



General Catalog 2011-2012

Stockton Campus
6650 Inglewood Avenue
Stockton, California 95207
(209) 478-0800

Modesto Campus
3600 Sisk Road, Suite 5-A
Modesto, California 95356
(209) 543-9411

www.humphreys.edu

Accredited by the

Western Association of Schools and Colleges
985 Atlantic Avenue, Suite 100
Alameda, California 94501
(510) 748-9001

2011-2012 College Calendar

FALL QUARTER 2011 (September 26, 2011 - December 16, 2011)

| | |
|---|---|
| Instruction Begins..... | Monday, September 26, 2011 |
| Last Day to Enroll..... | Friday, October 7, 2011 |
| Last Day to Withdraw with Partial Refund..... | Friday, November 4, 2011 |
| Veterans Day Holiday - School Closed..... | Friday, November 11, 2011 |
| Last Day to Withdraw..... | Thursday, November 10, 2011 |
| Thanksgiving - School Closed..... | Thursday, Friday, November 24, 25, 2011 |
| Final Exams..... | Week of December 12, 2011 |
| Instruction Ends..... | Friday, December 16, 2011 |
| Winter Recess - No Classes..... | December 17, 2011 - January 2, 2012 |
| Christmas Holiday - School Closed..... | Sunday, December 25, 2011 |
| New Year's Holiday - School Closed..... | Monday, January 2, 2012 |

WINTER QUARTER 2012 (January 3, 2012 - March 16, 2012)

| | |
|--|---------------------------------|
| Instruction Begins..... | Tuesday, January 3, 2012 |
| Last Day to Enroll..... | Friday, January 13, 2012 |
| Martin Luther King, Jr. Day - School Closed..... | Monday, January 16, 2012 |
| Last Day to Withdraw with Partial Refund..... | Friday, February 10, 2012 |
| President's Day - School Closed..... | Monday, February 20, 2012 |
| Last Day to Withdraw..... | Friday, February 17, 2012 |
| Final Exams..... | Week of March 12, 2012 |
| Instruction Ends..... | Friday, March 16, 2012 |
| Spring Recess - No Classes..... | March 17, 2012 – March 25, 2012 |

SPRING QUARTER 2012 (March 26, 2012 - June 15, 2012)

| | |
|---|------------------------------|
| Instruction Begins..... | Monday, March 26, 2012 |
| Good Friday - School Closed..... | Friday, April 6, 2012 |
| Last Day to Enroll..... | Thursday, April 5, 2012 |
| Last Day to Withdraw with Partial Refund..... | Friday, May 4, 2012 |
| Last Day to Withdraw..... | Friday, May 11, 2012 |
| Memorial Day - School Closed..... | Monday, May 28, 2012 |
| Final Exams..... | Week of June 11, 2012 |
| Instruction Ends..... | Friday, June 15, 2012 |
| Commencement..... | Friday, June 15, 2012 |
| Summer Recess - No Classes..... | June 16, 2012 - July 1, 2012 |

SUMMER QUARTER 2012 (July 2, 2012 - September 14, 2012)

| | |
|---|---|
| Instruction Begins..... | Monday, July 2, 2012 |
| Independence Day - School Closed..... | Wednesday, July 4, 2012 |
| Last Day to Enroll..... | Friday, July 13, 2012 |
| Last Day to Withdraw with Partial Refund..... | Friday, August 10, 2012 |
| Last Day to Withdraw..... | Friday, August 17, 2012 |
| Labor Day - School Closed..... | Monday, September 3, 2012 |
| Final Exams..... | Week of September 10, 2012 |
| Instruction Ends..... | Friday, September 14, 2012 |
| Fall Recess - No Classes..... | September 15, 2012 - September 23, 2012 |

Table of Contents

[Table of Contents3](#)

General Information

Philosophy

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

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

Mission Statement

Humphreys College prepares students for careers and professions through a high quality educational experience directed to the specific and changing needs of students from diverse ethnic, cultural, economic, and educational backgrounds, using current technology and state-of-the-art methods. Programs provide career-oriented education strongly informed by the liberal arts and focused toward enhancing students' life skills.

The Laurence Drivon School of Law provides the opportunity for a legal education for students with varying backgrounds and experiences. The program is designed to instill in its students an understanding of law as well as analytical skills developed through a combination of scholastic and practical education.

History

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

In 1937 the founder of the College died and his son, John R. Humphreys, Jr., who had assumed academic administration of the College in 1934, became the second President.

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

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

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

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

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

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

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

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

The College again expanded its physical facilities in 2004 when it added two new buildings totaling approximately 24,000 square feet. The College's libraries were moved to a new library building which houses both the law and undergraduate libraries as well as administrative offices for the newly renamed Laurence Drivon School of Law. The classroom and office building added another eight classrooms to the College and includes 18 faculty offices, several administrative offices, and a student lounge. A large central courtyard provides an attractive location for students to sit and study outside and is used

for commencement ceremonies. In 2010, the College began construction of another classroom building, providing an additional ten classrooms, and replacing the dorm facility, which was torn down to provide space. The additional space was necessitated by the significant growth in enrollment beginning in 2007 and bringing total enrollment in excess of 1,200 students.

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

Accreditation

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

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

Associations

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

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

Campus Offerings

All major programs, degrees, and certificates listed in this General Catalog are available at the Stockton campus. Only certain major programs and certificates listed in this General Catalog are available at the Modesto campus. See an admission counselor for more information.

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

Stockton Campus

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

Most of Humphreys' students are from San Joaquin and the seven neighboring counties. Some students are from outside this valley and several foreign countries.

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

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

Academic Facilities

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

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

network. In addition, another 15,000-square-foot facility was added in 2010 providing ten additional classrooms.

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

The College libraries' open stacks and reading area provide easy access to reference and circulating collections. Periodicals, cassettes, DVDs, and videos are available on request in the circulation area. Requests for interlibrary loan of monographs and periodicals, state, federal, and international government publications may be made at the reference desk. Additionally, the library provides students access to several online databases, with access to numerous peer-reviewed journals, magazines, and newspaper articles.

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

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

[Modesto Campus](#)

The Humphreys College Modesto branch campus is located in north Modesto in Stanislaus County. Modesto is a thriving community with a population of over 209,936. Modesto offers many outlets for the dramatic arts through several local organizations including the symphony, ballet, opera, and cultural scenes. Technology is positioning Stanislaus County as a global center for agribusiness. Due to its central location in the state, Modesto has become a prime destination for tourism. With over 72 city parks, the area offers many recreational opportunities. The Modesto campus is located within walking distance of several shopping centers and restaurants.

Facilities include classrooms, computer laboratories, faculty offices, bookstore, a student lounge, and a reference library. College-operated housing is not provided in Modesto. Rooms and apartments are readily available within walking distance of the campus and throughout the community. The Modesto Transportation Center provides bus

connections to anywhere in the county including two stops within one block of the Modesto campus.

Non-Discrimination Policy

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

Humphreys College welcomes to its student body, faculty, administration, staff, and persons from diverse backgrounds and believes that the educational process is thereby enriched. The College consciously strives to create a climate wherein all students, faculty, administrators, and staff gain an awareness that comes from learning about and understanding the unique values and characteristics of cultures different from their own

Reservation of Rights

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

Admissions

Admission Requirements

High school graduation or its equivalent (GED, state-recognized equivalent, transfer of 60 semester or 90 quarter units at the baccalaureate level, completed homeschooling at the secondary level, CSR) and passing scores on the reading and writing entrance exams are the only scholastic requirements for enrollment in Humphreys College undergraduate programs. Facilities are available in the community for those who wish to obtain high-school diplomas or GEDs. An admission counselor should be consulted for more information.

Students who already possess a conferred four-year degree from another accredited institution must be authorized by the Dean of Instruction prior to being admitted for undergraduate study.

Students must submit official high school transcripts (or recognized equivalent) and transcripts from any and all other colleges they may have previously attended. Official transcripts are necessary to apply for grants, to receive credit for previous coursework, and to qualify for certificates and degrees at the College. Admission is considered provisional until the student provides evidence of high school graduation or equivalent. Failure to submit documentation within 30 days of the first day of the quarter is grounds for dismissal from the College.

All entering students are required to take placement examinations in English and mathematics to determine courses most appropriate for them, unless academic transcripts from other regionally accredited colleges clearly indicate the level of competency, as decided upon by the Registrar.

Admission Office

The Admission Office provides the following:

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

Basic Steps for Admission and Enrollment

Application: Complete and submit an *Application for Admission* along with the required application fee of \$40. Please refer to the *Schedule of Tuition and Fees* and *Fiscal Policies* for updated information regarding tuition costs and other educational expenses, including payment requirements and due dates.

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

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

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

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

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

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

Admission requirements for the Graduate program can be found in the Department of Graduate Studies section of this catalog.

When to Enroll

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

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

International Students

Humphreys College admits students from countries other than the United States. The faculty and staff believe that there are significant benefits to be gained from the intermingling of different cultures in the atmosphere of an educational institution. The small size of the College requires, however, that the number of international students that can be accepted for enrollment be limited. Students who determine that the College offers

a program which can serve their needs are encouraged to inquire and make an application at the earliest possible date.

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

1. Official academic transcripts of high school and previous college level education, evaluated by an approved international transcript evaluator.
2. A transcript of the TOEFL test with a score of at least 450 on the paper-based test and 133 on the computer-based test; a passing score on the Michigan Test (MTELP), or the obvious ability to communicate in English.
3. A letter of recommendation from someone who is not a family member.
4. A financial support statement indicating adequate financial resources to cover tuition, books and supplies, room and board, transportation, and any other expenses which might be incurred while a student at Humphreys College. Included with this statement should be letters of credit, bank statements and evidence of housing arrangements.
5. A completed application for enrollment and the application fee.
6. A signed copy of the "Requirements for Admittance as an International Student" form, which states:
 - o International students are accepted for a period of one academic year or more and must complete a minimum of 12 units each quarter. The College must, by law, notify the immigration authorities whenever a student is not enrolled as a full-time student (12 or more units).
 - o The applicant understands that Humphreys College has no medical or health facilities and the student understands and agrees to provide for his/her own health and accident care and insurance while in the United States.
 - o A non-refundable application fee of \$200.00 for international students is due prior to registration of classes.
 - o The applicant understands that if admitted, a deposit of one quarter's tuition must be paid before an I-20 form will be issued. All fees and tuition for the first academic year are due prior to initial enrollment at Humphreys College. Starting with the second academic year each quarter's tuition must be paid prior to the beginning of each quarter. Pre-paid tuition will be refunded to students who do not enroll.
 - o The applicant understands that this College has no programs which assist the international student financially. It is absolutely necessary that an applicant have sufficient funds to cover traveling, tuition and living expenses before applying to the College.

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

Veterans

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

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

Veterans placed on academic probation will have their VA certification for education benefits interrupted if they are dismissed at the end of the probationary period. Veterans in the graduate programs who are placed on academic probation will have their VA certification for education benefits interrupted if they are dismissed at the end of the probationary period.

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

1. Standard of Progress per CFR 21.4253
 - a. The grading system is defined under the heading of GRADES in this catalog.
 - b. The minimum grade or grade point average considered satisfactory is under Satisfactory Academic Progress in this catalog.
 - c. Probation is defined under Academic Probation in this catalog.
 - d. Students not achieving satisfactory progress are subject to dismissal, as described in Academic Dismissal in this catalog.
2. Attendance Policy
The College does not enforce a uniform rule as to the number of absences permitted. Refer to Attendance Policy in this catalog.

Transfer Credit

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

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

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

Classification of Students

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

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

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

Transfer Credit/Work Experience

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

All college-level, transferrable units that have been completed with a C- or better will be applied to the student's Humphreys College transcript. This may cause some students to encounter a Maximum Time Frame issue.

A student may apply for up to eight units of credit based on work experience, which will apply only toward the internship requirement for the student's major.

To apply for work experience credit, a student must submit to the academic chair of his/her major two types of documentation. The first type is a letter, or letters, from the employer(s) stating the student did work for the organization, a description of work performed, the dates of work, and whether the work was performed on a full- or part-time basis. The other type of documentation is a letter from the student to the academic chair requesting consideration for work experience credit and detailing the type of work performed and the total number of hours worked.

The academic chair, consulting with the Dean of Instruction, will determine if the nature of the work qualifies for work experience credit and, if so, how many units should be

awarded, bearing in mind the value of the Carnegie unit and work requirements in the internship.

If work experience is awarded, the chair will communicate the decision to the student and will forward the completed form to the Registrar. Work experience units will be given CR (credit) as the grade, which will not factor into grade point average considerations.

CLEP / DANTES / Advanced Placement (AP) Examination Policy

A maximum of 45 quarter units will be granted toward a certificate or degree by means of CLEP subject and general examinations, DANTES Subject Standardized Tests, and Advanced Placement (AP) examinations.

Humphreys College will grant credit for the CLEP general and subject examinations, DANTES Subject Standardized Tests, and Advanced Placement (AP) examinations. Credit for CLEP examinations passed successfully (50th percentile and above) may be determined either at admission or in subsequent quarters. Scores may be submitted to the Registrar's Office at any time. (See the Registrar for specific credit hours per examination).

Credit for DANTES subject examinations will be given according to the American Council on Education Credit Recommendations. Advanced Placement (AP) examination scores of 3 or above will be granted credit. (See the Registrar for specific credit hours per examination).

Student Services

Testing, Counseling, and Guidance

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

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

The advisor assists the student in planning a course of study during his/her stay at Humphreys College, evaluates the student's progress periodically, and assists with personal, educational, and career planning problems. Admission counselors and advisors

are available for consultation whenever the student feels a need for counseling, guidance, or advice.

Career Counseling

Career counseling is available free of charge to all graduating students and alumni. Students may seek assistance with resumes and cover letter preparation, job search skills, and interview techniques. Career counseling assistance is available by appointment only.

The career placement counselor serves as liaison with employers throughout the area who seek full-time and part-time personnel. While Humphreys College does not guarantee students jobs, many employers use the services to seek qualified employees. Career counseling is restricted to alumni or graduating students only.

