del> to <u>3 lec</u>
ATAS	CA 110	180020.00	AUDIO PRODUCTION	desc, moe, obj, tps
ATAS	CA 113	180040.00	RADIO BROADCASTING	desc, tps, val



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 4*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	CA 118	524020.15	MULTI-TRACK RECORDING	parent-c/l w/ +crosslisted with MUS 118, tps
ATAS	CA 124	180130.00	TV PRODUCTION I	from 4 <del>un</del> to <u>3 un</u> , hrs from 3 <del>lec</del> to <u>2 lec</u> , prereq is from <del>in CA 101</del> to <u>completed CA 101</u>
ATAS	CA 125	180140.00	TV PRODUCTION II	hrs - 3 <del>lec</del> to <u>2 lec</u> & 1 <del>lab</del> to <u>3 lab</u>
ATAS	CA 126	180150.00	TV PRODUCTION II	dc
ATAS	CA 128	180145.00	TV/RADIO NEWS	ti to <u>Television and Radio News</u> , prereq only CA 101, val



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 5

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	CA 141	180275.00	RADIO/TV ANNOUNCING	ti to <u>Voice-over and Announcing</u> , desc, <del>3-u</del> to <u>1.5 u</u> , <del>3-lee</del> to <u>1.5 lec</u> , tps
ATAS	CA 206	433712.00	PRODUCTION MANAGEMENT	hrs from <del>.5 lab</del> to <u>0 lab</u>
ATAS	CA 208	433714.00	CINEMATOGRAPHY	from <del>1-un</del> to <u>2 un</u> , from <del>1-lee</del> to <u>1.5 lec</u> , from <del>.5 lab</del> to <u>1.5 lab</u>
ATAS	CA 232	430722.05	NON-LINEAR EDITING II	moe, obj
ATAS	CA 233	429268.00	RADIO/TV/FILM INTERN.	desc



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

**Exhibit A**

*Page 6*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	CA 236	432293.05	ADV.2D/3D MOTION GR	dc
ATAS	CA 237	432290.00	DIGITAL COMPOSITING	dc
ATAS	CA 238	432294.00	DVD VIDEO CREATION	dc
ATAS	CA 600	433973.00	SCRIPT SUPERV	nc, 3 un / 2 lec / 3 lab
ATAS	CA 601	433974.00	SCRIPT SUPERV - DE	nc, 3 un / 2 lec / 3 lab



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 7

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	CMT 215	430336.00	ELECTRONICS FOR COMPUTER TECHNOLOGISTS	moe, assign, txt
ATAS	CMT 225	430338.00	COMPUTER REPAIR II	desc, tps, obj, moe, txt
ATAS	CMT 230	430344.00	APPLIED NETWORK TECH	tps, obj, moe, txt, val
ATAS	CMT 235	432772.00	A+ EXAM PREPARATION	desc, tps, obj, txt, assign, val, moe
ATAS	CMT 240	433052.00	COMPUTER USER HELP DESK SUPPORT	dc



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 8*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	DR 23	429627.00	GRAPHIC/DESCRIP GEOM	moe, txt
ATAS	DR 50	236050.00	INTRO COMPTR AID DRFT	parent- c/l w/ +crosslisted with ARCH 50, desc, moe, txt, tps, desc formerly
ATAS	DR 51	428935.00	COMPUTER-AIDED DR	parent- c/l w/ +crosslisted with ARCH 51, desc, moe, txt, desc formerly
ATAS	DR 100	236020.00	FUND OF MECH DRAFTING	moe, txt
ATAS	DR 101	236030.00	MECHANICAL DRAFTING	moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 9

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	DR 102	236040.00	MECH DRAFTING DESIGN	moe, txt
ATAS	DR 120	236060.00	FUND/TECHNICAL ILLUSTRATION	obj, moe, txt
ATAS	DR 152	48180.10	ADV COMPUTER-AIDED DR	parent- c/l w/ +crosslisted with ARCH 152, obj, moe, txt, assign
ATAS	ENV 6	429463.10	SCARCITY AND ENVIRONMENT	child-Econ 6
ATAS	ENV 23	326090.05	ENVIRONMENTAL GEOLOGY	child- c/l w/ +crosslisted with ECON 23, obj, moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 10

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/ + cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	ENV 120	150100.10	CHEM OF EVERYDAY LIFE	child- c/l w/ +crosslisted with CHEM 120, moe, txt
ATAS	ET 133	431637.00	DC/AC FUNDAMENTALS	desc, tps, obj, moe, txt
ATAS	<del>ET 600</del> ET 201	433938.00	ROBOTICS FUNDAMENTALS	nc, 2 un / 1.5 lec / 1.5 lab
ATAS	FASH 100	162010.05	BASIC SEWING	ti from <del>Basic Sewing</del> to <u>Fashion Sewing - Beginning</u> , desc - remove 113 in crs. desc., txt
ATAS	FASH 120	162170.05	TAILORING	assign



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 11

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	<del>FASH 600</del> <u>FASH 211</u>	433959.00	ADV DRESMKG/CUSTM SEW	nc, 3 un / 2 lec / 2 lab
ATAS	<del>FASH 601</del> <u>FASH 212</u>	433970.00	CONSTRUCTION STUDIO	nc, 1 un / 0 lec / 3 lab , coreq FASH 110 or 111
ATAS	<del>FASH 602</del> <u>FASH 213</u>	433972.00	DESIGNER'S LAB	nc , 1 un / 0 lec / 3 lab , coreq FASH 111, 112, 120, 132, 136, 221, 230, 234
ATAS	<del>FASH 603</del> <u>FASH 214</u>	433978.00	COUTURE LAB	nc, 1 un / 0 lec / 3 lab , coreq FASH 112, 113, 124, 209, 234
ATAS	FCS 115	206020.00	CONSUMER ISSUES	moe, assign



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

**Exhibit A**  
*Page 12*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
ATAS	FCS 142	206040.00	LIFE MANAGEMENT	moe, tps
ATAS	FCS 142A	431654.00	LIFE MANAGEMENT	moe, obj, tps
ATAS	FCS 142B	431654.05	LIFE MANAGEMENT	moe
ATAS	FCS 142C	431654.10	LIFE MANAGEMENT	moe
ATAS	FN 50	338050.00	FUND OF NUTRITION	moe, obj, tps, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

**Exhibit A**  
*Page 13*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
ATAS	FN 161	338070.00	NUTR FOR HEALTH OCCUP	moe ,tps, txt
ATAS	FN 164	430351.00	SPORTS NUTRITION	moe, obj, tps, txt
ATAS	FN 244	430233.00	BAKING BASICS	desc, moe, obj, tps, txt
ATAS	FN 242	429883.00	BKFST,LNCH & GARDE	ti to <u>Modern Garde Manager - Cold Food Preparation</u> , desc, obj, tps, assign, txt
ATAS	<del>FN 690</del> FN 243	434015.00	Hot Food Preparation	nc, 1 un / .5 lec / 1.5 lab



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 14*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
ATAS	HORT 600	433946.00	PROF PRACT RES DSGN	nc, 3 un / 3 lec / 0 lab
ATAS	MST 219	433425.00	MARINE ECOL SURV/GIS	desc
ATAS	<del>MST 600</del> MST 224	433971.00	CHANNEL ISLANDS	nc, 1.5 un / 1 lec / 1 lab
ATAS	MUS 118	524020.25	MULTI-TRACK RECORDING	child-c/l w/ +crosslisted with CA 118,tps
BS	ACCT 1A	601000.00	Financial Accounting	tps, txt, ldt rev



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 15*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	ACCT 1A	601000.05	Financial Accounting	tps, txt, ldtp rev
BS	ACCT 1A	601000.20	Financial Accounting	tps, txt, ldtp rev
BS	ACCT 1B	602000.00	Managerial Accounting	desc, tps, txt, ldtp rev
BS	ACCT 1B	602000.15	Managerial Accounting	desc, tps, txt, ldtp rev
BS	ACCT 120	428465.00	Planning	sr



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 16*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	ACCT 120	428465.10	Planning	sr
BS	ACCT 202A	608000.00	Intermediate Accounting I	moe
BS	ACCT 202B	609000.00	Intermediate Accounting II	moe
BS	ACCT 203	610000.00	Cost Accounting	moe
BS	ACCT 214	603000.05	Calculations	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 17*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
BS	ACCT 214	603000.20	Calculations	moe
BS	ACCT 215	613000.05	General Accounting	moe
BS	ACCT 216	615000.00	Individual Income Tax	moe
BS	ACCT 217	616000.00	Partnership & Corp. Tax	sr
BS	ACCT 275	430483.00	Auditing	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

**Exhibit A**  
*Page 18*

<b>DIV</b>	<b>Course ID</b>	<b>Catalog ID</b>	<b>TITLE</b>	<b>ACTION TAKEN</b>
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	ACCT 421	430457.00	Bonds & Gov't Securities	moe
BS	BUS 137	500190.00	Prof Selling Fund	sr
BS	BUS 137	500190.10	Professional Selling Fund	sr
BS	BUS 138	500200.00	Advertising	sr
BS	BUS 138	500200.15	Advertising	sr



## SADDLEBACK COLLEGE 2008/2009 CURRICULUM

Exhibit A  
Page 19

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	BUS 150	428228.00	Survey of Int'l Business	moe
BS	BUS 150	428228.15	Survey of Int'l Business	moe
BS	BUS 221	432006.00	Human Resources Mgmt	sr
BS	BUS 260	431663.00	Exporting & Importing	moe
BS	BUS 260	431663.15	Exporting & Importing	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

**Exhibit A**  
*Page 20*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	<del>BUS-600-</del> <u>BUS 291</u>	434012.00	Trade Secrets	nc, 1.5 un / 1.5 lec / 0 lab
BS	<del>BUS-601-</del> <u>BUS 292</u>	434013.00	Patents	nc, 1.5 un / 1.5 lec / 0 lab
BS	<del>BUS-602-</del> <u>BUS 293</u>	434014.00	Copyright and Trademark	nc, 1.5 un / 1.5 lec / 0 lab
BS	CA 138	500200.05	Advertising	sr
BS	CA 138	500200.25	Advertising	sr



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 21

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	CIM 6B	429336.30	Bus Program II: C++	dc
BS	CIM 205B	433416.00	Web Development and DB: LAMP (LINUX/APACHE/MySQL/PHP)	ti fr <del>WEB DEVELOPMENT AND DB: LAMP (LINUX/APACHE/MySQL/PHP)</del> to <u>WEB 2.0: LAMP PHP/MySQL--WEB SITE APPLICATION INTEGRATION</u> , desc, tps, obj, moe, txt, assign, val
BS	CIM 264C	432776.00	Flash/Actionscript-Beg	ti fr <del>WEB ANIMATION: FLASH AND ACTIONSCRIPT BEGINNING</del> to <u>WEB ANIMATION: FLASH ACTIONSCRIPT--BEGINNING</u> , val
BS	CiM 264C	432776.15	Flash/Actionscript-Beg	ti fr <del>WEB ANIMATION: FLASH AND ACTIONSCRIPT BEGINNING</del> to <u>WEB ANIMATION: FLASH ACTIONSCRIPT--BEGINNING</u>
BS	<del>CIM 600</del> <u>CIM 288</u>	433988.00	Intelligence Data Reporting	nc, 3 un / 3 lec / 0 lab, rec CIM 2A & 271 A



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 22*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	<del>CIM 604</del> CIM 287	433995.00	Business Programming--C#	nc, 3 un / 3 lec / 0 lab, rec CIM 174A or 174
BS	RE 122	740010.00	Real Estate Office Mgmt	desc
BS	RE 122	740010.10	Real Estate Office Mgmt	dc
BS	RE 170	740020.05	Real Estate Principles	desc, moe, txt
BS	RE 170	740020.15	Real Estate Principles	desc, moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 23*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	RE 172	740040.00	Real Estate Practice	desc, moe, txt
BS	RE 172	740040.15	Real Estate Practice	desc, moe, txt
BS	RE 174	740050.00	Legal Aspects of Real Estate	desc, moe, txt
BS	RE 174	740050.10	Legal Aspects of Real Estate	dv
BS	RE 174	740050.15	Legal Aspects of Real Estate	desc, moe, txt



## SADDLEBACK COLLEGE 2008/2009 CURRICULUM

Exhibit A  
Page 24

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	RE 175	740070.00	Real Estate Finance	desc, moe, txt
BS	RE 175	740070.15	Real Estate Finance	desc, moe, txt
BS	RE 176A	740080.00	RE Appraisal I	desc,moe, txt
BS	RE 176A	740080.15	RE Appraisal I	descs, moe, txt
BS	RE 176B	740090.00	Real Estate Appraisal II	desc, moe, txt, rec fr <del>176A</del> to <u>none</u>



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 25*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	RE 178	740100.00	Real Estate Economics	dc
BS	RE 178	740100.10	Real Estate Economics	dv, dc
BS	RE 178	740100.15	Real Estate Economics	desc, moe, dc
BS	RE 190	740160.00	Escrow	desc
BS	RE 195	740190.00	Property Management	desc, moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 26*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	RE 195	740190.10	Property Management	dc
BS	RE 195	740190.15	Property Management	desc, moe
BS	RE 200	429604.00	UNIF Standards-USPAP	moe
BS	RE 222	432924.00	Real Estate Calculation	moe
BS	RE 222	432924.15	Real Estate Calculation	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 27

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	RE 250	740220.00	Real Estate License Prep	desc, moe
BS	RE 250	740220.10	Real Estate License Prep	desc, moe
BS	RE 280	431685.00	Mortgage Loan Brokering &Lendg	desc, moe
BS	RE 280	431685.15	Mortgage Loan Brokering &Lendg	desc, moe
CSP	SPS 310	432205.00	Memory and Attention Skills	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 28*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
CWE	CWE 168		COPERATIVE WORK EXPERIENCE	crs ID to <u>CWE 180, desc, moe, tps, obj.</u>
CWE	CWE 169		COOPERATIVE WORK EXPERIENCE	dc
EI	ART 41X	433866.00	INTRODUCTION TO ART MEDIA (EI)	nc, 3 un / 2 lec / 1 lab
EI	ART 56X	433881.00	PASTEL PAINTING (EI)	nc, 3 un / 2 lec / 1 lab
EI	KNES 5X	433985.00	SEQUENTIAL STRETCHING & RELAXATION (EI)	nc, 2 un / 0 lec / 2 lab



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 29*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
EI	KNES 5X	433984.00	SEQUENTIAL STRETCHING & RELAXATION (EI)	nc, 3 un / 0 lec / 3lab
EI	MUS 19X	974075.00	INTRODUCTION TO OPERA (EI)	desc, tps, lrng obj, moe, assign
EI	MUS 20X	973853.00	FOR LOVE OF MUSIC (EI)	desc, tps, lrng obj, moe, assign
EI	MUS 201	971060.05	MUSIC FUNDAMENTALS (EI)	dc
EI	MUS 295X	971067.10	REHEARSAL & PERFORMANCE (EI)	desc, tps, lrng obj, moe, assign



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 30*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
EI	PHIL 230X	433986.00	INTO TO PHILOSOPHY (EI)	nc, 2 un / 2lec / 0 lab
EI	PHIL 231X	433987.00	HISTORY OF FREETHOUGHT (EI)	nc, 0 un / 2 lec / 0 lab
FA	ART 10	432745.00	Beginning Ceramics (Handbuilding)	ti to <u>Ceramics-Handbuilding I</u> , obj, moe
FA	ART 11	60010.10	Beginning Ceramics-Introduction to Wheel Techniques	ti to <u>Ceramics-Wheel I</u> , moe, assign
FA	ART 12	60010.15	Intermediate Ceramics- Intermediate Wheel	ti to <u>Ceramics-Wheel II</u> , prereq fr <del>None</del> to <u>ART 11</u> , rec fr <del>ART 11</del> to <u>none</u> , moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 31

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	ART 13	60010.20	Advanced Ceramics - Advanced Wheel	ti to <u>Ceramics-Wheel III</u> , prereq fr <del>None</del> to <u>ART 12</u> , rec fr <u>ART 12</u> to <u>none</u> , moe, txt,
FA	ART 29	431903.00	Introduction to World Art	moe
FA	ART 41	72030.00	Three-Dimensional Design	moe
FA	ART 50	102010.05	Beginning Painting	ti to Painting I, moe
FA	ART 51	102010.10	Intermediate Painting	ti to <u>Painting II</u> , prereq fr <del>None</del> to <u>ART 50</u> , rec fr <u>ART 50</u> to <u>None</u> , moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 32

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	ART 52	102010.15	Advanced Painting	ti to <u>Painting III</u> , prereq fr <del>None</del> to <u>ART 51</u> , rec fr <del>ART 51</del> to <u>None</u> , moe
FA	ART 53	102070.05	Beginning Life Painting-Human Figure	ti to <u>Painting from the Live Model I</u> from <del>Beginning Life Painting - Human Figure</del> , moe
FA	ART 54	102070.10	Advanced Life Painting-Human Figure	ti to <u>Painting from the Live Model II</u> , prereq fr <del>None</del> to <u>ART 53</u> , rec fr <del>ART 53</del> to <u>None</u>
FA	ART 57	102160.05	Beginning Watercolor	ti to <u>Watercolor I</u> , moe
FA	ART 58	102160.06	Intermediate Watercolor	ti to <u>Watercolor II</u> , prereq fr <del>None</del> to <u>ART 57</u> , rec fr <del>ART 57</del> to <u>None</u> , moe



## SADDLEBACK COLLEGE 2008/2009 CURRICULUM

Exhibit A  
Page 33

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	ART 59	102060.10	Advanced Watercolor	ti to <u>Watercolor III</u> , prereq fr <del>None</del> to <u>ART 58</u> , rec fr <u>ART 58</u> to <u>None</u>
FA	ART 60	105010.05	Beginning Intaglio (Etching) and Relief	ti to <u>Intaglio (Etching) and Relief I</u>
FA	ART 61	105010.07	Intermediate Intaglio (Etching) and Relief	ti to <u>Intaglio (Etching) and Relief II</u> , prereq fr <del>None</del> to <u>ART 60</u> , rec fr <u>ART 60</u> to <u>None</u> , moe
FA	ART 62	105010.10	Advanced Intaglio (Etching) and Relief	ti to <u>Intaglio (Etching) and Relief III</u> , prereq fr <del>None</del> to <u>ART 61</u> , rec fr <u>ART 61</u> to <u>None</u> , moe
FA	ART 70	108010.05	Fundamentals of Sculpture	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 34*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	ART 71	108010.10	Additive Sculpture	moe
FA	ART 72	108010.15	Subtractive Sculpture	moe
FA	ART 80	84010.05	Beginning Drawing	ti to <u>Drawing I</u> , moe
FA	ART 81	84010.10	Intermediate Drawing	ti to <u>Drawing II</u> , prereq fr <del>None</del> to <u>ART 80</u> , rec fr <del>ART 80</del> to <u>None</u> , moe
FA	ART 82	84010.15	Advanced Drawing	ti to <u>Drawing III</u> , prereq fr <del>None</del> to <u>ART 81</u> , rec fr <del>ART 81</del> to <u>None</u> , moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 35*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	ART 85	84070.05	Beginning Life Drawing	ti to <u>Drawing from the Live Model I</u> from <del>Beginning Life Drawing</del> , moe
FA	ART 86	84070.07	Intermediate Life Drawing	ti to <u>Drawing from the Live Model II</u> , prereq fr <del>None</del> to <u>ART 85</u> , rec fr <del>ART 85</del> to <u>None</u> , moe
FA	ART 87	84070.10	Advanced Life Drawing	ti to <u>Drawing from the Live Model III</u> , prereq fr <del>None</del> to <u>ART 86</u> , rec fr <del>ART 86</del> to <u>None</u> , moe
FA	ART 120	96290.00	Tour-Art History/Appreciation	moe
FA	ART 133	66100.05	Beginning Jewelry	ti to <u>Jewelry I</u> , moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 36*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
FA	ART 134	66100.10	Advanced Jewelry	ti to <u>Jewelry II</u> , prereq fr <del>None</del> to <u>ART 133</u> , rec fr <del>ART 133</del> to <u>None</u> , moe
FA	ART 216	432745.05	Intermediate Ceramics Handbuilding	ti to <u>Ceramics-Handbuilding II</u> , prereq fr <del>None</del> to <u>Art 10</u> , rec fr <del>ART 10</del> to <u>None</u> , moe
FA	ART 217	432745.10	Advanced Ceramics Handbuilding	ti to <u>Ceramics-Bandbuilding III</u> , prereq fr <del>None</del> to <u>ART 216</u> , rec fr <del>ART 216</del> to <u>None</u> , moe
FA	MUS 54	584010.05	Beginning Piano	un fr <del>1</del> to <u>2</u> , moe
FA	MUS 55	584010.10	Intermediate Piano	un fr <del>1</del> to <u>2</u> , moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 37*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	MUS 56	584010.15	Advanced Piano	un fr 2 to 3, moe
FA	MUS 58	584080.00	Piano Repertoire & Performance Procedures	un fr 2 to 3, moe
FA	MUS 64	560100.00	Piano Ensemble	un fr 1 to 2, moe
FA	MUS 80	608010.05	Beginning Voice	un fr-1 to 2, moe
FA	MUS 81	608010.10	Intermediate Voice	un fr-1 to 2, moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 38*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
FA	MUS 82	608040.00	Vocal Repertoire & Performance Procedures	un fr-1 to 2, moe
FA	MUS 94	433049.00	Musicianship III	dc
FA	MUS 117	542130.00	Popular Songwriting	moe
FA	PHOT 190	174140.00	Special Problems in Photography	desc, moe, txt
FA	TA 240	433392.00	Advanced Stagecraft	un fr 1 to 3, lec fr 0 to 2



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 39*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
FA	TA 600	433964.00	Applied Theatre Production	nc, 3 un / 1 lec / 4 lab, rec -MATH 351
FA	TA 601	433865.00	Fundamentals of Design and Graphics for Theatre	nc, 3 un / 2 lec / 3 lab, prereq- TA 40
FA	TA 602	433966.00	Stage Management	nc, 3 un / 3 lec / 0 lab, prereq- TA 1 & 40
FA	TA 603	433967.00	Computer Aided Drafting	nc, 3 un / 2 lec / 3 lab, prereq- TA 40 and 41 or 45
FA	TA 604	433968.00	Entertainment Internship	nc, 1 un / 1 lec / 0 lab



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 40*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
FA	TA 605	433979.00	Costume Crafts	nc, 2 un / 2 lec / 3 lab
HSBS	EMT 205	386270.00	Emerg Med Tech Procedures	un fr <del>6.5</del> to <u>6</u> , hrs fr <del>6 lec, 1.5 lab</del> to <u>6 lec</u> , desc, coreq fr <del>None</del> to <u>EMT 205L</u> , tps, lrng obj, moe, assign
HSBS	EMT 205L	433992.00	Emergency Medical Technician Lab	nc, .5 un / 0 lec / 1.5 lab, coreq of EMT 205
HSBS	EMT 218	428769.00	Advanced Prehospital Care	dc
HSBS	<del>EMT 600</del> <u>EMT 219</u>	434037.00	Paramedic Prep Course	nc, 4 un / 4 lec / 0 lab, rec prep-EMT 205



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 41*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	HS 37	12150.10	Intro. to Criminology	sr, txt
HSBS	HS 100	422010.05	Human Services in a Changing Society	sr
HSBS	HS 110	422020.00	Field Instruction and Seminar I	moe, obj, txt
HSBS	HS 119	12160.10	Intro. To Crim. Justice System	moe, txt
HSBS	HS 120	422050.05	Human Development in a Social Environment	moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 42*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
HS	HS 128	12240.10	Community-based Corrections	moe, txt
HS	HS 130	422080.00	Special Population Issues	dc
HS	HS 140	422090.00	Group Leadership and Group Process	moe
HS	HS 150	422100.00	Field instruction and Seminar II	prereq fr <del>None</del> to <u>HS 110</u> , rec fr <del>HS 140</del> to <u>HS 174, 285</u> , moe
HS	HS 170	422110.00	Alcohol and other drugs in our society	desc, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 43*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	HS 172	386230.10	PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS	ti to <u>PHYSIOLOGICAL EFFECTS AND PHARMACOLOGY OF ALCOHOL AND DRUGS</u> , desc, tps, obj, moe, txt, assign, rec prep fr None to <u>PSYC 37</u>
HSBS	HS 173	422140.00	Family Dynamics and Addiction	dc
HSBS	HS 174	422150.00	Intervention and Referral Techniques	ti to <u>CASE ADMINISTRATION, CRISIS INTERVENTION AND REFERRAL</u> , desc, tps, obj moe, txt, assign,
HSBS	HS 175	428541.00	Substance Abuse Education, Prevention and Intervention	txt
HSBS	HS 181	422400.00	Intro. to Eating Disorders	txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 44*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	HS 182	429245.00	Substance Abuse: Adolescent Treatment and Recovery	ti to <u>SUBSTANCE ABUSE TREATMENT IN CHILDREN AND ADOLESCENCE</u> , desc, obj, moe, tps, txt, rec prep fr None to <u>HS 120, PSYC 7</u> , valid, assign
HSBS	HS 184	422190.10	Medical Aspects of Eating Disorders	desc, txt
HSBS	HS 184	422190.15	Medical Aspects of Eating Disorders	desc, txt
HSBS	HS 185	422500.00	The Background and Treatment of Eating	txt
HSBS	HS 186	432313.00	Self-Esteem Strategies in Human Services	dc



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 45*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	HS 187	429246.00	Juvenile Violence, Gangs and Victimization	moe
HSBS	HS 191	422180.00	Violence in the Family	dc
HSBS	HS 210	422184.00	Case Administration	dc
HSBS	HS 266	422315.00	Dysfun Fam/ACA Issue	dc
HSBS	HS 285	955485.00	Ethic Issue Clnt Rght	desc, tps, obj, assign, txt, co-req fr <del>HS 210</del> to <u>None</u>



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 46*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	<del>HS-600</del> <u>HS 176</u>	4340017.00	Co-occurring Disorders	nc, 3 un / 3 lec / 0 lab, rec HS 172 and PSYC 37
HSBS	<del>HS-602</del> <u>HS 131</u>	434006.00	Multicultural and Diverse Populations in the United States	nc, 3 un / 3 lec / 0 lab,
HSBS	<del>HS-603</del> <u>HS 177</u>	434018.00	Abuse within the Family System	nc, 3 un / 3 lec / 0 lab
HSBS	HSC 217	386300.00	Cardiac Dysrhythmias	desc, tps, rec fr <del>N172 or EMT 205</del> to <u>N172 or EMT 205</u> , & <u>EMT 205L</u> , valid, txt, moe
HSBS	HSC 217	386300.15	Cardiac Dysrhythmias	desc, tps, rec fr <del>N172 or EMT 205</del> to <u>N172 or EMT 205</u> , & <u>EMT 205L</u> , valid, txt, moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 47*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	HSC 240	386560.00	Phlebot/Lab Asst. Proc	assign, moe, txt, crs id from HSC 240 to <u>PHLE 240</u>
HSBS	HSC 260	386600.00	Computer Applications for Healthcare Personnel	dc
HSBS	MA 200	530030.00	Medical Terminology	crs id to <u>HSC 200</u> , desc-formerly, txt
HSBS	MA 210	485000.00	Intro Med Asst	desc, txt
HSBS	MA 211A	530010.00	Med Reception Techn	desc, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 48*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	MA 211B	530015.00	Physical Exam Proced	desc, tps, txt, lrng obj, assign
HSBS	MA 212A	185000.10	Med Financial Proc	desc, tps, txt, moe, lrng obj, assign
HSBS	MA 212B	530025.00	Procedures	desc, tps, txt, moe, lrng obj, assign
HSBS	MA 213A	485100.00	Med Record Management	desc, tps, txt, moe, lrng obj, assign
HSBS	MA 213B	530035.00	Asepsis and Surg Proc	desc, tps, moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 49*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSBS	MA 214B	530045.00	Medication Administ	desc, tps, moe, txt
HSBS	MA 217A	429438.00	Experience-Administrative	txt
HSBS	MA 217B	429440.00	Experience - Clinical	txt
HSBS	MA 217C	485300.00	MA Clin Exp-Comprehen	txt
HSBS	MA 218B	485305.00	Electrocardiography	tps, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 50*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
HSBS	MA 260	386600.20	Health-Care Personnel	course id from <del>MA 260</del> to <u>INSR 260</u> , tps, obj, moe, assign,
HSBS	MA 260	386600.20	Computer Applications for Healthcare Personnel	Crs id to <u>INSR 260</u> , Delete XL HSC 260, tps, moe, assign, txt
HSBS	N 162	639500.00	Successful Transition to Professional Nursing	desc, tps, obj
HSBS	PM 220	708000.00	Paramedic Theory	<del>moe, txt, prereq fr High school graduation or GED, current EMT-B certification and official admission to the paramedic program</del> to <u>High school graduation or GED, current EMT-B certification, background check, CPR certification and official admission to the paramedic program</u> , limit fr <del>None</del> to <u>Physical examination required</u>



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 51*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
HSHS	PM 230	708010.00	Paramedic Clinic Exper	tps, txt, prereq fr <del>High school graduation or GED, current EMT-B certification and official admission to the paramedic program</del> to <u>High school graduation or GED, current EMT-B certification, background check, CPR certification and official admission to the paramedic program</u> , limit fr <del>None</del> to <u>Physical examination required</u>
HSHS	PM 240	708020.00	Paramedic Field Intern	tps, txt
KNES	DANC 67	433950.00	Pointe Ballet	nc, 1.5 un / 1 lec / 2 lab
KNES	DANC 67	433990.00	Pointe Ballet	nc, 1 un / .67 lec / 1.33 lab



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 52

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
KNES	KNES 55	433369.00	Methods of Teaching Golf	dc
KNES	KNES 66	433727.10	Core Training	nc, 2 un / 1 lec / 3 lab
KNES	KNES 82	433969.00	Recreational Baseball	nc, 1 un / .67 lec / 1.33 lab
LA	ARAB 1	42010.00	Elementary Arabic	assign, co val, lrng obj, moe, tps, txt
LA	ARAB 2	42040.00	Elementary Arabic	assign, co val, lrng obj, moe, tps, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 53*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	CA 1	464010.10	Mass Media and Society	assign, txt, C/L w/ JRN 1
LA	CA 1	464010.20	Mass Media and Society	assign, txt, C/L w/ JRN 1
LA	CHI 1	156010.00	Elementary Chinese	assign, co val, lrng obj, moe, tps, txt
LA	ENG 117	431582.00	Advanced Scriptwriting	tps, moe, txt
LA	ENG 142	314530.00	Children's Literature	moe, txt, assign



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A

Page 54

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	ENG 238	296040.00	Textbook Reading	ti to <u>Academic reading: Success and Strategies for College</u> , sch, desc reinstate, obj, assign, hrs from <u>2-lee</u> to <u>3 lec</u> and <u>1-lab</u> to <u>3 lab</u> , from <u>2-units</u> to <u>3 units</u> , moe, crs id from <u>ENG-238</u> to <u>ENG 100</u> , coreq from <u>ENG-777</u> to <u>None</u>
LA	ENG 238	296040.15	Textbook Reading	ti to <u>Academic reading: Success and Strategies for College</u> , sch, desc reinstate, obj, assign, hrs from <u>2-lee</u> to <u>3 lec</u> and <u>1-lab</u> to <u>3 lab</u> , from <u>2-units</u> to <u>3 units</u> , moe, crs id from <u>ENG-238</u> to <u>ENG 100</u> , coreq from <u>ENG-777</u> to <u>None</u>
LA	ENG 310	284050.20	Writing Laboratory	ti to <u>Writing Center</u> , tps, obj, moe, assign, desc, lrn ctr hours from <u>1</u> to <u>1.5</u>
LA	ENG 332	320212.00	Reading and Vocabulary Skills Laboratory - ESL	desc, lrn ctr hrs from <u>1</u> to <u>1.5</u> , content, assign



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 55*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	ENG 333	284060.00	Reading Skills Laboratory	desc, lrn ctr hrs from <u>1</u> to <u>1.5</u> , content
LA	ENG 336	433068.00	Expanded Reading Skills Lab	desc, lrn ctr hrs from <u>2</u> to <u>3</u> , content
LA	ENG 337	433069.00	Critical Reading Laboratory: Advanced Reading Skills	desc, lrn ctr hrs from <u>2</u> to <u>3</u> , content
LA	<del>ESL 600</del> <u>ESL 359</u>	433724.00	Amer Lang & Culture Film	nc,desc, moe 3 un / 3 lec / 0 lab - req ESL 331
LA	<del>ESL 600</del> <u>ESL 359</u>	433742.00	Amer Lang & Culture Film	nc,desc, moe 3 un / 3 lec / 0 lab - req ESL 331



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 56

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
LA	<u>ESL 601- ESL 325</u>	433998.00	Beg Reading & Writing	nc, 0 un / 3 lec / 0 lab, moe, req ESL 320
LA	<u>ESL 601- ESL 325</u>	433999.00	Beg Reading & Writing	nc, 3 un / 3 lec / 0 lab, moe, req ESL 320
LA	FR 1	344010.00	Elementary French	assign, co val, lrng obj, moe, tps, txt
LA	FR 20	344140.00	Intro to French Civilization	reactivate, tps, obj, moe, txt
LA	FR 21	344160.00	Intro to French Lang & Cult	reactivate, moe, assign, txt, obj



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 57*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	GER 1	362010.00	Elementary German	assign, co val, lrng obj, moe, tps, txt
LA	HEBR 1	398010.00	Elementary Hebrew	assign, co val, lrng obj, moe, tps, txt
LA	HEBR 2	398060.00	Elementary Hebrew	assign, co val, lrng obj, moe, tps, txt
LA	HEBR 3	434004.00	Intermediate Hebrew	nc, 5 un / 5 lec / 0 lab, prereq HEBR 2 or 3 yr. In H.S., coreq HEBR 999B
LA	HEBR 4	434005.00	Intermediate Hebrew	nc, 5 un / 5 lec / 0 lab, prereq HEBR 3 or 4 yr. In H.S., coreq HEBR 999B



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 58*

<b>DIV</b>	<b>Course ID</b>	<b>Catalog ID</b>	<b>TITLE</b>	<b>ACTION TAKEN</b>
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
LA	HEBR 999B	434007.00	Hebrew Language Lab	nc, lrn ctr .25 un, co HEBR 3 & 4,
LA	HUM 1	428010.00	Introduction to Humanities	assign, lng obj, moe, txt
LA	HUM 3	428040.00	Cult of Med & Ren Europe	assign, moe, txt
LA	HUM 21	428070.05	Search: Ideas of Self	assign, moe, txt
LA	HUM 22	428090.00	Gods, Clocks, and Visions	assign, moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 59

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	HUM 25	428100.05	Planet Earth	assign, lrng obj, moe, tps, txt
LA	IDS 1	428070.10	Search: Ideas of Self	assign, moe, txt
LA	IDS 2	428090.10	Gods, Clocks, and Visions	assign, moe, txt
LA	IDS 5	428100.10	Planet Earth	assign, lrng obj, moe, tps, txt
LA	ITA 1	452010.00	Elementary Italian	assign, co val, lrng obj, moe, tps, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A

Page 60

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	JA 1	458010.00	Elementary Japanese	assign, co val, lrng obj, moe, tps, txt
LA	JRN 1	464010.00	Mass Media and Society	assign, txt
LA	JRN 1	464010.15	Mass Media and Society	assign, txt
LA	JRN 104	464070.00	Print Media Design	dc
LA	KOR 1	434008.00	Elementary Korean	nc, 5 un / 5 lec / 5 lab, co KOR 999A



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 61

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
LA	KOR 2	434010.00	Elementary Korean	nc, 5 un / 5 lec / 5 lab, co KOR 999A
LA	KOR 999A	434011.00	Korean Language Lab	reactivation, lrn ctr .25 un, co KOR 1 & 2
LA	PHIL 15	662210.00	Introduction to Ethics	moe, txt, req prep
LA	SPAN 21B	431974.00	Civ of Latin Amer 1900-Pres	assign, lrng obj, moe, tps, txt
LA	SPAN 21C	434016.00	Latina/o Culture & Lit in US	nc, 3 un / 3 lec / 0 lab, prereq SPAN 2 or 3 years in H.S. Spanish



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 62*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
MSE	ASTR 20	114020.00	GENERAL ASTRONOMY	moe, txt
MSE	ASTR 20	114020.15	GENERAL ASTRONOMY	moe, txt
MSE	ASTR 25	114040.00	OBSERVATL ASTRONOMY	desc, moe, tps, txt
MSE	BIO 41	144240.00	HUMAN GENETICS	un fr 2 to 3 hrs fr 2-lee to 3 lec, desc, prereq fr None to BIO 20, rec fr BIO 20 to NONE, tps, obj, assign, txt
MSE	CHEM 120	150100.05	CHEM OF EVERYDAY LIFE	moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 63*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
MSE	CHEM 1B	150030.00	GENERAL CHEMISTRY	moe, txt
MSE	CHEM 12B	150090.00	ORGANIC CHEMISTRY	moe, txt
MSE	CS 1A	190025.00	INTRO TO COMPUTER SCI	moe
MSE	CS 1B	192070.05	INTRO TO PROGRAMMING	moe, txt
MSE	CS 1C	431081.00	ADVANCED PROGRAMMING	moe, txt



## SADDLEBACK COLLEGE 2008/2009 CURRICULUM

Exhibit A  
Page 64

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
MSE	CS 2B	192080.05	DATA STRUCTURES	crs id from <del>CS2B</del> to <u>CS 1D</u> , desc-formerly, moe, txt
MSE	CS 3A	192180.05	COMP ORG/MACH LANG	rec <del>any one programming language course and Math 253 or 255</del> to <u>MATH 253 or 255; concurrent enrollment in CS 1B or any programming language course</u> , assign, moe, txt
MSE	CS 3B	192190.05	COMP ORG ASSEMBLY LAN	rec fr <del>CS 3A</del> to <u>CS 1A</u> , obj, moe, assign, tps, txt
MSE	CS 4A	431926.00	INTRODUCTION TO JAVA	tps, rec-validation, moe, txt
MSE	CS 4B	431927.00	ADVANCED TOPICS/JAVA	tps, moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 65*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
MSE	GEOL 3	356030.00	GEOLOGY OF CALIFORNIA	moe
MSE	GEOL 5	512010.00	MARINE GEOLOGY	moe, txt
MSE	GEOL 20	242010.00	INTRO TO EARTH SCIENCE	obj, moe, txt
MSE	GEOL 23	326090.10	ENVIRONMENTAL GEOLOGY	obj, moe, txt
MSE	GEOL 172	356190.05	GFS: MOJAVE DESERT	moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 66*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
MSE	GEOL 173	356250.05	GFS: DEATH VALLEY	moe, txt
MSE	GEOL 174	356310.05	GFS: E. SIERRA REGION	moe, txt
MSE	GEOL 179	356570.05	GFS: KING'S CYN/SEQUOIA	moe, txt
MSE	GEOL 182	356690.05	GFS: COAST RANGE/MORRO	moe, txt
MSE	GEOL 183	356730.05	GFS: ANZA-BORREGO	moe, txt



## SADDLEBACK COLLEGE 2008/2009 CURRICULUM

Exhibit A

Page 67

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
MSE	MATH 251A	433952.00	BEG ALGEBRA PART 1	nc, 3 un / 3 lec / 0 lab, prereq-MATH 351
MSE	MATH 251B	433953.00	BEG ALGEBRA PART 2	nc, 3 un /3 lec / 0 lab, prereq-MATH 251A
MSE	MATH 351	428409.00	PRE-ALGEBRA MATH	rpt fr <del>RA-1</del> to <u>RE 1</u> , tps, moe, txt
MSE	MATH 351	428409.15	PRE-ALGEBRA MATH	rpt fr <del>RA-1</del> to <u>RE 1</u> , tps, moe, txt
MSE	MS 20	512070.00	INTRO TO OCEANOGRAPHY	moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 68*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	ANTH 15	430814.00	Primate Behavior	txt, moe
SBS	ANTH 16	30130.00	Archaeological Field Methods	txt
SBS	<del>ANTH 600-</del> ANTH 42	433997.00	Culture and Food	nc, 3 un / 3lec / 0 lab, moe
SBS	<del>ANTH 601-</del> ANTH 5	433994.00	The Anthropology of Latin America: Culture, Identity & Power	nc, 3 un / 3 lec / 0 lab, moe
SBS	<del>ANTH 602-</del> ANTH 11	434002.00	Mysteries of the Ancient Maya	nc, 3 un / 3 lec / 0 lab, moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 69*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	<del>ANTH 603</del> ANTH 17	434009.00	The Biological Evolution of Human Nature	nc, 3 un / 3 lec / 0 lab
SBS	CDES 101	433414.00	Early Childhood Learning, Play, and Programs	desc, tps, obj.moe, txt, assign
SBS	CDES 101	433414.15	Early Childhood Learning, Play, and Programs	desc, tps, obj. moe, txt, assign
SBS	CDES 105	433433.00	Child, Family & Community	dc
SBS	CDES 105	433433.15	Child, Family & Community	dc



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 70*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
SBS	CDES 112	432508.00	Health,Safety, and Nutrition for Children	ti to <u>Health,Safety, and Nutrition</u> , desc, ob, moe, assign
SBS	CDES 112	432508.15	Health,Safety, and Nutrition for Children	ti to <u>Health,Safety, and Nutrition</u> , desc, ob, moe, assign
SBS	CDES 113	416140.00	Teaching Science, Math, and Technology	desc, tps, obj, moe, assign
SBS	CDES 113	416140.15	Teaching Science, Math, and Technology	desc, tps, obj, moe, assign
SBS	CDES 114	406105.00	Creative and Dramatic Arts	desc, tps, obj, moe, assign, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 71*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
SBS	CDES 114	406105.15	Creative and Dramatic Arts	desc, tps, obj, moe, assign, txt
SBS	CDES 115	416130.00	Language, Literacy, and Literature	desc, tps, obj, moe, assign
SBS	CDES 115	416130.15	Language, Literacy, and Literature	desc, tps, obj, moe, assign
SBS	CDES 120	416040.00	Observation and Assessment	desc, prereq from <del>none</del> to <u>PSYC 7 CDES 101, 110</u> , tps, lng obj, moe, assign, txt, val
SBS	CDES 120	416040.15	Observation and Assessment	desc, prereq from <del>none</del> to <u>PSYC 7 CDES 101, 110</u> , tps, lng obj, moe, assign, txt, val



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

**Exhibit A**

*Page 72*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lrng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
SBS	CDES 121	416010.10	Early Childhood Curriculum and Practice II	ti <u>Early Childhood Curriculum and Practice II: Student Teaching Experience</u> , hrs from <del>2 lec/9 lab</del> to <u>3 lec/6 lab</u> , desc, prereq fr <del>CDES 110</del> to <u>PSYC 7 CDES 110, 113, 114, 115</u> , tps, obj, moe, assign, val
SBS	CDES 121	416010.15	Early Childhood Curriculum and Practice II	ti <u>Early Childhood Curriculum and Practice II: Student Teaching Experience</u> , hrs from <del>2 lec/9 lab</del> to <u>3 lec/6 lab</u> , desc, prereq fr <del>CDES 110</del> to <u>PSYC 7 CDES 110, 113, 114, 115</u> , tps, obj, moe, assign, val
SBS	CDES 128	416200.00	Administration of Young Children's Settings:Program	obj, moe, txt, assign
SBS	CDES 128	416200.15	Administration of Young Children's Settings:Program	obj, moe, txt, assign



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 73*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	CDES 131	254020.00	Educational Psychology	moe, txt
SBS	CDES 131	254020.15	Educational Psychology	moe, txt
SBS	CDES 203	433066.00	Professional Development for Early Childhood Educators	dc
SBS	CDES 203	433066.15	Professional Development for Early Childhood Educators	dc
SBS	ECON 6	429643	Scarcity and Environment	tps, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
Page 74

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	ECON 20	248030.00	The American Economy	desc, tps, txt
SBS	ECON 20	248030.02	The American Economy	desc, tps, txt
SBS	GEOG 1L	430812.00	Physical Geography Lab	txt, moe
SBS	GEOG 2	350020.15	Cultural Geography	txt, moe
SBS	GEOG 2	350020.00	Cultural Geography	txt, sr



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 75*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	GEOG 3	350030.00	World Regional Geography	tps, obj, moe, txt, assign
SBS	GEOG 38	350060.00	California Geography	txt, moe
SBS	GEOG 102	430497.00	Geography Field Studies	txt, offer spring 09, moe
SBS	GEOG 110	430513.05	Introduction to Geographic Information Systems (GIS)	txt, moe
SBS	GEOG 110	430513.25	Introduction to Geographic Information Systems (GIS)	txt, moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 76*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments c/l w/+ cross-listed with (and list the other crs id) co = corequisite crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12 dc = delete course desc = description dv = delete version of course hrs = hours lim = limitation lng obj = learning objectives moe = methods of eval nc = new course nv = new version of existing course prereq = prerequisite rec = recommended prep rpt = repeatability sr = scheduled review is for courses that are scheduled for review and there are no revisions ti = title tps = topics txt = text-required for all courses numbered 1-299 un = units val = validation
SBS	GEOG 211	430514.05	Intermediate Geographic Information Systems (GIS)	txt, moe
SBS	GEOG 211	430514.25	Intermediate Geographic Information Systems (GIS)	txt, moe
SBS	GIS 110	430513.00	Introduction to Geographic Information Systems (GIS)	txt, moe
SBS	GIS 110	430513.15	Introduction to Geographic Information Systems (GIS)	txt, moe
SBS	GIS 211	430514.00	Intermediate Geographic systems (GIS)	txt, moe



## SADDLEBACK COLLEGE 2008/2009 CURRICULUM

Exhibit A  
Page 77

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	GIS 211	430514.15	Intermediate Geographic systems (GIS)	txt, moe
SBS	GIS 212	430781.00	Advanced Geographic Information Systems (GIS)	txt, offer Fall 09, moe
SBS	HD 7	416010.05	Developmental Psychology - Childhood and Adolescence	reactivate from <del>HD 7</del> to <u>CDES 7</u> , ti <u>Child Growth and Development</u> , desc, obj, moe, txt, assign -c/l with PSYC 7
SBS	HD 7	416010.15	Developmental Psychology - Childhood and Adolescence	reactivate from <del>HD 7</del> to <u>CDES 7</u> , ti <u>Child Growth and Development</u> , desc, obj, moe, txt, assign -c/l with PSYC 7
SBS	HD 15	416030.05	Socialization of the Child	reactivate <del>HD 15</del> to <u>CDES 15</u> , ti <u>Child, Family, and Community</u> , desc, tps, obj, moe, assign, txt -c/l with SOC 15



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 78*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	PS 14	710120.00	International Relations	tps, moe, txt
SBS	PSYC 7	416010.10	Developmental Psychology - Childhood and Adolescence	ti <u>Child Growth and Development</u> , desc, obj, moe, txt, assign, c/l with HD 7
SBS	PSYC 7	416010.20	Developmental Psychology - Childhood and Adolescence	ti <u>Child Growth and Development</u> , desc, obj, moe, txt, assign, c/l with HD 7
SBS	PSYC 7	416010.25	Developmental Psychology - Childhood and Adolescence	ti <u>Child Growth and Development</u> , desc, obj, moe, txt, assign, c/l with HD 7
SBS	PSYC 16	428838.00	Psychology of Prejudice	desc, ti from <del>Psychology of Prejudice</del> to <u>Introduction to Cross-Cultural Psychology</u>



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 79*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	PSYC 21	728060.00	The Psychology of Women	desc, txt, moe
SBS	PSYC 33	728090.05	Psychology of Adjustment	moe, moe
SBS	PSYC 33	728090.15	Psychology of Adjustment	moe
SBS	PSYC 33	728090.10 TV	Psychology of Adjustment	dv
SBS	PSYC 106	728040.00	Behavior Modification/Behavior Modification -APP	dc



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A  
*Page 80*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	PSYC 106	728040.1	Behavior Modification/Behavior Modification -APP	dc
SBS	SOC 2	776030.00	Social Problems	moe, txt
SBS	SOC 2	776030.15	Social Problems	moe, txt
SBS	SOC 10	776070.00	Introduction to Marriage and the Family	moe, txt
SBS	SOC 10	776070.10	Introduction to Marriage and the Family	moe, txt



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A

*Page 81*

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prreq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	SOC 15	416030.10	Socialization of the Child	ti <u>Child, Family, and Community</u> , desc, obj, moe, assign, txt, c/l with HD 15, tps
SBS	SOC 15	416030.15	Socialization of the Child	ti <u>Child, Family, and Community</u> , desc, obj, moe, assign, txt, c/l with HD 15, tps
SBS	SOC 21	776100.00	Women in the Contemporary Society	txt, moe
SBS	SOC 21	776100.15	Women in the Contemporary Society	txt, moe
SBS	SOC 25	776120.00	Social Stratification	txt, moe



**SADDLEBACK COLLEGE 2008/2009 CURRICULUM**

Exhibit A

Page 82

DIV	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY - CODE</b>	assign = assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co = corequisite
				crs id = course id, please list new crs id if being changed, eg crs id to SADDLEBACK 12
				dc = delete course
				desc = description
				dv = delete version of course
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of eval
				nc = new course
				nv = new version of existing course
				prereq = prerequisite
				rec = recommended prep
				rpt = repeatability
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
SBS	SOC 25	776120.15	Social Stratification	txt, moe
SBS	WS 40	428840.00	Women and Religion: In Search if the Goddess	txt, moe
SBS	WS 120	860040.00	Women and Careers	desc, tps, assign, moe, txt
SBS	WS 120	860040.15	Women and Careers	desc, tps, assign, moe, txt



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 10

CATID #: 48010.00

Catalog: Introduction to the professional field of architecture and related fields such as landscape architecture, engineering, construction, and city planning. Presentations by professionals to introduce students to options, requirements and job possibilities in various related fields.

Schedule: Introduction to architecture--history, structures, materials, design schools, licensing, local architecture, and related fields.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 10

CATID #: 48010.00

Catalog: Introduction to the professional field of architecture and related fields such as landscape architecture, engineering, construction, and city planning. Presentations by professionals to introduce students to options, requirements and job possibilities in related fields.

Schedule: Introduction to architecture--history, structures, materials, design schools, licensing, local architecture, and related fields.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ARCH 12 CATID #: 48020.00

Catalog: The study of the architecture and environmental achievements of man from the earliest times to the present. Presenting the important buildings, cities, sites, and civilizations of mankind.

Schedule: Study the architectural and environmental achievements of humans from earliest times to the present - from Great Pyramids to Roman Coliseum, Romanesque churches to Gothic cathedrals, Renaissance palaces to Frank Lloyd Wright.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ARCH 12 CATID #: 48020.00

Catalog: The study of the architecture and environmental achievements of man from the earliest times to the present. Presenting the important buildings, cities, sites, and civilizations of mankind.

Schedule: Study the architectural and environmental achievements of humans from earliest times to the present - from Great Pyramids to Roman Coliseum, Romanesque churches to Gothic cathedrals, Renaissance palaces to Frank Lloyd Wright.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 34

CATID #: 48100.00

Catalog: Fundamentals of design function; form determinants; the nature, elements, and process of creative environmental design using 2D and 3D studies of space, form, color, and structure.

Schedule: Fundamentals of design function, form determinants, the nature, elements and process of creative environmental design using 2D and 3D studies of space, form, color and structure.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 34

CATID #: 48100.00

Catalog: Fundamentals of design function; form determinants; the nature, elements, and process of creative environmental design using 2D and 3D studies of space, form, color, and structure.

Schedule: Fundamentals of design function; form determinants; the nature, elements and process of creative environmental design using 2D and 3D studies of space, form, color and structure.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 42

CATID #: 48120.00

Catalog: Construct 3D drawings, including obliques, isometrics, 1-pt. and 2-pt. perspectives. Construct basic shadows and shade.

Schedule: Basic techniques of graphic communications - isometrics, perspective drawings, and shades and shadows.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 42

CATID #: 48120.00

Catalog: Construct 3D drawings, including obliques, isometrics, 1-pt. and 2-pt. perspectives. Construct basic shadows and shade.

Schedule: Basic techniques of graphic communications - isometrics, perspective drawings, and shades and shadows.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 44

CATID #: 48130.00

Catalog: Delineate 2D and 3D architectural drawings for presentation.  
Render three drawings with color, shade, shadows, people,  
and trees.

Schedule: Develop techniques of presentation drawing, delineation  
and rendering. Create a portfolio.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 44

CATID #: 48130.00

Catalog: Delineate 2D and 3D architectural drawings for presentation.  
Render three drawings with color, shade, shadows, people,  
and trees.

Schedule: Develop techniques of presentation drawing, delineation  
and rendering. Create a portfolio.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 50

CATID #: 236050.10

Catalog: Introductory course covering the operation and application of computer-aided drafting (CAD) systems used to create, modify, store, and plot technical drawings. Also listed as DR 50. Credit given in either area, not both.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Hands-on introduction to CAD drafting; create and manage basic architectural drawings using AutoCAD 2007. Also lis as DR 50. Credit given in either area, not both.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 50

CATID #: 236050.10

Catalog: Introductory course covering the operation and application of computer-aided drafting (CAD) systems used to create, modify, store, and plot technical drawings. Also listed as DR 50. Credit given in either area, not both.

Schedule: Hands-on introduction to CAD drafting; create and manage basic architectural drawings using AutoCAD 2007. Also listed as DR 50. Credit given in either area, not both.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 51

CATID #: 428935.10

Catalog: An intermediate-level course in the operation and application of computer aided drafting systems, used to create, edit, save, and plot technical drawings. Also listed as DR 51. Credit given in either area, not both (formerly ARCH 151).

Schedule: CAD concepts and hands-on drafting to create and manage 2 and 3D architectural drawings using AutoCAD 2007. Also listed as DR 51. Credit given in either area, not both (formerly ARCH 151).

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ARCH 51

CATID #: 428935.10

Catalog: An intermediate-level course in the operation and application of computer aided drafting systems, used to create, edit, save, and plot technical drawings. Also listed as DR 51. Credit given in either area, not both.

Schedule: CAD concepts and hands-on drafting to create and manage 2D and 3D architectural drawings using AutoCAD 2007. Also listed as DR 51. Credit given in either area, not both.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 32

CATID #: 180220.10

Catalog: Students will produce and shoot short films to air on Channel 39, including comedy, drama, and documentary-style films. Other segments produced for Channel 39 also include interviews with independent filmmakers, film festival updates, and more. Students will shoot single-camera film style, using advanced digital film production equipment and editing on advanced non-linear programs. A combination of CA 31 and 32 may be taken a maximum of four times.

Schedule: Production technique and theories of location and studio film production. Emphasis on hands-on experience.  
A combination of CA 31 and 32 may be taken four times.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 32

CATID #: 180220.10

Catalog: Students will produce and shoot short films to compete in film festivals. Emphasis on professional level films and personal development of skills. Students will shoot single-camera film style, using advanced digital film production equipment and editing on advanced non-linear programs. A combination of CA 31 and 32 may be taken maximum of four times.

Schedule: Production technique and theories of location and studio film production. Emphasis on hands-on experience.  
A combination of CA 31 and 32 may be taken four times.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 101

CATID #: 432311.00

Catalog: Introduction to video production including composition, lighting theory, pacing, production design, and color theory. Develop an understanding of video technology and vocabulary. Learn technique and application of video tools such as cameras, lights, audio, and non-linear editing. Demonstrate understanding of aesthetic theory by applying concepts to student productions (formerly CA 133).

Schedule: Introduction to video production including camera, lighti and editing. Develop an understanding of video technology and vocabulary. Learn technique and application of video tools such as cameras, lights, audio, and non-linear editing. Demonstrate understanding of aesthetic theory by applying concepts to student productions (formerly CA 133).

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 101

CATID #: 432311.00

Catalog: Introduction to video production including camera, lighting, and editing. Develop an understanding of video technology and vocabulary. Learn technique and application of video tools such as cameras, lights, audio, and non-linear editing. Demonstrate understanding of aesthetic theory by applying concepts to student productions (formerly CA 133).

Schedule: Introduction to video production including camera, lighting, and editing. Develop an understanding of video technology and vocabulary. Learn technique and application of video tools such as cameras, lights, audio, and non-linear editing. Demonstrate understanding of aesthetic theory by applying concepts to student productions (formerly CA 133).

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 110

CATID #: 180020.00

Catalog: Emphasizes the basic principles and techniques of developing, producing, and directing various types of audio programs and spot announcements in the areas of public service, commercial-spot announcements, talk shows, music programs, and sports programs.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Introduction to production equipment and skills including board operation, digital and tape editing.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 110

CATID #: 180020.00

Catalog: Emphasizes the basic principles and techniques of acquiring, developing, and producing material for various audio applications including: radio, Internet, television, and film audio production.

Schedule: Introduction to audio production for radio, Internet, television, and film including digital recording and editing.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 113

CATID #: 180040.00

Catalog: Explore the basic elements of radio broadcasting. Areas include station organization, music and talk programming formats, promotions, sales, announcing, and FCC regulations. Prepares students for advanced course and participation in actual on-air experiences at KSBR.

Schedule: Develop "on-air" skills for a variety of radio formats. Students explore radio career opportunities in programmin promotion, news, sales, and music industry relations.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 113

CATID #: 180040.00

Catalog: Explore the basic elements of radio broadcasting. Areas include station organization, music and talk programming formats, promotions, sales, announcing, and FCC regulations. Prepares students for advanced course and participation in actual on-air experiences at KSBR and OC Rock Radio.

Schedule: Develop "on-air" skills for a variety of radio formats. Students explore radio career opportunities in programming, promotion, news, sales, and music industry relations.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CA 141 CATID #: 180275.00

Catalog: Develop effective radio and television speech techniques, stressing the variety of broadcast speech forms and requirements. Students will record, playback, and critique voice-overs in studio.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Develop effective radio and television speech techniques stressing the variety of broadcast speech forms and requirements. Students will record, playback, and critique voice-overs in studio.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CA 141 CATID #: 180275.00

Catalog: Develop effective radio and television performance techniques stressing skills in narration, dubbing, and voice-over for industry, education, entertainment and commercials.

Schedule: Develop effective radio and television performance techniques stressing skills in narration, dubbing, and voice-over for industry, education, entertainment and commercials.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 233

CATID #: 429268.00

Catalog: Develop job skills in a professional working environment, such as a radio station, television production company, or film studio.

Schedule: Develop job skills in a professional working environment, such as a radio station, television production company, or film studio.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 233

CATID #: 429268.00

Catalog: Develop job skills in a professional working environment, such as a radio station, television production company, talent agency, or film studio.

Schedule: Develop job skills in a professional working environment, such as a radio station, television production company, talent agency, or film studio.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CA 600 CATID #: 433973.00

Catalog: Introduces the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries.

Schedule: Introduces the theory and practice of script supervising for film and television production.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CA 601

CATID #: 433974.00

Catalog: Introduces the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries.

Schedule: Introduces the theory and practice of script supervising for film and television production.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CMT 225 CATID #: 430338.00

Catalog: Second course in the sequence covering the basics of computer maintenance and repair. Includes printers, modems and communication devices, video adapters and displays, sound cards, CD and DVD drives, introductory network concepts, Windows software issues, and computer troubleshooting. Lab exercises provide hands-on experience of the topics being studied.

Schedule: Second course in the sequence covering the basics of computer maintenance and repair. Includes printers, modems, video adapters and displays, sound cards, CD and DVD drives, introductory network concepts, Windows issues, and troubleshooting. Computers will be setup and tested in the laboratory.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CMT 225 CATID #: 430338.00

Catalog: Second course in the sequence covering the basics of computer maintenance and repair. Includes printers, modems and communication devices, video adapters and displays, sound cards, introductory network concepts, Windows software issues, computer security, and computer troubleshooting. Lab exercises provide hands-on experience of the topics being studied.

Schedule: Second course in the sequence covering the basics of computer maintenance and repair. Includes printers, modems, video adapters and displays, sound cards, introductory network concepts, Windows issues, computer security, and troubleshooting. Computers will be setup and tested in the laboratory.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CMT 235 CATID #: 432772.00

Catalog: Preparation and review for the A+ Certification Exams for computer service technicians. Covers topics for both the A+ Core Hardware and A+ Operating System Technologies exams. Test taking strategies and practice tests will be covered.

Schedule: Preparation and review for the A+ certification exams for computer service technicians. Covers topics for both the Core Hardware and Operating System Technologies exams.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CMT 235 CATID #: 432772.00

Catalog: Preparation and review for the A+ Certification Exams for computer service technicians. Covers topics for all exams. Test taking strategies and practice tests will be covered.

Schedule: Preparation and review for the A+ certification exams for computer service technicians. Covers topics for all exams, including practice tests.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: DR 50

CATID #: 236050.00

Catalog: Introductory course covering the operation and application of computer-aided drafting (CAD) systems used to create, modify, store, and plot technical drawings. Also listed as ARCH 50. Credit given in either area, not both.

Schedule: Hands-on introduction to CAD drafting; create and manage basic technical drawings using AutoCAD 2007. Also listed as ARCH 50. Credit given in either area, not both.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: DR 50

CATID #: 236050.00

Catalog: Introductory course covering the operation and application of computer-aided drafting (CAD) systems used to create, modify, store, and plot technical drawings. Also listed as ARCH 50. Credit given in either area, not both.

Schedule: Hands-on introduction to CAD drafting; create and manage basic technical drawings using AutoCAD 2007. Also listed as ARCH 50. Credit given in either area, not both.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: DR 51

CATID #: 428935.00

Catalog: An intermediate-level course in the operation and application of computer-aided drafting systems, used to create, edit, save, and plot technical drawings. Also listed as ARCH 51. Credit given in either area, not both (formerly DR 151).

Schedule: CAD concepts and hands-on drafting to create and manage 2D and 3D electro-mechanical drawings using AutoCAD 2007. Also listed as ARCH 51. Credit given in either area, not both (formerly DR 151).

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: DR 51

CATID #: 428935.00

Catalog: An intermediate-level course in the operation and application of computer-aided drafting systems, used to create, edit, save, and plot technical drawings. Also listed as ARCH 51. Credit given in either area, not both.

Schedule: CAD concepts and hands-on drafting to create and manage 2D and 3D electro-mechanical drawings using AutoCAD 2007. Also listed as ARCH 51. Credit given in either area, not both.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ET 133 CATID #: 431637.00

Catalog: Fundamentals of DC and AC electronic components and circuits. Includes basic DC and AC terms, resistors, capacitors, inductors, Ohm's law, series and parallel circuits, circuit theorems, magnetism, transformers, time constants, reactance, and resonance. Laboratory experiments utilize common test equipment such as the digital multimeter, power supply, function generator, and oscilloscope.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Fundamentals of DC and AC electronic components and circuits. Laboratory experiments utilize common test instruments such as the multimeter, function generator, and oscilloscope. This is the first course for all Electronic Technology certificates and assumes no prior knowledge.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ET 133 CATID #: 431637.00

Catalog: Fundamentals of DC and AC electronic components and circuits. Includes basic DC and AC terms, resistors, capacitors, inductors, Ohm's law, series and parallel circuits, circuit theorems, magnetism, transformers, time constants, reactance, resonance, and passive filters. Laboratory experiments utilize common test equipment such as the digital multimeter, power supply, function generator, and oscilloscope.

Schedule: Fundamentals of DC and AC electronic components and circuits. Laboratory experiments utilize common test instruments such as the multimeter, function generator, and oscilloscope. This is the first course for all Electronic Technology certificates and assumes no prior knowledge.



Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ET 600

CATID #: 433938.00

Catalog: Fundamentals of robotics, including hardware, software, testing, and troubleshooting. Study of the basics of the major hardware and software of a small robot while building and programming it for various activities.

Schedule: Learn basic hardware and software of robots by building and programming one for various activities. Students purchase a robot kit to build and take home at the end of the course.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: FASH 100 CATID #: 162010.05

Catalog: Choosing correct fabrics and patterns, constructing garments using basic sewing techniques, and operating a home and industrial sewing machine. Designed for students with little or no sewing skill. Combination of the FASH 100, 111, 112 and 113 may be taken a maximum of four times.

Schedule: Designed for the beginner. Learn simple sewing methods us  
easy to sew patterns and speed techniques.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: FASH 100 CATID #: 162010.05

Catalog: Choosing correct fabrics and patterns, constructing garments using basic sewing techniques, and operating a home and industrial sewing machine. Designed for students with little or no sewing skill. Combination of the FASH 100, 111, and 112 may be taken a maximum of four times.

Schedule: Designed for the beginner. Learn simple sewing methods using  
easy to sew patterns and speed techniques.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FASH 600

CATID #: 433959.00

Catalog: Application of advanced techniques in the construction of specialty, custom and couture/designer garments. Use of advanced designer patterns and their manipulation for a custom look and fit. Handling of specialty fabrics such as lace, wools, silks, and napped fabrics as well as sophisticated couture designer finishes and embellishments.

Schedule: Application of advanced techniques in the construction of specialty, custom and couture/designer garments. Use of advanced designer patterns and their manipulation for a custom look and fit. Handling of specialty fabrics such as lace, wools, silks, and napped fabrics as well as sophisticated couture designer finishes and embellishments.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FASH 601

CATID #: 433970.00

Catalog: Includes demonstration and practice of basic and intermediate sewing skills necessary for the student at the fundamental level. Course includes exposure and use of industrial sewing machines, industrial dress forms and industrial irons in a professional studio. Offered as open-entry/open-exit as credit/no credit.

Schedule: Includes demonstration and practice of basic and intermediate sewing skills necessary for the student at the fundamental level. Course includes use of industrial equipment in professional studios. Recommended for beginning and intermediate fashion students.  
Offered as open-entry/open-exit as credit/no credit.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FASH 602

CATID #: 433972.00

Catalog: Includes demonstration and practice of advanced sewing skills necessary for the established student and designer. Course includes exposure and use of industrial sewing machines, industrial dress forms, tailoring equipment, pattern making equipment and industrial irons in a professional studio. Offered as open-entry/open-exit as credit/no credit.

Schedule: Includes demonstration and practice of advanced sewing skills necessary for the established student and designer. Course includes using industrial sewing equipment, tailoring equipment, and pattern making equipment in a professional studio. Recommended for advanced fashion students enrolled in FASH 112, 120, 230, 221, 136, 132, or 234.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FASH 603

CATID #: 433978.00

Catalog: Includes demonstration and practice of couture and specialty sewing skills necessary for the accomplished student and designer. Course includes exposure and use of industrial sewing machines, industrial dress forms, tailoring equipment, pattern making equipment specialty equipment and industrial irons in a professional studio.

Schedule: Includes demonstration and practice of couture and specialty sewing skills necessary for the accomplished student and designer. Course includes use of industrial equipment, tailoring and pattern making equipment in a professional studio. Recommended for advanced fashion students enrolled in FASH 112, 113, 124, 209, or 234.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FN 244

CATID #: 430233.00

Catalog: Covers the principles of baking, ingredients and their uses, quick breads, yeast dough products, cakes, cookies, pastry fillings, pies and pie fillings, and baked breakfast items. Careers in baking, sanitation and safety issues, and nutritional considerations in baking are also covered.

Schedule: Fundamental principles of baking including ingredients, quick breads, yeast doughs, cakes, cookies, pastry fillin pies and pie fillings. Career outlets and nutritional considerations also covered.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FN 244

CATID #: 430233.00

Catalog: Fundamental principles of baking, including weights and measurement techniques, ingredients and their uses. Includes cookies, pies and pie fillings, quick breads, cakes, simple yeast doughs and custards.

Schedule: Fundamental principles of baking including ingredients, quick breads, yeast doughs, cakes, cookies, pastry fillings, pies and pie fillings. Career outlets and nutritional considerations also covered.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: FN 242 CATID #: 429883.00

Catalog: Practical experience in breakfast, lunch, and cold food preparation for the culinary professional. Techniques, preparation, presentation, and service of identified foods will be explored. Purchasing and storage methods are covered as well as quality control of products in the pantry area.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Practical experience in breakfast, lunch and cold food preparation for the culinary field. Emphasis on technique presentation, purchasing, storage and quality control of pantry products.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: FN 242 CATID #: 429883.00

Catalog: Fundamental principles of modern garde manger will be covered. Practical experience in techniques, preparation, presentation and service of hors d'oeuvres, salads, sandwiches and cheese selection will be explored. Purchasing, storage and quality control of pantry products are included.

Schedule: Fundamental principles of modern garde manger will be covered. Practical experience in techniques, preparation, presentation and service of hors d'oeuvres, salads, sandwiches and cheese selection will be explored. Purchasing, storage and quality control of pantry products are included.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: FN 600

CATID #: 434015.00

Catalog: Fundamental principals of modern garde manger will be covered. Practical experience in techniques, preparation, presentation and service of poultry, meats, fish & shellfish, sausage making and pates will be explored. Purchasing, storage and quality control of pantry products will be taught.

Schedule: Fundamental principals of modern garde manger will be covered. Practical experience in techniques, preparation, presentation and service of poultry, meats, fish & shellfish, sausage making and pates will be explored. Purchasing, storage and quality control of pantry products will be taught.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HORT 600

CATID #: 433946.00

Catalog: Emphasizes the sequencing and development of each phase of the residential landscape design process including working with different types of clients and contractors cost-effectiveness and profitability.

Schedule: Emphasizes the sequencing and development of each phase of the residential landscape design process including working with different types of clients and contractors cost-effectiveness and profitability.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MST 219

CATID #: 433425.00

Catalog: Integrates the collection of marine coastal and local inshore biological, physical, geological and chemical data with GIS mapping using GPS navigational technology. Student will collect data, evaluate and process data collected by others, and develop this data spatially into a format compatible with a GIS grid for manipulation, presentation and reporting. Basic navigational concepts will be included in GPS position determination as well global grid systems and cartography.

Schedule: Integrates the collection of marine coastal and local inshore biological, physical, geological and chemical dat with GIS mapping using GPS navigational technology. Basi navigational concepts will be included in GPS position determination as well as global systems and cartography.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MST 219

CATID #: 433425.00

Catalog: Integrates the collection of marine coastal and local inshore biological, physical, geological, and chemical data with GIS mapping using GPS navigational technology. Students will collect data, evaluate, and process data collected by others, and develop this data spatially into a format compatible with a GIS grid for manipulation, presentation, and reporting. Basic marine ecological concepts will be explored linking GPS navigational data with global information systems cartography.

Schedule: Integrates the collection of marine coastal and local inshore biological, physical, geological, and chemical data with GIS mapping using GPS navigational technology. Basic marine ecological concepts will be explored linking GPS navigational data with global information systems cartography.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MST 600

CATID #: 433971.00

Catalog: Through a combination of classroom lectures and a 3-day sailing voyage, students gain knowledge, skill, and experience in ocean cruising under sail. Provides a foundation of seamanship skills and experience navigating and handling a crusing sailboat. Prepares students for more advanced seamanship courses, and provides experience for personal growth.

Schedule: Aboard a seagoing sailing vessel, a 3-day voyage to the California Channel Islands of Santa Barbara and Catalina which provides a foundation of knowledge, skill, and experience in cruising under sail.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ACCT 1B CATID #: 602000.00

Catalog: The study of financial statement analysis and managerial accounting concepts and principles as well as manufacturing and non-manufacturing costs, product and period costs, job order cost system, materials, labor, factory overhead, work in process and finished goods, process cost systems, equivalent units, cost-volume-profit analysis, fixed and variable costs, sales mix considerations, absorption and variable costing, the master budget, standard costing, accounting for cost, profit and investment centers, differential analysis, product pricing, capital budgeting including discounted cash flow, and capital rationing.

Schedule: Introduction to managerial accounting and cost accounting income taxes, and statement analysis. Assignments includ one hour/week in IMC or other location.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ACCT 1B CATID #: 602000.00

Catalog: The study of financial statement analysis and managerial accounting concepts and principles as well as manufacturing and non-manufacturing costs, product and period costs, job order cost system, materials, labor, factory overhead, work in process and finished goods, process cost systems, equivalent units, cost-volume-profit analysis, fixed and variable costs, sales mix considerations, absorption and variable costing, activity-based costing the master budget, standard costing, accounting for cost, profit and investment centers, differential analysis, product pricing, capital budgeting including discounted cash flow, and capital rationing.

Schedule: Introduction to managerial accounting and cost accounting, income taxes, and statement analysis. Assignments include one hour/week in IMC or other location.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: BUS 600

CATID #: 434012.00

Catalog: Designed for the business person faced with protecting trade secrets including intangible assets, confidential proprietary business information and other industrial and commercial innovation. Students will develop a trade secrets business plan to identify and protect their assets, nondisclosure and non-competition agreements as well as study the various methods of legal recourse to enforce their legal rights.

Schedule: Designed for the business person faced with protecting trade secrets including intangible assets, confidential proprietary business information and other industrial and commercial innovation. Students will develop a trade secrets business plan to identify and protect their assets. This is one of three courses covering intellectual property.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: BUS 601

CATID #: 434013.00

Catalog: Designed for a person who desires to secure patent protection for an invention. Students will examine nature of patents, eligibility, application process, agreements relating to development, manufacture and marketing as well as study the various methods of legal recourse to enforce their legal rights.

Schedule: This course is designed for a person who desires to secure patent protection for an invention. Students will examine the nature of patents, eligibility, and application process. Students will develop a patent application business plan. This is one of three courses covering intellectual property.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: BUS 602

CATID #: 434014.00

Catalog: Designed for a person who desires to secure legal protection for copyrighted material and trademarks. Students will examine the nature of copyrights and trademarks, eligibility, application and registration process, agreement relating to marketplace development as well as study the various methods of legal recourse to enforce their legal rights.

Schedule: Designed for a person who desires to secure legal protection for copyrighted material and trademarks. Students will examine the nature of copyrights and trademarks, eligibility application and registration process. Students will develop a business plan to assist in securing necessary protections. This is one of three courses covering intellectual property.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CIM 205B

CATID #: 433416.00

Catalog: Covers installing and configuring a Linux Apache web server, MySQL, and PHP. Emphasizes PHP and MySQL, covers case studies of typical Business to Consumer (B2C) E-commerce web sites, and provides highlights of LAMP (Linux, Apache, MySQL, PHP-Perl-Python) tools. Students will study PHP and MySQL code for shopping carts and address books. This course is geared for both intermediate and advanced Internet users.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Covers installing and configuring Apache Web Server, PHP MySQL. Course emphasizes PHP and MySQL, and includes case studies of intermediate Web applications such as shopping carts. Assignments include 3 hours/week in IMC or other location.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CIM 205B

CATID #: 433416.00

Catalog: Covers LAMP (Linux Apache MySQL PHP-Perl-Python-Ruby) tools used to develop and employ web applications. Focuses on the evaluation and integration of web application including: E-commerce alternatives (Zencart, Gbuy, Paypal), CMS (Content Management Systems), Bulletin Boards (PHPBB), Web Log/Blogs (Serendipity) and database administration (PHPMyAdmin). Provides overview of languages and tools used to develop and implement open source web applications such as Linux operating system, Bash, PHP, MySQL, Perl, Lua, Ruby and MVC (Model View Controller) web application frameworks like Ruby on Rails (RoR).