Student Activities

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

Each academic department sponsors student-centered activities during the academic year, such as guest speakers, alumni panel presentations, and professional development opportunities. Therefore, students should consult their academic advisors for additional information about these worthwhile events.

Publications

The *Humphreys College Newsletter* is published and distributed quarterly on campus and available on our web site, noted below, to students, faculty, and staff. Academic department news, administrative and academic policy changes, and student-centered events are the focus of this publication.

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

Disabled Students

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

The College has the following available for disabled students:

1. Academic and special needs counseling
2. Reserved parking spaces

3. Access ramps to campus buildings
4. Restroom facilities

Humphreys College is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities and promoting the full participation of all qualified students in all aspects of campus life. It is the policy of the College to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden to the College or fundamental alteration to the program in question. The College reserves the right to not make accommodations or provide auxiliary services if it constitutes an undue burden or requires a fundamental alteration to the program in question.

All students are expected to meet the academic standards as developed by the faculty. It is only through a student's voluntary disclosure of his or her disability and request for accommodation that Humphreys can support the student's needs. A student who wishes to request an accommodation or modification must do so through the Dean of Instruction. The Dean will work on an individual basis to determine which, if any, accommodations or modifications would be most effective to help the student achieve academic success.

To seek an accommodation, a student must make a written request to the Dean and provide appropriate medical documentation of his/her disability. The Dean may request additional documentation if what is provided is incomplete or if there are questions or inconsistencies with the student's current impairment status and a requested accommodation. Appropriate medical documentation must include a written evaluation from a physician, psychologist, or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing; establishes the current need for accommodation; clearly identifies the diagnosed disability or disabilities; describes the functional limitations resulting from the disability or disabilities; describes the specific accommodation requested; and is typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization.

Student Code of Conduct

To provide an environment that is conducive to learning and maintains an atmosphere that fosters academic and personal growth, the College will not tolerate disruptive behavior that negatively affects the educational setting. All students are expected to conduct themselves in an acceptable manner in the classroom, on campus, and at College-related activities. Unacceptable behavior that may be cited as a violation of the student code of conduct includes, but is not limited to, the following:

1. Dishonesty, including—but not limited to—cheating, plagiarism, or knowingly furnishing false information to college instructors/officials;

2. Disrupting, obstructing, or interfering with instructional functions and/or related activities;
3. Physical abuse, threat, or assault of any person in class or college-sponsored activities;
4. Disorderly conduct or lewd, indecent, obscene behavior and/or expression;
5. Failure to comply with directions of College instructors/officials acting in the performance of their duties;
6. Possession or use of alcoholic beverages, illicit drugs or narcotics, explosives, guns, hazardous material or any other weapon.

Student code of conduct violations may be documented in an incident report that will be reviewed by the Dean of Instruction and are cause for sanctions including suspension or dismissal.

Student Grievance Procedure

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

Grievance:

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

Complaint:

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

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

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

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

1. Students are encouraged to seek a solution first by contacting the instructor, administrator, staff member or fellow student involved.
2. In the absence of a solution, or if this is not feasible for reason of privacy, safety, security, or personal welfare, a dean should be consulted. The dean will hear the

- grievance and attempt to present a solution agreeable to both parties. This will be accomplished within five business days of hearing of the problem. If a dean is the subject of the complaint, the problem should be presented to another dean.
3. If the grievance remains unresolved after five days, the problem must be presented in writing to the appropriate dean by completing a Suggestion/Complaint form. Final resolution will rest with a committee consisting of a faculty member, the dean, and a member of the administrative staff appointed by the dean. The committee will render its decision within five business days of the receipt by the dean of the written complaint.
 4. If the decision of this committee is not acceptable to both the student and the accused, the student has the right to request a hearing as follows:
 - a. The student must request a hearing in writing. This request is to be made to the dean.
 - b. The same committee as in #3 will hear the challenge unless there is an obvious conflict of interest. In the event of a conflict of interest, or if the student wishes to replace any or all of the committee members, a new committee member or members will be selected by the dean to serve on the hearing committee. In this case, the time frame mentioned in #3 above will be extended to ten business days.
 - c. The student may bring witnesses who are able to attest to the charges on the student's behalf.
 - d. The student may present evidence relevant to the charge.
 - e. The student may be accompanied by a support person throughout the hearing. The support person may be a fellow student, faculty member or member of the administrative staff. The support person may not be an attorney or family member. The support person does not have the right to speak during the hearing.
 - f. If both parties agree, the accused will be present and will have the opportunity to respond and present a defense to the charges. If both parties do not agree, then the accused will have to opportunity to present a defense privately.
 - g. The committee will render a decision within five working days of the hearing. The decision of the hearing committee will be final.

Grade Challenge

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

1. The student should contact the instructor and ask for an explanation of how the grade was determined.
2. If the student is not satisfied with the instructor's explanation, the student should communicate in writing that he/she wishes to challenge the grade. The written document should be sent to the instructor's academic chair and should clearly specify in what way or ways the course grade is presumed to be in error. This

- written request may be sent by email. If, on the other hand, the instructor agrees the grade was awarded in error, the instructor should complete the Change of Grade form in the Registrar's Office.
3. Once in possession of the student's request for challenge, the academic chair should contact the instructor and request a detailed accounting, in writing, of how the student's grade was determined. The academic chair should also have in hand the syllabus for the course.
 4. Once in possession of the documentation, the academic chair should review the documents to see if there is clear evidence suggesting the grade should be changed. If so, the academic chair should pursue a grade change through the instructor. If there is no clear evidence suggesting a grade change, the academic chair should communicate in writing to the student that there appears to be no clear evidence suggesting the need for a change in grade. As a part of this communication, the academic chair should inform the student that she/he may request in writing through the academic chair a review of the challenge by a committee.
 5. If the student requests a committee review, the academic chair should forward the request and all documentation to the Dean of Instruction.
 6. The Dean of Instruction will appoint an academic chair and two faculty members to review the documentation and to make a recommendation as to the challenge. The academic chair will act as chair of the committee. The committee will report, in writing, its recommendation to the Dean of Instruction. The committee will also forward all documentation to the dean.
 7. Unless there is clear reason to reject the committee's recommendation, the dean will accept it and communicate it to the student and instructor.

Sexual Harassment and Assault

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

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

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

Definition of Sexual Assault

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

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

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

Definition of Sexual Harassment

Unwelcome sexual advances or unwelcome requests for sexual favors. Other unwelcome verbal or physical behavior of a sexual nature where submission to such conduct is made explicitly or implicitly a term or condition of an individual’s education or employment. It also includes conduct in which submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual’s welfare. Also, conduct which has the purpose or effect of unreasonably interfering with an individual’s welfare, academic, resident life, or creates an intimidating, hostile or offensive educational, living, or working environment.

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

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

Procedures for Victims

Notification of Authorities

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

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

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

- I. Name and telephone number (of telephone from which call is made).
- II. Address and location where the victim or witness is located. The same information should be given for the location of the assault.
- III. The crime being reported and a brief statement of what has occurred.
- IV. Suspect information
 - a. Is the suspect's location known or has the suspect fled?
 - b. If the suspect has fled, in which direction last headed.
 - c. Description of the suspect:
 1. Male or female
 2. Race
 3. Approximate age
 4. Height
 5. Weight
 6. Hair color
 7. Eye color
 8. Description of clothing
 - d. If the suspect fled by vehicle
 1. Type of vehicle
 2. Color of vehicle
 3. License plate number - even if partial
 4. In which direction vehicle was going

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

Notification of College Administration

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

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

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

Location of Telephones

Victims and witnesses of an assault can make emergency calls from telephones located on the College premises. Telephones are located in the administrative offices and in the College library. All offices are typically open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Available Services

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

Confidentiality

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

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

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

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

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

Academic Impact of Assault

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

Legal Recourse by Victim of Sexual Assault

Criminal Action:

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

Civil Action:

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

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

Available Services

Police

Emergency contact number: 911

Non-Emergency police: (209) 937-8377

Medical Services

San Joaquin County General Hospital: (209) 468-6000

Dameron Hospital: (209) 944-5550

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

Other Services

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

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

Substance Abuse Referral Program

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

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

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

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

Expenses

Tuition and Fees

A detailed "Schedule of Tuition and Fees" and the "Fiscal Policies" statement, published separately, can be obtained from the Admission Office or Fiscal Office. All tuition and fees are due and payable in advance each quarter.

Refund Policy

Refunds of tuition will be made in accordance with the schedule below. The amount of the refund will be computed as of the date of withdrawal. The date of withdrawal for the purpose of computing any tuition refund will be the date the Change of Schedule Request is received by the Registrar's Office. A holiday falling within the first six weeks of the quarter does not extend the refund period.

1. On or before Friday of the first week of scheduled classes: 100%
2. After Friday of the first week of scheduled classes but on or before Friday of the second week: 90%
3. After the Friday of the second week of scheduled classes but on or before the Friday of the third week: 50%
4. After Friday of the third week of scheduled classes but on or before Friday of the sixth week: 25%

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

First-Time Student Refund Policy

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

Scholarships

The following scholarships are available to Humphreys College students:

John R. Humphreys Jr. Memorial Scholarship: Awarded to a Junior or Senior student in need of financial assistance.

Gladys Humphreys Memorial Scholarship: Awarded to a student with a stated goal as Certificate or Associate Degree program.

Ardith Harrison Memorial Scholarship: Awarded to a student graduating with an Associate degree, and continuing for a Humphreys College Baccalaureate degree

Faculty Scholarships: Awarded to a current student, and is open to all majors and degree plans, including Graduate studies.

Len Sipe Scholarship: Awarded to a financially needy student who is maintaining satisfactory progress.

Bockman Scholarship: Awarded to a Junior or Senior student in need of financial assistance.

Ronald M. Guntert Sr. Scholarship: Awarded to a freshman with academic ability, maintaining satisfactory progress toward a Bachelor degree

Maria Stahl Court Reporting Scholarship: Awarded to a student who demonstrates excellence, meritorious progress, determination, and dedication to the goal of becoming a court reporter in the state of California, especially through adversity.

Humphreys College Trustees Scholarship: Awarded to academically promising incoming high school students.

Gregory Victor Vaughn Memorial Scholarship: Awarded annually to students who demonstrate leadership, community awareness, and academic promise and who are enrolled in either the Humphreys College Academy of Business, Law, and Education (ABLE) or the Humphreys College Concurrent Enrollment program operated in collaboration with school districts in the Greater Stockton area.

Jerry Medina Memorial Scholarship: Awarded to academically promising incoming high school students who are pursuing an Associate degree at the Modesto Campus.

The Central Valley Risk Management Association (RMA) Scholarship: Awarded to a full-time business administration or accounting major in his/her junior year.

Please contact the Admission Office for more information on applying for the preceding scholarships.

Financial Aid

Financial Aid Overview

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

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

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

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

The Free Application for Federal Student Aid (FAFSA) is the all-purpose application for most of this financial assistance. A student may choose any of the following three methods to file the FAFSA:

- Apply online at www.FAFSA.ed.gov (Recommended) or
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing) or
- Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-433-3243

The FAFSA on the web Worksheet and more detailed information about application procedures, deadlines, and eligibility may be obtained from the Financial Aid Office. The FAFSA on the web Worksheet is also available in the Admissions Office.

Financial Aid and College Budgets

Humphreys College uses information provided by the California Student Aid Commission to determine the student costs of attendance (Student Expense Budget). The Student Expense Budget takes into consideration the following items:

1. Tuition and fees
2. Books and supplies
3. Room and board
4. Transportation
5. Personal and miscellaneous expenses
6. Child/Dependent care if applicable – Reasonable expenses with adequate documentation must be provided by the student, depending upon age and number of children.
7. Loan fees – For student borrowers, actual or average loan origination and insurance fees apply.

Financial Aid and Federal and State Assistance

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal Direct Student Loan Program
 - Direct Subsidized Loan *
 - Direct Unsubsidized Loan *
 - Direct Parent Plus Loan
 - Direct Graduate Plus Loan *
- Cal Grants, A,B and C
- Institutional Awards
- Other Scholarships

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

Federal Pell Grants A Pell Grant is money the federal government provides for students who need it to pay for educational costs. The Pell Grant, unlike loans, does not have to be repaid. Eligible undergraduate students who have not earned a bachelor's degree are awarded a specified amount each year. The U.S. Department of Education uses a standard formula to evaluate the information collected on the Federal Application for Federal Student Aid (FAFSA) when applying for a Pell Grant. This formula produces a number called the Expected Family Contribution (EFC), which determines if the student is eligible. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. Students receiving a Pell Grant for the first time on or after July 1, 2008, may receive the Pell Grant for up to only 27 quarters or the equivalent.

Note: Fiscal Year 2011 appropriations eliminated the allowance of receiving up to two consecutive Pell Grant awards during a single award year. Beginning with the 2011-12 award year, students may receive only one Pell Grant award during a single award year.

Federal Supplemental Educational Opportunity Grants (FSEOG) The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. Humphreys College awards FSEOG awards on an academic year basis to students with the lowest EFCs and highest financial need.

California Grants (Competitive and Entitlement). There are several types of Cal Grant awards administered by the California Student Aid Commission (CSAC). Students must apply by the March 2nd Cal Grant deadline, and CSAC will determine which Cal Grant the student is qualified to receive. The Cal Grant programs include the following:

- Cal Grant A Entitlement Award
- Cal Grant B Entitlement Award
- Cal Grant A Competitive Award
- Cal Grant B Competitive Award
- Cal Grant C

Cal Grant A Entitlement Awards are GUARANTEED to students who meet all the Cal Grant eligibility requirements, have at least a 3.0 grade point average, and apply by March 2 either of the year they graduate from high school or the following year. The Cal Grant A Entitlement award provides for tuition expenses. At Humphreys College, a Cal Grant A Entitlement award will award up to \$9,708 towards tuition. Students must be working towards a two-year or four-year degree.