Schedule: Overview of popular scripting languages PHP, MySQL, Ruby and Linux. Also examines web application integration E-Commerce (ZenCart vs. PayPal), CMS (Content Management Systems), bulletin boards and blogging.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CIM 600

CATID #: 433988.00

Catalog: Provides students with the knowledge and skills to turn data into information through use of business intelligence tools such as Crystal Reports and Microsoft SQL Reporting Services. Students will create desktop reports using local databases and web based enterprise level reports from relation data engines such as SQL Server.

Schedule: Provides students with the knowledge and skills to turn data into information through use of business intelligence tools such as Crystal Reports and Microsoft SQL Reporting Services. Create desktop reports from relation data engines such as SQL Server. Assignments include 3 hours/week in the IMC learning center.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CIM 601

CATID #: 433995.00

Catalog: Emphasizes C# and object-oriented programming for software development of business applications. Includes familiarity with Visual Studio.NET as a development environment and introduction to all the .NET languages supported by the .NET framework. Introduces C# as an object-oriented language that makes extensive use of all object-oriented programming concepts such as inheritance, polymorphism, and overloading. Also includes class design and use, strict datatyping, method construction and use, and other programming concepts.

Schedule: Emphasizes C# and object-oriented programming for software development of business applications. Includes familiarity with Visual Studio.NET as a development environment and introduction to all the .NET languages supported by the .NET framework. Assignments include 3 hours/week in the IMC or other location.



Curriculum Maintenance - Screen 10	
<u>Course Descriptions</u>	CRSID: RE 122 CATID #: 740010.00
Catalog:	Assists students who are considering opening, managing, or becoming the broker of a real estate entity in learning all aspects of the operation of a real estate office, franchise or nationwide company. Covers planning, organizing, staffing, directing and controlling the day-to-day operation of a real estate office. Includes concepts for dealing with a changing business climate, how to analyze the marketplace, how to develop a business plan, and strategies for implementing that business plan. Applies toward state's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Appli toward state's core educational requirements for broker's examination.
Schedule:	Assists students who are considering opening, managing, o becoming the broker of a real estate entity in learning a aspects of the operation of a real estate office, franchi or nationwide company. Applies toward state's educational requirements for salesperson license and broker's examination.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Curriculum Maintenance - Screen 10	
<u>Course Descriptions</u>	CRSID: RE 122 CATID #: 740010.00
Catalog:	Assists students who are considering opening, managing, or becoming the broker of a real estate entity in learning all aspects of the operation of a real estate office, franchise or nationwide company. Covers planning, organizing, staffing, directing and controlling the day-to-day operation of a real estate office. Includes concepts for dealing with a changing business climate, how to analyze the marketplace, how to develop a business plan, and strategies for implementing that business plan. Applies toward state's elective educational requirements for the Real Estate Salesperson License. Applies toward state's core educational requirements for broker's examination.
Schedule:	Assists students who are considering opening, managing, or becoming the broker of a real estate entity in learning all aspects of the operation of a real estate office, franchise or nationwide company. Applies toward state's elective educational requirements for salesperson license and broker's examination.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 170

CATID #: 740020.05

Catalog: The fundamental real estate course covering the basic laws and principles of California real estate. Provides the background and terminology necessary for advanced study in specialized courses. Required for those preparing for the state Real Estate Salesperson License examination. Applies toward state's elective educational requirements for the broker's examination, Department of Real Estate (DRE) basic education, and Office of Real Estate Appraisers (OREA) basic and continuing education.

Schedule: Basic laws and principles of real estate ownership. For professionals and consumers. Required prep. for State real estate salesperson license exam. Applies toward State's elective educational req. for broker's exam, Dept. of Real Estate (DRE) basic education, and Office of Real Estate Appraisers (OREA) basic and continuing education.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 170

CATID #: 740020.05

Catalog: The fundamental real estate course covering the basic laws and principles of California real estate. Provides the background and terminology necessary for advanced study in specialized courses. Required for those preparing for the state Real Estate Salesperson License examination. Applies toward state's elective educational requirements for the broker's examination, Department of Real Estate (DRE) basic education.

Schedule: Basic laws and principles of real estate ownership. For professionals and consumers. Required prep. for State real estate salesperson license exam. Applies toward State's elective educational req. for broker's exam, Dept. of Real Estate (DRE) basic education.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 172 CATID #: 740040.00

Catalog: Day-to-day operations in real estate sales and brokerage, including listing, prospecting, advertising, financing, sales techniques, and escrow. Applies toward state's educational requirements for the 18-month completion of the Real Estate Salesperson License. Applies toward the state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education and Office of Real Estate Appraisers (OREA) basic and continuing education.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: A study of daily work in the life of a real estate licens career opportunities and procedures for maximizing efficiency and effectiveness. Applies toward State's 18-req. for real estate salesperson license and broker's exam, Dept. of Real Estate (DRE) basic education, and Office of Real Estate Appraisers (OREA) basic and continuing educ.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 172 CATID #: 740040.00

Catalog: Day-to-day operations in real estate sales and brokerage, including listing, prospecting, advertising, financing, sales techniques, and escrow. Applies toward state's educational requirements for the Real Estate Salesperson License. Applies toward the state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education.

Schedule: A study of daily work in the life of a real estate licensee, career opportunities and procedures for maximizing efficiency and effectiveness. Applies toward State's requirement for real estate salesperson license and broker's exam, Department of Real Estate (DRE) basic education.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 174

CATID #: 740050.00

Catalog: A study of California real estate law, including rights incident to property ownership and management, agency, and contracts. Also includes application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosures, as well as recent legislation governing real estate transactions. Applies toward State's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education.

Schedule: Basic study of real estate law. Applies toward State's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Appli toward State's core educational requirements for the broker's exam. Applies toward Department of Real Estate (DRE) basic education.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 174

CATID #: 740050.00

Catalog: A study of California real estate law, including rights incident to property ownership and management, agency, and contracts. Also includes application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosures, as well as recent legislation governing real estate transactions. Applies toward State's elective educational requirements for the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education.

Schedule: Basic study of real estate law. Applies toward State's elective educational requirements for the Real Estate Salesperson License. Applies toward State's core educational requirements for the broker's exam. Applies toward Department of Real Estate (DRE) basic education.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 175

CATID #: 740070.00

Catalog: Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special-purpose properties. Methods of financing properties are emphasized. Applies toward state's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education. Applies toward Office of Real Estate Appraisers (OREA) basic and continuing education.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Analysis of real estate financing for both the profession and consumer. Applies toward State's 18-month requiremen for real estate salesperson license, and broker's exam. Applies toward Department of Real Estate (DRE) basic education. Applies toward Office of Real Estate Appraisers (OREA) basic and continuing education.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 175

CATID #: 740070.00

Catalog: Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special-purpose properties. Methods of financing properties are emphasized. Applies toward state's elective educational requirements for the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education.

Schedule: Analysis of real estate financing for both the professional and consumer. Applies toward State's real estate salesperson license, and broker's exam. Applies toward Department of Real Estate (DRE) basic education.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 176A

CATID #: 740080.00

Catalog: An introductory course covering the purposes of an appraisal; the appraisal process; and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property. Applies toward State's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education. Applies toward Office of Real Estate Appraisers (OREA) basic and continuing education.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Intro to real estate appraisal. Valuable for both the professional and consumer. Applies toward State's 18-month requirements, broker's exam, and appraisal license. Applies toward Dept. of Real Estate (DRE) basic education. Applies toward Office of Real Estate Appraisers (OREA) basic and continuing education.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 176A

CATID #: 740080.00

Catalog: An introductory course covering the purposes of an appraisal; the appraisal process; and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property. Applies toward State's elective educational requirements for the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education.

Schedule: Intro to real estate appraisal. Valuable for both the professional and consumer. Applies toward State's salesperson requirements and broker's exam. Applies toward Dept. of Real Estate (DRE) basic education.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 176B CATID #: 740090.00

Catalog: An advanced course in real estate appraisal with emphasis on investment-property appraisal. Includes the appraisal of certain types of apartment properties. Concepts of loan appraisal and various methods of appraisal are delineated and are included in a student project. Applies toward state's core educational requirements for the broker's examination.

Schedule: Advanced course in real estate appraisal with emphasis on investment property. Applies toward State's elective educational requirements for the broker's examination, an appraisal license and/or certificate.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 176B CATID #: 740090.00

Catalog: An advanced course in real estate appraisal with emphasis on investment-property appraisal. Includes the appraisal of certain types of apartment properties. Concepts of loan appraisal and various methods of appraisal are delineated and are included in a student project. Applies toward state's core educational requirements for the broker's examination.

Schedule: Advanced course in real estate appraisal with emphasis on investment property. Applies toward State's elective educational requirements for the broker's examination, and appraisal license.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 178

CATID #: 740100.00

Catalog: Covers the impact of national, regional, and local trends on real estate values. Includes the role of the government in our economy and how that role affects real estate issues, real estate cycles and business fluctuations, factors which affect credit markets, real property taxation concepts, land use controls, factors which affect the development of real property, and limitations imposed on real estate markets. Applies toward state's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Covers the impact of national, regional, and local trends real estate values. Applies toward state's elective educational requirements for the 18-month completion of t Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's exam.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 178

CATID #: 740100.00

Catalog: Covers the impact of national, regional, and local trends on real estate values. Includes the role of the government in our economy and how that role affects real estate issues, real estate cycles and business fluctuations, factors which affect credit markets, real property taxation concepts, land use controls, factors which affect the development of real property, and limitations imposed on real estate markets. Applies toward state's elective educational requirements for the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's examination.

Schedule: Covers the impact of national, regional, and local trends on real estate values. Applies toward state's elective educational requirements for the Real Estate Salesperson License. Applies toward state's core educational requirements for the broker's exam.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 190

CATID #: 740160.00

**Catalog:** Provides students with a real-life application of the steps in a real estate sale including completing and reveiwing the California Association of Realtors (C.A.R.) Joint Purchase Agreement and Escrow Instructions, reviewing the Preliminary Report and solving title problems, learning lenders' closing requirements and the recording process, and balancing and figuring the settlement of the closing funds. Applies toward the State's elective educational requirements for the 18-month completion of the Real Estate Salesperson license and toward the requirements for the broker's examination. Letter grade of "C" or above applies toward the requirements of California Escrow Association professional designation.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

**Schedule:** Informs the necessary steps for completing a real estate sale and the escrow process. Applies toward the State's elective educational requirements for the 18-month completion of the Real Estate Salesperson license and toward the requirements of the broker's examination. "C" or above req. for California Escrow Assoc. prof. designation.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 190

CATID #: 740160.00

**Catalog:** Provides students with a real-life application of the steps in a real estate sale including completing and reveiwing the California Association of Realtors (C.A.R.) Joint Purchase Agreement and Escrow Instructions, reviewing the Preliminary Report and solving title problems, learning lenders' closing requirements and the recording process, and balancing and figuring the settlement of the closing funds. Applies toward the State's elective educational requirements for the Real Estate Salesperson license and toward the requirements for the broker's examination. Letter grade of "C" or above applies toward the requirements of California Escrow Association professional designation.

**Schedule:** Informs the necessary steps for completing a real estate sale and the escrow process. Applies toward the State's elective educational requirements for the completion of the Real Estate Salesperson license and toward the requirements of the broker's examination. "C" or above req. for California Escrow Assoc. prof. designation.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 195 CATID #: 740190.00

Catalog: Covers the fundamentals of professional property management of investment properties: residential, commercial, and industrial. Focuses on organization, staffing, marketing, accounting, maintenance, landlord/tenant law, and management procedures. Designed for the real estate practitioner who wishes to specialize in property management. Applies toward the state's elective educational requirements for the 18-month completion of the Real Estate Salesperson License. Applies toward the state's elective educational requirements for the broker's examination. Applies toward Department Real Estate (DRE) basic education.

Schedule: Introduction to the property management field. Presents needed skills and explores career opportunities. Applies toward State's 18-month requirements, broker's exam, and appraisal license. Applies toward Department of Real Estate (DRE) basic education.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 195 CATID #: 740190.00

Catalog: Covers the fundamentals of professional property management of investment properties: residential, commercial, and industrial. Focuses on organization, staffing, marketing, accounting, maintenance, landlord/tenant law, and management procedures. Designed for the real estate practitioner who wishes to specialize in property management. Applies toward the state's elective educational requirements for the Real Estate Salesperson License. Applies toward the state's elective educational requirements for the broker's examination. Applies toward Department of Real Estate (DRE) basic education.

Schedule: Introduction to the property management field. Presents needed skills and explores career opportunities. Applies toward State's salesperson's and broker's exam. Applies toward Department of Real Estate (DRE) basic education.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 250 CATID #: 740220.00

Catalog: Real estate sales license preparation. Fundamental information regarding practice of real estate with emphasis on real estate law, principles, practice, and other topics covered in the state licensure examination. Important preparation for those intending to take the real estate salesperson's and broker's license examination.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Real estate sales license preparation. Fundamental information regarding practice of real estate with emphasis on real estate law, principles, practice, and other topics covered in the state licensure examination. Important preparation for those intending to take the real estate salesperson's and broker's license examination.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: RE 250 CATID #: 740220.00

Catalog: Real estate licensure preparation. Fundamental information regarding practice of real estate with emphasis on real estate law, principles, practice, and other topics covered in the state licensure examination. Important preparation for those intending to take the real estate salesperson's and broker's license examination.

Schedule: Real estate licensure preparation. Fundamental information regarding practice of real estate with emphasis on real estate law, principles, practice, and other topics covered in the state licensure examination. Important preparation for those intending to take the real estate salesperson's and broker's license examination.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 280

CATID #: 431685.00

Catalog:

Introduces the principles and operations of the mortgage loan brokering field. The emphasis is on the lending rules for residential property. Students learn lending laws of Regulation Z, usury laws, disclosures, maximum fees and charges, agency relationships, advertising laws, HUD/RESPA calculations, and the loan process. Satisfies the elective requirements for the California Real Estate Salesperson's and Real Estate Broker's licenses.

Schedule:

Introduction to the principles and operations of the mortgage loan brokering field. Emphasis is on the lending rules for residential property. Applies toward the salesperson's 18-month requirement and an elective course for the broker's license.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: RE 280

CATID #: 431685.00

Catalog:

Introduces the principles and operations of the mortgage loan brokering field. The emphasis is on the lending rules for residential property. Students learn lending laws of Regulation Z, usury laws, disclosures, maximum fees and charges, agency relationships, advertising laws, HUD/RESPA calculations, and the loan process. Satisfies the elective requirements for the California Real Estate Salesperson's and Real Estate Broker's licenses.

Schedule:

Introduction to the principles and operations of the mortgage loan brokering field. Emphasis is on the lending rules for residential property. Applies toward the salesperson's and an elective course for the broker's license.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CWE 168

CATID #: 433329.00

Catalog:

Provides supervised work experience extending classroom-based occupational learning at an on-the-job learning station relating to the student's occupational goal; employment related to major. Student, instructor, and employer will cooperatively develop a minimum of three learning objectives. One unit of credit awarded for each 75 hours of paid or 60 hours of volunteer employment, for successful completion of learning objectives, and for attendance at scheduled seminar sessions. A maximum of four units may be applied toward major requirements for certificate.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule:

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CWE 180

CATID #: 433329.00

Catalog:

Provides hands-on experience in a student teaching practicum. Conducted in an educational environment created for young children. Includes direct application exercises and evaluation techniques.

Schedule:



Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ART 41X

CATID #: 433866.00

Catalog: Older adult students are introduced to art media and related fine arts processes.

Schedule: Students engage in introductory activities in drawing, painting, printmaking and related processes.

Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ART 56X

CATID #: 433881.00

Catalog: Traditional and contemporary methods in the use of painting with pastels. The older adult explores a variety of techniques in the pastel medium.

Schedule: Explores a variety of techniques in the pastel medium from traditional to contemporary themes.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: KNES 5X

CATID #: 433984.00

Catalog: Designed to teach the scientific techniques of progressive, full body stretching and relaxation to enhance joint mobility and general fitness. Older adult students participate using a floor mat or chair.

Schedule: Techniques and application of safe stretching, breathing, body alignment, and muscle conditioning exercises. Older adult students participate using a floor mat or chair.

Curriculum Maintenance - Screen 10	
Course Descriptions	CRSID: MUS 19X CATID #: 974075.00
Catalog:	Study of opera from its earliest beginnings. Techniques used by composers such as Gluck, Mozart, Rossini, Donizetti, Bellini, Verdi, Wagner, and Puccini. Life and contributions of each composer will be studied. The study of oratorio to parallel the study of opera, with appropriate musical examples to show its development.
Schedule:	Study of opera from its earliest beginnings. Open repeatability.

[Page](#)  
[NEXT](#)  
[PREV](#)  
[SAME](#)  
[JUMP](#)  
[EXIT](#)

Curriculum Maintenance - Screen 10	
Course Descriptions	CRSID: MUS 19X CATID #: 974075.00
Catalog:	Introducing the older adult to techniques used by major composers such as Gluck, Mozart, Rossini, Donizetti, Bellini, Verdi, Wagner, and Puccini who have shaped Western opera.
Schedule:	Introducing the older adult to composers who have shaped Western opera. Open repeatability.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MUS 20X CATID #: 973853.00

Catalog: Musicianship and guided music appreciation; survey of the various periods of music. Compositions, creative theory, symphony orchestras, chorus, and other combinations. Includes function of the conductor, music enhancement of living, instruments of the orchestra, and their contribution.

Schedule: Musicianship and guided music appreciation; survey of the various periods of music. Open repeatability.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MUS 20X CATID #: 973853.00

Catalog: Introduction to music history for the older adult. Fundamentals of musical composition and major composers that have shaped Western musical developments are studied.

Schedule: Introduction to music history focusing on musical periods and composers that have shaped Western musical developments designed for the older adult. Open repeatability.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MUS 295X CATID #: 971067.10

Catalog: Preparation, study, and performing of orchestra concert repertoire for performances.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Rec. Prep. Previous instrumental training and demonstrate proficiency. Preparation study, and performances. Focuses Country Western Music.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MUS 295X CATID #: 971067.10

Catalog: Preparation, study, and performance of orchestra concert repertoire. Designed for the older adult interested in orchestral performance.

Schedule: Preparation, study, and performance of orchestra concert repertoire. Designed for the older adult interested in orchestral performance. Open repeatability.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PHIL 230 X

CATID #: 433986.00

Catalog: Investigates many of the major philosophical themes within the Western tradition. Themes covered include the nature of self, free will and determinism, the ground and nature of human knowledge, the nature of ethics, aesthetics and the nature of political philosophy. Older adults cultivate the skills of critical thinking and rational discourse.

Schedule: An introduction to some of the enduring issues in human philosophy, helps older adult students cultivate the skills of critical thinking and rational discourse.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PHIL 231 X

CATID #: 433987.00

Catalog: History of freethought consisting of the heterodox religious systems and secular philosophies that have appeared in opposition to the Judaeo-Christian tradition in the Western world from the Classical Age of Greece and Rome to the present. Older adults will study deism, pantheism, agnosticism, atheism as well as multicultural religious philosophical systems and beliefs.

Schedule: Freethought belief systems and their impact on culture. Conflicts between Church and state, science and religion, and advances in philosophical thought will be discussed by the older adult.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PHOT 190

CATID #: 174140.00

Catalog: Continued exploration of advanced photographic concepts and their development through various processes.

Schedule: Continued exploration of advanced photographic concepts and their development through various processes.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PHOT 190

CATID #: 174140.00

Catalog: Continued exploration of advanced photographic concepts and their development through various processes. Includes vintage and contemporary techniques.

Schedule: Continued exploration of advanced photographic concepts and their development through various processes. Includes vinatage and contemporary techniques.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: TA 600

CATID #: 433964.00

Catalog: Focuses on pre-production skills and techniques needed prior to opening a theatrical production. Designed for those interested in a career in technical theatre.

Schedule: Focuses on pre-production skills and techniques needed prior to opening a theatrical production. Designed for those interested in a career in technical theatre.



Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: TA 601

CATID #: 433965.00

Catalog: Explores the techniques used to communicate visual ideas in the theatrical and entertainment industry, the use of hand-drawing, drafting, basic perspective and supporting computer applications are emphasized. Historical and contemporary concepts and practices in the visual arts of theatre and entertainment.

Schedule: Study the techniques used to communicate visual ideas in the theatrical and entertainment industry. Hand-drawing, drafting, basic perspective and supporting computer applications are emphasized.

Curriculum Maintenance - Screen 10

Course Descriptions CRSID: TA 602 CATID #: 433966.00

Catalog: Discussion and research into the duties, responsibilities, and roles of a stage manager. Includes studies in script breakdown, communication, rehearsal procedures and performance skills.

Schedule: Introduction to the role of a theatrical stage manager.



Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: TA 603

CATID #: 433967.00

Catalog: 2

industry using standard drafting software and techniques.

Schedule: Create and manage basic drawings for the entertainment industry using VectorWorks.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: TA 604

CATID #: 433968.00

Catalog: Analyze and apply techniques of job application,  
interviewing, resume writing and portfolio presentation  
specific to the entertainment industry.

Schedule: Analyze and apply techniques of job application,  
interviewing, resume writing and portfolio presentation  
specific to the entertainment industry.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: EMT 205

CATID #: 386270.00

Catalog: A fundamental theory and skills course in emergency medical care and basic life support skills. Emphasis is placed on development of skills in recognition of injuries, the use of medical emergency equipment and supplies, and development of competency in performance of support measures. Supervised observation included.

Schedule: Theory and skills in emergency medical care. Successful completion of EMT 205 prepares the student for state certification as EMT-B (Ambulance).

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: EMT 205

CATID #: 386270.00

Catalog: A fundamental theory course in emergency medical care and basic life support skills. Emphasis is placed on development of skills in recognition of injuries, the use of medical emergency equipment and supplies, and development of competency in performance of support measures. Supervised observation included.

Schedule: Theory of basic emergency medical care. Successful completion of EMT 205 and 205L are required to qualify for certification as EMT-B (Ambulance).

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: EMT 205L

CATID #: 433992.00

Catalog: Course in EMT-Basic skills required for licensure as an EMT. Includes skills practice and performance evaluation in assessing and recording vital signs, airway management, ventilation, trauma and medical patient assessment, extremity and spinal immobilization skills, management of bleeding wounds, shock, and obstetrical patients.

Schedule: Course in EMT-Basic skills required for licensure as an EMT. Includes skills practice and performance evaluation in assessing and recording vital signs, airway management, ventilation, trauma and medical patient assessment, extremity and spinal immobilization skills, management of bleeding wounds, shock, and obstetrical patients.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: EMT 219

CATID #: 434037.00

Catalog: Designed for the certified EMT-1 seeking to enter a paramedic program in the future. Reviews common medical emergencies, adult and pediatric advanced life support skills, emergency pharmacology, trauma management and an overview of the written and practical tests used in California for the paramedic license. Integrates anatomy and physiology content in the assessment and treatment of the ill and injured.

Schedule: Designed for the certified EMT-1 seeking to enter a paramedic program in the future. Reviews common medical emergencies, adult and pediatric advanced life support skills, emergency pharmacology, trauma management and an overview of the written and practical tests used in CA for the paramedic license.

Page

NEXT

PREV

SAME

JUMP

EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HS 170 CATID #: 422110.00

Catalog: An historical and sociological perspective on the use, abuse and social control of psychoactive drugs. Includes overviews of the biopsychosocial nature of addiction; the impact of addiction on families and society; contemporary treatment and prevention approaches; and the addiction counseling profession.  
Provider approved by the California Board of Registered Nursing, Provider Number CEP60.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: An historical and sociological perspective on the use, ab and social control of psychoactive drugs. Overviews the biopsychosocial nature of addiction; the impact of addict on families and society; contemporary treatment and prevention approaches; and the addiction counseling profession. Provider Number CEP60.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HS 170 CATID #: 422110.00

Catalog: An historical and sociological perspective on the use, abuse and social control of psychoactive drugs. Includes overviews of the biopsychosocial nature of addiction; the impact of addiction on families and society; contemporary treatment and prevention approaches; and the addiction counseling profession.

Schedule: An historical and sociological perspective on the use, abuse and social control of psychoactive drugs. Overviews the biopsychosocial nature of addiction; the impact of addiction on families and society; contemporary treatment and prevention approaches; and the addiction counseling profession.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 172

CATID #: 386230.10

Catalog: Focuses on physical, behavioral, psychological, and social effects of substance abuse. Includes basic metabolic and neurological process involved in psychoactive drug use, including synergistic effects and risk factors. Medical and pharmacological resources available in the treatment of substance use disorders, and screening for psychoactive substance toxicity, intoxication, and withdrawal are discussed.

Schedule: Focuses on physical and physiological effects of drugs and alcohol on the body.  
Provider approved by the  
California Board of Registered Nursing, Provider Number  
CEP60.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 172

CATID #: 386230.10

Catalog: Examines the physiological, psychological, and behavioral effects of drug and alcohol addiction. Pharmacologic management, metabolic, neurological processes, drug use during the perinatal period are included. Analyzes the effects on human development, the syndromes of withdrawal, abstinence, synergistic effects, risk factors and integrates multidisciplinary treatment considerations.

Schedule: Examines physiological, psychological, and behavioral effects of drug and alcohol addiction. Includes pharmacologic management and multidisciplinary treatment considerations.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HS 174 CATID #: 422150.00

Catalog: Develops skills needed to assist clients through crises.  
Examines techniques used in crisis intervention and the  
legal and ethical issues that influence delivery of  
services in a diverse community.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Develops skills needed to assist clients through crises.  
Examines techniques used in crisis intervention and the  
legal and ethical issues that influence delivery of  
services in a diverse community.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HS 174 CATID #: 422150.00

Catalog: Introduces basic case administration skills. Includes crisis  
intervention, treatment planning, securing resources for  
clients, record documentation, screening, data collection,  
implementation, and aftercare. Emphasizes care of clients  
with substance-related and other mental disorders.

Schedule: Introduces basic case administration skills. Includes crisis  
intervention, treatment planning, securing resources for  
clients, record documentation, screening, data collection,  
implementation, and aftercare. Emphasizes care of clients  
with substance-related and other mental disorders.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 182

CATID #: 429245.00

Catalog: Designed to explore current adolescent substance abuse intervention, treatment and recovery strategies. Emphasis will be placed on physical, mental, psychological, emotional, and social growth issues as they relate to the use and abuse of alcohol, drugs, food, other substances and destructive behaviors.

Schedule: Explores current adolescent substance abuse treatment and recovery strategies.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 182

CATID #: 429245.00

Catalog: Explores current treatment trends in substance use and abuse in children and adolescents. Focuses on the continuum of behaviors from first use, to escalation, to more frequent use, leading to a substance related clinical disorder. Intervention, treatment, and recovery strategies for these specialized groups are included.

Schedule: Explores current childhood and adolescent substance abuse treatment and recovery strategies.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 184

CATID #: 422190.10

Catalog: Identifies classification, epidemiology, etiology, and physiology of obesity, anorexia, bulimia and binge eating disorder. The contemporary methods of assessment, treatment, and complications of obesity, anorexia, bulimia and binge eating disorder are to be examined. Provider-approved by the California Board of Registered Nursing, Provider Number CEP60.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Identifies classification, epidemiology, and physiology o obesity, anorexia, bulimia and binge eating disorder. Provider approved by the California Board of Registered Nursing, Provider Number CEP60.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 184

CATID #: 422190.10

Catalog: Identifies classification, epidemiology, etiology, and physiology of obesity, anorexia, bulimia and binge eating disorder. The contemporary methods of assessment, treatment, and complications of obesity, anorexia, bulimia and binge eating disorder are to be examined.

Schedule: Identifies classification, epidemiology, and physiology of obesity, anorexia, bulimia and binge eating disorder.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 285

CATID #: 955485.00

Catalog: Introduction to issues associated with the dignity and worth of the individual human being and the protection of fundamental human rights. Professional ethics, client rights, confidentiality, and other material related to the field of addictions will be explored. Provider-approved by the California Board of Registered Nursing, Provider Number CEP60.

Schedule: Introduces issues associated with professional ethics, client rights and confidentiality. Provider approved by the California Board of Registered Nursing, Provider Number CEP60.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 285

CATID #: 955485.00

Catalog: An introductory course focusing on ethical and legal standards of the human services profession. Emphasizes the relationship of values in the role of counselor, and includes the areas of practice, training, supervision, and consultation.

Schedule: An introductory course focusing on ethical and legal standards of the human services profession. Emphasizes the relationship of values in the role of counselor, and includes the areas of practice, training, supervision, and consultation.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HS 600 CATID #: 434017.00

Catalog: An introduction to the assessment of clients with co-occurring (dual diagnosis) disorders. Explores the inter-relationship of substance misuse disorders and mental disorders. Empasizes the development of concurrent integrated treatment stragegies, and the skills required of professionals who interact with clients with co-occurring disorders.

Schedule: Introduction to the assesment of clients with co-occurring (dual diagnosis) disorders. Explores the inter-relationship of substance misuse disorers and mental disorders. Includes the development of integrated treatment strategies and the professional skills required to manage clients with co-occurring disorders.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 602

CATID #: 434006.00

**Catalog:** Focuses on the major cultural, historical, and societal themes in the US and highlights the competencies needed to address and work effectively with people from various ethnic, racial, and religious groups. Examines the knowledge, skills, and attitudes needed for the treatment provider to understand the full context of a client's sociocultural environment and examines those that have been disadvantaged or excluded from mainstream US society. Includes those with substance-related disorder and other mental disorders. Students actively seek understanding across differences, and focus on psychoeducation in subject areas that serve the goals of treatment and rehabilitation.

**Schedule:** Focuses on major cultural, historical and societal themes in the US and highlights competencies required to work effectively in treating substance-related disorder and other mental disorders in subject areas that serve the goals of treatment and rehabilitation. Studies those that have been disadvantaged or excluded from mainstream U.S. society.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HS 603

CATID #: 434018.00

Catalog: The multifaceted study of abuse within the family and social system including abusive acts towards children, significant others, cohabitating relationships, elderly, and special populations. Examines the social and historical contexts of abuse, the relationship of chemical dependency, and the application of models and theories related to working with abused, victims of violence, intervention, treatment, legal, and ethical considerations surrounding abuse.

Schedule: The study of abuse within the family and social system. Inclusive of abusive acts towards children, significant others, cohabitating relationships, elderly, and special populations. Examines the relationship of chemical dependency, treatment modalities and current legal and ethical considerations.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HSC 217

CATID #: 386300.00

Catalog: Emphasizes cardiac function, normal and abnormal heart rhythms, causes of dysrhythmias, and interpretation of monitoring equipment printouts. Provider-approved by the California Board of Registered Nursing, Provider Number CEP60.

Schedule: Emphasizes cardiac function, normal and abnormal heart rhythms, causes of dysrhythmia and interpretation of monitoring equipment printouts. Provider approved by the California Board of Registered Nursing, Provider Number CEP60.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HSC 217

CATID #: 386300.00

Catalog: Emphasizes cardiac function, normal and abnormal heart rhythms, causes of dysrhythmias, and interpretation of monitoring equipment printouts.

Schedule: Emphasizes cardiac function, normal and abnormal heart rhythms, causes of dysrhythmia and interpretation of monitoring equipment printouts.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 210 CATID #: 485000.00

Catalog: Provides a core curriculum for the medical assistant program. Students will receive an introduction to the health-care field and instruction in medical ethics, legal aspects, and the body in health and disease.

Schedule: Emphasizes medical ethics, legal aspects and a review of body systems.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 210 CATID #: 485000.00

Catalog: Provides a core curriculum for the medical assistant program. Includes an introduction to the healthcare field, medical ethics, legal aspects, and a review of body systems in health and disease.

Schedule: Emphasizes medical ethics, legal aspects and a review of body systems.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MA 211A

CATID #: 530010.00

Catalog: Provides development of selected medical front-office skills. Instruction is given in the primary reception techniques of oral communication, telephone procedures, and scheduling systems, including referral appointments.

Schedule: Instruction in reception techniques, telephone procedures and scheduling systems.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MA 211A

CATID #: 530010.00

Catalog: Provides development of selected medical front-office skills. Includes the primary reception techniques of oral communication, telephone procedures, and scheduling systems, including referral appointments.

Schedule: Instruction in reception techniques, telephone procedures and scheduling systems.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 211B CATID #: 530015.00

Catalog: Provides for the development of selected medical-office clinical skills. Instruction is given in the techniques for physical measurements, recording medical histories, and assisting with physical and specialty examinations.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Provides instruction in physical measurements, recording medical histories, and assisting with physical and special exams.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 211B CATID #: 530015.00

Catalog: Includes selected medical office clinical skills of physical measurements, recording medical histories and assisting with general physical and specialty examinations. An introduction to radiology and physical therapy is included to assist in patient scheduling and patient instruction.

Schedule: Provides instruction in physical measurements, recording medical histories, and assisting with physical and specialty exams.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 212A CATID #: 185000.10

Catalog: Provides for the development of selected medical front-office financial skills. Students will receive instruction in medical billing, credit arrangements, collections, bookkeeping, and banking procedures.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Instruction in medical office billing, credit arrangement credit and banking procedures, including bookkeeping. Emphasizes collection techniques.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 212A CATID #: 185000.10

Catalog: Develops selected medical front office financial skills. Includes medical billing, credit arrangements, collections, bookkeeping, banking procedures, medical office equipment and facilities management.

Schedule: Instruction in medical office billing, credit arrangements, credit and banking procedures, collections, and bookkeeping. Emphasizes collection techniques.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 212B CATID #: 530025.00

Catalog: Provides for the development of selected medical-office laboratory skills. Instruction is given in the techniques necessary to perform the procedures related to urine and blood testing, including venipuncture. An introduction to radiology and physical therapy is provided to assist the student in scheduling and patient instruction. Meets state requirement for medical assistant phlebotomy and skin puncture certificate.

Schedule: Instruction in the techniques necessary to perform the procedures related to specimen collecting and testing. Meets state requirement for medical assistant phlebotomy and skin puncture certificate.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 212B CATID #: 530025.00

Catalog: Develops selected medical-office laboratory skills. Includes techniques necessary to perform the procedures related to urine and blood testing, including venipuncture. Meets state requirement for medical assistant phlebotomy and skin puncture certificate.

Schedule: Instruction in the techniques necessary to perform the procedures related to specimen collecting and testing. Meets state requirement for medical assistant phlebotomy and skin puncture certificate.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 213A CATID #: 485100.00

Catalog: Provides for the development of selected medical front-office skills. Instruction is given in medical forms, patient records, legal aspects of medical records, filing systems, filing procedures, written communication, and medical-office equipment and facilities management.

Schedule: Instruction in medical forms, patient records, filing systems, procedures and written communications.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: MA 213A CATID #: 485100.00

Catalog: Develops selected medical front-office skills including medical forms, patient records, legal aspects of medical records, filing systems, filing procedures and written communication.

Schedule: Instruction in medical forms, patient records, filing systems, procedures and written communications.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MA 213B

CATID #: 530035.00

Catalog: Provides for the development of selected medical-office clinical skills. Instruction is given in the practices of medical asepsis, surgical asepsis, minor office surgical techniques, and medical-office facilities and equipment management.

Schedule: Instruction in medical and surgical aseptic procedures, including medical office minor surgical techniques.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MA 213B

CATID #: 530035.00

Catalog: Develops selected medical-office clinical skills including medical and surgical asepsis, minor surgical techniques and medical office facilities and equipment management.

Schedule: Instruction in medical and surgical aseptic procedures, including medical office minor surgical techniques.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MA 214B

CATID #: 530045.00

Catalog: Provides for the development of selected techniques for medication administration. Students will receive instruction and laboratory practice in pharmacology, pharmacology mathematics, and the procedures involved with oral and injectable medication administration. Meets state requirement for medical-assistant injections. Certificate awarded for intramuscular, subcutaneous, and intradermal injections.

Schedule: Instruction in pharmacology calculations and intramuscula subcutaneous and intradermal injection techniques. Meets requirements for medical assisting injection certificatio in the State of California.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MA 214B

CATID #: 530045.00

Catalog: Develops techniques in medication administration. Includes instruction and laboratory practice in pharmacology, pharmacology mathematics, and the procedures involved in oral and injectable medication administration. Meets state requirement for medical assistant injections. Certificate awarded for intramuscular, subcutaneous, and intradermal injections.

Schedule: Instruction in pharmacology calculations and intramuscular, subcutaneous and intradermal injection techniques. Meets requirements for medical assisting injection certification in the State of California.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: N 162

CATID #: 639500.00

Catalog: Addresses strategies for successful completion of the nursing program. Included in these strategies are study and test-taking skills, critical thinking, resource utilization, application of the nursing process, nursing skills and professional role transition.

Schedule: Required course for transfer, LVN students, international RN's and recommended for strengthening testing and study skills and knowledge of the nursing process for the basic nursing student.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: N 162

CATID #: 639500.00

Catalog: Addresses strategies for successful completion of the nursing program. Included in these strategies are study and test-taking skills, critical thinking, resource utilization, application of the nursing process, nursing skills and professional role transition.

Schedule: Required course for transfer, LVN, international graduates. Strengthens testing, study skills, and knowlege of the nursing process. Recommended for the basic nursing student.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ENG 238 CATID #: 296040.00

Catalog: Designed to improve students' abilities for college-level work. Various strategies designed to improve textbook reading, note taking, and test taking skills will be stressed, as well as time budgeting and memory techniques. May be offered by mediated mode of instruction.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Prepares students for college-level work by developing effective study strategies for note-taking, test-taking, textbook reading, memory, concentration, and listening.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: ENG 600-101 CATID #: 296040.00

Catalog: Designed to improve students' abilities for college-level work. Introduces various Learning strategies to improve textbook reading as applied to all stages of academic reading. Critical thinking, summary writing, note-taking and test taking skills will be stressed, as well as time budgeting and memory techniques.

Schedule: Prepare students for college-level work by developing effective study strategies for note-taking, test-taking, textbook reading, critical thinking, memory concentration, listening and summarizing.

Curriculum Maintenance - Screen 10	
<u>Course Descriptions</u>	CRSID: ENG 310 CATID #: 284050.20
Catalog:	The Writing Lab is designed to be taken in conjunction with any college course requiring written assignments. Specific course content varies with student need and ability; students will receive credit for successful completion of specific assignments. This course is offered on an open-entry/open-exit basis.
Schedule:	ENG 310 classes are open-entry/open exit. Tutorial help writing essays and papers for any class, not just English. Computer-assisted instruction available.

[Page](#)  
[NEXT](#)  
[PREV](#)  
[SAME](#)  
[JUMP](#)  
[EXIT](#)

Curriculum Maintenance - Screen 10	
<u>Course Descriptions</u>	CRSID: ENG 310 CATID #: 284050.20
Catalog:	The Writing Center is designed to be taken in conjunction with any college course requiring written assignments inclusive of but not limited to, courses in the social and behavioral sciences; liberal arts; health sciences; and fine arts. Emphasizes individualized instruction and writing skills. Specific course content varies with student need and ability. This course is offered as an open entry/open exit course. This course is offered on a credit/no credit basis.
Schedule:	ENG 310 classes are open-entry/open exit. Tutorial help in writing essays and papers for any class, not just English. Computer-assisted instruction available.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ENG 332

CATID #: 320210.05

Catalog: Emphasizes individualized instruction responding to diagnosed needs or problems. Practice improves language-related skills. Areas covered include spelling, reading-comprehension, textbook reading, vocabulary development. This course is offered on a credit/no credit basis.

Schedule: ESL students improve spelling, reading comprehension, vocabulary, writing skills.  
Credit/no credit. Open-entry/open-exit. Basic reading, writing, and speaking skills in English recommended.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ENG 332

CATID #: 320210.05

Catalog: A lab designed for ESL students to supplement courses requiring English language proficiency, inclusive of courses in, but not limited to, the social and behavioral sciences; health sciences; liberal arts; fine arts; business science; and math, science and engineering. Emphasis is on individual instruction responding to diagnosed needs or problems and on practice to improve language-related skills. Areas to be covered include spelling, reading comprehension, textbook reading, and vocabulary development. This is an open-entry/open-exit class. This course is offered on a credit/no credit basis.

Schedule: ESL students improve spelling, reading comprehension, vocabulary, writing skills.  
Credit/no credit. Open-entry/open-exit. Basic reading, writing, and speaking skills in English recommended.



## Curriculum Maintenance - Screen 10

Course Descriptions      CRSID: ENG 333      CATID #: 284060.00

Catalog:      Emphasizes individualized instruction and practical application in one or more of the following areas: spelling, reading comprehension, reading rate, vocabulary, and study skills. This is an open-entry/open-exit class. This course is offered on a credit/no credit basis.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule:      Improve spelling, reading comprehension, reading rate, vocabulary, or study skills in this individualized lab program. This is an open-entry/open-exit class. Offered on a credit/no credit basis.

## Curriculum Maintenance - Screen 10

Course Descriptions      CRSID: ENG 333      CATID #: 284060.00

Catalog:      A lab designed as a supplement to any college course requiring proficiency in reading inclusive of but not limited to, the social and behavioral sciences; health sciences; liberal arts; fine arts; business science; and math, science and engineering. Emphasis is on individual instruction and practical application in order to strengthen and reinforce student skills in one or more of the following areas: rate and comprehension, vocabulary, spelling, and study skills. This is an open-entry/open-exit class. This course is offered on a credit/no credit basis.

Schedule:      Improve spelling, reading comprehension, reading rate, vocabulary, or study skills in this individualized lab program. This is an open-entry/open-exit class. Offered on a credit/no credit basis.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ENG 336

CATID #: 433068.00

Catalog: Emphasizes individualized instruction and in-depth skill development in reading comprehension, vocabulary development, spelling and word usage, reading rate, and study skills. This is an open-entry/open-exit class.

Schedule: Intensive, in-depth development of reading comprehension skills, vocabulary and word usage, reading rate, spelling and study skills through an individualized program. This an open entry/open exit class. Offered on a credit/no credit basis.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ENG 336

CATID #: 433068.00

Catalog: A lab designed as a supplement to any college course requiring proficiency in reading inclusive of but not limited to, the social and behavioral sciences; health sciences; liberal arts; fine arts; business science; and math, science and engineering. Emphasis is on intensive in-depth development of reading comprehension skills, vocabulary and word usage, reading rate, spelling and study skills through an individualized program. This is an open-entry/open-exit class. Offered on a credit/no credit basis.

Schedule: Intensive, in-depth development of reading comprehension skills, vocabulary and word usage, reading rate, spelling, and study skills through an individualized program. This is an open entry/open exit class. Offered on a credit/no credit basis.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ENG 337

CATID #: 433069.00

Catalog: Emphasizes individualized instruction and in-depth development of college-level critical reading skills. Students will focus on improving inferential, analytical, and evaluative critical reading skills, developing advanced vocabulary, and increasing reading rate and flexibility. This is an open-entry/open-exit class.

Schedule: College-level reading lab emphasizing analytical and critical reading skills, advanced vocabulary development, reading rate and flexibility. Open entry/open exit class  
Offered on a credit/no credit basis.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ENG 337

CATID #: 433069.00

Catalog: A lab designed as a supplement to any college course requiring proficiency in reading inclusive of but not limited to, the social and behavioral sciences; health sciences; liberal arts; fine arts; business science; and math, science and engineering. Emphasis is on individualized instruction and in-depth development of college-level critical reading skills. Students will focus on strengthening inferential, analytical, and evaluative critical reading skills, developing advanced vocabulary, and increasing reading rate and flexibility. This is an open-entry/open-exit class. Offered on a credit/no credit basis.

Schedule: College-level reading lab emphasizing analytical and critical reading skills, advanced vocabulary development, reading rate and flexibility. Open entry/open exit class.  
Offered on a credit/no credit basis.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ESL 600

CATID #: 433724.00

**Catalog:** In this content-based course, students are introduced to selected periods of American history and aspects of American culture through film. Discussion and writing assignments are based on background readings which complement these films. Film provides students with visual, kinesthetic and auditory modes of learning which makes it a highly effective method of enhancing second or foreign-language acquisition. It also offers opportunities to learn idiomatic expression, pronunciation and vocabulary as well as improve listening comprehension while gaining insight into American culture.

**Schedule:** ESL students gain insight into American culture and history while practicing idiomatic expression, pronunciation, vocabulary and listening skills through a variety of readings and films. Readings and films also provide topics for writing assignments and class discussion.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ESL 601

CATID #: 433998.00

Catalog: Designed for the non-native speaker of English focusing on beginning-level reading and writing skills. Emphasis in writing is on beginning-level sentence patterns, basic spelling, basic conventions of standard written English, and basic paragraph forms. Emphasis in reading is on literal comprehension. Expansion of vocabulary is emphasized. This course may be offered for zero units on an open-entry/open-exit basis. The unit version of this course is not open-entry/open-exit and may not be repeated.

Schedule: Writing emphasis is on sentences, spelling, and paragraph forms at a high-beginning level. Reading emphasis is on literal comprehension and vocabulary at a high-beginning level. Not open-entry/open-exit.



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HEBR 3 CATID #: 434004.00  
Catalog: Intermediate level course focuses on fluency on reading,  
writing, speaking, and listening. Continues the study of  
Hebrew culture.

Schedule: Continues to develop fluency in speaking, reading, writing,  
and listening in Hebrew.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HEBR 4 CATID #: 434005.00

Catalog: Emphasizes fluency in speaking, reading, writing, and comprehension of Hebrew. Includes selected readings and discussions from the basic four genres in Hebrew and Hebrew-American literature, culture, and customs.

Schedule: Emphasizes fluency in speaking, reading, writing, and comprehension of Hebrew. Includes selected readings and discussions from the basic four genres in Hebrew and Hebrew-American literature, culture, and customs.



Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HEBR 999B

CATID #: 434007.00

Catalog: Requires concurrent enrollment in designated Intermediate Hebrew courses. Enhances and provides practice in skills learned in Intermediate Hebrew courses.

Schedule: Requires concurrent enrollment in designated Intermediate Hebrew courses. Enhances and provides practice in skills learned in Intermediate Hebrew courses.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: KOR 1

CATID #: 434008.00

Catalog: Designed to develop the fundamentals of communicative competence in daily spoken Korean. Emphasis is on reading and writing skills, as well as fundamental aspects of culture. Equivalent to two years high school Korean.

Schedule: Designed to develop the fundamentals of communicative competence in daily spoken Korean. Emphasis is on reading and writing skills, as well as fundamental aspects of culture.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: KOR 2

CATID #: 434010.00

Catalog: Designed to further the fundamentals of communicative competence in daily spoken Korean. Although the focus remains on listening comprehension and speaking, reading and writing skills will be expanded. This course continues the familiarization with customs and cultural achievements begun in the previous semester.

Schedule: Continues the development of fluency in speaking, reading, writing, and listening begun in Korean 1.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ASTR 25

CATID #: 114040.00

Catalog:

An introductory observational astronomy course to cover various observational targets, tools, and methods, through actual observation and experimentation. Students will use college-owned telescopes to observe the sun, moon, planets, available comets, multiple stars, variable stars, and deepsky objects including nebulae and galaxies. Additional laboratory and/or observation hours to be arranged. Field trips may be required to fulfill the course objectives.

Schedule:

A lab science course for nonmajors to provide knowledge a skills of astronomical observation. Field trips required. Fulfills G.E. lab science requirement when taken in conjunction with ASTR 20.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ASTR 25

CATID #: 114040.00

Catalog:

An introductory observational astronomy course covering various observational targets, tools, and methods, through actual observation and experimentation. Students will use college-owned telescopes to observe the sun, moon, planets, available comets, multiple stars, variable stars, and deepsky objects including nebulae and galaxies. Field trips required to fulfill the course objectives.

Schedule:

A lab science course for nonmajors to provide knowledge and skills of astronomical observation. Field trips required. Fulfills G.E. lab science requirement when taken in conjunction with ASTR 20.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: BIO 41

CATID #: 144240.00

Catalog: A survey of human genetics with references to normal and abnormal genetic development. Acquaints the non-biology major with the basic concepts of human heredity and development. Field trips may be required to fulfill the objectives of this course.

Schedule: A survey of human genetics with reference to normal and abnormal genetic development. Acquaints the non-biology major with human heredity and development. Field trips m be required to fulfill the objectives of this course.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: BIO 41

CATID #: 144240.00

Catalog: Focuses on the processes of DNA replication, DNA recombination, gene expression, and mutation in diploid organisms. Includes a survey of human genetics and genetic disorders. Field trips may be required to fulfill the objectives of this course.

Schedule: Focuses on the processes of DNA replication, DNA recombination, gene expression, and mutation in diploid organisms. Includes a survey of human genetics and genetic disorders. Field trips may be required to fulfill the objectives of this course.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MATH 251A

CATID #: 433952.00

Catalog: This is the first of a two-semester sequence of courses that is equivalent to MATH 251. Topics include linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving systems of linear equations, operations with polynomials, and simplifying exponential expressions.

Schedule: This is the first of a two-semester sequence of courses that is equivalent to MATH 251. Topics include linear equations and inequalities, systems of linear equations, polynomials, and exponential expressions.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: MATH 251B

CATID #: 433953.00

Catalog: The second of a two-semester sequence of courses that is equivalent to MATH 251. Topics include factoring polynomials, simplifying rational and radical expressions, solving rational, radical and quadratic equations.

Schedule: This is the second of a two-semester sequence of courses that is equivalent to MATH 251. Topics include factoring polynomials, simplifying rational and radical expressions, solving rational, radical and quadratic equations.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ANTH 600

CATID #: 433997.00

Catalog: Covers a variety of topics pertaining to the anthropology of food, beginning with early primate diets. Explores how diets of modern and historical people are connected to cultural, social, economical, political, and technological forces. Examines how food choices affect personal health, lifestyle, environment, and the wider human society.

Schedule: Covers a variety of topics pertaining to the anthropology of food. Discusses politics of food, cultural and socio-economic beliefs about food, and the larger aspects and consequences of food choices within the global community.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ANTH 601

CATID #: 433994.00

Catalog: An overview of key issues in the anthropology of Latin America, with an emphasis on cultural practices, identity formation, and the exercise of power. Major themes include the intersection of race, class and gender; violence and terror; forms of transgression; and resistance and change.

Schedule: An overview of key issues in the anthropology of Latin America, with an emphasis on cultural practices, identity formation, and the exercise of power.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ANTH 602

CATID #: 434002.00

Catalog:

Explores the culture and civilization of the ancient Maya as reconstructed from archaeological data. The Maya periphery will be examined from the earliest evidence of human occupation through the appearance of agriculture to the rise of urban civilizations to European conquest. The Maya world view, political organization, social organization, agriculture, art, architecture, and hieroglyphic writing will be investigated.

Schedule: An introduction to all aspects of the ancient Maya civilization of southern Mexico and Central America. Explores Maya origins, political organization, agriculture, art, religion, architecture, hieroglyphic writing, and the unexplained collapse of the civilization.



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ANTH 603

CATID #: 434009.00

Catalog: An analysis of what it is to be human based on the works of Lamarck, Darwin, Spencer and others core to the development of natural selection and biological determinism. Works through the concepts of the 20th century, including social Darwinism through the current trends in the evolutionary study of human behavior. Particular emphasis will be placed on the evolution of cooperation and the interaction of biological adaptation and culture in human biological and socio-cultural diversity.

Schedule: Examines the role of natural selection in human behavior, particularly as it relates to topics such as social Darwinism, mate choice, cooperation and diversity.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 101

CATID #: 433414.00

Catalog: An introduction to the field of early childhood education. Explores historical roots, theories, and current models of curriculum and practice in the areas of play, learning, and educational or care-giving programs for children ages 0-5. Examines the principles of developmentally appropriate learning environments and constructive adult/child interactions and introduces the teaching strategies that support physical, social, and intellectual development.DS3

Schedule: An introduction to the field of early childhood education. Explores historical roots, theories, and current models of curriculum and practice in the areas of play, learning, and educational or care-giving programs for children ages 0-5. DS3

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 101

CATID #: 433414.00

Catalog: An introduction to the field of early childhood education. History, theories, and current models of practice in the areas of play, learning, and educational or care-giving programs for young children will be covered, as well as the role of the adult in providing developmentally and culturally appropriate practices; creating positive relationships with children through positive guidance and working with parents. DS3

Schedule: An introduction to the field of early childhood education DS3

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 112

CATID #: 432508.00

Catalog: An introduction to the key components that promote physical and mental health and safety for children and staff in settings for children ages 0-5. Includes policies and procedures, family collaboration, personal and environmental prevention practices for health and safety, early childhood curriculum, and nutrition analysis and planning. Students will be responsible for providing proof of current pediatric first aid and CPR certification.DS7

Schedule: An introduction to the key components that promote physical and mental health and safety for children and staff in settings for children ages 0-5. Students will be responsible for providing proof of current pediatric first aid and CPR certification.DS7

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 112

CATID #: 432508.00

Catalog: Preventative health practices, first aid, CPR, control of infectious diseases, injury prevention, sanitation, emergency preparedness, child abuse prevention, and nutrition for early childhood settings. Students will be responsible for providing proof of current pediatric first aid and CPR certification. DS7

Schedule: Preventative health practices, first aid, CPR, control of infectious diseases, injury prevention, sanitation, emergency preparedness, child abuse prevention, and nutrition for early childhood settings. Students will be responsible for providing proof of current pediatric first aid and CPR certification. DS7

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 115

CATID #: 416130.00

Catalog: Presents theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate literature, and developing, presenting, and evaluating curriculum in the areas of language development and literacy for use with children ages 0-5.DS3

Schedule: Presents theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate literature, developing, presenting, evaluating curriculum in the areas of language development and literacy for use with children ages 0-5. Curriculum development skills are based on content learned in CDES 110.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 115

CATID #: 416130.00

Catalog: Presents the theory and techniques for developing curriculum in the areas of language development, literacy skills, and uses of literature for young children. DS3

Schedule: Presents the theory and techniques for developing curriculum in the areas of language development, literacy skills, and uses of literature for young children. DS3

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 120

CATID #: 416040.00

Catalog: Introduction to the skills and methods used to observe and assess preschool children in play based settings. Emphasis on using a variety of observational methods and assessment tools to record and interpret the behaviors of children and plan curriculum.DS3

Schedule: Introduction to the skills and methods used to observe and assess preschool children in play based settings. Emphasis on using a variety of observational methods and assessment tools to record and interpret the behaviors of children and plan curriculum.DS3

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 120

CATID #: 416040.00

Catalog: Introduction to the skills and methods used to observe preschool children in various settings. Emphasis on using a variety of observational methods and assessment tools to record and interpret the behaviors of children. DS3

Schedule: Introduction to the skills and methods used to observe preschool children in various settings. Emphasis on using a variety of observational methods and assessment tools to record and interpret the behaviors of children. DS3

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 121

CATID #: 416160.10

Catalog: In-depth study and demonstration of developmentally appropriate teaching practices in early childhood settings. Students will participate in 90 hours of supervised student teaching in a placement made or approved by the instructor. DS3

Schedule: In-depth study and demonstration of developmentally appropriate teaching practices in early childhood settings. Students will participate in 90 hours of supervised student teaching in a placement made or approved by the instructor. DS3

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 121

CATID #: 416160.10

Catalog: In-depth study and implementation of developmentally appropriate teaching practices in early childhood settings. Students will assume the roles of teachers during 120 hours of student teaching in a supervised classroom in a placement made or approved by the instructor. DS3

Schedule: In-depth study and implementation of developmentally appropriate teaching practices in early childhood setting. Students will assume the roles of teachers during 120 hours of student teaching in a supervised classroom in a placement made or approved by the instructor. DS3

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ECON 20

CATID #: 248030.00

Catalog: A general education course which gives a descriptive survey of the economic system of the United States emphasizing economic problem areas such as taxes, public debt, international trade production, economic growth and contemporary competing economic theories and systems.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: A general education course which gives a descriptive survey of the economic system of the United States.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: ECON 20

CATID #: 248030.00

Catalog: A general education course which gives a descriptive survey of the economic system of the United States emphasizing economic issues such as taxes, public debt, international trade protection, economic growth, income distribution, environmental problems, and business regulation.

Schedule: A general education course which gives a descriptive survey of the economic system of the United States.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: HD

7

CATID #: 416010.05

Catalog: A study of human development. Emphasis will be on physical, mental, psychological, emotional, and social growth from birth through adolescence. Also listed as Psychology 7. Credit to be given in either area, not both. Course may be offered by mediated mode of instruction. (DS 1) GEC-D1,4. CAN H EC 14

Page

NEXT

PREV

SAME

JUMP

EXIT

Schedule: A study of human development emphasizing physical, mental psychological and social growth from birth to adolescence Meets GE req. (Area D). Also listed as PSYC 7. Credit given one area/not both. Lic. req./preschool teachers. CAN H EC 14



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 7

CATID #: 416010.05

Catalog: A study of the developmental stages of children from conception through adolescence focusing on children's social, emotional, cognitive, and physical development within cultural and family contexts. Includes observation of children in various settings. Also listed as PSYC 7. Credit given in either area, not both.DS1

Schedule: A study of the developmental stages of children from conception through adolescence focusing on children's social, emotional, cognitive, and physical development within cultural and family contexts. Includes observation of children in various settings. Also listed as PSYC 7. Credit given in either area, not both.DS1

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: CDES 7

CATID #: 416010.05

Catalog: A study of the developmental stages of children from conception through adolescence focusing on children's social, emotional, cognitive, and physical development within cultural and family contexts. Includes observation of children in various settings. Also listed as PSYC 7. Credit given in either area, not both.DS1

Schedule: A study of the developmental stages of children from conception through adolescence focusing on children's social, emotional, cognitive, and physical development within cultural and family contexts. Includes observation of children in various settings. Also listed as PSYC 7. Credit given in either area, not both.DS1



## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: HD 15 CATID #: 416030.05

Catalog: A course dealing with societal institutions which socialize the child, such as the family, school, peer group, community, culture, religion and media. Also listed as Sociology 15. Credit given in either area, not both.  
(DS 2) GEC-D1, 2, 3, 4, 6

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

Schedule: Deals with societal institutions (family, school, peers, media, community) which socialize the child. Meets GE req. (Area D). Also listed as SOC 15. Credit given in eit area, not both. Licensing req. for preschool teachers.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: CDES 15 CATID #: 416030.05

Catalog: Studies the developing child in a societal context focusing on the interrelationship of family, school, and community with an emphasis on historical, cultural, and political factors that influence the process of socialization. Major theoretical perspectives will be examined. Also listed as SOC 15. Credit given in either area, not both.DS2

Schedule: Studies the developing child in a societal context focusing on the interrelationship of family, school, and community with an emphasis on historical, cultural, and political factors that influence the process of socialization. Major theoretical perspectives will be examined. Also listed as SOC 15. Credit given in either area, not both.DS2



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PSYC 7

CATID #: 416010.10

Catalog: A study of the developmental stages of children from conception through adolescence focusing on children's social, emotional, cognitive, and physical development within cultural and family contexts. Includes observation of children in various settings. Also listed as CDES 7. Credit given in either area not both.

Schedule: A study of the developmental stages of children from conception through adolescence focusing on children's social, emotional, cognitive, and physical development within cultural and famiy contexts. Includes observation of children in various settings. Also listed as CDES 7. Credit given in either area not both.

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PSYC 7

CATID #: 416010.10

Catalog: A study of human development. Emphasis will be on physical, mental, psychological, emotional, and social growth from birth through adolescence.

Schedule: A study of human development emphasizing physical, mental psychological and social growth from birth to adolescence Meets partial licensing requirement for Child Centers.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: PSYC 16 CATID #: 428838.00

Catalog: An introduction to the field of cross-cultural psychology. Focuses on the social and psychological impact of race, ethnicity, culture, gender, and disability. Special emphasis is given to research on African American, Latina/o, Asian American, Native American, Middle Eastern American, and Jewish cultures among other minority groups in America. Topics include stereotyping, institutional racism and discrimination, "reverse discrimination", ageism, and sexism.

Schedule: An introduction to the field of cross-cultural psychology. Focuses on the social and psychological impact of race, ethnicity, culture, gender, and disability.

## Curriculum Maintenance - Screen 10

Course Descriptions CRSID: PSYC 16 CATID #: 428838.00

Catalog: An introduction to research and theories relating to prejudice and discrimination. Special emphasis is given to research on African American, Latino/a, Asian American, Native American, Middle Eastern American, and Jewish cultures among other minority groups in America. Topics include stereotyping, institutional racism and discrimination, "reverse discrimination", ageism, and sexism.

Schedule: An introduction to research and theories relating to prejudice and discrimination.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PSYC 21

CATID #: 728060.00

Catalog: Introduction to the psychology of women. Topics include gender similarities and differences and gender roles; psychological, biological, and social origins. Also covered are contemporary social issues. Throughout the course there will be emphasis on how psychology has studied women and the ways scientific and cultural assumptions about the sexes are reflected in psychological research.

Schedule: Introduction to the psychology of women. Topics include gender similarities and differences, gender roles and identities, and their psychological, biological, and soci origins.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: PSYC 21

CATID #: 728060.00

Catalog: Introduction to the psychology of women. Topics include gender similarities and differences and gender roles; psychological, biological, and social origins. Also covered are contemporary social issues. Throughout the course there will be emphasis on how psychology has studied women and the ways scientific and cultural assumptions about the sexes are reflected in psychological research.

Schedule: Gender similarities and differences, gender roles and identities, and their psychological, biological, and social origins - are women and men really that different?



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: SOC 15

CATID #: 416030.10

Catalog: Studies the developing child in a societal context focusing on the interrelationship of family, school, and community with an emphasis on historical, cultural, and political factors that influence the process of socialization. Major theoretical perspectives will be examined. Also listed as CDES 15. Credit given in either area, not both.DS2

Schedule: Examines the developing child in a societal context focusing on the interrelationship of family, school, and community with an emphasis on historical, cultural, and political factors that influence the process of socialization. Major theoretical perspectives will be examined. Also listed as CDES 15. Credit given in either area, not both.DS2

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: SOC 15

CATID #: 416030.10

Catalog: The scientific study of societal institutions which socialize the child, such as the family, school, peer group, community, and media within the context of culture, religion, economics, politics, and change. Major theoretical perspectives will be examined.

Schedule: The scientific study of societal institutions (family, school, peers, media, community) which socialize the chil  
Meets partial licensing requirement for Child Centers.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT



## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: WS 120

CATID #: 860040.00

Catalog: Offers women the opportunity to reassess career aspirations, to explore the current job market, and to become acquainted with successful job-hunting and career-planning techniques.

Schedule: Offers women the opportunity to reassess career aspiratio  
to explore the current job market, and to become acquaint  
with successful job-hunting and career-planning technique  
Note: Additional fee required for test packets.

Page  
NEXT  
PREV  
SAME  
JUMP  
EXIT

## Curriculum Maintenance - Screen 10

Course Descriptions

CRSID: WS 120

CATID #: 860040.00

Catalog: Complete process of self-evaluation, decision-making, and goal setting. Offers the opportunity to reassess career aspirations, to explore the current job market, and to become acquainted with successful job-hunting and career-planning techniques.

Schedule: Complete process of self-evaluation, decision-making, and goal setting. Assess career aspirations, explore the current job market, become acquainted with successful job-hunting and career-planning techniques.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

## Anthropology Associate Degree Program

The curriculum in the Anthropology Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
	Select from Restricted Electives	9
<b>Total</b>		<b>21</b>

**Restricted Electives:**

ANTH 4	Native American Indian Culture	3
ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	Indians of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	Primate Behavior	3
ANTH 21	Women and Culture: Cross-Cultural Perspectives	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

## Associate Degree

### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: BIO 11\*, 12; GEOL 2; HIST 20/SOC 20; MATH 10\*; PSYC 16; SOC 1.

## Anthropology Associate Degree Program

The curriculum in the Anthropology Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Course ID	Title	Units
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
	Select from Restricted Electives	9
<b>Total</b>		<b>21</b>

**Restricted Electives:**

ANTH 4	Native American Indian Culture	3
ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	Indians of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	Primate Behavior	3
ANTH 21	Women and Culture: Cross-Cultural Perspectives	3
ANTH 5	Anthropology of Latin America: Culture, Identity, and Power	3
ANTH 11	Mysteries of the Ancient Maya	3
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 42	Culture and Food	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

## Associate Degree

### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: BIO 11\*, 12; GEOL 2; HIST 20/SOC 20; MATH 10\*; PSYC 16; SOC 1.



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Aquaculture Technician  
Occupational Skills Award**

The Aquaculture Technician Skills Award is designed to increase the ability to master the necessary technical skills and knowledge relating to the aquaculture of organisms. Completion of this program will enhance the opportunity for entry level employment, as well as, provide advancement in a career in aquaculture and fish hatcheries.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
MST 10	Introduction to Aquaculture	3
MST 101	Aquarium Management	1.5
	Select two from below	6
	<b>Total</b>	<b>10.5</b>
MST 203	Ecology of Captive Fish and Invertebrates	3
MST 204	Aquatic Animal Health and Disease Management	3
MST 205	Water Quality and Toxicity of Captive Aquatic Systems	3
MST 206*	Aquatic System Design and Life Support	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

CURRENT

REVISED

### Aquarium Technician Occupational Skills Award

The Aquarium Technician Skills Award is designed to increase the ability to master the necessary technical skills and knowledge relating to the care of captive aquatic organisms in aquariums. Completion of this program will enhance the opportunity for entry-level employment as well as, provide advancement in a career in public aquarium, ocean-themed interpretive/education centers, aquatic pet industry and aquarium related venues.

Course ID	Title	Units
MST 100	Aquarium Systems	3
MST 101*	Aquarium Management	1.5
	Select two courses from below	3
	<b>Total</b>	<b>10.5</b>
MST 203	Ecology of Captive Fish and Invertebrates	3
MST 204	Aquatic Animal Health and Disease Management	3
MST 205	Water Quality and Toxicity of Captive Aquatic Systems	3
MST 206*	Aquatic System Design and Life Support	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

## Architectural Drafting Certificate Program

This occupational program is a two-year sequence of courses designed for students who wish to train for employment in architecture or a field related to the construction industry.

Course ID	Title	Units
<b>First Year</b>		
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*/DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*/DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 124B*	Architectural Drawing II	4
<b>Second Year</b>		
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124C*	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
ARCH 132*	Residential Planning Principles and Design	3
ARCH 152*/DR 152*	Advanced Computer-Aided Drafting	3
	Select from Restricted Electives	3-4
<b>Total</b>		<b>40-41</b>

**Restricted Electives:**

ARCH 44	Architectural Presentation and Rendering	2
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	Uniform Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 211	Concrete Inspection	3
ARCH 212	Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code: Heating, AC, Refrigeration, and Ductwork	3
ARCH 214	Code Enforcement and Disabled Access	3
ARCH 289	Special Topics	3-4
DR 289	Special Topics	3-4

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ARCH 34, 44, 136; ART 40, 41, 80

## Architectural Drafting Certificate Program

This occupational program is a two-year sequence of courses designed for students who wish to train for employment in architecture or a field related to the construction industry.

Course ID	Title	Units
<b>First Year</b>		
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*/DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*/DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 124B*	Architectural Drawing II	4
<b>Second Year</b>		
ARCH 34	Basic Architectural Design I	3
<i>or</i>		
ARCH 132*	Residential Planning Principles and Design	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124C*	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
ARCH 152*/DR 152*	Advanced Computer-Aided Drafting	3
	Select from Restricted Electives	3-4
<b>Total</b>		<b>40-41</b>

**Restricted Electives:**

ARCH 44	Architectural Presentation and Rendering	2
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	Uniform Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 211	Concrete Inspection	3
ARCH 212	Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code: Heating, AC, Refrigeration, and Ductwork	3
ARCH 214	Code Enforcement and Disabled Access	3
ARCH 289	Special Topics	3-4
DR 289	Special Topics	3-4

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College. Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ARCH 44, 136; ART 40, 41, 80



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

## Automotive Technology

The Automotive Technology programs are designed to prepare students for employment as automotive technicians. Students may also complete their Associate in Science or Associate in Arts Degree requirements and prepare to transfer to a four-year college. Training is given in both theory and practical skills in the operation, maintenance, and repair of all types of automotive systems. The following four certificate options are available: Automotive Chassis Specialist, Automotive Engine Service Specialist, Automotive Engine Performance Specialist, and General Automotive Technician.

### Automotive Chassis Specialist Certificate Program

This program allows a student to prepare for a career with drivetrain emphasis. This program is ideal for the small-business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 107*	Automatic Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
	Select from Restricted Electives	.5-4
<b>Total</b>		<b>18.5-22</b>

**Restricted Electives:**

AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 201*	Advanced Automotive Electrical	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
AUTO 220*	Alternative Propulsion Systems	3
CWE 168*/169*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 168/169 should be taken after completing at least 9 units of the Automotive Chassis Specialist Certificate program.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

## Automotive Technology

The Automotive Technology programs are designed to prepare students for employment as automotive technicians. Students may also complete their Associate in Science or Associate in Arts Degree requirements and prepare to transfer to a four-year college. Training is given in both theory and practical skills in the operation, maintenance, and repair of all types of automotive systems. The following four certificate options are available: Automotive Chassis Specialist, Automotive Engine Service Specialist, Automotive Engine Performance Specialist, and General Automotive Technician.

### Automotive Chassis Specialist Certificate Program

This program allows a student to prepare for a career with drivetrain emphasis. This program is ideal for the small-business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical Systems	3
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 107*	Automatic Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
	Select from Restricted Electives	.5-5
<b>Total</b>		<b>21.5-26</b>

**Restricted Electives:**

AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 201*	Advanced Automotive Electrical	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
AUTO 220*	Alternative Propulsion Systems	3
CWE 180*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 180 should be taken after completing at least 9 units of the Automotive Chassis Specialist Certificate program.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

### Automotive Engine Performance Specialist Certificate Program

This program allows a student to prepare for a career with an emphasis in engine performance. The student will be qualified to take the State of California Bureau of Automotive Repair Smog License exam upon completion of this program.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/ Fuel and Emissions Systems	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	3
<b>Total</b>		<b>23.5</b>

**Restricted Electives:**

AUTO 108*	Automotive Air Conditioning	3
AUTO 189/289	Special Topics	1-3
AUTO 200	Enhanced Area Clean Air Car Course	2
AUTO 201*	Advanced Automotive Electrical	3
AUTO 202	Advanced Engine Performance Diagnosis	3
AUTO 220*	Alternative Propulsion Systems	3
CWE 168*/169*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 168/169 should be taken after completing at least 9 units of the Automotive Tune-up Specialist Certificate program.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

### Automotive Engine Performance Specialist Certificate Program

This program allows a student to prepare for a career with an emphasis in engine performance. The student will be qualified to take the State of California Bureau of Automotive Repair Smog License exam upon completion of this program.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/ Fuel and Emissions Systems	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200	Enhanced Area Clean Air Car Course	1
AUTO 201*	Advanced Automotive Electrical	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	3
<b>Total</b>		<b>27.5</b>

**Restricted Electives:**

AUTO 108*	Automotive Air Conditioning	3
AUTO 189/289	Special Topics	1-3
AUTO 202	Advanced Engine Performance Diagnosis	3
AUTO 220*	Alternative Propulsion Systems	3
CWE 180*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 180 should be taken after completing at least 9 units of the Automotive Tune-up Specialist Certificate program.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Automotive Engine Service Specialist  
Certificate Program**

This program prepares a student for a career as an automotive machinist. Emphasis is on detailed instruction in all phases of engine machining and blueprinting procedures. Students will rebuild a complete engine in a two-semester course sequence. Designed for the student considering working in an automotive machine shop.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
	Select from Restricted Electives	.5-4
<b>Total</b>		<b>19.5-23</b>

**Restricted Electives:**

AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 204*	High Performance Engine Blueprinting	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 207*	Automotive Engineering Fundamentals	3
AUTO 220*	Alternative Propulsion Systems	3
CWE 168*/169*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 168/169 should be taken after completing at least 9 units of the Automotive Engine Service Specialist Certificate program.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Automotive Engine Service Specialist  
Certificate Program**

This program provides the student with a comprehensive background in the engine machining process. Emphasis is on detailed instruction in all phases of engine operation, measurement, machining, blueprinting and assembly procedures. Students will rebuild a complete engine in a two-semester course sequence.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
<b>Total</b>		<b>22.5-27</b>

**Restricted Electives:**

AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 189/289	Special Topics	1-3
AUTO 204*	High Performance Engine Blueprinting	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
CWE 180*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 180 should be taken after completing at least 9 units of the Automotive Engine Service Specialist Certificate program.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**General Automotive Technician  
Certificate Program**

This program provides students with knowledge of all operating systems in the modern automobile. Ideal for the small business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-4
<b>Total</b>		<b>34.5-38</b>

**Restricted Electives:**

AUTO 107*	Automotive Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200	Enhanced Area Clean Air Car Course	2
AUTO 201*	Advanced Automotive Electrical	3
AUTO 202	Advanced Engine Performance Diagnosis	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
CWE 168*/169*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 168/169 should be taken after completing at least 9 units of the General Automotive Mechanic Certificate program.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**General Automotive Technician  
Certificate Program**

This program provides students with knowledge of all operating systems in the modern automobile. Ideal for the small business owner, independent shop, or the dealership career-oriented technician.

Course ID	Title	Units
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical System	3
AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 104A*	Automotive Engines	5
AUTO 104B*	Automotive Engines	5
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brakes	3
AUTO 207*	Automotive Engineering Fundamentals	3
	Select from Restricted Electives	.5-5
<b>Total</b>		<b>34.5-39</b>

**Restricted Electives:**

AUTO 107*	Automotive Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
AUTO 109*	California B.A.R. Basic Area Clean Air Car Course	5
AUTO 200	Enhanced Area Clean Air Car Course	2
AUTO 201*	Advanced Automotive Electrical	3
AUTO 202*	Advanced Engine Performance Diagnosis	3
AUTO 205*	Advanced Smog Update Training	.5
AUTO 220*	Alternative Propulsion Systems	3
CWE 180*†	Cooperative Work Experience: Automotive	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 180 should be taken after completing at least 9 units of the General Automotive Mechanic Certificate program.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

## Child Development and Educational Studies Certificate Program

The mission of the Saddleback College Child Development and Educational Studies program is:

- To prepare students with theory-based, hands-on early childhood teacher education enabling them to provide developmentally appropriate care and teaching practices in settings designed for young children.
- To offer courses that will enable students to meet state certification requirements for early childhood teachers.
- To prepare students for transfer to four-year child development and early childhood education programs to further their educational and career goals.

The core courses of the program are designed to prepare students with strong foundational skills for early childhood teaching practice, and the electives allow students to go more in depth into areas of their choosing.

The recommended preparations are chosen to guide the students to the most successful learning experiences.

Each of the awards and certificates are aligned with current State certification requirements for teachers of young children. Students are encouraged to apply for both the college certificate as well as the State Child Development Permit.

### Early Childhood Teacher Certificate Program

This certificate is designed to meet the coursework requirements at the Teacher level for the State of California Children's Center Permit and prepares students to be competent and effective teachers in early childhood classrooms.

A minimum grade of "C" in each course is required to receive the award or certificate.

#### CORE COURSES

Course ID	Title	Units
EDES 101*	Principles of Early Childhood Learning, Play, and Programs	3
EDES 105*	Child, Family, and Community	3
or		
SOC 15	Socialization	3
EDES 110*	Early Childhood Curriculum and Practice I	3
EDES 112*	Health, Safety, and Nutrition	3
EDES 120*	Observation and Assessment	3
PSYC 7	Developmental Psychology: Childhood and Adolescence	3

#### Developmental Courses

EDES 121*	Early Childhood Curriculum and Practice II: Supervised Field Experience	5
	Select from Restricted Electives	6

#### Restricted Electives:

EDES 111*	Child Guidance and Communication	3
EDES 113*	Math, Science, and Technology	3
EDES 114*	Creative and Dramatic Arts	3
EDES 115*	Language, Literacy, and Literature	3
EDES 117*	Culture and Diversity in Classrooms	3
EDES 240*	Music and Movement	3

And

## Child Development and Educational Studies Certificate Program

The curriculum of the Child Development and Educational studies program is designed to prepare students with theory-based, hands-on early childhood teacher education enabling them to provide developmentally appropriate care and play-based teaching practices in settings designed for young children. The courses enable students to meet state certification requirements for early childhood teachers and prepare students for transfer to four-year child development and early childhood education programs to further their educational and career goals.

The core courses of the program are aligned with the California Community College Early Childhood Curriculum Alignment Project and are designed to prepare students with strong foundational skills for early childhood teaching practice. The electives allow students to go into more depth in the areas of their choosing.

The recommended preparations are carefully chosen to guide students to the most successful learning experience.

### Early Childhood Teacher Certificate

This certificate meets the coursework requirements for the Teacher level of the State of California Child Development Permit and prepares students to be competent and effective teachers in early childhood settings.

A minimum grade of "C" in each course is required to receive the award or certificate.

#### Foundational Core Courses

Course ID	Title	Units
CDES 7/PSYC 7	Developmental Psychology: Child Growth and Development	3
CDES 101*	Early Childhood Learning, Play, and Programs	3
CDES 15/SOC 15	Child, Family, and Community	3
CDES 110*	Early Childhood Curriculum and Practice I	3
CDES 111*	Child Guidance and Communication	3
CDES 112*	Health, Safety, and Nutrition	3
CDES 117*	Teaching Children in a Diverse Society	3
CDES 120*	Observations and Assessment	3

#### Supervised Field Experience Course

CDES 121*	Early Childhood Curriculum and Practice II: The student teaching experience	5
-----------	---	---

#### General Education Courses

Must complete at least one degree applicable course in each of the following four areas:	
English/Language Arts, Science or Math, Social Sciences, Humanities or Fine Arts	16
<b>Total</b>	<b>45</b>

\*Course has a prerequisite, co requisite, limitation, or recommended preparation: see course description.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

General Education Courses	16
Must include at least one degree-applicable course in each of the following four areas: English/	
Language Arts, Science or Math, Social Sciences,	
Humanities/Fine Arts	
<b>Total</b>	<b>45</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and the additional 39 units satisfying the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Educational Assistant: School Age Children and Youth Certificate Program**

The purpose of the Educational Assistant certificate is to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings. It meets the coursework requirement for the School Age Child Development Permit at the Teacher level.

A minimum grade of 'C' in each course is required to receive the award or certificate.

**CORE COURSES**

Course ID	Title	Units
EDES 101*	Early Childhood Learning, Play, and Programs	3
EDES 105*	Child, Family, and Community	3
or		
SOC 15	Socialization	3
EDES 110*	Early Childhood Curriculum and Practice I	3
EDES 112*	Health, Safety, and Nutrition	3
EDES 120*	Observation and Assessment	3
PSYC 7	Developmental Psychology: Childhood and Adolescence	3

**Developmental courses**

EDES 90*	Explorations of K-12 Education	3
EDES 111*	Child Guidance and Communication	3
EDES 125*	School Age Children and Youth	3
	Select from Restricted Electives	3

**Restricted Electives:**

EDES 116*	Teaching in Multilingual Classrooms	3
EDES 117*	Culture and Diversity in Classrooms	3
EDES 118*	Exceptional Children	3
EDES 119*	Perceptual Motor Development	3
EDES 131*	Educational Psychology	3
EDES 240*	Music and Movement	3
And		
	General Education Courses	16
	Must include at least one degree-applicable course in each of the following four areas: English/ Language Arts, Science or Math, Social Sciences, Humanities/Fine Arts	
<b>Total</b>		<b>45</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Educational Assistant/School Age Children and Youth Certificate Program**

Provides a professional development pathway for individuals working as educational assistants and before/after school care staff in a variety of elementary children's settings. It meets the coursework requirements for the School Age Child Development Permit at the Teacher level.

A minimum grade of "C in each course is required to receive the certificate.

**Foundational Core Courses**

Course ID	Title	Units
CDES 7/PSYC 7	Developmental Psychology: Child Growth and Development	3
CDES 101*	Early Childhood Learning, Play, and Programs	3
CDES 15/Soc 15	Child, Family, and Community	3
CDES 111*	Child Guidance and Communication	3
CDES 112*	Health, Safety, and Nutrition	3
CDES 117*	Teaching Children in a Diverse Society	3
CDES 120*	Observations and Assessment	3

**School Age Courses**

CDES 90*	Explorations of K-12 Education	
or		
CDES 131*	Educational Psychology	3
CDES 118*	Exceptional Children	
or		
CDES 116*	Teaching in Multilingual Classrooms	3
CDES 125*	School Age Children and Youth	3

**Supervised Field Experience Course**

CWE 180**	Cooperative Work Experience	1
(May be taken concurrently with or subsequent to CDES 90, 116, 118, or 125)		

**General Education Courses**

	Must complete at least one degree applicable course in each of the following four areas: English/Language Arts, Science or Math, Social Sciences, Humanities or Fine Arts	16
<b>Total</b>		<b>47</b>

\*Course has a prerequisite, co requisite, limitation, or recommended preparation; see course description.

\*\* Course may be taken concurrently with or subsequent to CDES 90, CDES 116, CDES 118, or CDES 125

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and the additional 39 units satisfying the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Master Teacher Certificate**

This certificate is designed to meet the coursework requirements at the Master Teacher level for the State of California Children's Center Permit and prepares students to be competent teachers in early childhood classrooms and effective supervisors and mentors of other adults in the classroom.

A minimum grade of 'C' in each course is required to receive the award or certificate:

**CORE COURSES**

Course ID	Title	Units
EDES 101*	Early Childhood Learning, Play, and Programs	3
EDES 105*	Child, Family, and Community	3
or		
SOC 15	Socialization	3
EDES 110*	Early Childhood Curriculum and Practice I	3
EDES 112*	Health, Safety, and Nutrition	3
EDES 120*	Observation and Assessment	3
PSYC 7	Developmental Psychology: Childhood and	
	Adolescence	3

**Developmental course**

EDES 121*	Early Childhood Curriculum and Practice II:	
	Supervised Field Experience	5

**Supervision course**

EDES 127	Adult Supervision and Mentor Practices	2
	Select one Specialty Area	6

**Specialty Areas:****Diversity**

EDES 116*	Teaching in Multilingual Classrooms	3
EDES 117*	Culture and Diversity in Classrooms	3

**Special Needs**

EDES 118*	Exceptional Children	3
EDES 119*	Perceptual Motor Development	3

**School Age Children and Youth**

EDES 90*	Explorations in K-12 Education	3
EDES 125*	School Age Children and Youth	3

**Infancy**

EDES 123*	Infant and Toddler Development	3
EDES 133*	Infant and Toddler Curriculum and Group Care	3

**Creative Arts**

EDES 114*	Creative and Dramatic Arts	3
EDES 240*	Music and Movement	3

**Language and Literacy**

EDES 115*	Language Arts, Literature, and Literacy	3
EDES 116*	Teaching in Multilingual Classrooms	3

**Technology**

EDES 113*	Math, Science, and Technology	3
PHOT 51*	Intro to Digital Imaging	3

And

	General Education Courses	16
	Must include at least one degree-applicable course	
	in each of the following four areas: English/	
	Language Arts, Science or Math, Social Sciences,	
	Humanities/Fine Arts	

**Total** **47**

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

**Early Childhood Master Teacher Certificate**

Meets the course work requirements at the Master Teacher level for the State of California's Child Development Permit and prepares students to be competent teachers in early childhood settings for children ages 0-5 and effective supervisors and mentors for other adults participating in the classroom.

A minimum grade of "C in each course is required to receive the certificate.

**Foundational Core Courses**

Course ID	Title	Units
CDES 7/PSYC 7	Developmental Psychology: Child Growth and Development	3
CDES 101*	Early Childhood Learning, Play, and Programs	3
CDES 15/SOC 15	Child, Family, and Community	3
CDES 110*	Early Childhood Curriculum and Practice I	3
CDES 111*	Child Guidance and Communication	3
CDES 112*	Health, Safety, and Nutrition	3
CDES 117*	Teaching Children in a Diverse Society	3
CDES 120*	Observations and Assessment	3

**Supervised Field Experience Courses**

CDES 121*	Early Childhood Curriculum and Practice II:	
	The student teaching experience	5
CDES 124*/**	Infant and Toddler Practicum	1
	With	
CWE 180**	Cooperative Work Experience	2

**Adult Supervision Course**

CDES 127*	Adult Supervision and Mentor Practices	2
	Specialization Units: Choose one of the clusters below	6

**Diversity**

CDES 116	Teaching in Multilingual Classrooms	3
CDES 117	Teaching Children in a Diverse Society	3

**Special Needs**

CDES 118	Exceptional Children	3
CDES 119	Perceptual Motor Development	3

**School Age Children and Youth**

CDES 125	School Age Children and Youth	3
CDES 90	Explorations in K-12 Education	3

**Creative Arts**

CDES 114	Creative and Dramatic Arts	3
CDES 240	Music and Movement	3

**Language and Literacy**

CDES 115	Language Arts, Literature, and Literacy	3
CDES 116	Teaching in Multilingual Classrooms	3

**Family Child Care**

CDES 202	Foundations for Family Child Care Providers	3
CDES 289	Special Topics	3

**General Education Courses**

	Must complete at least one degree applicable	
	course in each of the following four areas:	
	English/Language Arts, Science or Math, Social	
	Sciences, Humanities or Fine Arts	16

**Total** **50**

\*Course has a prerequisite, co requisite, limitation, or recommended preparation; see course description.

\*\*Must be taken concurrently

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and the additional 39 units satisfying the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Infant-Toddler Teacher Certificate**

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

A minimum grade of 'C' in each course is required to receive the award or certificate.

**CORE COURSES**

Course ID	Title	Units
EDES 101*	Early Childhood Learning, Play, and Programs	3
EDES 105*	Child, Family, and Community	3
or		
SOC 15	Socialization of the Child	3
EDES 110*	Early Childhood Curriculum and Practice I	3
EDES 112*	Health, Safety, and Nutrition	3
EDES 120*	Observations and Assessment	3
PSYC 7	Developmental Psychology: Childhood and Adolescence	3

**Developmental Courses**

EDES 123*	Infant and Toddler Development	3
EDES 133*	Infant and Toddler Group Care and Programming	3
EDES 124†	Infant and Toddler: Practicum	1
with		
EWE 168*/169*†	Cooperative Work Experience	2

And	General Education Courses	16
	Must include at least one degree-applicable course in each of the following four areas: English/Language Arts, Science or Math, Social Sciences, Humanities/Fine Arts	

**Total** 43

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

† Must be taken concurrently

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Infant and Toddler Teacher Certificate**

Meets the coursework requirements for the Teacher level of the State of California Child Development Permit and prepares students with the knowledge and skills unique to the developmentally appropriate care of children ages 0-30 months.

A minimum grade of "C in each course is required to receive the certificate.

**Foundational Core Courses**

Course ID	Title	Units
CDES 7/PSYC 7	Developmental Psychology: Child Growth and Development	3
CDES 101*	Early Childhood Learning, Play, and Programs	3
CDES 15/SOC 15	Child, Family, and Community	3
CDES 110*	Early Childhood Curriculum and Practice I	3
CDES 111*	Child Guidance and Communication	3
CDES 112*	Health, Safety, and Nutrition	3
CDES 117*	Teaching Children in a Diverse Society	3
CDES 120*	Observations and Assessment	3
	<b>Infant and Toddler Courses</b>	
CDES 123*	Infant and Toddler Development	3
CDES 133*	Infant and Toddler Group Care and Programming	3

**Supervised Field Experience Course**

CDES 124*	Infant and Toddler: Practicum	1
with		
CWE 180	Cooperative Work Experience	2

**General Education Courses**

	Must complete at least one degree applicable course in each of the following four areas: English/Language Arts, Science or Math, Social Sciences, Humanities or Fine Arts	16
--	---	----

**Total** 49

\*Course has a prerequisite, co requisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and the additional 39 units satisfying the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Associate Teacher  
Occupational Skills Award**

This award meets the minimum coursework requirements for teaching in children's centers regulated by Title 22 and the coursework requirements for the Associate Teacher level of the State of California Children's Center Permit.

Course ID	Title	Units
EDES 101*	Principles of Early Childhood Learning, Play, and Programs	3
EDES 105*	Child, Family, and Community	3
or		
SOC 15	Socialization	3
EDES 110*	Early Childhood Curriculum and Practice I	3
PSYC 7	Developmental Psychology: Childhood and Adolescence	3
<b>Total</b>		<b>12</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Early Childhood Associate Teacher  
Occupational Skills Award**

Meets the minimum coursework requirements for teaching in children's centers regulated by Title 22 and the coursework requirements for the Associate Teacher level of the State of California Child Development Permit for centers regulated by Title 5.

A minimum grade of "C" in each course is required to receive the award.

Course ID	Title	Units
CDES 7/PSYC 7	Developmental Psychology: Child Growth and Development	3
CDES 101*	Early Childhood Learning, Play, and Programs	3
CDES 15/Soc 15	Child, Family, and Community	3
CDES 110*	Early Childhood Curriculum and Practice I	3
<b>Total</b>		<b>12</b>

\*Course has a prerequisite, co requisite, limitation, or recommended preparation; see course description.

Certificates and Degrees



# SADDLEBACK COLLEGE REVISED PROGRAMS CURRICULUM YEAR: 2008-2009

## CURRENT

## Computer and Information Management

The Computer and Information Management program includes industry standard programs that prepare students for careers using technology in the business workplace. The programs are: Applications Developer, E-Commerce Specialist, Network Administrator, Software Specialist, Web Designer, and Webmaster.

### Applications Developer Certificate Program

This program is designed to prepare the student for entry-level employment as an applications developer.

Course ID	Title	Units
CIM 2A	Business Programming I: Visual Basic	3
CIM 7A*	Business Programming: Java—Beginning	3
CIM 205A	Web Development and DB: Intro to SQL and MySQL	3
CIM 251*	Introduction to Networking	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 271A*	Web Development: XHTML—Beginning	1.5
	Select from Restricted Electives	3
<b>Total</b>		<b>18</b>

#### Restricted Electives:

CIM 2B*	Business Programming II: Visual Basic	3
CIM 6A	Business Programming I: C++	3
CIM 6B*	Business Programming II: C++	3
CIM 7B*	Business Programming: Java—Advanced	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 205B*	Web Development and DB: LAMP (Linux/Apache/MySQL/PHP)	3
CIM 225	Web Development: PHP	3
CIM 246*	Application Development for Excel with Visual Basic	3
CIM 248*	Visual Basic for Applications—Access	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 269B*	Web Development: Advanced JavaScript/CSS/SMIL/DOM/AJAX	3
CIM 271B*	Web Development: XHTML—Advanced	1.5
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 1A, 1B; BUS 1, 12; CIM 112, 121A, 189, 227, 251, 252, 289; ECON 2, 4; MATH 9, 10.

## REVISED

## Computer and Information Management

The Computer and Information Management program includes industry standard programs that prepare students for careers using technology in the business workplace. The programs are: Applications Developer, E-Commerce Specialist, Network Administrator, Software Specialist, Web Designer, and Webmaster.

### Applications Developer Certificate Program

This program is designed to prepare the student for entry-level employment as an applications developer.

Course ID	Title	Units
CIM 2A	Business Programming I: Visual Basic	3
CIM 7A*	Business Programming: Java—Beginning	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 251*	Introduction to Networking	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 271A*	Web Development: XHTML—Beginning	1.5
	Select from Restricted Electives	3
<b>Total</b>		<b>21</b>

#### Restricted Electives:

CIM 2B*	Business Programming II: Visual Basic	3
CIM 6A	Business Programming I: C++	3
CIM 7B*	Business Programming: Java—Advanced	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 205B*	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 225	Web Development: PHP	3
CIM 246*	Application Development for Excel with Visual Basic	3
CIM 248*	Visual Basic for Applications—Access	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 269B*	Web Development: Advanced JavaScript/CSS/XML/DOM/AJAX	3
CIM 271B*	Web Development: XHTML—Advanced	1.5
CIM 289	Special Topics	1.5-3
<b>CIM 600</b>	<b>Intelligence Data Reporting</b>	<b>3</b>
<b>CIM 601</b>	<b>Business Programming—C#</b>	<b>3</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 1A, 1B; BUS 1, 12; CIM 112, 121A, 189, 227, 251, 252, 289; ECON 2, 4; MATH 9, 10.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**E-Commerce Specialist Certificate Program**

The E-Commerce Specialist Certificate program prepares the student to apply business functions to the web. All types of business sectors and activities can be web-based, including retail, wholesale, import-export, human resources, customer service, or departments within an organization. Electronic commerce, or e-commerce, is used in public and private business, both profit and non-profit sectors, in corporations, government, small businesses, professional associations, and personal applications as well. This program provides the skills for conducting business on the web, preparing an electronic approach, and managing an e-commerce web presence.

Course ID	Title	Units
CIM 218*	Database: Access	3
CIM 271A*/271B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 278A	Web Development: Dreamweaver—Beginning	1.5
CIM 298*†	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
<b>Total</b>		<b>21</b>

**Restricted Electives:**

BUS 135	Elements of Marketing	3
BUS 138/CA 138	Advertising	3
BUS 195*†	Internship	1
and		
CWE 168*/169*†	Cooperative Work Experience: Computer and Information Management	1
CIM 225	Web Development: PHP	3
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 264C*	Web Animation: Flash and ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	1.5
CIM 275	Web Marketing/Positioning	1.5
CIM 278B*	Web Development: Dreamweaver—Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Macromedia Fireworks	1.5
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

#Final course to be taken

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**E-Commerce Specialist Certificate Program**

The E-Commerce Specialist Certificate program prepares the student to apply business functions to the web. All types of business sectors and activities can be web-based, including retail, wholesale, import-export, human resources, customer service, or departments within an organization. Electronic commerce, or e-commerce, is used in public and private business, both profit and non-profit sectors, in corporations, government, small businesses, professional associations, and personal applications as well. This program provides the skills for conducting business on the web, preparing an electronic approach, and managing an e-commerce web presence.

Course ID	Title	Units
CIM 218*	Database: Access	3
CIM 271A*/271B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 278A	Web Development: Dreamweaver—Beginning	1.5
CIM 298*†	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
<b>Total</b>		<b>21</b>

**Restricted Electives:**

BUS 135	Elements of Marketing	3
BUS 138/CA 138	Advertising	3
BUS 195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 225	Web Development: PHP	3
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 264C*	Web Animation: Flash ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	1.5
CIM 275	Web Marketing/Positioning	1.5
CIM 278B*	Web Development: Dreamweaver—Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Macromedia Fireworks	1.5
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

#Final course to be taken

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Network Administrator Certificate Program**

This program prepares the student for an entry-level position as an information systems network administrator.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 171*	Computer Operating Systems: Windows Command Line—Interface	
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 174+	Computer Operating Systems: Windows	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
	Select from Restricted Electives	6
<b>Total</b>		<b>24</b>

**Restricted Electives:**

CIM 7A*/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIM 218*	Database: Access	3
CIM 227*	Internet and Web Essentials	1.5
CIM 230*	Business Presentations: PowerPoint	3
CIM 253*	Supporting Windows Server	3
CIM 254*	Windows Server Active Directory Administration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 259*	Windows Network Infrastructure Administration	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 289	Special Topics	3
CIM 297	Interconnecting CISCO Network Devices	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: CIM 1, 2A, 2B, 4, 6A, 214, 216, 216A, 218, 227, 229A; ECON 2, 4; ET 215, 220, 225, 230.

**Network Administrator Certificate Program**

This program prepares the student for an entry-level position as an information systems network administrator.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 171*	Computer Operating Systems: Windows Command Line—Interface	
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 174+	Computer Operating Systems: Windows	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
	Select from Restricted Electives	6
<b>Total</b>		<b>24</b>

**Restricted Electives:**

CIM 7A*/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIM 218*	Database: Access	3
CIM 227*	Internet and Web Essentials	1.5
CIM 230*	Business Presentations: PowerPoint	3
CIM 253*	Supporting Windows Server	3
CIM 254*	Windows Server Active Directory Administration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 259*	Windows Network Infrastructure Administration	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 289	Special Topics	1.5-3
CIM 297	Interconnecting CISCO Network Devices	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: CIM 1, 2A, 2B, 4, 6A, 214, 216, 216A, 218, 227, 229A; ECON 2, 4; ET 215, 220, 225, 230.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Web Designer Certificate Program**

The Web Designer Certificate program prepares the student to develop a web presence for businesses, organizations, and individuals in communication, marketing, and data management through the development of a website. Students will learn how to reach an audience and communicate ideas. The program includes basic and advanced software skills, developing a mission, goals, and the promotion and maintenance of a website. Students may choose electives to round out their program.

Course ID	Title	Units
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
CIM 278A/B*	Web Development: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
<b>Total</b>		<b>18</b>

**Restricted Electives:**

BUS 195*†	Internship	1
<i>and</i>		
CWE 168*/169*†	Cooperative Work Experience: Computer and Information Management	2
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B*	Web Development and DB: LAMP (Linux/Apache/MySQL/PHP)	3
CIM 225	Web Development: PHP	3
CIM 229A*/B*	Business Graphics—Beginning/Advanced	1.5, 1.5
CIM 260A*	Microsoft ASP. NET—Beginning	3
CIM 264C*	Web Animation: Flash and ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	1.5
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 269B*	Web Development: Advanced JavaScript/CSS/XML/DOM	3
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 281	Web Development: Macromedia Fireworks	3
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

‡Final course to be taken

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**Web Designer Certificate Program**

The Web Designer Certificate program prepares the student to develop a web presence for businesses, organizations, and individuals in communication, marketing, and data management through the development of a website. Students will learn how to reach an audience and communicate ideas. The program includes basic and advanced software skills, developing a mission, goals, and the promotion and maintenance of a website. Students may choose electives to round out their program.

Course ID	Title	Units
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
CIM 278A/B*	Web Development: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
<b>Total</b>		<b>18</b>

**Restricted Electives:**

BUS 195*†	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	2
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B*	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 225	Web Development: PHP	3
CIM 229A*/B*	Business Graphics—Beginning/Advanced	1.5, 1.5
CIM 260A*	Microsoft ASP. NET—Beginning	3
CIM 264C*	Web Animation: Flash ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	1.5
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 269B*	Web Development: Advanced JavaScript/CSS/XML/DOM/AJAX	3
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 281	Web Development: Macromedia Fireworks	1.5
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

‡Final course to be taken

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees



# SADDLEBACK COLLEGE REVISED PROGRAMS CURRICULUM YEAR: 2008-2009

## CURRENT

## REVISED

## Webmaster Certificate Program

The Webmaster Certificate program prepares the student to build and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.

Course ID	Title	Units
CIM 7A*	Business Programming: Java—Beginning	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 271A*	Web Development: XHTML—Beginning	1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 277*	E-Commerce and Web Site Design	1.5
CIM 298*†	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	3
<b>Total</b>		<b>24</b>

### Restricted Electives:

BUS 195*†	Internship	1
CWE 168*/169*†	Cooperative Work Experience: Computer and Information Management	1
CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B*	Web Development and DB: LAMP (Linux/Apache/MySQL/PHP)	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 279*	Information Security Fundamentals	3
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

#Final course to be taken

## Associate Degree

### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

## Webmaster Certificate Program

The Webmaster Certificate program prepares the student to build and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.

Course ID	Title	Units
CIM 7A*	Business Programming: Java—Beginning	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 271A*	Web Development: XHTML—Beginning	1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 298*†	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	3
<b>Total</b>		<b>24</b>

### Restricted Electives:

BUS 195*†	Internship	1
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B*	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 279*	Information Security Fundamentals	3
CIM 289	Special Topics	1.5-3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

#Final course to be taken

## Associate Degree

### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

## Computer Maintenance Technology Certificate Program

The Computer Maintenance Technology Certificate program prepares the student for entry-level employment as a computer technologist or computer technician in companies involved in the manufacture, installation, repair, maintenance, upgrading, or sales of personal computers and hardware for personal computers and computer networks.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
CIM 171*	Computer Operating Systems: DOS Command Line—Windows	3
CIM 174+	Computer Operating Systems: Windows	3
CMT 215	Electronics for Computer Technologists	3
or		
ET 101	Survey of Electronics	3
CMT 220*	Computer Maintenance and Repair I	3
CMT 225*	Computer Maintenance and Repair II	3
CMT 230*	Applied Network Technology	3
CMT 235*	A+ Exam Preparation for Computer Service Technicians	3
<b>Total</b>		<b>24</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: CIM 216A, 227, 251, 252; ET 11

## Computer Maintenance Technology Certificate Program

The Computer Maintenance Technology Certificate program prepares the student for entry-level employment as a computer technologist or computer technician in companies involved in the manufacture, installation, repair, maintenance, upgrading, or sales of personal computers and hardware for personal computers and computer networks.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
CIM 171*	Computer Operating Systems: DOS Command Line—Windows	3
CIM 174+	Computer Operating Systems: Windows	3
CMT 215	Electronics for Computer Technologists	3
or		
ET 101	Survey of Electronics	3
CMT 220*	Computer Maintenance and Repair I	3
CMT 225*	Computer Maintenance and Repair II	3
CMT 230*	Applied Network Technology	3
CMT 235*	A+ Exam Preparation for Computer Service Technicians	3
<b>Total</b>		<b>24</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: CIM 227, 251, 252; ET 114



# SADDLEBACK COLLEGE REVISED PROGRAMS CURRICULUM YEAR: 2008-2009

## CURRENT

## REVISED

## Culinary Arts

## (ALSO SEE FOODS)

The Culinary Arts courses are designed to train students for careers in catering, chef training, and restaurant operations, as well as for promotion of foods, equipment, and products. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.

## Catering Certificate Program

The Catering program is designed to prepare students for a wide variety of employment opportunities within catering operations as well as for developing and owning their own catering business.

Course ID	Title	Units
BUS 160	Small Business Management	3
FN 50	Fundamentals of Nutrition	3
FN 110†	Food Preparation Essentials	3
FN 120	Contemporary Meals	3
FN 142†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
FN 172	Catering	2
FN 173	Catering and Banquets	2
CWE 168*/169*†Cooperative Work Experience:		
	Foods and Nutrition	2
	Select from Restricted Electives	4
<b>Total</b>		<b>26</b>

## Restricted Electives:

FN 140	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220	Country French Foods	2
FN 221	French Cuisine	2
FN 222	Chinese Foods	2
FN 223	Asian Foods	2
FN 226	Mexican Foods	2
FN 227	Mediterranean Foods	2
FN 228	Italian Foods	2
FN 230	Vegetarian Foods	2
FN 232	Lite Cuisine Strategies	2
FN 236	American Regional Foods	2
FN 245*	Specialty and Savory Baking	2
FN 275	Food and Beverage Operations	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†FN 110 and 142 recommended prior to CWE 168\*/169\*.

## Associate Degree

## Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

## Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: BUS 201, 202; FCS 115, 142; FN 64, 160, 162.

## Culinary Arts

## (ALSO SEE FOODS)

The Culinary Arts courses are designed to train students for careers in catering, chef training, and restaurant operations, as well as for promotion of foods, equipment, and products. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.

## Catering Certificate Program

The Catering program is designed to prepare students for a wide variety of employment opportunities within catering operations as well as for developing and owning their own catering business.

Course ID	Title	Units
BUS 160	Small Business Management	3
FN 50	Fundamentals of Nutrition	3
FN 110†	Food Preparation Essentials	3
FN 120	Contemporary Meals	3
FN 142†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
FN 173	Catering and Banquets	2
CWE 180*†Cooperative Work Experience:		
	Foods and Nutrition	2
	Select from Restricted Electives	4
<b>Total</b>		<b>24</b>

## Restricted Electives:

FN 140	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220	Country French Foods	2
FN 221	French Cuisine	2
FN 222	Chinese Foods	2
FN 223	Asian Foods	2
FN 226	Mexican Foods	2
FN 227	Mediterranean Foods	2
FN 228	Italian Foods	2
FN 230	Vegetarian Foods	2
FN 232	Lite Cuisine Strategies	2
FN 236	American Regional Foods	2
FN 245*	Specialty and Savory Baking	2
FN 275	Food and Beverage Operations	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†FN 110 and 142 recommended prior to CWE 180\*.

## Associate Degree

## Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

## Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: BUS 201, 202; FCS 115, 142; FN 64, 160, 162.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Culinary Arts Certificate Program**

The Culinary Arts program prepares students for many contemporary employment opportunities within the restaurant and hospitality industries..

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
FN 110†	Food Preparation Essentials	3
FN 142†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
FN 172	Catering	2
FN 240	Introduction to Culinary Arts	2
FN 242	Breakfasts, Lunches, and Garde-Manger	1
FN 244	Baking Basics	2
CWE 168*/169†	Cooperative Work Experience: Food and Nutrition	2
	Select two Specialty Courses	2-6
<b>Total</b>		<b>21-25</b>

**Specialty Courses:**

FN 120	Contemporary Meals	3
FN 140	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220	Country French Foods	2
FN 221	French Cuisine	2
FN 222	Chinese Foods	2
FN 223	Asian Foods	2
FN 226	Mexican Foods	2
FN 227	Mediterranean Foods	2
FN 228	Italian Foods	2
FN 230	Vegetarian Foods	2
FN 232	Lite Cuisine Strategies	2
FN 236	American Regional Foods	2
FN 275	Food and Beverage Operations	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†FN 110 and 142 recommended prior to CWE 168\*/169\*.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: BUS 104\*, 135, 136, 160; FN 64, 160; FCS 115, 134, 142.

**Culinary Arts Certificate Program**

The Culinary Arts program prepares students for many contemporary employment opportunities within the restaurant and hospitality industries..

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
FN 110†	Food Preparation Essentials	3
FN 142†	Classical Cuisine	2
FN 171	Sanitation and Safety	2
FN 173	Catering and Banquets	2
FN 240	Introduction to Culinary Arts	2
FN 242	Modern Garde Manger - Cold Food Preparation	1
or		
FN 243	Modern Garde Manger - Hot Food Preparation	1
FN 244	Baking Basics	2
CWE 180†	Cooperative Work Experience: Food and Nutrition	2
	Select two Specialty Courses	2-6
<b>Total</b>		<b>21-25</b>

**Specialty Courses:**

FN 120	Contemporary Meals	3
FN 140	Cultural Foods	2
FN 189/289	Special Topics: Foods and Nutrition	1
FN 220	Country French Foods	2
FN 221	French Cuisine	2
FN 222	Chinese Foods	2
FN 223	Asian Foods	2
FN 226	Mexican Foods	2
FN 227	Mediterranean Foods	2
FN 228	Italian Foods	2
FN 230	Vegetarian Foods	2
FN 232	Lite Cuisine Strategies	2
FN 236	American Regional Foods	2
FN 275	Food and Beverage Operations	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†FN 110 and 142 recommended prior to CWE 180\*.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: BUS 104\*, 135, 136, 160; FN 64, 160; FCS 115, 134, 142.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Electronic Technology**

The Electronic Technology program serves three main purposes: (1) to provide certificate programs to prepare the student for a multitude of careers as an electronic technician, (2) to provide electronics skill upgrading or updating for improved job-related technical competency, and (3) to prepare students for transfer to university Engineering Technology or Industrial Technology programs.

The program curriculum and equipment are reviewed regularly by local electronics companies to ensure that the graduate can work effectively in the current electronics industry and adapt to new electronic products and technologies.

The three-certificate programs available are: Analog and Digital Circuit Electronic Technology, Digital Electronic Technology, and General Electronic Technology.

**Analog and Digital Circuit  
Electronic Technology Certificate Program**

This program prepares the student for entry-level employment as an Electronic Technician in companies involved in the manufacture, testing, troubleshooting, and repair of analog and digital circuit hardware. Courses cover a wide variety of discrete and integrated circuits with many functions, technologies, physical implementations, frequency bands, and complexities to provide maximum flexibility for employment within the electronics industry.

Course ID	Title	Units
ET 114*	Digital Electronic Circuits	4
ET 118*	Electronic Communication Systems	4
ET 133	D.C. and A.C. Fundamentals	4
ET 135*	Semiconductor Devices and Circuits	4
ET 200*	Digital Signal Processing and Microcontrollers	4
<b>Total</b>		<b>20</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: Any Electronic Technology course not taken in certificate program; ES 1A, 1B; CMT 220, 225\*; MATH 8\*, 124\*, 251\*, 253\*, 255\*; PHYS 2A\*, 20.

**Electronic Technology**

The Electronic Technology program serves three main purposes: (1) to provide certificate programs to prepare the student for a multitude of careers as an electronic technician, (2) to provide electronics skill upgrading or updating for improved job-related technical competency, and (3) to prepare students for transfer to university Engineering Technology or Industrial Technology programs.

The program curriculum and equipment are reviewed regularly by local electronics companies to ensure that the graduate can work effectively in the current electronics industry and adapt to new electronic products and technologies.

The three-certificate programs available are: Analog and Digital Circuit Electronic Technology, Digital Electronic Technology, and General Electronic Technology.

**Analog and Digital Circuit  
Electronic Technology Certificate Program**

This program prepares the student for entry-level employment as an Electronic Technician in companies involved in the manufacture, testing, troubleshooting, and repair of analog and digital circuit hardware. Courses cover a wide variety of discrete and integrated circuits with many functions, technologies, physical implementations, frequency bands, and complexities to provide maximum flexibility for employment within the electronics industry.

Course ID	Title	Units
ET 114*	Digital Electronic Circuits	4
ET 118*	Electronic Communication Systems	4
ET 133	D.C. and A.C. Fundamentals	4
ET 135*	Semiconductor Devices and Circuits	4
ET 200*	Digital Signal Processing and Microcontrollers	4
<b>Total</b>		<b>20</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: Any Electronic Technology course not taken in certificate program; CMT 220, 225\*; MATH 8\*, 124\*, 251\*, 253\*, 255\*; PHYS 2A\*, 20.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**General Electronic Technology  
Certificate Program**

This program provides the student an education in the fundamentals of electronics and maximum flexibility to take elective courses of personal interest and complete a certificate in the shortest period of time. This program prepares the student for entry-level employment as an Electronic Technician at many companies.

Course ID	Title	Units
ET 114*	Digital Electronic Circuits	4
ET 133	D.C. and A.C. Fundamentals	4
ET 135*	Semiconductor Devices and Circuits	4
ET 200*	Digital Signal Processing and Microcontrollers	4
	Select from Restricted Electives	2-4
<b>Total</b>		<b>18-20</b>

**Restricted Electives:**

ET 118*	Electronic Communication Systems	4
ET 189/289	Special Topics	2-4

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: Any Electronic Technology course not taken in certificate; EMT, CMT 220\*, 225; MATH 8, 124, 251, 253, 255; PHYS 2A\*, 20.

**General Electronic Technology  
Certificate Program**

This program provides the student an education in the fundamentals of electronics and maximum flexibility to take elective courses of personal interest and complete a certificate in the shortest period of time. This program prepares the student for entry-level employment as an Electronic Technician at many companies.

Course ID	Title	Units
ET 114*	Digital Electronic Circuits	4
ET 133	D.C. and A.C. Fundamentals	4
ET 135*	Semiconductor Devices and Circuits	4
ET 200*	Digital Signal Processing and Microcontrollers	4
	Select from Restricted Electives	2-4
<b>Total</b>		<b>18-20</b>

**Restricted Electives:**

ET 118*	Electronic Communication Systems	4
ET 189/289	Special Topics	2-4

<b>ET 600</b>	<b>Robotic Fundamentals</b>	<b>2</b>
---------------	-----------------------------	----------

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: Any Electronic Technology course not taken in certificate; CIM 10, CMT 220, 225; MATH 8, 124, 251, 253, 255; PHYS 2A, 20.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

## English as a Second Language Completion Certificate

The curriculum in the English as a Second Language Completion Certificate is designed to provide the students with the opportunity to achieve increased fluency in English while enrolled in non-credit coursework. Students who successfully complete the hours required for a certificate expand their employment and educational options.

To obtain the Certificate of Completion in ESL, the student must complete the following **required non-credit courses** at Saddleback College:

Course ID	Title	Non-credit hours per week
<b>Two of the following</b>		
ESL 320*	Beginning Multiskills I	6
ESL 321*	Beginning Multiskills II	6
ESL 330*	Intermediate Multiskills I	6
ESL 331*	Intermediate Multiskills II	6
ESL 340*	Advanced Multiskills	6
ESL 350*	Essential Academic Skills	6
<b>One of the following:</b>		
ESL 335*	Intermediate Reading and Writing I	3
ESL 336*	Intermediate Reading and Writing II	3
ESL 345*	Advanced Reading and Writing	3
ESL 346*	Advanced Writing for Work	3
<b>One of the following:</b>		
ESL 322*	Beginning Conversation	3
ESL 323*	Beginning Pronunciation	2
ESL 332*	Intermediate Conversation	3
ESL 333*	Intermediate Pronunciation	3
ESL 342*	Advanced Conversation	3
ESL 343*	Advanced Pronunciation	3
ESL 344*	Idioms and Expressions in American English	2
ESL 347*	Advanced Grammar Review	3
ESL 354*	Vocabulary Skills for College	3
ESL 355*	ESL Reading for College American Literature	3
ESL 357*	Grammar Review for College	3
ESL 358*	Listening and Note-Taking	3
<b>Corequisite Labs:</b>		
ESL 888*	ESL Skills Lab	1
ESL 999*	ESL Laboratory	1
<b>Total non-credit hours per week</b>		<b>17-21</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

## English as a Second Language Completion Certificate

**BEGINNING LEVEL TOP 4930.82 (Survival)**

ESL 320	Beginning Multiskills I	99.6
and		
ESL 999	ESL Laboratory	16.6
ESL 321	Beginning Multiskills II	99.6
and		
ESL 999	ESL Laboratory	16.6
ESL 322	Beginning Conversation	49.8
ESL 323	Beginning Pronunciation	33.2
and		
ESL 999	ESL Laboratory	16.6
ESL 325	Beginning Reading and Writing	49.8
<b>Total Semester Hours</b>		<b>381.8</b>

**ADVANCED LEVEL TOP 4930.81 (General)**

ESL 340	Advanced Multiskills	99.6
ESL 343	Advanced Pronunciation	49.8
and		
ESL 999	ESL Laboratory	16.6
ESL 345	888 Advanced Reading and Writing	49.8
and		
ESL 888*	ESL Skills Lab	16.6
ESL 347	Advanced Grammar Review	49.8
and		
ESL 999	ESL Laboratory	16.6
	Select one course from below	49.8
<b>Total Semester Hours</b>		<b>348</b>
ESL 342	Advanced Conversation	49.8
or		
ESL 346	Advanced Writing for Work	49.8

**INTERMEDIATE---4930.80 (Intermediate)**

ESL 330	Intermediate Multiskills I	99.6
ESL 331	Intermediate Multiskills II	99.6
ESL 332	Intermediate Conversation	49.8
or		
ESL 333	Intermediate Pronunciation	49.8
and		
ESL 999	ESL Laboratory	16.6
ESL 335	Intermediate Reading and Writing I	49.8
or		
ESL 336	Intermediate Reading and Writing II	49.8
and		
ESL 888*	ESL Skills Lab	16.6
<b>Total Semester Hours</b>		<b>297.6-330.2</b>

**PRE-COLLEGE LEVEL---4930.81? (College level) can we have two with the same TOP??**

ESL 344	Idioms and Expressions	33.2
ESL 350	Essential Academic Skills	99.6
ESL 354	Vocabulary Skills for College	49.8
ESL 355	ESL Reading for College: American Literature	49.8
or		
ESL 359	American Language and Culture through Film	49.8
ESL 357	Grammar Review for College	49.8
and		
ESL 999	ESL Laboratory	16.6
ESL 358	Listening and Notetaking Skills for College	49.8
<b>Total Semester Hours</b>		<b>348</b>



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

## Environmental Studies Associate Degree Program

The curriculum in the Environmental Studies Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
<b>Total</b>		<b>20</b>

**Restricted Electives:**

ENV 6*/ECON 6*	Scarcity and Environment	3
ENV 19*/BIO 19*	Marine Biology	4
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	3
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 105*	Environmental Studies Internship	2

and  
 CWE 168\*/169\* Cooperative Work Experience: Environmental Studies 1

ENV 106	Natural Resource Conservation	3
ENV 120/CHEM 120	Chemistry of Everyday Life	4
ENV 123/HORT 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: ANTH 2; ARCH 12; BIO 3A\*, 3B; CHEM 1A\*, 1B; CIM 1; CS 1A, 1B or higher programming course; GEOG 1; GEOL 1; HORT 29; PHYS 2A\*, 2B.

## Environmental Studies Associate Degree Program

Environmental Studies in an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

The curriculum in the Environmental Studies Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
<b>Total</b>		<b>20</b>

**Restricted Electives:**

ENV 6*/ECON 6*	Scarcity and Environment	3
ENV 19*/BIO 19*	Marine Biology	4
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	3
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 105*	Environmental Studies Internship	2

and  
 CWE 180\* Cooperative Work Experience: Environmental Studies 1

ENV 106	Natural Resource Conservation	3
ENV 120/CHEM 120	Chemistry of Everyday Life	4
ENV 123/HORT 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: ANTH 2; ARCH 12; BIO 3A\*, 3B; CHEM 1A\*, 1B; CIM 1; CS 1A, 1B or higher programming course; GEOG 1; GEOL 1; HORT 29; PHYS 2A\*, 2B.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Fashion Design**

The Fashion Design program prepares students with the necessary skills to obtain positions in the design, apparel manufacturing, tailoring, pattern making, custom dressmaking, and related fields. Students may focus on one of the following certificate programs: Fashion Design and Advanced Fashion Design and Apparel Manufacturing. Many of the clothing courses can be utilized as transfer courses for those pursuing a Bachelor's degree in Family and Consumer Science (Home Economics) with a Clothing and Textiles emphasis. Refer also to Transfer Patterns section of this catalog or of the intended college of transfer.

**Fashion Design Certificate Program**

This Fashion Design program prepares the student for entry-level positions in the field of Fashion Design. They will be able to design clothing using the three major design procedures: flat pattern-making, draping on a dress form, and designing by sketching.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 124*	Wearable Art	4
FASH 130*	Flat Pattern Design	3
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 168*/169*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
<b>Total</b>		<b>35.5-40</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Fashion Design**

The Fashion Design program prepares students with the necessary skills to obtain positions in the design, apparel manufacturing, tailoring, pattern making, custom dressmaking, and related fields. Students may focus on one of the following certificate programs: Fashion Design and Advanced Fashion Design and Apparel Manufacturing. Many of the clothing courses can be utilized as transfer courses for those pursuing a Bachelor's degree in Family and Consumer Science (Home Economics) with a Clothing and Textiles emphasis. Refer also to Transfer Patterns section of this catalog or of the intended college of transfer.

**Fashion Design Certificate Program**

This Fashion Design program prepares the student for entry-level positions in the field of Fashion Design. They will be able to design clothing using the three major design procedures: flat pattern-making, draping on a dress form, and designing by sketching.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 124*	Wearable Art	4
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
<b>Total</b>		<b>35.5-40</b>
<b>Optional Lab/Studio</b>		
FASH 212	Construction Lab	1
FASH 213	Designer's Lab	1
FASH 214	Couture Lab	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; BUS 136, 138, 160; FCS 115; FASH 120, 147, 209, 221, 230, 235, 236; TA 42.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; BUS 136, 138, 160; FCS 115; FASH 120, 147, 209, 221, 230, 235, 236; TA 42.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

### Advanced Fashion Design and Apparel Manufacturing Certificate Program

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
FASH 113*	Couture Sewing	2
FASH 124*	Wearable Art	
or		3
FASH 240	Dye Processes on Fabrics	
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 168*/169*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	
or		2
FASH 238*	Advanced Draping and Fashion Design	
FASH 235*	Designing for the Fashion Industry	2
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
<b>Total</b>		<b>47.5-52</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

### Advanced Fashion Design and Apparel Manufacturing Certificate Program

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 113*	Couture Sewing	2
FASH 124*	Wearable Art	
or		3
FASH 240	Dye Processes on Fabrics	
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	
or		2
FASH 238*	Advanced Draping and Fashion Design	
FASH 235*	Designing for the Fashion Industry	2
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
<b>Total</b>		<b>47.5-52</b>

#### Optional Lab/Studio

FASH 212	Construction Lab	1
FASH 213	Designer's Lab	1
FASH 214	Couture Lab	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; ART 42; CIM 1A; FASH 120, 143, 147, 209, 221; GC 101, TA 42.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; ART 42; CIM 1A; FASH 120, 143, 147, 209, 221; GC 101, TA 42.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Fashion Merchandising**

The Fashion Merchandising program is designed to prepare professionally-trained individuals for the fashion industry. The program places emphasis on developing the fashion sense and the unique creativity of each student. The curriculum offers a comprehensive analysis of such subject areas as the manufacture, distribution, buying, and merchandising of fashion apparel.

The Fashion Merchandising program includes two certificates: Fashion Merchandising and Visual Fashion Merchandising.

**Fashion Merchandising Certificate Program**

The Fashion Merchandising certificate emphasizes all aspects of fashion merchandising including techniques of buying and selling, distributing and marketing, and promoting fashion goods. It combines a general merchandising background with training in specialized skills in order for students to find employment in today's fashion industry.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
	Select one course from each Group	10.5-15
	<b>Total</b>	<b>34-39</b>
<b>Group 1</b>		
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Small Business Management	3
<b>Group 2</b>		
FASH 260*	Computer Applications in Fashion	2
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
<b>Group 3</b>		
FASH 100	Basic Sewing	3
FASH 110*	Contemporary Clothing Construction	3
<b>Group 4</b>		
FASH 189/289	Special Topics: Fashion	.5-3
FASH 254	Fashion in Southern California	1
<b>Group 5</b>		
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 168*/169*†	Cooperative Work Experience: Fashion	†

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken with Cooperative Work Experience in last semester of program.

**Fashion Merchandising**

The Fashion Merchandising program is designed to prepare professionally-trained individuals for the fashion industry. The program places emphasis on developing the fashion sense and the unique creativity of each student. The curriculum offers a comprehensive analysis of such subject areas as the manufacture, distribution, buying, and merchandising of fashion apparel.

The Fashion Merchandising program includes two certificates: Fashion Merchandising and Visual Fashion Merchandising.

**Fashion Merchandising Certificate Program**

The Fashion Merchandising certificate emphasizes all aspects of fashion merchandising including techniques of buying and selling, distributing and marketing, and promoting fashion goods. It combines a general merchandising background with training in specialized skills in order for students to find employment in today's fashion industry.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
	Select one course from each Group	10.5-15
	<b>Total</b>	<b>34.5-39</b>
<b>Group 1</b>		
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Small Business Management	3
<b>Group 2</b>		
FASH 260*	Computer Applications in Fashion	2
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
<b>Group 3</b>		
FASH 100	Fashion Sewing-Beginning	3
FASH 110*	Contemporary Clothing Construction	3
<b>Group 4</b>		
FASH 189/289	Special Topics: Fashion	.5-3
FASH 254	Fashion in Southern California	1
<b>Group 5</b>		
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
<b>Optional Lab/Studio</b>		
FASH 212	Construction Lab	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken with Cooperative Work Experience in last semester of program.



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

~~Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.~~

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 114; BUS 12A; BUS 103, 125, 136, 137, 138; FCS 115; FASH 145\*/BUS 145, 154, 254; GC 101.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ACCT 114; BUS 12A; BUS 103, 125, 136, 137, 138; FCS 115; FASH 145\*/BUS 145, 154, 254; GC 101.

Certificates and Degrees



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Fine Arts  
Associate Degree Program**

The curriculum in the Fine Arts Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines to include FA 27 and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

**Fine and Applied Arts  
Associate Degree**

The curriculum in the Fine and Applied Arts Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

**Required for the Fine and Applied Arts Associate Degree****Select 6 units from the following:**

ARCH 12, ART 4, CA 30, DANC 64, FA 27, FASH 101, GD 140, HORT 20, ID 110, MUS 1, PHOT 25, TA 25 or 26

**Select 12 units from one of the following concentrations:**

Architecture	ARCH 10, 12, 34, 42, 44, 124A/B/C, 136
Art/Graphic Design	ART 4, 9, 10, 11, 12, 13, 20, 21, 22, 23, 24, 25, 26, 28, 29, 40, 41, 42, 50, 51, 52, 53, 54, 57, 58, 59, 60, 61, 62, 63, 70, 71, 72, 78, 79, 80, 81, 82, 85, 86, 87, 100, 120, 133, 134, 140, 141, 142, 144, 145, GD 148, 149, 150, 151, ART 175
Communication Arts	CA 29, 30, 31, 32, 40, 42, 100, 101, 110, 113, 124, 125, 128, 141, 142
Dance	DANC 9, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 64, 66
Fashion	FASH 124, 136, 144, 154
Graphic Communications	63, 101
Horticulture	HORT 7, 10, 11, 106, 109, 115, 116, 130
Interior Design	ID 110, 111, 112, 114, 122, 123, 125, 126, 127, 133
Music	MUS 1, 10, 11, 12, 14, 15, 20, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 34, 35, 40, 41, 42, 43, 44, 46, 47, 50, 51, 52, 54, 55, 56, 58, 60, 61, 62, 63, 64, 65, 66, 67, 75, 80, 81, 82, 92, 93, 117, 118, 148, 178, 179
Photography	PHOT 25, 50, 51, 55, 152, 156, 158, 160, 190
Theatre Arts	TA 1, 2, 3, 4, 5, 7, 10, 11, 12, 15, 16, 17, 18, 19, 20, 22, 25, 26, 30, 32, 35, 40, 41, 42, 43, 44, 45, 108, 110, 113, 130, 142, <b>600, 601, 602, 603, 604</b>

**Associate Degree****Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**CURRENT**

**REVISED**

**Foreign Language  
Associate Degree Program**

The curricula in Arabic, Chinese, French, German, Italian, Japanese, Persian, and Spanish are designed to provide the student the opportunity to achieve the Associate Degree. While a baccalaureate or higher is recommended for those considering professional careers, earning the Associate Degree would demonstrate commitment to the major. Attainment of an Associate Degree may support attempts to gain entry-level employment. Sign Language courses can be applied to Saddleback College's American Sign Language Interpreting Certificate Program.

**Associate Degree**

**Associate in Arts Degree**

Complete at least 23 units as follows: 20 units in one language including Arabic, Chinese, French, German, Italian, Japanese, Persian, or Spanish (courses numbered 1, 2, 3, 4) and 3 units from any other language course including culture or conversation courses (courses numbered 10 or 21), and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

**International Language  
Associate Degree Program**

The curricula in Arabic, Chinese, French, German, Italian, Japanese, Persian, and Spanish are designed to provide the student the opportunity to achieve the Associate Degree. While a baccalaureate or higher is recommended for those considering professional careers, earning the Associate Degree would demonstrate commitment to the major. Attainment of an Associate Degree may support attempts to gain entry-level employment. Sign Language courses can be applied to Saddleback College's American Sign Language Interpreting Certificate Program.

**Associate Degree**

**Associate in Arts Degree**

Complete at least 23 units as follows: 20 units in one language including Arabic, Chinese, French, German, Italian, Japanese, Persian, or Spanish (courses numbered 1, 2, 3, 4) and 3 units from any other language course including culture or conversation courses (courses numbered 10 or 21), and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**General Studies**  
**Associate Degree Program**

The General Studies major is defined as follows:

- 1) ~~A minimum of 18 units in a single discipline or related disciplines in addition to those used to meet the Associate Degree General Education requirements for graduation; or~~
- 2) ~~Completion of a minimum of 60 transferable units and certification of all requirements of the California State University General Education Certification pattern will satisfy graduation requirements at Saddleback College for an Associate in Arts Degree with a major in General Studies; or~~
- 3) ~~Completion of a minimum of 60 transferable units and certification of all requirements of the Intersegmental General Education Transfer Curriculum (IGETC) will satisfy graduation requirements at Saddleback College for an Associate in Arts Degree with a major in General Studies.~~

**General Studies**  
**Associate Degree**

The General Studies Associate Degree program is designed for students seeking a well-rounded non transfer associate degree with the option of selecting a broad area of emphasis. Please consult with a counselor to determine which area of emphasis is most appropriate for your particular interests and career goals.

ENG 1A 3  
 SP 1, 5 or BUS 102 3

**Select one of the following:**

MATH 2, 3A, 3B, 3C, 7, 8, 9, 10, 11, 124, 253, 255 3

**Select one of the following:**

HIST 7, 8, 16, 17, 22, PS 1 3

**Select 6 units from one of the following areas of emphasis:6**

**Emphasis: Arts**

ARCH 12  
 ART 4, 20, 21, 22, 23, 24, 25, 26, 28, 29  
 CA 1, 29, 30  
 DANC 64  
 FASH 144  
 FA 27  
 HORT 115  
 ID 110, 122, 125  
 MUS 1, 20, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 34, 35, 40, 47  
 PHOT 25  
 SP 32/TA32  
 TA 10, 11, 20, 21, 22, 25, 26, 30, 32, 110

**Emphasis: Humanities**

ARAB 1, 2, 3, 4, 21  
 CH11, 2, 3, 4, 21  
 ENG 3, 4, 5, 7, 15A, 15B, 17A, 17B, 18, 19, 20, 21A, 21B, 23A, 24, 25, 27A, 27B, 27E, 44, 50, 52, 142  
 FR 1, 2, 3, 4, 10  
 GER 1, 2, 3, 4, 10  
 HEBR 1, 2  
 HIST 4, 5, 30, 40, 41, 70, 71, 72, 75  
 HUM 1, 3, 10A, 10B, 21/IDS 1, 22/IDS 2, 25 IDS 5  
 ITAL 1, 2, 3, 4, 21  
 JA 1, 2, 3, 4, 21  
 KOR 21  
 PRSN 1, 2, 3, 4  
 PHIL 1, 10, 15  
 PS 75  
 SL 1, 2, 3, 4  
 SPAN 1, 2, 3, 4, 10, 10, 20A, 20B, 21A, 21B  
 SP 30/TA30

**Emphasis: Social Sciences**

ANTH 2, 3, 4, 6, 7, 8, 9, 10, 13, 14, 20/SP20, 21  
 BUS 1  
 CA/JRN 1  
 CCS 1, 2, 10  
 ECON 1, 2, 4, 6, 11, 20  
 ENV 1, 6  
 GEOG 2, 3, 38  
 HIST 7, 8, 9, 10, 11, 12, 15, 16, 17, 19, 20/Soc 20, 21, 22, 25, 27, 28, 30, 32, 33, 40, 41, 61/PS 61, 62, 63, 70, 71, 72, 74, 75/PS 75, 80/PS 80, 81  
 HS 100, 120, 131, 186  
 PS 1, 4, 10, 11/Econ 11, 12, 14, 61, 75, 80  
 PSYC1, 2, 3, 5, 7, 16, 21, 30, 33, 37  
 SOC 1, 2, 4, 5, 6, 10, 15, 20, 21, 25, 30  
 SP 20  
 WS 10, 40

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Associate Degree**

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

## Human Development Associate Degree Program

The curriculum in the Human Development Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
ANTH 2	Cultural Anthropology	3
BIO 20	Introduction to Biology	4
MATH 10*	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
PSYC 7	Developmental Psychology	3
	Childhood and Adolescence	3
SOC 1	Introduction to Sociology	3
SOC 15	Socialization of the Child	3
<b>Total</b>		<b>22</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: CDES 120\*, 121.

## Human Development Associate Degree Program

The curriculum in the Human Development Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
ANTH 2	Cultural Anthropology	3
BIO 20	Introduction to Biology	4
MATH 10*	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
CDES7/PSYC 7	Child Growth and Development	3
SOC 1	Introduction to Sociology	3
CDES 15/SOC 15	Child, Family, and Community	3
<b>Total</b>		<b>22</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: CDES 120\*, 121.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

## Human Services

Human Services department offers the following programs of study for people who want to work with people. The curricula are courses of study designed to meet the needs of career-oriented students who wish career preparation at the Associate degree or vocational certificate levels. They will also serve as an introduction to social work, social welfare, criminal justice, counseling, and other helping professions for students planning advanced degrees in these fields.

The Human Services department offers the seven programs listed below as well as a Gerontology certificate program.

### Alcohol and Drug Studies Certificate Program

The Alcohol and Drug Studies program integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population, as well as with families and employers of chemically dependent persons. This program option combines the Human Services behavioral core, skills training, and experiential learning in the field work settings.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 130	Special Population Issues	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 171	Substance Abuse: Intervention, Treatment, and Recovery	3
HS 172	Physiological Effects of Alcohol and Drugs	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 210*	Case Administration	1
HS 285	Ethical Issues/Clients' Rights	3
	Select from Restricted Electives	6
<b>Total</b>		<b>38</b>

#### Restricted Electives:

HS 140	Group Leadership and Group Process	3
HS 173	Family Dynamics and Addiction	3
HS 174	Intervention and Referral Techniques	3
HS 182	Substance Abuse: Adolescent Treatment and Recovery	3
HS 186	Self Esteem Strategies in Human Services	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

## Human Services

Human Services department offers the following programs of study for people who want to work with people. The curricula are courses of study designed to meet the needs of career-oriented students who wish career preparation at the Associate degree or vocational certificate levels. They will also serve as an introduction to social work, social welfare, criminal justice, counseling, and other helping professions for students planning advanced degrees in these fields.

The Human Services department offers the seven programs listed below as well as a Gerontology certificate program.

### Alcohol and Drug Studies Certificate Program

The Alcohol and Drug Studies program integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population, as well as with families and employers of chemically dependent persons. This program option combines the Human Services behavioral core, skills training, and experiential learning in the field work settings.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 171	Substance Abuse: Intervention, Treatment, and Recovery	3
HS 172	Physiological Effects and Pharmacology of Alcohol and Drugs	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
	Select from Restricted Electives	6
<b>Total</b>		<b>37</b>

#### Restricted Electives:

HS 131	Multicultural and Diverse Populations in the United States	3
HS 176	Co-Occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182	Substance Abuse Treatment in Children and Adolescence	3
HS 285	Ethical Issues/Clients' Rights	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Corrections and Criminal Justice**  
**Certificate Program**

The program in Corrections and Criminal Justice provides the student with an introduction to the Human Services behavioral core and skills with a specialized area of study in criminal justice. Students completing the program may find employment in probation, juvenile counseling settings, California Youth Authority, and half-way houses.

Course ID	Title	Units
HS 37	Introduction to Criminology	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
	Select from Restricted Electives	3
<b>Total</b>		<b>31</b>

**Restricted Electives:**

HS 140	Group Leadership and Group Process	3
HS 174	Intervention and Referral Techniques	3
HS 285	Ethical Issues/Clients' Rights	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Corrections and Criminal Justice**  
**Certificate Program**

The program in Corrections and Criminal Justice provides the student with an introduction to the Human Services behavioral core and skills with a specialized area of study in criminal justice. Students completing the program may find employment in probation, juvenile counseling settings, California Youth Authority, and half-way houses.

Course ID	Title	Units
HS 37	Introduction to Criminology	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
	Select from Restricted Electives	3
<b>Total</b>		<b>31</b>

**Restricted Electives:**

HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues/Clients' Rights	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Eating Disorders Certificate Program**

The Eating Disorders program is a unique and innovative program that provides students with a comprehensive background of knowledge and skills in preparing persons to work in this field.

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
or		
FN 160	Nutrition, Weight Management, and Eating Disorders	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 173	Family Dynamics and Addiction	3
HS 181	Introduction to Eating Disorders	3
HS 184*	Medical Aspects of Eating Disorders	3
HS 185*	Background and Treatment of Eating Disorders	3
HS 210*	Case Administration	1
HS 285	Ethical Issues/ Clients' Rights	3
<b>Total</b>		<b>35</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Eating Disorders Certificate Program**

The Eating Disorders program is a unique and innovative program that provides students with a comprehensive background of knowledge and skills in preparing persons to work in this field.

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
or		
FN 160	Nutrition, Weight Management, and Eating Disorders	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 181	Introduction to Eating Disorders	3
HS 184*	Medical Aspects of Eating Disorders	3
HS 185*	Background and Treatment of Eating Disorders	3
HS 285	Ethical Issues/ Clients' Rights	3
<b>Total</b>		<b>37</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Family Services Certificate Program**

This program seeks to address a growing number of individual and family needs that are an outgrowth of changing family patterns. Parenting skills, single-parent education, methods of coping with stress and chemical abuse, effective budget management, general communication skills, etc., are just a few of the challenges and skills needed for effective family living in the 21st century. This program can meet the challenge by providing training for human services workers who will work in schools, community agencies, rehabilitation centers, and halfway houses and as support persons to law enforcement and other community agencies.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 150*	Field Instruction and Seminar II	3.5
HS 173	Family Dynamics and Addiction	3
HS 174	Intervention and Referral Techniques	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 182	Substance Abuse: Adolescent Treatment and Recovery	3
HS 191	Violence in the Family	3
HS 266	Dysfunctional Families and ACA Issues	3
<b>Total</b>		<b>34</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Family Services Certificate Program**

This program seeks to address a growing number of individual and family needs that are an outgrowth of changing family patterns. Parenting skills, single-parent education, methods of coping with stress and chemical abuse, effective budget management, general communication skills, etc., are just a few of the challenges and skills needed for effective family living in the 21st century. This program can meet the challenge by providing training for human services workers who will work in schools, community agencies, rehabilitation centers, and halfway houses and as support persons to law enforcement and other community agencies.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 150*	Field Instruction and Seminar II	3.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 182	Substance Abuse Treatment in Children and Adolescence	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues and Clients' Rights	3
<b>Total</b>		<b>28</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Human Services Generalist  
Certificate Program**

The Human Services Generalist program is designed to provide persons with both a historical and a current perspective of the basic issues within the human services field. It will introduce students to the growing career options within the field, provide an opportunity to explore several of the program options, and generally provide the kind of information that will enable students to make informed decisions in regard to career directions.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
<del>HS 130</del>	<del>Special Population Issues</del>	<del>3</del>
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 175	Substance Abuse Education, Prevention, and Intervention	3
<del>HS 173</del>	<del>Family Dynamics and Addiction</del>	<del>3</del>
<del>or</del>	<del></del>	<del></del>
<del>HS 266</del>	<del>Dysfunctional Families/ACA Issues</del>	<del>3</del>
	Select from Restricted Electives	3
	<b>Total</b>	<b>28</b>

**Restricted Electives:**

APSY 150, 160; HS 170, 171, 172, 174, 175, 180, 194; PSYC 106; SOC 1, 2, 10, 20; WS 100, 135.

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Human Services Generalist  
Certificate Program**

The Human Services Generalist program is designed to provide persons with both a historical and a current perspective of the basic issues within the human services field. It will introduce students to the growing career options within the field, provide an opportunity to explore several of the program options, and generally provide the kind of information that will enable students to make informed decisions in regard to career directions.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
<del>HS 131</del>	<del>Multicultural and Diverse Population in the United States</del>	<del>3</del>
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 175	Substance Abuse Education, Prevention, and Intervention	3
<del>HS 177</del>	<del>Family Dynamics of Addiction and Abuse</del>	<del>3</del>
	Select from Restricted Electives	3
	<b>Total</b>	<b>28</b>

**Restricted Electives:**

APSY 150, 160; HS 170, 171, 172, 174, 175, 176, 180; PSYC 106; SOC 1, 2, 10, 20; WS 100, 135.

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Mentor and Prevention  
 Assistance Specialist Certificate Program**

This certificate program is designed to provide the knowledge and skills for persons who desire to work as mentor coordinators, mentor volunteers, or prevention specialists. Those who complete this program may work or volunteer in K-12 schools, alternative schools, court mentor mediators, probation or other correctional facilities, and for cities or other community agencies.

Course ID	Title	Units
APSY 150	Helping Relationships	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 161	Conflict Resolution and Mediation Training	1.5
HS 174	Intervention and Referral Techniques	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 130	Special Population Issues	
or		
HS 182	Substance Abuse: Adolescent Treatment and Recovery	3
<b>Total</b>		<b>29.5</b>

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Mentor and Prevention  
 Assistance Specialist Certificate Program**

This certificate program is designed to provide the knowledge and skills for persons who desire to work as mentor coordinators, mentor volunteers, or prevention specialists. Those who complete this program may work or volunteer in K-12 schools, alternative schools, court mentor mediators, probation or other correctional facilities, and for cities or other community agencies.

Course ID	Title	Units
APSY 150	Helping Relationships	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Population in the United States	3
<i>or</i>		
HS 176	Co-Occurring Disorders	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 161	Conflict Resolution and Mediation Training	1.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
<i>or</i>		
HS 182	Substance Abuse Treatment in Children and Adolescence	3
<b>Total</b>		<b>29.5</b>

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Victim Services/Domestic Violence  
Certificate Program**

This program introduces students to the subject of victimization and its implications within various population groups in society. The program is designed to prepare students to work in a variety of settings dealing with victims and their families.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
or		
HS 130	Special Population Issues	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 191	Violence in the Family	3
HS 285	Ethical Issues/Clients' Rights	3
	Select from Restricted Elective	3
<b>Total</b>		<b>31</b>

**Restricted Electives:**

HS 173	Family Dynamics and Addiction	3
HS 174	Intervention and Referral Techniques	3
HS 266	Dysfunctional Families/ACA Issues	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Victim Services/Domestic Violence  
Certificate Program**

This program introduces students to the subject of victimization and its implications within various population groups in society. The program is designed to prepare students to work in a variety of settings dealing with victims and their families.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
or		
HS 177	Abuse within the Family System	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 285	Ethical Issues/Clients' Rights	3
	Select from Restricted Elective	3
<b>Total</b>		<b>31</b>

**Restricted Electives:**

HS 131	Multicultural and Diverse Population in the United States	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176	Co-Occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Journalism Certificate Program**

The Journalism program curriculum is designed to train persons in the range of skills necessary for work in editorial departments of newspapers, magazines, industrial in-house publications, and public relations programs in business and government.

This program provides background and experience needed by persons who may be employed as editors, staff writers, editorial and staff reporters, and photographers.

Course ID	Title	Units
JRN 1/CA 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 104	Print Media Design	3
JRN 105	Feature Writing	3
JRN 120*†	Newspaper Publication	4-4
JRN 125*†	Magazine Journalism	3-3
<b>Total</b>		<b>26</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken twice.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Students seeking a certificate in journalism are urged to undertake a broadly based program of academic study: courses in literature, philosophy, foreign language, natural sciences, social sciences, fine arts, and math.

Students intending to pursue a bachelor's degree in communications or journalism should not expect to receive credit for more than 12 units of journalism courses toward the degree. Refer to the Transfer Major Patterns section of the catalog and to the catalog of the intended college of transfer.

RECOMMENDED ELECTIVES: CIM 228A, 228B; PHOT 50, 55.

**Journalism Certificate Program**

The Journalism program curriculum is designed to train persons in the range of skills necessary for work in editorial departments of newspapers, magazines, industrial in-house publications, and public relations programs in business and government.

This program provides background and experience needed by persons who may be employed as editors, staff writers, editorial and staff reporters, and photographers.

Course ID	Title	Units
JRN 1/CA 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 105	Feature Writing	3
JRN 120*†	Newspaper Publication	4-4
JRN 125*†	Magazine Journalism	3-3
<b>Total</b>		<b>23</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken twice.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Students seeking a certificate in journalism are urged to undertake a broadly based program of academic study: courses in literature, philosophy, foreign language, natural sciences, social sciences, fine arts, and math.

Students intending to pursue a bachelor's degree in communications or journalism should not expect to receive credit for more than 12 units of journalism courses toward the degree. Refer to the Transfer Major Patterns section of the catalog and to the catalog of the intended college of transfer.

RECOMMENDED ELECTIVES: CIM 228A, 228B; PHOT 50, 55.



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

## Liberal Arts and Sciences Associate Degree

In some cases, the student's career goals and transfer program are such that there is little opportunity for specialization at the lower division level. The student who has demonstrated breadth in the fine arts and humanities, social and behavioral sciences, and natural sciences by completion of a minimum of 18 units of transfer-level coursework in those areas, in addition to those required to fulfill general education requirements, may receive an Associate degree in liberal arts and sciences. Consult with a counselor for assistance in planning a program.

## Liberal Arts and Sciences Associate Degree

The curriculum in the Liberal Studies Associate Degree program is designed for students transferring to a four-year college or university intending to pursue a broad range of majors primarily majors preparing students to become teachers. Please consult with a counselor to ensure that the courses you select from the options listed below are appropriate for your particular school of transfer.

**Complete 18 units as described below**

ENG 1A	3
ENG 1B, SP 1	3
MATH 2, 3A, 3B, 3C, 7, 8, 9, 10, 11, 24, 26, 124	3

**Select one course from the following:**

Art	3
ARCH 12, ART 4, 20, 21, 22, 23, 24, 25, 26, 28, 29, CA 29, 30, DANC 64,	
FA 27, MUS 20, 23, 24, 25, 26, 27, 28, 29, PHOT 25, TA 20, 25, 26	

**Select one course from the following:**

Biological Sciences:	3
ANTH 1, 1 and 1L, BIO 3A, 3B, 3C, 11, 15, 19, 20, 40, 43, ENV 18, 19, 24	

**Select one course from the following:**

Physical Sciences:	3
ASTR 20, 20 and 25, 21, 45, CHEM 1A, 1B, 3, 12A, 12B, ENV 23, GEOG 1, 1 and 1L, GEOL 1, 2, 3, 4, 5, 6, 7, 20, 21, 23, MS 4, 20, PHYS 2A, 2B, 4A, 4B, 4C, 20	

### **Associate Degree**

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Certificates and Degrees



# SADDLEBACK COLLEGE REVISED PROGRAMS CURRICULUM YEAR: 2008-2009

## CURRENT

## REVISED

## Marine Science Technology

The Marine Science Technology program is designed to provide technician training for several ocean-related careers. Two program options are outlined below to orient students to the different emphases necessary for individual interest and career goals.

### Seamanship Certificate Program

This program is designed to prepare individuals as boat operators and to take Coast Guard licensing examinations, as well as train marine technicians in the seagoing disciplines. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

Course ID	Title	Units
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	2
MST 210	Coastal Navigation	3
MST 214A*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select from Restricted Electives	9
<b>Total</b>		<b>22</b>

#### Restricted Electives:

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 216	USCG Master License and Examination Preparation Course	3
MST 217	Sub Sea Technology: Remotely Operated Vehicle	2
MST 218*	Electronic Aids to Navigation	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ET 101, 102; DR 100, PHYS 2A\*.

## Marine Science Technology

The Marine Science Technology program is designed to provide technician training for several ocean-related careers. Two program options are outlined below to orient students to the different emphases necessary for individual interest and career goals.

### Seamanship Certificate Program

This program is designed to prepare individuals as boat operators and to take Coast Guard licensing examinations, as well as train marine technicians in the seagoing disciplines. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

Course ID	Title	Units
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	2
MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select from Restricted Electives	9
<b>Total</b>		<b>22</b>

#### Restricted Electives:

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 216	USCG Master License and Examination Preparation Course	3
MST 217	Sub Sea Technology: Remotely Operated Vehicle	2
MST 218*	Electronic Aids to Navigation	3
MST 224	Channel Islands	1.5

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

#### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: ET 101, 102; DR 100, PHYS 2A\*.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

## Medical Assistant

This program prepares students for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in administrative (front office) and clinical (back office) medical assisting skills. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture, pharmacology, and injections), electrocardiography, public relations, supervision, and practice-building techniques. An externship experience helps provide the student with the skills necessary to enter this field.

Successful completion of courses will require that a grade of "C" or better be achieved. When a student fails to achieve a "C" or better in any course, the student will be given the opportunity to repeat the failed course once on a space available basis. If a student receives a second grade of less than a "C" in any Medical Assistant course, that student will be dropped from the Medical Assistant Program and will not be eligible for re-entry into the Saddleback College Medical Assistant program. A student may not enter Clinical Experience (MA 217) until all courses are completed with a grade of "C" or better.

### Administrative Medical Assistant Certificate Program

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage the medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217A.

Course ID	Title	Units
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
MA 200	Medical Terminology	3
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211A	Medical Reception Techniques	2.5
MA 212A	Medical Office Financial Procedures	2.5
MA 213A	Medical Records Management	2.5
MA 217A*	Medical Assisting Clinical Experience Administrative	3
MA 260/HSC 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>23.25</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

## Medical Assistant

This program prepares students for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in administrative (front office) and clinical (back office) medical assisting skills. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture, pharmacology, and injections), electrocardiography, public relations, supervision, and practice-building techniques. An externship experience helps provide the student with the skills necessary to enter this field.

Successful completion of courses will require that a grade of "C" or better be achieved. When a student fails to achieve a "C" or better in any course, the student will be given the opportunity to repeat the failed course once on a space available basis. If a student receives a second grade of less than a "C" in any Medical Assistant course, that student will be dropped from the Medical Assistant Program and will not be eligible for re-entry into the Saddleback College Medical Assistant program. A student may not enter Clinical Experience (MA 217) until all courses are completed with a grade of "C" or better.

### Administrative Medical Assistant Certificate Program

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage the medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217A.