Cal Grant B Entitlement Awards provide low-income students with a living allowance and assistance with tuition and fees. Students who meet all the Cal Grant eligibility requirements, and have at least a 2.0 GPA and apply by March 2 of the year they graduate from high school or the following year are GUARANTEED a Cal Grant B

Entitlement award. Most first-year students receive an allowance of up to \$1,551 for books and living expenses. After the freshman year, Cal Grant B Entitlement award also helps pay tuition in the same amount as a Cal Grant A. Students awarded a Cal Grant B Entitlement award must declare a program of at least one academic year.

Cal Grant A Competitive Awards are for students with a minimum 3.0 GPA who are from low-income and middle-income families. Cal Grant A awards up to \$9,708 to help pay tuition costs for students pursuing a program of at least two years in length.

Cal Grant B Competitive Awards are for students with a minimum 2.0 GPA who are from disadvantaged and low-income families. This award can be used for tuition, and access costs at qualifying California schools whose programs are at least one year in length. If you get a Cal Grant B Competitive Award it can only be used for access costs in the first year. These costs include living expenses, transportation, supplies and books. Beginning with the second year, Cal Grant B Competitive Award can help pay tuition.

Cal Grant C Awards help pay for tuition and training costs for vocationally oriented students rather than the academically oriented students. There is a \$576 award for books, tools and equipment and a \$2,592 award for tuition costs. To qualify, students must enroll in a vocational program that is at least four months in length. Funding is available for up to 6 full-time quarters.

What's the difference between "Entitlement" and "Competitive"?

Cal Grants were created by the California Legislature to provide financial aid to low- and middle-income families. Cal Grant Entitlement Awards are guaranteed for every high school graduate who has at least a 2.0 GPA, meets the Cal Grant requirements (including financial need) and applies by March 2 of his or her senior year or the year following graduation. Students who are not high school seniors or recent graduates can compete for Cal Grant Competitive Awards. These awards are not guaranteed and only a limited number are available each year.

Federal Work Study (FWS) The FWS program provides federal funds for student employment which are supplemented by funds from Humphreys College. Federal Work-Study is available to undergraduate and graduate students. To qualify for FWS, the student must complete the FAFSA, demonstrate financial need and be enrolled on at least a half-time status. Funds are earned on an hourly basis and are paid directly to the student semi-monthly. The student's earnings are to be used for educationally related expenses.

Federal Direct Loans The William D. Ford, Federal Direct Loan Student Loan Program (FDSLP) provides low interest rate loans to postsecondary students and their parents. It is managed by the U.S. Department of Education and is the only government backed loan program in the United States. Students who wish to apply for funding from the Federal Direct Loan program must first submit the Free Application for Federal Student Aid

(FAFSA). Several types of loans are available under the FDSLPL, including Subsidized Direct Loans, Unsubsidized Direct Loans and Direct Parent Plus Loans. The Federal Direct Subsidized and Federal Direct Unsubsidized loans have maximum amounts set each year, with each successive year allowing for an increase in the total maximum yearly amount, with set aggregate amounts. Repayment begins six months after graduation, when dropping to less than half-time enrollment status, or when completely withdrawing from an academic program. A grace period begins the day after the student stops attending school on at least a half-time basis. Once the grace period ends, repayment begins on the Subsidized and Unsubsidized Direct Loans.

Students who qualify for a Direct Subsidized loan will not be charged interest while in school at least half-time, during the grace period, and during authorized deferment periods.

Interest accrues on the Direct Unsubsidized loan and is the borrower's responsibility. Borrowers can choose to pay the interest quarterly or allow the interest to accrue and capitalize after their six-month grace period expires.

Direct Parent Plus Loans are available to parents of good credit history to pay for the educational expenses of financially dependent undergraduate students. The yearly limit on Direct PLUS Loans is equal to the cost of attendance minus estimated financial assistance. The Direct PLUS loan interest rate is variable, adjusted annually and set by the Department of Education. The repayment period for a Direct PLUS Loan begins at the time the Direct PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. Parent Direct PLUS Loan borrowers whose loans were first disbursed on or after July 1, 2008, may choose to have repayment deferred while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after that student is no longer enrolled at least half-time. Interest that accrues during these periods will be capitalized if not paid by the parent during the deferment.

Graduate and professional degree students can borrow a Direct Graduate PLUS Loan to help cover their educational expenses. The terms and conditions applicable to Direct Parent Plus loan apply to Direct Graduate PLUS Loans for graduate and professional students.

Financial Aid Refunds

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

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

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

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)
6. Federal Pell Grant Program
7. Academic Competitiveness Grant
8. National SMART Grant
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
10. TEACH Grant
11. Any other federal, state, private, or institutional aid
12. The student

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

Financial Aid Counseling

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

Financial Aid Eligibility

Maximum Time Frame

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

Students will be eligible for financial aid benefits for a maximum of 150% of the units required to complete their declared program. Maximum time frame is measured on a quarterly basis.

Units for which the grade of IP is issued will be considered as completed as long as the qualitative part of the grade is "C" or above.

Units transferred from another institution will be counted as units attempted and will be included in the unit count.

Financial Aid and Loss of Financial Aid Eligibility

According to federal and state laws and regulations, Humphreys College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP). **A student's academic standing and financial aid eligibility may differ.**

However, a student dismissed for academic reasons is automatically ineligible for financial aid. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Parent PLUS Loan
- Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)
- Cal Grants A, B, or C
- Institutional Awards
- Other Scholarships

Satisfactory Academic Progress

The following are the SAP requirements for all federal financial aid programs. A student is considered to be meeting SAP and is eligible for federal financial aid at Humphreys College as long as **all three of the following requirements** are met at the end of each quarter:

- The student maintains a cumulative grade point average (CGPA) of 2.0 or better (**Qualitative Progress**).
- The student satisfactorily completes (a final course grade of A, B, C, or D) enough credit hours to have a pace of completion of 2/3 or higher (**Quantitative Progress**). Withdrawals (W), incompletes (INC), and grades of F are not considered satisfactory completions.
- The student will graduate within the Maximum Time Frame of his/her declared program. All satisfactory completions, withdrawals, repeats, and failed courses at Humphreys College, and all credit hours transferred from other institutions count towards the 150% measure, regardless of whether the student received financial aid in previous quarters. Students pursuing multiple degrees are likely to reach the Maximum Time Frame. In certain cases, the Maximum Time Frame may be adjusted upon receipt of an appeal.

Other Factors Regarding Satisfactory Academic Progress

Audits

Classes taken for audit are not considered in SAP calculations.

Remedial/Developmental Courses

A student may receive federal financial aid for a maximum of 45 attempted credit hours of remedial/developmental coursework. Remedial/developmental coursework beyond 45 units will not count towards enrollment status or cost of attendance but will count toward maximum time frame.

Repeated Coursework

A student may receive financial aid for repeating courses. Students who retake a previously passed course (D- or better) are eligible for financial aid for only **ONE** repeat of the course. A failed course may be repeated until passed. Courses that are repeated are used in the calculation of SAP.

Review of SAP Status

SAP status is reviewed at the end of each quarter. Based on the review, a student will have one of three financial aid classifications:

- 1. Eligible:** The student meets the requirements of SAP and is eligible for financial aid in the current quarter.
- 2. Warning:** The student does not meet the requirements of SAP based on his/her qualitative and/or quantitative performance last quarter. The student will be placed on Warning for the current quarter. During this quarter the student continues to be eligible for loans and grants and is encouraged to seek tutoring or other support services for help. If at the end of the current quarter the student meets SAP, the Warning status is removed and he/she is considered Eligible.
- 3. Ineligible:** The student does not meet the requirements of SAP at the end of his/her Warning quarter. He/She is ineligible for financial aid at Humphreys College until SAP has been reestablished.

Reinstatement of Financial Aid

A student who is ineligible for financial aid for not meeting SAP can reestablish eligibility by fulfilling one of the following conditions:

Eliminate all academic deficiencies by completing the number of credit hours necessary to meet Quantitative Progress and/or Qualitative Progress at the student's own expense.

Successfully appeal the ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

Financial Aid Appeals

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid due to SAP status may appeal in writing by completing the SAP Appeal Form, available in the Financial Aid Office at the respective campus location. The student must submit information and documentation explaining why the SAP standards were not met and what has changed that will allow him/her to meet SAP in the future. The appeal form and all required supporting documentation must be submitted to the Director of Financial Aid by Friday of the first week of the quarter. Late appeals will not be considered until the following quarter.

Appeals will be reviewed by the Academic Policies Committee. Only those appeals that include the aforementioned documentation will be considered. Examples of circumstances for an appeal that will be considered include unexpected injury or illness of the student, death of a close family member, or other unforeseen extenuating circumstances. The Financial Aid Office will respond in writing to an appeal within one week of a decision by the Committee.

If a student's appeal is approved, he/she will be placed on Financial Aid Probation and will be provided an SAP Plan. While on Financial Aid Probation, the student is eligible to receive financial aid for **ONE** quarter. In order to be eligible for aid for subsequent quarters, the student must meet the terms of the SAP Plan. For all students on Financial Aid Probation this includes:

- Completing all courses attempted during the quarter with at least a C grade in each course;
- Maintaining an overall quarter GPA of 2.0 or higher.

A student who is on Financial Aid Probation due to maximum timeframe must also:

- Complete his/her degree within the date listed on his/her appeal;
- Follow the academic plan that was submitted with his/her appeal.

Additional requirements may be listed on the appeal approval notice.

Book Vouchers

Humphreys College has developed a book voucher program to assist students who are eligible for financial aid with the purchase of books and supplies. Book vouchers allow students to charge their student account for the costs of required books and basic supplies (notebooks, pencils, pens etc.) for registered courses. Students with expected excess financial aid, usually from a combination of grants and or loans funds, may be eligible for a book voucher. These funds are not additional financial aid granted to students solely for the purpose of purchasing books. The credit may only be used at Humphreys College bookstores (Stockton and Modesto campuses). Book vouchers must be used on the date of authorization. ***Not all students are eligible for a book voucher.***

An authorized amount will be determined based on the student's financial aid eligibility, units enrolled, and tuition charge at the time the student submits a book voucher request. The requested amount and authorized amount may differ. The authorized amount is the amount the student is able to use to purchase required books, basic supplies, and tools for registered courses.

If the student chooses to utilize a book voucher to obtain books and supplies, the Department of Education has indicated that the institution does not need to obtain written authorization to credit the student's account with Title IV funds for books and supplies. The student may opt out of the above process implemented by Humphreys College by not requesting a book voucher.

A book voucher is funded through a student's financial aid package. The student's account will only be charged for the costs of the books charged, which will reduce the amount of any financial aid refund that the student may receive for the quarter.

BOOK VOUCHER PROCEDURE

In order to be eligible for a book voucher, a student must meet the following:

1. Have excess financial aid awarded and accepted after tuition costs are subtracted from his/her financial aid package sufficient to cover the book voucher request.
2. Maintain Satisfactory Academic Progress.
3. Be registered for classes at least half time (6-8 units, undergraduate and law students; 4 units, master's students) for the upcoming term.
4. Have no overdue balance on his/her account or have been approved for an exception to register with an outstanding balance.
5. Funds must not be set for disbursement within 2 business days of the book voucher request.

How to Request a Book Voucher:

BE ADVISED the amount spent on books will be deducted from the scheduled financial aid refund. It is not free or additional funds. Book voucher requests require a 48-hour processing period.

1. Submit a Book Voucher Request Form to the Financial Aid Department for the amount needed to purchase all required books and supplies. Book Vouchers Request Forms are available in the Financial Aid Department, Fiscal Office, and Humphreys College Book Store.
2. The Financial Aid Office will review the student's account and approve or deny the request.
3. An e-mail notification will be sent to the student's Humphreys College e-mail account indicating the date on which the book voucher will be available for pick up.

Using the Book Voucher:

A student must present photo identification at the bookstore in order to purchase books and supplies using a book voucher. Books will not be sold without an authorized book voucher, photo identification, and copy of class schedule. By using a book voucher, the student is authorizing Humphreys College to deduct all bookstore charges from any amount of financial aid refund due to him/her. Financial Aid awards will be reduced as a result of these charges. The student is responsible to pay all bookstore charges not covered by financial aid credit at the time of purchase. This credit is for educational expenses associated only with classes in which the student is currently enrolled. Only the books required according to the student's class schedule will be sold. Students are not

permitted to purchase books for other students. Misuse of financial aid credit is in violation of federal regulations.

1. Authorized book vouchers will be available to eligible students beginning finals' week of every quarter. No exceptions are made to this policy.
2. If a student's financial aid eligibility changes or his/her awards require re-calculation due to a change in units, the student is responsible for the balance created on his/her student account from this book voucher.
3. If a student does not receive his/her financial aid or withdraws prior to receiving his/her financial aid, all outstanding charges including the books charged will be his/her responsibility.

NEW TERM, NEW REQUEST

Book vouchers are granted on a term-by-term basis. The student must request a separate book voucher for each term. It is best to request a voucher before the term starts. The student may have only one book voucher approved at a time and must allow at least 72 hours before requesting another one. The student must use the book voucher on the date issued.

2011-2012 Book Voucher Request Book Voucher Request Time Frame Calendar

| | |
|-----------------------------|--|
| Summer 2011 Quarter: | June 6, 2011 - July 13, 2011 |
| Fall 2011 Quarter: | September 5, 2011 – October 5, 2011 |
| Winter 2012 Quarter: | December 5, 2011 – January 11, 2012 |
| Spring 2012 Quarter: | March 5, 2012 – April 4, 2012 |

[Academic Information and Policies](#)

[Honor System](#)

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

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

Violation of the honor code or plagiarism may result in the reduction of an assignment grade, a failing grade in a class, or dismissal from the College.

Credit

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

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

Load Limit

Undergraduate students enrolled for 12 or more units per quarter are considered full time. In some instances, the student may register for 18 units or more with permission of the Dean of Instruction and after evaluation of the student's previous academic record and transcripts. Students on Academic Probation and/or Financial Aid Probation are not allowed to enroll in more than 12 units without the written approval of the Dean of Instruction.