Course ID	Title	Units
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
HSC 600	Medical Terminology	3
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211A	Medical Reception Techniques	2.5
MA 212A	Medical Office Financial Procedures	2.5
MA 213A	Medical Records Management	2.5
MA 217A*	Medical Assisting Clinical Experience Administrative	3
INSR 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>23.25</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: HSC 240\*; MA 211B, 212B, 213B, 214B, 218B.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: PHLB 240\*; MA 211B, 212B, 213B, 214B, 218B.

**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

### Clinical Medical Assistant Certificate Program

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory samples, performing routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, and practicing medical and surgical asepsis. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217B.

Course ID	Title	Units
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
MA 200	Medical Terminology	3
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211B	Physical Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217B*	Medical Assisting Clinical Experience—Clinical	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 260/HSC 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>24.25</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#### Associate Degree

##### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

##### Associate in Arts Degree

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: HSC 240\*; INSR 214A, 215A ; MA 211A, 212A, 213A.

### Clinical Medical Assistant Certificate Program

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory samples, performing routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, and practicing medical and surgical asepsis. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217B.

Course ID	Title	Units
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
HSC 200	Medical Terminology	3
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211B	Physical Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217B*	Medical Assisting Clinical Experience—Clinical	3
MA 218B	Electrocardiography for the Medical Assistant	2
INSR 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>24.25</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#### Associate Degree

##### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

##### Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: PHLB 240\*; INSR 214A, 215A ; MA 211A, 212A, 213A.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Medical Assistant Certificate Program**

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, surgical and laboratory procedures, venipuncture, pharmacology and injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217C.

Course ID	Title	Units
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
MA 200	Medical Terminology	3
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211A	Medical Reception Techniques	2.5
MA 211B	Physical Examination Procedures	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 213A	Medical Records Management	2.5
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217C*	Medical Assisting Clinical Experience—Comprehensive	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 260/HSC 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>37.25</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: HSC 240\*.

**Medical Assistant Certificate Program**

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, surgical and laboratory procedures, venipuncture, pharmacology and injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to carry malpractice insurance while in MA 217C.

Course ID	Title	Units
HSC 222	Basic Life Support/CPR for Healthcare Providers	.75
INSR 214A	Basics in Medical Insurance	2.5
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
HSC 200	Medical Terminology	3
MA 210	Introduction to Medical or Laboratory Assisting	2
MA 211A	Medical Reception Techniques	2.5
MA 211B	Physical Examination Procedures	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 213A	Medical Records Management	2.5
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217C*	Medical Assisting Clinical Experience—Comprehensive	3
MA 218B	Electrocardiography for the Medical Assistant	2
INSR 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>37.25</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: INSR 240\*.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Medical Insurance Coding  
Occupational Skills Award**

Completion of the occupational skills award in Medical Insurance Coding prepares the student for employment in a medical office or as an independent consultant/contractor who specializes in medical insurance billing and coding.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
INSR 214A	Basics in Medical Insurance	2
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
MA 260/HSC 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>6.5</b>

**Medical Insurance Coding  
Occupational Skills Award**

Completion of the occupational skills award in Medical Insurance Coding prepares the student for employment in a medical office or as an independent consultant/contractor who specializes in medical insurance billing and coding.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
INSR 214A	Basics in Medical Insurance	2
INSR 215A	CPT-4 and ICD-9-CM Medical Insurance Coding	3
INSR 260	Computer Applications for Healthcare Personnel	1.5
<b>Total</b>		<b>6.5</b>

Certificates and Degrees



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

## Nursing (National League for Nursing Accredited)

**PURPOSES OF THE PROGRAM IN NURSING**

The purposes of this program in Nursing are to provide the education necessary to develop competent practitioners in nursing and to provide a base for the continuing development of the student as an individual.

**ENROLLMENT PROCEDURES**

Procedures for applying to the Nursing program and application packets are available in the Health Sciences and Human Services division office and on the division website. Prospective nursing students are encouraged to attend an RN Information Session. (See schedule of classes)

In order to apply, a student must complete BIO 11\* (Anatomy), BIO 12 (Physiology), BIO 15\* (Microbiology), and ENG 1A\* (Principles of Composition 1) or their equivalents with a grade of "C" or better. BIO 12\* (Physiology) must have been completed within the past seven years.

Students must also have a qualifying GPA of 2.5 to apply. Applications will be taken each semester. The application period for the spring semester is September 1-15, and the application period for the fall semester is March 1-15.

Students qualified for application will be ranked according to points received for prerequisite biologies and overall GPA greater than or equal to 3.0. In this ranking system grades will be weighed as follows: A = 5 points, B = 3 points, and C = 1 point. A 3.0-3.49 GPA = 1 point, 3.5-3.99 GPA = 2 points, and 4.0 GPA = 3 points.

Three-fourths of the students will be admitted from the highest ranking to the lowest ranking in the applicant pool. Ties will be decided by the number of required core nursing courses completed. One-fourth of the remaining applicants will be selected by lottery.

The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.

Students may use the following resources to obtain information or to seek clarification regarding nursing issues:

California Board of Registered Nursing  
400 R Street  
Sacramento, CA 85814  
916-322-3350  
National League for Nursing Accrediting Commission  
61 Broadway Street  
New York, NY 10006  
800-669-1656

## Nursing (National League for Nursing Accredited)

**Registered Nurse Certificate Program**

Every required prerequisite and core class must be completed with a "C" or better.

Course ID	Title	Units
<b>May be taken prior to Nursing Clinical Sequence:</b>		
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
<b>Total</b>		<b>16</b>

## Nursing (National League for Nursing Accredited)

**PURPOSES OF THE PROGRAM IN NURSING**

The purposes of this program in Nursing are to provide the education necessary to develop competent practitioners in nursing and to provide a base for the continuing development of the student as an individual.

**ENROLLMENT PROCEDURES**

Procedures for applying to the Nursing program and application packets are available in the Health Sciences and Human Services division office and on the division website. Prospective nursing students are encouraged to attend an RN Information Session. (See schedule of classes)

In order to apply, a student must complete BIO 11\* (Anatomy), BIO 12 (Physiology), BIO 15\* (Microbiology), and ENG 1A\* (Principles of Composition 1) or their equivalents with a grade of "C" or better. BIO 12\* (Physiology) must have been completed within the past seven years.

Students must also have a qualifying GPA of 2.5 to apply. Applications will be taken each semester. The application period for the spring semester is September 1-15, and the application period for the fall semester is March 1-15.

Students qualified for application will be ranked according to points received for prerequisite biologies and overall GPA greater than or equal to 3.0. In this ranking system grades will be weighed as follows: A = 5 points, B = 3 points, and C = 1 point. A 3.0-3.49 GPA = 1 point, 3.5-3.99 GPA = 2 points, and 4.0 GPA = 3 points.

Three-fourths of the students will be admitted from the highest ranking to the lowest ranking in the applicant pool. Ties will be decided by the number of required core nursing courses completed. One-fourth of the remaining applicants will be selected by lottery.

The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.

Students may use the following resources to obtain information or to seek clarification regarding nursing issues:

California Board of Registered Nursing  
400 R Street  
Sacramento, CA 85814  
916-322-3350  
National League for Nursing Accrediting Commission  
61 Broadway Street  
New York, NY 10006  
800-669-1656

## Nursing (National League for Nursing Accredited)

**Registered Nurse Certificate Program**

Every required prerequisite and core class must be completed with a "C" or better.

Course ID	Title	Units
<b>Required pre-requisites prior to Nursing Clinical Sequence:</b>		
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
<b>Total</b>		<b>16</b>



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

**Eligible for Entry into Nursing Clinical Sequence**

**Semester I**

GERO 101	Fundamentals of Aging	1.5
N 160*	Pharmacology	2.5
N 170*#	Nursing Process	7.75
N 171*#	Mental Health Nursing	3
<b>Total</b>		<b>14.75</b>

**Semester II**

N 161	Growth and Development	1.5
N 172*#	Medical-Surgical Nursing	8.75
PSYC 1	Introduction to Psychology	3
<b>Total</b>		<b>13.25</b>

**Semester III**

N 173*+##	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
<b>Total</b>		<b>7</b>

**Semester IV**

N 176*#	Advanced Nursing	8
SP 1	Communication Fundamentals	
or		3
SP 5	Interpersonal Communication	
<b>Total</b>		<b>11</b>

**Total units Registered Nursing Certificate 62**

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

**Upon completion of the Registered Nurse Certificate Students are eligible for RN Licensure Exam**

**Associate Degree—Nursing Program**

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

**Licensed Vocational Nurse (LVN)  
to Registered Nurse (RN) Program**

The Nursing program is designed to provide a system by which vocational nurses can continue their education and become eligible to write the State Board Exam. Procedures for application and admission packets are available in the offices of the Division of Health Sciences and Human Services. Students are admitted from a wait list.

Admission of LVNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of all the core science courses: BIO 11\*, 12\*, 15\*, and ENG 1A\* or equivalent, with a grade of "C" or better.
3. Completion of N 162 with a grade of "C" or better within two years of admission
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.

**Eligible for Entry into Nursing Clinical Sequence**

**Semester I**

GERO 101	Fundamentals of Aging	1.5
N 160*	Pharmacology	2.5
N 170*#	Nursing Process	7.75
N 171*#	Mental Health Nursing	3
<b>Total</b>		<b>14.75</b>

**Semester II**

N 161	Growth and Development	1.5
N 172*#	Medical-Surgical Nursing	8.75
PSYC 1	Introduction to Psychology	3
<b>Total</b>		<b>13.25</b>

**Semester III**

N 173*+##	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
<b>Total</b>		<b>7</b>

**Semester IV**

N 176*#	Advanced Nursing	8
SP 1	Communication Fundamentals	
or		3
SP 5	Interpersonal Communication	
<b>Total</b>		<b>11</b>

**Total units Registered Nursing Certificate 62**

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

**Upon completion of the Registered Nurse Certificate Students are eligible for RN Licensure Exam**

**Associate Degree—Nursing Program**

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

**Licensed Vocational Nurse (LVN)  
to Registered Nurse (RN) Program**

The Nursing program is designed to provide a system by which vocational nurses can continue their education and become eligible to write the State Board Exam. Procedures for application and admission packets are available in the offices of the Division of Health Sciences and Human Services. Students are admitted from a wait list.

Admission of LVNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of all the core science courses: BIO 11\*, 12\*, 15\*, and ENG 1A\* or equivalent, with a grade of "C" or better.
3. Completion of N 162 with a grade of "C" or better within one year of admission
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.
8. Completion of standardized Assessment Technology Institute tests

Certificates and Degrees



# SADDLEBACK COLLEGE REVISED PROGRAMS CURRICULUM YEAR: 2008-2009

**CURRENT****REVISED**

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

**Required Prerequisites:**

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
N 162*	Successful Transition to Professional Nursing	1.5
<b>Total</b>		<b>17.5</b>

**Required Core Classes:**

Course ID	Title	Units
GERO 101	Fundamentals of Aging	1.5
N 171*#	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#	Advanced Nursing	8
PSYC 1	Introduction to Psychology	3
SP 1	Communication Fundamentals	3
or		
SP 5	Interpersonal Communication	3
<b>Total</b>		<b>25.5</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

## Licensed Vocational Nurse (LVN) to Registered Nurse (RN) 30-Unit Option

**BRN Rules and Regulations****Section 1429—Preparation Required for Licensed Vocational Nurses**

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
- (c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

**Required Prerequisites:**

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
N 162*	Successful Transition to Professional Nursing	1.5
<b>Total</b>		<b>17.5</b>

**Required Core Classes:**

Course ID	Title	Units
GERO 101	Fundamentals of Aging	1.5
N 171*#	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#	Advanced Nursing	8
PSYC 1	Introduction to Psychology	3
SP 1	Communication Fundamentals	3
or		
SP 5	Interpersonal Communication	3
<b>Total</b>		<b>25.5</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

## Licensed Vocational Nurse (LVN) to Registered Nurse (RN) 30-Unit Option

**BRN Rules and Regulations****Section 1429—Preparation Required for Licensed Vocational Nurses**

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
- (c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**Exhibit A**

**CURRENT**

**REVISED**

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.

This option is available to all LVNs entering the Saddleback College Nursing program. Persons electing this 30-unit option will be eligible to write the State board exam but will not be graduates of the Saddleback College Nursing program.

Admission of VNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12\*, BIO 15\*, and N 162 with grades of "C" or better with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. ~~N 162 must be taken within 2 years of admission.~~
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Courses Required for the 30-Unit Option:

**Required Prerequisites:**

Course ID	Title	Units
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

**Required Core Classes:**

GERO 101	Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#¥	Advanced Nursing	8
<b>Total</b>		<b>30</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.

This option is available to all LVNs entering the Saddleback College Nursing program. Persons electing this 30-unit option will be eligible to write the State board exam but will not be graduates of the Saddleback College Nursing program.

Admission of VNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12\*, BIO 15\*, and N 162 with grades of "C" or better with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. N 162 must be taken within 1 year of admission.
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.
8. Completion of standardized Assessment Technology Institute tests

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Courses Required for the 30-Unit Option:

**Required Prerequisites:**

Course ID	Title	Units
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

**Required Core Classes:**

GERO 101	Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#¥	Advanced Nursing	8
<b>Total</b>		<b>30</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.

Certificates and Degrees



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

### Diploma School Registered Nursing Program

This program is designed for the RN graduate of a hospital diploma program. Completion of the program listed below and completion of the graduation requirements will qualify the student for an Associate in Science Degree in Nursing.

Upon completion of the following courses, full credit will be awarded in the area of Nursing for holders of current California Registered Nursing Licenses. A minimum of 12 units must be earned at Saddleback College.

Course ID	Title	Units
ENG 1A*†	Principles of Composition I	3
GERO 101†	Fundamentals of Aging	1
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 1	Communication Fundamentals	3
or		
SP 5	Interpersonal Communication	3
<b>Total</b>		<b>13</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†A minimum grade of "C" is required.

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

The state universities in the area have planned curricula to dovetail with the community college programs in Orange County; therefore, it will be possible in most instances to make a smooth articulation to a baccalaureate program in Nursing.

The student will need to meet admission requirements as determined by the particular baccalaureate program he/she wishes to enter. These requirements may include courses in the natural sciences or other areas. Students should seek the necessary counseling before taking general education courses at Saddleback College as some additional courses may need to be included.

### Diploma School Registered Nursing Program

This program is designed for the RN graduate of a hospital diploma program. Completion of the program listed below and completion of the graduation requirements will qualify the student for an Associate in Science Degree in Nursing.

Upon completion of the following courses, full credit will be awarded in the area of Nursing for holders of current California Registered Nursing Licenses. A minimum of 12 units must be earned at Saddleback College.

Course ID	Title	Units
ENG 1A*†	Principles of Composition I	3
GERO 101†	Fundamentals of Aging	1
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 1	Communication Fundamentals	3
or		
SP 5	Interpersonal Communication	3
<b>Total</b>		<b>13</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†A minimum grade of "C" is required.

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

The state universities in the area have planned curricula to dovetail with the community college programs in Orange County; therefore, it will be possible in most instances to make a smooth articulation to a baccalaureate program in Nursing.

The student will need to meet admission requirements as determined by the particular baccalaureate program he/she wishes to enter. These requirements may include courses in the natural sciences or other areas. Students should seek the necessary counseling before taking general education courses at Saddleback College as some additional courses may need to be included.

**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**Phlebotomist/Laboratory  
Assistant Occupational Skills  
Award**

This curriculum prepares the student for employment as a Phlebotomist/Laboratory Assistant in a hospital, laboratory, or clinic. The training is designed to prepare students to collect specimens, do venipunctures, and clean and maintain medical laboratory equipment. Enrollment in ~~CWE 168/169~~ (two units) will provide the necessary 120 hours of clinical experience required to complete this program. Successful completion of ~~HSC 240 and CWE 168/169~~ will lead to certification as a Phlebotomist/Laboratory Assistant.

Course ID	Title	Units
<del>HSC 240*</del>	<del>Phlebotomist/Laboratory Assistant Procedures</del>	<del>4</del>
<del>CWE 168*/169*</del>	<del>Cooperative Work Experience: Phlebotomist</del>	<del>2</del>
<b>Total</b>		<b>6</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**REVISED**

**Phlebotomist/Laboratory  
Assistant Occupational Skills  
Award**

This curriculum prepares the student for employment as a Phlebotomist/Laboratory Assistant in a hospital, laboratory, or clinic. The training is designed to prepare students to collect specimens, do venipunctures, and clean and maintain medical laboratory equipment. Enrollment in CWE 180 (two units) will provide the necessary 120 hours of clinical experience required to complete this program. Successful completion of PHLB 240 and CWE 180 will lead to certification as a Phlebotomist/Laboratory Assistant.

Course ID	Title	Units
<u>PHLB 240*</u>	<u>Phlebotomist/Laboratory Assistant Procedures</u>	<u>4</u>
<u>CWE 180*</u>	<u>Cooperative Work Experience: Phlebotomist</u>	<u>2</u>
<b>Total</b>		<b>6</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Certificates and Degrees



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Physical Science—General  
Emphasis—  
Associate Degree Program**

The curriculum in the Physical Science Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested major areas for the Associate in Science degree:

Astronomy, Chemistry, Environmental Studies, Geography, Geology, Marine Science, Physics

**Associate Degree****Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

**Physical Science  
Associate Degree**

The curriculum in the Physical Science Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

**Select 18 units from the following courses:**

ASTR 20, 21, 25, 45, 130

CHEM 1A, 1B, 3, 12A, 12B, 108, 120

ENV 23, 25, 30, 105, 106, 120

GEOG 1, 1L, 2, 3, 38, 102, 110

GEOL 1, 2, 3, 4, 5, 6, 7, 10, 20, 21, 23, 162

MS 4, 20

PHYS 2A, 2B, 4A, 4B, 4C, 20

**Associate Degree****Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**

**REVISED**

**Radio/Television/Film/  
Post-Production-  
Certificate Program**

The certificate program in Radio, Television, Film, and Electronic Media prepares the student in all areas relating to the understanding and use of electronic media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty (Radio, Television or Film). Coursework includes participation in internships at various stations and facilities.

Course ID	Title	Units
CA 1/JRN 1	Mass Media and Society	3
or		
CA 100	Introduction to Radio, TV, Film	3
CA 40*	Television and Film Scriptwriting I	3
CA 101	Video Production Basics	3
	Select 15 units from one Specialty Area	15
<b>Total</b>		<b>24</b>

**Specialty Area 1—Television**

Required courses:

CA 124*	Television Production I	4
CA 125*	Television Production II	3

Electives: (8 units)

CA 42*	Television and Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 126*	TV Production III	2
CA 128*	Television and Radio News and Public Affairs	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1

and

CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1
----------------	---	---

**Specialty Area 2—Radio**

Required Courses:

CA 110	Audio Production	3
CA 113*	Radio Broadcasting	3

Electives: (9 units)

CA 111*	Advanced Audio Production and Sound Design	3
CA 115*	Advanced Radio Broadcasting	2
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 128*	Television and Radio News and Public Affairs	3
CA 233*†	Radio/Television/Film Internship	1

and

CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1
----------------	---	---

**Cinema/Television/Radio  
Certificate Program**

The certificate program in Cinema/Television/Radio prepares the student in all areas relating to the understanding and use of electronic media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty (Cinema/Television/Radio). Coursework includes participation in internships at various stations and facilities.

Course ID	Title	Units
CA 1/JRN 1	Mass Media and Society	3
or		
CA 100	Introduction to Radio, TV, Film	3
CA 40*	Television and Film Scriptwriting I	3
CA 101	Video Production Basics	3
	Select 15 units from one Specialty Area	15
<b>Total</b>		<b>24</b>

**Specialty Area 1—Cinema**

Required Courses:

CA 31*	Film Production I	3
CA 32*	Film Production II	3

Electives: (9 units)

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 130*	Documentary Production	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 600	Script Supervising	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1

and

CWE 180*†	Cooperative Work Experience: Radio/Television	1
-----------	---	---

**Specialty Area 2—Television**

Required courses:

CA 124*	Television Production I	3
CA 125*	Television Production II	3

Electives: (9 units)

CA 42*	Television and Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 128*	Television and Radio News	3
CA 130*	Documentary Production	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 600	Script Supervising	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1

and

CWE 180*†	Cooperative Work Experience: Radio/Television	1
-----------	---	---

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED****Specialty Area 3—Film**

## Required Courses:

CA 31*	Film Production I	3
CA 32	Film Production II	3

## Electives: (9 units)

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1

and

CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1
----------------	---	---

**Specialty Area 4—Post Production**

## Required Courses:

CA 131	Non-Linear Editing I	3
CA 232*	Non-Linear Editing II	3

## Electives: (9 units)

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 233*†	Radio/Television/Film Internship	1

and

CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1
----------------	---	---

CA 235*	Digital Special Effects	3
---------	-------------------------	---

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**Specialty Area 3—Radio**

## Required Courses:

CA 110	Audio Production	3
CA 113*	Radio Broadcasting	3

## Electives: (9 units)

CA 111*	Advanced Audio Production and Sound Design	3
CA 114	Radio Station Activities	2
CA 115*	Advanced Radio Broadcasting	2
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 128*	Television and Radio News	3
CA 233*†	Radio/Television/Film Internship	1

and

CWE 180*†	Cooperative Work Experience: Radio/Television	1
-----------	---	---

CA 141	Radio and Television Announcing and Voice-Over	3
--------	--	---

**Specialty Area 4—Post Production**

## Required Courses:

CA 131	Non-Linear Editing I	3
CA 232*	Non-Linear Editing II	3

## Electives: (9 units)

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 233*†	Radio/Television/Film Internship	1

and

CWE 180*†	Cooperative Work Experience: Radio/Television	1
-----------	---	---

CA 235*	Digital Special Effects	3
---------	-------------------------	---

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

**Associate Degree****Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.



**SADDLEBACK COLLEGE  
REVISED PROGRAMS**

**Exhibit A**

**CURRICULUM YEAR: 2008-2009**

**CURRENT**

**REVISED**

**Digital Post Production  
Occupational Skills Awards**

The Digital Post-Production Occupational Skills Award provides the opportunity to master the ~~necessary~~ fundamental proficiencies to complete a film, television or electronic media production from the delivery of media to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks. Completion of this Occupational Skills Award increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 131	Non-Linear Editing I	3
CA 232*	Non-Linear Editing II	3
	Select from Restricted Electives	9
	<b>Total</b>	<b>15</b>

**Restricted Electives:**

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1
CA 235*	Digital Special Effects	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Post Production  
Occupational Skills Awards**

The Post Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a film, television or electronic media production from the delivery of media to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks. Completion of this Occupational Skills Award increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 131	Non-Linear Editing I	3
CA 232*	Non-Linear Editing II	3
	Select from Restricted Electives	9
	<b>Total</b>	<b>15</b>

**Restricted Electives:**

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 180*†	Cooperative Work Experience: Radio/Television	1
CA 235*	Digital Special Effects	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Certificates and Degrees



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Film Production**  
**Occupational Skills Awards**

The Film Production Occupational Skills Award provides the opportunity to master the necessary fundamental proficiencies to complete a filmic production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of several broadcast-quality short films suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 31*	Film Production I	3
CA 32	Film Production II	3
	Select from Restricted Electives	9
<b>Total</b>		<b>15</b>

**Restricted Electives:**

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1

and		
CWE 168*/169*†	Cooperative Work Experience:	
	Radio/Television	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Cinema Production**  
**Occupational Skills Awards**

The Cinema Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a filmic production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of several broadcast-quality short films suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 31*	Film Production I	3
CA 32*	Film Production II	3
	Select from Restricted Electives	9
<b>Total</b>		<b>15</b>

**Restricted Electives:**

CA 42*	TV/Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 600	Script Supervising	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1

and		
CWE 180*†	Cooperative Work Experience:	
	Radio/Television	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

## CURRENT

## REVISED

### Radio Broadcasting Occupational Skills Awards

The Radio Broadcasting Occupational Skills Award provides the opportunity to master the ~~necessary~~ fundamental proficiencies to complete a radio production from the conception to finished product as well as to understand the principles of radio broadcasting and station management. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality radio programs suitable for use on a demonstration reel and the hands-on management of the college's flagship radio station KSBR. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 110	Audio Production	3
CA 113*	Radio Broadcasting	3
	Select from Restricted Electives	9
<b>Total</b>		<b>15</b>

**Restricted Electives:**

CA 111*	Advanced Audio Production and Sound Design	3
CA 115*	Advanced Radio Broadcasting	2
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 128*	Television and Radio News and Public Affairs	3
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Radio Broadcasting Occupational Skills Awards

The Radio Broadcasting Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a radio production from the conception to finished product as well as to understand the principles of radio broadcasting and station management. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality radio programs suitable for use on a demonstration reel and the hands-on management of the college's flagship radio station KSBR. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 110	Audio Production	3
CA 113*	Radio Broadcasting	3
	Select from Restricted Electives	9
<b>Total</b>		<b>15</b>

**Restricted Electives:**

CA 111*	Advanced Audio Production and Sound Design	3
CA 114	Radio Station Activities	2
CA 115*	Advanced Radio Broadcasting	2
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 128*	Television and Radio News	3
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 180*†	Cooperative Work Experience: Radio/Television	1
CA 141	Radio and Television Announcing and Voice-Over	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT****REVISED**

**Television Production**  
**Occupational Skills Awards**

The Television Production Occupational Skills Award provides the opportunity to master the necessary fundamental proficiencies to complete a television production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality programs suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 124*	Television Production I	4
CA 125*	Television Production II	3
	Select from Restricted Electives	8
<b>Total</b>		<b>15</b>

**Restricted Electives:**

CA 42*	Television and Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 126*	TV Production III	3
CA 128*	Television and Radio News and Public Affairs	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 168*/169*†	Cooperative Work Experience: Radio/Television	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Television Production**  
**Occupational Skills Awards**

The Television Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a television production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality programs suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
Required courses:		
CA 124*	Television Production I	3
CA 125*	Television Production II	3
	Select from Restricted Electives	9
<b>Total</b>		<b>15</b>

**Restricted Electives:**

CA 42*	Television and Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 128*	Television and Radio News	3
CA 130*	Documentary Production	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 600	Script Supervising	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 180*†	Cooperative Work Experience: Radio/Television	1

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.



**SADDLEBACK COLLEGE  
REVISED PROGRAMS**

**Exhibit A**

**CURRICULUM YEAR: 2008-2009**

**CURRENT**

**REVISED**

**Speech/Communication  
Associate Degree Program**

The curriculum in the Speech/Communication Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
SP 1	Communication Fundamentals (meets AA Speech requirements)	3
SP 2*	Persuasion	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3
SP 30/TA 30	Introduction to Oral Interpretation	3
SP 32*/TA 32*	Interpreters' Theatre	3
<b>Total</b>		<b>18</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED Electives: ANTH 20/SP 20; SP 8, 106.

**Speech/Communication  
Associate Degree Program**

The curriculum in the Speech/Communication Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Suggested courses for the Associate degree:

Course ID	Title	Units
SP 1	Communication Fundamentals (meets AA Speech requirements)	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3
SP 8	Gender Communication	3
SP 20/ANTH 20	Intercultural Communication	3
SP 30/TA 30	Introduction to Oral Interpretation	3
SP 32*/TA 32*	Interpreters' Theatre	3
<b>Total</b>		<b>18</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

RECOMMENDED ELECTIVES: SP 106



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

**CURRENT**

**Technology Associate  
Degree Program—  
General Technology**

The General Technology Associate Degree provides students the opportunity to achieve an Associate degree using occupational and vocational courses, and to afford maximum flexibility to students in designing a program which may lead to employment.

**Associate Degree****Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Alternative major patterns will vary depending upon the student's career or educational objectives. The student who has demonstrated breadth in general technology by completion of a minimum of 18 units, in addition to those required to fulfill general education requirements, of courses appropriate for majors offered in the Division of Advanced Technology and Applied Science, or other areas such as industrial technology, industrial arts, fire protection administration and technology, or vocational education may receive an Associate degree in general technology.

**REVISED**

**Health Sciences  
Associate Degree**

The Health Sciences Associate Degree program is designed to provide students the opportunity to achieve a well-rounded non transfer associate degree in the health sciences. This program is not the associate degree in Nursing and does not meet the State Board of Registered Nursing requirements for licensure in the state of California. Students interested in achieving a degree in Nursing should see the Nursing Associate Degree.

Select 18 from the following related disciplines

BIO 11, 12, 15, 45, 112, 113, 201

CHEM 1A, 108

EMT 205 & 205L, 210, 219

GERO 101, 110, 115, 120

HLTH 1, 2, 3

HSC 102, 217, 222, 223, 226, 227, 228, 229, 240, 241, 291, **600**

INSR 214A, 215A, 260

MA 210, 211A/B, 212A/B, 213A/B, 214B, 217A/B/C, 218B

N 160, 161, 162, 170, 171, 172, 173, 174, 176, 202, 238, 244,

245, 263, 264, 265, 289

PM 220, 230, 240

**Associate Degree****Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.



**SADDLEBACK COLLEGE**  
**REVISED PROGRAMS**  
**CURRICULUM YEAR: 2008-2009**

Exhibit A

**CURRENT**  
**Theatre Arts**  
**Associate Degree Program**

The curriculum in the Theatre Arts Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

Possible entry-level career opportunities for students completing this program include various stagecraft positions in local repertory theatres and the entertainment industry.

**Sample Course of Study**

Course ID	Title	Units
<b>First Year—Fall Semester</b>		
TA 1	Acting	3
TA 15, 16, 17, 18 or 19	Rehearsal and Performance (Tech. and/or Acting)	1-2
TA 35/SP 35	Voice and Diction	3
TA 40	Stagecraft	4
TA 43	Stage Make-up	1
<b>First Year—Spring Semester</b>		
TA 2*	Beginning Scene Study	3
TA 15, 16, 17, 18 or 19	Rehearsal and Performance (Tech. and/or Acting)	1-2
TA 42	Costume Design	3
<b>Second Year—Fall Semester</b>		
TA 3*	Advanced Scene Study	3
TA 15, 16, 17, 18 or 19	Rehearsal and Performance (Tech. and/or Acting)	1-2
TA 25	Theatre History: Primitive to Renaissance	3
TA 41*	Stage Lighting	3
<b>Second Year—Spring Semester</b>		
TA 4*	Acting Styles: Classical	3
or		3
TA 5*	Acting Styles: Contemporary	
TA 15, 16, 17, 18 or 19	Rehearsal and Performance (Tech. and/or Acting)	1-2
TA 26	Theatre History: Renaissance to Contemporary	3
TA 45*	Scene Design	3
TA 142	Theatre Production	1
<b>Total</b>		<b>40-44</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Arts Degree**

Complete at least 18 units (or as described in the major area of study) in a single subject or related disciplines and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: TA 4, 5, 7, 10, 11, 12, 20, 22, 30, 32, 14, 102, 110, 113, 130, NEW

**REVISED**  
**Theatre Arts**  
**Performance and Acting**  
**Associate Degree Program**

The curriculum in the Theatre Arts, Performing/Acting Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. A baccalaureate degree or higher is recommended for those considering professional career related to this field. An Associate Degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain employment in the field.

Course ID	Title	Units
TA 1	Acting	3
TA 2*	Beginning Scene Study	3
TA 11	Stage Movement	3
TA 40	Stagecraft	4
TA 43	Stage Make-up	1
	Appreciation and History	3
	Rehearsal and Performance	.5-2
	Acting	6
	Restricted Electives	3
<b>Total</b>		<b>27.5-29</b>

**Appreciation and History:**

TA 20	Theatre Appreciation	3
TA 25	Theatre History: Primitive to Renaissance	3
TA 26	Theatre History: Renaissance to Contemporary	3

**Rehearsal and Performance:**

TA 15	Rehearsal and Performance: Drama	1-2
TA 16	Rehearsal and Performance: Comedy	1-2
TA 17	Rehearsal and Performance: Mixed Genres	1-2
TA 18	Rehearsal and Performance: Dance	1-2
TA 19	Rehearsal and Performance: Musical Theatre	1-2
TA 142	Theatre Production	.5 or 1

**Acting**

TA 3*	Advanced Scene Study	3
TA 4*	Acting Styles: Classical	
TA 5*	Acting Styles: Contemporary	3
TA 7	Acting for Television and Film	3
TA 10	Musical Theatre Techniques	3

**Restricted Electives:**

TA 41	State Lighting	3
TA 42	Costume Design	3
TA 45	Scene Design	3
TA 601	Fundamentals of Design and Graphics for Theatre	3
TA 602	Stage Management	3

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements for the specific course list meeting general education requirements.

Refer to the Transfer Major Patterns section of this catalog or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for the Associate degree should reflect requirements of the college to which the student plans to transfer. Consult with a counselor for assistance in planning a program.

RECOMMENDED ELECTIVES: TA 12, 20, 22, 30, 32, 44, 108, 110, 113, 130.

Certificates and Degrees



**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
CURRICULUM YEAR: 2008-2009**

NEW

**Theatre Arts  
Entertainment and Theatre  
Technology  
Associate Degree Program**

The Entertainment and Theatre Technology program prepares students with the necessary skills to obtain entry level positions in the technical fields of the entertainment industries. The Associate degree is designed to prepare students to transfer to a baccalaureate or higher degree program.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
TA 1	Acting	3
TA 40	Stagecraft	4
TA 240	Advanced Stagecraft	1-3
TA 142	Theatre Production	2
TA 600	Applied Technical Theatre Production	3
	Select from Appreciation & History	3
	Select two from Restricted Electives	3-6
<b>Total</b>		<b>19-24</b>

**Appreciation and History:**

TA 20	Theatre Appreciation	3
TA 25	Theatre History: Primitive to Renaissance	3
TA 26	Theatre History: Renaissance to Contemporary	3

**Restricted Electives:**

TA 602	Stage Management	3
TA 41	Stage Lighting	3
TA 42	Costume Design	3
TA 44	Theatre Scenery Painting	2
TA 45	Scene Design	3
TA 130	Theatre Management	3
TA 601	Fundamentals of Design and Graphics for Theatre	3
TA 605	Costume Crafts	3

**Associate Degree****Associate in Arts Degree**

Complete 24 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**NEW**

## Entertainment and Theatre Technology Certificate Program

The Saddleback College Entertainment and Theatre Technology certificate program provides the student with a career preparation for entry-level positions in the professional entertainment industry. A comprehensive and intensive two-year program offers students the opportunity to explore fundamentals of a wide variety of practical career opportunities. Technical theatre students participate in the hands-on experience of creating all of the technical elements of Theatre Arts Department productions as well as other live events on the Saddleback College campus.

Course ID	Title	Units
TA 1	Acting	3
TA 20	Theatre Appreciation	3
TA 40	Stagecraft	4
TA 600	Theatre Practicum and Lab 1	2, 2, 2
TA 601	Fundamentals of Design and Graphics for Theatre	3
TA 240	Advanced Stagecraft	3
TA 604	Entertainment Work Experience	1
TA 142	Theatre Production	.5, .5, .5, 1
	Select from Appreciation & History	3
	Select from Restricted Electives	4-7
<b>Total</b>		<b>32.5-35.5</b>

### Appreciation and History:

ART 20	Art Appreciation	3
CA 30	The History and Appreciation of Film	3
DANC 64	History of Dance	3
MUS 20	Music Appreciation	3
MUS 27	History Of Jazz	3
MUS 28	History of Rock	3
TA 22	Musical Theatre History and Appreciation	3

### Restricted Electives:

MUS 118	Sound Recording	4
TA 41	Stage Lighting	3
TA 42	Costume Design	3
TA 44	Theatre Scenery Painting	2
TA 130	Theatre Management	3
TA 246	Theatre Audio Techniques	3
TA 602	Stage Management	3
TA 603	CAD for the Entertainment Industry	2

### Associate Degree

#### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees



**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Exhibit B  
Page 1

SCHOOL	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
BS	ACCT 212.1	145.05	Spreadsheets I	rpt: From R-E-3 to R-A-3
BS	CIM 212.1	145.20	Spreadsheets I	rpt: From R-E-3 to R-A-3
BS	ACCT 212.2	150.10	Spreadsheets II	rpt: From R-E-3 to R-A-3
BS	CIM 212.2	150.40	Spreadsheets II	rpt: From R-E-3 to R-A-3
BS	ACCT 212.3	9102.00	Spreadsheets III-Certification	rpt: From R-E-3 to R-A-3
BS	CIM 212.3	9838.00	Spreadsheets III-Certification	rpt: From R-E-3 to R-A-3
BS	CIM 100	9716.00	Introduction to Computers, Keyboarding and Document Processing	rpt: From R-E-3 to R-A-3
BS	CIM 100A	1795.05	Computer Keyboarding and Document Processing I	rpt: From R-E-3 to R-A-3
BS	CIM 100B	1800.10	Computer Keyboarding and Document Processing II	rpt: From R-E-3 to R-A-3
BS	CIM 101A	1805.10	Document Processing I	rpt: From R-E-3 to R-A-3
BS	CIM 101B	1810.10	Document Processing II	rpt: From R-E-3 to R-A-3
BS	CIM 210.1	1835.05	Word Processing I	rpt: From R-E-3 to R-A-3



**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Exhibit B  
Page 2

SCHOOL	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prreq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 210.2	1837.00	Word Processing II	rpt: From R-E-3 to R-A-3
BS	CIM 210.3	9838.00	Word Processing III-Certification	rpt: From R-E-3 to R-A-3
BS	CIM 214.1	1850.05	Database I	rpt: From R-E-3 to R-A-3
BS	CIM 214.1	1851.00	Database II	rpt: From R-E-3 to R-A-3
BS	CIM 221.1	1855.10	Image Editing I	rpt: From R-E-3 to R-A-3
BS	CIM 221.2	10389.00	Image Editing II	rpt: From R-E-3 to R-A-3
BS	CIM 230.1	1834.00	Digital Publishing I	rpt: From R-E-3 to R-A-3
BS	CIM 230.2	1836.00	Digital Publishing II	rpt: From R-E-3 to R-A-3
BS	CIM 242.1	10393.00	2D Animation I	rpt: From R-E-3 to R-A-3
BS	CIM 242.2	10394.00	2D Animation II	rpt: From R-E-3 to R-A-3
BS	CIM 242.3	10416.00	2D Animation III	rpt: From R-E-3 to R-A-3
BS	CIM 243.1	10395.00	Web Authoring I	rpt: From R-E-3 to R-A-3
BS	CIM 243.2	10396.00	Web Authoring II	rpt: From R-E-3 to R-A-3
BS	CIM 260.1	9215.00	Networking I	rpt: From R-E-3 to R-A-3

02/20/08 mtg



**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Exhibit B  
Page 3

SCHOOL	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 260.2	9087.00	Networking II	rpt: From R-E-3 to R-A-3
BS	CIM 263.1	10409.00	Internetworking Technologies I	rpt: From R-E-3 to R-A-3
BS	CIM 263.2	10410.00	Internetworking Technologies II	rpt: From R-E-3 to R-A-3
BS	CIM 263.3	10411.00	Internetworking Technologies III	rpt: From R-E-3 to R-A-3
BS	CIM 264.4	10412.00	Internetworking Technologies IV	rpt: From R-E-3 to R-A-3
BS	CIM 264.5	10711.00	Hardening the Infrastructure	rpt: From R-E-3 to R-A-3
BS	CIM 264.6	10732.00	Network Defense and Countermeasures	rpt: From R-E-3 to R-A-3
FA	DMA 201		Introduction to Digital Cameras	nc
FA	PHOT 201		Introduction to Digital Cameras	nc
FA	ART 70	10665.00	Fundamentals of Sculpture	dc
FA	ART 71	10666.00	Additive Sculpture	dc
FA	ART 78	10667.00	Beginning Life Sculpture	dc
HP	PE 101	11147.00	Introduction to Sport Psychology	nc
HP	PE 100	11148.00	Introduction to Therapy and Rehabilitation	nc

02/20/08 mtg



**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Exhibit B  
Page 4

SCHOOL	Course ID	Catalog ID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HP	DNCE 1	9921.00	Introduction to Dance	dc (.5 unit version only)
HU	CHI 1	10313.00	Beginning Chinese I	desc, lrng obj, moe, tps, txt
HU	CHI 1A	10311.00	Introduction to Beginning Chinese I	desc, lrng obj, moe, tps, txt
HU	CHI 1B	10312.00	Continuation of Beginning Chinese I	desc, lrng obj, moe, tps, txt
HU	FR 1A	2935.00	Introduction to Beginning French I	desc, lrng obj, moe, tps, txt
HU	FR 2B	2940.00	Continuation of Beginning French 1	desc, lrng obj, moe, tps, txt
HU	WR 1	6566.00	College Writing I	desc, lrng obj, moe, tps, txt
LT	BIO 109		Field Biology: A 21st Century Look at American's Wildlands	nc
LT	BIO 12	1010.10	Human Physiology	prereq: From Bio 11 and Bio 6/6I or Bio 50 to Bio 11 and Bio 108 or Chem 4 or Chem 12A or Chem 108 (SC)



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Contract Extension for Independent Auditing Services for Fiscal Year Ending June 30, 2008 through June 30, 2009

**ACTION:** Approval

---

**BACKGROUND**

Title 5, California Code of Regulations, Section 59102 requires community college districts to contract an independent audit of all funds of the District. The Board of Trustees approved a three-year contract with Vicenti, Lloyd and Stutzman, LLP for fiscal years 2004-2005, 2005-2006 and 2006-2007 at the April 25, 2005 Board meeting. The contract allows for a renewal period not to exceed two years with the same terms and conditions.

**STATUS**

Business Services staff recommends the contract for the audit firm of Vicenti, Lloyd and Stutzman, LLP be extended to perform professional audit services as described in EXHIBIT A for fiscal years ending June 30, 2008, and 2009.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees contract with Vicenti, Lloyd and Stutzman, LLP to perform the District's financial audit for two fiscal years at a fee not to exceed \$133,000.00 for the 2007/2008 fiscal year, and \$139,400.00 for the 2008/2009 fiscal year, plus actual mileage at the approved IRS rate in effect for the year audit services are performed.



**VICENTI ♦ LLOYD ♦ STUTZMAN** LLP  
BUSINESS CONSULTANTS AND CPAs

January 28, 2008

Beth Mueller  
South Orange County Community College District  
28000 Marguerita Parkway  
Mission Viejo, CA 92692

**Re: Request for Audit and Professional Services**

Dear Beth:

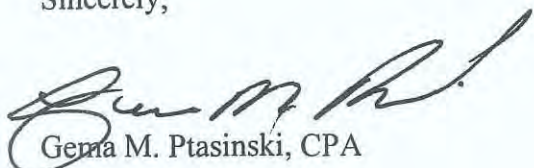
We are responding to your request for a contract renewal for auditing services and other professional services related to implementation of GASB Statement No. 45. Our renewal for independent audit services is for the fiscal years ending June 30, 2008 and June 30, 2009.

Our fees for the financial audit are estimated based on our previous history with your district and the time we believe is necessary to complete the audit with efficiency and quality and taking into consideration the various changes in accounting and auditing standards. We believe our estimate to be fair and realistic. Due to the uncertainty of the time to comply with the new audit requirements effective for the 2007-08 audit, we have not included additional hours in our renewal fee. Any additional time spent to meet the new audit requirements will be billed at the hourly rates in the contract. Our proposed fee for 2007-08 is based on a budget of 1,065 hours.

We appreciate the opportunity to be of service to South Orange County Community College District. If you agree with the terms of our engagement as described in the attached contracts, please sign the enclosed copy and return to us.

Please call me at (626) 857-7300 if you have any questions.

Sincerely,



Genna M. Ptasinski, CPA  
Partner



## Renewal to Contract

### *Renewal to Contract for Auditing Services*

This is a renewal to our existing audit contract for changes to section 11 Compensation. The Personnel Classification section has been modified to reflect changes to personnel categories and increased rates. Maximum fees have been revised for increased rates including additional audit requirements for Statements on Auditing Standards (SAS) No. 103 Audit Documentation and SAS No. 112 Communicating Internal Control Related Matters Identified in an Audit. The fee estimate does not include implementation of new audit standards effective for the 2007-08 audit or later periods, including SAS No. 104 through SAS No. 111 and SAS No. 113 to SAS No. 114, as we are unable to determine the additional time, if any, that will result due to the implementation of those standards. The fee estimate does not include consulting time to assist the District with implementation of GASB Statement No. 45 Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions.

### 11. Compensation

The District Agrees to compensate the Auditor for their satisfactory audit services at hourly rates as set forth below:

Personnel Classification	2007-08	2008-09
Partners	\$240.00	\$250.00
Senior Managers	180.00	190.00
Managers	150.00	160.00
Consultants	150.00	160.00
Senior Associates/In-Charge	120.00	130.00
Associates	95.00	100.00
Clerical	69.00	72.00



South Orange County Community College District

Such hourly rates shall include all costs and expenses, except mileage, of performing audit services including preparation and delivery of all report and bound and unbound copies of the final audit report for the District and auxiliary organizations, filing copies of the Audit Report with the appropriate agencies, and preparation and filing tax returns at an Annual Maximum Fee as follows:

<b>MAXIMUM FEES</b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>
1) Max. Annual Fee of District Audit including Data Collection Form Preparation and Submittal		
(a) Anticipated Hours	890	890
(b) Annual Fee	\$105,000	\$110,000
2) Max. Annual Fee Foundations Audit and Tax Return	160	160
	\$25,600	\$26,800
Estimate per unit:		
-Foundation for the District		
(a) Anticipated Hours	20	20
(b) Annual Fee	\$3,200	\$3,400
-Irvine Valley College Foundation		
(a) Anticipated Hours	50	50
(b) Annual Fee	\$8,000	\$8,400
-Saddleback College Foundation		
(a) Anticipated Hours	75	75
(b) Annual Fee	\$12,000	\$12,400
-ATEP Foundation		
(a) Anticipated Hours	15	15
(b) Annual Fee	\$2,400	\$2,600
3) South Orange County Comm College District Facilities Corp.		
(a) Anticipated Hours	15	15
(b) Annual Fee	\$2,400	\$2,600

The District will reimburse the Auditor for actual mileage at the approved Internal Revenue Service rate in effect for the year audit services are performed. It is understood and agreed that the Maximum Annual Fee is the maximum allowed by the District to perform audit services and is subject to a corresponding reduction in the event that the actual cost of the audit services proves to be less.



South Orange County Community College District

We agree to the above terms as they relate to the existing audit contract term.

South Orange County  
Community College District

Vicenti, Lloyd & Stutzman LLP

Date \_\_\_\_\_

Date \_\_\_\_\_

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.21  
DATE: 2/20/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Classified Staff Development Day  
**ACTION:** Approval

---

**BACKGROUND**

Once a year a Classified Staff Development Day is provided for Saddleback College, Irvine Valley College, and District Classified Employees to provide team-building opportunities and enrich their professional and individual skills.

**STATUS**

The Classified Staff Development Committee has planned the "Classified Staff Development Day" for Wednesday, March 19, 2008 at Boomers! in Irvine with *The Olympics* as their theme. As part of the day's activities, Karch Kiraly, 3-time Olympic Gold Medalist in Volleyball, will be the guest motivational speaker. The total cost is not-to-exceed \$7,155 as presented in Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the \$7,155 for the 2008 Classified Staff Development Day.



**2008 Classified Staff Development Day  
March 19, 2008**

***The Olympics***

Boomers!  
3405 Michelson Drive  
Irvine, CA 92612  
(949) 559-8341

180 @ \$39.75 per person for a total cost not-to-exceed \$7,155

	<b>Estimated Cost</b>
Boomers! Teambuilding Package includes 5 events (miniature golf, lazer tag, go karts, air hockey & skee ball), teambuilding coordinator and prizes for winning team	\$5,040.00
Food (bagels/muffins, coffee, water and lunch-Panda Express)	1,170.00
Guest Speaker/Entertainment	540.00
Miscellaneous (theme decorations/gift bags/etc.)	405.00
<b>TOTAL COST (not-to-exceed)</b>	<b>\$7,155.00</b>

<b>% District/College Breakdown Based on Classified Staff Level</b>	
12%-District	\$859
33%-IVC	\$2,361
55%-Saddleback	\$3,935

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Purchase Orders/Confirming Requisitions  
**ACTION:** Approval

---

**BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders/confirming requisitions, and purchase order change order listings are submitted for approval of the Board of Trustees.

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-02886 through P08-03202 amounting to \$1,335,697.07 are submitted to the Board of Trustees for approval. Confirming requisitions dated December 21, 2007 through January 28, 2008 totaling \$142,618.15 are also submitted.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the purchase orders/confirming requisitions listed in EXHIBIT A.



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P08-02886 Through P08-03202

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02886	FRIED, N.E. & ASSOCIATES, INC.	Training for SOCCCD Admin.	\$5,460.13
P08-02887	CDW COMPUTER CENTERS	Computer cables	\$21.85
P08-02888	CDW COMPUTER CENTERS	Tech supplies for close captioning	\$208.63
P08-02889	KRISTAR ENTERPRISES, INC.	STORM DRAIN FILTERS	\$1,546.87
P08-02890	IRVINE TENNIS	MENS TENNIS EQUIPMENT	\$818.00
P08-02891	ART SUPPLY WAREHOUSE	PUBLICATION SUPPLIES	\$282.00
P08-02892	CA CHAMBER OF COMMERCE	2008 CALIFORNIA EMPLOYEE POSTER	\$50.33
P08-02893	PEARSON EDUCATION	FOCUS ON GRAMMER NETWORK LICENSES	\$25,181.67
P08-02894	US DIGITAL MEDIA INC.	Non-Instructional supplies/Lang.Lab.	\$304.46
P08-02895	ON TRACK	Track and Field Supplies	\$967.55
P08-02896	BRODART CO.	Multimedia cabinets-Language Lab.	\$673.50
P08-02897	AURALOG, INC.	SITE LICENSES FOR LANG LAB	\$8,512.25
P08-02898	BOB PARRETT CONSTRUCTION, INC.	FINAL PAYMENT FOR GYM FLOOR	\$1,314.00
P08-02899	WEST-LITE SUPPLY CO.	LIGHTING SUPPLIES	\$736.01
P08-02900	ACADEMIC SENATE	Academic Senate Annual Membership Dues	\$2,726.90
P08-02901	SPSS, INC.	SPSS Software license renewal	\$905.80
P08-02902	ONE SOURCE DISTRIBUTORS, INC.	LIGHTING SUPPLIES	\$109.65
P08-02903	MPC-G	COMPUTER FOR CHANCELLOR	\$2,053.72
P08-02904	AD ASTRA INFORMATION SYSTEMS	Astra Schedule Renewal Fee	\$10,500.00
P08-02905	CABLEWHOLESALE.COM, INC.	One 4-port USB hub and USB cables	\$40.07
P08-02906	SOCIETY FOR COLL & UNIV PLNG	Institutional membership SCUP	\$645.00
P08-02907	ASSN FOR INSTIT. RESEARCH	Institutional membership	\$343.00
P08-02908	ADI	NEW ALARM PANELS TO REPLACE OLD	\$1,033.17
P08-02909	MC KESSON GENERAL MEDICAL	medical supplies for student health care	\$313.80
P08-02910	PICKARD, SANDRA LAMARTE	Panel Presenter	\$50.00
P08-02911	CARD INTEGRATORS CORPORATION	ID Card Machine Support/Warranty	\$1,190.00
P08-02912	IBM	Exchange servers storage enhancements	\$13,063.92
P08-02913	TRUJILLO, ARACELLI	Panel presentation	\$50.00
P08-02914	TEDDER, HAMPTON ELECTRIC CO.	INSPECT PRIMARY TRANSFORMER- UPPER QUAD	\$4,150.00
P08-02915	ASTRONOMY	subscription to Astronomy Magazine	\$42.95
P08-02916	SOUTHWEST GEOPHYSICS, INC.	GEOPHYSICAL SURVEY SERVICES	\$2,350.00
P08-02917	TOTAL COMPENSATION SYSTEMS INC	Actuarial Study	\$6,600.00
P08-02918	BEE MAN	REMOVE BEES FROM BASEBALL SCORE BOARD	\$345.00
P08-02919	CA DEPT INDUSTRIAL RELATIONS	FY 2007/2008 Assessment Fees	\$12,166.97
P08-02920	JOURNEY EDUCATION MARKETING	Fusion	\$47.08
P08-02921	GANDER-PRINTCO	One color stationery A&R	\$338.98
P08-02922	MC MULLEN, SEAN	Cash Advance	\$500.00
P08-02923	OC REGISTER	ADVERTISING	\$757.12
P08-02924	BLIND FACTORY	DOOR BLIND	\$125.00
P08-02925	CAROLINA BIOLOGICAL SUPPLY	TIMERS - Recruitment HR	\$100.17
P08-02926	BLOOMFIELD, ROBERT	Payment for HS Parliamentary Debate	\$461.17
P08-02927	U.S. POSTMASTER	STANDARD MAIL FEE	\$175.00
P08-02928	PACIFIC RESEARCH INSTITUTE	Guest Speaker/Chancellor's Opening Sessi	\$572.83
P08-02929	OC PRINTING CO.	Mood Desk Lights (Giveaway Item)	\$1,251.53
P08-02930	OC PRINTING CO.	Blossom Ballpoint Pen/Highlighter	\$969.65
P08-02931	LEGEND, INC.	Field books for Geology	\$136.95
P08-02932	KOCH FILTER CORPORATION	A/C FILTERS	\$1,218.01
P08-02933	TUTOR TIME CHILD CARE LEARNING	715784 Lopez/Karina child care for Jacob	\$2,775.00
P08-02934	CREATIVE BANNER	Signage Supplies	\$269.68
P08-02935	SEHI PROCOMP COMPUTER PRODUCTS	2 HP 9050DN PRINTERS	\$7,128.83
P08-02936	DHK PLUMBING & PIPING, INC.	STORM DRAIN HYDRO-JETTING,	\$4,692.00
P08-02937	RICHARD THE THREAD EMPIRE TAPE	Blanket purchase order	\$1,000.00
P08-02938	MANN BROTHERS	Blanket Purchase Orders	\$1,000.00
P08-02939	CINEMA SECRETS, INC.	Blanket Purchase Order	\$1,000.00
P08-02940	G/M BUSINESS INTERIORS	Additional supplies for new modular furn	\$223.11



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

-v4.2

Purchase Order Numbers P08-02886 Through P08-03202

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02941	LEGION WEST PAPER	ART SUPPLIES	\$2,169.02
P08-02942	LAB SAFETY SUPPLY CO.	ART SUPPLIES	\$408.04
P08-02943	HARLAND TECHNOLOGY SERVICES	Maintenance Service Agreement for Harlan	\$12,330.00
P08-02944	GRAY, DIANA	Contract Services	\$650.00
P08-02945	ELLISON, RON	Cash Advance	\$500.00
P08-02946	RYNNING, JAMES	Cash Advance	\$500.00
P08-02947	OCB REPROGRAPHICS, INC.	DUPLICATING PLANS FOR CENTRAL PLANT	\$502.38
P08-02948	U.S. POSTMASTER	Spring 2008 Fine Arts Brochures	\$4,990.00
P08-02949	INDUSTRIAL TECHNICAL SERVICES	PREVENTIVE MAINTENANCE ON 25 VARIOUS DRI	\$4,004.00
P08-02950	CA POWER PARTNERS, INC	INSPECTION & TESTING PWR DISTRIBUTION SW	\$4,500.00
P08-02951	CAKEWALK, INC.	Tech Refresh Software Licenses	\$4,057.87
P08-02952	INTERSTATE ELECTRIC	Signage Materials	\$164.00
P08-02953	SADDLEBACK COLLEGE BOOKSTORE	Instructional materials/Jrnlsn.Lab.	\$58.02
P08-02954	QUINN RENTAL SERVICES	RENTAL OF 45 FOOT KNUCKLE BOOM	\$816.50
P08-02955	INSIGHT MEDIA	Instructional DVD- Language Lab.	\$111.62
P08-02956	BRODART CO.	Media storage boxes-Language Lab.	\$32.78
P08-02957	CA POWER PARTNERS, INC	REPAIR COOLING TOWER PUMP #2	\$1,000.00
P08-02958	A-1 FENCE COMPANY	BASEBALL NETTING	\$4,248.00
P08-02959	MUSCO SPORTS LIGHTING, LLC	CONTRACT SERVICES - REPAIR BASEBALL FIEL	\$4,755.75
P08-02960	CA POWER PARTNERS, INC	PUMP SEAL REPLACEMENT	\$749.88
P08-02961	IDEAL DATA SOLUTIONS, INC.	Services for Filing 1099	\$1,100.00
P08-02962	PARMA	Parma Membership	\$100.00
P08-02963	COMMUNITY COLLEGE LEAGUE OF CA	Subscription for HR - CCLC	\$1,458.33
P08-02964	GANDER-PRINTCO	BUSINESS CARDS FOR JULIET WOMACK	\$297.39
P08-02965	WGBH VIDEO	Video's for classroom use	\$109.71
P08-02966	FIELD'S PIANOS & ORGANS	Basic Aide	\$72,080.44
P08-02967	CONCEPT MEDIA	DVDS ORDERED FOR B. HUGGINS	\$336.99
P08-02968	AMAZON.COM	Training Manual for Jrnlsn. Lab.	\$61.39
P08-02969	MICROSOFT IT ACADEMY	MICROSOFT IT ACADEMY LICENSE RENEWAL	\$1,885.63
P08-02970	OCE	MAINTENANCE CONTRACT FAX MACHINE	\$336.00
P08-02971	CORPORATE BUSINESS INTERIORS	Wall Panel for HR	\$698.22
P08-02972	HOME DEPOT	Office & Signage Supplies	\$300.00
P08-02973	PACIFIC PARKING SYSTEMS, INC.	Maintenance Contract	\$920.00
P08-02974	AUDIOLINKS	Purchase Sounds System for Students with	\$1,466.10
P08-02975	SKY PUBLISHING	Subscription to Sky and Telescope	\$ .00
P08-02976	CRAFTSMAN BOOK COMPANY	instructional materials	\$59.20
P08-02977	SAFEGUARD BUSINESS SYSTEMS	medical chart supplies	\$85.86
P08-02978	NAT'L COALITION-ADV TECH CTRS	Membership/Institutional	\$600.00
P08-02979	HIRSCH PIPE & SUPPLY	PLUMBING SUPPLIES	\$1,714.62
P08-02980	JRS PRESENTATIONS, INC.	performance fee for Comedy Tonight	\$7,000.00
P08-02981	JIST WORKS, INC.	Occupational Outlook Handbook	\$125.94
P08-02982	SEHI PROCOMP COMPUTER PRODUCTS	Equip/Scanners for HR	\$1,364.12
P08-02983	IMAGE PRINTING SOLUTIONS	Parking Citations	\$2,704.53
P08-02984	DEMCO INC.	Library Supplies	\$293.64
P08-02985	MIGHTY MOVER TRAILERS, INC.	UTILITY TRAILER	\$2,996.53
P08-02986	AMAZON.COM	Book for Geology & Marine Science	\$26.94
P08-02987	LAMINATION DEPOT, INC.	Photo Supplies	\$26.71
P08-02988	GLAXO SMITH KLINE (GSK)	vaccines needed for students	\$643.25
P08-02989	ONE SOURCE DISTRIBUTORS, INC.	WALL MOUNT FIXTURES	\$1,346.88
P08-02990	GANDER-PRINTCO	Window Envelopes / Fianancial Aid	\$533.36
P08-02991	FRANCHISE DESIGNS	Water Polo Competitive Equipment	\$4,994.21
P08-02992	CVIS, INC.	AUTOCAD SOFTWARE	\$19,254.93
P08-02993	KDOC TV	COPY OF KDOC TELEVISION NEWS STORY	\$25.00
P08-02994	IRVINE PIPE & SUPPLY	JANITORIAL SUPPLIES	\$208.83
P08-02995	TRAFFIC CONTROL SERVICE, INC.	HANDICAP PARKING SIGNS	\$434.61



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P08-02886 Through P08-03202

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02996	SOCIETY FOR CONSERVATION	Subscription to Conservation Magazine	\$30.00
P08-02997	GRODT, MARLYS & ASSOCIATES	Class Spec - CL Mgmt Position	\$500.00
P08-02998	U.S. POSTMASTER	POSTAGE PERMIT FEE	\$175.00
P08-02999	MC LOGAN'S SUPPLY CO.	Blanket P.O. for student screen printing	\$1,000.00
P08-03000	DEVISE TECHNICAL PRODUCTS, INC	LIBRARY DRAIN	\$7,782.00
P08-03001	SAMY'S CAMERA	Photo Supplies	\$1,791.88
P08-03002	SEHI PROCOMP COMPUTER PRODUCTS	HP JETDIRECT 620n FAST ETHERNET PRINT SE	\$336.83
P08-03003	SAMY'S CAMERA	Photo Supplies	\$156.24
P08-03004	CHAIDEZ, LEONARD INC.	TREE SERVICE	\$7,000.00
P08-03005	CUMMINS-ALLISON CORP.	Shredder Maint. Agrmt	\$261.20
P08-03006	HOME DEPOT	STORAGE LOCKER/PROJECT 606	\$938.86
P08-03007	SWACC	Amendment to Property & Liability Ins.	\$15,946.00
P08-03008	GUITAR CENTER	Basic Aide monies	\$3,175.47
P08-03009	SOURCE GRAPHICS	Kip 3000 supplies	\$260.78
P08-03010	GLENCOE/MC GRAW HILL	Basic Skills Books/Reading Lab.	\$191.10
P08-03011	MC KESSON GENERAL MEDICAL	Photo Supplies	\$156.54
P08-03012	CAS MEDICAL SYSTEMS, INC.	SUPPLIES FOR NURSING	\$54.69
P08-03013	SOCCLD TRUSTEE FOR FEDERAL/STA	2007-2008 CARE Grants	\$7,000.00
P08-03014	SOCCLD TRUSTEE FOR FEDERAL/STA	2007-2008 EOPS Grants	\$6,090.00
P08-03015	AQUACULTURE SYSTEMS TECHNOLOGI	Library book per Ana Maria Cobos request	\$146.01
P08-03016	CHEAP JOE'S ART STUFF	ART SUPPLIES - SPRING 2008	\$100.27
P08-03017	CRC CONSULTING GROUP, INC.	PROFESSIONAL SERVICES FOR WATER TESTING	\$39,723.00
P08-03018	US DIGITAL MEDIA INC.	Technology Hardware-Language Lab.	\$295.24
P08-03019	TAYLOR & FRANCIS	CHEMISTRY SOFTWARE	\$178.34
P08-03020	OC TEACHERS FEDERAL CREDIT UNI	Premium for 2007-08 sabbatical bonds	\$8,727.00
P08-03021	GANDER-PRINTCO	Business Cards	\$99.13
P08-03022	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$3,468.15
P08-03023	EBSCO SUBSCRIPTION SERVICE	Pay for subscriptions.	\$186.25
P08-03024	GRACE TRAINING SUPPLY	MEDICATION KITS FOR NURSING	\$1,116.23
P08-03025	U.S. POSTMASTER	Postage for 2007-2008 Annual Report mail	\$913.06
P08-03026	NETWORK SOLUTIONS, INC.	Renewal of CACT website	\$34.99
P08-03027	ABOUT LOW VISION, INC.	Portable Magnifier for visually impaired	\$3,853.66
P08-03028	AMAZON.COM	Supply for electronics (CD-ROM)	\$100.22
P08-03029	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$3,800.00
P08-03030	DOVE PROFESSIONAL APPAREL	NURSING PATCHES	\$1,092.50
P08-03031	DELL MARKETING	Printer Ink for Dell 966	\$170.18
P08-03032	DELL MARKETING	Toner for Dell Printers	\$921.15
P08-03033	LAWTECH PUBLISHING CO., LTD.	Publication for Human Services	\$80.03
P08-03034	INSTRUMENT COVERS II	PIANO DOLLY AND COVER	\$1,350.33
P08-03035	ALLSCRIPTS	medicines for sstudents	\$131.67
P08-03036	UCS, LTD.	Track and Field Supplies	\$710.98
P08-03037	QUEZADA PRO LANDSCAPE, INC.	TREE MAINTENANCE PROPOSAL	\$1,500.00
P08-03038	INT'L GREENHOUSE COMPANY	DISPLAY BENCH/PROJECT 606	\$949.55
P08-03039	MF ATHLETIC COMPANY	Track and Field Supplies	\$2,453.54
P08-03040	POWERTRON BATTERY CO.	RADIO BATTERIES	\$977.79
P08-03041	ARMSTRONG, LEE CO. INC.	SCI MATH PROPOSAL TO REMOVE FURNITURE/CA	\$2,200.00
P08-03042	ARMSTRONG, LEE CO. INC.	SCI/MATH PROPOSAL FOR REMOVAL OF FURNITU	\$2,997.00
P08-03043	SEHI PROCOMP COMPUTER PRODUCTS	Technology equipment	\$979.15
P08-03044	DHK PLUMBING & PIPING, INC.	STORM DRAIN HYDRO-JETTING	\$12,512.00
P08-03045	PROSERV PLUMBING & DRAIN	BACKFLOW TEST	\$698.50
P08-03046	AMER. RED CROSS	AMERICAN RED CROSS RTE & ACPR CARDS FOR	\$400.00
P08-03047	SPSS, INC.	SPSS SITE LICENSE FOR 32 USERS	\$11,234.97
P08-03048	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$105.00
P08-03049	MUCHIRU, JOSEPHINE	SCHOLARSHIP FOR STUDENT	\$244.00
P08-03050	SHINODA DESIGN CENTER	For Floral Instructor Kathe Hayden To Pu	\$1,050.00



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P08-02886 Through P08-03202

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03051	QC WHOLESALE FLOWERS	For Floral Instructor Kathe Hayden	\$1,585.00
P08-03052	PITNEY-BOWES SUPPLY	POSTAGE	\$30,000.00
P08-03053	CAS - COUNCIL FOR THE ADVANCEM	Purchase CD.	\$225.50
P08-03054	ATI	ATI TESTING	\$6,300.00
P08-03055	PROFESSIONAL DEVELOPMENT SOFTW	LICENSE RENEWAL	\$124.75
P08-03056	QC REGISTER	ADVERTISING	\$1,594.88
P08-03057	VIRCO MFG. CORP.	450 STUDENT SEATING WITH BOOK RACK	\$69,817.15
P08-03058	PARSEC GROUP, INC.	Open VMS Operating System Support	\$4,800.00
P08-03059	IBM	Blade Centers	\$55,733.79
P08-03060	CARRITTE, DR. NANCY	Training for SOCCCD Admin.	\$1,800.00
P08-03061	CA POWER PARTNERS, INC	CENTRAL PLANT - PUMP SEAL REPLACEMENT	\$749.88
P08-03062	HAITBRINK ASPHALT PAVING, INC.	RESTRIP ROADS AND CROSSWALKS	\$17,205.00
P08-03063	LAMINATION DEPOT, INC.	Publication Supplies	\$181.19
P08-03064	USA TODAY	Periodical subscription per Tom Weisrock	\$146.00
P08-03065	ATI	VIRTUAL ATI	\$269.00
P08-03066	MAQUINSAL SEWING MACHINE CO.	FASHION SUPPLIES	\$129.03
P08-03067	BOB PARRETT CONSTRUCTION, INC.	PROVIDE EXHAUST FOR COMPRESSOR CLOSET	\$8,210.00
P08-03068	CONTROL MAINTENANCE & REPAIR	CONTRACT SERVICES	\$1,367.02
P08-03069	GANDER-PRINTCO	Staff Business Cards	\$346.96
P08-03070	TANGRAM INTERIORS	4 Drawer Lateral File Cabinet	\$2,092.92
P08-03071	GANDER-PRINTCO	ENVELOPES	\$2,198.10
P08-03072	GOLF TEAM PRODUCTS	WOMEN'S GOLF UNIFORMS	\$1,060.16
P08-03073	LIFETIME MEMORY PRODUCTS, INC.	Memory upgrade for office printer	\$47.60
P08-03074	WESTERN EXTERMINATOR COMPANY	QUOTE TO SPRAY FOR FIREANTS	\$200.00
P08-03075	GANDER-PRINTCO	Business Cards	\$49.57
P08-03076	G/M BUSINESS INTERIORS	Chairs	\$506.43
P08-03077	GANDER-PRINTCO	Bus Cards Outreach Counselor for Melody	\$74.35
P08-03078	LEARNING SEED	Dept. Resources	\$374.04
P08-03079	MINN. MINING & MFG. CENTER	Service Contract	\$655.00
P08-03080	GANDER-PRINTCO	White envelopes w/cardinal print	\$883.55
P08-03081	BEST BUY CO., INC.	SONY HANDYCAM DVD CAMCORDER & RECHARGEAB	\$532.01
P08-03082	MC KESSON GENERAL MEDICAL	medical supplies for students	\$84.97
P08-03083	HARROD MANAGEMENT SOLUTIONS, IN	Professional Services:Network Support Se	\$60,000.00
P08-03084	FISHER SCIENTIFIC	BIOLOGY 11/MICROBIOLOGY SUPPLIES	\$207.13
P08-03085	MARK IV PRINT COMMUNICATIONS	Technology Supplies	\$148.16
P08-03086	VAN BOURGONDIEN & SON, INC.	HORTICULTURE SUPPLIES	\$110.48
P08-03087	AGILYSYS	Mail Storage Mgr-Exchange Project	\$8,294.17
P08-03088	HITT MARKING DEVICES, INC.	RECEIVING STAMPS	\$128.11
P08-03089	B & H PHOTO	CAMCORDERS FOR NURSING	\$956.82
P08-03090	HITT MARKING DEVICES, INC.	Rubber stamp for Lariat invoices	\$14.55
P08-03091	DANA WHARF SPORTFISHING	Boat charter for marine science at-sea 1	\$2,700.00
P08-03092	GRAPHAIDS INC-DANIELS	FASHION SUPPLIES	\$413.24
P08-03093	NEWARK ELECTRONICS	NICAD BATTERY	\$63.09
P08-03094	AMAZON.COM	DVD for Film Classes	\$22.36
P08-03095	SCANTRON CORPORATION	Dept. Supplies	\$142.52
P08-03096	TMP WORLDWIDE, INC.	Recruitment/Advertising for SOCCCD	\$6,930.00
P08-03097	GEMPLER'S	HORTICULTURE SUPPLIES	\$120.18
P08-03098	MPC-G	HR Equip.-Recruitment 2008	\$3,623.63
P08-03099	UCI	Advertising in UCI Student Newspaper	\$1,740.00
P08-03100	LAPES ATHLETIC TEAM SALES, INC	IVC BASEBALL SOCKS AND UNDERSHIRTS	\$843.04
P08-03101	OC REGISTER	ADVERTISING - BID 1073	\$320.40
P08-03102	A-VIDD ELECTRONICS CO.	Character Generator for TV Studio	\$16,157.11
P08-03103	SCOTT, JARED	Contract Services	\$85.00
P08-03104	MUSIC THEATRE INTERNATIONAL	Contracted Royalty Fees	\$2,381.27
P08-03105	L & N UNIFORM SUPPLY	UNIFORM SHIRTS	\$364.63



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

-----v4.2

Purchase Order Numbers P08-02886 Through P08-03202

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03106	ULINE, INC.	SWEEPING COMPOUND	\$38.71
P08-03107	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$434.84
P08-03108	CHEFS' TOYS	FOOD/NUTRITION SUPPLIES	\$29.09
P08-03109	B & H PHOTO	Photography Supplies	\$700.38
P08-03110	CARVETTE, JOHN	Contract Services	\$250.00
P08-03111	KIRK XPEDX	PAPER/WHITE	\$48,002.63
P08-03112	SEHI PROCOMP COMPUTER PRODUCTS	HR Equip.-Recruitment 2008	\$331.48
P08-03113	OC FAIR & EVENT CENTER	Youth Expo 2008 Participation for IVC	\$75.00
P08-03114	NICHOLS, BRIGITTE	Workshop Facilitator	\$70.00
P08-03115	BECKMAN HIGH SCHOOL	Beckman High School Online Chronicle Ad	\$100.00
P08-03116	COX MEDIA, INC.	Sponsorship of "Brain Wave" on Cox Cable	\$8,125.00
P08-03117	WEATHERWAX, KATHY	Presenter/ Facilitator	\$995.00
P08-03118	SCOTT, GUISELLE	Workshop Trainer	\$3,045.00
P08-03119	BARNES, TORHON	Panel Presentation	\$50.00
P08-03120	CARMEL, LISA	Panel Presentation	\$50.00
P08-03121	CANADA, JUDY	Panel Presentation	\$50.00
P08-03122	SCHECHTER, AMY ROSE	Panel Presentation	\$50.00
P08-03123	BLACKHAWK	TACTICAL GEAR	\$172.27
P08-03124	MENDOZA, JOSEPH JAY	Workshop Presenter	\$2,100.00
P08-03125	RENTERIA, MARIA	Workshop Presenter	\$1,995.00
P08-03126	BLAIR, DENISE	Workshop Presentation	\$945.00
P08-03127	CARMAN, LUPE	Workshop Presenter	\$945.00
P08-03128	YAMINSKI, NINA	Workshop Presenter	\$945.00
P08-03129	UNIV. OF CAL., BERKELEY	SUBSCRIPTION	\$28.00
P08-03130	IRVINE TENNIS	WARM UPS FOR WOMEN'S TENNIS	\$502.00
P08-03131	WAXIE SANITARY SUPPLY	PARKING LOT TRASH CONTAINERS	\$700.73
P08-03132	ARROW SPRINGS	ART SUPPLIES	\$264.39
P08-03133	VORTEX INDUSTRIES, INC.	REPAIR FIRE DOOR	\$1,058.07
P08-03134	BLICK, DICK COMPANY	ART SUPPLIES - SPRING 2008	\$226.74
P08-03135	R2A ARCHITECTURE	MAIN PLAZA CONCEPTUAL DESIGN SERVICES	\$60,000.00
P08-03136	MODERN POSTCARD	Gallery Postcards	\$145.30
P08-03137	RP GROUP	Consultant agreement Center for Student	\$250,000.00
P08-03138	DEVISE TECHNICAL PRODUCTS, INC	DRAIN REPAIRS	\$12,000.00
P08-03139	WOMACK, JENNIFER	Child Care Services	\$1,258.00
P08-03140	FRED'S COLORTILE	CARPET INSTALLATION	\$1,587.50
P08-03141	OC ELVIS, INC.	PERFORMANCE AT CHANCELLOR'S OPENING SESS	\$475.00
P08-03142	WESTERN INTERIORS & DESIGN	Dept. Resource	\$9.97
P08-03143	COMPUTERLAND CORPORATE OFFICE	ADOBE LICENSES FOR SPECIAL SERVICES	\$2,144.23
P08-03144	CAL'S CAMERAS	Photography Supplies	\$1,340.96
P08-03145	GANDER-PRINTCO	Official Transcript Envelopes	\$698.22
P08-03146	KOALA KLUB	Child Care Services	\$1,550.00
P08-03147	ZETLIN, ANDREA	Workshop Presenter	\$200.00
P08-03148	HERNANDEZ, GABRIELA	Panel Presentation	\$50.00
P08-03149	MENTAL HEALTH ADVOCACY SERVICE	Workshop Presenter	\$200.00
P08-03150	OC REGISTER	Publication of Public Notice	\$199.36
P08-03151	IRVINE PIPE & SUPPLY	PLUMBING SUPPLIES	\$2,132.91
P08-03152	JAMES PUBLISHING, INC.	Rainbow resource guides	\$241.19
P08-03153	EMBROIDME	MEN'S GOLF SHIRTS FOR GOLF TEAM	\$711.15
P08-03154	EMBROIDME	MENS GOLF RAIN JACKETS	\$637.88
P08-03155	STEDMAN COMPUTER SYSTEMS	MS Project Pro/Visio Licensing	\$3,213.11
P08-03156	L.A. TIMES	Subscription for Fine Ars public relatio	\$250.00
P08-03157	SYSTEMATION	Consultant services for IT training	\$10,800.00
P08-03158	MPC-G	Onhand Replacement Computers	\$4,831.51
P08-03159	KLINGER EDUCATIONAL PRODUCTS	PHYSICS SUPPLIES	\$153.77
P08-03160	SAMY'S CAMERA	Photography Supplies	\$331.87



## BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P08-02886 Through P08-03202

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03161	SAMY'S CAMERA	Infrared Film	\$744.15
P08-03162	MISSION PRINTING COMPANY, INC.	Printing of job fair stickers.	\$45.10
P08-03163	NEW DAY FILMS	Library DVD per Tom Weisrock request	\$255.75
P08-03164	COMPUTERLAND CORPORATE OFFICE	ADOBE & QUICKBOOKS LICENSES	\$4,081.34
P08-03165	PBS VIDEO	Library DVD per Ana Maria Cobos request	\$31.93
P08-03166	SCANTRON CORPORATION	SCANTRONS FOR TESTING	\$2,281.01
P08-03167	ALLSTAR ONLINE STORE	Back-Up Tapes	\$908.12
P08-03168	NETWORK HARDWARE RESALE	Conf Phones for Board Rm/Dist IT	\$2,048.88
P08-03169	OC PRINTING CO.	Bic Click Pens	\$2,835.52
P08-03170	METRONOME, INC.	Internet Redundancy Project-Cisco	\$60,296.36
P08-03171	MEDCO SUPPLY COMPANY	Instr supplies for KNES 53 class	\$237.73
P08-03172	OFFICE MAX	GEOLOGY SUPPLIES	\$186.19
P08-03173	HERTZ EQUIPMENT RENTAL	AERIAL WORK PLATFORM	\$9,227.71
P08-03174	OC REGISTER	ADVERTISING - BID 281D	\$306.00
P08-03175	CLARK SECURITY PRODUCTS	CYLINDERS AND KEYS	\$2,305.41
P08-03176	SORIANO ELECTRIC	ELECTRICAL AT ATEP	\$3,910.00
P08-03177	PACIFIC COLLEGE TESTING	Site License for Assessment Office	\$1,287.00
P08-03178	COOK EQUIPMENT COMPANY	SUPPLIES FOR REPAIR OF BACK-HOE	\$753.68
P08-03179	BAMWALL CO.	DOORWAY IN SSC BUILDING	\$1,090.00
P08-03180	OC REGISTER	Advertising	\$200.00
P08-03181	DANKA	Postage Due for Toner Delivery	\$25.00
P08-03182	BAMWALL CO.	V.P. OFFICE ENTRY DOOR	\$1,287.00
P08-03183	MARK IV PRINT COMMUNICATIONS	Cable installation	\$853.27
P08-03184	XEROX CORPORATION	Maintenance Agreement/Xerox/Graphics Dep	\$302.00
P08-03185	EMBROIDME	MEN'S GOLF SHIRTS FOR GOLF TEAM	\$323.25
P08-03186	MIDWEST LIBRARY SERVICE	Purchase books.	\$10,000.00
P08-03187	SEHI PROCOMP COMPUTER PRODUCTS	Technology Equipment	\$383.20
P08-03188	HITT MARKING DEVICES, INC.	CUSTOM DATE STAMPS	\$112.64
P08-03189	SMOLEN, LISA & ASSOCIATES	KURZWEIL SOFTWARE LICENSES	\$7,003.75
P08-03190	BATTERY ZONE, INC.	RADIO BATTERIES	\$298.43
P08-03191	GRIMES, KELLY	Workshop Presenter	\$1,800.00
P08-03192	CAMPUS CONCERTS	Contract Services	\$6,820.00
P08-03193	DI MARCO & ASSOCIATES	LAUNDRY DETERGENT FOR WASHER	\$663.74
P08-03194	ESSENCE ENTERTAINMENT	Contract Services	\$5,000.00
P08-03195	BLAIR, DENISE	Workshop Presenter	\$315.00
P08-03196	ATI	ATI TESTING	\$1,170.00
P08-03197	CALUMET PHOTOGRAPHIC INC	Photo Scanner	\$567.29
P08-03198	GATEHOUSE MEDIA, INC.	Ad in South OC Regional Chamber Director	\$595.00
P08-03199	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES	\$62.50
P08-03200	MISSION PRINTING COMPANY, INC.	Additional postage costs for annual repo	\$100.00
P08-03201	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$144.61
P08-03202	PACIFIC PARKING SYSTEMS, INC.	Part for Parking Dispenser Machine	\$2,304.50
			=====
			\$1,335,697.07



## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD08-01638	MORRIS, JOHE	REIMBURSE JOHE MORRIS	\$20.47
RD08-01637	VURDIEN, RAJEN	Parking and Mileage Reimbursement	\$48.14
RD08-01636	RAY OF LIFE	defibrillator training	\$240.00
RD08-01635	LOCKE, HELEN	CCCSAA CONFERENCE	\$474.68
RD08-01634	TAYLOR, KAREN	Reimbursement to K.Taylor for travel to	\$178.25
RD08-01633	SCOTT, JARED	Instrument Repair	\$50.00
RD08-01632	AMER. BLEACHER SYSTEMS	REPAIR BROKEN BACK-BOARD IN GYM	\$475.00
RD08-01631	SADDLEBACK APPLIANCES	Repair gas range GE and Hotpoint.	\$ .00
RD08-01630		2008 State & Federal Labor Law Poster	\$350.05
RD08-01629	TAYLOR, DON	Reimbursement to Don Taylor for parking	\$15.00
RD08-01628	COLCLOUGH, BEEP	Registration and Conference attendance/s	\$828.03
RD08-01627		Engineering Calculations for Timing Syst	\$1,650.00
RD08-01626	SHACKLEFORD, KEITH	CONFERENCE/11TH ANNUAL CCCAA CONVENTION/	\$430.50
RD08-01625	AKERS, ANNE	Reimbursement for OC Department of Ed Di	\$10.00
RD08-01624	COACH AMERICA - LOS ANGELES	Bus for EMERITUS INSTITUTE Field Trip -	\$ .00
RD08-01623		R. MATHUR TO ATTEND BREAKFAST WITH THE M	\$30.00
RD08-01622	MANDERS, RACHEL	Staff Development Conference	\$756.86
RD08-01621	ASPEN PUBLISHERS, INC.	LAW LIBRARY UPDATE	\$290.08
RD08-01620		CONFERENCE REIMBURSEMENT-CATHIE PETERSON	\$50.00
RD08-01619	TELSON, LISE S.	CONFERENCE FOR LISE TELSON	\$950.00
RD08-01618	PESTOLESI, DIANE	REIMBURSE DIANE PESTOLESI	\$32.31
RD08-01617	SMITH, JAMIE	Staff Development Reg. Fees for Jamie Smi	\$400.00
RD08-01616		Reimbursement to Teigan Annsaint/DMP sup	\$34.44
RD08-01615	WELLS FARGO #4198 FISCAL-SBC	CCCSSC ANNUAL CONFERENCE	\$ .00
RD08-01614	S & B FOODS	S&B Foods for IAB Mtng (1/15-16/08)	\$28.28
RD08-01613		Shirts/embroidery	\$ .00
RD08-01612	SOLTANI, PARISA	Registration and conference attendance e	\$837.32
RD08-01611		Music Purchased	\$375.00
RD08-01610	EDUCATIONAL MUSIC SERVICE	Music Purchased	\$177.50
RD08-01609	TANRIVERDI, FAWN	Registration and conference attendance	\$824.54
RD08-01608		Travel Reimbursement	\$43.20
RD08-01607	COACH AMERICA - LOS ANGELES	Bus for EMERITUS INSTITUTE Field Trip -	\$860.00
RD08-01606		MMILCHIKER to CCLC Conference	\$815.04
RD08-01605	WELLS FARGO #4198 FISCAL-SBC	Radio Shack - 10-Key Count Timers	\$80.76
RD08-01604	NIKON, INC.	Requisition for slide scanner repair (Ni	\$300.00
RD08-01603	FRIEDE, PETRINA	Conference reimbursement	\$ .00
RD08-01602		Urgent replacement of tape deck-Language	\$36.77
RD08-01601	FRANCHISE TAX BOARD	Balance Due to FRANCHISE TAX BOARD	\$10.00
RD08-01600	REGISTRY OF CHARITABLE TRUSTS	Fee Due to REGISTRY OF CHARITABLE TRUSTS	\$75.00
RD08-01599	ALFORD, JOANN	Jo Ann Alford to attend CCC Athletic Ass	\$869.44
RD08-01598	OC PRINTING CO.	Post Cards for HSF Parent Conference	\$613.10
RD08-01597	MATHUR, RAGHU P.	Conference: OC Education Summit 2008	\$100.00
RD08-01596	WELLS FARGO #3317 (DISTRICT)	Office Max	\$400.00
RD08-01595	WEST GROUP	Library law books per Tom Weisrock reque	\$ .00
RD08-01594		Urgent replacement of tape deck for Lang	\$ .00
RD08-01593	WILLIAMS, JOHN	J. WILLIAMS TO ATTEND CHRONICLE TECH FOR	\$2,545.00
RD08-01592		PURCHASE INFIELD MIX	\$ .00
RD08-01591	EMERSON MUSIC	Music Purchased	\$652.21
RD08-01590		TRAVEL REIMBURSEMENT-CATHIE PETERSON	\$918.66
RD08-01589	VERIZON	Cellular Phones	\$223.68
RD08-01584	SADDLEBACK COLLEGE BOOKSTORE	Math 351 textbook	\$141.50
RD08-01576	EDWARDS, JOHN W.	REIMBURSEMENT FOR FRAME PURCHASE	\$53.87
RD08-01573	SADDLEBACK GOLF CARS, INC.	CART REPAIR	\$329.92
RD08-01572	SERBAN, ANDREEA	Refreshments for day-long training	\$300.00
RD08-01571	SKILLPATH, INC.	Staff Member to attend seminar for job e	\$179.00
RD08-01570		Staff Member to attend Seminar	\$179.00



## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD08-01569			\$ .00
RD08-01568	MARTIN, GLORIA	Staff member is to be reimbursed for boo	\$72.73
RD08-01567		Reimburse staff member for books	\$164.99
RD08-01566	WELLS FARGO #3317 (DISTRICT)	PGP Online Store	\$89.44
RD08-01565	RADDEN, LARRY	Reimbursement	\$244.68
RD08-01564	FRITSEN, JAN	Payment of fee for use of materials in A	\$150.00
RD08-01563	WELLS FARGO #4198 FISCAL-SBC	AT&T STORE-ROUTER/MODEM FOR LEISURE WORL	\$95.07
RD08-01562	RADDEN, LARRY	Reimbursement	\$231.08
RD08-01561	OC SHERIFF/CORONER	rADIO REPAIR	\$274.60
RD08-01560	MILLER, FRANCES	Reim. F.Miller - Job Fair 2008	\$70.00
RD08-01559	SELLERS, JOEY	Reimbursement	\$48.75
RD08-01558	WELLS FARGO #4198 FISCAL-SBC	AMERICAN SOCIOLOGICAL ASSOCIATION	\$24.00
RD08-01557	MIDTRONICS, INC.	Repair of battery test machine	\$199.39
RD08-01556	SERBAN, ANDREEA	Conference expenses for Andreea Serban	\$628.00
RD08-01555	CORUM, SUSAN	Staff Development Conference	\$469.00
RD08-01554	CHUMAN, JERILYN	Jerilyn Chuman to Attend Student Service	\$1,136.89
RD08-01553	SADDLEBACK APPLIANCES	Repair wash. machine & broken light in m	\$198.47
RD08-01552	WELLS FARGO #3317 (DISTRICT)	Lunch	\$54.89
RD08-01551	MUELLER, BETH	Attend 2008 Annual SWACC Meeting	\$338.90
RD08-01550	TAYLOR, DON	Conference requisition for Don Taylor	\$1,271.78
RD08-01549	MATHUR, RAGHU P.	R. Mathur to attend AACC Annual Conventi	\$2,756.50
RD08-01548	OAKS, DIANE	Diane Oaks Conference	\$1,431.21
RD08-01547	WELLS FARGO #2078 (DIST TRAVL)	WESTIN L.A. BALANCE DUE HOSPITALITY SUIT	\$1,005.47
RD08-01546	WELLS FARGO #4198 FISCAL-SBC	CONROY'S & PARTY AMERICA	\$357.65
RD08-01545	RUDMANN, JERRY	To reimburse Jerry Rudmann for trip to L	\$849.51
RD08-01544	HAMILTON, RUSSELL	Conference for Class. Senate Officer	\$1,608.33
RD08-01543	OC REGISTER	Publish Public Notice	\$ .00
RD08-01542	PEPPER, J.W. & SON, INC.	Music Purchased	\$1,224.79
RD08-01541			\$ .00
RD08-01540	WELLS FARGO #4198 FISCAL-SBC	POSTAGE	\$50.00
RD08-01539	BITTNER, ALINDE	Reimbursement for dept. supplies	\$45.77
RD08-01538	FOX, LINDSAY	Reimbursement for dept. supplies	\$33.84
RD08-01537	MC GROARTY, DIANE	Reimbursement for dept. supplies	\$22.30
RD08-01536	COLCLOUGH, BEEP	Staff Conference Attendance	\$91.22
RD08-01535	WELLS FARGO #3317 (DISTRICT)	PGP Online Store	\$89.44
RD08-01534	DO, TAM	Staff Conference Attendance	\$93.32
RD08-01533	KOBZEFF, KAREN	Staff Conference Attendance	\$99.35
RD08-01532	PLANO, GWEN	CONFERENCE FOR GWEN PLANO	\$788.93
RD08-01531	SOLTANI, PARISA	Staff Conference Attendance	\$105.25
RD08-01530	TELSON, LISE S.	CONFERENCE FOR LISE TELSON	\$750.00
RD08-01529	LEE, STEVE	Staff Conference Attendance	\$94.78
RD08-01528	TAMIALIS, BARBARA	REIMBURSE BARBARA TAMIALIS	\$161.98
RD08-01527	KOBZEFF, KAREN		\$ .00
RD08-01526	GARCIA, KIMBERLY DENISE	SCHOLARSHIP FOR K.GARCIA	\$200.00
RD08-01525	MUDGE, CHRISTINE	SCHOLARSHIP FOR C.MUDGE	\$200.00
RD08-01524	WEST PUBLISHING CO.	Lawbook Update for VCHR office	\$229.52
RD08-01523	WEST PUBLISHING CO.	Lawbook Update for VCHR	\$123.92
RD08-01522	DALY, TRACY	Tracy Daly to attend AACC Convention in	\$2,824.00
RD08-01521	COOPER, SUSAN	Staff Development Conference	\$469.00
RD08-01520	DALY, TRACY	Tracy Daly to ACCCA Annual Conference, C	\$595.00
RD08-01519	VURDIEN, RAJEN	Conference Attendance for Rajen Vurdien	\$1,160.00
RD08-01518	LAURIE, JAMES	Reim. - J. Laurie-Job Fair 2008	\$70.00
RD08-01517	CSI SERVICES, INC.	HEATING COIL FAILURE	\$1,415.00
RD08-01516		Susan Cooper to attend conference	\$ .00
RD08-01515	STATE BOARD OF EQUALIZATION	Sales/Use Tax for Cal Year 2007	\$61,932.00
RD08-01514	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$126.26



## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD08-01513	HORN IMPROVEMENT	Instrument Repairs	\$749.64
RD08-01512	S & B FOODS	TECH PREP CONSORTIUM MEETING	\$64.11
RD08-01511	WELLS FARGO #3317 (DISTRICT)	THE EUREKA COMPANY	\$14.02
RD08-01510	SO COAST AIR QUALITY MGMT DIST	EMISSION FEES	\$4,046.56
RD08-01509	VITAL LINK ED.& BUS.CONSORTIUM	Contract For Kaleidoscope Grant	\$9,629.00
RD08-01508	WELLS FARGO #4214 FISCAL-IVC	Sequoia National Park	\$280.00
RD08-01507	MANCHIK, MIROSLAVA	Reimbursement for IAB Mtng expenses (1/1	\$402.24
RD08-01506	BANES, SHERRI J.	Reimburesement for IAB Mtng expenses (1/	\$140.18
RD08-01505	CIPRES, ELIZABETH	REIMBURSEMENT CONFERENCE Elizabeth Cipr	\$442.00
RD08-01504	ENGLAND, DARREN D.	Darren England to attend CCC Student Svc	\$700.80
RD08-01503		Brooke Sauter to attend CCC Student Serv	\$700.80
RD08-01502	THOMAS, BECKY	Please reimburse Becky Thomas.	\$ .00
RD08-01501	JENNIFER FOROUZESH	CONFERENCE FOR JENNIFER FOROUZESH	\$1,072.00
RD08-01500	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$1,049.56
RD08-01499	MORRIS, JOHE	REIMBURSE FOR SUPPLIES	\$12.59
RD08-01498	NETWORK SOLUTIONS, INC.	Renewal of CACT website	\$ .00
RD08-01497	ADVANTAGE MARKETING	Marketing/Gifts for Job Fairs	\$3,014.11
RD08-01496	PLANO, GWEN	Staff Development Conference	\$442.00
RD08-01495	ALL TECH SERVICE	AV Equip. Repair	\$225.00
RD08-01494	HALDEMAN, KEATLY	Keatly Haldeman to Big Sound Conference	\$250.00
RD08-01493	PATTON, KEN	Reimbursement for IAB Conference/Meeting	\$1,464.42
RD08-01492	TIME CLOCK SALES & SERVICE	Maint. Repair-HR Time Clock	\$82.24
RD08-01491	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$28.97
RD08-01490	WELLS FARGO #4198 FISCAL-SBC	KK Industries Equipment Room/Laundry Su	\$75.00
RD08-01489	GRIFFIN, GABRIELLE	SCHOLARSHIP FOR STUDENT	\$1,000.00
RD08-01488	KELSEY, CRISTA	SCHOLARSHIP FOR C.KELSEY	\$200.00
RD08-01487	FRED'S COLORTILE	CARPET INSTALLATION	\$ .00
RD08-01486	WELLS FARGO #3465 FISCAL-IVC	ELECTRIC CAR SALES & SERVICE	\$485.06
RD08-01485	MISSION VIEJO GLASS	REPLACE BROKEN WINDOW	\$300.00
RD08-01484	BAKER & TAYLOR ENTERTAINMENT	Library DVDs per Tom Weisrock request	\$43.18
RD08-01483	GUTIERREZ, RAUL B.	Employee Enrollment Fee Reimbursement Re	\$60.00
RD08-01482	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$8.58
RD08-01481	SALEM PRESS, INC.	Library books per Tom Weisrock request	\$453.63
RD08-01480	WELLS FARGO #3317 (DISTRICT)	Entrust	\$599.00
RD08-01479	FLANIGAN, PATRICIA K.	CONFERENCE FOR PATRICIA FLANIGAN	\$225.00
RD08-01478	FLANIGAN, PATRICIA K.	CONFERENCE FOR PATRICIA FLANIGAN	\$445.00
RD08-01477	SERGEYEVA, LARISA	GASOLINE REIMBURSEMENT	\$39.34
RD08-01476	TIME CLOCK SALES & SERVICE	Time Clock Repair - Payroll	\$95.00
RD08-01475	SADDLEBACK COLLEGE EMERITUS	Reimbursement to SC-Emeritus Institute	\$ .00
RD08-01474	GREENE, ROBERT B.	Royalties	\$375.00
RD08-01473	ANSTADT, MARY	Employee Enrollment Fee Reimbursement Re	\$60.00
RD08-01472	PYLE, JIM	Conference	\$951.20
RD08-01471	EDUCATIONAL MUSIC SERVICE	Music Purchased	\$132.59
RD08-01470	PARMER, HARRY	Conference	\$1,486.68
RD08-01469	ABRAMS, LAURA	Reimbursement for Postage	\$102.50
RD08-01468	CPP, INC.	CPP Assessment payment	\$195.00
RD08-01467	ACCCA	ACCCA 33rd Annual Conference	\$595.00
RD08-01466	AFSHARI, MARYAM	Reimburse Staff member for books	\$167.36
RD08-01465	WELLS FARGO #4198 FISCAL-SBC	OFFICE MAX - 15 DESK CALENDARS	\$74.30
RD08-01464	MUELLER, BETH	Attend 2008 Annual SWACC Meeting	\$338.90
RD08-01463	WEST GROUP	Library law book per Tom Weisrock reques	\$94.82
RD08-01462	ANAHEIM BAND INSTRUMENTS	Instrument Repair	\$66.47
RD08-01461		Reim. Candidate - IVC Dean,MSE	\$649.73
RD08-01460	LAKOW, TONI	Reim. Postage-T. Lakow	\$9.20
RD08-01459	ATI	VIRTUAL ATI	\$ .00
RD08-01458	COAST FITNESS REPAIR SHOP	Fitness Equipment Repairs	\$962.03

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

-v4.2

Req. #	Vendor Name	Description	Total Cost
RD08-01457	HUGGINS, BARBARA	CONFERENCE FOR B. HUGGINS	\$479.68
RD08-01456	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$42.42
RD08-01455	WEST PUBLISHING CO.	LEGAL BOOK UPDATES	\$197.73
RD08-01454			\$ .00
RD08-01449			\$ .00
RD08-01448	PENN CORP. RELOCATION SVCS INC	ORDERED 300 BOXES FOR EOPS DPS	\$748.91
			=====
			\$142,618.15



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

---

**BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, Sections 85230-36, inclusive, vendor check listings are submitted at each meeting for the approval of the Board of Trustees

**STATUS**

Checks Nos. 067197 through 067907, processed through the Orange County Department of Education, totaling \$4,991,562.02; Checks Nos. 009127 through 009135, processed through Saddleback College Community Education, totaling \$7,731.36; and Check Nos. 008397 through 008401, processed through Irvine Valley College Community Education, totaling \$21,459.03 are submitted for the approval of the Board of Trustees.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the payment of bills as Listed in EXHIBIT A.



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067197	1/02/08	MPS	\$190.12	Base Unit for iClickers
O	067198	1/02/08	PARKWAY LAWNMOWER SHOP	\$100.57	OPEN P.O. FOR SUPPLIES
O	067199	1/02/08	PENN CORPORATE RELOCATION	\$2,049.62	MOVE CACT FURNITURE TO ATEP
O	067200	1/02/08	POCKET NURSE ENTERPRISES, INC.	\$151.95	SUPPLIES FOR NURSING
O	067201	1/02/08	PRAXAIR	\$98.82	REFILL/EXCH GASES
O	067202	1/02/08	PROAIR CONSTRUCTION SVCS. INC.	\$13,500.00	CONTRACT SERVICES
O	067203	1/02/08	PROFORCE MARKETING INC.	\$2,419.98	POLICE EQUIPMENT
O	067204	1/02/08	PYRO-COMM SYSTEMS	\$240.00	CONTRACT SERVICES
O	067205	1/02/08	QUEST DIAGNOSTICS	\$480.88	Blanket for Quest
O	067206	1/02/08	KESSIA REIS	\$244.00	635104 KESSIA REIS SCHOLARSHIP
O	067207	1/02/08	ROTO-ROOTER SERVICE &	\$599.83	EMERGENCY PLUMBING REPAIR AT S/M BLDG.
O	067208	1/02/08	S & B FOODS	\$107.48	Refreshments for High School Representatives
O	067209	1/02/08	SADDLEBACK SAND & GRAVEL	\$484.88	GROUNDS SUPPLIES
O	067210	1/02/08	SAN JUAN COMPANY	\$8,052.55	Rent for KSBR Transmitter Site
O	067211	1/02/08	SANTA MARGARITA FORD	\$1,907.83	OPEN P.O. FOR SUPPLIES
O	067212	1/02/08	SARGENT-WELCH LLC	\$704.47	CHEMISTRY SUPPLIES
O	067213	1/02/08	AT&T	\$4,475.38	Annual Telephone Service
O	067214	1/02/08	SCIENCE NEWS MAGAZINE	\$40.88	SCIENCE NEWS MAGAZINE
O	067215	1/02/08	GUISELLE SCOTT	\$420.00	Workshop Presentation
O	067216	1/02/08	SEHI PROCOMP COMPUTER	\$5,162.86	ink for colored copier
O	067217	1/02/08	SHATTINGER MUSIC	\$61.13	Music
O	067218	1/02/08	SIEMENS WATER TECHNOLOGIES	\$87.36	Annual Maintenance Agreement
O	067219	1/02/08	SIGMA ALDRICH CHEMICAL CO.	\$231.11	CHEMISTRY SUPPLIES
O	067220	1/02/08	SIMS WELDING SUPPLY	\$176.28	Gas & supplies-Art Dept.
O	067221	1/02/08	SOUTHERN CALIFORNIA EDISON CO.	\$10,291.50	Annual Electric Service
O	067222	1/02/08	SOUTHERN CALIFORNIA EDISON CO.	\$7,771.28	Annual Electric Service
O	067223	1/02/08	SPECTRUM CHEMICAL MFG. CORP.	\$96.31	MICROBIOLOGY SUPPLIES
O	067224	1/02/08	FAWN TANRIVERDI	\$140.95	Supplies for CARE Students
O	067225	1/02/08	TICKET ENVELOPE COMPANY	\$178.75	Blank Ticket Envelopes
O	067226	1/02/08	TITAN OUTDOOR	\$4,701.00	Fee for advertising on OCTD buses
O	067227	1/02/08	TROXELL COMMUNICATIONS, INC.	\$4,359.31	AV Equipment
O	067228	1/02/08	UNITED SITE SERVICES OF CA,	\$252.80	PORTABLE TOILETS
O	067229	1/02/08	UTRECHT	\$239.66	ART SUPPLIES-Fall 2007 Semester
O	067230	1/02/08	FRANCISCO VASQUES	\$350.00	Repair
O	067231	1/02/08	VERIZON WIRELESS	\$362.24	VERIZON Wireless Aircards for IT & District Execs
O	067232	1/02/08	VISTA PAINT	\$163.05	PAINT SUPPLIES
O	067233	1/02/08	VWR INTERNATIONAL, INC.	\$67.28	PHYSICS SUPPLIES
O	067234	1/02/08	WALKER BROTHERS MACHINERY	\$1,280.00	SECOND DELIVERY OF EQUIPMENT TO ATEP DMP PROGRAM
O	067235	1/02/08	WEBEX COMMUNICATIONS, INC.	\$576.50	Software/Online meeting program
O	067236	1/02/08	WESTERN ARTS ALLIANCE	\$400.00	Institutional Membership
O	067237	1/02/08	WIRED PLANET	\$1,275.00	District Web-site Upgrade Project
O	067238	1/02/08	WORLD WIDE RECOVERY	\$152.00	TRANS. SERVICE PARTS
O	067239	1/02/08	XEROX CORP.	\$977.02	Lease/Maintenance for Satellite Copiers
O	067240	1/02/08	XEROX CORPORATION	\$1,956.72	Lease/Maintenance for DocuColor 2045 Printer
O	067241	1/02/08	XEROX CORP.	\$52.93	Annual Maintenance Agreement
O	067242	1/02/08	WELLS FARGO BANK #4198	\$598.26	WebCams Special
O	067243	1/02/08	WELLS FARGO BANK #3465	\$1,465.92	Staff Development Conference = Susan Corum
O	067244	1/02/08	WELLS FARGO BANK #4214	\$105.06	ELECTRICIANS PROGRAM
O	067245	1/02/08	WELLS FARGO BANK #3317	\$2,908.21	FedEx Kinkos San Clemente (Job Fair Banner)
O	067246	1/02/08	WELLS FARGO #2078	\$605.63	TUSTIN COMMUNITY FOUNDATION
O	067247	1/03/08	SELF INSURANCE PLANS	\$12,166.97	FY 2007/2008 Assessment Fees



## WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067248	1/03/08	ACCCA	\$395.00	CONFERENCE FOR LISE TELSON
O	067249	1/03/08	JUDY APRILE	\$299.00	International Council on Active Aging Conference
O	067250	1/03/08	CLAIRE CESAREO-SILVA	\$800.00	Annual Meeting of the American Anthropological Assoc
O	067251	1/03/08	SUSAN M. COOPER	\$24.00	Dr. Cooper to attend CCCAOE Conf.
O	067252	1/03/08	MARY HALL	\$616.80	CCCSFAAA Conference
O	067253	1/03/08	GWEN PLANO	\$615.04	Conference = Gwen Plano
O	067254	1/03/08	LARRY RADDEN	\$1,483.53	National Communication Association Conference
O	067255	1/03/08	UC REGENTS	\$990.00	UCLA Lake Arrowhead Conference Center
O	067256	1/03/08	UNIVERSITY OF FLORIDA	\$675.00	2008 COMMUNITY COLLEGE FUTURES ASSEMBLY
O	067257	1/03/08	UNIVERSITY OF FLORIDA	\$675.00	2008 COMMUNITY COLLEGE FUTURES ASSEMBLY CONFERENCE
O	067258	1/03/08	APPLE COMPUTER INC.	\$7,137.20	APPLE LAPTOP COMPUTERS
O	067259	1/03/08	CALIFORNIA POWER PARTNERS, INC.	\$87,050.00	ENERGY CONSERVATION PROJECTS
O	067260	1/03/08	DELL MARKETING L.P.	\$469.47	Technology Approved hrdwr, line#13
O	067261	1/03/08	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	067262	1/03/08	HAITBRINK ASPHALT PAVING,	\$4,500.00	CONTRACT SERVICES
O	067263	1/03/08	IBM CORPORATION	\$2,909.76	Data Warehouse Cluster Server
O	067264	1/03/08	INLAND ACOUSTICS, INC.	\$60,975.85	BID 283, PKG. J
O	067265	1/03/08	NETWORK HARDWARE RESALE	\$64,257.01	Server security switches
O	067266	1/03/08	RAND MATERIAL HANDLING EQUIP.	\$12,725.88	STORAGE/IVC THEATER
O	067267	1/03/08	SADDLEBACK APPLIANCES	\$788.12	REFRIGERATOR FOR POL/WAREHOUSE
O	067268	1/03/08	SEHI PROCOMP COMPUTER	\$301.32	COLOR PRINTER FOR CHANCELLOR
O	067269	1/03/08	TROXELL COMMUNICATIONS, INC.	\$203.65	PROVIDE AND INSTALL PROJECTOR AND SCREEN
O	067270	1/04/08	GANDER-PRINTCO	\$2,292.39	FORMS/LETTERHEAD/SADDLEBACK
O	067271	1/04/08	W. W. GRAINGER	\$851.78	WELDING EQUIPMENT
O	067272	1/04/08	HARBOR FREIGHT TOOLS CO.	\$58.79	COMPRESSOR FILTERS
O	067273	1/04/08	HARVARD APPARATUS	\$585.82	BIOLOGY SUPPLIES
O	067274	1/04/08	HITT MARKING DEVICES, INC.	\$13.33	CUSTOM STAMP FOR EMERITUS
O	067275	1/04/08	HOME DEPOT CREDIT SERVICES	\$429.30	MAINT/GROUNDS/CUST. SUPPLIES
O	067276	1/04/08	IMPEX TECHNOLOGIES, INC.	\$1,500.00	Load Balancing Support Renewal
O	067277	1/04/08	IRIS TECHNOLOGIES, INC.	\$9,600.00	WOMENS BASKETBALL VIDEO ANALYZER EQUIPMENT
O	067278	1/04/08	IRVINE PIPE & SUPPLY	\$103.18	OPEN P.O. FOR SUPPLIES
O	067279	1/04/08	IRVINE RANCH WATER DIST.	\$38.56	WATER SERVICE
O	067280	1/04/08	IRVINE RANCH WATER DIST.	\$52.64	WATER SERVICE
O	067281	1/04/08	IRVINE RANCH WATER DIST.	\$86.42	WATER SERVICE
O	067282	1/04/08	IRVINE RANCH WATER DIST.	\$132.50	WATER SERVICE
O	067283	1/04/08	IRVINE RANCH WATER DIST.	\$1,973.99	Annual Water Service
O	067284	1/04/08	IRVINE RANCH WATER DIST.	\$269.15	Annual Water Service
O	067285	1/04/08	IRVINE RANCH WATER DIST.	\$2,161.73	Annual Water Service
O	067286	1/04/08	IRVINE RANCH WATER DIST.	\$491.50	Annual Water Service
O	067287	1/04/08	IRVINE RANCH WATER DIST.	\$787.06	Annual Water Service
O	067288	1/04/08	KAPCO LIBRARY PRODUCTS	\$380.39	Purchase instructional supplies.
O	067289	1/04/08	PROTECTED INSURANCE PROGRAM	\$247,728.00	Protected Insurance Program for Schools 07/08
O	067290	1/04/08	KINSHIP CENTER	\$225.00	Workshop Presentation
O	067291	1/04/08	LAKE FOREST BEAUTY COLLEGE	\$16,622.11	P.O. needed to pay for off campus instruction
O	067292	1/04/08	LEXIS-NEXIS/MATTHEW BENDER	\$166.54	Library books per Tom Weisrock request
O	067293	1/04/08	LFR PRODUCTIONS	\$211.85	Machining DVDs
O	067294	1/04/08	LINKS SIGN LANGUAGE	\$330.00	Provide Interpreting Services
O	067295	1/04/08	SELENIA LUNA	\$244.00	972769 S. LUNA SSG SCHOLARSHIP
O	067296	1/04/08	MACHINE RUNNER	\$1,779.46	EQUIPMENT FOR CDES
O	067297	1/04/08	MARKETLAB, INC.	\$64.86	CENTRIFUGE FOR PHLEBOTOMY
O	067298	1/04/08	MEDCO SUPPLY COMPANY	\$814.59	Trainers Competitive Equipment



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067299	1/04/08	MISSION PRINTING COMPANY, INC	\$1,939.50	SC President Recruitment Brochure
O	067300	1/04/08	MOLLARD CONDUCTING BATONS	\$92.64	Purchased Music
O	067301	1/04/08	MOULTON-NIGUEL WATER DIST.	\$3,745.25	Billing for Moulton-Niguel water services
O	067302	1/04/08	MOVIEMAKER MAGAZINE	\$26.00	Magazine subscription
O	067303	1/04/08	NEW PIG CORPORATION	\$153.35	POLY DRUM FUNNEL
O	067304	1/04/08	NEXTEL COMMUNICATIONS, INC.	\$129.70	Nextel Communications
O	067305	1/04/08	MICHAEL O'MEARA	\$24.56	MILEAGE
O	067306	1/04/08	ORANGE COUNTY REGISTER	\$327.52	ADVERTISING
O	067307	1/04/08	ORANGE COUNTY REGISTER	\$5,811.08	ADVERTISING
O	067308	1/04/08	ORANGE COUNTY REGISTER	\$747.60	ADVERTISING
O	067309	1/04/08	OC WEEKLY MEDIA	\$1,144.00	ADVERTISING
O	067310	1/04/08	OCE-USA, INC.	\$2,352.79	Maintenance Agreement
O	067311	1/04/08	OCLC, INC.	\$512.90	Annual Maintenance Agreement
O	067312	1/04/08	JANE ROSENKRANS	\$42.70	MILEAGE
O	067313	1/04/08	JOYCE SEMANIK	\$82.42	MILEAGE
O	067314	1/04/08	DONALD P. WAGNER	\$144.05	MILEAGE
O	067315	1/04/08	GREAT WESTERN SANITARY	\$748.65	JANITORIAL EQUIPMENT
O	067316	1/04/08	1ST JON INC.	\$524.78	Fee for portable restrooms
O	067317	1/04/08	A-1 INTERNATIONAL TV SALES &	\$657.97	Repair of 2 Panasonic cameras
O	067318	1/04/08	AMERICAN ASSOCIATION OF	\$1,220.00	2008 Annual Dues
O	067319	1/04/08	ACCU-PRODUCTS	\$59.01	MIXING CAN
O	067320	1/04/08	ACCU-SERV	\$150.00	Brake lathe repair
O	067321	1/04/08	ADCLUB ADVERTISING SERVICE	\$4,865.00	Recruitment/Advertising for SOCCCD
O	067322	1/04/08	AIRGAS WEST	\$52.81	POOL SUPPLIES
O	067323	1/04/08	JAMES ALBERT SCHOOL OF	\$25,675.88	P.O. needed to pay for Cosmo instruction
O	067324	1/04/08	AMBER MARINE	\$1,508.28	Repair Work on the 15-ft Whaler
O	067325	1/04/08	AMTECH RELIABLE ELEVATOR CO.	\$607.50	SERVICE CALL
O	067326	1/04/08	ANNENBERG MEDIA	\$461.06	Video's for classroom
O	067327	1/04/08	ARAMARK UNIFORM SERVICES	\$70.64	SHOP RAGS
O	067328	1/04/08	LEE ARMSTRONG CO., INC.	\$450.00	CONTRACT SERVICES
O	067329	1/04/08	ASSESSMENT TECHNOLOGIES	\$1,600.00	ATI/TEAS TESTS
O	067330	1/04/08	audioMIDI.COM	\$536.60	MUSIC DEPARTMENT SOFTWARE
O	067331	1/04/08	BAKER & TAYLOR	\$640.06	Library book per Tom Weisrock request
O	067332	1/04/08	BARNES & NOBLE	\$31.25	ACTE GRANT RESEARCH BOOK
O	067333	1/04/08	TORHON BARNES	\$50.00	Panel Presentation
O	067334	1/04/08	BAUDVILLE	\$124.45	HR Staff Certificates
O	067335	1/04/08	DENISE BLAIR	\$420.00	Workshop Presentation
O	067336	1/04/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	067337	1/04/08	BP ENERGY COMPANY	\$63,902.32	NATURAL GAS PURCHASES
O	067338	1/04/08	ARNOLD BRAY	\$2,000.00	Contract for Legislative Advocacy
O	067339	1/04/08	GEORGE BROGAN	\$140.00	REIMBURSEMENT RESERVATIONS YOSEMITE
O	067340	1/04/08	BURMINCO	\$2,067.58	Purchase of rocks and minerals given to students
O	067341	1/04/08	CA CHAMBER OF COMMERCE	\$50.33	2008 Legal Poster - EEO/Staff Div.
O	067342	1/04/08	CA CHAMBER OF COMMERCE	\$50.33	2008 CALIFORNIA EMPLOYEE POSTER
O	067343	1/04/08	CALIFORNIA POWER PARTNERS, INC.	\$3,047.64	CP REPAIRS
O	067344	1/04/08	CALED (CA ASSOCIATION FOR	\$80.00	Membership/Institutional
O	067345	1/04/08	COMMUNITY COLLEGE LEAGUE OF	\$18,373.00	Pay for online database renewals.
O	067346	1/04/08	COMMUNITY COLLEGE LEAGUE OF CA	\$548.46	Travel Expenses
O	067347	1/04/08	CCS PRESENTATION SYSTEMS, INC	\$38,041.14	Video Projectors
O	067348	1/04/08	THE CHRONICLE OF HIGHER	\$82.50	SUBSCRIPTION RENEWAL TO CHRONICLE OF HIGHER ED
O	067349	1/04/08	CINTAS CORPORATION	\$31.93	RENTAL SERVICE AGREEMENT



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067350	1/04/08	COLLICUTT ENERGY SERVICES	\$1,518.94	PROVIDE TECHNICIAN TO BOROSCOPE
O	067351	1/04/08	COMPUTERLAND	\$98.05	2yr.maintenance for CS3 License-Lenny Scarola
O	067352	1/04/08	CONSOLIDATED ELECTRICAL DIST.	\$218.06	OPEN P.O. FOR SUPPLIES
O	067353	1/04/08	COX COMMUNICATIONS, INC	\$3,926.92	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	067354	1/04/08	CPP, INC.	\$1,605.75	CAREER ASSESSMENT Strong in Color Prepaid
O	067355	1/04/08	CPS SECURITY SOLUTIONS	\$12,384.25	SECURITY SERVICES
O	067356	1/04/08	D & M TROPHIES	\$658.50	Name Badges for Paramedic Students
O	067357	1/04/08	DANKA OFFICE IMAGING	\$120.11	Annual Maintenance Agreement
O	067358	1/04/08	DE NAULT'S TRUE VALUE	\$35.57	Hardware and gardening supplies for biology
O	067359	1/04/08	GOODWILL INDUSTRIES	\$4,782.50	Provide Interp.Svs.Stds.w/Disabilities
O	067360	1/04/08	JOHN DEERE LANDSCAPES, INC.	\$189.85	IRRIGATION SUPPLIES
O	067361	1/04/08	DELL MARKETING L.P.	\$79,379.25	SERVER FOR KEN PATTON
O	067362	1/04/08	DHK PLUMBING & PIPING, INC.	\$8,935.12	GYM - REWORK ALL BLACK PIPE TO COPPER
O	067363	1/04/08	EDUCATIONAL MUSIC SERVICE	\$622.13	Music Purchased
O	067364	1/04/08	EDUCATIONAL RESOURCES, INC.	\$207.00	RN CAT LICENSE RENEWAL 07/08
O	067365	1/04/08	EWING IRRIGATION PRODUCTS	\$166.33	OPEN P.O. FOR SUPPLIES
O	067366	1/04/08	EXCELSIOR ELEVATOR CORPORATION	\$650.00	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	067367	1/04/08	FEDERAL EXPRESS	\$68.07	FEDERAL EXPRESS CHARGES
O	067368	1/04/08	FERGUSON ENTERPRISES, INC.	\$594.48	PLUMBING SUPPLIES
O	067369	1/04/08	THOMAS A. FUENTES	\$160.92	TFUENTES INTERNET 07/08
O	067370	1/04/08	BLACK CORAL HAWAII WHOLESALE	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	067371	1/04/08	DAIRY DEPOT	\$20.70	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	067372	1/07/08	OFFICEMAX CONTRACT INC.	\$9,414.47	Office Max Supply Orders 2007/2008
O	067373	1/07/08	BOB PARRETT CONSTRUCTION	\$1,314.00	FINAL PAYMENT FOR GYM FLOOR
O	067374	1/07/08	PARVO MEDICS, INC.	\$430.00	FITNESS SPECIALIST PROGRAM SUPPLIES
O	067375	1/07/08	PC MALL GOV. INC.	\$678.87	TeTech Equip for Onsite Registration/Emeritus
O	067376	1/07/08	PHYSICIAN SALES & SERVICE	\$320.55	SUPPLIES FOR NURSING
O	067377	1/07/08	POCKET NURSE ENTERPRISES, INC.	\$1,258.68	SUPPLIES FOR MEDICAL ASSISTING
O	067378	1/07/08	PRESS SOLUTIONS, INC.	\$845.84	Supp. Svcs. Newsletter
O	067379	1/07/08	KATHI SAAGE	\$257.00	Reimbursement for posters for Dance program
O	067380	1/07/08	SAMY'S CAMERA	\$280.07	parts for film equipment
O	067381	1/07/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	067382	1/07/08	SMARDAN SUPPLY - EL MONTE	\$3,535.65	PLUMBING REPAIR PARTS
O	067383	1/07/08	SOCIETY FOR COLLEGE AND	\$645.00	Institutional membership SCUP
O	067384	1/07/08	TECHSMITH CORP	\$1,259.65	CAMTASIA/SNAGIT LICENSES
O	067385	1/07/08	TRI-AD	\$541.00	Admin. & Banking Svcs. for FSA 07/08
O	067386	1/07/08	TROXELL COMMUNICATIONS, INC.	\$23,408.70	Rack Acessories
O	067387	1/07/08	POSTMASTER	\$175.00	STANDARD MAIL FEE
O	067388	1/07/08	VWR INTERNATIONAL, INC.	\$931.30	SPILL KIT
O	067389	1/07/08	WEST COAST INTERNET, INC.	\$259.35	INTERNET SERVICE FOR EMERITUS
O	067390	1/07/08	WARD'S NATURAL SCIENCE	\$250.27	BIOLOGY SUPPLIES
O	067391	1/07/08	JOHN WILLIAMS	\$293.65	JWILLIAMS INTERNET 07/08
O	067392	1/07/08	XEROX CORP.	\$2,144.40	PO for DocuTech 6135
O	067393	1/07/08	XEROX CORP.	\$4,667.38	PO for DocuTech 6135
O	067394	1/07/08	PETCO	\$211.94	PET SUPPLIES for the CDC
O	067395	1/07/08	SAM'S CLUB	\$92.58	for classroom supplies & snacks for CDC for year
O	067396	1/08/08	AT&T/MCI	\$878.87	CACT TELEPHONE/DATA SERVICE
O	067397	1/08/08	AT&T/MCI	\$14.38	Annual P.O. for telephone service
O	067398	1/08/08	AT&T	\$50.18	Annual P.O. for telephone service
O	067399	1/09/08	CHEVRON & TEXACO CARD SVCS.	\$2,226.40	2007/08 Use of Gasoline by Various Departments
O	067400	1/09/08	SOUTHERN CALIFORNIA EDISON CO.	\$31,955.26	Annual Electric Service



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067401	1/09/08	U.S. POSTAL SERVICE	\$4,990.00	Spring 2008 Fine Arts Brochures
O	067402	1/10/08	AGILYSYS INC	\$32,830.42	Storage Area Network Build-Out
O	067403	1/10/08	APPLE COMPUTER INC.	\$4,379.58	2 faculty laptops for presentations and events
O	067404	1/10/08	C.E.M. LAB CORP.	\$12,877.00	AGRMT FOR BUS. & TECHN.INNOV.CTR.
O	067405	1/10/08	COMPUTERLAND	\$33,265.44	ADOBE LICENSES
O	067406	1/10/08	HARBOR CONSTRUCTION CO., INC.	\$102,199.00	BID 1060
O	067407	1/10/08	HPL MECHANICAL CONTRACTOR,	\$35,325.00	BID 279,PKG. B PLUMBING, BUS. & TECHN INNOV.CTR.
O	067408	1/10/08	JIM'S MUSIC CENTER, INC.	\$27,584.00	BID 291, MUSICAL INSTRUMENTS
O	067409	1/10/08	JOYCE INSPECTION & TESTING	\$14,245.00	HIRE INSPECTOR FOR MAINT. & POLICE
O	067410	1/10/08	KEYSTONE ENGINEERING	\$840.00	THIRD PARTY CONSULTANT TO REVIEW PAC HVAC CONCERNS
O	067411	1/10/08	R2A ARCHITECTURE	\$17,765.88	PROVIDE A&E SERVICES FOR VILLAGE SWING SPACE
O	067412	1/10/08	S & R ARCHITECTURAL METALS	\$4,900.00	METAL PIPE HANDRAILS TO MEET CODE REQUIREMENTS
O	067413	1/10/08	UNITED SITE SERVICES OF CA,	\$1,056.61	HOLD TANK FOR POLICE TRAILER
O	067414	1/10/08	WELLS FARGO BANK	\$11,356.00	BID 1060
O	067415	1/10/08	WENGER CORPORATION	\$995.55	UPPER PODIUM ASSEMBLY
O	067416	1/11/08	ACADEMIC SENATE FOR CALIF.	\$2,726.90	Academic Senate Annual Membership Dues
O	067417	1/11/08	ADCLUB ADVERTISING SERVICE	\$5,500.00	Recruitment/Advertising for SOCCCD
O	067418	1/11/08	AIRGAS WEST	\$24.69	SUPPLIES
O	067419	1/11/08	AMAZON.COM	\$56.97	Training Manual for Jrnlsm. Lab.
O	067420	1/11/08	AmbironTrustWave	\$675.00	PCI Compliance Validation Services Renewal
O	067421	1/11/08	AMER. LIBRARY ASSOC.	\$347.48	Library book per Tom Weisrock request
O	067422	1/11/08	AMTECH RELIABLE ELEVATOR CO.	\$1,693.33	ELEVATOR SERVICE
O	067423	1/11/08	ANAHEIM BAND INSTRUMENTS	\$66.47	Instrument Repair
O	067424	1/11/08	APPLAUSE LEARNING RESOURCES	\$389.95	Instructional DVD's-Language Lab.
O	067425	1/11/08	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System
O	067426	1/11/08	THE BLIND FACTORY	\$565.00	MINI BLINDS
O	067427	1/11/08	KRISTEN BUSH	\$832.00	Consulting Services: Web Development & Maint.
O	067428	1/11/08	CAPT	\$167.65	MBTI-Scoring Costs,As Needed
O	067429	1/11/08	DHK PLUMBING & PIPING, INC.	\$4,692.00	STORM DRAIN HYDRO-JETTING,
O	067430	1/11/08	EBSCO SUBSCRIPTION SERVICE	\$12.00	Pay for subscription.
O	067431	1/11/08	ECOLAB PROFESSIONAL PRODUCTS	\$65.52	FASHION SUPPLIES
O	067432	1/11/08	RON ELLISON	\$500.00	Cash Advance
O	067433	1/11/08	ENCYCLOPAEDIA BRITANNICA, INC.	\$203.23	Library books per Tom Weisrock request
O	067434	1/11/08	ENTERPRISE RENT-A-CAR	\$609.21	OPEN P.O. FOR VEHICLE RENTAL
O	067435	1/11/08	FIBER CABLES DIRECT	\$563.66	Fiber Cables - 1 meter
O	067436	1/11/08	FISHER SCIENTIFIC	\$1,568.13	CHEMISTRY SUPPLIES
O	067437	1/11/08	DEVISE TECHNICAL PRODUCTS, INC	\$7,782.00	LIBRARY DRAIN
O	067438	1/11/08	PARMA	\$100.00	Parma Membership
O	067439	1/11/08	PENN CORPORATE RELOCATION	\$748.91	ORDERED 300 BOXES FOR EOPS DPS
O	067440	1/11/08	PYRO-COMM SYSTEMS	\$8,800.00	Workstation Computers
O	067441	1/11/08	RECALL SECURE DESTRUCTION	\$41.91	Shredding Services
O	067442	1/11/08	REDLINE DETECTION LLC	\$856.61	AUTOMOTIVE EQUIPMENT
O	067443	1/11/08	RICOH AMERICAS CORPORATION	\$47.62	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	067444	1/11/08	JAMES L. RYNNING	\$500.00	Cash Advance
O	067445	1/11/08	SALEM PRESS, INC.	\$453.63	Library books per Tom Weisrock request
O	067446	1/11/08	SARGENT-WELCH LLC	\$5,081.05	CHEMISTRY SUPPLIES
O	067447	1/11/08	SCHLAIFER'S ENAMELING	\$137.61	ART SUPPLIES
O	067448	1/11/08	SEHI PROCOMP COMPUTER	\$1,443.63	Student DMA supplies
O	067449	1/11/08	LARISA SERGEYEVA	\$39.34	GASOLINE REIMBURSEMENT
O	067450	1/11/08	SOCIETY FOR CONSERVATION	\$30.00	Subscription to Conservation Magazine
O	067451	1/11/08	TIME CLOCK SALES & SERVICE	\$177.24	Maint. Repair-HR Time Clock



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067452	1/11/08	TRI-AD	\$2,118.00	Admin. & Banking Svcs. for FSA 07/08
O	067453	1/11/08	U.S. POSTAL SERVICE	\$175.00	POSTAGE PERMIT FEE
O	067454	1/11/08	US DIGITAL MEDIA INC.	\$283.39	Non-Instructional supplies/Lang.Lab.
O	067455	1/11/08	VWR INTERNATIONAL, INC.	\$26.83	CHEMISTRY SUPPLIES
O	067456	1/11/08	WEST PAYMENT CENTER	\$292.55	Library law book per Tom Weisrock request
O	067457	1/11/08	WALTERS VISTA	\$99.29	WELDING/ELECTRICAL SUPPLIES
O	067458	1/11/08	WARD'S NATURAL SCIENCE	\$564.25	BIOLOGY SUPPLIES
O	067459	1/11/08	US FOODS	\$941.33	food and supplies for CDC
O	067460	1/11/08	THE GALE GROUP	\$961.68	Library books per Tom Weisrock request
O	067461	1/11/08	GANAHL LUMBER	\$126.67	BUILDING MATERIALS
O	067462	1/11/08	GANDER-PRINTCO	\$311.83	Blanket PO for Bindery
O	067463	1/11/08	JIM GASTON	\$125.85	Reimbursement for Internet Services
O	067464	1/11/08	GATEHOUSE MEDIA, INC.	\$1,165.00	Monthly ad insertion in Today's Woman magazine.
O	067465	1/11/08	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	067466	1/11/08	GLAXOSMITHKLINE PHARMACEUTICAL	\$643.25	vaccine required for students
O	067467	1/11/08	GOLF VENTURES WEST	\$27.26	MOWER/CART PARTS
O	067468	1/11/08	GOODSON MANUFACTURING COMPANY	\$130.51	AUTOMOTIVE SUPPLIES
O	067469	1/11/08	DIANA GRAY	\$650.00	Contract Services
O	067470	1/11/08	ROBERT B. GREENE, JR.	\$375.00	royalties
O	067471	1/11/08	RAUL B. GUTIERREZ	\$60.00	Employee Enrollment Fee Reimbursement Request
O	067472	1/11/08	RICK HAMM CONSTRUCTION, INC.	\$9,200.00	Swimming Pool Equipment
O	067473	1/11/08	HARVARD APPARATUS	\$9.82	BIOLOGY SUPPLIES
O	067474	1/11/08	HOME DEPOT CREDIT SERVICES	\$275.33	MATERIALS AND SUPPLIES
O	067475	1/11/08	HORIZON	\$3,534.20	GROUNDS SUPPLIES
O	067476	1/11/08	INSIGHT MEDIA	\$522.90	DVD for Human Services Programs
O	067477	1/11/08	IRVINE PIPE & SUPPLY	\$152.79	OPEN P.O. FOR SUPPLIES
O	067478	1/11/08	IRVINE VALLEY COLLEGE BOOKSTOR	\$562.56	November 2007 EOPS bookstore billing
O	067479	1/11/08	JRS PRESENTATIONS, INC.	\$3,500.00	performance fee for Comedy Tonight
O	067480	1/11/08	KOALA KLUB	\$385.00	CARE Child Care Services
O	067481	1/11/08	KRISTAR ENTERPRISES, INC.	\$1,546.87	STORM DRAIN FILTERS
O	067482	1/11/08	LAERDAL MEDICAL CORP.	\$17,631.74	SIMMAN EQUIPMENT AND SOFTWARE
O	067483	1/11/08	LAGUNA CLAY CO.	\$1,115.21	ART SUPPLIES
O	067484	1/11/08	TONI LAKOW	\$9.20	Reim. Postage-T. Lakow
O	067485	1/11/08	Sandra LaMarte Pickard	\$50.00	Panel Presenter
O	067486	1/14/08	AMERICAN EXPRESS	\$1,066.70	Travel to Sacramento for 50% Meeting
O	067487	1/14/08	CCUPCA (CALIFORNIA COLLEGE &	\$700.00	Conference
O	067488	1/14/08	CIWEA	\$255.00	Conference requisition for Trudi Baggs
O	067489	1/14/08	DOUBLETREE HOTEL	\$277.50	Conference requisition for Trudi Baggs
O	067490	1/14/08	EMBASSY SUITES	\$406.20	Conference
O	067491	1/14/08	EMBASSY SUITES	\$406.20	Conference
O	067492	1/14/08	RENEE GARCIA	\$915.84	American Association of Anthropologists
O	067493	1/14/08	RANCHO LAS PALMAS RESORT &	\$218.90	Attend 2008 Annual SWACC Meeting
O	067494	1/14/08	ACSIG/EDGE	\$36,657.65	Vision Services FY 07/08 Fund 01
O	067495	1/14/08	ACSIG/EDGE	\$111,343.67	Delta Dental FY 07/08 Fund 01
O	067496	1/14/08	HYATT LEGAL	\$6,133.20	Hyatt Legal Benefits
O	067497	1/14/08	PACIFICARE BEHAVIORAL HEALTH	\$2,888.13	Pacificare Behavioral FY 07/08 Fund 01
O	067498	1/14/08	PRINCIPAL LIFE INSURANCE	\$30,627.22	Long-Term Disability Benefits for 2007-2008 FY
O	067499	1/14/08	PRINCIPAL LIFE INSURANCE	\$28,096.40	Life Insurance Benefitis 2007/2008 FY
O	067500	1/14/08	SISC III HEALTH BENEFITS	\$876,222.20	SISC (PPO)-Benefits FY 2007/08 Fund 01
O	067501	1/14/08	UNUM LIFE INSURANCE COMPANY	\$1,484.75	UNUM LTC FY 2007/08
O	067502	1/14/08	UNUM LIFE INSURANCE COMPANY	\$3,116.88	UNUM LTC FY 2007/08



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067503	1/14/08	ACSIG/EDGE	\$3,304.10	Vision Services FY 07/08 Fund 07
O	067504	1/14/08	ACSIG/EDGE	\$10,011.46	Delta Dental FY 07/08 Fund 71
O	067505	1/14/08	SISC III HEALTH BENEFITS	\$195,052.00	Blue Shield (Retiree) Benefits FY 2007/08
O	067506	1/14/08	LASER SOURCE	\$86.13	Non instructional repair
O	067507	1/14/08	FABIENNE LEVENSON	\$241.44	REIMB. F.LEVENSON/FOR DANCE COSTUMES MATERIAL
O	067508	1/14/08	LINKS SIGN LANGUAGE	\$330.00	Provide Interpreting Services
O	067509	1/14/08	LUNDSTROM & ASSOCIATES	\$6,450.00	MSE LECTURE HALL RENOVATION
O	067510	1/14/08	RACHEL MANDERS	\$13.58	Food & Bev
O	067511	1/14/08	MARKETLAB, INC.	\$299.00	CENTRIFUGE FOR PHLEBOTOMY
O	067512	1/14/08	MC KESSON MEDICAL SURGICAL	\$92.34	medical supplies needed for students
O	067513	1/14/08	SEAN MC MULLEN	\$500.00	Cash Advance
O	067514	1/14/08	BEN MEADOWS COMPANY	\$491.81	REPLACEMENT MEASURING TAPES
O	067515	1/14/08	MEDCOM, INC., TRAINEX DIV.	\$1,251.84	PEDIATRIC TRAINING DVD SERIES
O	067516	1/14/08	3M	\$3,482.71	Purchase Book Resensitizer.
O	067517	1/14/08	MISSION PRINTING COMPANY, INC	\$4,951.11	Spring 2008 Brochures
O	067518	1/14/08	MOUSER ELECTRONICS	\$241.95	PHYSICS SUPPLIES
O	067519	1/14/08	NASCO WEST	\$859.85	EQUIPMENT FOR NURSING
O	067520	1/14/08	NATIONAL COALITION OF ADVANCED	\$2,500.00	Front Cover - NCATC Newspaper - Fall 2007
O	067521	1/14/08	NCATC (NAT'L COALITION OF	\$600.00	Membership/Institutional
O	067522	1/14/08	NEAL-SCHUMAN PUBLISHERS, INC.	\$164.95	Library book per Ana Maria Cobos request
O	067523	1/14/08	NEW PIG CORPORATION	\$62.96	POLY DRUM FUNNEL
O	067524	1/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$660.00	Annual Maintenance Agreement
O	067525	1/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$453.08	Range Fees
O	067526	1/14/08	ORANGE CO. AUDITOR-CONTROLLER	\$2,730.00	SURCHARGE ON CITATIONS
O	067527	1/14/08	ORANGE COUNTY PRINTING CO.	\$1,511.73	THINK TRANSFER BROCHURE
O	067528	1/14/08	ORANGE COUNTY REGISTER	\$1,945.00	Ongoing printing & delivery charges for the Lariat
O	067529	1/14/08	ORANGE COUNTY REGISTER	\$195.00	Newspaper Subscription
O	067530	1/14/08	OCB REPROGRAPHICS, INC.	\$502.38	DUPLICATING PLANS FOR CENTRAL PLANT
O	067531	1/14/08	OCB-IMAGISTICS	\$336.00	MAINTENANCE CONTRACT FAX MACHINE
O	067532	1/14/08	OXFORD UNIVERSITY PRESS	\$8.58	Library book per Tom Weisrock request
O	067533	1/14/08	ORKIN EXTERMINATING, INC.	\$90.00	Annual Maintenance Agreement
O	067534	1/15/08	AT&T/MCI	\$1,048.10	Annual P.O. for telephone service
O	067535	1/15/08	POSTMASTER	\$913.06	Postage for 2007-2008 Annual Report mailing.
O	067536	1/15/08	KATE CLARK	\$527.08	Conference-attend AO Training and CIAC CONF
O	067537	1/16/08	AMERICAN LOCKER SECURITY SYS.	\$4,908.19	KEYED EVIDENCE LOCKERS
O	067538	1/16/08	BAMWALL CO.	\$779.00	DOOR REPAIR; B-200 WEST ENTRY
O	067539	1/16/08	C.E.M. LAB CORP.	\$8,206.00	AGRMT FOR BUS. & TECHN.INNOV.CTR.
O	067540	1/16/08	COMPREHENSIVE VIDEO SUPPLY	\$4,889.96	AV Cables
O	067541	1/16/08	DELL MARKETING L.P.	\$2,258.10	WARRANTY EXTENSION FOR DELL SERVERS
O	067542	1/16/08	DISCOVERY	\$326.70	EQUIPMENT FOR EMERITUS
O	067543	1/16/08	gkkworks	\$85,824.00	AGMT FOR. BUS. & TECH CTR.
O	067544	1/16/08	HAITBRINK ASPHALT PAVING,	\$32,250.00	CONTRACT SERVICES
O	067545	1/16/08	HALL & FOREMAN, INC.	\$822.50	CLOSE OUT, PUNCH LIST AND SURVEY FOR ATEP
O	067546	1/16/08	HEWLETT PACKARD	\$20,000.00	Web Security Assessment Software
O	067547	1/16/08	IBM CORPORATION	\$6,206.40	SAN Fiber Optic Switch Matrix
O	067548	1/16/08	INCENTRA SOLUTIONS OF	\$3,330.00	Engineering & PM Services for Exchange Project
O	067549	1/16/08	JACKSON, DE MARCO, TIDUS,	\$38,378.15	ATEP Legal Professional Services
O	067550	1/16/08	LAMAR SPACE INC.	\$145.46	RENTAL OF TRAILER FOR INSPECTOR
O	067551	1/16/08	MODSPACE	\$193,608.43	CONSTRUCTION OF INCREMENT 2
O	067552	1/16/08	NEUDESIC, LLC	\$8,632.00	Student Information System, Contracted Services
O	067553	1/16/08	PEARSON EDUCATION ESL	\$25,181.67	FOCUS ON GRAMMER NETWORK LICENSES



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067554	1/16/08	PUBLIC ECONOMICS, INC.	\$10,358.76	CONSULTING SERVICES-REDEVELOPMENT
O	067555	1/16/08	R.M. SYSTEMS, INC.	\$3,000.00	FIRE ALARM REPAIRS & CONVERSION
O	067556	1/16/08	R2A ARCHITECTURE	\$732.61	NEW RESTROOMS FOR MCKINNEY THEATER ARCHITECT
O	067557	1/16/08	STEDMAN COMPUTER SYSTEMS	\$10,967.87	Software for SIS Project
O	067558	1/16/08	TAYLOR & FRANCIS/CRC PRESS	\$178.34	CHEMISTRY SOFTWARE
O	067559	1/16/08	TOOL DEPOT	\$788.73	TOOLS, IVC THEATER
O	067560	1/16/08	TROXELL COMMUNICATIONS, INC.	\$102.86	PROJECTOR AND SCREEN FOR CONFERENCE ROOM
O	067561	1/16/08	WARE DISPOSAL CO., INC.	\$675.96	TRASH COLLECTION SERVICES
O	067562	1/17/08	AT & T MOBILITY	\$11.20	TELEPHONE SERVICES
O	067563	1/17/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	067564	1/17/08	OFFICEMAX CONTRACT INC.	\$2,178.41	Office Max Supply Orders 2007/2008
O	067565	1/17/08	PARKWAY LAWNMOWER SHOP	\$49.63	OPEN P.O. FOR SUPPLIES
O	067566	1/17/08	J.W. PEPPER & SON, INC.	\$672.00	MUSIC SUPPLIES FOR FALL 2007, SPRING 2008, & SUMM
O	067567	1/17/08	JIM PHANEUF	\$125.85	Reimbursement for Internet Services
O	067568	1/17/08	PHOENIX BUSINESS MACHINES, INC	\$662.18	RICOH: Maintenance IT Copier - Aficio 3235C
O	067569	1/17/08	PLTNEY-BOWES	\$30,000.00	POSTAGE
O	067570	1/17/08	PRAXAIR	\$54.27	Annual Maintenance Agreement
O	067571	1/17/08	PRO LOOK SPORTS CORP.	\$323.80	W's basketball fill in uniform
O	067572	1/17/08	QUALITONE INDUSTRIES, INC.	\$268.09	Mic Stands
O	067573	1/17/08	QUEST DIAGNOSTICS	\$529.19	Blanket for Quest
O	067574	1/17/08	RALPHS GROCERY COMPANY	\$54.06	Produce, grocery items, cleaning supplies, etc.
O	067575	1/17/08	RECALL SECURE DESTRUCTION	\$111.77	Shredding Account Documents 07/08
O	067576	1/17/08	RESOURCE BUILDING MATERIALS	\$2,997.62	DIRT FOR BASEBALL FIELD
O	067577	1/17/08	RICOH AMERICAS CORPORATION	\$2,062.75	REPAIR RICOH COPIER
O	067578	1/17/08	RICOH AMERICAS CORPORATION	\$800.00	Maint.Agreement
O	067579	1/17/08	RIDDELL ALL AMERICAN	\$6,444.45	Football Supplies
O	067580	1/17/08	RIO GRANDE ALBUQUERQUE	\$200.05	ART SUPPLIES - SPRING 2008
O	067581	1/17/08	ROOF CONSTRUCTION	\$97,556.00	ROOFING REPLACEMENT - PE COMPLEX
O	067582	1/17/08	THE RP GROUP	\$25,000.00	Payment for contract services
O	067583	1/17/08	S & B FOODS	\$64.11	TECH PREP CONSORTIUM MEETING
O	067584	1/17/08	SADDLEBACK GOLF CARS, INC.	\$73.31	GOLF CART MAINTENANCE
C	067585	1/17/08	SAFE NAVIGATION, INC.	\$-620.06	Blanket PO for MST Instructional Supplies
O	067586	1/17/08	SAFeway INC/PAVILIONS	\$63.69	Groceries for Foods Lab (summer/fall)
O	067587	1/17/08	SAN DIEGO GAS & ELECTRIC	\$972.63	Electric Service Billing for SDG&E
O	067588	1/17/08	SAN DIEGO GAS & ELECTRIC	\$34,973.06	Electric Service Billing for SDG&E
O	067589	1/17/08	SADDLEBACK BOOKSTORE - #296	\$58.02	Instructional materials/Jrnlsn.Lab.
O	067590	1/17/08	FHEG - SADDLEBACK BOOKSTORE	\$60.00	BLANKET PO FOR BOOKSTORE
O	067591	1/17/08	SEHI PROCOMP COMPUTER	\$1,666.65	Supplies for Publications
O	067592	1/17/08	SIGMA ALDRICH CHEMICAL CO.	\$1,082.66	BIOCHEMISTRY SUPPLIES
O	067593	1/17/08	ROBERT W. SIMONEAU	\$4,320.00	Contract: Robert Simoneau
O	067594	1/17/08	SKY & TELESCOPE	\$42.95	Subscription to Sky & Telescope
O	067595	1/17/08	DANIEL SMITH, INC.	\$1,096.96	ART SUPPLIES
O	067596	1/17/08	DIANE M. SMITH	\$52.74	Tutorial Book
O	067597	1/17/08	DONNA SNEED	\$33.98	Reimbursement for Health and Lifestyle Cost
O	067598	1/17/08	SO. CAL. GAS CO.	\$24,540.11	PO for gas transmission service.
O	067599	1/17/08	SO. COAST FIRE PROTECTION	\$1,875.00	FUME HOOD EXT. SERV.
O	067600	1/17/08	SOUTHERN COUNTIES OIL	\$3,870.07	FUEL
O	067601	1/17/08	SPECTRUM CHEMICAL MFG. CORP.	\$533.25	GLASSWARE FOR MICROBIOLOGY
O	067602	1/17/08	STATE OF CALIFORNIA	\$61,932.00	Sales/Use Tax for Cal Year 2007
O	067603	1/17/08	STATER BROTHERS	\$278.65	Groceries for Foods Lab.
O	067604	1/17/08	SWACC	\$15,946.00	Amendment to Property & Liability Ins.



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067605	1/17/08	SYSTEMS SOURCE, INC.	\$40,267.69	Desk Units/Chairs Assessment Center
O	067606	1/17/08	EDWIN TIONGSON	\$74.65	reimbursement for HS Parliamentary Debate
O	067607	1/17/08	TRAFFIC CONTROL SERVICE, INC.	\$1,337.41	New Signage for Parking Lots
O	067608	1/17/08	TRINITY TOOL COMPANY	\$173.54	AUTOMOTIVE SUPPLIES
O	067609	1/17/08	TROXELL COMMUNICATIONS, INC.	\$20,260.25	AV Equipment
O	067610	1/17/08	UNIPAK CORP.	\$3,141.25	JANITORIAL SUPPLIES
O	067611	1/17/08	VEOLIA ES TECHNICAL	\$6,407.39	Annual Maintenance Agreement
O	067612	1/17/08	VERIZON WIRELESS	\$110.90	BlackBerry solutions data plan
O	067613	1/17/08	VICENTI, LLOYD & STUTZMAN LLP	\$85,376.55	Auditing Services for FYE 6/30/07
O	067614	1/17/08	WALTERS VISTA	\$43.23	WELDING/ELECTRICAL SUPPLIES
O	067615	1/17/08	WARE DISPOSAL CO., INC.	\$6,592.17	BID.....5-YR TRASH REMOVAL
O	067616	1/17/08	W A X I E	\$98.71	janitorial supplies
O	067617	1/17/08	WEBEX COMMUNICATIONS, INC.	\$575.00	Software/Online meeting program
O	067618	1/17/08	WEST-LITE SUPPLY CO.	\$736.01	LIGHTING SUPPLIES
O	067619	1/17/08	MICHAEL E. WILSON	\$9,678.20	CONSTRUCTION MGMT SERVICES
O	067620	1/17/08	XEROX CORP.	\$5,818.18	Xerox 7665P for HR
O	067621	1/17/08	YOURS COMPANY	\$375.40	WOMEN'S SOCCER SWEATS EMROIDERED
O	067622	1/17/08	ROCKVIEW FARMS	\$226.56	milk delivery for Center
O	067623	1/17/08	SMART & FINAL IRIS CO.	\$261.94	Food and supplies for Center
O	067624	1/17/08	XEROX CORP.	\$61.62	MAINTENANCE AGREEMENT FOR XEROX
O	067625	1/17/08	SO. ORANGE CO. COMM. COL. DIST	\$1,729.89	To Reimburse Checking Account Workers' Comp Claims
O	067626	1/17/08	RPM CONSULTANT GROUP	\$4,250.00	GASB 43 & 45 Compliance
O	067627	1/17/08	A TO Z CIRCUIT BREAKERS	\$581.85	ELECTRICAL SUPPLIES
O	067628	1/17/08	LAURA ABRAMS	\$102.50	Reimbursement for Postage
O	067629	1/17/08	ADVANTAGE MARKETING	\$3,014.11	Marketing/Gifts for Job Fairs
O	067630	1/17/08	AFFILIATED COMPUTER SERVICES	\$176.15	Contract Svcs from ACS
O	067631	1/17/08	AIR PRO SUPPLY	\$217.22	EXHAUST FAN
O	067632	1/17/08	AllHeart.com	\$201.90	NURSING SUPPLIES FOR L.THARPE
O	067633	1/17/08	ALL TECH SERVICE	\$225.00	AV Equip. Repair
O	067634	1/17/08	AMAZON.COM	\$25.00	Book for Geology & Marine Science
O	067635	1/17/08	AMAZON.COM	\$93.01	Supply for electronics (CD-ROM)
O	067636	1/17/08	AMEGA RANGES, INC.	\$447.25	CAMPUS POLICE SUPPLIES
O	067637	1/17/08	MARY ANSTADT	\$60.00	Employee Enrollment Fee Reimbursement Request
O	067638	1/17/08	APPLE COMPUTER INC.	\$2,546.76	LAPTOP FOR TAMERA RICE
O	067639	1/17/08	APPLE SCIENTIFIC, INC.	\$800.00	MARINE SCIENCE EQUIPMENT
O	067640	1/17/08	ARMSTRONG MEDICAL INDUSTRIES	\$595.26	EQUIPMENT FOR NURSING
O	067641	1/17/08	AURALOG, INC.	\$7,900.00	SITE LICENSES FOR LANG LAB
O	067642	1/17/08	AVENTURA SAILING ASSOC.	\$1,776.94	Blanket PO for rental of sail boats
O	067643	1/17/08	B & H PHOTO	\$944.00	Monitors for computer stations
O	067644	1/17/08	BAKER & TAYLOR	\$52.93	Library book per Tom Weisrock request
O	067645	1/17/08	BAY ALARM COMPANY	\$758.00	For Chemical Storage
O	067646	1/17/08	BEE MAN	\$345.00	REMOVE BEES FROM BASEBALL SCORE BOARD
O	067647	1/17/08	BELLCO BIOTECHNOLOGY	\$260.61	MICROBIOLOGY SUPPLIES
O	067648	1/17/08	BLANCHARD & LOEB PUBLISHERS	\$337.46	NURSE'S ASSESSMENT DVD SERIES
O	067649	1/17/08	DICK BLICK	\$472.39	ART SUPPLIES
O	067650	1/17/08	BLUEBELL MUSIC	\$2,000.00	fee for guest artist Bergeron
O	067651	1/17/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	067652	1/17/08	BOUNDTREE MEDICAL	\$885.46	Supplies for Paramedic Students
O	067653	1/17/08	ARNOLD BRAY	\$2,000.00	Contract for Legislative Advocacy
O	067654	1/17/08	MIKE BROWN GRANDSTANDS, INC.	\$400.00	BASEBALL BLEACHER SEATING
O	067655	1/17/08	BUDDY'S ALL STARS	\$5,587.32	Softball equipment



Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067656	1/17/08	BURMINCO	\$679.81	ROCKS & MINERALS FOR FEE BASED ROCK & MINERAL KITS
O	067657	1/17/08	CableWholesale.com	\$40.07	One 4-port USB hub and USB cables
O	067658	1/17/08	CAL'S CAMERAS	\$154.72	developer
O	067659	1/17/08	CAPISTRANO UNIFIED SCHOOL	\$9,750.00	Tech Prep Allocation
O	067660	1/17/08	CARD INTEGRATORS CORPORATION	\$1,190.00	ID Card Machine Support/Warranty
O	067661	1/17/08	CAROLINA BIOLOGICAL SUPPLY	\$883.57	BIOLOGY LAB SUPPLIES
O	067662	1/17/08	CASHIER MS 4A -DEPT. PESTICIDE	\$60.00	PESTICIDE LICENSE RENEWAL
O	067663	1/17/08	COMMUNITY COLLEGE LEAGUE OF	\$1,458.33	Subscription for HR - CCLC
O	067664	1/17/08	COMMUNITY COLLEGE LEAGUE OF	\$320.00	Database annual fee per Tom Weisrock request
O	067665	1/17/08	CDW GOVERNMENT, INC.	\$350.94	Tech supplies for close captioning
O	067666	1/17/08	CELEBRITY CLEANERS	\$789.10	Lab coat laundry
O	067667	1/17/08	CENTRAL MAINE COMMUNITY COLL.	\$9,480.90	Payment on NSF Subaward - Central Maine Comm Coll
O	067668	1/17/08	CINTAS CORPORATION	\$97.66	RENTAL SERVICE AGREEMENT
O	067669	1/17/08	CLARK SECURITY PRODUCTS INC.	\$694.88	OPEN P.O. FOR SUPPLIES
O	067670	1/17/08	COACH AMERICA	\$717.50	Bus for EI Field Trip/Chattopadhyay/11/28
O	067671	1/17/08	COAST FITNESS REPAIR SHOP	\$962.03	Fitness Equipment Repairs
O	067672	1/17/08	COLLINS COMPANY	\$218.65	TENNIS CART FOR TENNIS INSTRUCTOR
O	067673	1/17/08	COMPUTERLAND	\$2,627.10	3 ADOBE ACROBAT LICENSES
O	067674	1/17/08	COPYNET OFFICE SOLUTIONS, INC	\$601.25	COPY MACHINE REPAIRS, TWO SEPERATE REPAIRS
O	067675	1/17/08	COUTTS LIBRARY SERVICES, INC.	\$39.62	Library book per Tom Weisrock request
O	067676	1/17/08	COX COMMUNICATIONS, INC	\$4,306.68	COX Communications Intercampus WAN service
O	067677	1/17/08	CPP, INC.	\$1,951.97	Assessments (MBTI M/Typein College>
O	067678	1/17/08	CSULB DAILY 49er	\$1,512.00	Ad Promoting Summer in CSULB Paper
O	067679	1/17/08	CULLIGAN	\$112.85	Soft Water Service for Microbiology
O	067680	1/17/08	GOODWILL INDUSTRIES	\$2,455.00	Provide Interp.Svs.Stds.w/Disabilities
O	067681	1/17/08	DELL MARKETING L.P.	\$8,795.46	Toner cartridges for Reading Lab.
O	067682	1/17/08	DHK PLUMBING & PIPING, INC.	\$12,512.00	STORM DRAIN HYDRO-JETTING
O	067683	1/17/08	FIBER CABLES DIRECT	\$596.35	Fiber Cables
O	067684	1/17/08	FULL COMPASS SYSTEMS	\$11,547.97	MUSIC DEPT SOFTWARE
O	067685	1/17/08	BAY ALARM COMPANY	\$235.74	SECURITY MONITORING SYSTEM
O	067686	1/17/08	DAIRY DEPOT	\$78.66	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	067687	1/17/08	CALIFORNIA COMMUNITY COLLEGES	\$355.00	Conference for Patricia Dumas
O	067688	1/17/08	CCCCSSAA	\$310.00	Conference Attendance for Rajen Vurdien
O	067689	1/17/08	EMBASSY SUITES	\$310.80	Conference for Patricia Dumas
O	067690	1/17/08	TERESA FLUEGEMAN	\$16.72	REIMBURSE CONFERENCE
O	067691	1/17/08	PAT FREEMAN	\$95.64	Pat Freeman to CSU Counselors Conference
O	067692	1/17/08	LINDA GLEASON	\$656.87	NOADN CONF. IN LAS VEGAS
O	067693	1/17/08	LESLIE HUMPHREY	\$71.50	Conference for Leslie Humphrey
O	067694	1/17/08	STEVE KORPER	\$1,495.50	BICSI: Computer Forensic Boot Camp
O	067695	1/17/08	MICHAEL MARTINEZ	\$16.72	REIMBURSE CONFERENCE
O	067696	1/17/08	ROOPA MATHUR	\$500.00	Roopa Mathur to L.A. Residency Conference
O	067697	1/17/08	NEUDESIC, LLC	\$238,470.00	Student Information System, Contracted Services
O	067698	1/17/08	NEUDESIC, LLC	\$56,538.00	Student Information System, Contracted Services
O	067699	1/23/08	AT&T/MCI	\$975.28	Annual P.O. for telephone service
O	067700	1/23/08	AT&T/MCI	\$219.39	FAX LINES - TRUSTEES FY 07-08
O	067701	1/23/08	AT&T	\$6,679.49	Annual P.O. for telephone service
O	067702	1/23/08	SAFE NAVIGATION, INC.	\$527.05	Blanket PO for MST Instructional Supplies
O	067703	1/23/08	JUANITA BALTIERRA	\$31.43	DEC 2007 MILEAGE
O	067704	1/23/08	ALAN CHERRY	\$67.22	DEC 2007 MILEAGE
O	067705	1/23/08	TRACY DALY	\$134.35	MILEAGE
O	067706	1/23/08	GALLS INC.	\$790.24	UNIFORMS FOR OFFICERS



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067707	1/23/08	GANDER-PRINTCO	\$1,863.97	One color stationery A&R
O	067708	1/23/08	ESTER GRAHAM	\$56.58	MILEAGE
O	067709	1/23/08	W. W. GRAINGER	\$15.00	MAINT. SUPPLIES
O	067710	1/23/08	GRAYBAR ELECTRIC CO.	\$6,337.94	ELECTRICAL SUPPLIES
O	067711	1/23/08	GABRIELLE GRIFFIN	\$1,000.00	SCHOLARSHIP FOR STUDENT
O	067712	1/23/08	MARLYS GRODT & ASSOCIATES	\$500.00	Class Spec - CL Mgmt Position
O	067713	1/23/08	GUITAR CENTER	\$281.86	DIGIDESIGN MBOX 2 MICRO
O	067714	1/23/08	HARDY DIAGNOSTICS	\$463.08	MICROBIOLOGY SUPPLIES
O	067715	1/23/08	PATTY HELTON	\$49.28	MILEAGE
O	067716	1/23/08	CHRIS HOGSTEDT	\$75.04	Blanket for Chris Hogstedt
O	067717	1/23/08	HOME DEPOT CREDIT SERVICES	\$679.49	HORTICULTURE SUPPLIES
O	067718	1/23/08	HORN IMPROVEMENT	\$749.64	Instrument Repairs
O	067719	1/23/08	INTELECOM	\$535.18	COMPETITIVE EQUIPMENT - DVD
O	067720	1/23/08	INTERSTATE ELECTRIC	\$164.00	Signage Materials
O	067721	1/23/08	IRVINE CHAMBER OF COMMERCE	\$1,100.00	ADVERTISING
O	067722	1/23/08	IRVINE PIPE & SUPPLY	\$593.08	OPEN P.O. FOR SUPPLIES
O	067723	1/23/08	IRVINE TENNIS	\$2,400.00	TENNIS EQUIPMENT FOR IVC TENNIS
O	067724	1/23/08	BILL JAY	\$185.58	WJAY INTERNET 07/08
O	067725	1/23/08	BICHTUYEN JENSEN	\$36.96	MILEAGE
O	067726	1/23/08	JOHNSON & ASSOCIATES	\$825.00	Tech Assistance-Ad Hoc Work
O	067727	1/23/08	RITA ANN JOHNSON	\$1,000.00	District annual report mailing list update.
O	067728	1/23/08	JOURNEY EDUCATION MARKETING	\$47.08	Fusion
O	067729	1/23/08	KATHCO PRODUCTS	\$245.28	JANITORIAL SUPPLIES
O	067730	1/23/08	KDOC TV	\$25.00	COPY OF KDOC TELEVISION NEWS STORY
O	067731	1/23/08	CRISTA KELSEY	\$200.00	SCHOLARSHIP FOR C.KELSEY
O	067732	1/23/08	KNORR SYSTEMS, INC.	\$704.90	SERVICE/PARTS FOR HEATER
O	067733	1/23/08	LAB SAFETY SUPPLY INC.	\$382.09	ART SUPPLIES
O	067734	1/23/08	LAKE FOREST BEAUTY COLLEGE, INC	\$11,012.40	P.O. needed to pay for off campus instruction
O	067735	1/23/08	TONI LAKOW	\$36.96	MILEAGE
O	067736	1/23/08	LAMINATION DEPOT, INC.	\$26.71	Photo Supplies
O	067737	1/23/08	LEGEND, INC.	\$128.04	Field books for Geology
O	067738	1/23/08	LEGION WEST PAPER	\$2,169.02	ART SUPPLIES
O	067739	1/23/08	LIBRARY OF CONGRESS	\$200.00	Class web extension to 1-4 users
O	067740	1/23/08	LIEBERT CASSIDY WHITMORE	\$34,403.23	Attorney Services FY 2007/2008
O	067741	1/23/08	LOOMIS, FARGO & CO., INC	\$400.30	Armored Car Service 07/08
O	067742	1/23/08	LORI MANGELS	\$36.96	MILEAGE
O	067743	1/23/08	DUANE MATTHEWS	\$576.78	Art Supplies
O	067744	1/23/08	MAXIMUS, INC.	\$2,600.00	Renewal Services Cost Claiming FY 07/08
O	067745	1/23/08	MC KESSON MEDICAL SURGICAL	\$605.32	medical supplies for student health care
O	067746	1/23/08	MEDICAL EDUCATION	\$50,620.96	METIMAN EQUIP AND SOFTWARE
O	067747	1/23/08	METROCALL	\$291.15	PAGER RENTAL AND MAINTENANCE CONTRACT
O	067748	1/23/08	MEYERS ALLISON LLP	\$2,955.00	Investigative Svs. for HR
O	067749	1/23/08	MICROFIBER PRODUCTS ONLINE, INC	\$258.56	LASER POINTERS
O	067750	1/23/08	MIDWEST LIBRARY SERVICE	\$1,664.07	Purchase books.
O	067751	1/23/08	SOPHIE MILLER	\$27.42	Reimbursement for Accred. Team Lunches
O	067752	1/23/08	MISSION VIEJO GLASS	\$300.00	REPLACE BROKEN WINDOW
O	067753	1/23/08	JOHE MORRIS	\$12.59	REIMBURSE FOR SUPPLIES
O	067754	1/23/08	MOULTON-NIGUEL WATER DIST.	\$6,645.30	Billing for Moulton-Niguel water services
O	067755	1/23/08	JOSEPHINE MUCHIRU	\$244.00	SCHOLARSHIP FOR STUDENT
O	067756	1/23/08	CHRISTINE MUDGE	\$200.00	SCHOLARSHIP FOR C.MUDGE
O	067757	1/23/08	NEXTEL COMMUNICATIONS, INC.	\$64.34	Nextel Communications



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067758	1/23/08	ORANGE COUNTY REGISTER	\$4,312.08	ADVERTISING
O	067759	1/23/08	ORANGE COUNTY REGISTER	\$221.20	ADVERTISING
O	067760	1/23/08	ORANGE COUNTY REGISTER	\$757.12	ADVERTISING
O	067761	1/23/08	OCTFCU	\$8,727.00	Premium for 2007-08 sabbatical bonds
O	067762	1/23/08	OCTFCU	\$11.75	NOV 2007 MILEAGE
O	067763	1/23/08	SHANNON SEIFERT	\$20.20	MILEAGE
O	067764	1/23/08	CARYN SUSSMAN	\$19.89	MILEAGE
O	067765	1/23/08	JACQUELINE ZIMBALIST	\$73.91	MILEAGE
O	067766	1/23/08	EARL PAGAL	\$11.72	MILEAGE
O	067767	1/23/08	AT&T/MCI	\$338.39	Annual Telephone Service
O	067768	1/23/08	AT&T/MCI	\$964.53	Annual P.O. for telephone service
O	067769	1/23/08	AT&T/MCI	\$293.48	Annual P.O. for telephone service
O	067770	1/23/08	AT&T/MCI	\$288.83	Annual P.O. for telephone service
O	067771	1/23/08	AT&T/MCI	\$164.06	Annual P.O. for telephone service
O	067772	1/23/08	BAMWALL CO.	\$3,979.00	permanent wall for B101
O	067773	1/23/08	CARRIER JOHNSON	\$3,880.46	HIRE ARCHITECT FOR A-300 REMODEL
O	067774	1/23/08	DUMARC CORPORATION	\$200,081.50	BID 284
O	067775	1/23/08	GUIDANCE SOFTWARE	\$5,837.66	Computer Forensics Software
O	067776	1/23/08	EMCOR/Mesa Energy Systems	\$993.75	MAINTENANCE PROGRAM
O	067777	1/23/08	ORANGE COUNTY REGISTER	\$1,594.88	ADVERTISING
O	067778	1/23/08	TREESMITH ENTERPRISES, INC.	\$45,250.00	BID 01, ATEP CLEANUP
O	067779	1/24/08	ACCCA	\$395.00	Staff Development Conference
O	067780	1/24/08	ACCCA	\$395.00	Tracy Daly to ACCCA Annual Conference, Costa Mesa.
O	067781	1/24/08	ACCCA	\$445.00	CONFERENCE FOR PATRICIA FLANIGAN
O	067782	1/24/08	ACCCA	\$295.00	Staff Development Conference
O	067783	1/24/08	CA SCHOOL EMPLOYEES ASSN	\$1,119.85	CSEA CONFERENCE REIMBURSEMENT
O	067784	1/24/08	COMMUNITY COLLEGE FOUNDATION	\$225.00	CONFERENCE FOR PATRICIA FLANIGAN
O	067785	1/24/08	CCCCSSAA	\$310.00	CONFERENCE FOR GWEN PLANO
O	067786	1/24/08	CCCCSSAA	\$310.00	Conference expenses for Andreea Serban
O	067787	1/24/08	CCCCSSAA	\$310.00	CONFERENCE FOR LISE TELSON
O	067788	1/24/08	BARBARA HUGGINS	\$464.68	CONFERENCE FOR BARBARA HUGGINS
O	067789	1/24/08	O'BUCHON - ORANGE COUNTY SOCIETY	\$75.00	O'BUCHON CONF. ATTENDANCE
O	067790	1/24/08	PATRICIA ORTEL	\$402.00	SCASM 71st Annual Meeting
O	067791	1/24/08	LINDA RENNE	\$70.81	Linda Renne to Extreme Data Summit 2007
O	067792	1/24/08	MICHAEL HALL	\$100.00	GUEST SPEAKER SERIES, TKT #26710
O	067793	1/25/08	EMPLOYMENT DEVELOPMENT DEPT.	\$9,500.83	Unemployment Insurance Quarterly P/R Taxes
O	067794	1/25/08	GANDER-PRINTCO	\$613.64	BUSINESS CARDS FOR JULIET WOMACK
O	067795	1/25/08	KIMBERLY GARCIA	\$200.00	SCHOLARSHIP FOR K.GARCIA
O	067796	1/25/08	MCGRAW-HILL COMPANIES	\$191.10	Basic Skills Books/Reading Lab.
O	067797	1/25/08	GORM, INC.	\$4,861.71	JANITORIAL SUPPLIES
O	067798	1/25/08	W. W. GRAINGER	\$454.82	MAINT. SUPPLIES
O	067799	1/25/08	GUITAR CENTER	\$3,175.47	Basic Aide monies
O	067800	1/25/08	HARLAND TECHNOLOGY SERVICES	\$12,330.00	Maintenance Service Agreement for Harland -Scanner
O	067801	1/25/08	HILL-ROM	\$3,345.87	HEADWALL FOR NURSING SKILLS LAB
O	067802	1/25/08	HIRSCH PIPE & SUPPLY	\$1,714.62	PLUMBING SUPPLIES
O	067803	1/25/08	HOME DEPOT CREDIT SERVICES	\$98.91	MAINT/GROUNDS/CUST. SUPPLIES
O	067804	1/25/08	INDUSTRIAL TECHNICAL SERVICES	\$4,004.00	PREVENTIVE MAINTENANCE ON 25 VARIOUS DRIVES
O	067805	1/25/08	JOHNSON FLOORING, INC.	\$45,593.00	REPLACE GYM FLOOR
O	067806	1/25/08	KOCH FILTER CORPORATION	\$1,218.01	A/C FILTERS
O	067807	1/25/08	LAERDAL MEDICAL CORP.	\$33,304.89	SIMMAN EQUIPMENT AND SOFTWARE
O	067808	1/25/08	MONROE BRUCE LEE	\$43.09	Purchased a five port Netgear Ethernet switch.



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067809	1/25/08	MAQUINSAL SEWING MACHINE CO.	\$129.03	FASHION SUPPLIES
O	067810	1/25/08	GLORIA MARTIN	\$72.73	Staff member is to be reimbursed for book
O	067811	1/25/08	DIANE MC GROARTY	\$22.30	Reimbursement for dept. supplies
O	067812	1/25/08	MC KESSON MEDICAL SURGICAL	\$156.54	Photo Supplies
O	067813	1/25/08	MIDWEST LIBRARY SERVICE	\$508.16	Purchase books.
O	067814	1/25/08	OCE-USA, INC.	\$1,630.38	FAX RENTAL
O	067815	1/25/08	OCLC, INC.	\$535.32	Annual Maintenance Agreement
O	067816	1/25/08	ON TRACK	\$967.55	Track and Field Supplies
O	067817	1/25/08	ONESOURCE DISTRIBUTORS, INC.	\$304.49	ELECT. SUPPLIES
O	067818	1/25/08	ORKIN EXTERMINATING, INC.	\$782.00	ANNUAL MAINTENANCE AGREEMENT
O	067819	1/25/08	ONESOURCE DISTRIBUTORS, INC.	\$1,346.88	WALL MOUNT FIXTURES
O	067820	1/25/08	AT & T MOBILITY	\$114.76	MMILCHIKER CELL PHONE SVC 2007-08
O	067821	1/25/08	OFFICEMAX CONTRACT INC.	\$1,446.75	Office Max Supply Orders 2007/2008
O	067822	1/25/08	PARSEC GROUP, INC.	\$4,800.00	Open VMS Operating System Support
O	067823	1/25/08	PUBLIC BROADCASTING SERVICE	\$116.92	F.A.T. City-learning disabilities DVD
O	067824	1/25/08	J.W. PEPPER & SON, INC.	\$1,224.79	Music Purchased
O	067825	1/25/08	LILLIANN PEREZ-STROUD	\$300.00	Workshop Presenter
O	067826	1/25/08	PHOENIX GROUP INFORMATION SYS.	\$619.16	Citation Management
O	067827	1/25/08	PRINTECH	\$2,289.41	Pocket Folders
O	067828	1/25/08	PURETEC	\$455.30	SUPPLIES
O	067829	1/25/08	QUEST DIAGNOSTICS	\$2,616.16	Purchase lab testing for students
O	067830	1/25/08	QUICK SORT SANTA ANA, INC.	\$990.99	Postage costs
O	067831	1/25/08	LARRY RADDEN	\$226.14	Reimbursement
O	067832	1/25/08	REFRIGERATION SUPPLIES DIST.	\$240.88	HVAC SUPPLIES
O	067833	1/25/08	RESIDENT GROUP SERVICES, INC.	\$7,500.00	ARCHITECTURE LANDSCAPING FEES
O	067834	1/25/08	RICOH AMERICAS CORPORATION	\$31.80	MAILROOM MAINTENANCE AGREEMENT
O	067835	1/25/08	ROOF CONSTRUCTION	\$13,069.08	ROOFING REPLACEMENT - PE COMPLEX
O	067836	1/25/08	THE RP GROUP	\$50,000.00	Consultant agreement Center for Student Success
O	067837	1/25/08	S & B FOODS	\$408.69	TECH PREP CONSORTIUM MEETING
O	067838	1/25/08	SABLE SYSTEMS INT'L INC.	\$3,510.00	Repair of Field Oxygen System
O	067839	1/25/08	SAFEGUARD BUSINESS SYSTEMS	\$85.86	medical chart supplies
O	067840	1/25/08	SAMY'S CAMERA	\$608.79	Signage Materials
O	067841	1/25/08	SANOFI PASTEUR, INC.	\$433.87	vaccine required for students
O	067842	1/25/08	SARGENT-WELCH LLC	\$100.64	CHEMISTRY SUPPLIES
O	067843	1/25/08	GUISELLE SCOTT	\$315.00	Workshop Trainer
O	067844	1/25/08	JARED SCOTT	\$85.00	Contract Services
O	067845	1/25/08	SEHI PROCOMP COMPUTER	\$2,812.20	BASIC AID COMPETITIVE EQUIPMENT
O	067846	1/25/08	JOEY SELLERS	\$48.75	Reimbursement
O	067847	1/25/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	067848	1/25/08	SIMS WELDING SUPPLY	\$2,334.06	WELDING EQUIPMENT
O	067849	1/25/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,749.48	ELECTRIC SERVICE ATEP
O	067850	1/25/08	SOUTHERN CALIFORNIA EDISON CO.	\$285.41	ELECTRIC SERVICE ATEP
O	067851	1/25/08	SOUTHERN CALIFORNIA EDISON CO.	\$6,997.37	Annual Electric Service
O	067852	1/25/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,222.20	Annual Electric Service
O	067853	1/25/08	SOUTHERN CALIFORNIA EDISON CO.	\$9,562.19	Annual Electric Service
O	067854	1/25/08	SO. CAL. GAS CO.	\$1,710.28	Annual Gas Service
O	067855	1/25/08	SO. CAL. GAS CO.	\$9,106.75	Annual Gas Service
O	067856	1/25/08	SO. CAL. GAS CO.	\$65.19	Annual Gas Service
O	067857	1/25/08	SO. CAL. GAS CO.	\$283.59	NATURAL GAS
O	067858	1/25/08	SOUTH COAST A.Q.M.D.	\$4,046.56	EMISSION FEES
O	067859	1/25/08	SOURCE GRAPHICS	\$260.78	Kip 3000 supplies



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #067197 and 067907

S	Check #	Check Dt	Company Name	Check Amount	Description
O	067860	1/25/08	SPORTS ATTACK	\$8,772.00	INSTRUCTIONAL EQUIPMENT FOR IVC BASEBALL
O	067861	1/25/08	SPSS, INC.	\$905.80	SPSS Software license renewal
O	067862	1/25/08	STAR MAINTENANCE SUPPLY	\$3,329.47	JANITORIAL SUPPLIES
O	067863	1/25/08	SAM'S CLUB	\$95.00	for classroom supplies & snacks for CDC for year
O	067864	1/25/08	SO. ORANGE CO. COMM. COL. DIST	\$259.20	Reimburse SOCCCD Checking
O	067865	1/25/08	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	067866	1/25/08	AD ASTRA INFORMATION SYSTEMS	\$10,500.00	Astra Schedule Renewal Fee
O	067867	1/25/08	ADI	\$1,033.17	NEW ALARM PANELS TO REPLACE OLD
O	067868	1/25/08	ADORAMA CAMERA	\$411.20	Darkroom Equipment
O	067869	1/25/08	MARYAM AFSHARI	\$167.36	Reimburse Staff member for books
O	067870	1/25/08	DR. DENNIS AIGNER	\$100.00	GUEST SPEAKER SERIES, TKT #26710
O	067871	1/25/08	JAMES ALBERT SCHOOL OF	\$16,675.88	P.O. needed to pay for Cosmo instruction
O	067872	1/25/08	AMAZON.COM	\$20.97	DVD for Film Classes
O	067873	1/25/08	AMTECH RELIABLE ELEVATOR CO.	\$1,693.33	ELEVATOR SERVICE
O	067874	1/25/08	ARAMARK UNIFORM SERVICES	\$73.70	Shop coats,etc
O	067875	1/25/08	LEE ARMSTRONG CO., INC.	\$34,500.00	CONTRACT SERVICES
O	067876	1/25/08	ASSESSMENT TECHNOLOGIES	\$269.00	VIRTUAL ATI
O	067877	1/25/08	ATKINSON, ANDELSON, LOYA, RUND	\$20,641.81	Attorney Services FY 2007/2008
O	067878	1/25/08	BIO-RAD LABORATORIES, INC.	\$85.89	BIOLOGY INSTRUCTIONAL SUPPLIES
O	067879	1/25/08	ROBERT BLOOMFIELD	\$461.17	Payment for HS Parliamentary Debate
O	067880	1/25/08	CONSOLIDATED ELECTRICAL DIST.	\$1,014.61	ELECTRICAL SUPPLIES
O	067881	1/25/08	COX COMMUNICATIONS, INC	\$3,896.52	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	067882	1/25/08	CPP, INC.	\$195.00	CPP Assessment payment
O	067883	1/25/08	DELL MARKETING L.P.	\$8,475.71	Toner for Dell Printer #5300
O	067884	1/25/08	SPARKLETTTS	\$1,197.54	Bottled water service
O	067885	1/25/08	ECONOMIC ALTERNATIVES, INC.	\$147.77	PART FOR AC EQUIPMENT AT SSC
O	067886	1/25/08	EDUCATIONAL MUSIC SERVICE	\$123.30	Music Purchased
O	067887	1/25/08	FERGUSON ENTERPRISES, INC.	\$312.39	PLUMBING SUPPLIES
O	067888	1/25/08	WELLS FARGO BANK #4198	\$74.30	OFFICE MAX - 15 DESK CALENDARS
O	067889	1/25/08	WELLS FARGO BANK #4214	\$765.06	ELECTRIC CAR SALES & SERVICE
O	067890	1/25/08	WELLS FARGO #2078	\$3,231.93	R. Mathur to attend AACC Annual Convention
O	067891	1/25/08	WELLS FARGO BANK #3465	\$198.11	Target (purchase for CDC)
O	067892	1/28/08	GLAXOSMITHKLINE PHARMACEUTICAL	\$643.25	vaccines needed for students
O	067893	1/28/08	GABRIELA HERNANDEZ	\$50.00	Panel Presentation
O	067894	1/28/08	JAMES PUBLISHING, INC.	\$241.19	Rainbow resource guides
O	067895	1/28/08	JOHNSTONE SUPPLY	\$182.38	OPEN P.O. FOR SUPPLIES
O	067896	1/28/08	GARY L. KUSUNOKI	\$120.00	Hearings
O	067897	1/28/08	LAMINATION DEPOT, INC.	\$181.19	Publication Supplies
O	067898	1/28/08	MAKE MUSIC! INC.	\$1,200.00	Finale Software - 2008 upgrade
O	067899	1/28/08	MIDTRONICS, INC.	\$199.39	Repair of battery test machine
O	067900	1/28/08	MARCIA MILCHIKER	\$41.95	MMILCHIKER INTERNET 07/08
O	067901	1/28/08	MONTGOMERY HARDWARE	\$27,878.94	BUILDING MAINTENANCE
O	067902	1/28/08	OC ELVIS, INC.	\$475.00	PERFORMANCE AT CHANCELLOR'S OPENING SESSION
O	067903	1/28/08	OC FAIR & EVENT CENTER	\$75.00	Youth Expo 2008 Participation for IVC
O	067904	1/28/08	ORANGE CO. SHERIFF/CORONER	\$261.18	rADIO REPAIR
O	067905	1/28/08	ONESOURCE DISTRIBUTORS, INC.	\$105.36	ELECT. SUPPLIES
O	067906	1/28/08	KEENAN & ASSOCIATES	\$2,404.23	Claims Management Open PO
O	067907	1/28/08	WELLS FARGO BANK #3317	\$702.46	Entrust

---



---

\$4,991,562.02

FUND SUMMARY
--------------

Description	Amount
01 - General Fund	\$3,188,603.13
12 - Child Development Fund	\$2,702.11
40 - Capital Outlay Fund	\$1,571,067.21
68 - Self-Insurance Fund	\$16,572.01
71 - Retiree Benefit Fund	\$212,617.56
	<u>\$4,991,562.02</u>



## WARRANT REGISTER LISTING

Bank Account (SC-CMED ) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009127 and 009135

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009127	1/04/08	W.A. CHARNSTROM CO.	\$478.94	ALUMINUM DROP BOX
O	009128	1/04/08	HITT MARKING DEVICES, INC.	\$15.30	Stamp with: Mail # 44-821
O	009129	1/04/08	ALAN LUGENA	\$14.04	Instructional supplies for Art Classes
O	009130	1/04/08	POSTMASTER	\$2,800.00	Postage for Spring Class
O	009131	1/04/08	POSTMASTER	\$51.75	Postage for Spring Notary Class
O	009132	1/22/08	POSTMASTER	\$2,194.27	Postage for Spring 2008 class
O	009133	1/25/08	CSNP, INC.	\$70.00	Com. Ed. Presenter - Online
O	009134	1/25/08	EDUCATION TO GO	\$1,965.50	Com. Ed. Presenter - Online Classes
O	009135	1/25/08	OFFICEMAX CONTRACT INC.	\$141.56	Office Max Supply Orders 2007/2008
				<u>\$7,731.36</u>	

FUND SUMMARY
--------------

Description	Amount
09 - SC Community Education Fu	\$7,731.36
	<u>\$7,731.36</u>



## WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008397 and 008401

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008397	1/25/08	EDUCATION TO GO	\$797.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008398	1/25/08	GATLIN EDUCATION SERVICES	\$4,085.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008399	1/25/08	NR COMPUTER LEARNING CENTER*	\$571.80	Contract presenter for IVC Comm. Ed.
O	008400	1/25/08	THE PM GROUP, INC.	\$15,979.33	IVC Comm. Ed. Brochure Spring 2008
O	008401	1/25/08	SOUTH ORANGE COUNTY COMMUNITY	\$25.90	Warehouse Supplies for IVC Community Education
				<u>\$21,459.03</u>	

FUND SUMMARY
--------------

Description	Amount
07 - IVC Community Education F	\$21,459.03
	<u>\$21,459.03</u>



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT****ITEM: 5.24**  
**DATE: 2/20/08**

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 08-03 to Amend 2007-08 Restricted General Fund

**ACTION:** Approval

---

**BACKGROUND**

Title 5 of the California Code of Regulations, Section 58199.5 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

**STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2007/2008 Adopted Budget.

The District is updating the adopted budget with current information as follows:

Basic Skill-07/08 Allocation at Irvine Valley College	\$5,393
Matriculation Credit Program at Irvine Valley College	\$29,943
State Career Tech Ed Program at Saddleback College	(\$508,978)
State Career Tech Ed Program at Irvine Valley College	(\$236,000)
Tech Prep Program at Saddleback College	\$366
VTEA Title I-C Program at Irvine Valley College	\$4,178
Total Increase to the General Fund	<u>(\$705,098)</u>
Total Budget Amendment	<u>(\$705,098)</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-03 to amend the 2007/2008 Adopted Budget as indicated in Exhibits A & B

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 08-03**

February 20, 2008

WHEREAS, the Governing Board of the South Orange County Community College District has determined that decreased income in the amount of (\$705,098.00) is assured to said District to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8199	Federal Revenue	\$4,544
01	8629	State Revenue	<u>(\$709,642)</u>
			<u>(\$705,098)</u>

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds;

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$35,336
01	2000	Classified Salaries	\$4,178
01	5000	Other Operating Expenses & Services	\$366
01	6000	Capital Outlay	<u>(\$744,978)</u>
			<u>(\$705,098)</u>

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58199.5, such excess funds are to be appropriated according to the following schedule:



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 08-03

February 20, 2008

BUDGET AMENDMENT EXPENDITURE DETAIL

**Basic Skills-07/08 Allocation Spent by 6/2010 at Irvine Valley College**

INCOME

01- 8629- 1-205-4-000-000-0000 Basic Skills 07/08 Alloc Spent by 6/2010 at IVC	5,393
--	-------

EXPENDITURE

01- 1415- 1-205-4-035-000-6310 HR NC FSTI: Counseling	5,393
---	-------

**Matriculation Credit Program at Irvine Valley College**

INCOME

01- 8629- 1-030-4-024-000-6320 Matriculation Credit Program at IVC	29,943
--	--------

EXPENDITURE

01- 1413- 1-030-4-024-000-6320 HR NCLSRM FAC PT: Matriculation	29,943
--	--------

**State Career Tech Ed Program at Saddleback College**

INCOME

01- 8629- 1-202-1-000-000-0000 State Career Tech Ed Program at Saddleback	(508,978)
---	-----------

EXPENDITURE

01- 6410- 1-202-1-025-000-4900 NEW EQUIP:lds Studie	(508,978)
---	-----------

**State Career Tech Ed Program at Irvine Valley College**

INCOME

01- 8629- 1-202-4-000-000-0000 State Career Tech Ed Program at IVC	(236,000)
--	-----------

EXPENDITURE

01- 6410- 1-202-1-025-000-4900 NEW EQP TE: lds Studie	(236,000)
---	-----------

**Tech Prep Program at Saddleback College**

INCOME

01- 8170- 1-002-1-050-000-6011 Tech Prep Program at Saddleback	<u>366</u>
--	------------

EXPENDITURE

01- 5811- 1-002-1-050-000-6011 CONTR SERV: Instructio	<u>366</u>
---	------------

**VTEA Title I-C Program at Irvine Valley College**

INCOME

01- 8170- 1-006-4-042-000-6011 VTEA Title I-C Program at IVC	<u>4,178</u>
--	--------------

EXPENDITURE

01- 2383- 1-006-4-080-000-6011 HR ST SAL: Instruction	<u>4,178</u>
---	--------------



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 08-03**

February 20, 2008

STATE OF CALIFORNIA   )  
                                      )  
COUNTY OF ORANGE    )

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on February 20, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 21st day of February, 2008.

---

Raghu P. Mathur, Ed.D.  
Secretary to the Board of Trustees

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Gifts to the District and Foundations  
**ACTION:** Approval

---

**BACKGROUND**

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees "receives and administers gifts to the District." The division or office within the college receiving the donated item reviews all gifts. Additionally, the Chancellor's Cabinet reviews the utility and appropriateness of the donated gift as to possible personnel or related cost factors.

**STATUS**

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).



**DONATIONS**  
**February 20, 2008**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Books	Jennifer King 39 Night Bloom Irvine, California 92602

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Transfer of Budget Appropriations  
**ACTION:** Ratify

---

**BACKGROUND**

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the Contingency Reserve.

**STATUS**

In accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations delineated on EXHIBIT A is presented for ratification.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.



## South Orange County Community College District

### Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT08-00524	01-2151-1-200-7-012-000-6610	RG TECH SAL: District Administration	\$32,174.00	
	01-2151-1-206-7-012-000-6610	RG TECH SAL: District Administration	\$55,167.00	
	01-3220-1-200-7-012-000-6610	PERS NON-INSTR STAFF: District Administration	\$57.00	
	01-3220-1-206-7-012-000-6610	PERS NON-INSTR STAFF: District Administration	\$4,264.00	
	01-3320-1-206-7-012-000-6610	OASDI NINST CLSSF: District Administration	\$2,987.00	
	01-3360-1-200-7-012-000-6610	MEDIC NINST EMPLOY: District Administration	\$14.00	
	01-3360-1-206-7-012-000-6610	MEDIC NINST EMPLOY: District Administration	\$969.00	
	01-3420-1-206-7-012-000-6610	BENS NINST CLSSF: District Administration	\$10,000.00	
	01-3520-1-200-7-012-000-6610	UNEMP NINST STAFF: District Administration	\$2.00	
	01-3520-1-206-7-012-000-6610	UNEMP NINST STAFF: District Administration	\$24.00	
	01-3620-1-200-7-012-000-6610	WCOMP NON-INSTRUCTIONAL: District Administration	\$3,681.00	
	01-3620-1-206-7-012-000-6610	WCOMP NON-INSTRUCTIONAL: District Administration	\$819.00	
	01-5811-1-200-7-012-000-6610	CONTRACT SERVICES: District Administration		\$35,928.00
	01-5811-1-206-7-012-000-6610	CONTRACT SERVICES: District Administration		\$74,230.00
			<u>\$110,158.00</u>	<u>\$110,158.00</u>
BT08-00527	01-1312-2-061-1-054-033-1230	HR CLSSRM FAC OL: Nursing	\$13,174.00	
	01-5270-2-061-1-054-033-1230	CONFERENCE: Nursing		\$13,174.00
			<u>\$13,174.00</u>	<u>\$13,174.00</u>
BT08-00528	01-1312-2-086-1-054-033-1230	HR CLSSRM FAC OL: Nursing	\$10,000.00	
	01-5270-2-086-1-054-033-1230	CONFERENCE: Nursing		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>
BT08-00536	01-5270-0-000-7-015-000-6780	CONFERENCE: Management Information Systems	\$10,800.00	
	01-6410-0-000-7-015-000-6780	NEW EQUIPMENT: Information Systems & Services	\$11,000.00	
	01-5651-0-000-7-015-000-6780	MAINT AGREEMENT: Management Information Systems		\$11,000.00
	01-5811-0-000-7-015-000-6780	CONTRACT SERVICES: Information Systems & Services		\$10,800.00
			<u>\$21,800.00</u>	<u>\$21,800.00</u>
BT08-00540	40-6410-1-692-6-013-081-7100	NEW EQUIPMENT: Property & Facilities Development	\$60,000.00	
	40-5811-1-692-6-013-081-7100	CONTRACT SERVICES: Property & Facilities Development		\$60,000.00
			<u>\$60,000.00</u>	<u>\$60,000.00</u>

Journal Number	Account	Description	From	To
BT08-00580	01-4300-0-000-1-025-000-6720	INSTR SUPPLY: Fiscal & Budgetary Services	\$100,000.00	
	01-4580-0-000-1-025-000-6720	DUPL CHBACKS: Fiscal Operations	\$50,000.00	
	01-5811-0-000-1-025-000-6510	CONTRACT SERVICES: Physical Plant: Building Maint & Repairs	\$50,000.00	
	01-5811-0-000-1-025-000-6630	CONTRACT SERVICES: Research, Planning & Grants	\$150,000.00	
	01-6220-0-000-1-025-000-6510	BLDG (CNTRCT SRV): Physical Plant: Building Maint & Repairs		\$275,000.00
	01-6410-0-000-1-025-000-4900	NEW EQUIPMENT: Interdisciplinary Studies		\$75,000.00
			<u>\$350,000.00</u>	<u>\$350,000.00</u>

Journal Number	Account	Description	From	To
BT08-00594	96-4600-D-N13-4-020-000-0000	NINSTR SUP: PROGRAM GRANT-FDN-MULTICULTURAL CENTER	\$9,140.00	
	96-5811-D-N13-4-020-000-0000	CONTR SERV: PROGRAM GRANT-FDN-MULTICULTURAL CENTER		\$9,140.00
			<u>\$9,140.00</u>	<u>\$9,140.00</u>

**TOTAL      \$574,272.00      \$574,272.00**



---

---

Recommended for Ratification

By The Board of Trustees of South Orange County Community College District

---

---

**Saddleback College**

<b>Journal Number</b>	BT08-00504	BT08-00535	BT08-00581
	BT08-00506	BT08-00538	BT08-00585
	BT08-00507	BT08-00542	BT08-00589
	BT08-00512	BT08-00544	BT08-00602
	BT08-00513	BT08-00549	BT08-00603
	BT08-00516	BT08-00551	
	BT08-00529	BT08-00560	
	BT08-00530	BT08-00561	
	BT08-00531	BT08-00573	
	BT08-00532	BT08-00579	

**Irvine Valley College**

<b>Journal Number</b>	BT08-00517	BT08-00557	BT08-00597
	BT08-00523	BT08-00568	BT08-00600
	BT08-00534	BT08-00571	
	BT08-00546	BT08-00575	
	BT08-00547	BT08-00578	
	BT08-00554	BT08-00595	

**District Services**

<b>Journal Number</b>	BT08-00518	BT08-00564	BT08-00598
	BT08-00537	BT08-00587	
	BT08-00552	BT08-00592	
	BT08-00562	BT08-00593	

**A T E P**

<b>Journal Number</b>	BT08-00511
-----------------------	------------

---

---

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: January/February 2008 Contracts  
**ACTION:** Ratification

---

**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During January/February 2008, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

**CONTRACTOR NAME****CONTRACT AMOUNT**

Harrod Management Solutions, Inc. Consultant Agreement to reduce probability and impact of potential service disruptions at the District. Provide specialized administration and engineering support of data and voice networks.	\$ 60,000.00
Jordan, Frank, Systemation Consultant Agreement to provide a 2 day Microsoft Project 2007 workshop for IT employees.	\$ 9,800.00
Vital Link Consultant Agreement to facilitate a job shadowing event for 7 <sup>th</sup> and 8 <sup>th</sup> grade students as conditions of the Kaleidoscope Project grant.	\$ 9,629.00
Street Beat Entertainment Contract for a performance at Saddleback College McKinney Theatre.	\$ 9,500.00
American Society of Composer, Authors and Publishers Colleges and Universities License Agreement to authorize the use of copyrighted musical compositions.	\$ 6,503.67
Arts Orange County Contract to allow IVC Performing Dance Ensemble to participate in "the Many Faces of Dance" event.	\$ 0.00



St. Jude Medical Center Affiliation agreement to provide clinical training for students.	\$ 0.00
Positive Action Center-Chapman Medical Center Affiliation agreement to provide clinical training for students.	\$ 0.00
Friendship Shelter, Inc. Affiliation agreement to provide clinical training for students.	\$ 0.00
Ocean Recovery Affiliation agreement to provide clinical training for students.	\$ 0.00

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the contracts as shown above.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** ATEP: Request for Waiver of Education Codes for the Development of the Advanced Technology and Education Park

**ACTION:** Public Hearing

---

### **BACKGROUND**

At the November 13, 2007 board meeting the trustees gave the authorization to send public agencies notices regarding possible lease of District's Advanced Technology and Education Park property and authorized the administrator to send and also publish notices of a public hearing regarding a waiver request. A waiver request must be submitted to and approved by the Board of Governors of the California Community Colleges.

### **STATUS**

The District has disseminated notices to public agencies regarding the possible lease of the District's ATEP property and sent and published notices related to a public hearing to be held by the District on the subject of requesting a waiver from the Board of Governors, each necessary to comply with Education Code Section 81250 and 81363.5.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees conduct a public hearing on the subject of requesting a waiver from the Board of Governors of the California Community Colleges.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** ATEP: Resolution No. 08-04 Authorizing a Request for Waiver of Education Code Section 81360 et seq. and Education Code Section 81390 et seq. in Relation to the District's Development of the Advanced Technology and Education Park

**ACTION:** Approval

---

### **BACKGROUND**

Staff has reviewed the possible Education Code statutes through which the District's Advanced Technology and Education Park ("ATEP") may be developed pursuant to the conveyance document restrictions associated with the property. In determining which process may be feasible and in the best interest of the District, staff has determined that negotiating for involvement by one or more joint occupancy partners would best accomplish and build out of ATEP. Requesting a waiver of the Education Code provisions associated with the lease and joint occupancy of District property from the Board of Governors of the California Community Colleges will allow the District the most flexibility regarding both the terms and conditions of possible lease and/or joint occupancy agreement.

### **STATUS**

Waiver request must be submitted to and approved by the Board of Governors of the California Community Colleges. The Board of Governors shall not approve any request for waiver of lease or joint occupancy procedures unless the District seeking the waiver demonstrates that the District: 1) after making a good faith effort, was unable to reach agreement with any public agency that sought to acquire the site pursuant to Education Code Section 81363.5 (which includes notices to various public agencies through direct notice and a publication process), and 2) has provided written notice to various public agencies of a public hearing to be held by the District on the subject of whether or not to request a waiver from the Board of Governors, pursuant to Education Code Section 81250.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-04, (EXHIBIT A), authorizing the submission of a waiver application to the Board of Governors of the California Community Colleges.



**RESOLUTION NO. 08-04**

**RESOLUTION OF THE GOVERNING BOARD OF THE SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT AUTHORIZING A REQUEST FOR WAIVER OF  
EDUCATION CODE SECTION 81360 *ET SEQ.* AND EDUCATION CODE SECTION  
81390 *ET SEQ.* IN RELATION TO THE DISTRICT'S DEVELOPMENT OF THE  
ADVANCED TECHNOLOGY EDUCATION PARK**

**WHEREAS**, the South Orange County Community College District ("District") acquired a total of approximately sixty-eight (68) acres of real property ("Property") known as the former Marine Corps Air Station ("MCAS") pursuant to a Conveyance Agreement, quitclaim deed, sublease and bill of sale between the District and the City of Tustin ("City"); and

**WHEREAS**, the District acquired the Property subject to certain restrictions and covenants as set forth in the following documents (collectively the "Conveyance Documents"):

1. Conveyance Agreement between City and District
2. Quitclaim Deed between City and District
3. Sublease between City and District
4. Bill of Sale between City and District
5. Reuse and Specific Plan
6. Conveyance Agreement between U.S. and City
7. Federal Deed
8. Lease in Furtherance of Conveyance between U.S. and City

**WHEREAS**, among other restrictions and covenants, the Conveyance Documents require that the Property be developed as the District's Advanced Technology Education Park ("ATEP"), which must include education related development; and

**WHEREAS**, the District desires to comply with the restrictions and covenants of the Conveyance Documents and establish ATEP as an education related development; and

**WHEREAS**, on August 14, 2006 the District passed Resolution No. 06-50 ("Proposal Resolution") whereby it declared its intention to consider proposals for joint occupancy of 37.66 acres of the Property and sublease of 30.71 acres of the Property; and

**WHEREAS**, pursuant to the Proposal Resolution, the District drafted and disseminated a Request for Proposals ("RFP"), which solicited proposals from companies and/or education institutions with the experience and ability necessary to develop ATEP; and



**WHEREAS**, notice of adoption of the Proposal Resolution and the time and place of a public meeting was given by publishing the resolution once a week for three weeks, pursuant to Education Code section 81399; and

**WHEREAS**, in response to the RFP, the District received proposals from numerous organizations and business entities; and

**WHEREAS**, pursuant to Education Code section 81399, at public meetings the Board received and considered the proposals submitted by said organizations and business entities; and

**WHEREAS**, the Board met with several of the entities that submitted proposals and invited these entities to present their proposals to the Board; and

**WHEREAS**, the District has continued to collaborate with one business entity that submitted a proposal, which proposal may include locating one or more other potential business entities or organizations on the ATEP property; however, certain conditions imposed by Education Code section 81390 *et seq.* are not compatible with certain proposed terms and conditions which may or are being negotiated by the District to ensure construction of the ATEP in accordance with the Conveyance Documents, therefore, application of Education Code section 81390 *et seq.* will dramatically limit development options and will hamper incentive for development partners to create the necessary infrastructure and invest in state of the art buildings at ATEP; and

**WHEREAS**, the District may also lease the ATEP property pursuant to the conditions set forth in Education Code Section 81360 *et seq.*, or as provided by the Conveyance Documents; however, certain conditions imposed by Education Code section 81360 *et seq.* are not compatible with proposed terms and conditions which may or are being negotiated by the District to ensure construction of the ATEP in accordance with the Conveyance Documents, therefore, application of Education Code Section 81360 *et seq.* will dramatically limit development options and will hamper incentive for development partners to create the necessary infrastructure and invest in state of the art buildings at ATEP; and

**WHEREAS**, a waiver of Education Code sections 81390 *et seq.* and 81360 *et seq.* would allow the District to select one or more organizations or business partners that would best help the District meet the requirements of the Conveyance Documents and create an education-oriented technology campus, and a partnership that will incorporate terms and conditions that will attract the most capital and lead to the most efficient use of private and public funds for the construction of the ATEP; and

**WHEREAS**, Education Code section 81250 *et seq.* allows a community college district to waive all or part of any section of Education Code Part 49; Chapter 2. Property: Sale, Lease, Use, Gift, and Exchange; including Education Code sections 81390 *et seq.* and 81360 *et seq.*, and

**WHEREAS**, to obtain a waiver, the District must comply with certain Education Code requirements set forth in Education Code section 81250 *et seq.*; and

**WHEREAS**, the Board must conduct a public hearing regarding the District's intention to request a waiver; and



**WHEREAS**, the Board must provide written notice of the public hearing at least thirty (30) days prior to the hearing, to any city, county, park or recreation district, regional park authority, or public housing authority within which the land is situated, pursuant to Education Code Section 81250(b); and

**WHEREAS**, the Board of Governors of the California Community Colleges may approve any request for waiver upon finding that the waiver would promote efficiency and further the public benefit, and may be approved for proposals including, but not necessarily limited to, joint or shared use of property and facilities and for collaborative partnerships between colleges and other public and private entities; and

**WHEREAS**, the Board of Governors of the California Community Colleges shall not approve any request for waiver of any provision of this chapter pursuant to Section 81250 unless the district seeking the waiver demonstrates all of the following:

(1) The district has provided the written notice required by subdivision (b) of Section 81250.

(2) The district, after making a good faith effort, was unable to reach agreement with any public agency that sought to acquire the site pursuant to Section 81363.5.

(3) The waiver will not substantially increase state costs or decrease state revenues.

(4) The waiver will further the ability of the district to meet the educational needs of the community.

**NOW THEREFORE**, be it resolved by the Governing Board of the South Orange County Community College District as follows:

1. That the above recitals are true and correct.
2. That the Board hereby declares its intention to seek a waiver of Education Code sections 81390 *et seq.* and 81360 *et seq.*
3. That the waiver will promote efficiency and benefit the public by allowing the District to collaborate with the most qualified partners in the creation of ATEP. Specifically, a waiver will remove the obstacle to financing created by the durational limitations imposed on joint occupancy projects by the Education Code. Further, a waiver would eliminate the Education Code imposed requirement of a public auction, where the public has already been offered the opportunity to participate in the development of ATEP, as set forth above. The continued application of these Education Code requirements would dramatically limit the District's ability to find suitable organization and business partners for the construction of the ATEP in a manner consistent with the terms and conditions of the Conveyance Documents.
4. That the District has provided the written notices required by subdivision (b) of Section 81250.



5. That on February 20, 2008 the District held a public hearing at which time the public was able to comment on the waiver request.
6. The District, after making a good faith effort, was unable to reach agreement with any public agency, if any, that sought to acquire the site pursuant to Section 81363.5.
7. That the waiver will not substantially increase state costs or decrease state revenue and, in fact, will allow the District greater flexibility in obtaining private funding for ATEP and in collaborating with other public agencies.
8. That the waiver will further the ability of the District to meet the educational needs of the community by allowing the District to work together with a wide range of private and public entities with the goal of providing a collaborative learning environment where students will be offered a non-traditional, market-driven, technology-oriented education.
9. That the Chancellor, or his designee is authorized and directed to submit a copy of this Resolution to the Board of Governors, thereby seeking a waiver of Education Code sections 81360 *et seq.* and 81390 *et seq.*

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the South Orange County Community College District on \_\_\_\_ day of \_\_\_\_\_, 2008, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

\_\_\_\_\_  
President of the Board of Trustees of the  
South Orange County Community College District

Attested to:

\_\_\_\_\_  
Clerk of the Board of Trustees of the  
South Orange County Community College District

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Institutional Membership: Association of Governing Boards of Universities and Colleges

**ACTION:** Approval

---

**BACKGROUND**

On January 22, 2008, staff prepared for Board approval, a list of institutional memberships for 2007/2008 fiscal year pursuant to Board Policy 3220. The Board of Trustees tabled one institutional membership, "Association of Governing Boards (AGB) of Universities and Colleges" for further information. AGB is a well known national organization of high reputation for trustees in community colleges, universities and other academic institutions.

**STATUS**

The South Orange County Community College District has been a member of AGB for the last five years. The membership dues for 2007-2008 are \$2,110.00. Staff has reviewed this membership and is presenting it to the Board for approval.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the "Association of Governing Boards of Universities and Colleges" 2007/2008 membership and dues as stated above.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Veterans Tribute Tower

**ACTION:** Approval

---

### **BACKGROUND**

The clock tower at Irvine Valley College was always a source of campus pride and a place of gathering. Due to wood rot, termite infestation and the ensuing safety concerns the tower was dismantled. The IVC campus community has voiced its desire to replace the clock tower as soon as feasible.

The IVC Student Government allocated \$5,000 to go toward the establishment of a veteran's memorial on campus. At the time, the vision was for a plaque or bench. The College President suggested the idea of combining a new clock tower with the veteran's memorial. Support for the concept was provided by the College Council and Student Government.

The Veteran's Memorial Clock Tower committee was formed and the Verdin Clock Tower Company was contacted for design concepts and pricing. The committee also conducted a site search on campus and agreed that the head of the "turnaround" on the Student Services Quad would be appropriate.

The initial memorial clock tower cost was estimated to be about \$350,000. Fund raising efforts have begun and to date about \$12,000 has been raised.

### **STATUS**

In late January of 2008 the Verdin Company contacted the IVC Veteran's Memorial Clock Tower committee and shared new and exciting information that could add significance to our project. The Verdin Company has partnered with the Veteran's Coalition Inc. in an effort to salute our Nations veterans. The VETERANS TRIBUTE TOWER offered by Verdin and the Coalition will be a unique tower that will honor past veterans, salute our present veterans and inspire the future of all veterans. The Veterans Tribute Tower has features not included in our original design and a 250 – pound cast bronze bell. The bell is cast on site and would allow District, Campus and Community leaders an opportunity to participate in the construction of the Veterans Tribute Tower. (Exhibit A)

The Verdin Company estimates that about 200 Tribute Towers will be constructed nationally. These towers will receive national recognition by the Department of Defense and the Veterans Administration. The cost of the Tribute Tower is \$225,000 with the Verdin Company donating 15% back to the Veterans Coalition for veteran support services.

The time line for the Veterans Tribute Tower is to have the structure in place by the end of October 2008. It is tentatively planned that a presentation and bell casting by local military historians, District, campus, and community leaders would take place on Friday November 7, 2008 and the first ringing of the bell would take place during our scheduled IVC Veterans Day Program on November 10, 2008.

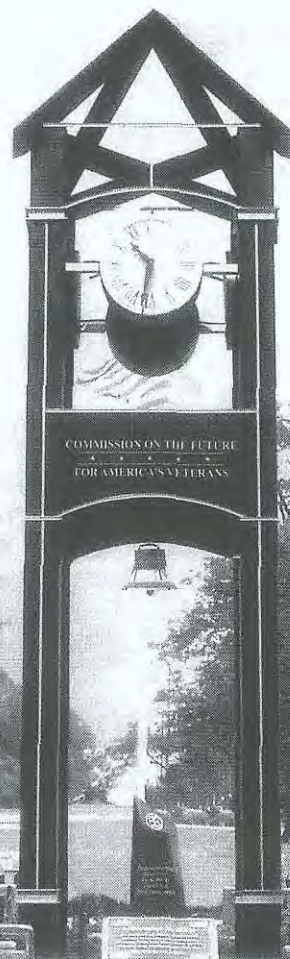
### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the concept of the Veterans Tribute Tower to be constructed at Irvine Valley College.

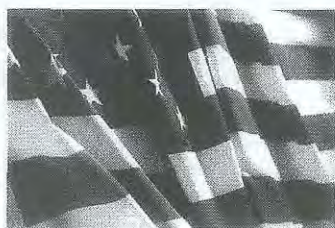
Item Submitted By: *Dr. Glenn R. Roquemore, President*



*The Limited Edition*  
**VETERANS TRIBUTE TOWER**  
*by Verdin*





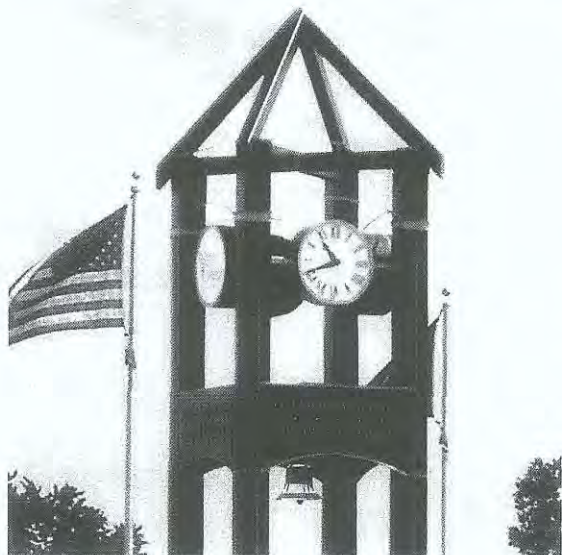


# A NATIONAL SALUTE TO AMERICAN VETERANS IN 2008

Honoring the men & women of the armed forces  
who have served our country

## VETERANS TRIBUTE TOWER

2008 is the year that all Americans will become acutely aware of the critical needs of our American veterans. The **Veterans Tribute Tower** visually embraces the idea that the future of our men and women of the armed forces is in our hands now.



The tower stands as a lasting tribute:

To honor the *past* of America's veterans  
As a salute to our *present* veterans  
And to inspire the *future* of all veterans

It stands as a reminder that all communities need to ensure that our veterans receive the treatment they deserve.

By establishing a special, unique tower in a setting where people can gather to honor veterans, communities now have a permanent place to show their respect and thanks not only to the veterans in their own community but to those nationwide.

The Veterans Tower is the gathering place for national holidays, a garden of reflection, and a place of honor for our nation's veterans. The bell in each tower rings out in support of the troops or strikes the hour while we pause to reflect.

Your community **Veterans Tribute Tower** honoring the men and women of the armed forces can be built today as your own salute.





**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: OCSBA Marian Bergeson Award Nomination

**ACTION:** Approval

---

### **BACKGROUND**

The Orange County School Boards Association (OCSBA) created the Marian Bergeson Award in 1974 to recognize those trustees who best exemplify the spirit of boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

### **STATUS**

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Friday, March 7, 2008. The award will be presented on Wednesday, May 7, 2008 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the Marian Bergeson Award, and, if so, approve the nomination for transmittal to OCDE.

Item Submitted By: *Dr. Raghu P. Mathur, Chancellor*

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP 3100-Budget Preparation, BP 3101-Budget Management, BP 3101.5-Fiscal Management, BP 3105-Audits, BP 3200-Purchasing, BP 3200.1-Contracts, BP 3520-Refreshments and Meals at District Functions, BP 3600-Disposition of District Property, BP 4001-Personnel Use of Public Resources, BP 4000.5-Prohibition of Harassment and Discrimination, BP 4010-Commitment to Diversity, BP 4012-Academic Administrators and Classified Managers Personnel Files, BP 4021-Classified Managers, BP 4072-Domestic Partners, BP 4101.2-Number of Pay Installments for Academic Personnel, BP 4113-Parental Leave for Administrators and Classified Management Personnel, BP 5301-Course Repetition, BP 5405-Student Complaint Policy, BP 5600-Associate Degree Requirements, BP 5601-Certificate Programs, BP 5606-International Student Admissions

**ACTION:** Acceptance for Review and Study

---

### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

### **STATUS**

Twenty-one board policies are being presented to the board for "Review and Study." The new language and amendments to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on February 7, 2008 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for review and study board policies, as shown in EXHIBITS A through V.

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*



DRAFT

## BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3100

BUSINESS

### DISTRICT BUDGET DEVELOPMENT BUDGET PREPARATION

#### CURRENT POLICY

The Board of Trustees is responsible for the control of all the funds of the District and accepts the responsibility to direct the use of these funds in a prudent manner (Calif. Ed. Code, Sections 70901 and 70902).

The Chancellor shall direct the staff in the methods of budget development and establish a budget calendar in accordance with the requirements of the law. The Chancellor shall present the proposed District budget to the Board of Trustees for the purpose of publication, public hearings and adoption (Title 5, Calif. Code of Regulations, Sections 53200, 58190 - 58198).

Following the adoption of the District budget by the Board of Trustees, the Chancellor shall administer the budget in conformity with all legal requirements and the actions of the Board of Trustees.

#### REVISED POLICY

The Board of Trustees is responsible for the control of all the funds of the District and accepts the responsibility to direct the use of these funds in a prudent manner (Calif. Ed. Code, Sections 70901 and 70902).

~~The Chancellor shall direct the staff in the methods of budget development and establish a budget calendar in accordance with the requirements of the law. The Chancellor shall present the proposed District budget to the Board of Trustees for the purpose of publication, public hearings and adoption (Title 5, Calif. Code of Regulations, Sections 53200, 58190 - 58198).~~

Each year, the Chancellor shall direct the staff in the methods of budget development and present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's educational master plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- Changes in the assumptions upon

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

# DRAFT

## BUDGET PREPARATION

BP-3100

which the budget was based shall be reported to the Board in a timely manner.

- A schedule is provided to the Board by the December Board Organization meeting of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than 6.5%.
- Budget projections address long term goals and commitments.

Following the adoption of the District budget by the Board of Trustees, the Chancellor shall administer the budget in conformity with all legal requirements and the actions of the Board of Trustees.

Reference:

Education Code Section 70902(b)(5);

Title 5, 58300 et seq.



DRAFT

## BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3101

BUSINESS

### TRANSFER OF BUDGET APPROPRIATIONS BUDGET MANAGEMENT

#### CURRENT POLICY

In accordance with state law, the Board of Trustees must approve all transfers of budget appropriations.

1. A transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the entire membership of the Board of Trustees, duly convened.
2. A transfer between major classifications of expenditures which exceeds \$5,000 must be approved by a majority of the Board of Trustees, duly convened. A transfer between major classifications of expenditures which does not exceed \$5,000 may be approved by the Chancellor or designee, subject to ratification by the Board of Trustees, duly convened (Title 5, Calif. Code of Regulations, Section 59011).

Budget Transfer Requests are to be submitted to the Board of Trustees by the Chancellor or designee in a timely manner and all approved transfers shall be filed with the Orange County Department of Education.

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

#### REVISED POLICY

~~In accordance with state law, the Board of Trustees must approve all transfers of budget appropriations.~~

- ~~1. A transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the entire membership of the Board of Trustees, duly convened.~~  
The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval/ratification is required for changes between major expenditure classifications.

- ~~2. A transfer between major classifications of expenditures which exceeds \$5,000 must be approved by a majority of the Board of Trustees, duly convened. A transfer between major classifications of expenditures which does not exceed \$5,000 may be approved by the Chancellor or his/her designee, subject to~~

# DRAFT

## BUDGET MANAGEMENT

BP-3101

ratification by a majority of the Board of Trustees, duly convened (~~Title 5, Calif. Code of Regulations, Section 59011~~). Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.

~~Budget Transfer Requests are to be submitted to the Board of Trustees by the Chancellor or designee in a timely manner and a~~ All approved transfers shall be filed with the Orange County Department of Education.

### References:

Title 5 Sections 58307, 58308



DRAFT

# BOARD POLICY

3101.5

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## FISCAL MANGEMENT

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

### *Reference:*

*Education Code Section 84040(c);  
Title 5 Section 58311*

DRAFT

## BOARD POLICY

3105

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

### AUDITS

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor or his/her designee shall assure that an annual outside audit is completed. The Chancellor or his/her designee shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

#### *Reference:*

*Education Code Section 84040(b)*



DRAFT

# BOARD POLICY

3200

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## PURCHASING

Authorize the Chancellor or his/her designee to approve individual business contracts up to the maximum limit of \$100,000. For contracts involving bid limits by the Education Code, the Chancellor or his/her designee shall be limited to less than \$15,000 for public works projects, and \$65,000 for equipment, supplies and maintenance projects. Contracts approved by the Chancellor or his/her designee shall be subsequently submitted to the Board for ratification.

*Reference:*

*Education Code Section 81656;*

*Public Contracts Code Section 20650*

DRAFT

## BOARD POLICY

3200.1

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

### CONTRACTS

The Board delegates to the Chancellor or his/her designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or rejects all bids.

If the Chancellor or his/her designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor or his/her designee is authorized to proceed with a contract.

#### *Reference:*

*Education Code Section 81641, ET SEQ.;*

*Public Contracts Code Sections 20650, et seq.*



DRAFT

## BOARD POLICY

3520

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

### REFRESHMENTS, AND MEALS AND DECORATIONS AT DISTRICT FUNCTIONS

#### CURRENT POLICY

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The board believes that the serving of refreshments and meals at, and providing for decorations and preparations for District activities facilitates communication and increases public awareness of, and participation in District sponsored meetings, events, and activities.

The Board of Trustees hereby authorizes the serving of refreshments and meals at, and the provision for decorations and preparations for meetings and activities referenced below and designates the Chancellor or designee to approve or disapprove all such requests provided that all approved requests be ratified by the Board of Trustees within sixty (60) days following the event:

1. Educational events sponsored by the District;
2. Seminars, workshops and meetings sponsored by the District;
3. Other activities as designated by the Board of Trustees or the Chancellor or designee that meet a legitimate public and educational purpose.

The cost of refreshments, meals and

Adopted: 11-05-90

Revised: 4-26-99

Revised: 9-29-03

#### REVISED POLICY

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The Board believes that the serving of refreshments and meals for District approved functions at, and providing for decorations and preparations for District activities facilitates communication and increases public awareness of, the District and its colleges and improves and participation in District sponsored meetings and functions,; events, and activities.

The Board of Trustees hereby authorizes the serving of refreshments and/or meals at functions, and the provision for decorations and preparations for meetings and activities referenced below and designates the Chancellor or his/her designee to approve or disapprove all such requests prior to the event which are: provided that all approved requests be ratified by the Board of Trustees within sixty (60) days following the event:

1. ~~Educational e~~Events sponsored by the District open to the public and/or representatives of other educational agencies;;
2. ~~Seminars, workshops and meetings sponsored by the District; Board,~~ District-wide, College-wide and ATEP meetings, with college and/or district



DRAFT

BP-3520

decorations which are served at duly authorized activities shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (Calif. Ed. Code, Section 70902).

staff which may or may not include an outside partner representative (does not include division/school, departments or committee meetings).

3. Other activities as designated by the Board of Trustees or the Chancellor or designee that meet a legitimate public and educational purpose. Meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.

The cost of refreshments, and meals and decorations which are served at duly authorized activities in accordance with this policy shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (Calif. Ed. Code, Section 70902). All expenses must be submitted to the Chancellor on "Request for Funds" (Form FS112). These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental.

State Staff Development funds may not be used for meals or refreshments, except for travel pursuant to AR 4052.

Adopted: 11-05-90  
Revised: 4-26-99  
Revised: 9-29-03



DRAFT

# BOARD POLICY

3600

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## DISPOSITION OF DISTRICT PROPERTY

### CURRENT POLICY

The board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer required or suitable for District purposes and authorize the Chancellor or designee to dispose of such supplies and equipment in conformance with the law and District procedures (Calif. Ed. Code, Sections 81450 - 81454).

### REVISED POLICY

The board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer required or suitable for District purposes and authorize the Chancellor or his/her designee to dispose of such supplies and equipment in conformance with the law and District procedures (~~Calif. Ed. Code, Sections 81450 - 81454~~).

### Reference:

Education Code Section 70902(b)(6), 81383, 81384, 81452

Adopted: 9-08-80  
Revised: 4-06-87  
Revised: 5-23-88  
Revised: 4-26-99  
Revised: 9-29-03



DRAFT

## BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4000.5

PERSONNEL

### PROHIBITION OF HARASSMENT AND DISCRIMINATION

#### CURRENT POLICY

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing statuses.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to investigate such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, pursuant to Calif. Ed. Code and Title VII.

#### REVISED POLICY

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation and discrimination. It shall also be free of other unlawful harassment, including that which is based on any legally protected characteristic including but not limited to: ~~any of the following statuses:~~ race, color, ~~religion~~ religious creed, ancestry, national origin, physical disability, mental disability, medical condition, marital status, sex ~~(i.e., gender)~~, age or sexual orientation of any person, or the perception that a person has one or more of the foregoing statuses characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to investigate such conduct.

References: 1) ~~Calif. Ed. Code, Sections 212.5, 66252, 66281.5~~  
2) ~~Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e~~

Adopted: 8-24-82  
Revised: 12-01-86  
Revised: 4-10-89  
Revised: 3-30-93  
Revised: 6-15-98  
Revised: 4-26-99  
Revised: 9-26-05



# DRAFT

BP-4000.5

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the approved procedures. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students

Individuals who engage in retaliatory conduct are subject to disciplinary action, pursuant to Calif. Ed. Code and Title VII.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the approved procedures described in Administrative Regulation 4000.5. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures

References: 1) ~~Calif. Ed. Code, Sections 212.5, 66252, 66281.5~~  
2) ~~Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e~~

Adopted: 8-24-82  
Revised: 12-01-86  
Revised: 4-10-89  
Revised: 3-30-93  
Revised: 6-15-98  
Revised: 4-26-99  
Revised: 9-26-05



# DRAFT

BP-4000.5

to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related approved procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees and students who violate the policy and procedures may be subject to disciplinary action pursuant to Calif. Ed. Code and Title VII.

for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related approved procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees and students who violate the policy and procedures may be subject to disciplinary action pursuant to Calif. Ed. Code and Title VII.

Reference:

Education Code Sections 212.5; 44100;  
66252; 66281.5;

Government Code 12950.5;

Title VII of the Civil Rights Act of 1964, 42  
U.S.C.A. § 2000e.

References: 1) ~~Calif. Ed. Code, Sections 212.5, 66252, 66281.5~~  
2) ~~Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e~~

Adopted: 8-24-82  
Revised: 12-01-86  
Revised: 4-10-89  
Revised: 3-30-93  
Revised: 6-15-98  
Revised: 4-26-99  
Revised: 9-26-05



DRAFT

**BOARD POLICY**

**4001**

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

PERSONNEL USE OF PUBLIC RESOURCES

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

*Reference:*

*Government Code Section 8314, et seq.;*

*Penal Code, Section 424, et seq.*

DRAFT

## BOARD POLICY

4010

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### COMMITMENT TO DIVERSITY

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and professional development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

*Reference:*

*Education Code Section 87100 et seq.;*

*Title 5, Section 53000, et seq.*

Adopted:



DRAFT

## BOARD POLICY

4012

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS PERSONNEL FILES

Personnel records are private, accurate, complete, and permanent. Personnel records are maintained in the District Office of Human Resources.

Every Academic Administrator and Classified Management employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information.

The employee shall have the right to enter, and have his or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for a reasonable amount of time for this purpose without salary reduction.

With the exception of routine documents (e.g. payroll reports, status reports, etc.) or any documents generated by the employee or previously signed by the employee, any material placed in an employee's file must be signed and dated by both the employee and the individual who is requesting that the material be placed in the employee file. The employee's signature is only to acknowledge that the employee saw the document, it does not imply agreement with the material. A copy of any document other than the aforementioned routine documents, documents generated by the employee, or documents previously signed by the employee, shall be given to the employee prior to the time of insertion in the personnel file.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

*Reference:*

*Education Code Section 87031, et seq.;*  
*Labor Code, Section 1198.5, et seq.*

DRAFT

# BOARD POLICY

4021

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## CLASSIFIED MANAGERS

Classified managers are not employed as educational administrators.

Classified managers, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified managers may be employed in the same manner as the other members of the classified service. If a classified manager is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

### *Reference:*

*Government Code Section 3540.1(g) and (m);  
Education Code Section 72411*

Adopted:



DRAFT

## BOARD POLICY

4072

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### DOMESTIC PARTNERS

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California law.

*Reference:*

*Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3.*

Adopted:

DRAFT

# BOARD POLICY

\*4101.2

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## NUMBER OF PAY INSTALLMENTS FOR ACADEMIC PERSONNEL

### CURRENT POLICY

Ten (10) month academic employees shall have the choice of receiving their annual salaries in ten (10) or twelve (12) installments. However, arrangements must be made with the Payroll Department no later than September 1 of each academic year to designate any change in the number of installments.

\*Affected by Academic Employee Master Agreement, Article XXIII

### REVISED POLICY

~~Ten (10) month academic employees shall have the choice of receiving their annual salaries in ten (10) or twelve (12) installments. However, arrangements must be made with the Payroll Department no later than September 1 of each academic year to designate any change in the number of installments.~~

~~\*Affected by Academic Employee Master Agreement, Article XXIII~~

### FULL-TIME FACULTY:

Full-time faculty are ten (10) month employees. Their annual salaries must be paid and reported only for the months in which they have scheduled duty days. They are paid five (5) equal payments for each semester as follows:

Fall Semester – August, September, October, November and December \*

Spring Semester – January, February, March, April and May

### PART-TIME/OVERLOAD/STIPEND:

Part-time faculty, overload, OSH (one semester hour) and stipend payments are paid in five (5) equal Payments as follows:

Fall Semester - September, October,

Adopted: 7-16-71  
Revised: 4-10-90  
Revised: 2-28-94  
Technical Update: 4-26-99



DRAFT

BP-4101.2

November, December \* and January

Spring Semester - February, March, April,  
May and June

Summer (OSH and Stipend are paid by the  
session)

First Session – July

Second Session – August

\*December payments are issued the first business  
day in January. All other months are paid on the  
last working day of that month.

Reference:

Education Code Section 87821

Government Code Section 20630

CalSTRS Teachers Retirement Law, Section  
23005

DRAFT

## BOARD POLICY

4113

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### PARENTAL LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

#### CURRENT POLICY

~~Administrators and classified management personnel may request parental leave without pay for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the board, depending upon the nature of the employee's position and responsibilities. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.~~

~~The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of~~

#### REVISED POLICY

Administrators and classified management personnel may request parental leave without pay with benefits for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the board, depending upon the nature of the employee's position and responsibilities. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.

The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of leave



# DRAFT

BP-4113

~~leave requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.~~

~~Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy 4117.~~

~~For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.~~

~~Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.~~

requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.

Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy 4117.

For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.

Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.