Academic Calendar/Class Times

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

The hours of attendance vary with the individual student's program. Classes offered during the day meet either on Mondays, Wednesdays, and Fridays (MWF) or on Tuesdays and Thursdays (TTH). Classes on the MWF format meet for one hour and twenty minutes on those days. Classes on the TTH format meet for two hours and five minutes on those days. Day classes start as early as 8:15 a.m. and as late as 4:00 p.m. Classes offered during the evening meet once a week. Evening classes are offered on Mondays, Tuesdays, Wednesdays, Thursdays, and sometimes Fridays. A limited number of Saturday morning classes are offered. Evening classes meet for three hours and thirty minutes. Saturday classes meet for five hours for approximately eight weeks. Start and end times of classes do vary; for complete information, pick up a copy of the quarterly class schedule in the Admission or Faculty offices.

Vacations are scheduled each academic year, usually with two weeks at the end of the fall and spring quarters, and one week at the end of the winter and summer quarters. Other

holidays include Veterans Day, two days at Thanksgiving, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, and Labor Day.

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

Attendance Policy

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

There is no uniform College rule as to the number of absences permitted. These standards are set periodically for each academic discipline in terms of the needs of the subject matter.

Grades

A: Excellent (4 grade points)

B: Above Average (3 grade points)

C: Average (2 grade points)

D: Passing but Below Average (1 grade point)

F: Failure (0 grade points)

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

IP: (In Progress) A grade of IP may be issued only for machine and keyboarding courses and for the research preparation course in the master's degree. Work for the quarter is proceeding satisfactorily, at a grade level of "C" or better, but competency/skill requirements for the course have not been completed. A student receiving a grade of IP should enroll for, and pay tuition for, the same course in the next quarter. When all requirements for the course have been completed, the IP grade will be replaced by a letter grade which will appear on the transcript in the quarter in which the class was completed. IP grades in the completed class in all previous quarters will remain but will not affect Cumulative Grade Point Average (CGPA). A student in court reporting machine classes may not receive more than three IP grades in speed level classes at 60-110 and four IP grades in speed level classes at 120-200 without the express written approval of the department chair and the Dean of Instruction.

W: Withdrawal from class

NG: No grade issued

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

Dean's List

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

Campus Designation

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

- A Modesto student notifies the Registrar in writing of his/her intent to transfer to Stockton.
- A Modesto student accumulates 100 quarter units in a program that does not offer a Bachelor's degree on the Modesto campus. In this case, the student will be automatically designated a Stockton student.
- A Stockton student may transfer to Modesto by informing the Registrar of his/her intent to do so. A student that transfers to Modesto will remain designated as a Stockton student if his/her program does not offer a Bachelor's degree on the Modesto campus.

Academic Probation

A student pursuing a certificate or degree will be placed on Academic Probation whenever his/her current GPA for a term falls below 2.0. A student receiving an INC or NG grade may be placed on academic probation if the INC/NG causes the student's current GPA to fall below 2.0. A student who is on Academic Probation may not enroll for more than 12 units without the written approval of the Dean of Instruction.

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

If you are not sure of your academic status, please contact the Registrar's Office.

Academic Dismissal

Students may be dismissed by the Academic Policies Committee for reasons related to their academic performance, including but not limited to:

- A student does not attain a current GPA of at least 2.0 after one quarter on Academic Probation. Grades of INC will not be considered successful attempts.
- A first-time student will have his/her academic activity evaluated during the quarter. Failure to demonstrate acceptable academic activity may result in administrative withdrawal from one or more courses or dismissal during the middle of the quarter.
- A student fails to meet Qualitative and Quantitative Progress measures at the half-way point of his/her stated program (90 units).
- Any violation of the Honor System or Student Code of Conduct.

A student dismissed under the provisions of this section is automatically ineligible for financial aid. A student's academic standing and financial aid eligibility may differ. Students must meet all conditions of Satisfactory Academic Progress in order to remain eligible for financial aid according to the policies described in the Financial Aid Eligibility section of this Catalog.

Readmission

Once dismissed from school, a student must wait at least one full quarter before he/she may appeal to be readmitted. Appeals must be made in writing using the SAP Appeal form, available in the Financial Aid Office. Students may be readmitted on Academic and Financial Aid Probation if, in the Dean of Instruction's judgment, the appeal demonstrates sufficient evidence that the mitigating circumstances for unsatisfactory scholarship have been removed and that the student is able to benefit from further study. A student whose appeal is accepted will be readmitted and placed on an academic plan; the student must meet the conditions of the SAP plan in each period specified in order to continue.

A student can only be readmitted from Academic Dismissal once.

Withdrawal from Course(s)

A student may withdraw from regular courses prior to the end of the second week of a quarter without notation being placed on the permanent academic record. After the second and before the end of the seventh week, a student may withdraw from a course or courses but will receive a notation of W next to each course. Withdrawals during this period are included in the calculation of Quantitative Progress. After the seventh week, a grade of A, B, C, D, F, or INC, will be recorded.

It is the student's responsibility to withdraw from a class or classes. Instructors will not withdraw a student from a class for non-attendance or any other reason. To withdraw from a class, a student must obtain a Change of Schedule Request Form from the

Admission, Fiscal, or Registrar's Offices, have it signed by his/her academic advisor, and file it with the Registrar's Office. Students who withdraw or terminate class attendance without filing such a form may incur academic penalties (such as failing one or more classes).

Circumstances may necessitate a complete withdrawal from courses for the quarter in which a student is registered. A student who needs to withdraw from all courses in a quarter must fill out a Complete Withdrawal Form and obtain all necessary signatures. Forms are available in the Admission, Fiscal, Financial Aid, and Registrar's Offices, and also from faculty advisors. A student does not need to fill out a Complete Withdrawal Form if he/she is adding/dropping individual classes but will remain enrolled in the current quarter.

A complete withdrawal will likely impact a student's financial aid. The impact on his/her financial aid depends on when the withdrawal is initiated and the type of financial aid received. **The student may be responsible for repayment of some of the federal financial aid funds received for the quarter and may incur an outstanding balance with Humphreys College. Additionally, complete withdrawals are included in the calculation of Quantitative Progress and may affect the student's financial aid eligibility.** Before withdrawing or ceasing attendance, the student should be aware of the consequences of withdrawing or stopping attendance.

A student who fails to officially withdraw and who earns none of the units attempted in a quarter is automatically ineligible for financial aid and will be considered an unofficial withdrawal who stopped attending all his/her courses prior to the end of the quarter. Such a student's financial aid eligibility for that term will be recalculated and will likely result in an outstanding balance with Humphreys College. Additionally, this may have an impact on the student's repayment status if he/she received federal student loans.

A student considered to be an unofficial withdrawal will not be allowed to register for the subsequent quarter and will be ineligible for further aid until all financial aid recalculations are complete and any outstanding balances with the College are resolved.

While instructors are requested to inform the Registrar of students who have absences or have not been attending, they do not have the authority to withdraw a student from a class, and such notification does not constitute withdrawal. A signed withdrawal form submitted by the student to the Registrar's office is the only way that a withdrawal can be effected. No other process will be accepted as an official withdrawal for tuition or grade adjustments.

Medical Withdrawals

Students who withdraw from school for medical reasons must submit a signed note from a doctor stating that the student must drop out of school. Medical withdrawals can be a total withdrawal from courses or a reduction in course load due to medical limitations; however, a medical withdrawal cannot reduce course load to below part-time status. The

doctor's note must be accompanied by the completed Change of Schedule form and be submitted to the Registrar's Office. Once approved by the Registrar, the academic transcript will reflect the appropriate notation (cleared if withdrawal occurred before the census date; "W" if the withdrawal occurred after the census date). The College policy for tuition adjustment in this case is based upon the premise that no student should be financially penalized for a medical condition which resulted in the adjustment of his/her course load. Therefore, the six-week percentage refund calculation for tuition adjustment does not apply in the case of medical withdrawals. The student will be relieved of an outstanding balance for tuition based upon the classes dropped and financial aid that is required to be returned. Adjustments to financial and academic records will not be made retroactively after the end of the quarter in which the student withdraws.

Students who find it necessary to drop cannot rely on a counselor or instructor to do it for them. They are not authorized to take this action. Students are solely responsible for submitting all required Change of Schedule forms and medical notes to the Registrar as soon as they are aware of the need to drop classes. If they are too sick or injured to do this, the Registrar will be glad to assist them. They must notify the Registrar's Office within the quarter of disability in order to qualify for a medical withdrawal and tuition relief.

Census Date

The official day of record is the census date, which is normally the Friday of the second week of the quarter. This date is used for official enrollment reporting and the deletion of unpaid registrants. Additionally, enrollment verification can be completed after this date.

Students who withdraw from courses before this date will have no record of having enrolled in the courses on their official transcript. Courses dropped after this date will receive a grade of W – Withdrawal.

Late Registration/Adding a Class

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

Repeating a Class

A student may repeat a class for which he/she has already received credit for the purpose of obtaining a better grade or better understanding of the subject matter. However, the student is eligible for financial aid for only one repeat of a previously passed course. The highest grade achieved for the class will be used in the GPA calculations, and the units for a repeated class will be applied only once to the academic requirements of the program. Both attempts will be noted on official transcripts and will factor into Quantitative Progress.

Prerequisites

Prerequisites must be completed with a grade of “C-“ or better in order to enroll in a course having a prerequisite. Prerequisite courses completed with a non-failing grade (D) do not meet the prerequisite conditions and will need to be repeated; however, only one repeat attempt in such cases is eligible for financial aid funding.

Developmental Courses

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

Audits

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

If a student has not taken a subject at Humphreys College and wishes to audit for no credit, the regular tuition charge applies. If a student wishes to audit a subject in which he/she has previously received a grade other than INC and for which he/she has paid full tuition, no additional tuition will be charged if the student is regularly enrolled for an equal or greater number of units. Audits will not be allowed in classes in which the student has received an IP grade. When all classes are on an audit basis, the audit fee for students not regularly enrolled in other classes is the regular tuition rate, but not to exceed the eight (8) unit rate plus any applicable lab fees.

Transcripts and Grade Reports

The first transcript is provided at no charge; thereafter, a small fee for this service is charged per transcript. No transcript, certificate, diploma, or degree will be issued when there is an unpaid balance due and payable to the College or when a student has not provided the College with all necessary admission documentation.

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

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

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

Privacy Act/Student Records

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

These rights include:

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

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

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

Graduation and Commencement

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

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

Diplomas are issued twice per year, at the end of the fall quarter and the end of the spring quarter. A student who completes degree requirements in the summer or winter quarter and who needs documentation to that effect pending receipt of the diploma may obtain a transcript upon request to the Registrar. No transcript (official or unofficial), diploma, certificate or degree will be issued when there is an unpaid balance due and payable to the College or when a student has not provided the College with all necessary admission documentation.

Please refer to the *Schedule of Tuition and Fees* for a current listing of graduation fees. Fees are non-refundable once garments and diploma are ordered.

Commencement exercises are usually conducted at the end of the spring quarter. Students who are within 16 units of completing their program may participate in commencement exercises, but will not receive a degree until completing satisfactorily the requirements for graduation. Graduate students who have an approved prospectus or who have completed the preparation for the comprehensive examination may participate in commencement exercises, but will not receive a degree until completing the culminating experience. See the College Calendar for the exact date of commencement exercises.

Degrees and Certificates

Degrees Offered

| | Master's | Bachelor's | Associate's |
|----------------------------------|-----------------|-------------------|--------------------|
| Accounting | | B.S. | A.A., A.S. |
| Business Administration | | B.S. | A.A., A.S. |
| Community Studies | | B.S. | |
| Court Reporting | | B.S. | A.A., A.S. |
| Criminal Justice | | B.S. | A.A. |
| Education | M.A. | | |
| Early Childhood Education | | B.A. | A.A. |
| Legal Studies | | B.A. | A.A., A.S. |
| Liberal Studies | | B.A. | A.A. |

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

Certificates Offered

Certificate of Completion in Court Reporting, 108 units

Certificate of Completion in Paralegal Studies, 128 units

Length of certificate can be estimated based on 12 units per quarter. Actual length may vary depending upon individual student ability, motivation, course load, and on the availability of classes. Certain prerequisites may exist to some of the certificates. Please contact admissions for additional information.

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

Requirements for the Bachelor's Degree

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

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

Requirements for the Associate's Degree

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

1. High school graduation or the equivalent.
2. A minimum of 90 quarter units with a cumulative grade-point average of 2.0 or better.
3. A minimum of 30 quarter units in an associate's degree major program with a GPA of 2.0 or greater.
4. Residency: One year as a full-time student or two years as a part-time student.

5. ASSOCIATE IN ARTS DEGREE: A minimum of 56 quarter units in general education, other than subjects in the major. Developmental courses do not apply toward the Associate in Arts degree. The general education requirements are:
- A. Communications (12 units) which must include:
 - Written Communications
 - Advanced Written Communications or Intensive Grammar
 - Oral Communications
 - B. Social Sciences (20 units) of which 8 units must include:
 - American Institutions (4 units)
 - U.S. History (4 units)
 - C. Humanities (12 units)
 - D. Mathematics and Natural Sciences (12 units) of which 8 units must include:
 - a mathematics elective (4 units)
 - a natural science elective (4 units)

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

- E. Communications (8 units) which must include:
 - Written Communications
 - Advanced Written Communications or Intensive Grammar or Oral Communications
- F. Social Sciences (8 units) of which 4 units must include:
 - American Institutions (4 units)
- G. Humanities (4 units)
- H. Mathematics or Natural Sciences (4 units)

Minors

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

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

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

7. If a program has specified a course of study for a minor, the program specifications take precedence.

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

Double Majors

Students may obtain a baccalaureate degree with two majors. The student must determine which is the primary major and satisfy the general education requirements for the degree of that major. The other major is considered the secondary major. All prerequisites and requirements for both majors must be met, including a minimum of 60 upper-division units in each major and under the same catalog requirements. Each department must approve all double majors. Multiple majors will be recorded on the student's transcript, but only one degree is awarded according to the primary major designation.

Students must be able to complete a double major degree within the maximum time frame for financial aid eligibility.