Adopted: 7-02-69      Revised: 4-26-99  
Revised: 9-26-69      Revised: 1-31-05  
Revised: 7-10-73  
Revised: 4-24-89

**(BLANK PAGE )**



DRAFT

# BOARD POLICY

5301

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## COURSE REPETITION

### CURRENT POLICY

#### A. Course Repetition for Courses with a Passing Grade

As stated in Title 5, California Code of Regulations, Section 55761, no student may repeat a credit course for credit nor may state apportionment be claimed if the student has previously completed the course with a grade of A, B, C or CR except:

1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision; or
2. Where the course is approved by the Board of Trustees as a repeatable course. Three repeats is the maximum allowable under this provision.

A course may be designated as repeatable only if:

- a. The course is approved specifically as a repeatable course by the Board of Trustees
- b. The course content differs each time the course is offered as demonstrated through course syllabi

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

### REVISED POLICY

#### A. Course Repetition for Courses with a Passing Grade

As stated in Title 5, California Code of Regulations, Section 55761, no student may repeat a credit course for credit nor may state apportionment be claimed if the student has previously completed the course with a grade of A, B, C or CR except:

1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision; or
2. Where the course is approved by the Board of Trustees as a repeatable course. Three repeats is the maximum allowable under this provision.

A course may be designated as repeatable only if:

- d. The course is approved specifically as a repeatable course by the Board of Trustees
- e. The course content differs each time the course is offered as demonstrated through course syllabi
- f. The course is so designed that



# DRAFT

BP-5301

- c. The course is so designed that students repeating the course will enhance their skills or proficiencies through supervised repetition and practice within class periods; or
- d. The mastery of course content is by design likely to require the repetition of the course by a substantial proportion of those who are expected to enroll

Students seeking to enroll in a repeatable course under these provisions may not concurrently enroll in the same repeatable course.

An exception to the above stated conditions may be considered only through the formal appeal process.

A repeatable course shall be so designated in the catalog and shall contain as part of the course description notation of the maximum number of times the course may be taken for credit.

## B. Course Repetition for Courses with a Substandard Grade

A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term "substandard" shall be defined as meaning course work for which the grading symbols "D", "F" and/or "NC" have been recorded (Title 5, California Code of Regulations, Section 55761).

1. Previous grades and credits for each repetition are to be disregarded in the computation of grade point averages (Title 5, California Code of

students repeating the course will enhance their skills or proficiencies through supervised repetition and practice within class periods; or

- e. The mastery of course content is by design likely to require the repetition of the course by a substantial proportion of those who are expected to enroll

Students seeking to enroll in a repeatable course under these provisions may not concurrently enroll in the same repeatable course.

An exception to the above stated conditions may be considered only through the formal appeal process.

A repeatable course shall be so designated in the catalog and shall contain as part of the course description notation of the maximum number of times the course may be taken for credit.

## B. Course Repetition for Courses with a Substandard Grade

A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term "substandard" shall be defined as meaning course work for which the grading symbols "D", "F" and/or "NC" have been recorded (Title 5, California Code of Regulations, Section ~~55761~~ 55040).

1. Previous grades and credits for each repetition are to be disregarded in the computation of grade point averages (Title 5, California Code of

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06



# DRAFT

BP-5301

Regulations, Section 55761).

2. When course repetition occurs, the permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student's grade point average. All work shall remain legible, ensuring a true and complete academic history (Title 5, California Code of Regulations, Section 55761).
3. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District and for which substandard academic performance has been recorded as defined in this section (Title 5, California Code of Regulations, Section 55762(b)). Equivalency will be established by a college-determined process.
4. Students will automatically be allowed to repeat a course taken with a substandard grade only one time. A student may be allowed to repeat the course additional times only through a formal appeal process. Each subsequent grade shall be recorded consistent with the provisions of Title 5, California Code of Regulations, Section 55761, as described above.
5. Prior course repetition actions by other accredited colleges and universities may be honored in determining transfer of a student's credits (Title 5, California Code of Regulations, Section 55762(g)).

## C. Apportionment for Course Repetition

The conditions under which state

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

Regulations, Section ~~55761~~ 55040).

2. When course repetition occurs, the permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student's grade point average. All work shall remain legible, ensuring a true and complete academic history (Title 5, California Code of Regulations, Section ~~55761~~ 55040).
3. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District and for which substandard academic performance has been recorded as defined in this section (Title 5, California Code of Regulations, Section ~~55762(b)~~ 55040). Equivalency will be established by a college-determined process.
4. Students will automatically be allowed to repeat a course taken with a substandard grade only ~~one time~~ twice. A student may be allowed to repeat the course ~~additional times~~ a third time only through a formal appeal process, which verifies that there are extenuating circumstances which justify the additional repetition. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student. Each subsequent grade shall be recorded consistent with the provisions of Title 5, California Code of Regulations, Section ~~55761~~ 55040, as described above.

5. Prior course repetition actions by other accredited colleges and universities may be honored in determining



# DRAFT

BP-5301

apportionment may be claimed for course repetition are contained in Title 5, Section 58161, which states:

transfer of a student's credits (Title 5, California Code of Regulations, Section 55762(g)).

1. Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the District

## C. Apportionment for Course Repetition

The conditions under which state apportionment may be claimed for course repetition are contained in Title 5, Section 58161, which states:

2. State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:

- a. The student is repeating the course to alleviate substandard work that has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D", "F", or "N/C" has been recorded; or

- b. The District finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or

- c. The District has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course

1. Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the District

2. State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:

- a. The student is repeating the course to alleviate substandard work that has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D", "F", or "N/C" has been recorded; or

- b. The District finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or

- c. The District has determined that a student should repeat a course because there has been

The attendance of students repeating a course as authorized by this subsection may be

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06



# DRAFT

BP-5301

claimed only once for state apportionment.

3. State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:

- a. The District must identify the courses which are to be repeatable, and designate such courses in the college catalogs;
- b. The District must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two following reasons:
  - 1) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
  - 2) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained
- c. The District must develop and implement a mechanism for the proper monitoring of such repetition

The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state

a significant lapse of time since the student previously took the course

The attendance of students repeating a course as authorized by this subsection may be claimed only once for state apportionment.

3. State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:
  - a. The District must identify the courses which are to be repeatable, and designate such courses in the college catalogs;
  - b. The District must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two following reasons:
    - 1) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
    - 2) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained
  - c. The District must develop and implement a mechanism for the proper monitoring of such

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

DRAFT

BP-5301

apportionment for not more than three  
semesters or five quarters.

repetition

The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state apportionment for not more than three semesters, ~~or five quarters.~~

Reference:

Title 5, Section 55040, 55041, 55044, 58161

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06



DRAFT

# BOARD POLICY

5405

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STUDENT COMPLAINT POLICY

### CURRENT POLICY

The Board of Trustees of the South Orange County Community College District is committed to providing an environment for work and learning that is free of discrimination and harassment. In keeping with this commitment, the district maintains a strict policy prohibiting unlawful discrimination, including harassment. This policy applies to employees, including management and non-management employees, to applicants for employment, and to students. It prohibits discrimination, including harassment on a basis prohibited by state and federal regulations for community colleges on nondiscrimination, including race, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, gender, sexual orientation, or age.

Discrimination includes denial of the benefits of employment or of a community college activity or program on a basis prohibited by law. Harassment includes, but is not limited to unwanted sexual advances and requests for sexual favors where: (1) submission to such conduct is made an explicit or implicit term or condition of employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Employees or

Adopted: 6-15-98  
Technical Update: 4-26-99

### REVISED POLICY

DELETE

# DRAFT

BP-5405

~~students who violate this policy are subject to disciplinary action.~~

~~Formal complaints under this policy shall be investigated according to the guidelines set forth in Title 5, Calif. Code of Regulations, Section 59300, et seq., and the district's "Sexual Harassment Policy and Complaint Procedure," which is on file in the offices of the district's Chancellor and Executive Vice Chancellor of Administrative and Business Services, and in the offices of the College Presidents and Vice Presidents of Student Services.~~

## Legal References:

~~Government Code, Sections 11135-11139.5; Title 5, Calif. Code of Regulations, Section 59300 et seq.; Title IX of the Education Amendments of 1972, as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Rehabilitation Act of 1973, Sections 503 and 504; Age Discrimination in Employment Act of 1967, as amended; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990 and California Labor Code, Section 1102.1.~~



DRAFT

## BOARD POLICY

5600

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

### ASSOCIATE DEGREE REQUIREMENTS

#### CURRENT POLICY

Upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, the Board of Trustees will confer the Associate in Arts or Associate in Science Degree per Title 5, Calif. Code of Regulations, Sections 55800-55810.

- I. The SOCCCD Board of Trustees shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, written expression and mathematics, and who has satisfactorily completed at least 60 semester units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by either college in the district (as shown in its catalog). It must include at least 18 semester units in general education and at least 18 semester units in a major as prescribed in this section. Of the required units, at least 12 semester units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the SOCCCD Board of Trustees when it determines that an injustice or undue hardship would be placed on the student.

- A. Major Requirements. At least 18

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01

#### REVISED POLICY

Upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, and filed with the State Chancellor's Office, the Board of Trustees will confer the Associate in Arts or Associate in Science Degree per Title 5, Calif. Code of Regulations, Sections 55800-55810.

- I. The SOCCCD Board of Trustees shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, written expression and mathematics, and who has satisfactorily completed at least 60 semester units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by either college in the district (as shown in its catalog). It must include at least 18 semester units in general education and at least 18 semester units in a major as prescribed in this section. Of the required units, at least 12 semester units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the SOCCCD Board of Trustees when it determines that an injustice or undue hardship would be placed on the student.



DRAFT

BP-5600

semester units of study taken in a single discipline or related disciplines, as listed in the California Community Colleges "Taxonomy of Programs" shall be required.

B. General Education Requirements.

Students receiving an associate degree shall complete a minimum of 18 semester units of general education, including a minimum of three semester units in each of the areas (1), (2), and (3) and the same minimum in each part of (4). The remainder of the unit requirement is also to be selected from among these four divisions of learning:

1. Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific

- A. Major Requirements. At least 18 semester units of study taken in a single discipline or related disciplines, as listed in the California Community Colleges "Taxonomy of Programs" shall be required.

B. General Education Requirements.

Students receiving an associate degree shall complete a minimum of 18 semester units of general education, including a minimum of three semester units in each of the areas (1), (2), and (3) and the same minimum in each part of (4). The remainder of the unit requirement is also to be selected from among these four divisions of learning:

1. Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.



DRAFT

BP-5600

disciplines.

2. Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
3. Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people through the ages and in different cultures have

2. Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
3. Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people through the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01



responded to themselves and the world around them in artistic and cultural creation and help the student develop an aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

4. Language and Rationality.  
Courses in language that cover the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

- a. English Composition.  
Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
- b. Communication and Analytical Thinking.  
Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

C. While a course might satisfy more

an aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

4. Language and Rationality.  
Courses in language that cover the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
  - a. English Composition.  
Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and



DRAFT

BP-5600

than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.

- D. Ethnic studies will be offered in at least one of the required areas as listed in Section I-B.

II. Philosophy and Criteria for Associate Degree and General Education

As specified in Title 5, Section 55805, the SOCCCD Board of Trustees adopts the following as its philosophy on general education consistent with the policy of the California Community Colleges Board of Governors.

General education requirements are at the heart of what is broadly acknowledged as the fundamental foundation for higher education. These requirements are ambitious and designed to develop a breadth and depth of knowledge, understanding, insights and skills. They include competencies in reading, critical thinking, writing and basic mathematics. The courses that meet the general education requirements are designed to help students

(a) develop and refine the skills needed to acquire knowledge and communicate effectively; (b) employ science as a dynamic method of observation; (c) appreciate individuals as members of society or components of society; (d) study culture for increased aesthetic enlightenment and appreciation of creative contributions; and (e) expand their understandings of American institutions and ideals; and (f) gain

achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section. The competency requirements for written expression may also be met by obtaining a satisfactory grade in courses in English taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition. Requirements for demonstrating competency in reading shall be locally determined.

Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

b. Communication and

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01



DRAFT

BP-5600

experiences leading to a better self-understanding.

III. Types of Courses Appropriate to the Associate Degree (Title 5, Section 55805.5)

The criteria established by the SOCCCD Board of Trustees to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in Section 55002(a) and that fall into the following categories to be offered for associate degree credit:

- A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
- B. Courses that apply to the major in non-baccalaureate occupational fields.
- C. English courses not more than one level below the first transfer level composition courses.
- D. All mathematical courses above and including elementary algebra.

IV. Each college shall review, define and publish its general education philosophy statement and graduation requirements consistent with Title V and this board policy. Any revisions to the general education philosophy statement and graduation requirements shall be subject to approval by the SOCCCD Board of Trustees.

Analytical Thinking.  
Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

5. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section. The competency requirements for mathematics may also be

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01



DRAFT

BP-5600

met by obtaining a satisfactory grade in courses in mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Intermediate Algebra.

- C. While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.
- D. Ethnic studies will be offered in at least one of the required areas as listed in Section I-B.

II. Philosophy and Criteria for Associate Degree and General Education

As specified in Title 5, Section 55805, the SOCCCD Board of Trustees adopts the following as its philosophy on general education consistent with the policy of the California Community Colleges Board of Governors.

General education requirements are at the heart of what is broadly acknowledged as the fundamental foundation for higher education. These requirements are ambitious and designed to develop a breadth and depth of knowledge, understanding, insights and skills. They include competencies in reading, critical thinking, writing and basic mathematics. The courses that meet the general education requirements

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01

DRAFT

BP-5600

are designed to help students  
(a) develop and refine the skills needed to acquire knowledge and communicate effectively; (b) employ science as a dynamic method of observation; (c) appreciate individuals as members of society or components of society; (d) study culture for increased aesthetic enlightenment and appreciation of creative contributions; and (e) expand their understandings of American institutions and ideals; and (f) gain experiences leading to a better self-understanding.

III. Types of Courses Appropriate to the Associate Degree (Title 5, Section 55805.5)

The criteria established by the SOCCCD Board of Trustees to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in Section 55002(a) and that fall into the following categories to be offered for associate degree credit:

- A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
- B. Courses that apply to the major in non-baccalaureate occupational fields.
- C. English courses not more than one level below the first transfer level composition courses.
- D. All mathematical courses above and including elementary algebra.

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01



- IV. Each college shall review, define and publish its general education philosophy statement and graduation requirements *consistent with Title V* and this board policy. Any revisions to the general education philosophy statement and graduation requirements shall be subject to approval by the SOCCCD Board of Trustees.

DRAFT

# BOARD POLICY

5601

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## CERTIFICATE PROGRAMS

### CURRENT POLICY

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been completed. The courses are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency.

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District. It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices.

### REVISED POLICY

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been satisfactorily completed. The courses and programs are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency and that they are consistent with the mission of the District, feasible, and adhere to guidelines of academic achievement.

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District. It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices.

Revised: 5-15-89  
Revised: 4-26-99  
Revised: 8-30-04



DRAFT

## BOARD POLICY

5606

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

### INTERNATIONAL STUDENT ADMISSIONS

#### CURRENT POLICY

The colleges of the South Orange County Community College District have been approved by the United States Department of Justice as institutions of higher learning for international students. The colleges will seek to achieve broad representation from nations of the world for the benefit of both international and South Orange County Community College District students.

Only those non-immigrant international students who have completed the equivalent of an American high school education with satisfactory grades will be admitted. They must show they have adequate financial resources to pay non-resident tuition and to adequately support themselves while attending a college. All non-immigrant international students are required to purchase, through a United States insurance company, health and accident insurance (U.S. Government Regulation, Section 514.14). Proof of insurance coverage purchased by the student shall meet the requirements of said regulation and be issued by a bona fide carrier acceptable to the district's Business Services Office. Insurance must include medical evacuation and repatriation benefits.

The South Orange County Community College District will establish districtwide admission requirements for non-immigrant international students. The district standards for admission of non-immigrant international

#### REVISED POLICY

The colleges of the South Orange County Community College District have been approved by the United States Department of Justice to accept and enroll international students, including those with an F-1 or M-1 student visas, as institutions of higher learning for international students. The colleges will seek to achieve broad representation from nations of the world for the benefit of both international and South Orange County Community College District students and the community it serves.

Only those non-immigrant international students who have completed the equivalent of an American high school education with satisfactory grades will be admitted. They Applicants must show they have adequate financial resources to pay non-resident tuition and to adequately support themselves while attending a college. All non-immigrant international students holding F-1 and M-1 visas, are required to purchase, through a United States insurance company, health and accident insurance, through a United States insurance company approved by the District's Business Services Office. (U.S. Government Regulation, Section 514.14). Proof of insurance coverage purchased by the student shall meet the requirements of said regulation and be issued by a bona fide carrier acceptable to the district's Business Services Office. Insurance must include medical evacuation and repatriation benefits.

Revised: 5-15-89

Revised: 10-09-95

Technical Update: 4-26-99



# DRAFT

BP-5606

students will be published in each college catalog. Non-immigrant international students must apply and fulfill all admission requirements. Specific application requirements are published in the college catalogs.

The South Orange County Community College District will establish districtwide admission requirements for non-immigrant international students. ~~The district standards for admission of non-immigrant international students will be published in each college catalog.~~ Non-immigrant international students must apply and fulfill all admission requirements. ~~Specific application requirements are published in the college catalogs.~~ The district standards of admission and application requirements for non-immigrant international students will be published in each college catalog.



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Recess to Public Hearing – District Initial Proposal to CSEA Chapter 586

**ACTION:** Public Hearing

---

**BACKGROUND**

On January 22, 2008 the Board of Trustees received and accepted the initial proposal from the District to CSEA Chapter 586.

A public hearing on the CSEA Chapter 586 initial proposal to the District was held on January 22, 2008.

**STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's proposal to CSEA Chapter 586 (Exhibit A).

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**INITIAL PROPOSAL**

**Classified Negotiations  
2008-2009**

The Board of Trustees for the South Orange County Community College District submits the following Initial Proposal for the 2008-2009 classified negotiations.

**ARTICLE 3: CSEA RIGHTS**

- 3.1.1 Modify to ensure that the right of access by CSEA representatives is during non-work time and subject to prior District notice.
- 3.1.2 Modify to ensure that the use of instructional bulletin boards, mailboxes, and District mail and email systems is subject to Board Policy restrictions.
- 3.1.10 Modify to require CSEA to reimburse the District for any costs associated with CSEA release time.
- 3.1.11 Modify to require CSEA to reimburse the District for any costs associated with CSEA release time.
- 3.7 Clarify that the right to confer with CSEA officers and staff personnel is subject to any existing access restrictions.

**ARTICLE 5: EVALUATIONS**

- 5.3 Discuss modifying evaluation review timelines in cases involving promotions.

**ARTICLE 7: HOURS AND OVERTIME**

- 7.1.1 Modify to implement a progressive discipline procedure for excessive absences and repeated tardiness .
- 7.1.2 Modify to permit the District to unilaterally implement a 4-10 work schedule upon twenty (20) days' advanced notice.



- 7.3.1 Modify to conform to Education Code Section 88036.
- 7.9 Clarify that Outreach Specialists do not qualify for shift differential.

#### **ARTICLE 8: PAY AND ALLOWANCES**

- 8.1 Discuss salary as part of total compensation in light of the District budget and state funding.
- 8.1.1 Include language to standardize the bilingual stipend and eligibility requirements.

#### **ARTICLE 9: HEALTH AND WELFARE BENEFITS**

- 9.1 Discuss health benefits as part of total compensation in light of the District budget and state funding.

#### **ARTICLE 10: HOLIDAYS**

- 10.4 Discuss proposal for compensatory time off in lieu of banked holiday pay.

#### **ARTICLE 11: VACATIONS**

- 11.7 Include language to cap vacation accrual in cases involving employee transfer.

#### **ARTICLE 12: LEAVES**

- 12.4.10 Include language to permit verification of sick leave.
- 12.11.1 Modify to remove health benefit entitlements for an employee on unpaid leave of absence.

#### **ARTICLE 22: DURATION**

- 22.1 Modify to extend the term of the classified Collective Bargaining Agreement through June 30, 2011.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.8**  
**DATE: 02/20/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

---

**BACKGROUND**

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A.



# **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

## **ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

### **A. NEW PERSONNEL APPOINTMENTS**

#### **1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)**

- A. McKIM, BRETT is to be employed as Design Model Making Instructor, Pos #3841, full-time, temporary, one semester assignment, Advanced Technology and Education Park, effective January 14, 2008. Approximate Salary Placement: Class I, Step 6. This is a new full-time temporary position for the Spring 2008 semester only. (See Attachment 1)

### **B. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Harrison, Charles	Ph.D./Biology	Biology/SC	V/6	5/27/08

### **C. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1) (Continued)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>1</sup> Davis, Reid	BA/Communication	Comm. Arts/SC	I/6	01/14/08
<sup>2</sup> Johnson, David	MA/Counseling	Applied Psych./SC	II/6	01/14/08
Kucharski, Thomas	MS/Astronomy	Astronomy/IVC	II/6	01/14/08
Le, Debbie	MA/Education	Child Dev./SC	II/6	01/14/08
Sabella, Gary	MS/Education	Physical Ed./SC	II/6	01/14/08
Takei, Hisano	MFA/Metals/Jewelry	Art/SC	II/6	01/14/08
Wilsey, Darren	MFA/Music Comp.	Music/IVC	II/6	01/14/08
Won, Jocelyn	MD/Medicine	Physician, Hth. Ctr/SC	I/1	01/14/08
Yu, Jimmy	MS/Electrical Eng.	Elect. Tech./IVC	II/6	01/14/08

### **EQUIVALENCY**

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<sup>1</sup> Per California Community Colleges State Chancellor's Office this discipline does not require a Master's Degree.

<sup>2</sup> Mr. Johnson is also the Interim Director of Student Development at Saddleback College.



**C. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1) (Continued)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Booker, Nick	BA/History	PE/Coach./SC	I/6	01/14/2008

Equivalency is based on a Bachelor of Arts degree in History from Davidson College in Davidson, North Carolina, and admission to the Master of Arts degree Program in Physical Education at Azusa Pacific University beginning in December 2007. Mr. Booker expects to be awarded his Master of Arts in Physical Education in Spring 2009. He has been coaching basketball since 2003, and has over fifteen years of experience as a basketball player and trainer. Mr. Booker has attended numerous coaching clinics and college events nationwide. He is a member of the National Association of Basketball Coaches (NABC), and the Black Coaches Association (BCA).

Burton, Debora	BA/Art	Emeritus Jewelry/SC	I/6	01/14/2008
----------------	--------	---------------------	-----	------------

Equivalency is based on a Bachelor of Arts degree in Art from San Francisco State University. Ms. Burton has been a professional jeweler for over twenty-five years as the owner of Creative Gold and Silver in San Francisco, California. Her pieces have been sold in galleries nationwide. In addition to creating jewelry pieces, Ms. Burton works in antique metal restoration, and has done work for the DeYoung Museum in San Francisco in addition to many other companies and organizations. She has also been a private teacher, training students and apprentices in the jewelry arts.

Harris, Shaun	BA/Kinesiology	PE/TVC	I/6	01/14/2008
---------------	----------------	--------	-----	------------

Equivalency is based on a Bachelor of Arts degree in Kinesiology from Chapman University in Orange, California. Mr. Harris taught Soccer and Life Fitness at Santiago Canyon College from 2004 to 2006. Mr. Harris is currently the instructional assistant at Irvine Valley College for the men's soccer program, for the School of Health Sciences, PE, and Athletics. Mr. Harris is a Certified Strength and Conditioning Specialist (CSCS) by the National Strength and Conditioning Association (NSCA).

<sup>3</sup> Swiss, Tim	BFA/Lighting Design	Theatre Arts/SC	I/6	01/14/08
-------------------------	---------------------	-----------------	-----	----------

Equivalency is based on a Bachelor of Fine Arts in Lighting Design from Syracuse University, New York. Mr. Swiss' professional experience includes working as a Lighting Designer, Lighting Supervisor and Master Electrician for over 10 years for various colleges and theatres. Mr. Swiss also received a Los Angeles Ovation nomination for Lighting Design in Small Theatre.

**D. AUTHORIZATION TO ELIMINATE ACADEMIC ADMINISTRATOR POSITION AND/OR NUMBERS**

1. DEAN OF BUSINESS AND SOCIAL SCIENCES, Pos #2302, Irvine Valley College, seeks authorization to eliminate this Administrator position from its staff, effective March 1, 2008. (Position approved: February 17, 1998)

<sup>3</sup> Mr. Swiss is a full-time Lighting Designer for the Division of Fine Arts at Saddleback College.



**D. AUTHORIZATION TO ELIMINATE ACADEMIC ADMINISTRATOR POSITION AND/OR NUMBERS - Continued**

2. DEAN OF BUSINESS, SOCIAL SCIENCES AND LIBRARY SERVICES, Irvine Valley College, seeks authorization to eliminate this temporary Administrator position from its staff, effective July 1, 2008. (Position pending Board approval on this agenda, see item E1)
3. DEAN OF COUNSELING AND LIBRARY SERVICES, Pos #3591, Irvine Valley College seeks authorization to eliminate this Administrator position from its staff, effective March 1, 2008. (Position approved: May 22, 2006)
4. DEAN OF HUMANITIES AND FINE ARTS, Pos #2475, Irvine Valley College seeks authorization to eliminate this Administrator position from its staff, effective July 1, 2008. (Position approved: July 31, 2000)

**E. AUTHORIZATION TO ESTABLISH AND ANNOUNCE ACADEMIC ADMINISTRATOR POSITIONS**

1. DEAN OF BUSINESS, SOCIAL SCIENCES AND LIBRARY SERVICES, Irvine Valley College, seeks authorization to establish a temporary, full-time Academic Administrator position to its staff, effective March 1, 2008 through June 30, 2008.
2. DEAN OF COUNSELING SERVICES, Irvine Valley College seeks authorization to establish a full-time Academic Administrator position to its staff, effective March 1, 2008. (See Attachment 2)
3. DEAN OF FINE ARTS, BUSINESS SCIENCES, AND COLLEGE ONLINE EDUCATION, Irvine Valley College seeks authorization to establish and announce a full-time Academic Administrator position to its staff, effective July 1, 2008. (See Attachment 3)
4. DEAN OF HUMANITIES AND LANGUAGES, SOCIAL SCIENCES AND LIBRARY SERVICES, Irvine Valley College seeks authorization to establish a full-time Academic Administrator position to its staff, effective July 1, 2008. (See Attachment 4)

**F. AUTHORIZATION TO ESTABLISH A TEMPORARY ACADEMIC POSITION**

1. DESIGN MODEL MAKING INSTRUCTOR, School of Mathematics, Science and Engineering, Irvine Valley College, seeks authorization to establish a full-time, temporary, one semester position only, to begin Spring 2008 semester.

**G. CHANGE OF STATUS**

1. BULLOCK, DIXIE, ID #1075, Acting Dean, Pos #3749, Mathematics, Science and Engineering, Irvine Valley College, Administrator Salary Range II, Step 6, is to be extended in this temporary assignment through February 29, 2008.
2. CIPRES, ELIZABETH, ID #14425, Dean, Counseling and Library Services, Pos #3591, Irvine Valley College, is to be appointed to Dean, Counseling Services, Irvine Valley College effective March 1, 2008. This is a new position presented for approval by the Board of Trustees in item C2 of this agenda.



**G. CHANGE OF STATUS - Continued**

3. CORUM, SUSAN, ID #1229, Dean, Business and Social Sciences, Pos #2302, Irvine Valley College, is to be temporally appointed to Dean, Business, Social Sciences and Library Services, Irvine Valley College effective March 1, 2008 through June 30, 2008. This is a new temporary position presented for approval by the Board of Trustees in item C1 of this agenda.
4. CORUM, SUSAN, ID #1229, Dean, Business, Social Sciences and Library Services, Irvine Valley College, is to be appointed to Dean, Humanities and Languages, Social Sciences, and Library Services, Irvine Valley College effective July 1, 2008. This is a new position presented for approval by the Board of Trustees in item C4 of this agenda.

**H. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE AND REALIGNMENT**

1. Irvine Valley College seeks authorization to change the organization reporting structure for faculty and staff reporting to the Dean, Counseling and Library Services and the Dean, Business and Social Sciences, to begin reporting respectively to the Dean, Counseling Services and the Dean, Business, Social Sciences and Library Services, effective March 1, 2008.
2. Irvine Valley College seeks authorization to change the organization reporting structure for faculty and staff reporting to the Dean, Business, Social Sciences and Library Services and the Dean, Humanities and Fine Arts to begin reporting respectively to the Dean, Humanities and Languages, Social Sciences, and Library Services, and the Dean, Fine Arts, Business Sciences, and College Online Education effective July 1, 2008.

**I. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Cesareo-Silva, Claire	Chair, Cross-Cultural Studies/SC	\$ 1,909.98	01/15/08-05/22/08
Manuel, Ronald	Production Coord., Theatre/TVC	2,546.64	01/15/08-05/22/08
Reisch, Carla	Coordinator, Music Dept/TVC	2,546.64	01/15/08-05/22/08
Weisrock, Tom	Coordinator, Faculty Dev/SC	6,366.60	01/15/08-05/22/08

**J. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Bleakney, Julia	Writing Ctr Wkshp, Foundation/SC	\$ 50.00	02/02/08-05/22/08
Callum, Oceana	Writing Ctr Wkshp, Foundation/SC	50.00	02/02/08-05/22/08
Frazier, Vanessa	Writing Ctr Wkshp, Foundation/SC	50.00	02/02/08-05/22/08
Hagen, Gerard	Guest Musician, Foundation/SC	280.00	08/27/07-11/28/07
Hughes, Luther	Guest Musician, Foundation/SC	200.00	08/27/07-08/27/07



**J. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Jerome, Amanda	Writing Ctr Wkshp, Foundation/SC	\$ 50.00	02/02/08-05/22/08
Johnson, Paul	Guest Musician, Foundation/SC	270.00	08/27/07-11/28/07
<sup>4</sup> Mathur, Roopa	CIM Graph/Fine Arts Dig Media/TVC	1,500.00	01/14/08-05/22/08
Neubauer, Laura	Writing Ctr Wkshp, Foundation/SC	50.00	02/02/08-05/22/08
Pinter, Gerald	Guest Musician, Foundation/SC	375.00	08/27/07-11/28/07
Reading, Cynthia	Writing Ctr Wkshp, Foundation/SC	50.00	02/02/08-05/22/08
Richiusa, Gordon	Writing Ctr Wkshp, Foundation/SC	50.00	02/02/08-05/22/08
Rosenn, Tristen	Guest Musician, Foundation/SC	210.00	08/27/07-11/28/07
Stout, Ronald	Guest Musician, Foundation/SC	575.00	08/27/07-11/28/07

**K. WORKLOAD BANKING**

1. BISHOPP, NANCY, ID #1220, Computer Science Instructor, Pos #2349, School of Mathematics, Science and Engineering, Irvine Valley College, is requesting a leave of absence for the Fall 2008 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2004-2007, in compliance with the Workload Banking Program.
2. HADA, DENNIS, ID #1195, Math/Computer Science Instructor, Pos #1557, Division of Mathematics, Science and Engineering, Saddleback College, is requesting a leave of absence for the Fall 2008 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2004-2007, in compliance with the Workload Banking Program.
3. HUNTLEY, ANTHONY, ID #4666, Biology Instructor, Pos #1677, Division of Mathematics, Science and Engineering, Saddleback College, is requesting a leave of absence for the Fall 2008 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2004-2007, in compliance with the Workload Banking Program.

**L. LEAVE OF ABSENCE**

1. MAZIQUE, JEANNE, ID #3606, English Composition Instructor, Pos #1814, Division of Liberal Arts and Learning Resources, Saddleback College, has been approved to continue medical benefits for six months, effective February 1, 2008.

**M. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. KELLEWAY, KELLY, ID #15673, English Composition Instructor, Pos #1717, Academic Faculty Salary Range V, Step 11, Division of Liberal Arts and Learning Resources, Saddleback College, resignation effective January 8, 2008. (Permanent start date: August 13, 2007)

<sup>4</sup> Not related to Dr. Raghu Mathur, Chancellor  
February 20, 2008

ATTACHMENT 1

NAME: BRETT McKIM

POSITION: DESIGN MODEL MAKING  
IRVINE VALLEY COLLEGE  
FULL TIME, TEMPORARY, ONE SEMESTER  
EMERGENCY HIRE FOR SPRING 2008 ONLY

EDUCATION:

B.A. Industrial Arts  
California State University, Long Beach

EXPERIENCE:

Brett McKim has worked as part-time faculty at Advanced Technology and Education Park for Irvine Valley College since Fall 2007. He previously taught at Cerritos Community College, in Norwalk, California, part-time from August 1997 through May 2003 and for Newport Mesa Unified School District from August 1989 through June 1991.

ACCOMPLISHMENTS:

- Active member of the Association of Professional Model Makers (APMM)
- Over fifteen years experience in Design Model Making and Rapid Prototyping



**ATTACHMENT 2**

South Orange County Community College District  
**DEAN, COUNSELING SERVICES, IRVINE VALLEY COLLEGE – Academic Administrator**  
Salary Range II

**EDUCATIONAL QUALIFICATIONS**

- An earned Ph.D. or Ed.D. from an accredited educational institution in a counseling-related subject area.

**EXPERIENCE REQUIRED**

- Minimum of two (2) years administrative or supervisory experience in managing a program or programs related to counseling in an institution of higher education.

**DESIRABLE QUALIFICATIONS**

- Experience in managing counseling services at the community college level.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

- Under the general direction of the Vice President of Student Services, the Dean of Counseling Services is responsible for planning, organizing and supervising all aspects of the counseling programs.
- Plans, directs and manages the college counseling activities involving educational, vocational and personal counseling; Supportive Services programs; Articulation services; the Career and Job Placement office; and the Transfer Center office.
- Develops and submits the annual divisional budget requests for the Counseling Services areas, including equipment, supplies and personnel.
- Supervises the articulation of college programs with other educational institutions by preparing materials and reports, and by meeting with appropriate representatives of other colleges and educational institutions.
- Assists in establishing and maintaining liaison with the district high schools.
- Develops and coordinates the Early College effort in the Tustin Unified School District and other local high school districts if requested.
- Prepares long-range plans and statements of Goals and Objectives for all areas within Counseling Services.
- Maintains communication and coordination with the areas of Student Services, Instruction, Administrative Services and Management Information Services on all matters that relate to the Division's functions.
- Participates in the selection of new members of the certificated and classified staff for the Division.
- Supervises and evaluates probationary and permanent members of the staff in keeping with the policies of the Board of Trustees and administrative procedures.
- Develops methods to assure effective in-service training for all counseling and special programs staff.
- Attends a variety of meetings as required; serves on committees as needed.
- Works cooperatively with all facets of administration to ensure successful programs and experiences for the disadvantaged and/or disabled students as well as other minority students.
- Performs other duties as assigned.



**ATTACHMENT 3**

**South Orange County Community College District  
DEAN, FINE ARTS, BUSINESS SCIENCES, AND COLLEGE ONLINE EDUCATION,  
IRVINE VALLEY COLLEGE - Academic Administrator Salary Range II**

**EDUCATIONAL QUALIFICATIONS**

- A Ph.D. or Ed.D. from an accredited college or university.

**EXPERIENCE REQUIRED**

- Minimum of two (2) years of faculty experience at the post-secondary level.
- Minimum of three (3) consecutive years of recent successful post-secondary administrative/supervisory experience and/or four (4) years of recent management experience in a business capacity related to disciplines assigned to the Schools.
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of:

- Administrative leadership experience in the development, organization, and management of instructional programs.
- Evidence of an understanding of and experience with the principles of participatory governance.
- Evidence of experience in supporting productions, exhibits, web pages, and a variety of media in the areas of performing arts, visual arts, web page/communications, and technology.
- Ability to assist in the development and implementation of technology-based solutions to curriculum and instructional issues.
- Knowledge of the applications of instructional technology to enhance classroom instruction and to deliver education through innovative delivery modes, including distance learning.
- Experience in budget development and management at school and department levels.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

Under the general direction of the Vice President of Instruction, the Dean of Arts, Technology, and Business is responsible for planning, organizing and supervising all aspects of the Schools of Fine Arts and Business Sciences, such as:

- Direct and evaluate the instructional programs and departments assigned to the Schools, which currently include the following: art, art history, digital media art-graphics design, fine arts, music, photography, speech and forensics, theatre arts, accounting, business management, computer center, computer information management, real estate, and online (distance) education.
- Provide college-wide leadership in distance education delivery of courses, certificates, and degrees.
- Participate in the selection of new faculty and classified staff members for the Schools.
- Supervise and evaluate faculty members and classified staff in keeping with the policies of the Board of Trustees and administrative procedures.
- Participate in collegial consultation and appropriate advisory committee meetings.
- Interface with the community and external agencies in all matters of community relations and academic affairs associated with the Schools.



South Orange County Community College District

Page 2 – Dean, Fine Arts, Business Sciences, and College Online Education, Irvine Valley  
College

SUMMARY OF DUTIES AND RESPONSIBILITIES - Continued

- Perform the following duties as they relate to the Schools:  
Develop the schedule of classes; manage the assigned facilities; prepare long-range plans and statements of goals and objectives; develop, submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan.
- Perform other related duties as assigned.

**ATTACHMENT 4**

**South Orange County Community College District  
DEAN, HUMANITIES AND LANGUAGES, SOCIAL SCIENCES, AND LIBRARY  
SERVICES, IRVINE VALLEY COLLEGE – Academic Administrator Salary Range II**

**EDUCATIONAL QUALIFICATIONS**

- A Ph.D. or Ed.D. from an accredited college or university.

**EXPERIENCE REQUIRED**

- Minimum of two (2) years of faculty experience at the post-secondary level.
- Minimum of three (3) consecutive years of recent successful post-secondary administrative/supervisory experience and/or four (4) years of recent management experience in a business capacity related to disciplines assigned to the Schools.
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of:

- Administrative leadership experience in the development, organization, and management of instructional programs.
- Evidence of an understanding of and experience with the principles of participatory governance.
- Evidence of experience in supporting components of Library services, databases, collections, and other related functions of a community college library.
- Ability to assist in the development and implementation of technology-based solutions to curriculum and instructional issues.
- Knowledge of the applications of instructional technology to enhance classroom instruction and to deliver education through innovative delivery modes, including distance learning.
- Experience in budget development and management at school and department levels.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

Under the general direction of the Vice President of Instruction, the Dean, Humanities & Languages, Social Sciences, and Library Services is responsible for planning, organizing and supervising all aspects of the Schools of Humanities & Languages, Social and Behavioral Sciences, and Library Services, such as:

- Direct and evaluate the instructional programs and departments assigned to the Schools, which currently include the following: Chinese, English, English as a Second Language, Film Studies, French, History, Humanities, Humanities Center, Japanese, Philosophy, Religious Studies, Sign Language, Spanish, Administration of Justice, Anthropology, Early Childhood Education, Economics, Geography, Political Science, Psychology, Sociology, and library research.
- Provide college-wide leadership in distance education delivery of courses, certificates, and degrees.
- Participate in the selection of new faculty and classified staff members for the Schools.
- Supervise and evaluate faculty members and classified staff in keeping with the policies of the Board of Trustees and administrative procedures.



South Orange County Community College District  
Page 2 - Dean, Humanities and Languages, Social Sciences, and Library Services, Irvine Valley  
College

SUMMARY OF DUTIES AND RESPONSIBILITIES - Continued

- Participate in collegial consultation and appropriate advisory committee meetings.
- Interface with the community and external agencies in all matters of community relations and academic affairs associated with the Schools.
- Perform the following duties as they relate to the Schools:  
Develop the schedule of classes; manage the assigned facilities; prepare long-range plans and statements of goals and objectives; develop, submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan.
- Perform other related duties as assigned.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.9  
DATE: 02/20/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

---

**BACKGROUND**

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

#### A. NEW PERSONNEL APPOINTMENTS

##### 1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- A. ALHADEFF, ANDREW is to be employed as Athletic Equipment Specialist/Driver, Pos #2785, School of Health, Physical Education and Athletics, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, 12 months per year, effective January 18, 2008. This is a replacement position for Clint Hull, who resigned.
- B. BERES, CATHERINE is to be employed as Senior Administrative Assistant, Pos #3444, Division of Fine Arts, Saddleback College, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, effective February 11, 2008. This is a replacement position for Lizabeth Nichols, who received a change in status.
- C. FONG, KAREN is to be employed as Graphic Designer, Pos #3383, Office of College Publications, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, 40 hours per week, 12 months per year, effective January 16, 2008. This is a replacement position for Diane Smith, who received a change in status.
- D. FRANCO, LIONEL is to be employed as Copy Center Technician, Pos #3772, Office of Technology Services, Irvine Valley College, Classified Bargaining Unit Salary Range 118, Step 1, part-time, 29 hours per week, 12 months per year, effective January 28, 2008. This is a replacement position for Mohammad Fadaiefard, who resigned.

- 2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Bollinger, Patricia	Accounting Specialist/D	124/1	01/18/2008
Chakraborty, Jhuma	Library Assistant I/IVC	115/1	01/07/2008
Chakraborty, Jhuma	Library Assistant II/IVC	119/1	01/07/2008
Chakraborty, Jhuma	Library Assistant III/IVC	121/1	01/07/2008
Chung, Yoonjung	Accompanist/SC	126/1	01/15/2008
Dawes, Jason	Lab.Tech., Photography/SC	122/1	01/14/2008
Figueria, Paul	Plumber/SC	128/1	01/08/2008
Kokesch, Aaron	Stage/Set Carpenter/SC	128/1	01/14/2008
Larsen, Gwen	Accompanist/IVC	126/1	01/14/2008
Ly, Trish Truc	Lab. Tech., Phy. Sci.	122/1	01/22/2008
Marotta, Rina	Admin. Asst./IVC	121/1	12/06/2007
Matthews, Brenda	Accounting Assistant/IVC	118/1	11/15/2007
Perkin Saul, Carol	Health Center Nurse/SC	135/1	01/31/2008
Pollar, Shannon	Child. Dev. Spec./SC	122/1	01/02/2008
Rezvani, Kimia	Human Resources Asst./D.	121/1	01/02/2008
Rocca, Maria Fernanda	Health Office Assistant/IVC	115/1	02/04/2008
Salarfar, Maryam	A&R Specialist I-Bil./IVC	116/1	09/04/2007
Swanson, Cora	Admin. Asst./D.	121/1	01/17/2008
Thomas, Wendy	Child. Dev. Spec./SC	122/1	12/15/2007



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Aldrich, Anne	Clerk, Short-Term/SC	\$ 10.00	11/15/07-06/30/08
Barcnas, Patricia	Clerk, Short-Term/IVC	9.50	01/02/08-06/30/08
Bien, Robin	Project Specialist/SC	20.00	01/29/08-06/30/08
Booker, Nicholas	Coaching Aide/SC	15.00	01/08/08-06/30/08
Booker, Nicholas	Project Specialist/SC	16.00	01/02/08-06/30/08
Brown, Lucy	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Buchea, Jason	Project Specialist/IVC	16.00	01/24/08-06/30/08
Buehler, Jason	Project Specialist/SC	14.00	12/13/07-06/30/08
Burns, Kathy	Clerk, Short-Term/SC	10.00	01/01/08-06/30/08
Cervantes, Martha	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Cook-Sneathen, Amanda	Project Specialist/SC	9.00	01/01/08-06/30/08
Dadkash, Mohamad	Project Specialist/SC	10.50	08/10/07-06/30/08
Dantanarayana, Preethi	Clerk, Short-Term/IVC	9.50	01/02/08-06/30/08
Dwinell, Patti	Clerk, Short-Term/SC	11.00	01/01/08-06/30/08
Fadaiefard, Mohamad	Project Specialist/SC	10.50	01/01/08-06/30/08
Fox, Geoffrey	Coaching Aide/SC	15.00	01/25/08-06/30/05
Fox, Jill	Clerk, Short-Term/SC	11.00	01/01/08-06/30/08
Furuta, Jeanne	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Gauthier, Shirley	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Hellreigel, John	Project Specialist/SC	16.00	01/15/08-06/30/08
Hillyer, Marion	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Kohbodi, Golenaz	Clerk, Short-Term/IVC	10.50	01/02/08-06/30/08
LeMire, Natalie	Clerk, Short-Term/IVC	11.00	01/02/08-06/30/08
<sup>1</sup> Lipold, T.J.	Project Specialist/SC	10.50	12/15/07-06/30/08
Luna, Evette	Project Specialist/SC	10.50	01/24/08-06/30/08
Maier, Charles	Clerk, Short-Term/SC	11.00	01/01/08-06/30/08
Mansfield, Anne	Clerk, Short-Term/SC	11.00	01/01/08-06/30/08
Marapese, Kenneth	Project Specialist/SC	10.50	12/13/07-06/30/08
Miller, Carrie	Project Specialist/IVC	13.00	01/15/08-06/30/08
Moreno, Enrique	Project Specialist/SC	14.00	01/15/08-06/30/08
Mullen, Patricia	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Nikkah, Mahtab	Project Specialist/SC	10.50	01/31/08-06/30/08
Omidvar, Mojgan	Clerk, Short-Term/IVC	9.50	01/02/08-06/30/08
Ortega, Bryan	Project Specialist/SC	10.50	01/03/08-06/30/08
Robertson, Scott	Theater Aide/SC	12.50	01/15/08-06/30/08
Rodriguez, Ryan	Theater Aide/SC	8.50	01/10/08-06/30/08
Rubio, Kathleen	Clerk, Short-Term/IVC	9.00	01/15/08-06/30/08
Salazar, Irma	Project Specialist/SC	15.00	01/24/08-06/30/08
Scalia, Larry	Coaching Aide/IVC	15.00	01/15/08-06/30/08
Schultz, James	Clerk, Short-Term/IVC	12.00	01/02/08-06/30/08
Sendaba, Alem	Project Specialist/SC	10.50	01/02/08-06/30/08
Sendaba, Sheleme	Project Specialist/SC	10.50	01/02/08-06/30/08
Shalhub, Sonia	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Silverman, Bonnie	Project Specialist/SC	10.50	12/13/07-06/30/08
Smith, Jason	Project Specialist/IVC	16.00	01/14/08-05/30/08

<sup>1</sup> Son of Anthony Lipold, Dean PE & Kinesiology



**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Smith, Linda	Clerk, Short-Term/SC	\$ 11.00	01/01/08-06/30/08
Sullivan, Peter	Project Specialist/SC	10.50	01/31/08-06/30/08
Turnquist, Barbara	Clerk, Short-Term/SC	13.00	01/01/08-06/30/08
Vann, Amber	Coaching Aide/TVC	15.00	01/15/08-06/30/08
Victoria, Earvin	Project Specialist/SC	10.50	01/29/08-06/30/08
Webb, Rachel	Project Specialist/SC	10.50	01/31/08-06/30/08

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2007/2008** academic year.

<u>Name</u>	<u>Start/End Date</u>
Abila, Ryan	01/15/08-06/30/08
Avers, Kelsey	12/15/07-06/30/08
Castro, Claudia	01/14/08-06/30/08
Chleboun, Cole	01/03/08-06/30/08
Coon, Ryan	12/15/07-06/30/08
Dehmobad Nasrabadi, Dinaz	01/25/08-06/30/08
Donley, Justine	01/03/08-06/30/08
Forghani, Kamran	01/14/08-06/30/08
Gillen, Justin	01/17/08-06/30/08
Goodwin, Alex	01/10/08-06/30/08
Goto, Madoka	01/25/08-06/30/08
Haider, Jelani	01/03/08-06/30/08
Hilton, Natasha	12/13/07-06/30/08
Johnston, Bradley	01/08/08-06/30/08
Kim, Ghet	01/14/08-06/30/08
Kim, Won Gyn	01/11/08-06/30/08
Koulis, Bethany	01/03/08-06/30/08
Kuhn, Ryan	12/15/07-06/30/08
Liang, Kathleen	01/18/08-06/30/08
Mochalova, Margarita	01/08/08-06/30/08
Nabwani, Bassam	01/24/08-06/30/08
Nouri, Esterela	01/14/08-06/30/08
Otero, Luisandres	01/17/08-06/30/08
Patterson, Reginald	01/15/08-06/30/08
Pircher, Mark	12/12/07-06/30/08
Seymar, Matthew	01/03/08-06/30/08
Swain, Amanda	01/10/08-06/30/08
Taylor, Jessica	01/22/08-06/30/08
Tracy, Brian	01/03/08-06/30/08
Tran, Natalie	12/12/07-06/30/08
Ty, Djian-Luke	01/25/08-06/30/08
Vanderhoof, Steven	01/17/08-06/30/08
Vessey, Angela	01/14/08-06/30/08



**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items -- Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Anduaga, Francisco	Tutor-LAP/TVC	\$ 12.00/hr	01/11/08-06/30/08
Becker, Paula	Comm. Ed./TVC	2500.00/cs <sup>2</sup>	01/11/08-06/30/08
Blake, Julie	Clinical Skills Spec./SC	30.00/hr	01/22/08-06/30/08
Boyle, Miki	Clinical Skills Spec./SC	30.00/hr	01/03/08-06/30/08
Davis, Karen	Tutor/SC	8.50/hr	01/17/08-06/30/08
Gallardo, Theresa	Clinical Skills Spec./SC	30.00/hr	11/29/07-06/30/08
Grossman, Marc	Clinical Skills Spec./SC	25.00/hr	01/17/08-06/30/08
Hariri, Sara	Tutor/SC	8.50/hr	01/18/08-06/30/08
Jacinto, Carolyn	Comm. Ed. Instructor/TVC	2500.00/cs	01/25/08-06/30/08
Jones, Thomas	Comm. Ed. Instructor/TVC	2500.00/cs	01/18/08-06/30/08
Kim, Sungmo	Tutor/TVC	12.00/hr	01/18/08-06/30/08
Lopez-Brown, Gabriela	Clinical Skills Spec./SC	30.00/hr	01/17/08-06/30/08
Luna, Christopher	Tutor/SC	8.50/hr	01/17/08-06/30/08
Pinto, Andrew	Cert. Test Proctor/TVC	12.00/hr	01/25/08-06/30/08
Quinzio, Michelle	Clinical Skills Spec./SC	30.00/hr	01/24/08-06/30/08
Rupert, Cindy	Clinical Skills Spec./SC	30.00/hr	01/29/08-06/30/08
Sae, Kohra	Comm. Ed./TVC	2500.00/cs	01/11/08-06/30/08
Schultz, Dolores	Tutor/SC	12.00/hr	01/18/08-06/30/08
Seddighzadeh, Noushin	Tutor/TVC	8.50/hr	12/10/07-06/30/08
Sherry, Richard	Tutor/TVC	8.50/hr	11/15/07-06/30/08

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. OFFICE ASSISTANT, Pos #3765, Classified Bargaining Unit Salary Range 113, Office of Library Services, Learning Assistance Program, Irvine Valley College College, seeks authorization to eliminate this part-time, 20 hours per week, 10 months per year position, from its staff, effective January 14, 2008. (Position approved by the Board of Trustees August 27, 2007)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 113, Office of Library Services, Learning Assistance Program, Irvine Valley College, seeks authorization to establish a part-time, 15 hours per week, 10 months per year, to its staff, effective January 14, 2008.

<sup>2</sup> Per course  
February 20, 2008



**D. CHANGE OF STATUS**

**1. CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- A. AMADIN, ELSA, ID #10652, Administrative Assistant, Pos #3268 Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Division of Health Sciences, Human Services and Emeritus Institute, Saddleback College, is to continue a temporary change in hours of 38 hour per week, effective February 1, 2008 through June 30, 2008.
- B. WANI, JENIFER, ID #13108, OFFICE ASSISTANT, Pos #3765, Classified Bargaining Unit Salary Range 113, Step 3, 20 hours per week, 10 months per year, Office of Library Services, Learning Assistance Program, Irvine Valley College, has been given a change of hours to 15 hours a week effective January 14, 2008 per Item C1 of this Agenda.

**E. OUT OF CLASS ASSIGNMENTS**

- 1. ARREOLA, JOSE, ID #1888, Groundskeeper, Pos #2794, Classified Range 118, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Building Maintenance Worker, Classified Bargaining Unit Salary Range, 124, Step 4, 40 hours per week, Office of Physical Plant, Saddleback College, effective January 2, 2008. This is a temporary reassignment for Dave Burkholder, who has been given a change in status.

**F. LEAVE OF ABSENCE**

- 1. FERNANDEZ, KATHY, ID #5309, Administrative Assistant, Pos #3630, Classified Bargaining Unit Salary Range 121, Step 6, 20 hours per week, 12 months per year, Office of Physical Education and Athletics, Saddleback College, has been approved to take a leave of absence without pay and without benefits, for four months effective December 14, 2007 through April 14, 2008.
- 2. HUGHES, LINDA, ID #4913, Admissions & Records Specialist I, Pos #2726, Classified Bargaining Unit Salary Range 116, Step 6, 20 hours per week, 12 months per year, Office of Admissions and Records, Irvine Valley College, has been approved to take a leave of absence without pay and without benefits, for six months effective January 3, 2008 through July 1, 2008.
- 3. KROEGER, VICKI, ID #3500, Sr. Administrative Assistant, Pos #3277, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Liberal Arts and Learning Resources, Saddleback College, has been approved to take a leave of absence without pay but with benefits, for six months, effective February 5, 2008 through August 31, 2008.

**G. VOLUNTEERS**

- 1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

Environmental Studies/Advanced Technology and Applied Science, Saddleback College

Abernathy, Ashton	Agahi, Rezvan	Aldaimalani, Sarah
Allen, Elisa	Allen, Kristin	Ameen, Lara



## G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

### Environmental Studies/Advanced Technology and Applied Science, Saddleback College

Amini, Elias	Atkins, Taylor	Azizi, Zulykha
Baker, Laura	Baldridge, Danielle	Banis, Schuyler
Banks, William	Barraza, Angelica	Barwinski, Ashley
Beck, Kaitlin	Beckman, Jennifer	Bertrand, Michael
Billszar, Brittney	Binaghi, Paula	Bonfiglio, Kristin
Bonner, Chelsea	Bosserman, Alex	Bostajani, Sepehr
Brogger, Shannon	Brommer, Cryssie	Brown, Micah
Bunn, Tom	Burnap, Allison	Bycraft, Jessica
Caldecott, Chelsea	Casilla, William	Changizi, Maaneli
Charbonneau, Jeff	Chavez, Ryan	Chen, Jennifer
Choukroun, Lise	Cipolla, Richard	Cofinco, Emilio
Collins, Lou	Cook, Suzan	Croucher, Sunshyne
Darling, Jessie	Davis, Keaton	DeWalt, Melissa
Dorman, Angela	Downer, Marie-France	Doyer, Daniel
Dyer, Daniel	Eagar, Justin	Eck, Ryan
Ellis, Cassidi	Escobar, Robert	Etka, Michael
Evans, Trevor	Ezell, Samantha	Fabrycky, Elisha
Fernandez, Kimberly	Finkbeiner, Charles	Fisher, Melissa
Fisher, Steven	Footlik, Maxine	Forster, Kelsey
Fricke, Rachel	Gaffoglio, Cristina	Garcia, Erika
Gerami, Ben	Gerard, Bryce	Gergen, Mark
Gillen, Lauren	Gley, Debra	Goggio, Allie
Gosnell, Matthew	Green, Adam	Green, Ashley
Griffin, Sunny	Guerrero, Kelsea	Hahn, Brandon
Harkless, Shalaina	Hazlet, Wesley	Hecktor, Lance
Henderson, James	Henderson, Marina	Henry, Ryan
Hinton, Lisa	Hintz, Julie	Hofmayer, Seth
Holtsnider, Jacqueline	Hopper, Karrin	Horan, Megan
Huckestein, Brittany	Hudson, Erik	Huertero, Ivan
Huiberts, Hanna	Hutchinson, Matt	Ionta, Dawn
Jamil, Shareen	Jensen, Amy	Johnson, Pat
Johnson, Ryan	Jurkiewicz, Mark	Kasim, Svetlana
Kebler, Andrew	Keefer, Bryce	Kha, Sherman
Kleeb, Joe	Klein, Danielle	Krout, Lexi
Kuhn, Ryan	Kummar, Michelle	Kutzmarski, Trevor
Lacy, Michael	Lagrew, David	Lander, Thesla
Lavranos, Jon	Lawson, Chris	Leimkuhler, Heather
Lesondak, Caitline	Leyenaar, Erica	Lozano, Joe
Lussier, Justin	MacKinnon, Victoria	Macpherson, John
McCandless, Tom	McNeely, Adrian	McRoberts, Colin
Madain, Samira	Madatian, John	Mallay, Desiree
Marshall, Ryan	Martin, Brendan	Martin, Jessie
Martin, Sarah	Masudal, Nathaniel	Mechling, Ryan
Medve, Katie	Megery, Sheri	Metcalf, Andria
Metz, Jessica	Migliore, Michael	Mitchell, Natalie
Molina, Abby	Montoya, Kevin	Mori, Elizabeth
Morris, Mark	Moshfegh, Barbode	Motlagh, Parsa
Naiki, Kosuke	Nakoski, Cynthia	Needs, Adam
Neil, Chris	Nematollah, Shadi	Ochoa, Isabel
Owen, Greg	Paine, Charles	Paulin, Sarah



## G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

### Environmental Studies/Advanced Technology and Applied Science, Saddleback College

Pedroza, Edward	Pehlivan, Yusuf	Penardi, Kerri
Penczek, Chris	Perone, Lauren	Pfeifer, Robbie
Poblete, Julianne	Prestinary, Victor	Proctor, Cara
Querry, Cole	Rackauckas, Eric	Ralston, James
Ramirez, Raquel	Ray, Taylor	Razavi, Michael
Reasons, Landon	Reed, Brian	Reed, Cassandra
Reilly, Brian	Reynolds, Jim	Reynolds, Ryan
Riley, Kerri	Ritchie, Gregg	Rogers, Christine
Rogers, Mike	Rubenstein, Alana	Russell, Walker
Sadidhi, Ali	Sanberg, Sabrina	Scaminaci, Joseph
Schlenker, Joshua	Schluter, Mark	Schon, Brett
Scott, Jordan	Seftel, Jessica	Serrantino, Scott
Shajari, Iman	Shajari, Sahel	Shannon, John
Shaw, Michaela	Sherman, Kha	Shreim, Hannah
Smith, Dane	Smith, Melanie	Smith, Teresa
Smith, Zakary	Speiss, Beverly	Stefanovich, Caleb
Steinbeck, Brittany	Strange, Corey	Suarez, Jacob
Tantum, Casey	Tong, Pei Yee	Tross, Greg
Tuohey, Colin	Tsunaki, Tetsuya	Tucker, Nicole
Vargas, Juan	Valdez, Carlos	Vallone, Tyler
Vitra, Nicole	Vu, Vinhton	Wealleans, Jason
Webb, Juanita	Weber, Sara	Weed, Samantha
Welch, Martha	Wells, Mark	Wernet, Susan
White, Tim	Wilcox, Brian	Williams, Adam
Witherspoon, Casey	Wolford, Allison	Yazdi, Kevin
Zahedi, Michael	Zojaji, Parisa	Zupanski, Courtney

### Fine Arts, Saddleback College

Abrold, Dana	Abrold, Keely	Barrick, Lisa
Bennett, Rhonda	Bennett, Taylor	Borowski, Kelsey
Borowski, Ken	Borowski, Linda	Butler, Caroline
Castan, Maria	Chisum, Tammy	Choquehuanca, Izzy
Clippinger, Carlie	Clippinger, Grace	Copley, Anne
Copley, Cari	Frederick, Jane	Gallitto, Jenna
Giordano, Richard	Goroskos, Christina	Grade, Chandler
Grade, Tania	Green, Jacqueline	Hart, Lauren
Hart, Lenore	Hawton, Kerrie	Hunstein, Ellen
Jansen, Juliette	Jansen, Sabrina	Johnson, Carl
Johnson, Maggie	Kiddoo, Megan	Kudell, Brent
Lindsey, Emily	Lindsey, Katelyn	Lindsey, Pam
McGauley, Katherine	McGauley, Karen	Maxwell, Julie
Maxwell, Mardi	Mandala, Alexandra	Mandala, Linda
Mason, Glenda	Mason, Tarah	Mills, Shannon
Moreno, Rodrigo	Morrissey, Ashleigh	Morrissey, Stephanie
Orbita, Max	Romagrano, Catherine	Skvarna, Kelly
Skvarna, Nicole	Summers, Elizabeth	Summers, Pryor
Vasquez, Aubree	Vasquez, Pamela	Weirath, Kim
Westling, Jacqueline	Westling, Terry	



**G. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

Kinesiology, Physical Education and Athletics, Saddleback College

Fitter, Crystal	Plomaritis, Ashley	Ronce, Matt
Saage, Kathleen		

Geology, Saddleback College

Chilver, Nik	Homan, Jeff	Meade, Kyle
Murray, Ashley	Rizzo, Tami	Schneider, Lisa
Sinnary, Adam		

School of Guidance/Counseling, Irvine Valley College

Calara, Joy

Health Sciences, Human Services and Emeritus Institute, Saddleback College

Addis, Chalice	Allaire, Amanda	Cabral, Susan
Childers, Allison	DeVera, Faye	DeFrench, Johana
Drake, Keith	Dunlap, Samantha	Duran, Rachael
Eckmeder, Amanda	Giermann, Alexis	Gilreath, Jacqueline
Hacker, Christopher	Kennedy, Lani	Kirsten, Dona
Kodi, Bitu	Koepsell, Lisa	Magee, Deanna
Mandala, Kevin	Martin, Claire	Marks, Holli
Mataga, Ashley	Munson, Blair	Newberry, Amy
Sfopelja, James	Steimer, Candace	Tilton, Cindy
Todd, Larissa		

International Languages/Liberal Arts & Learning Resources Division, Saddleback College

Barragan, Valeria

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Allaire, Mandy	Barragan, Valeria	Caggiano, Dario
Houssainy, Sammy	Radulovici, Mihaela	Wanderman, Jill

Library Services, Irvine Valley College

Heim, Louise	Huth, Wendell
--------------	---------------

Mathematics, Science and Engineering, Saddleback College

Ochsner, Jake

PE, Athletics, Irvine Valley College

Ronce, Matt

Office of Special Programs and Services, Saddleback College

Matthews, Adam

Student Health Services, Office of Student Services, Saddleback College

<sup>3</sup>Dearmin, Terese, M.

<sup>3</sup> CA Physician's License issued 9/08/06, expires 3/31/08



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Annual Report on The Status of Probationary Faculty for Tenure

**ACTION:** Approval

---

### **BACKGROUND**

Tenure is controlled by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under his or her first probationary contract for one year (Education Code Section 87608), under his or her second probationary contract for one year (Education Code Section 87608.5), and under his or her third probationary contract for two years (Education Code Section 87609).

### **STATUS**

The Education Code requires the District, before March 15 of the year the contract ends, to do one of three things. The District may notify the employee prior to March 15<sup>th</sup> before expiration of any of these three contract periods that it will not enter into a contract for the following academic year(s); it may notify the employee that it will enter into a contract for the following academic year(s); or, it may notify the employee that it will employ him or her as a regular employee for all subsequent academic years. Exhibit A lists those employees in each probationary contract category. Currently, we do not have any full-time faculty member who is eligible for tenure during 2007-2008.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve entering second and third year contracts for full-time faculty members as listed in Exhibit A.

## MEMORANDUM



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DATE: February 4, 2008

TO: Robert King

FROM: Teddi Lorch

SUBJECT: ANNUAL REPORT ON PROBATIONARY FACULTY  
RECOMMENDED FOR TENURE

The probationary period for newly hired faculty is four years in length. The following is the annual Tenure Report for probationary faculty members at Irvine Valley College and Saddleback College.

---

### PROBATIONARY FACULTY – 1st Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Michael Long	Counselor (Generalist)	SC
Anthony Teng	Accounting	SC

---

### PROBATIONARY FACULTY – 2nd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Jenny Hardison	Biology (Microbiology)	SC
Terry Miller	Nursing	SC
Barbara Tamialis	Child Development & Educ. Studies	SC

---

### PROBATIONARY FACULTY – 3rd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Kenn Bennett	Business Mgmt & Marketing	IVC
William Billingsley	World History	SC



## Annual Report on Probationary Faculty

### PROBATIONARY FACULTY – 3rd Year (Continued)

Alinde Bittner	Interior Design	SC
April Cunningham	Librarian (Instruction)	SC
Lisa Davis Allen	Art History	IVC
Thomas DeDonno	Computer Information Management	SC
Darrell Deeter	Automotive Technology	SC
Deborah Suzanne Denton	Foods and Nutrition	SC
Tam Do	Counselor (Generalist)	IVC
Scott Farthing	Music (Choral & Vocal)	SC
Stephen Felder	Humanities	IVC
Katherine "Suki" Fisher	English Composition	SC
Renee Garcia	Anthropology	SC
Merton Hill	Marine Science/Oceanography	SC
Fumiko Ishii	Japanese	IVC
Julie Kirk	Art (Drawing & Painting)	IVC
Hiromasa Konishi	Communication Arts (Film & TV)	SC
Jill Lagatta	Reading	SC
Jenny Langrell	Librarian (Systems)	SC
J. Kris Leppien-Christensen	Psychology	SC
Lesley Lowe	Physical Education (Emeritus)	SC
Sharyn Ly	Mathematics	SC
Roopa Mathur	CIM (LAN Focus)	IVC
Theo. Sommer McCartney	Health Instructor/ Asst. Baseball Coach	SC
Kent McFann	Theatre Arts (Technical)	SC
Diane McGroarty	Fashion Merchandising	SC
Dieter Paul Polloczek	English Composition	SC
Irene Renault	Reading	SC
Kimberly Stankovich	Speech	SC
Karah Street	Biological Sciences (Human Physiology)	SC
Yemmy Taylor	Psychology	IVC
Jodi Titus	Geography	IVC
Carol Wassmann	Librarian	IVC

### PROBATIONARY FACULTY – 4th Year

Following successful evaluations, these probationary faculty members are **eligible for tenure** upon their return to work in the fifth year (2007-2008). The academic staff members are:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
None		

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.1**  
**DATE: 02/20/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Hiring of Relatives  
**ACTION:** Information

---

**BACKGROUND**

On January 22, 2008, The Board of Trustees requested a report on the issue of enforcement of the District's nepotism policy and the hiring of relatives of SOCCCD employees.

**STATUS**

Attached as Exhibit A is the report regarding hiring of relatives prepared by Robert E. King, J.D., Vice Chancellor, Human Resources. The report includes Exhibit 1, Board Policy 4011.2, Confidentiality and Conflicts of Interest in Hiring; Exhibit 2, Board Policy 4011.1, Full-time Faculty Hiring; Exhibit 3, Board Policy 4003, Employment of Relatives; Exhibit 4, Sample Full-time Academic Application; and Exhibit 5, List of all related permanent full-time employees.



## BOARD REQUESTED REPORT RE NEPOTISM

---

### I. REQUEST FOR REPORT

On January 22, 2008 the South Orange County Community College District (SOCCCD) Board of Trustees approved a request for a report on the issues of enforcement of the District's nepotism policy and the hiring of relatives of SOCCCD employees. Specifically, the Board requested information about what steps the District takes to ensure that there is no nepotism in the District hiring process and the exact number and name of all employees and their relatives who are working for the District.

### II. HIRING PROCESS

#### A. Board Policies

There are multiple Board Policies that prohibit employees from having any involvement in a hiring process involving a relative.

Board Policy (BP) 4011.2, Confidentiality and Conflict of Interest in Hiring, has the most specific provisions to prevent favoritism toward relatives.<sup>1</sup> BP 4011.2 expressly precludes a relative of an applicant from participating in any selection process involving the applicant. Further, every person on the hiring committee is required by BP 4011.2 to disclose any family relationship with any applicant. Indeed, all hiring committee members must sign a statement that they have received and read BP 4011.2 and are free of any conflicts of interest. A copy of BP 4011.2 is attached hereto as Exhibit 1.

The general Board Policies regarding hiring of employees also prohibit anyone with a conflict of interest as defined in BP 4011.2 from serving on any hiring committee. For example, BP 4011.1 (a copy of which is attached hereto as Exhibit 2) regarding full-time faculty hiring prohibits anyone who has a conflict of interest – such as a relationship with a related party – from serving on a hiring committee.

BP 4003 also governs the selection and employment of relatives within SOCCCD. The policy expressly prohibits any employee from recommending or influencing any personnel decision involving a relative. A "personnel decision" includes any appointment and thus any part of the hiring process. A copy of BP 4003 is attached hereto as Exhibit 3.

#### B. Applications

In addition to Board Policies noted above, each application for every position asks the question "Do you have any relatives who are currently employed by this District?" This is a mandatory question on the application; the application cannot be submitted without answering this question.

---

<sup>1</sup> Although the District can prohibit employees from influencing any personnel decision involving relatives, as a matter of law the District cannot prohibit (or even discourage) employment of relatives. Rather, all individuals have an equal opportunity to apply for positions within the District, and to ensure that all applicants are treated equally, the District enforces its policies regarding involvement in the hiring process by related individuals.



If the applicant answers "yes" to this question, the applicant must supply the relative's name, the applicant's relationship to the relative, and the relative's worksite. A copy of a sample application for a full-time academic position is attached hereto as Exhibit 4.

Applicants certify under penalty of perjury that the information they have disclosed is true and complete. Further, applicants agree that any false or incomplete statements or omissions could lead the District to reject the applicant or if hired, constitute cause for immediate dismissal.

### C. Enforcement

Human Resources (HR) rigorously enforces the Board policies and closely monitors the hiring process. Specifically, HR reviews every application to determine whether any applicant has noted any relationship to a current District employee. If there is such a disclosure, HR ensures that the relative has no role whatsoever in the hiring process.

Further, at the orientation for the hiring committee, the HR representative reviews the Conflict of Interest Statement referenced in BP 4011.2. The HR representative specifically reviews what constitutes a conflict of interest, including any relationship with any applicant. All hiring committee members must sign the Conflict of Interest Statement affirming that they have no conflict of interest and therefore no relationship with any applicant. HR also provided training on this hiring process during the Spring Faculty In-Service program.

In addition to this review of every application and certification by every hiring committee member, pursuant to BP 4003, for every appointment HR verifies that no immediate family member directly supervises another immediate family member. Thus, even if the District hires a related individual, there is yet another layer of protection against nepotism to ensure that no relative directly reports to another relative.

In sum, the enforcement mechanism is comprehensive. At each step of the process – application, hiring committee, and appointment – individuals are required to affirmatively disclose any relationships and HR ensures that no related individuals are involved in the hiring or appointment process. If there is any evidence of any relationship, HR will immediately disqualify the related individual from the personnel decision. Failure to disclose such a relationship could subject the applicant to rejection or immediate dismissal if already hired, and the employee to discipline for violating the Conflict of Interest Statement.

## III. ANALYSIS

### A. Scope of Report

As an initial point, it is important to note the limitations on the District's data concerning relatives employed within the District. Although applicants are required to disclose any relationships with current District employees, there is no way for HR to verify such relationships if no one discloses the relationship.

Nor is there any way for HR to track the relationships of existing employees unless those employees disclose the relationship to HR. For example, if the parents of two male employees were to marry, thereby making the employees step brothers, there is no way for the District to know about this unless one of the employees discloses this situation.

Thus, this report relies on known data disclosed by employees. Although HR has verified the accuracy of all the listed related employees in this report, there is no guarantee that there are not other related employees within the District that simply have not disclosed this information.



## B. Hiring of Relatives

Attached as Exhibit 5 to this report is a list of all related full-time employees in the SOCCCD. As the list indicates, there are only 58 related full-time permanent employees. Thus, of the approximately 779 full-time permanent District employees, related individuals comprise roughly 7.4% of these District employees.<sup>2</sup>

However, what the Board may have noticed on recent academic and classified personnel agendas is a listing of relatives employed in part-time and or temporary positions. These are typically summer positions such as lifeguards, recreation leaders, and student help, and the applicants sometimes are District employees' children, nephews and nieces who seek these temporary and or part-time jobs.

Indeed, **during the past 12 months, the District has not hired a single new employee related to another District employee for a full-time permanent position.** All hires of related employees have only been for part-time and or temporary positions, and are frequently summer jobs for younger individuals.

Further, even with these part-time and or temporary positions, the hiring process still fully complies with the Board Policies described previously. Specifically, no relative can be involved in the hiring of a related party, nor can any employee directly supervise a related party. HR continues to enforce compliance with these rules.

## IV. SUMMARY

The District's Board Policies and stringent application process effectively prohibit any involvement by District employees in the hiring of related employees. Required disclosures on applications, conflict of interest training and affirmations from hiring committee members, and HR's vigilance throughout the process provide multiple layers of protection against nepotism.

The data – although reliant on employees' own disclosures – substantiates this conclusion. The percentage of related full-time District employees at 7.4% is reasonable. Further, the fact that no such hires have occurred within the past 12 months demonstrates that there has not been any increase in either the real numbers or percentage of employment of relatives for full-time permanent positions.

Although Board items do reference related hires – a testament in itself to the rigorous reporting requirements – all of these hires have been for part-time or temporary positions. And even these appointments are still subject to the District prohibitions on hiring or supervising relatives.

The District appreciated the opportunity to provide this report to the Board. As always, please feel free to District administration directly if you have questions or need any further information.

---

<sup>2</sup> The 7.4% figure includes all full-time, permanent employees who are currently related to each other, including those who married each other *after* they were both employed at the District. Thus, the percentage of those who were related to someone at the District *when they applied for the job* is lower than this 7.4% figure.



# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

4011.2  
PERSONNEL

## CONFIDENTIALITY AND CONFLICTS OF INTEREST IN HIRING

### SECTION I: DEFINITIONS

- Committee: The Hiring Committee, also known as the Search Committee.
- Director: Director of Human Resources.
- District: The South Orange County Community College District.
- HR Specialist: Human Resources Specialist, Hiring Compliance Officer and EEO representative assigned to the job opening.
- President: President of the College at which the position is assigned.
- Related Party: A related party is the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, grandfather, grandmother, grandson, granddaughter, husband, wife, registered domestic partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, or any person who is living in the same household as an employee involved in the hiring process. Further, a related party is a business entity (or trust) which is at least five percent owned by the person or in combination with related parties to the person.

### SECTION II: CONFIDENTIALITY

Confidential hiring information includes all applications for District employment, as well as applicants' and finalists' names and rankings, information and materials obtained in the hiring process, and the deliberations of the Committee.

Committee members may disclose confidential hiring information only to another member of the Committee, to a District employee authorized by the District to possess such information, or to an individual acting as an agent of the District, or when required to do so by court order.

### SECTION III: CONFLICTS OF INTEREST

It is the personal obligation of each evaluator in the District's employment processes to judge each candidate fully, impartially, and only in terms of the qualifications established for the position.