General Education Component

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

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

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

The social and behavioral sciences are designed to help students acquire the knowledge and understanding of their own behavior as individuals and as part of their society, ethnic group, heritage, and world. The study of history of the United States and that of other

parts of the world will provide students with knowledge of events, factual information, and further practice in critical thinking and analysis.

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

Course Numbering System

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

- ACCT** Accounting
- AM** Art and Music
- CAT** Computer-Aided Transcription
- CR** Court Reporting
- CRIM** Criminal Justice
- CS** Community Studies
- ECE** Early Childhood Education
- ECON** Economics
- EDUC** Education
- EDAD** Education (Educational Administration emphasis)
- EDEC** Education (Early Childhood Education emphasis)
- ENGL** English
- GEOG** Geography
- HIST** History
- HUM** Humanities
- LEGA** Legal Studies
- LIT** Literature
- MATH** Mathematics
- MGT** Management
- MS** Machine Shorthand
- PHIL** Philosophy
- PS** Political Science
- PSY** Psychology
- REL** Religion
- SCI** Science (Natural)
- SOC** Sociology
- SOSC** Social Sciences

SPAN Spanish

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

- 0 - 49** Developmental
- 50 - 99** Vocational
- 100 - 199** Lower division - baccalaureate level
- 200 - 299** Upper division - baccalaureate level
- 300 - 399** Graduate Courses

Humphreys College has established articulation agreements with several local colleges relating to the transferability of credit and welcomes the opportunity to establish these agreements with other colleges. The decision to accept transfer credit is that of the receiving institution and Humphreys College does not guarantee the transferability of any course except those that have been specifically articulated.

[Academic Learning Outcomes](#)

All academic programs at Humphreys College are aligned with and serve to inform these six Academic Learning Outcomes:

- **Communication:** Students will demonstrate the ability to present information clearly using oral, written, and other forms with consideration of their audiences.
- **Information Literacy:** Students will demonstrate the ability to acquire, analyze, interpret, and evaluate data from a variety of sources and incorporate it accurately into original work.
- **Career-Oriented Knowledge and Skills:** Students will demonstrate competency in the theories, applications, and practices appropriate to their career paths.
- **Cultural Awareness:** Students will evaluate the importance and impact of cultural values and beliefs and engage with others from other cultures.
- **Ethics:** Students will evaluate codes of behavior and the impact of choices and decisions from the context of governing values and best practices within their chosen career paths.

- **Critical Thinking:** Students will identify patterns; organize, interpret, and assess information; and assign meaning to facts in order to evaluate problems, generate reasonable and well-supported conclusions, and apply learning to new problems and issues.

Department of Business

The mission of the Business Department is to provide educational opportunities compatible with business needs. By the time of graduation, the department will have offered students a strong grasp of ethics, a global perspective, and the ability to examine business issues from the viewpoint of multiple disciplines. Course of study emphasize learning Accounting and Business Administration concepts, as well as developing analytical, problem solving, and technological skills. There are two majors in the Business Department: Accounting and Business Administration.

Accounting

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

Bachelor of Science Degree in Accounting (181 units)

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

The following are the Accounting Program Learning Outcomes:

- Develop an understanding of accepted accounting principles and theory
- Gain a working knowledge of the application of computer software to enhance accounting processes and solve accounting problems
- Understand the application of audit processes to business
- Develop the skills to research and decipher corporate and individual tax law

- Gain the knowledge to prepare, analyze, and communicate financial statements and information
- Identify and enhance internal business and accounting controls of information systems
- Develop an ethical perspective of the accounting profession
- Understand the dynamics of economics and how they affect business environments
- Identify the types, structures, functions, and interrelationships of large and small businesses and the laws that govern them

General Education Requirements: (73 units)

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

- SPAN 101 Elementary Spanish I
 - Upper-Division Humanities Elective
 - Humanities Elective
- **Math and Science (17 units)**
 - MATH 101 College Algebra
 - MATH 120 Statistics
 - MGT 240 Quantitative Methods
 - Science Elective with a Lab (5 units)

Business Department Core Requirements (44 units)

- **Lower Division (28 units)**
 - ACCT 101 Accounting I
 - ACCT 102 Accounting II
 - ACCT 103 Accounting III
 - MGT 105 Business Management
 - MGT 120 Business Law I
 - MGT 160 Computer Applications
 - MGT 164 Spreadsheets

- **Upper Division (16 units)**
 - ACCT 230 Accounting Information Systems
 - MGT 220 Organizational Behavior
 - MGT 270 Financial Management I
 - MGT 285 Integrated Analysis

Accounting Requirements (48 units)

- ACCT 150 Computerized Accounting I (Quickbooks)
- ACCT 201 Intermediate Accounting I
- ACCT 202 Intermediate Accounting II
- ACCT 203 Intermediate Accounting III
- ACCT 210 Advanced Accounting I
- ACCT 220 Taxes I
- ACCT 221 Taxes II
- ACCT 240 Auditing I
- ACCT 241 Auditing II
- ACCT 250 Cost Accounting I
- ACCT 251 Cost Accounting II
- MGT 280 Business Law II

- **Free Electives (16 units)**

Associate in Arts Degree in Accounting (96 units)

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

General Education Requirements (56 units)

- **Communications (12 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 110 Oral Communications

- **Social and Behavioral Sciences (20 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Electives: (12 units)

- **Humanities Electives (12 units)**

- **Math and Science (12 units)**
 - MATH 101 College Algebra
 - MATH 120 Statistics
 - Science Elective

Business Department Core Requirements (28 units)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- MGT 105 Business Management
- MGT 120 Business Law I
- MGT 150 Personal Financial Management
- MGT 160 Computer Applications
- MGT 164 Spreadsheets

Accounting Requirements (12 units)

- ACCT 103 Accounting III
- ACCT 110 Payroll Accounting and Credit Management
- ACCT 150 Computerized Accounting I (Quickbooks)

Associate in Science Degree in Accounting (92 units)

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

General Education Requirements (24 units)

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

Business Department Core Requirements (28 units)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- MGT 105 Business Management
- MGT 120 Business Law I
- MGT 150 Personal Financial Management
- MGT 160 Computer Applications
- MGT 164 Spreadsheets

Accounting Requirements (12 units)

- ACCT 103 Accounting III
- ACCT 110 Payroll Accounting and Credit Management
- ACCT 150 Computerized Accounting I (Quickbooks)

Free Electives (28 units)

[Business Administration](#)

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

[Bachelor of Science Degree in Business Administration \(181 units\)](#)

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

The following are the Business Administration Program Learning Outcomes:

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

General Education Requirements (77 units)

- **Communications (20 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications
 - ENGL 201 Report Writing

- **Social & Behavioral Sciences (24 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - ECON 101 Economics I
 - ECON 102 Economics II
 - Select one of the following:
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History
 - Upper-Division Social and Behavioral Sciences Elective

- **Humanities (16 units)**
 - Humanities Elective
 - Select two of the following:
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - LIT 101 Introduction to Literature
 - SPAN 101 Elementary Spanish I
 - Upper-Division Humanities Elective

- **Math & Science (17 units)**
 - MATH 101 College Algebra
 - MATH 120 Statistics
 - MGT 240 Quantitative Methods
 - Science Elective with a Lab (5 units)

Business Administration Core Requirements (56 units)

- ACCT 101 Accounting I
- ACCT 102 Accounting II

- ACCT 103 Accounting III
- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 120 Business Law I
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 164 Spreadsheets
- MGT 220 Organizational Behavior
- MGT 245 Operations Management
- MGT 270 Financial Management I
- MGT 285 Integrated Analysis
- MGT 290 Current Concepts and Ethics

Choose One of the Following Concentrations:

Management (24 units)

- MGT 230 Human Resources Management
- MGT 255 Small Business Management
- MGT 260 Principles of Marketing
- MGT 271 Financial Management II
- MGT 280 Business Law II
- MGT 295 International Business

Accounting (24 units)

- ACCT 201 Intermediate Accounting I
- ACCT 202 Intermediate Accounting II
- ACCT 220 Taxes I
- ACCT 230 Accounting Information Systems
- ACCT 240 Auditing I
- ACCT 250 Cost Accounting I

Human Resources Management (24 units)

- LEGA 232 Employment Law
- MGT 230 Human Resources Management
- MGT 231 Compensation and Benefits
- MGT 291 Leadership
- MGT 292 Conflict Resolution
- MGT 298 Special Topics

Free Electives (24)

Note: Students may need to take a keyboarding course to meet the required typing speed before enrolling in MGT 160 and may need to take one or more preparatory math courses to meet the prerequisite for MATH 101.

[Associate in Arts Degree in Business Administration \(96 units\)](#)

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

General Education Requirements (56 units)

- **Communications (16 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications

- **Social & Behavioral Sciences (16 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - ECON 101 Economics I
 - Select one of the following:
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History

- **Humanities (12 units)**
 - Humanities Elective
 - Select two of the following
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - LIT 101 Introduction to Literature
 - SPAN 101 Elementary Spanish I

- **Math & Science (12 units)**
 - MATH 101 College Algebra
 - MATH 120 Statistics
 - Science Elective

Business Administration (32 units)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 120 Business Law I
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 164 Spreadsheets

Free Elective (8 units)

Note: Students may need to take a keyboarding course to meet the required typing speed before enrolling in MGT 160.

[Associate in Science Degree in Business Administration \(92 units\)](#)

The Associate in Science degree in Business Administration is designed for students who are occupationally oriented. The degree is aligned with the Bachelor of Science degree in Business Administration so that students may continue at the college and apply most college-level courses toward that bachelor's degree program. Compared with the Associate in Arts degree, the Associate in Science degree consists of fewer liberal arts subjects, leaving more units to specialize in the technical and vocational aspects of business administration.

General Education (24 units)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- PS 101 American Institutions
- Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
- Humanities Elective
- Math or Science Elective

Business Administration (48 units)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ACCT 150 Computerized Accounting I (Quickbooks)
- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 120 Business Law I
- MGT 140 Supervisory Management
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 164 Spreadsheets
- MGT 166 Records Management
- MGT 167 Administrative Procedures

Free Electives (20 units)

Note: Students may need to take a keyboarding course to meet the required typing speed before enrolling in MGT 160.

Minor in Business Administration

The minor is open to students not majoring in any field within the Business Department. The minor provides two types of exposure to the field of business for non-business majors: 1) A broad, non-specialized exposure to business, which may offer entry-level employment skills for a wide range of jobs, and 2) a basic understanding of the nature and scope of business operations.

Curricula and Requirements in the Minor (32 Units)

- ACCT 101 Accounting I
- ACCT 102 Accounting II
- ECON 102 Economics II
- MGT 105 Business Management
- MGT 115 Business Communication
- MGT 260 Principles of Marketing
- MGT 270 Financial Management
- Upper-Division Management Elective

Courses in the Department of Business

ACCOUNTING

ACCT 40 Basic Accounting, 4 units

Prerequisite: None.

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

ACCT 101 Accounting I, 4 units

Prerequisites: 1) Either a passing score on the numerical placement exam (or its equivalent math course) or passing ACCT 40 with a grade of “C” or better and 2) passing scores on both the writing and reading placement examinations, or their equivalent English courses.

This course introduces the current entry level procedures of financial accounting and generally accepted accounting principles. This course emphasizes the analysis of business transactions and the study of the accounting cycle for a sole proprietorship. Topics include: analyzing, journalizing and posting transactions, process and prepare adjusting entries, completion of the work sheet, financial statements, and the closing process for a service and merchandising business. Accounting for cash and internal controls, and the analysis of various accounts such as accounts receivable, accounts payable, and inventory are also covered. Ethics issues are discussed throughout the course.

ACCT 102 Accounting II, 4 units

Prerequisite: ACCT 101.

This course focuses on the analysis of assets and liabilities. An in-depth look at tangible and intangible assets and current and long term liabilities as well as payroll and how to account for them is discussed. This course also introduces accounting concepts for partnerships and corporations. The characteristics of partnerships and corporations are discussed as well as how to account for them. The preparation of the statement of cash flows and financial statement analysis is emphasized.

ACCT 103 Accounting III, 4 units

Prerequisite: ACCT 102.

This course introduces current managerial accounting concepts with a focus on practical application. Job order, process costing and activity-based cost systems are introduced. Flexible budgets and standard costs are presented as methods for

cost planning and control. Master Budgeting and profit analysis are also covered in this course. Ethics issues are discussed throughout the course.

ACCT 110 Payroll Accounting and Credit Management, 4 units

Prerequisite: Passing score on the numerical placement exam, or its equivalent course.

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

ACCT 150 Computerized Accounting I (Quickbooks), 4 units

Prerequisites: ACCT 101 or concurrent enrollment, MGT 160.

An introductory course that places accounting principles in a computerized setting and introduces computerized accounting software. This course provides the student with basic computer skills specific to a financial accounting environment. Topics include setting up a business entity's accounting system, recording financial transactions, and preparing financial statements and various other reports. Students will create invoices, reconcile accounts, process payroll and other job related functions, record and analyze accounts receivable and accounts payable functions.

ACCT 151 Computerized Accounting II (Peachtree), 4 units

Prerequisites: ACCT 101 or concurrent enrollment, MGT 160.

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

ACCT 201 Intermediate Accounting I, 4 units

Prerequisites: ACCT 102, MGT 160, ENGL 101.

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

ACCT 202 Intermediate Accounting II, 4 units

Prerequisite: ACCT 201.

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

ACCT 203 Intermediate Accounting III, 4 units

Prerequisite: ACCT 202.

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

ACCT 210 Advanced Accounting I, 4 units

Prerequisite: ACCT 202.

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

ACCT 211 Advanced Accounting II, 4 units

Prerequisite: ACCT 210.

An in-depth study of the application of accounting theory to specialized areas of accounting such as consolidations, partnerships, franchises, foreign operations, corporate liquidations, non-profit organizations, and state and local governmental accounting. Students will do a case study in ACCT 211.

ACCT 220 Taxes I, 4 units

Prerequisites: ACCT 101, ENGL 101.

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

ACCT 221 Taxes II, 4 units

Prerequisites: ACCT 101, ENGL 101.

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

ACCT 230 Accounting Information Systems, 4 units

Prerequisite: ACCT 102.

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

ACCT 240 Auditing I, 4 units

Prerequisite: ACCT 102 (ACCT 230 suggested).

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

ACCT 241 Auditing II, 4 units

Prerequisite: ACCT 240.

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

ACCT 250 Cost Accounting I, 4 units

Prerequisite: ACCT 103.

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

ACCT 251 Cost Accounting II, 4 units

Prerequisite: ACCT 250.

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

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

Prerequisite: Approval of academic chair.

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

ACCT 295 Professional Accounting Seminars, 1-5 units

Prerequisites: Must be a professional accountant. Approval of academic chair.

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

ACCT 299 Directed Study, 4 units

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

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

MANAGEMENT

MGT 51 Beginning Keyboarding, 2 units

Prerequisite: None.

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

MGT 80 Keyboarding Independent Study, 2 units

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

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

MGT 90 Typing Speed Development I, 2 units

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

This course is designed to improve keyboarding speed by analyzing typing techniques and prescribing practice that will help students key faster and more accurately.

MGT 91 Typing Speed Development II, 2 units

Prerequisite: MGT 90.

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

MGT 100 Intermediate Keyboarding I, 2 units

Prerequisites: MGT 51 or equivalent, ability to type 25 wpm.

This instruction and skill-practice program seeks to develop understanding and skill in office practices involving the use of computers. Emphasis is placed on business letters, office memoranda, tables, and report keyboarding. Development of speed and accuracy is stressed with the goal of attaining a speed of at least 40 words a minute with five or fewer errors on a five-minute timing. The lab course provides self-paced instruction adapted to the student's individual needs and abilities.

MGT 105 Business Management, 4 units

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

A study of the functions of management. The course includes the study of management principles as they pertain to organization, policy making, planning, control and evaluation, and a range of functional areas including human resources, marketing, operations, accounting, information systems, finance and

legal studies. The use of economic and accounting analysis in analytical decision making is included in the manager's role as decision maker.

MGT 115 Business Communication, 4 units

Prerequisite: None.

This course introduces students to major business communication and correspondence styles. Students will also discover methods to approach multicultural communications. Presentation and communication skills will be emphasized, including the use of PowerPoint as a communication tool.

MGT 120 Business Law I, 4 units

Prerequisite: MGT 105 or LEGA 101.

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

MGT 130 Salesmanship, 4 units

Prerequisite: None.

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

MGT 140 Supervisory Management, 4 units

Prerequisite: None.

An introductory course covering, in general terms, the total responsibilities of a supervisor in industry such as organization, in-service training, duties and responsibilities, human relations, grievances, training, rating, promotion, quality control, and management-employee relations.

MGT 150 Personal Financial Management, 4 units

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

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

MGT 160 Computer Applications, 4 units

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

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

MGT 161 Word Processing, 4 units

Prerequisite: [MGT 160](#).

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

MGT 164 Spreadsheets, 4 units

Prerequisite: [MGT160](#).

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

MGT 165 Relational Database, 4 units

Prerequisite: MGT 160.

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

MGT 166 Records Management, 4 units

Prerequisite: None.

This course covers basic alphabetic filing rules that are adapted from the standards published by the Association of Records Managers and Administrators. Emphasis is placed on the development of knowledge and skills in filing and managing records, including principles of alphabetic, geographic, subject, and numeric filing systems. Students apply the alphabetic indexing rules to a computer records database after achieving an understanding of manual filing. Also included is the study of advancements and changes in office technology and the resultant effect on the management of office records.

MGT 167 Administrative Procedures, 4 units

Prerequisite: College-level reading and writing, MGT 100, MGT 161, the ability to type 40 wpm on a five-minute test.

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

MGT 210 Advertising, 4 units

Prerequisites: MGT 105, ENGL 101.

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

MGT 215 Public Relations, 4 units

Prerequisites: MGT 105, ENGL 101.

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

MGT 220 Organizational Behavior, 4 units

Prerequisites: MGT 105, ENGL 101.

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

MGT 230 Human Resources Management, 4 units

Prerequisites: MGT 105, ENGL 101.

The study of the human resource functions in the modern organization and how each functional activity can support and add value to the organization's strategy. These HR functions include: Planning, Staffing, Training/Development, Compensation and Benefits, Performance Management, Employee Relations, Labor Relations, and Risk Management. Ethical considerations and employment law is embedded within each of these functions.

MGT 231 Compensation and Benefits

Prerequisites: MGT 105, MGT 230, ENGL 101.

This course will primarily emphasize strategic use of compensation systems for attracting, motivating, and retaining employees. It also secondarily will emphasize using technology to learn in a virtual environment.

MGT 240 Quantitative Methods, 4 units

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

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

MGT 245 Operations Management, 4 units

Prerequisites: MATH 101, MGT 105, MGT 120, ENGL 101.

Management of production and operations in manufacturing and service enterprises, including product design, process selection, location and layout of the facility, control of quality and productivity, and production planning

MGT 255 Small Business Management, 4 units

Prerequisites: MGT 105, ENGL 101.

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

MGT 260 Principles of Marketing, 4 units

Prerequisites: MGT 105, ENGL 101.

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

MGT 270 Financial Management I, 4 units

Prerequisites: ACCT 102, MATH 101, ENGL 101.

This course analyzes the role of finance in the economy, financial decision-making in the modern firm, and the role of the financial manager in the firm. It includes a review of accounting, financial statements, and taxes; cash flows and financial analysis; the financial system and interest rates; time value of money; and valuation and characteristics of stocks and bonds.

MGT 271 Financial Management II, 4 units

Prerequisite: MGT 270.

This course analyzes bonds and their valuation, risk and rates of return, stocks and their valuation, cost of capital, capital budgeting, capital structure and leverage, working capital, and financial planning.

MGT 280 Business Law II, 4 units

Prerequisites: MGT 120, ENGL 101.

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

MGT 285 Integrated Analysis, 4 units

Prerequisites: Completion of all classes in the major core or permission of the academic advisor, ENGL 101.

This is the capstone course for all business and accounting students. An integrative analysis of the business enterprise as a total system in the modern

business environment. Students will be exposed to the problems, opportunities and ethical responsibilities facing today's business executive. Emphasis will be on the formulation and implementation of various strategies in the modern corporation. Strategic and operational decision making will be required of students through an online business simulation.

MGT 290 Current Concepts and Ethics, 4 units

Prerequisites: Senior status or consent of instructor, ENGL 101.

Through the review of current literature on management-related subjects, students are presented an awareness and appreciation for trends and issues which illustrate past, present, and future business activities and the impact of managerial performance. Discussion of ethical dilemmas and social responsibility of business constitutes a major part of the learning objectives of this course.

MGT 291 Leadership, 4 units

Prerequisites: MGT 105, ENGL 101.

Administrative Leadership provides an in depth study and analysis of the key components and foundations of leadership. Major leadership theories are introduced and historical case studies are utilized as backdrops to aid students in the synthesis of the concepts covered. Leadership styles are explored within various contexts and special emphasis is placed on the problems encountered in a culture of change. The relationships between leaders and subordinates are analyzed within various contexts and students are encouraged to form their own personal leadership styles. Techniques are studied to effectively move organizations through change. The role leaders play in the dynamics of the organization are studied from a management as well as a subordinate perspective.

MGT 292 Conflict Management, 4 units

Prerequisites: MGT 105, ENGL 101.

A study of the role of conflict in interpersonal and professional settings. The course studies theory and research on the underlying sources of conflict and its effects on communication. Conflict management approaches, including negotiation, mediation, and arbitration will be discussed, as well as the human behaviors associated with conflict and resolution.

MGT 295 International Business, 4 units

Prerequisites: MGT 105, ENGL 101.

This course presents a systematic overview of international business. There will be an integrated progression of topics beginning with an understanding of the political, economic, cultural and monetary influences on international investment and business. Managing across cultures, conducting multi-cultural negotiations and attitudes across cultures will be examined. Developing an understanding of the strategic and operational alternatives when conducting international business will be examined.

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

Prerequisite: Approval of academic chair.

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

MGT 298 Special Topics, 1-4 units

Prerequisite: Approval of academic chair.

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

MGT 299 Directed Study, 4 units

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

This course is designed for qualified students (junior or senior standing) who desire to pursue advanced study, including reading, writing, and research in particular areas related to their degree programs. It is designed to enhance and build on present curriculum in management with individualized instruction in an area not covered in depth by current course offerings. Though students initiate the design of the course through their interest in particular areas of study, instructors and the academic chair must grant final approval of course content.

Department of Court Reporting

The Court Reporting Department provides students with a solid academic foundation and the skills and training required to succeed in a professional reporting career. Humphreys College has been teaching machine stenography courses since the 1920s and has been providing the judicial community with qualified court reporters and deposition reporters since the 1950s. The program not only meets the Court Reporters Board of California prescribed course of study, but also provides an opportunity to go beyond the minimum standards and attain an associate or bachelor degree.

Court Reporting

The overall focus of the department is to provide the academic foundation, skill and training development through live dictation and instruction with guided practice that enables students to achieve California State CSR licensure as well as meet their desired level of certification or degree. Completion of the program, licensure, and/or degree will prepare students to work in many different professional positions such as Certified Shorthand Reporter (CSR), Official Court Reporter, Freelance Reporter, State Hearing Reporter, and Communication Access Realtime Translation (CART) Reporter.

Our court reporting students are trained to utilize skills and equipment to capture, store, retrieve, and translate the spoken word in realtime. They are taught how to create a word-for-word, written account of everything that is said.

Classes are offered mainly during the day; however, required academics may be offered during evening hours or online. The program is proficiency-based, and students are able to progress from one level to the next as soon as they meet the requirements for each level. Units and final grades are awarded upon achievement of the competency-based criteria. Regular attendance in class and completion of assignments are obligations which the student assumes at the time of enrollment and become key factors in successfully completing the degree or certificate programs. To ensure satisfactory progress for students, the College offers an extensive online digital audio library of dictation practice and computer lab facilities fully equipped with transcription and realtime technologies and equipment for instruction and practice purposes.

Certified Shorthand Reporter (CSR) Certification

In addition to earning a Certificate of Completion in Court Reporting and meeting California requirements, the student must pass a qualifying test to be certified through Humphreys College for the state certification examination. The California examination consists of two academic written knowledge segments and a dictation/transcription component. The dictation test is administered two - three times per year for students who have qualified. The two written tests are available at computerized testing centers for students who have qualified.

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

Humphreys College court reporting program is also recognized as a Participating Member of the National Court Reporters Association (NCRA).

Transfer Students

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

Bachelor of Science in Court Reporting (181 units)

A Humphreys College graduate with a baccalaureate in court reporting will be able to demonstrate the following Program Learning Outcomes:

- Develop mastery and application of a conflict-free machine shorthand language
- Develop a minimum of 97.5% accuracy in the transcription of live single-voice dictation material dictated at 200 wpm
- Develop a minimum of 97.5% accuracy in the transcription of live three-voice deposition material dictated at 170 wpm
- Develop a minimum of 97.5% accuracy in the transcription of live four-voice court or four-voice deposition material dictated at 180 wpm
- Gain knowledge of the general and special terminologies (spellings, definitions, grammar, etc.) that are likely to be encountered in court proceedings, depositions, hearings, and other meetings and/or legal proceedings
- Gain a thorough knowledge of the computer technology currently in use by court reporters in performing realtime computer-aided transcription
- Develop fluency and accuracy in reading steno notes aloud in class, as directed by the instructor
- Develop a thorough knowledge of transcript formats used by court reporters
- Develop a thorough knowledge of research materials and techniques available to court reporters

General Education Requirements (73 units [8 upper division units required])

- **Communications (16 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications
- **Social and Behavioral Sciences (28 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II

- HIST 103 U.S. History III
 - LEGA 101 Introduction to the Legal System
 - Select two of the following:
 - PSY 101 Introductory Psychology
 - SOC 100 Interpersonal Communication
 - SOC 101 Introduction to Sociology
 - Select one of the following:
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History
 - Upper-Division Social and Behavioral Sciences Elective [4 units]
- **Humanities (16 units)**
 - Select two of the following:
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - LIT 101 Introduction to Literature
 - SPAN 101 Elementary Spanish I
 - Upper-Division Humanities Elective [4 units]
 - Humanities Elective
- **Math and Science (13 units)**
 - SCI 120 Human Biology
 - SCI 121 Human Biology Lab (1unit)
 - MATH 100 College Math or MATH 101/ College Algebra*
 - Math or Science Elective

*If a student is planning to transfer with the B.S. degree, he/she should consult the receiving institution regarding its math requirement.

Court Reporting Core Requirements (88 Units [36 upper division units required])

- **Machine proficiency** requires completion of CR 270 and certificate @ 180 M/V
 - CAT 164 Computer-Aided Transcription
 - CAT 199 Independent Study (optional)
 - Select one of the following:
 - MGT 160 Computer Applications
 - MGT 161 Word Processing
 - Lower-division machine classes = (28 units)
 - Upper-Division machine classes = [16 units]

- o Court Reporting Department Upper-Division Electives (Choose three of the following [12 units])
 - CR 290 Professional Practice and Ethics
 - CR 240 Special Topics
 - CAT 265 Realtime Practicum
 - CAT 299 Independent Study
- **Business/Paralegal Studies/Communications: (24 units)**
 - o MGT 105 Business Management I
 - o MGT 120 Business Law
 - o ENGL 100 Study of the English Language
 - o ENGL 120 Medical Terminology
 - o Business/Paralegal/Communications Upper-Division Electives [8 units]

Free Electives (20 units [16 upper-division required])

Associate in Arts in Court Reporting (100 units)

This degree is designed to provide a solid foundation in general education which will more effectively prepare the student for his/her chosen profession. This curriculum provides the student with broad academic knowledge and technical skills required for various careers including those that require realtime applications.