No person may participate in a specific selection process when such participation would involve them in decisions or actions which affect their own interests or the interests of a



Related Party or parties. No person may serve as an evaluator for a position if he or she has an association with any candidate for that position, when that association is based on past or present financial or real property interests, family relationships, or similar close personal connections that would compromise the impartiality of the evaluator.

Each person must disclose past or present financial or real property interests, family relationships, or similar close personal connections that would compromise the impartiality of the evaluator. Irrespective of the existence or nonexistence of any such interest or relationship, a member of a hiring committee must disclose to the HR Specialist any relationship, including any professional relationship, or issue which limits or which may reasonably create the appearance of limiting the ability of the member to act in a strictly impartial manner toward any candidate.

#### SECTION IV: COMPLIANCE

All hiring committee members are required to comply strictly with this Board Policy 4011.2. Employees who violate this policy may be subject to appropriate discipline by the President, Chancellor, Chancellor's designee, or Board, consistent with applicable District policy, collective bargaining agreements, and law.

No person may serve on a hiring committee who has not first signed the following statement:

I have received and read a copy of Board Policy 4011.2, Confidentiality and Conflicts of Interest in Hiring. I agree to maintain confidentiality as described in Section II above, and I affirm that, to the best of my knowledge, I am free of any conflicts of interest with respect to applicants for the position to be filled, and that I am capable of rendering an impartial judgment with regard to each candidate. I will ask to be excused from the committee should this condition change during the course of the hiring process.



# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

## 4011.1

PERSONNEL

### FULL-TIME FACULTY HIRING

#### SECTION I: GENERAL PROVISIONS

1. Preface: The hiring of highly qualified full-time faculty is essential to the educational mission of the South Orange County Community College District. Therefore, the governing board, administration, and faculty have the responsibility to work together to select highly qualified faculty members who can teach and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness and who are experts in the subject matter of their specialty.<sup>1</sup>

The Board derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. As a result, the Board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.<sup>2</sup> Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. As a result, the faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.<sup>3</sup>

It is the policy of the Board in establishing this hiring process that emphasis is placed on the responsibility of the faculty to ensure the quality of their faculty peers, and that both faculty members and administrators participate effectively in all appropriate phases of the process.<sup>4</sup>

The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.

2. Scope: This Policy applies to the recruitment and hiring process for full-time faculty.
3. Equal Employment Opportunity Policy and Statement: The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.

<sup>1</sup> Statutes of 1988, Chapter 973, § 4(s)(4).

<sup>2</sup> Statutes of 1988, Chapter 973, § 4(s)(2).

<sup>3</sup> Statutes of 1988, Chapter 973, § 4(s)(3).

<sup>4</sup> Statutes of 1988, Chapter 973, § 4(t)(1),(2).



#### 4. Definitions:

- Board: The Board of Trustees of the South Orange County Community College District.
- Chair: Chair of the Hiring Committee.
- Chancellor: The Chancellor of the South Orange County Community College District
- Committee: The Hiring Committee, also known as the Search Committee.
- Dean: Academic administrator who is responsible for the position.
- Department: The operational unit to which the position is assigned.
- Department Chair: The academic Chair of the operational unit.
- District: The South Orange County Community College District.
- EEO: Equal Employment Opportunity.
- HR Specialist: Human Resources Specialist, Hiring Compliance Officer and EEO representative assigned to the job opening.
- OHR: Office of Human Resources.
- Operational Unit: The department, school, or division, as appropriate.
- President: President of the College at which the position is assigned.
- Procedures: Full-Time Faculty Hiring Procedures of the South Orange County Community College District.
- Senate President: President of the Academic Senate of the College at which the position is assigned.
- SOCCCD: The South Orange County Community College District.
- SOCCCDFA: South Orange County Community College District Faculty Association.
- Vice Chancellor: Vice Chancellor of Human Resources.
- Vice President: Vice President supervising the academic unit to which the position is assigned.



5. Confidentiality and Conflict of Interest Statements: The South Orange County Community College District Confidentiality and Conflict of Interest Statements apply to this process.
6. Compliance: This Policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision of this Policy that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor after discussion with the Academic Senates and substituted until such time as the Board may adopt a formal amendment to this Policy following consultation with the parties involved in the drafting of this Policy.
7. Oversight: The College President, with the assistance of the OHR, and the Academic Senate oversee the implementation of the hiring process and the activities of faculty hiring committees as they exercise their duties, specifically to insure that actions of hiring committees are consistent with both the written stipulations and the intentions of this policy.

It is the responsibility of the President to ensure the integrity of the hiring process established by this Policy. If, in the judgment of the President, the integrity of the process described herein has been substantially violated or abused, the President may order that the process be suspended, pending determination of an appropriate action in consultation with the Academic Senate and the Office of Human Resources, or terminated.

The faculty, as represented by the Academic Senate, also has an inherent professional responsibility in the implementation of policies and procedures governing the hiring process.<sup>5</sup> If, in the judgment of the Senate President, the process described herein has been substantially violated or abused, the Senate President may recommend to the President that the process be suspended, pending determination of an appropriate action in consultation with the Academic Senate and the Office of Human Resources, or terminated.

8. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the OHR. In the event that a question of the procedural interpretation of this policy arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor or designee via the HR Specialist, with copies to the Dean, the Chair, the Senate President and the President.

If, in the judgment of the HR Specialist, the Chair, the Senate President, or the President, a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the hiring process shall be suspended pending resolution of the problem. The President, in consultation with OHR, and the Senate President (or their respective designees) shall attempt to resolve any problem or difference of interpretation of this Policy.

---

<sup>5</sup> Statutes of 1988, Chapter. 973 § (s)(3).



9. Exceptions: The President, in consultation with the Senate President and OHR, may reduce or extend the time period for any step established in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the President will notify in writing the Senate President and OHR, stating the unusual circumstances necessitating the extension or exception.
10. Termination: If, in the opinion of the President, the College cannot fiscally support the position, the President may terminate the process.
11. Amendment: Any amendment of this policy shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.<sup>6</sup>

## SECTION II: POSITION IDENTIFICATION AND APPROVAL

1. Position Identification: Each full-time opening shall be classified by:
  - a. Academic discipline (and sub-discipline, if appropriate);
  - b. Department(s) to which the position will be assigned;
  - c. Tenure status (temporary or tenure-track);
  - d. Position Type (replacement or new position);
  - e. Faculty Type (classroom or non-classroom faculty, or a combination thereof).
2. Position Request List: By October of each academic year, following approval by the Chancellor, each College President will submit to the Board of Trustees a ranked list of recommended full-time faculty positions for the subsequent year, classified according to Item 2 above, and compiled by an internal process developed by the Academic Senate and the President, and approved by the President. The Board will either approve (authorize for announcement) or disapprove (not authorize for announcement) each recommended position. The Board will make clear any contingent terms for any approved positions.

## SECTION III: RECRUITMENT

1. Opening position: Once a position has been approved by the President for recruitment, he or she shall open recruitment for the position by submitting a request to fill the position on the appropriate form to the Vice Chancellor or designee. Upon receipt of the form, the Vice Chancellor or designee shall appoint an HR Specialist to administer the hiring process for that position.

---

<sup>6</sup> California Education Code §87360 (b)



2. Job Announcement Content: The job announcement will determine the screening criteria for review of applicant files. Care must be taken to insure accurate and job-related criteria. It shall contain:
  - a. Opening and closing dates
  - b. Summary of duties and responsibilities
  - c. Minimum qualifications
  - d. Desirable qualifications
  - e. Application requirements and procedures
  - f. Special testing, if applicable
  - g. Submission of materials, if required
  - h. EEO Statement
3. Job Announcement Development: By October 1 of each year, for those positions identified by the President as likely to proceed with recruitment, the Vice Chancellor or designee will provide a draft job announcement, including sample desirable qualifications, as well as the appropriate minimum qualifications as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the Board of Governors of the California Community Colleges. The Vice Chancellor or designee will then distribute the draft via the Dean to the departmental faculty and to the appropriate Vice President.

Departmental faculty shall be given fifteen (15) business days from the date of notification to review and comment on the job announcement draft and to work with the Dean to prepare a list of any desirable qualifications for the position. The departmental faculty and the Dean may also recommend supplementary duties and responsibilities. The draft job announcement will then be forwarded with any appropriate comments by the Dean to the Vice President. Following review with the President, the Vice President shall submit the draft to the Vice Chancellor or designee within five (5) business days and may attach comments to the draft. In the absence of a timely response from the departmental faculty, the Vice Chancellor or designee may incorporate necessary revisions to the job announcement.

The Vice Chancellor or designee may edit, format and amend the job announcement as required, and will forward the final job announcement to the President for approval. Within five (5) business days of receipt from the Vice Chancellor or designee, the President will provide an opportunity for final review and comment by the Vice President, Senate President, and departmental faculty via the Dean. Final approval of the job announcement rests with the President.

7. Standard Advertising: All openings are advertised through the OHR. The HR Specialist will inform the Dean and the Department Chair of the advertising that will be placed for the position.
8. Supplemental Advertising: The Department Chair shall recommend in writing to the OHR any appropriate supplemental advertising including the amount and expense. The supplemental advertising must be approved by the Dean and will be arranged by the OHR.



9. Minimum Posting: Open positions shall be advertised by the OHR for a minimum of thirty (30) business days.

#### SECTION IV: APPLICATION PROCESS

1. Submission: Applications, resumes and other required materials are accepted only by the OHR, and may be submitted via mail, fax, electronically, or in person. Application materials shall not be returned to applicants except as approved in writing by the Vice Chancellor or designee. Candidates shall apply for multiple positions separately.
2. Application Period: Applications may be submitted for a set period of time or "until filled." In the case where a position is "open until filled," screening may not begin until at least thirty (30) working days after advertising has appeared in some public forum. In the case where a position is "open until filled," applications submitted less than two (2) working days prior to the beginning of the screening process may be excluded from consideration.
3. Search Extension: The recruitment period will be extended where the applicant pool has fewer than five minimally qualified applications, unless the HR Specialist, the Dean and his or her selected discipline expert agree to forward the pool.

#### SECTION V: SEARCH COMMITTEE

1. Chair: A provisional convening Chair of the Committee shall be appointed by the Dean, and shall be chosen from among those recommended for committee membership. The actual Chair of the Committee will be appointed from among the members of the committee by a committee vote at the first meeting. In addition, a designated discipline expert will be appointed by the committee from among its members.
2. Size of Committee: There shall be no fewer than five (5) and no more than seven (7) voting members on the committee, and one non-voting EEO Representative.
3. Composition of Committee: No fewer than two-thirds (2/3) of the voting members of the Committee will be full-time (tenured or tenure-track) district faculty. No fewer than three (3) members of the Committee shall be experts in the academic discipline of the recruited position, and may be drawn from district faculty or staff, or from external sources. There shall be one non-voting EEO Representative appointed by the OHR. No individual may serve as a member who has a conflict of interest as defined in the Conflict of Interest Statement.
4. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor or designee, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative.
5. Committee Formation: The President or designee shall coordinate the formation of the Committee. After notification from the OHR that a position has been opened for recruitment, the President or designee shall notify the Senate President of the formation of a Committee. The Department Chair, or in the absence of a Department Chair, the Dean, will recommend to the Academic Senate no fewer than four (4) Committee



members, subject to Item 3: Composition of Committee above, from which the Academic Senate will vote to approve its four (4) faculty appointments to the Committee. The President will appoint up to an additional three (3) members.

6. Committee Membership Notification: The President or designee shall list the Committee membership on the appropriate form, which will identify the provisional Chair. The President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process. The Committee membership form will indicate whether or not the process may proceed, and will be signed by the President or designee and the Senate President.
7. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement. All HR forms must be completed in ink.
8. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and to the interview components. Neither the screening nor the interview may be weighted less than 30 percent each.
9. Duration: At the Orientation, the Committee will determine the length of the interview.
10. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and District hiring policy.
11. Interview Questions: All questions and other requirements must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any demonstration, exercise, presentation, portfolio or other requirement. The list of questions and requirements will be provided to OHR at least five (5) business days prior to the first scheduled interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. OHR may provide sample questions at the request of the Chair for the consideration of the Committee.

The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor or designee reviews all Committee-approved questions and other requirements if applicable to ensure compliance with District policies and State and Federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor or designee may make editorial changes; however, if a particular question is deemed by the Vice Chancellor or designee to be in need of substantive changes, these changes will be made in consultation with the Chair or designated discipline expert. The Chair or designee will be provided with the OHR-approved list of questions and other requirements if applicable one (1) business day before the interview.



12. Special Testing and Materials: Any special testing or extra application materials required by the position shall be established by the Committee, and approved by the OHR. Special testing shall be conducted under the supervision of the OHR.
13. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the President after consultation with the Chair if appropriate, the Senate President, and the OHR. The scores or ratings of a committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.
14. Minimum Membership: In the event that the committee membership falls below the required minimum number of members, the President, after discussion with the Senate President and OHR, shall determine whether to restart the hiring process, appoint a replacement committee member, or continue the hiring process with fewer than the *minimum* number of committee members. In the event a replacement is needed, the President and Senate President will agree on a replacement, after consultation with the Dean.

## SECTION VI: SCREENING PROCESS

1. Determination of Application Completeness: The OHR determines which applications are complete based upon the criteria as published in the job announcement.
2. Qualification for Candidacy: No fewer than two discipline experts from the Committee will determine which applicants meet minimum qualifications as described in the job announcement and in accordance with the appropriate minimum qualifications as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the Board of Governors of the California Community Colleges. All applicant files which have been certified to meet minimum qualifications will be included in the process to be considered by the Committee.
3. Equivalency: Applicants not meeting the minimum qualifications for the position as published in the formal job announcement may apply for equivalency in accordance with statute and code<sup>7</sup> by completing a supplemental application and providing appropriate evidence of qualifications equivalent to the published minimum qualifications. Applications for equivalency will be evaluated by the discipline experts. A written record shall be kept for each decision and included with the candidate's application file. At the Orientation meeting, the experts will announce and explain their decision(s) regarding any equivalency applications.
4. Calibration: At the Orientation meeting as described in Section V, Item 7, the Committee shall review the minimum and desirable qualifications and experience required for the

---

<sup>7</sup> California Education Code §87359, California Code of Regulations, Title 5, §53430.



position as published in the job announcement, and using these qualifications, establish appropriate, job-related standards for rating applicant materials.

5. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period as defined in Section IV, Item 2 has elapsed. At the Orientation meeting, the committee in consultation with the HR Specialist shall specify the time(s) and location(s) when application materials shall be available. During the screening process, committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidates must be kept in the Committee member's evaluation file, which will be maintained by the OHR.
6. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR. For the initial screening, each Committee member shall, on the appropriate HR form, provide job-related reasons for any disqualifying rating (i.e., a rating of 0 or 1). If the Committee member refuses to include a justification for a disqualifying score on the form, that Committee member's score shall not be included in the Committee scoring.
7. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the committee, and any member may attend. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.
8. Inadequate Pool: If, after the completion of screening, the Committee is unable to recommend at least three candidates for interviews, the President, in consultation with the Chair and the Vice Chancellor or designee, may decide to reopen recruitment, continue with the present pool, or terminate the process.
9. Interview scheduling: The OHR shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving them at least five (5) business days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor or designee.

## SECTION VII: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.
2. Site: The Chair will inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist will make the arrangements for the interview location.
3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.



4. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standards of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment—such as regarding salary, benefits, or policy—must be referred to the OHR.
5. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all Committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job-related criteria in a candid and thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job-related criteria.
6. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each Committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. The OHR will verify and compile final scores for all candidates.
7. Selection of Finalists: After the conclusion of interviews, the Chair and HR Specialist shall assemble a ranked list of candidates and their final scores. Using this list, the Committee will determine the lowest score to qualify as a preliminary finalist for a second-level interview.

The Chair and HR Specialist shall assemble a list of preliminary finalists made up of those candidates whose final scores are equal to or greater than the determined lowest score. This list will be distributed to the Committee, who will vote on each preliminary finalist. A candidate from the list will be considered a finalist if a simple majority of the voting members of the Committee agree to recommend that candidate. In the event that a preliminary finalist is not selected for a second-level interview, the Chair shall provide a narrative report on the appropriate form of the reasons for the Committee's decision. This report shall be confidential, kept with the candidate's file, and provided to the President with the list of finalists.

Under normal circumstances, the committee should make every effort to forward for second-level interview at least three (3) finalists. However, if in the Committee's determination, according to the process described above, there are fewer than three (3) qualified candidates, the committee may forward fewer than three (3) finalists.



Any candidate forwarded for a second-level interview is recommended for employment without reservation by the Committee, and the President is free to select any of the finalists using his or her discretion and judgment of job-related criteria.

8. Termination of Search: In the event that the Committee is unable to recommend finalists to the President from the interviewed candidates, the search will be terminated. The President may decide that the position should be re-announced and advertised.

#### SECTION VIII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to the submission of the recommended candidates to the President for second-level interviews.
2. Required Professional References: Each applicant will be asked to provide at least three references, preferably from the following categories:
  - current supervisor(s);
  - previous supervisor (from the past five years);
  - colleague/co-worker who can address professional competency and appropriate practical skills;
  - other professional references.

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional references from the candidate.

3. Reference Contacts: The HR Specialist, in conjunction with the Chair or another designated Committee member, will conduct the reference checks. The HR Specialist will verify all data on the application. The Chair or designated Committee member will check professional references as provided by each finalist using the appropriate OHR form.

Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checker(s) shall not provide any derogatory or confidential information about the finalist, and shall not provide with any assessment of the quality of the finalist's qualifications.

4. Reference Check Review: When reference checks are completed, the hiring committee may reassemble to review and to discuss the reference checks for each of the provisional finalists. The committee representatives and HR Specialist(s) who conducted the reference checks will respond to questions and describe their general and specific responses to responses of the references. As a result of the information gained during reference checks, the committee may decide to remove a candidate from the list of finalists, and may reconsider and submit an additional finalist. If a finalist is removed,



the Chair will inform the President of the Committee's decision to remove the finalist, and explain its basis. At the conclusion of this meeting, a list of finalists will be forwarded to the President via the Chair.

#### SECTION IX: SECOND-LEVEL INTERVIEW

1. Finalists: The President shall be provided an unranked list of finalists by the Chair, and a report of the final scores for all candidates; this report will not show the names of the candidates. In addition, in the event that a preliminary finalist as described in Section VII, Item 7 is not forwarded for a second-level interview, the President shall be provided with the Chair's report of the Committee's decision.
2. Interview: The President will interview each candidate in the company of at least one vice president. Only the President and Vice President(s) may attend second-level interviews, and any Vice President who attends any interview must be present for all interviews.
3. Second-level Interview Schedule: Finalists shall be given at least five (5) business days notice of the interview. However, as determined by the Vice Chancellor or designee in consultation with the President and the Chair, candidates may be afforded an expedited second-level interview provided the committee has completed its interviews and deliberations for that candidate. This expedited interview is granted as a courtesy to the candidate, and does not signify that the candidate will be recommended as a finalist.
4. Content: The President may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor or designee must review any questions, exercises or other requirements prior to the interview to ensure compliance with District policies and State and Federal laws and regulations.
5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the President shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.
6. Consultation: The President will consult with the Chair and discipline experts after the second-level interviews and before any offer of employment is made.
7. Presidential Reference Checks: Following candidate interviews, the President or his or her designee may make further job-related reference checks and may at the discretion of the President be assisted in this effort by those who assisted with presidential interviews and/or the chair of the departmental hiring committee.
8. Recommendation for Appointment: The President will select a candidate for recommendation for appointment to the job. The President may choose to rank candidates in order and recommended offer of appointment according to that order until an offer of appointment is accepted. Should a candidate accept an offer of appointment and then later rescind that decision, the President shall have the right to extend an offer to another



candidate from among the recommended finalists. All appointments are subject to Board approval.

9. Termination of Search: In the event that the President decides not to select a finalist from those forwarded by the Committee, the search will be terminated. The President may decide that the position be re-announced and advertised.

#### SECTION X: CONFIRMATION PROCESS

1. Board Item: With the Chancellor's authorization, the OHR shall prepare the Board agenda item for consideration and approval by the Board.
2. Decision: The Board may hire or decline to hire the recommended candidate. If a candidate is hired, such offer of employment shall be conditioned upon successful completion of any required background checks.
3. Background Checks: Consistent with applicable Federal and State law, and when job-related, after an offer of employment has been made, but prior to the commencement of employment, physical testing and background checks as required for the specific position will be initiated and completed by the OHR. Any required physical exams will be paid for by the District. If a finalist fails to satisfy the OHR in regard to the result of any investigation, the OHR, after consultation with the President, may revoke the offer of employment.

#### SECTION XI: LATE VACANCIES AND EMERGENCY APPOINTMENTS

1. Vacancy before Board Approval of Position Request List: Any full-time vacancy which occurs after the compilation of the Position Request List as described in Section II, Item 2, but before Board approval of the list, may be added to the list submitted for Board approval according to an internal process developed by the Academic Senate and the President, and approved by the President.
2. Vacancy after Board Approval of Position Request List: If a vacancy occurs after Board adoption of the Position Request List as described in Section II, Item 2, but before the commencement of recruitment for that academic year, the President and the Academic Senate may add that position to the approved list for recruitment in that academic year, its position on the list to be determined by an internal process developed by the Academic Senate and the President, and approved by the President. The new position will be submitted to the Board for approval.
3. Emergency Appointments: If a vacancy occurs after the commencement of the academic year, and in the judgment of the President, in consultation with the Senate President, there exist sufficient grounds for an immediate appointment to fill that position, the President may immediately hire a temporary replacement for the remainder of the academic year according to a process developed by the Academic Senate and the President, and approved by the President. Any process adopted should follow as closely as possible the hiring procedures outlined in this Policy.

Adopted: December 12, 2005



# BOARD POLICY

4003

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## EMPLOYMENT OF RELATIVES

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code, Section 297 et seq.) in the same department, or division/school, with the exception that they shall not be assigned to a regular position within the same department, division/school, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative (or domestic partner as defined by Family Code, Section 297 et seq.).

Immediate family means spouse, domestic partner as defined by Family Code, Section 297 et. seq., parents, grandparents, siblings, children, grandchildren, and in-laws, or any other individual living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family members in the same department, division/school, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Reference: Government Code, Section 12920 et seq., 1090 et seq.

Adopted: 2-26-68  
Revised: 2-24-75  
Revised: 4-10-89  
Revised: 2-28-94  
Revised: 4-26-99  
Revised: 11-19-02  
Revised: 11-14-05





**SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT**  
OFFICE OF HUMAN RESOURCES  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
(949) 582-4850  
www.socccd.cc.ca.us

Exhibit 4

POSITION TITLE:

**Full-Time Academic Application**

Last Name		First Name:		Middle Name:		Email Address:	
Contact Phone:		Work or Message Phone:		Work Ext:		Cell / Other Phone:	
Number and Street or Post Office Box:		City:		State:		Zip: Country:	
Do you have any relatives who are currently employed by this District?		If yes, relative's name:		If yes, relationship:			
If yes, relative's worksite:		Are you a current SOCCCD employee?					
How were you referred?							
	District Website		Pennysaver		District / College Employee		
	The Registry-Calif. Comm. Colleges		Other Newspaper / Journal / Publication (specify):		Television		
	Monster.com		Association of California Comm College Admin (ACCCA)		Job Fair (specify)		
	Hotjobs.com		Cal Assoc of School Business Officials (CASBO)		College / University Placement Service		
	Other Internet site (specify):		Other Professional Assoc / Organization (specify)		Vacancy Announcement (posted at)		
	Chronicle of Higher Education		Community Agency		Other (specify)		
	Orange County Register		Walk-in				



Los Angeles Times	District Jobline			
-------------------	------------------	--	--	--

### Academic History

College or University	Major	Minor	Degree, Diploma, or Certificate Received

### Employment History (Teaching & Other Educational)

Institution Name:		Job Title / Position Title:	Dates Employed: From: To:
Assignment (Classes Assigned):	Status:	If other, please specify:	
Reason for leaving:		If this is your current employer, may we contact this employer?	

Institution Name:		Job Title / Position Title:	Dates Employed: From: To:
Assignment (Classes Assigned):	Status:	If other, please specify:	
Reason for leaving:		If this is your current employer, may we contact this employer?	

Institution Name:		Job Title / Position Title:	Dates Employed:
-------------------	--	-----------------------------	-----------------



Institution Name:		Job Title / Position Title:	Dates Employed: From: To:
Assignment (Classes Assigned):	Status:	If other, please specify:	
Reason for leaving:		If this is your current employer, may we contact this employer?	

#### Employment History (non-educational)

Firm or Organization:	Address:	Dates Employed: From: To:
Position/Job Title:	If this is your current employer, may we contact this employer?	
Reason for leaving:		Hours per week:

Firm or Organization:	Address:	Dates Employed: From: To:
Position/Job Title:	If this is your current employer, may we contact this employer?	
Reason for leaving:		Hours per week:

Firm or Organization:	Address:	Dates Employed: From: To:
Position/Job Title:	If this is your current employer, may we contact this employer?	
Reason for leaving:		Hours per week:

Firm or Organization:	Address:	Dates Employed: From:
-----------------------	----------	--------------------------



		To:
Position/Job Title:	If this is your current employer, may we contact this employer?	
Reason for leaving:	Hours per week:	

#### Professional References

Name:	Title:	Institution Name & Address:	Phone Number:	Relationship:

#### Credentials, Licenses, and Certificates

Type:	Subject Area:	Date Received:	Expiration Date:

#### Additional Comments

Please provide any additional comments you wish to provide with your application:

#### Agreement

I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment, and any other information or documentation submitted in conjunction with my application for employment, is true and complete to the best of my knowledge. I understand that false or incomplete statements, or omissions of material facts in conjunction with this application for employment will be cause for refusal of employment, or if employed, cause for immediate dismissal.

I understand that, as part of my application for employment, a thorough and complete background



investigation will be conducted regarding my character, general reputation, personal characteristics, employment, work habits and educational background.

I hereby authorize the South Orange County Community College District to investigate my employment and educational background and all of the statements contained in my employment application and material submitted in conjunction with my application for employment. I further authorize my previous or current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license, to release to the South Orange County Community College District any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization will permit positive as well as negative information to be released to the South Orange County Community College District.

I hereby hold the South Orange County Community College District harmless for its investigation of my employability. I further release from all liability former and current employers, educational institutions, persons whose names I have listed as references, and public or private agencies with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics, employment, work habits, licensure and educational background.

I understand that if employed by the District, my fingerprints will be taken. I also understand that if employed, I will be required to submit verification of my identity and authorization to work in the United States, and that additional information about me will be required for statistical purposes. In addition, if employed by the District, I will be required to submit medical certification showing that I am free from active tuberculosis pursuant to California Education Code §87408.6 (h).

BY SIGNING BELOW, I certify that I have read and agree with these statements.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



Federal and state laws, regulations, and guidelines that pertain to affirmative action and equal employment opportunities require institutions of higher education to ask applicants to voluntarily submit information related to ethnicity/race, gender, age, and disabilities. This confidential information is only used to comply with federal and state reporting requirements, is kept separate from your application, and is not provided to members of hiring committees.

#### Voluntary Demographic Data

Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Not Disclosed
Ethnic Identification  (Please select the group with which you most closely identify.)	<input type="checkbox"/> Do not wish to specify <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> African American / Black (not of Hispanic origin) <input type="checkbox"/> Asian / Pacific Islander <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Hispanic <input type="checkbox"/> Filipino
If you selected Asian/Pacific Islander - please select one:	<input type="checkbox"/> Not Disclosed <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Asian Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Laotian <input type="checkbox"/> Cambodian
<u>Disability Status:</u> This information is being requested because of the District's commitment and obligation to provide reasonable accommodations to persons with disabilities:  Do you have a physical or mental impairment which limits one or more major life activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Disclosed
Veteran status:	<input type="checkbox"/> Vietnam Era <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Not Disclosed
Are you a disabled veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Disclosed
How were you referred?	<input type="checkbox"/> District Website <input type="checkbox"/> The Registry-California Community Colleges <input type="checkbox"/> Monster.com <input type="checkbox"/> Hotjobs.com <input type="checkbox"/> Other Internet site (specify) <input type="checkbox"/> Chronicle of Higher Education



- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li><input type="checkbox"/> Orange County Register</li><li><input type="checkbox"/> Los Angeles Times</li><li><input type="checkbox"/> Pennysaver</li><li><input type="checkbox"/> Other Newspaper/Journal/Publication (specify) _____</li><li><input type="checkbox"/> Assoc of California Comm College Admin (ACCCA)</li><li><input type="checkbox"/> Cal Assoc of School Business Officials (CASBO)</li><li><input type="checkbox"/> Other Professional Assoc/Organization (specify) _____</li><li><input type="checkbox"/> Community Agency</li><li><input type="checkbox"/> Walk-in</li><li><input type="checkbox"/> District Jobline</li><li><input type="checkbox"/> District/College Employee</li><li><input type="checkbox"/> Television</li><li><input type="checkbox"/> Job Fair (specify) _____</li><li><input type="checkbox"/> College/University Placement Service</li><li><input type="checkbox"/> Vacancy Announcement (posted at) _____</li><li><input type="checkbox"/> Other (specify) _____</li></ul> |
|--|---|



Please answer the following question concerning felony convictions. If you answer yes, you **MUST** complete a conviction questionnaire and return the form to the HR Department by U.S. mail to:

Office of Human Resources  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692.

**\* Convictions are not an automatic bar to employment.**

### Conviction Question

The California Education Code requires, in part, that community college districts shall not employ, or retain in employment, persons who have been convicted of any felony, misdemeanor drug charge or misdemeanor moral turpitude

**\* (sexual offense) crime.**

☐ Yes ☐ No

**Have you ever been convicted of a felony?**

**If YES, please contact Human Resources immediately at 949-582-4850 to request a conviction questionnaire.**



**RELATED INDIVIDUALS EMPLOYED WITH SOCCCD**

Name	Title	Location	Relationship	Name	Title	Location
1 Ariza, Albert	Custodian	SC	Brother in Law	Ariza, Elva	A&R Spec.	SC
2 Ariza, Elva	A&R Spec.	SC	Daughter	Luna, Luz Maria	Library Asst.	SC
Ariza, Elva	A&R Spec.	SC	Brother in Law	Ariza, Albert	Custodian	SC
3 Austin, Erik	Ld. Warehouse Worker	SC	Husband	Austin, Lisa	H.S. Senior Admin.	SC
4 Austin, Lisa	H.S. Senior Admin.	SC	Wife	Austin, Erik	Lead Warehouse	SC
Austin, Lisa	H.S. Senior Admin.	SC	Daughter	Vaughn, Edna	Sr. Acctg. Tech.	District
5 Bishopp, Gregg	Fine Arts Inst.	IVC	Husband	Bishopp, Nancy	Comp. Sci/Math Inst.	IVC
6 Bishopp, Nancy	Comp. Sci/Math Inst.	IVC	Wife	Bishopp, Gregg	Fine Arts Inst.	IVC
7 Borron, Brenda	English Inst.	IVC	Wife	Cosgrove, Bob	English Inst.	SC
8 Chuman, Jerilyn	Dean, Counseling	SC	Mother	Maremont, Erin	Student Dev. Asst.	SC
9 Collins, Dar	Sr. Payroll Tech.	District	Wife	Collins, Dwight	Drafting Inst.	IVC
10 Collins, Dwight	Drafting Inst.	IVC	Husband	Collins, Dar	Sr. Payroll Tech.	District
11 Cosgrove, Bob	English Inst.	SC	Husband	Borron, Brenda	English Inst.	IVC
12 Crary, Diane	Counselor	SC	Wife	Crary, Paul	Speech Inst.	SC
13 Crary, Paul	Speech Inst.	SC	Husband	Crary, Diane	Counselor	SC
14 Curiel, Joseph	Custodian	IVC	Brother	Curiel, Tony	Courier	District
15 Curiel, Tony	Courier	District	Brother	Curiel, Joseph	Custodian	IVC
Curiel, Tony	Courier	District	Father	Ortiz, Desiree	Sr. Acct. Spec.	IVC
16 Fain, Tricia	Adm. Asst. Payroll	District	Daughter	Johnston, Madelyn	Actg. Asst.	IVC
17 Fernandez, Kathy	Adm. Asst. PE	SC	Wife	Fernandez, Ken	M&O Pool Attendant	SC
18 Fernandez, Ken	M&O Pool Attendant	SC	Husband	Fernandez, Kathy	Admin. Asst. PE	SC
19 Garant, Dorothy	Dance Inst.	SC	Sister in Law	Garant, Eric	Dir. Instr. Support	SC
20 Garant, Eric	Dir. Instr. Support	SC	Brother in law	Garant, Dorothy	Dance Inst.	SC
21 Garner, Kori	Marketing Spec.	District	Cousin	Lewis, Diane	Costume Designer	SC
22 Gilman, Bruce	Assoc Fac. Lib Arts	SC	Husband	Gilman, Sandra	Child Dev. Spec.	IVC
23 Gilman, Sandra	Child Dev. Spec.	IVC	Wife	Gilman, Bruce	Assoc. Fac. Lib. Arts	SC
24 Grossman, Craig	Speech Inst.	IVC	Husband	Grossman, Sheila	Speech Inst.	IVC
25 Grossman, Sheila	Speech Inst.	IVC	Wife	Grossman, Craig	Speech Inst.	IVC
26 Guardado, Maribel	Custodian	SC	Brother in law	Salinas, Francisco	Custodian	SC
27 Hambrick, Julie	DSPS Asst.	IVC	Wife	Hambrick, Kelly	Fin. Aid Spec.	IVC
28 Hambrick, Kelly	Fin. Aid Spec.	IVC	Husband	Hambrick, Julie	DSPS Asst.	IVC



## RELATED INDIVIDUALS EMPLOYED WITH SOCCCD

Name	Title	Location	Relationship	Name	Title	Location
29 Hewitt, William	Counselor, EOPS	IVC	Brother in law	Marmolejo, Francisco	History Inst.	IVC
30 Horn, Janice	English Inst.	IVC	Wife	Horn, Jeffrey	Art Inst.	IVC
31 Horn, Jeffrey	Art Inst.	IVC	Husband	Horn, Janice	English Inst.	IVC
32 Johnston, Madelyn	Acctg. Asst.	IVC	Mother	Fain, Tricia	Adm. Asst. Payroll	District
33 Kite, David	Graphic Designer	IVC	Son	Kite, Pamela	A&R Spec.	IVC
34 Kite, Pamela	A&R Spec.	IVC	Son	Kite, David	Graphic Designer	IVC
35 Lakow, Gina	Office Asst. A&R	SC	Daughter	Lakow, Toni	HR Specialist	District
36 Lakow, Maria	Innovative Tech. Asst.	SC	Daughter	Lakow, Toni	HR Specialist	District
37 Lakow, William	Audio Visual Tech.	SC	Son	Lakow, Toni	HR Specialist	District
38 Lakow, Toni	HR Specialist	District	Mother	Lakow, Gina	Office Asst. A&R	SC
Lakow, Toni	HR Specialist	District	Mother	Lakow, Maria	Innovative Tech. Asst.	SC
Lakow, Toni	HR Specialist	District	Mother	Lakow, William	Audio Visual Tech	SC
39 Lewis, Diane	Costume Designer	SC	Cousin	Garner, Kori	Marketing Spec.	District
40 Luna, Luz Maria	Library Asst.	SC	Mother	Ariza, Elva	A&R Spec.	SC
41 Maremont, Erin	Student Dev. Asst.	SC	Daughter	Chuman, Jerilyn	Dean, Counseling	SC
42 Marmolejo, Francisco	History Inst.	IVC	Brother in Law	Hewitt, William	EOPS Counselor	IVC
43 McCullough, Diana	Counselor	IVC	Wife	McCullough, Richard	President	SC
44 McCullough, Richard	President	SC	Husband	McCullough, Diana	Counselor	IVC
45 Morrison, Peter	English Inst.	IVC	Husband	Rubenstein, Elaine	Sr. Graphic Artist	IVC
46 Ortiz, Desiree	Sr. Acctg. Spec.	IVC	Daughter	Curiel, Tony	Courier	District
47 Pham, Dan	IT Network Systems	IVC	Brother	Pham, Loc	IT Applications Spec.	District
48 Pham, Loc	IT Applications Spec.	District	Brother	Pham, Dan	IT Network Systems	IVC
49 Roquemore, Glenn	President	IVC	Husband	Tabibzadeh, Kiana	Chemistry Inst.	IVC
50 Rubenstein, Elaine	Sr. Graphic Artist	IVC	Wife	Morrison, Peter	English Inst.	IVC
51 Rubenstein, Susan	F.A. Lab Tech.	SC	Sister	Rubenstein, Elaine	Sr. Graphic Artist	IVC
52 Rudmann, Bari	Counselor	IVC	Wife	Rudman, Jerry	Psych. Inst.	IVC
53 Rudmann, Jerry	Psych. Inst.	IVC	Husband	Rudman, Bari	Counselor	IVC
54 Salinas, Francisco	Custodian	SC	Brother in Law	Guardado, Maribel	Custodian	SC
55 Tabibzadeh, Kiana	Chemistry Inst.	IVC	Wife	Roquemore, Glenn	President	IVC
56 Vaughn, Edna	Sr. Acctg. Tech.	District	Mother	Austin, Lisa	H.S. Sr. Admin.	SC
57 Wyche, Dennis	Irrigation Spec.	SC	Father	Wyche, Sonja	HR Spec.	District
58 Wyche, Sonja	HR Spec.	District	Daughter	Wyche, Dennis	Irrigation Spec.	SC



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

---

**BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

**STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 2/20/08 Total Basic Aid Receipts of \$257.8M less Total Approved Projects in the amount of \$234.4M leaves an estimated uncommitted Basic Aid Fund balance of \$23.4M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2007/2008 fiscal year. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding. EXHIBIT C shows in chart form estimated cumulative receipts, Board commitments, actual expenses, and cash balances through 2007/2008.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2007 – 2008	\$43,490,307
2008 – 2009	\$45,934,846
2009 – 2010	\$49,392,761
2010 – 2011	\$53,091,341
2011 – 2012	\$57,044,652



**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of February 20, 2008**

	1999-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	Total
Actual Basic Aid Receipts	\$14,869,100	\$13,719,277	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$214,323,346
Estimated Basic Aid Receipts 2007/08								\$43,490,307
							<b>Total Receipts</b>	<b>\$257,813,653</b>
							<b>Total Approved Projects</b>	<b>\$234,385,060</b>
							<b>Estimated Uncommitted Basic Aid Funds</b>	<b>\$23,428,593</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2003/04 College Retiree Benefit Liability Contribution				\$964,268	\$1,855,229	\$2,819,497
2003/04 College/District Contributions for Debt Retirement				\$527,929	\$1,015,724	\$1,543,653
2003/04 Special Trustee Election	\$453,867					\$453,867
2004/05 College Retiree Benefit Liability Contribution				\$1,046,634	\$2,008,856	\$3,055,490
2004/05 College/District Contributions for Debt Retirement			\$7,000	\$595,076	\$749,254	\$1,351,330
2004/05 Scheduled Maintenance Project				\$343,000	\$657,000	\$1,000,000
2004/05 Technology Needs for IVC, SC & District			\$665,000	\$1,413,275	\$1,470,140	\$3,548,415
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
2005/06 College Instructional Equipment Allocation				\$318,000	\$624,000	\$942,000
2005/06 College Retiree Benefit Liability Contribution				\$1,109,143	\$2,251,896	\$3,361,039
2006/07 College Retiree Benefit Liability Contribution				\$1,535,667	\$3,146,245	\$4,681,912
2007/08 College Retiree Benefit Liability Contribution				\$3,444,000	\$7,056,000	\$10,500,000
2005/06 College/District Contributions for Debt Retirement			\$94,000	\$604,464	\$787,254	\$1,485,718
2005/06 Scheduled Maintenance Project				\$330,000	\$670,000	\$1,000,000
2005/06 Technology Needs for IVC, SC & District			\$732,000	\$1,095,000	\$1,497,203	\$3,324,203
2006/07 Technology Needs for IVC, SC & District			\$800,000	\$1,095,000	\$2,500,000	\$4,395,000
2007/08 Technology Needs for IVC, SC & District		\$100,000	\$1,000,000	\$1,000,000	\$2,000,000	\$4,100,000
ATEP Operating Budget		\$4,553,957				\$4,553,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation		\$8,160,983				\$8,160,983
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$750,000				\$750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$730,000		\$730,000
*IVC Fine Arts Building				\$0		\$0
IVC Floor Repairs				\$62,500		\$62,500
*IVC Life Sciences Project				\$1,363,000		\$1,363,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,480,000		\$1,480,000



Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$200,000		\$200,000
IVC Science Lab Addition & Remodel				\$5,480,000		\$5,480,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
SC Building Repairs Math, Science Engineering Buildings					\$2,337,000	\$2,337,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
**SC Building Repairs/Library Remodel					\$4,829,000	\$4,829,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Final Project Proposals for Library Building Remodel					\$40,000	\$40,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,018,220		\$8,238,780	\$15,257,000
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
*SC Science Building (M/S/E annex)					\$2,689,300	\$2,689,300
*SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SOCCCD: Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD: Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,500,000					\$4,500,000
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD: Marketing, Outreach and Recruitment Efforts	\$229,830					\$229,830
SOCCCD Legislative Advocacy Services - Basic Aid	\$120,000					\$120,000
SOCCCD One-time Investment in Enrollment Management	\$100,000					\$100,000
SOCCCD Early Childhood Program	\$60,000					\$60,000
<b>Total Approved Projects</b>	<b>\$40,233,707</b>	<b>\$25,564,940</b>	<b>\$25,783,932</b>	<b>\$63,273,747</b>	<b>\$79,528,734</b>	<b>\$234,385,060</b>



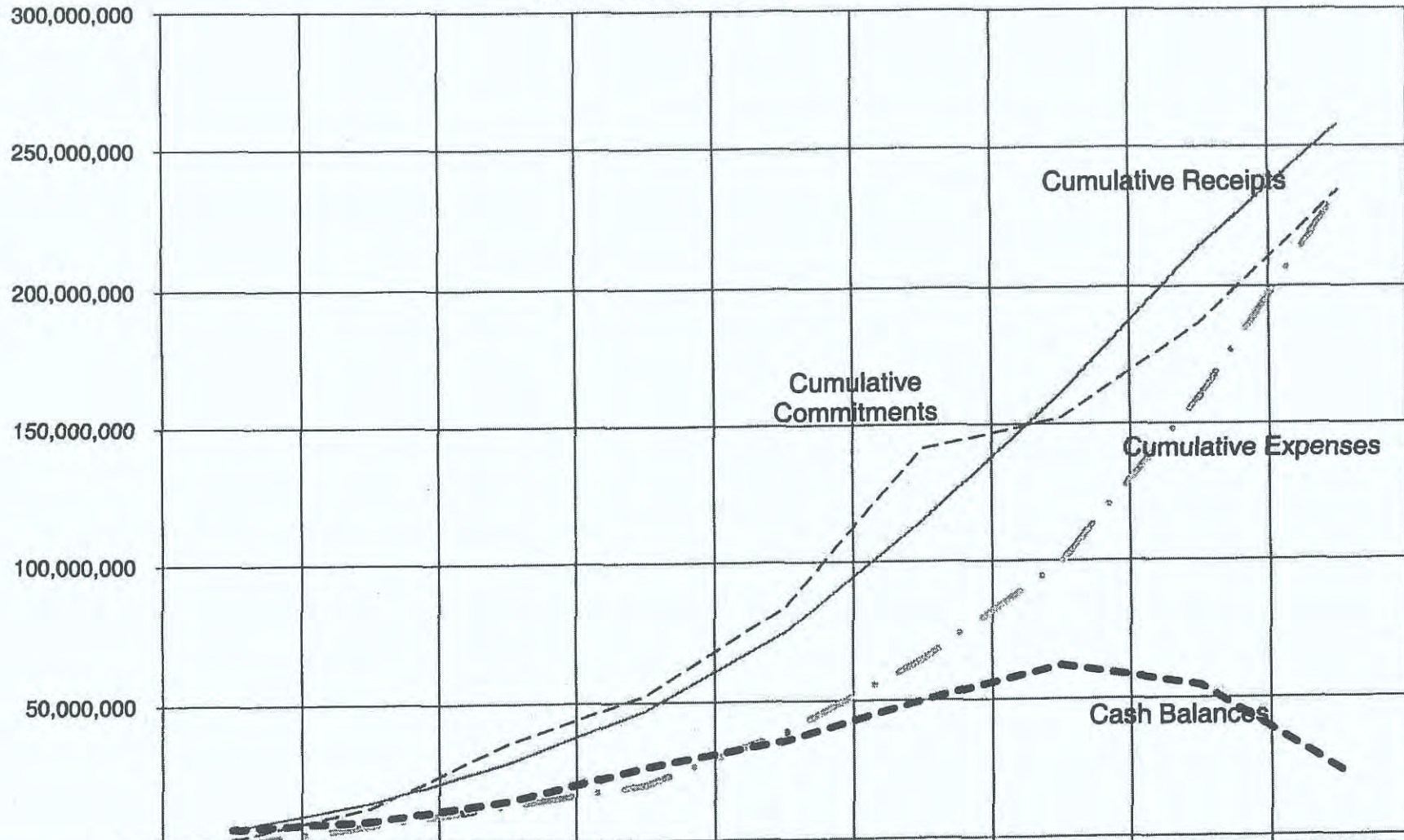
**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated	Total	Project Balance
2004/05 College Scheduled Maintenance Projects	1,000,000						381,124	272,888	345,988	-	1,000,000	-
2004/05 Technology Needs for IVC, SC, & District	3,548,415						2,394,994	1,140,549	12,872	-	3,548,415	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000							4,245,000		-	4,245,000	-
2005/06 College Instructional Equipment Needs	942,000							492,000		450,000	942,000	-
2005/06 College Scheduled Maintenance Projects	1,000,000							627,312	372,688	-	1,000,000	-
2005/06 Technology Needs for IVC, SC & District	3,324,203							2,729,203	595,000	-	3,324,203	-
2006/07 Technology Needs for IVC, SC & District	4,395,000								4,395,000	-	4,395,000	-
2007/08 Technology Needs for IVC, SC & District	4,100,000									4,100,000	4,100,000	-
ATEP Operating Budget*	4,553,957						266,981	1,286,976	1,000,000	2,000,000	4,553,957	-
ATEP Staffing, Equipment, Program Development	4,000,000									4,000,000	4,000,000	-
ATEP Renovation	8,160,983					370,243	630,096	1,478,919	5,681,725	-	8,160,983	-
ATEP-Building Demolition	7,000,000									7,000,000	7,000,000	-
ATEP-Hangar & Chapel Utilities	1,000,000									1,000,000	1,000,000	-
ATEP-Site Development Negotiations	750,000									750,000	750,000	-
College/District Contributions for Debt Retirement	4,380,701					1,543,653	1,351,330	1,485,718		-	4,380,701	-
Debt Retirement Contribution	34,400,000		6,000,000	5,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000	-	34,400,000	-
IVC Business & Technology Innovation Center	10,182,000							25,861	3,160,139	6,996,000	10,182,000	-
IVC Design and Install Entrance from Barranca	730,000							9,950	720,050	-	730,000	-
IVC Fine Arts Building	-									-	-	-
IVC Floor Repairs	62,500						57,458	882	4,160	-	62,500	-
IVC Life Sciences Project	1,363,000									1,363,000	1,363,000	-
IVC Lot Expansion and Phase 1 of Lot 5	1,480,000						1,500	222,418	1,256,082	-	1,480,000	-
IVC Maintenance and Police Facility	4,575,000						90,046	1,575,308	2,704,646	205,000	4,575,000	-
IVC Modular Building	370,000				303,790	65,666	544			-	370,000	-
IVC Performing Arts Center	17,180,000					57,850	623,625	4,235,617	12,262,908	-	17,180,000	-
IVC Science Equip & TV Studio	500,000		215,161	245,745	21,303	17,791				-	500,000	-
IVC Sports Facilities	896,000		20,671	875,329						-	896,000	-
IVC Utility Service Project	416,000							125,332	290,668	-	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000							35,700	478,300	-	514,000	-
IVC Modular Bldg Replacement (CEC)	200,000								200,000	-	200,000	-
IVC Science Lab Addition & Remodel	5,480,000								4,120,000	1,360,000	5,480,000	-
IVC A-300 Bldg Remodel	2,481,000								158,900	2,322,100	2,481,000	-
Retiree Benefit Past Service Liability	5,329,628					1,129,408	1,223,940	1,346,334	1,629,946	-	5,329,628	-
Retiree Benefit Current Year Service Liability	8,588,310					1,690,089	1,831,550	2,014,705	3,051,966	-	8,588,310	-
Retiree Benefit Current Year Service Liability	10,500,000									10,500,000	10,500,000	-
SC Building Repairs - Math, Science Engineering Bldg	2,337,000						57,748		2,279,252	-	2,337,000	-
SC Building Repairs - TAS Building	1,956,000						26,775	97,135	632,090	1,000,000	1,956,000	-
SC Building Repairs - Library Remodel	4,829,000						37,892	-	496,000	4,295,108	4,829,000	-
SC Demolition of Lower Campus Buildings	1,719,000			11,928	430,115	523,330	15,917	737,255	455	-	1,719,000	-
SC-Demolition	1,000,000									1,000,000	1,000,000	-
SC-Village Remodel	4,130,000									4,130,000	4,130,000	-
SC Final Project Proposals for Library Building Remodel	40,000						40,000			-	40,000	-
SC Golf Driving Range Net Replacement	300,000							1,800		298,200	300,000	-
SC Health Science/District Office Building	15,257,000			29,334	1,076,099	7,151,418	6,786,700	189,994	23,455	-	15,257,000	-
SC Hire Consultant for Parking/Traffic Study	48,500						24,250	-	24,250	-	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000					46,200	1,288,800			-	1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000							682,740	3,323,260	5,000,000	9,006,000	-
SC Science Building (MSE annex)	2,689,300									2,689,300	2,689,300	-
SC Science Equip & TV Studio	500,000		126,720	234,558	124,942	6,593	7,187			-	500,000	-
SC Science/Applied Science Bldg	14,850						14,850	-	-	-	14,850	-
SC Sports Facilities	817,310		229,943	432,378	60,340	50,603	28,695	17,351		-	817,310	-
SC Temporary Classroom Facilities	7,269,285						714	3,729,338	3,539,233	-	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000								168,080	2,373,920	2,542,000	-
SOCCCD: Replace HR & Bldg Dev Systems	898,000							350,000	548,000	-	898,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000								4,802,000	9,300,000	14,102,000	-
SOCCCD: Districtwide Telephone System	4,500,000					127,271	3,636,911	627,911	107,907	-	4,500,000	-
SOCCCD: Fiscal and HR Systems Repl.	27,500							27,500		-	27,500	-
SOCCCD: Hire Consultant for District Educational and Facilities M	370,010							370,010		-	370,010	-
SOCCCD: HR Recruitment Work Plan	85,911						85,911			-	85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	120,000						24,000	27,000	26,000	43,000	120,000	-
SOCCCD: Marketing, Outreach and Recruitment Efforts	\$229,830							229,830		-	229,830	-
SOCCCD: One time Investment in Enrollment Management	100,000							100,000		-	100,000	-
SOCCCD: Early Childhood Program	60,000									60,000	60,000	-
SOCCCD: Special Trustees Election	453,867						453,867			-	453,867	-
<b>Totals</b>	<b>234,385,060</b>	<b>-</b>	<b>6,592,495</b>	<b>6,829,272</b>	<b>7,016,589</b>	<b>16,233,982</b>	<b>25,927,536</b>	<b>34,736,536</b>	<b>60,531,768</b>	<b>74,514,860</b>	<b>234,385,060</b>	<b>-</b>

	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated
Commitments	2,000,000	11,085,000	22,474,310	17,027,850	30,955,670	57,751,446	11,145,072	34,465,912	47,480,000
Cumulative Commitments	2,000,000	13,085,000	35,558,810	52,586,660	83,542,330	141,293,776	152,438,848	186,904,760	234,385,060
Receipts	5,676,800	9,192,300	13,719,277	18,419,919	27,356,952	40,182,678	46,699,203	52,656,017	43,490,307
Cumulative Receipts	5,676,800	14,899,100	28,618,377	47,038,296	74,395,248	114,577,926	161,277,129	213,933,146	257,423,453
Cumulative Expenses	-	6,592,495	13,421,767	20,438,355	36,672,338	64,599,676	99,338,412	159,670,180	234,385,060
Cash Balance	5,676,800	8,306,605	15,196,610	26,599,941	37,722,910	49,978,250	61,938,717	54,262,966	23,038,393



**South Orange County Community College District**  
**Basic Aid Receipts, Commitments, Expenses and Cash Balances**  
 (As of February 20, 2008)



	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated
--- Cumulative Commitments	2,000,000	13,085,000	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	188,905,060	234,385,080
— Cumulative Receipts	5,676,800	14,869,100	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,348	257,813,653
... Cumulative Expenses	-	6,592,495	13,421,767	20,438,356	36,672,338	64,599,876	99,338,412	159,870,180	234,385,060
-.-.- Cash Balances	5,676,800	8,276,605	15,166,610	26,569,940	35,692,910	49,926,250	62,088,917	54,453,166	23,428,593



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

---

**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.



## FACILITIES PLAN STATUS REPORT February 20, 2008

### SADDLEBACK COLLEGE

#### 1. BGS BUILDING REPAIRS.

Remediation and repair work started on January 8, 2007, and is progressing according to the revised schedule. Interior remediation *and repair work is 100% completed; site, and other exterior building repair work is 100% completed.* The new window system has been installed. Several of the newly installed windows failed the initial water testing. *The window system fixes and final water testing is completed. Punch list walks on the interior, exterior, and building systems were conducted and the contractor is working on noted items requiring correction. Final air testing was conducted within the building and the final report and building certification report is being prepared.* Casework and interior improvements *will follow.* The project is scheduled for completion by the end of April, 2008.

#### 2. JAMES B. UTT LIBRARY REMODEL

The architect has completed the preliminary plans for this project and made the required submittal to the State Chancellor's Office on July 2, 2007. The State Chancellor's Office approved the preliminary drawings and released funding for working drawings. The architects *have submitted construction for review by DSA.* Construction is anticipated to start in September, 2008, and be completed by the end of December, 2009.

The overall project budget is \$20,800,000 with a state contribution in excess of \$16,000,000 and a basic aid contribution of \$4,800,000.

#### 3. SCIENCES BUILDING

The architect has completed the FPP which was submitted to the State Chancellor's Office on June 28, 2007, along with the 5-Year Construction Plan.

#### 4. MCKINNEY THEATER RESTROOMS

Meetings were held with college administration and staff to discuss target dates for start of construction pursuant to instruction and performance schedules. Advertisement, bidding and award of the construction contract are underway. *A mandatory job walk and conference was conducted on January 22, 2008 and prequalification of contractors is underway. The bid deadline for the project is February 27, 2008.* Construction is expected to start in early April, 2008 and be completed by the end of December, 2008.

#### 5. REMODEL VILLAGE FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding in the amount of \$4,130,000 for this project. The Board also approved hiring R2A to provide architectural services. The Programming Phase of the project is complete. In conjunction with faculty, staff and administration the architect has completed the finalized floor plan layouts and is commencing with construction documents development.



## IRVINE VALLEY COLLEGE

### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The architect has submitted add service requests. The District has requested written backup to verify agreement of extra costs prior to work commencing. Minor equipment orders remain. Warranty issues will continue through this year following construction completion. To date, total change orders represent 2.75% of the original contract amount.

### 2. BUSINESS, SCIENCE & TECHNOLOGY

The steel framing contractor is 95% complete and drywall installation is underway. The masonry contractor is applying brick at the facade. The electrical and mechanical contractors are continuing roughing in the piping and conduit which will eventually be enclosed by finishes. A potential code change related to fire sprinkler requirements is under review. District Facilities staff meets with site staff weekly to define furniture and equipment needs. The project was 54% complete at the end of December, 2007. Project completion is anticipated in June, 2008.

### 3. MAINTENANCE AND POLICE FACILITY

The project is complete. Notice of Completion is filed. Warranty issues will continue through this first year following construction completion. Total change orders represent 4.83% of the original contract amount. *The Grand Opening is scheduled for February 14, 2008.*

### 4. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The architect submitted the completed working drawings to DSA on July 11, 2007. DSA Access Compliance is requiring additional accessible restroom facilities for this project. *An Additional Architectural Services Request to cover the added accessible restroom scope is being submitted to the Board for approval at this meeting.* Prior to the costs for addressing the bathrooms, the architect estimates that additional \$1,360,000 will be required to complete this project. Rather than requesting additional funds now, a request will be submitted to the Board after bids are received and the exact amount of the shortfall is known. Construction is scheduled to start in July, 2008, and be completed in June, 2009.

### 5. A-300 REMODEL FOR MUSIC DEPARTMENT

The College and District completed review of the 100% working drawings and the architects have incorporated the comments into the final drawings. The working drawings were submitted to DSA on December 21, 2007 and after approval of drawings by DSA, bidding and construction will follow. Construction operations may affect instructional activities in other portions of the building. District representatives have met with college administration, faculty, and staff to discuss swing space options, scheduling, and logistics for project construction. This project will be completed by December, 2008.



**IRVINE VALLEY COLLEGE**

**6. LIFE SCIENCES PROJECT**

The state chancellor's office has recommended the Life Sciences building for inclusion in the 2008-09 state budget. If approved, preliminary plans for this project could start in September 2008, with a proposed construction completion of late 2011. The state estimates the total cost of this project at \$19,048,000 with \$17,488,000 from the state and \$1,560,000 from local contribution.

**ATEP**

**1. DEVELOPMENT OF ATEP SITE.**

Site development work is substantially complete. The parking lot handicap stalls are *now* in compliance with accessibility requirements *with minor irregularities. Release of retention will follow evaluation of costs to address.* Total change orders represent 3.20% of the original contract amount.

**2. ATEP LAUNCH BUILDINGS**

ATEP campus was substantially complete in time for the start of fall semester. Punch list items are being addressed. 25% of the windows have been tested for water tightness with a 56% failure. The contractor is undergoing repair. The remaining windows will also be tested. To date, total change orders represent 3.01% of the original contract amount. *Request for approval of a Notice of Completion and release of 50% of the retention are included in this agenda.*

**3. ATEP CLEAN UP**

The Clean Up contractor *has completed work. The contractor will be held for on-call clean up services.* Clean up consists of tree and bush trimming, mowing grass and weeds, leaf and debris removal.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

---

**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget, and transactions through December 31, 2007. A review of current revenues and expenditures for the 2006/2007 fiscal year shows that they are in line with the budget.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of December 31, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		25,301,766	25,301,766	0	25,301,766
REVENUES:					
Federal Sources	8100-8199	\$ 2,152,459	2,168,625	16,166	120,436
Other State Sources	8600-8699	22,642,839	23,308,825	665,986	10,285,608
Other Local Sources	8800-8899	163,009,737	163,028,561	18,824	96,937,530
Total Revenue		187,805,035	188,506,011	700,976	107,343,574
BASIC AID		450,000	450,000	0	0
INCOMING TRANSFERS	8980-8989	241,003	168,013	(72,990)	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>213,797,804</b>	<b>214,425,790</b>	<b>627,986</b>	<b>132,645,340</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	61,262,240	59,768,267	(1,493,973)	26,879,074
Other Staff Salaries	2000-2999	37,432,855	37,415,621	(17,234)	14,075,222
Employee Benefits	3000-3999	33,439,065	33,456,595	17,530	12,908,203
Supplies & Materials	4000-4999	5,182,680	5,064,041	(118,639)	1,111,008
Services & Other Operating	5000-5999	18,718,039	17,259,371	(1,458,668)	6,864,943
Capital Outlay	6000-6999	12,176,943	15,806,147	3,629,204	3,004,875
Payments to Students	7500-7699	439,231	501,987	62,756	248,858
Total Expenditures		168,651,053	169,272,029	620,976	65,092,183
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	1,975,080	1,975,080	0	484,000
Basic Aid Transfers Out		32,403,771	32,403,771	0	0
Intra Fund Transfers Out	7400-7499	241,003	248,013	7,010	0
Debt Service	7100-7199	395,000	395,000	0	195,287
Total Other Sources (Uses)		35,014,854	35,021,864	7,010	679,287
<b>TOTAL USES OF FUNDS</b>		<b>203,665,907</b>	<b>204,293,893</b>	<b>627,986</b>	<b>65,771,470</b>
ENDING FUND BALANCE		10,131,897	10,131,897	0	66,873,870
Reserve for Economic Uncertainties		8,781,897	8,781,897	0	
Location Reserves for Economic Uncertainties		1,350,000	1,350,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0



**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of December 31, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		9,619,852	9,619,852	0	9,619,852
REVENUES:					
Unrestricted Budget Allocation		\$ 74,660,580	74,660,580	0	42,970,892
Restricted Budget Allocation		11,680,073	11,988,819	308,746	5,774,357
Total Revenue		86,340,653	86,649,399	308,746	48,745,249
BASIC AID		300,000	300,000	0	0
INCOMING TRANSFERS	8980-8989	161,003	168,013	7,010	0
<b>TOTAL SOURCES OF FUNDS</b>		<u>96,421,508</u>	<u>96,737,264</u>	<u>315,756</u>	<u>58,365,101</u>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	37,856,035	37,850,643	(5,392)	16,794,830
Other Staff Salaries	2000-2999	19,821,291	19,823,858	2,567	7,214,458
Employee Benefits	3000-3999	16,537,759	16,553,618	15,859	7,257,297
Supplies & Materials	4000-4999	3,653,224	3,527,105	(126,119)	746,495
Services & Other Operating	5000-5999	8,368,799	8,537,684	168,885	2,754,001
Capital Outlay	6000-6999	7,382,139	7,569,306	187,167	2,310,644
Payments to Students	7500-7699	141,258	207,037	65,779	112,011
Total Expenditures		93,760,505	94,069,251	308,746	37,189,736
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	1,500,000	1,500,000	0	250,000
Other Transfers	7400-7499	161,003	168,013	7,010	0
Debt Service	7100-7199	0	0	0	0
Total Other Sources (Uses)		1,661,003	1,668,013	7,010	250,000
<b>TOTAL USES OF FUNDS</b>		<u>95,421,508</u>	<u>95,737,264</u>	<u>315,756</u>	<u>37,439,736</u>
<b>LOCATION OPERATING BALANCE</b>		1,000,000	1,000,000	0	20,925,365
Reserve for Economic Uncertainties		1,000,000	1,000,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0



**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of December 31, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		2,823,009	2,823,009	0	2,823,009
REVENUES:					
Unrestricted Budget Allocation		\$ 38,662,628	38,662,628	0	22,040,763
Restricted Budget Allocation		4,980,580	5,369,598	389,018	2,846,969
Total Revenue		43,643,208	44,032,226	389,018	24,887,732
BASIC AID		150,000	150,000	0	0
INCOMING TRANSFERS	8980-8989	80,000	0	(80,000)	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>46,696,217</b>	<b>47,005,235</b>	<b>309,018</b>	<b>27,710,741</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	19,157,529	19,180,548	23,019	9,231,989
Other Staff Salaries	2000-2999	10,857,955	10,933,924	75,969	4,236,333
Employee Benefits	3000-3999	8,612,151	8,655,090	42,939	3,944,426
Supplies & Materials	4000-4999	1,102,733	1,123,822	21,089	306,934
Services & Other Operating	5000-5999	2,992,876	3,040,908	48,032	1,327,806
Capital Outlay	6000-6999	2,608,118	2,709,111	100,993	558,090
Payments to Students	7500-7699	297,473	294,450	(3,023)	136,847
Total Expenditures		45,628,835	45,937,853	309,018	19,742,425
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	242,382	242,382	0	234,000
Other Transfers	7400-7499	80,000	80,000	0	0
Debt Service	7100-7199	395,000	395,000	0	195,287
Total Other Sources (Uses)		717,382	717,382	0	429,287
<b>TOTAL USES OF FUNDS</b>		<b>46,346,217</b>	<b>46,655,235</b>	<b>309,018</b>	<b>20,171,712</b>
LOCATION OPERATING BALANCE		350,000	350,000	0	7,539,029
Reserve for Economic Uncertainties		350,000	350,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Quarterly Investment Report

**ACTION:** Information

---

### **BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

### **STATUS**

This report is for the quarter ending on December 31, 2007. Our cash balances at the end of December 2007 were One Hundred Forty-Eight Million, Two Hundred Ninety-Four Thousand, Eight Hundred Eighty and 00/100 Dollars (\$148,294,880) in the Orange County Investment Pool (OCIP) and Forty Million and no/100 Dollars (\$40,000,000.00) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 5.03% and the LAIF investment pool is yielding an average of 4.96% for the fiscal quarter ending December 31, 2007. Both pools are highly liquid, with overnight wire transfers available upon request.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

---

**BACKGROUND**

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

**STATUS**

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
LISTING OF BOARD REPORTS REQUESTED**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report Prepared By:</b>	<b>Date Submitted to the Board of Trustees</b>
1/22/08	Nepotism	Trustee Williams	2/20/08	Bob King	2/20/08



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Written Reports  
**ACTION:** None

---

**Written Reports**

Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.

President, Saddleback College  
President, Irvine Valley College  
Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association





## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Richard D. McCullough, President

SUBJECT: REPORT FOR FEBRUARY 20, 2008 BOARD OF TRUSTEES'  
MEETING

### *Student Services*

The Steps for Success Workshop was held on Saturday, February 9. More than 300 Hispanic students and their parents came to learn about financial aid opportunities and other college programs.

The Transfer Center held a college fair on Thursday, February 8. Representatives from more than 25 four-year colleges attended to provide information to our students.

Planning is underway for Senior Day, which will be held on Thursday, April 3. One thousand high school students are expected to attend.

The Honorable Willie Brown spoke at Saddleback College on Thursday, February 21, in the McKinney Theatre. Brown delighted the audience with his political tales and savvy insights.

### *Fine Arts*

The Saddleback College Big Band celebrated Jazz Day with renowned trumpeter Wayne Bergeron on February 9 in the McKinney Theatre. Bergeron is a technically skilled trumpeter from Los Angeles.

Our Concert Hour program on February 14 at noon in FA 101 featured a duo-piano recital with Dr. Rebecca Rollins and Dr. Robert Sage.

On February 19, Jazz Studies presented jazz pianist Mike Garson in the Studio Theatre at 8pm.



### ***Advanced Technology Center***

RapidTech, the Saddleback College national center for rapid technologies, held its first Industry Advisory Board meeting at the College Advanced Technology Center. The industry representatives included:

Boeing Phantom Works (St. Louis, MO) representing Aero Space  
Ford Motor Company (Detroit, MI) representing Automotive Manufacturing  
Proctor & Gamble (Cincinnati, OH) representing consumer Products  
Hester Studios (Burbank, CA) representing Art and Entertainment Industries  
Airflow Systems (San Clemente) representing Casting & Manufacturing  
Mission Hospital (Mission Viejo, CA) representing Medical Industry

The first meeting of the IAB was very successful, with recommendations for center focus for industry and education. Included in the guidance suggestions from the IAB are directions to focus on certification standards of processes and materials for industry.

Upon completion of these standards the aero space and automotive industry will institutionalize them throughout their supplier chain and require their suppliers to come to Saddleback College for training and certification. In addition, Boeing is in the process of certifying Saddleback College as a Boeing Enterprise Educational Institution. This will give our students an advantage in the hiring process for any and all Boeing locations.

### ***Saddleback College Foundation***

The Foundation has raised \$70,000 for the Saddleback College Veterans Foundation.

A forum will be held on March 5 where veterans of foreign wars will discuss their experiences. The event will be held at noon in SSC 212. Following the forum, a groundbreaking of the memorial site will be held.

The employee matching gift campaign, Apples for Education A"peel", was held during the entire month of February. An apple pie reception will be held March 26 in recognition of those who donated.





# IRVINE VALLEY COLLEGE

## MEMORANDUM

### OFFICE OF THE PRESIDENT

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President

**DATE:** February 7, 2008

**SUBJECT:** President's Report for the February 19 Board of Trustees Meeting

#### **Art Gallery Show "Anti-Static" Opens**

On February 7, the Irvine Valley College Art Gallery debuted "Anti-Static" a show of contemporary kinetic sculpture by Jim Jenkins, David Brokaw, and Kyle Chew, curated by Shannon Hayes Faseler and Amy Caterina. The show will run until March 14, 2008.

#### **21<sup>st</sup> Annual Astounding Inventions**

A record-breaking \$45,250 was raised at the 21<sup>st</sup> annual Astounding Inventions competition, which was held on January 26, 2008. In the previous year, \$35,915 was raised. This year's event was presented by Greenberg Traurig, LLP and the Irvine Valley College Foundation. Other major sponsors include: the Beckman Coulter Foundation, Conexant, Rosemount Analytical, Allergan, SRS Labs, Townsend and Townsend and Crew LLP, Wells Fargo, Western Digital and Parker Aerospace.

During the fall of 2007, nearly 4,000 students representing 36 schools submitted their inventions for judging at their schools. From this, 307 finalists were chosen to compete at Astounding Inventions. Students compete within their own age groups and present the judges with an impressive display of creative and imaginative innovations. Past student winners have appeared on *The Tonight Show with Jay Leno*. More than \$8,000 in cash prizes will be awarded to the student inventors from the Irvine and Tustin Unified School districts.

#### **Free Career Seminar**

On February 5 at the IVC Performing Arts Center, "Career Realities: The Truth About Careers and Hiring Trends in Irvine" was held to educate college and university students about the realities of specific careers, the current job market, and the truths about the modern work place. Career seminar sponsors included IVC and several higher education institutions in Orange County, as well as the Irvine Chamber of Commerce Education Committee. Expert speakers included: Beccie Dawson, Vice President of Human Resources, Sage Software; Sharon McKay, Director, Irvine Regional Hospital; Albert

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams  
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College



Napoli Senior Government Affairs Representative, Metropolitan Water District of Southern California; Daniel Koblin, Senior Financial Planner, Pinnacle Financial Group; and Jeanie Reese-Whitmark, President, Zebra-net Technical Solutions Network.

### **English Club Holds First Annual Writing Contest**

The IVC English Club is holding its first annual writing contest. The club will be awarding prizes in two categories, short story and poetry. Any IVC student may enter, and applicants may submit up to three entries in both categories. Entries will be judged by IVC English faculty, and prizes will be awarded for first-, second-, and third-place entries in each category. No contestant will be awarded more than one prize per category. Short story entries are limited to a maximum of 20 pages, double-spaced. Submissions will be accepted through February 29, 2008, and winners will be announced in mid-March.

### **A History of the Negro Leagues Marked**


Black Baseball: A History of the Negro Leagues with Byron Motley was held Monday, February 4 from 11:30 a.m.-12:30 p.m. in the Performing Arts Center. Students, public, faculty, staff, and administration were invited to attend this free presentation on the history of the Negro baseball leagues. Byron Motley's father, Bob Motley served as an umpire in the leagues. Byron Motley is the author of "Ruling Over Monarchs, Giants & Stars," a memoir he co-wrote with his father, Bob. In addition, David B. Lang, SOCCCD Board of Trustee Member showcased his private collection of Negro League era baseball photography.





## MEMORANDUM

To: Dr. Raghu P. Mathur, Chancellor;  
Members of the Board of Trustees

From: Dr. Robert J. Kopecky, Provost 

Date: February 6, 2008

Re: **PROVOST REPORT** – February 25, 2008 Board of Trustees Meeting

---

### ***ATEP Partnership Update***

Negotiations and progress continue with Camelot Entertainment, California State University, Fullerton, Chapman University and Young Americans. Provost Kopecky has been working with the partners and attorneys on the 3rd phase of the ERNA.

### ***Program Development***

Provost Kopecky met with Saddleback President Rich McCullough and IVC President Glenn Roquemore to discuss expanding technology programs at ATEP.

Provost Kopecky and Presidents McCullough and Roquemore met with Gen. Combs of the Joint Forces Training Base in Los Alamitos to discuss the Troops to College program development at Saddleback, IVC and ATEP. Other organizations invited to attend the meeting included AMVETS, Orange County Veteran Advisory Council and the Workforce Investment Board of Orange County. Gen. Combs is interested in working with us to develop a national model for returning troops to education programs.

### ***Student Services and Instruction***

- **Staffing:** A full time faculty member, Brett McKim, has been hired to oversee the design model making program. Part time counselor, Dr. Maria Besnard, began her duties at ATEP in January 2008. She is busy meeting with students and faculty to determine what types of student service programs will be developed at ATEP to provide enhanced services to all ATEP students.
- **Enrollment Update:** ATEP enrollments continue to grow; to date the total ATEP enrollment is 540. The mission of the ATEP campus continues to define itself given the increased enrollments in courses that focus on languages, business, mathematics and technology.
- **Summer Course planning:** The Summer 08 course schedule of 35 different sections has been finalized with an emphasis on math, design model making, languages and business.



- Biotechnology: Dean Peterson has completed research and visited Biotechnology programs at Pasadena City College, Pasadena, California; Miracosta College, San Diego, California and Temple College, Temple, Texas. In addition to visiting the aforementioned campuses, she has met with faculty and staff at Saddleback College and Irvine Valley College to determine the current status of biotechnology programs within SOCCCD.
- Transportation Technology: Provost Kopecky will convene the Transportation Advisory Board to explore programs for the transportation industry that can be delivered online.
- Student Satisfaction Survey: Director Fluegeman and Dean Peterson developed a brief student satisfaction survey at the end of fall semester 2007. This survey was distributed amongst students in all ATEP classes. In general, students articulated complete satisfaction with the ATEP campus and its facilities.
- Saddleback College Deans Meeting: At the February 6 Deans meeting at Saddleback College, Dr. Rajen Vurdien, Vice President of Instruction, thanked Dean Peterson and ATEP staff for the positive enrollment figures and care provided for students.

#### ***Outreach, Marketing and Public Relations Efforts***

- Online advertising continues in targeted and trackable segments on ocregister.com to promote late start Spring 08 classes.
- An article featuring design model making instructor Dennis Campbell and ATEP student Carlos Valenzuela appeared in special education supplement of the Orange County Business Journal (OCBJ). ATEP and IVC collaborated on a joint advertisement in the OCBJ to promote several IVC career technical programs at IVC/ATEP.
- Director Fluegeman gave a presentation and tour to the OC Animation Advisory Board. ATEP is participating as a grant partner and plans to begin offering animation courses at ATEP as soon as Summer 08. Provost Kopecky pledged the use of ATEP's high-end computer lab for their project.
- Director Fluegeman is working with Director Daly on a comprehensive public outreach plan as part of the master development of ATEP.
- An outreach event is being planned for March to invite all of the Tustin Legacy Community Partners to ATEP for a brief introduction, tour and to discuss their training needs.