General Education Requirements (56 units)

- **Communications (12 units)**
 - ENGL 101 Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications

- **Social and Behavioral Sciences (20 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - LEGA 101 Introduction to the Legal System
 - Social Science Electives (8 units)

- **Humanities Electives (12 units)**

- **Math and Science (12 units)**
 - SCI 120 Human Biology
 - MATH 100 College Math **or** Math 101 College Algebra*
 - Science or Math Elective

Court Reporting Core Requirements (44 units)

- Machine Stenography (40 units) with certificate at 180 wpm
 - CAT 164 Computer-Aided Transcription
- Typing certificate at 50 net words per minute is required

*If a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

Associate in Science Degree in Court Reporting (90 units)

The Associate in Science degree includes a general education component not required for certification as a court reporter but gives the student a strong academic background along with the technical proficiency and professional training required to function effectively upon entering the field. This degree is also appropriate for the student who desires to pursue other realtime applications.

General Education Requirements (24 units)

- **Communications (8 units)**
 - ENGL 101 Written Communications
 - ENGL 103 Intensive Grammar

- **Social and Behavioral Sciences (8 units)**
 - PS 101 American Institutions
 - Social Science Elective

- **Humanities Elective (4 units)**

- **Science (4 units)**
 - SCI 120 Human Biology

Court Reporting Core Requirements (44 units)

- Machine Stenography (40 units) with certificate at 180 WPM
- CAT 164 Computer-Aided Transcription
- Typing Certificate at 50 net words per minute is required

Free Electives (22 units)

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

Certificate of Completion in Court Reporting (108 units)

This curriculum is limited to the academic courses, technical competencies, and professional training required for certification as a California Certified Shorthand Reporter (CSR).

General Education Requirements (40 units)

- o ENGL 100 The Study of the English Language
- o ENGL 101 Written Communications
- o ENGL 103 Intensive Grammar
- o ENGL 120 Medical Terminology
- o SCI 120 Human Biology
- o LEGA 101 Introduction to the Legal System
- o Select one of the following:
 - LEGA 160 Legal Terminology
 - LEGA 102 Torts
- o MGT 160 Computer Applications
- o CR 120 Introduction to Court Reporting
- o CR 290 Professional Practice and Ethics

Court Reporting Core Requirements (68 units)

- o MS 51 Machine Shorthand I Speed & Accuracy (60-80)
- o MS 61 Machine Shorthand II Speed & Accuracy (90-110)
- o MS 71 Machine Shorthand III Speed & Accuracy (120-140)
- o MS 150 Machine Shorthand Theory
- o MS 151 Beginning Shorthand Practice
- o MS 152 Machine Shorthand Theory II
- o MS 153 Beginning Shorthand Practice II
- o MS 155 Introduction to Requirements (60-80)
- o MS 160 Legal/Technical Requirements I (90-110)
- o MS 170 Medical/Literary Requirements I (120-140)
- o CR 61 Machine Shorthand IV Speed & Accuracy (150-170)
- o CR 71 Machine Shorthand V Speed & Accuracy (180-200)
- o CR 260 Medical/Literary Requirements II (150-170)
- o CR 262 Deposition Reporting/Multi-Voice (150-170)
- o CR 270 Professional Requirements (180-200)
- o CR 272 Court Reporting/Multivoice (180-200)
- o CAT 164 Computer-Aided Transcription

Other Requirements

- Internship & Court Observation (60 hours)
- Machine shorthand certificate at 200 wpm (M/V and S/M)
- Typing certificate at 50 nwpm

Courses in the Department of Court Reporting

MACHINE STENOGRAPHY

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

Prerequisites: Completion of MS 152 and MS 153, with a grade of B or higher or completion of a theory course; typing certificate at 30 nwpm; placement at English 101 level; concurrent enrollment in MS 155.

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

Included in this class are two-voice dictation and tests. Daily drill/tape requirement. Students are expected to pass the 50 wpm speed level during the first quarter of MS 155.

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

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

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

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

Prerequisites: Certificate at 110 wpm; 5 hours of court observation; concurrent enrollment in MS 170.

This course continues speed development to 140 wpm through use of live dictation, drills, and exercises, stressing conflict-free theory, accurate notes, and fluent readback. Included in this class are two-voice dictation and tests. Daily drill/dictation requirement.

MS 150 Machine Shorthand Theory I, 4 units

Prerequisites: Placement at ENGL 101 level or grade of C or higher in ENGL 49; typing proficiency at 30 nwpm; concurrent enrollment in MS 151 and CR 120. Students currently on academic probation are not allowed to enroll in MS 150, MS 151, or CR 120.

This course is designed to give the student an understanding of the concepts of conflict-free, real time theory and the application of the principles of phonetics with an introduction to writing words, phrases, and abbreviations on the stenotype machine with emphasis on correct techniques to develop dexterity. Daily drill/dictation requirement. The student must achieve a final grade of B or higher in order to advance to MS 152 and MS 153. _

MS 151 Beginning Shorthand Practice I, 4 units

Prerequisites: Placement at ENGL 101 level or grade of C or higher in ENGL 49; typing proficiency at 30 nwpm; concurrent enrollment in MS 150 and CR 120. Students currently on academic probation are not allowed to enroll in MS 150, MS 151, or CR 120.

This course provides for the development of machine technique through writing practice and application of theory principles from dictation, drills, and exercises stressing accuracy of notes. Instruction on reading of shorthand notes and application of real time principles is included. The student must achieve a final grade of B or higher in order to advance to MS 152 and MS 153. _

MS 152 Machine Shorthand Theory II, 4 units

Prerequisites: Typing certificate at 30 nwpm; Placement at ENGL 101 level; completion of MS 150 and MS 151 with a grade of B or higher; concurrent enrollment in MS 153. Students currently on academic probation are not allowed to enroll in MS 152 or MS 153.

This course is designed to give the student more concepts of conflict-free, real time theory, building upon MS 150. The student continues to learn the principles of phonetics, writing words, phrases, and abbreviations on the stenotype machine with emphasis on correct techniques to enhance accuracy and readback skills. Students will be introduced to speed takes and basic transcription skills.

MS 153 Beginning Shorthand Practice II, 4 units

Prerequisites: Typing certificate at 30 nwpm; Placement at ENGL 101 level; completion of MS 150 and MS 151 with a grade of B or higher; concurrent enrollment in MS 152. Students currently on academic probation are not allowed to enroll in MS 152 or MS 153.

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

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

Prerequisites: Completion of MS 152 and MS 153 with a grade of B or higher or completion of a theory course; typing certificate at 30 nwpm; placement at English 101 level; concurrent enrollment in MS 51.

This course develops the student's writing skill to 80 wpm through reinforcement of theory concepts and introduction of additional writing principles. Instruction in transcription skills and readback of notes is included along with introduction to legal, literary, and medical material. Daily drill/dictation requirement. Students are expected to pass the 50 wpm speed level during the first quarter of MS 155.

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

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

Student is introduced to legal and technical material with instruction on transcription skills, application of spelling, punctuation, grammar principles,

and the use of reference materials to produce accurate transcripts. The course is designed to develop the student's knowledge of legal and specialized vocabularies and to increase writing proficiency to 110 wpm.

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

Prerequisites: Certificate at 110 wpm; 5 hours of court observation; concurrent enrollment in MS 71.

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

COURT REPORTING

CR 49 CSR Prep Seminar (no units or grade awarded; ineligible for refund upon withdrawal)

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

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

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

Prerequisites: Certificate at 140 wpm; typing certificate at 50 nwpm; concurrent enrollment in CR 260; completion of program requirements.

This course provides for speed development to 170 wpm through live dictation of drills and exercises to build endurance and confidence and for production of conflict-free, accurate notes for real time applications. Daily drill/dictation requirement.

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

Prerequisites: Certificate at 170 wpm; 5 hours of additional court observation; concurrent enrollment in CR 270; completion of program requirements.

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

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

Prerequisites: CR 71 or certificate at 200 wpm; completion of program requirements.

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

- CR 91 Registered Professional Reporter Prep (210+), 2 units
Prerequisites: CR 71 or certificate at 200 wpm; completion of program requirements.
This course continues to build the student's proficiency through dictation of straight-matter and two-voice material at speeds up to 260 wpm and is designed as a preparation for the national RPR and RMR examinations.
- CR 120 Introduction to Court Reporting, 4 units
Prerequisites: Placement at ENGL 101 level or grade of C or better in ENGL 49; typing proficiency at 30 nwpm; concurrent enrollment in MS 150 and MS 151. Students currently on academic probation are not allowed to enroll in MS 150, MS 151, or CR 120.
This course is designed to give the beginning student an overview of the reporting field and an understanding of the demands and of the expectations of the profession. Official and freelance reporting is discussed. Other topics include the functions and requirements of the State Board, the process for certification as a CSR, and state examination procedures, technological developments such as CAT (computer-aided transcription) and real time applications, and alternate career options.
- CR 240 Special Topics, 1-4 units
Prerequisite: Approval of the academic advisor.
Topics approved by the academic advisor offer students a specialized course in a specific area of court reporting and real time applications, giving students the opportunity for in-depth and concentrated study of particular issues. (May be repeated with new content for a maximum of 8 units.)
- CR 260 Medical/Literary Requirements II (150-170), 4 units
Prerequisites: Certificate at 140 wpm; typing certificate at 50 nwpm; concurrent enrollment in CR 61; completion of program requirements.
The purpose of this course is to expand the student's comprehension of specialized vocabularies with a concentration on medical and literary topics with increased density and complexity of material to develop the ability to conceptualize and apply English skills for instantaneous translation and real time applications. The student is required to utilize library resources to produce accurate, verbatim transcripts.
- CR 262 Deposition Reporting/Multivoice (150-170), 4 units
Prerequisites: Certificate at 140 wpm; completion of program requirements.
This course concentrates on deposition reporting to develop the student's proficiency to 170 wpm in multivoice dictation through the presentation of actual deposition and administrative hearing proceedings. The course includes instruction in deposition procedures and transcript format. The student is expected to produce professional transcripts utilizing English and vocabulary

skills, reference materials and adherence to CA Court Reporter's Board Minimum Transcript Format Standards (MTFS).

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

Prerequisites: Certificate at 170 wpm; additional 5 hours of court observation; concurrent enrollment in CR 71; completion of program requirements.

This course offers an extensive variety of material to broaden the student's knowledge and comprehension and to develop writing proficiency to 200 wpm. The course integrates complex topics similar to those which may be encountered during captioning or interpreting as well as conventions and legal proceedings. The student is required to demonstrate competency in vocabulary and English skills and in the use of library resources in the production of professional transcripts and completion of study packets.

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

Prerequisites: Certificate at 170 wpm multivoice; completion of Writing Across the Curriculum Research Paper and program requirements.

This course prepares the student for official reporting through the presentation of four-voice material from court and deposition proceedings to build proficiency to 200 wpm. The course includes instruction on courtroom procedures and terminology, the use of legal and general reference material, and the simulation of actual court proceedings. Transcript assignments are expected to meet the standards of the CA Court Reporter's Board Minimum Transcript Format Standards (MTFS) along with those required of working professionals.

CR 282 Advanced Court Reporting/Multivoice, 4 units

Prerequisites: Certificate at 200 wpm multivoice; completion of CAT 164; completion or concurrent enrollment in CR 290 and program requirements.

The purpose of this course is to prepare the student to sit for the California CSR examination by offering four-voice dictation at speeds up to 225 wpm. The course includes reporting procedures and terminology, required use of library resources, and the preparation of professional transcripts. Qualifying examinations required by the CA Court Reporters Board are integrated into the course. A senior project and 50 hours of internship as well as additional requirements as shown on the course qualifier checklist must be met prior to sitting for qualifier examinations.

CR 290 Professional Practice and Ethics, 4 units

Prerequisite: Completion or concurrent enrollment in CR 262.

This capstone course is designed to give the student a thorough understanding of the working world of the reporter through a study of California codes and statutes relating to the profession, court and deposition procedures, professional practice and ethics. The course also includes a survey of state and federal legal systems, court personnel, legal citations, and office practices including job search and interview techniques and resume writing.

COMPUTER-AIDED TRANSCRIPTION

CAT 101 Introduction to Captioning, 4 units

Prerequisites: Certificate at 120 wpm; ENGL 101; basic knowledge of CAT software or approval of advisor.

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

CAT 102 Advanced Captioning

Prerequisites: Completion of CAT 101; certificate at 160 wpm or approval of advisor.

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

CAT 164 Computer-aided Transcription, 4 units

Prerequisite: Certificate at 120 wpm or approval of advisor.

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

CAT 265 Real Time Practicum, 4 units

Prerequisites: CAT 164; CAT 199; approval of advisor.

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

CAT 199/299 Independent Study, 2 units

Prerequisites: CAT 164; approval of instructor.

Under the guidance of a court reporting instructor, students develop special projects which utilize and enhance real time and CAT competency by more

effectively incorporating computer strategies in areas related to course of study or field of interest. (May be repeated for credit for a maximum of 4 units.)

Department of Liberal Arts

The Department offers a Bachelor of Arts in Liberal Studies, a Bachelor of Science in Community Studies, and an Associate in Arts in Liberal Studies. A minor in Community Studies is also offered in conjunction with a bachelor's degree other than Community Studies. In addition to the courses required for its degrees, the Department also offers other liberal arts courses used by other departments to meet their general education requirements.

Bachelor of Arts in Liberal Studies (181 units)

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

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

- **Communications**
The ability to state clearly and support with evidence well-reasoned positions through concise and proper use of the English language as delivered in logically organized and MLA-formatted written and oral presentations reflecting a keen sense of audience needs and expectations relevant to the rhetorical context.
- **Humanities**
The ability to identify the common and divergent artistic, philosophical, and religious expressions of world societies; recognize these expressions as cultural products of their times with an emphasis on literature as that product; and understand how these expressions have been historically used. Facility to reflect, conduct research, synthesize, and critically approach the humanities.
- **Social and Behavioral Sciences**

A national and global understanding of the interrelationships of individual and social forces that have given rise to political, social, and individual developments and of how these forces and developments affect the direction of humanity on both the individual and social levels. Intellectual capacity in depth of knowledge and synthesis in the areas of social and behavioral sciences.

- **Natural Science**
An understanding of the scope, terminology, methodology, and applications of the natural sciences and the benefits and risks of the interaction between humans and nature.
- **Mathematics**
The ability to use and represent properly mathematical processes—operations, numbers, formulas—in order to solve increasingly sophisticated arithmetic, geometric, and algebraic problems, and to generalize these processes for use in solving applied problems that pertain to other academic disciplines or professional uses.
- **Critical Thinking**
The ability to think critically and to use research techniques and methods as part of the habit of life-long learning.
- **Communications (20 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications
 - Select one of the following:
 - ENGL 201 Report Writing
 - ENGL 202 Critical Thinking and Writing
- **Humanities (44 units)**
 - LIT 101 Introduction to Literature
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - Foreign Language (8 units)
 - Upper-Division Literature Course
 - Upper-Division Humanities Electives (16 units)
- **Math and Science (13 units)**
 - MATH 100 College Math
 - Science elective with lab **or** SCI 110 Physical Science
 - Math **or** Science Elective

- **Social and Behavioral Sciences (48 units)**
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Select one of the following:
 - GEOG 101 World Geography
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History
 - PS 101 American Institutions
 - PS 105 Modern World Issues
 - Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
 - PSY 101 Introductory Psychology
 - SOC 100 Interpersonal Communication
 - SOC 101 Introduction to Sociology
 - Select one of the following:
 - ECON 201 Intermediate Economics
 - HIST 201 American Immigrant Experience
 - HIST 210 The Supreme Court in American Life
 - PS 205 International Relations
 - PS 210 Mass Media and Society
 - SOSOC 290 Special Topics
 - Upper-Division Social and Behavioral Sciences Electives (12 units)

- **Technology (4 units)**
 - MGT 160 Computer Applications

- **Free Electives (52 units)** - All units must be college-level
 - Minimum of Upper-Division Free-Elective Units (20 units)
 - Lower- and/or Upper-Division Free-Elective Units (32 units)

Community Studies

The Community Studies Program is a course of study based in the field of sociology and behavioral sciences yet focused on the topic of community and its place in modern American society. While there is a permanent set of courses organized within Community Studies, only a handful are required by the CS major, the many others covering special topics that focus on modern American society and may be of interest to major and non-major alike. Most students in the Program have chosen areas of emphasis such as business, law, criminology, or education, indicating their field of choice upon graduation while preferring a major that allows a broad range of study and freedom of individual growth. Students are encouraged to connect their degree plans to their area of employment or a possible graduate program. At its heart the Community Studies Program is liberal in its emphasis on a well-rounded set of courses that educate the mind without a prescribed approach. If there was any one phrase that best encapsulates the Program, it would be, “The future is your own. Own it here.”

Program affiliations include

- Member of the American Sociological Association
- Pacific Sociological Association

Bachelor of Science in Community Studies (181 units)

Those students who have successfully completed the requirements for a baccalaureate in Community Studies are expected to demonstrate the following Program Learning Outcomes:

- An awareness of the social processes and structures that make up a modern America. Specific emphasis will be placed on the social institutions that influence our lives and the importance that the concept of community has in the future of our society on a local and a national level.
- A working knowledge of the vital role of research design, ethical application, practical implementation, and presentation as a catalyst for changing and sustaining social institutions. Scientific research methods with application to all fields of social and behavioral science will be covered, culminating in real-world research on areas of local and national importance.
- Applied experience and reflection of the inner-workings of service providers in our/the student’s own local community with additional focus on employment opportunities for graduates as well as potential employer’s needs. Students will be required to participate within the real world of social and human services,

using their experiences to add depth of understanding to other courses within the Program as well as help them understand future career goals.

- An understanding of the dynamic interrelationships of social science, human services, education, law, and business as they applied within local community institutions. The strengths of Humphreys College and the social and employment needs of the local community are immediately compatible with the Community Studies Program. Students will exit these required courses with a better understanding of important social dynamics that exist apart from yet impact upon the human services.
- A sense of *verstehen* and the importance of social context in the study and practice of the behavioral sciences. Critical thought and the ability to question, explore, understand, and explain social facts on both the personal and institutional level. Inter-disciplinary application of core concepts supported through a variety of possible study emphases and cross-curriculum requirements for the CS major.

General Education Requirements (73 units)

- **Communications (20 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications
 - Select one of the following:
 - ENGL 201 Report Writing
 - ENGL 202 Critical Thinking and Writing
- **Social and Behavioral Sciences (20 units)**
 - PS 101 American Institutions
 - SOC 100 Interpersonal Communication
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Select one of the following:
 - GEOG 101 World Geography
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History
 - Select one of the following:
 - PS205 International Relations

- PS210 Mass Media and Society
- ECON 201 Intermediate Economics
- SOSOC 290 Special Topics
- **Humanities (20 units)**
 - LIT 101 Introduction to Literature
 - PHIL 101 Introduction to Philosophy
 - Select one of the following:
 - LIT 201 Masterpieces of World Literature
 - LIT 202 Major Figures of American Literature
 - LIT 203 California Literature
 - LIT 204 Shakespeare
 - LIT 205 Literature of the Ancient World
 - LIT 206 Masterpieces of British Literature
 - HUM 201 Biographies
 - HUM 290 Special Topics
 - Humanities Electives (8 units)
- **Math & Science (13 units)**
 - Science Elective with lab **or** SCI 110 Physical Science
 - MATH 101 College Algebra
 - Math or Science Elective

Major Coursework (76 units, 28 must be upper-division)

- **Community Studies (24 units)**
 - CS 101 Introduction to Community Studies
 - CS 201 Social Research Methods
 - CS 210 Proposal Writing/Data Analysis
 - CS 220 Community Studies Colloquium
 - CS 295 Internship
 - CS 295 Internship
- **Social and Behavioral Sciences (12 units)**
 - SOC 101 Introduction to Sociology
 - PSY 101 Introductory Psychology
 - Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
- **Legal Studies (minimum 8 units)**
 - LEGA 101 Introduction to the Legal System
 - Select one of the following:
 - LEGA 204 Criminal Law
 - LEGA 216 Family Law

- LEGA 217 Administrative Law
- LEGA 218 Workers' Compensation
- **Business Management: (minimum 8 units)**
 - Select two of the following:
 - MGT 105 Business Management
 - MGT 120 Business Law
 - MGT 140 Supervisory Management
 - MGT 215 Public Relations
 - MGT 220 Organizational Behavior
 - MGT 230 Human Resources Management
 - MGT 270 Financial Management
 - ACCT 101 Accounting I
 - ACCT 102 Accounting II
- **Major Electives (24 units)**

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

Free Electives (32 units)

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

[Minor in Community Studies \(28 units\)](#)

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

Required Courses (16 units)

- CS 101 Introduction to Community Studies
- PSY 101 Introductory Psychology
- SOC 101 Introduction to Sociology
- Select one of the following:
 - LEGA 101 Introduction to the Legal System
 - MGT 105 Business Management

Upper-Division Electives (12 Units)

- Select from the following:
 - LEGA 204 Criminal Law
 - LEGA 216 Family Law
 - LEGA 217 Administrative Law
 - LEGA 218 Workers' Compensation
 - LEGA 232 Employment Law
 - MGT 215 Public Relations
 - MGT 220 Organizational Behavior
 - MGT 230 Human Resources Management
 - CS 201 Social Research Methods
 - CS 290 Community Planning
 - CS 291 Community Health Analysis
 - CS 292 Human Service Delivery
 - CS 293 Police and Community Relations
 - CS 294 Deviant Behavior
 - CS 295 Community Studies Internship
 - CS 296 Rural Problems and Prospects
 - CS 297 Gerontology
 - CS 298 Social Stratification in American Society
 - CS 299 Special Topics in Community Studies *

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

Associate in Arts Degree in Liberal Studies (93 units)

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

- **Communications (12 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 110 Oral Communications

- **Humanities (16 units)**
 - LIT 101 Introduction to Literature
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World

- **Math & Science (13 units)**
 - MATH 100 College Math **or** MATH 101 College Algebra*
 - Science elective with lab **or** SCI 110 Physical Science
 - Elective in Math or Science

- **Social and Behavioral Sciences (28 units)**
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Select one of the following:
 - ECON 101 Economics I
 - ECON 102 Economics II
 - PS 101 American Institutions
 - PSY 101 Introductory Psychology
 - SOC 100 Interpersonal Communication
 - SOC 101 Introduction to Sociology
 - Select one of the following:
 - GEOG 101 World Geography
 - PS 105 Modern World Issues
 - HIST 110 History of Western Civilization I

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

- **Technology (4 units)**
 - o MGT 160 Computer Applications

- **Electives (20 units)**
 - o Choose 20 units of college-level courses

*If a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

Courses in the Department of Liberal Arts

Many of the courses in the Liberal Arts Department require that a student be at college level in reading and writing. The following are ways in which a student can demonstrate college-level proficiency in both reading and writing:

A student can demonstrate college-level proficiency in reading and writing by satisfying the following:

- By achieving passing scores on both the college's writing and reading placement examinations

or

- By earning a C or higher in ENGL 49

A student who was admitted into Humphreys College **prior to Fall 2011** may demonstrate college-level proficiency in reading and writing

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

and

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

COMMUNICATIONS

English

Note: A student who needs ENGL 49 or ENGL 40 and/or ENGL 41 must complete the course(s) within his/her first two quarters.

ENGL 40 Essential Writing Skills, 4 units

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

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

ENGL 41 Essential Reading Skills, 4 units

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

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

ENGL 49 Composition and Reading

Prerequisite: Based on scores of both the writing and reading sections of placement examinations.

The course is designed to prepare students to enter college-level English composition. The emphasis in the course is writing well-developed paragraphs in an organized essay, improving reading comprehension, and reviewing grammar and usage. The student will produce multiple basic essays, based on research and reading, to demonstrate competency of the learning outcomes.

ENGL 100 The Study of the English Language, 4 units

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

ENGL 101 Written Communications, 4 units

Prerequisite: College-Level Reading and Writing.

A directed writing course that develops the student's written communication skills through the critical examination and production of organized and coherent essays and a research paper. Students read and discuss the essays of accomplished writers and use them as examples in the production of their own writing assignments.

ENGL 102 Advanced Written Communications, 4 units

Prerequisite: ENGL 101.

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

ENGL 103 Intensive Grammar, 4 units

Prerequisite: College-Level Reading and Writing.

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

ENGL 110 Oral Communications, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

ENGL 120 Medical Terminology I, 4 units

Prerequisite: College-Level Reading and Writing.

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

ENGL 121 Medical Terminology II, 4 units

Prerequisite: ENGL 120.

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

ENGL 201 Report Writing, 4 units

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

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

ENGL 202 Critical Thinking and Writing, 4 units

Prerequisites: ENGL 102, ENGL 103, ENGL110.

An advanced writing course emphasizing research and critical thinking as the foundation for defensible, well-written argumentative essays. Students will advance their understanding of audience, research strategies, and documentation.

ENGL 210 Advanced Oral Communications, 4 units

Prerequisites: ENGL110, ENGL102.

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

HUMANITIES

AM 101 Art and Music Appreciation, 4 units

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

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

Prerequisites: ENGL101, one humanities course.

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

HUM 290 Special Topics, 1-4 units (repeatable with new topic for up to 8 units)
Prerequisite: ENGL 101 and others determined by the Liberal Arts faculty.
An intensive study in communications and/or the humanities from a critical perspective.

HUM 299 Directed Study, 1-4 units (repeatable with new topic for up to 8 units)
Prerequisites: ENGL 101, upper-division standing with CGPA 3.25 or better and approval of instructor and academic chair.
Designed to enhance and build on present curriculum in the humanities with individualized instruction in an area not covered in-depth by current course offerings. Though the student initiates the design of the course through his/her interest in a particular area of study, the instructor and the academic chair must grant final approval of course content.

PHIL 101 Introduction to Philosophy, 4 units
Prerequisite: ENGL 101.
An introduction to philosophy by study of the works of ancient and modern philosophers, concentrating on questions of morality and ethical conduct, reality, knowledge, religion, politics, and science. The course infuses both analytical and critical thinking in the discussion and study of the sources.

REL 101 Great Religions of the World, 4 units
Prerequisite: ENGL 101.
A study of the history and basic principles of the world's major religions. Students study Judaism, Christianity, Buddhism, Islam, Hinduism, and the Confucian school of philosophy. The importance and significance of religion and the continuous influence on humanity provide the backdrop for this study.

Literature

LIT 101 Introduction to Literature, 4 units
Prerequisite: ENGL 101.
An introduction to and survey of fiction, poetry, and drama. Students learn to read, analyze, discuss, and write about literature. Students are introduced to the perspectives of various literary criticism theories as applied to the works of many well-known writers.

LIT 201 Masterpieces of World Literature, 4 units
Prerequisite: LIT 101 or ENGL 102.
A study of several well-known masterpieces of world literature. Students synthesize the knowledge and critical reading and writing strategies learned in previous courses to embark on in-depth analyses of world literature.

LIT 202 Major Figures of American Literature, 4 units
Prerequisite: LIT 101 or ENGL 102.

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

LIT 203 California Literature, 4 units

Prerequisite: LIT 101 or ENGL 102.

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

LIT 204 Shakespeare, 4 units

Prerequisite: LIT 101 or ENGL 102.

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

LIT 205 Literature of the Ancient World, 4 units

Prerequisite: LIT101 or ENGL102

A critical study of literature from the Greeks and Romans with emphasis on mythology and other major works as well as the impact of these classical cultures on both our civilization and contemporary times.

LIT 206 Masterpieces of British Literature, 4 units

Prerequisite: LIT 101 or ENGL 102.

An intense study of British authors with a selection of their major works in poetry, drama, prose fiction and nonfiction from the medieval to the modern.

Spanish

SPAN 101 Elementary Spanish I, 4 units

Prerequisite: College-Level Reading and Writing.

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

SPAN 102 Elementary Spanish II, 4 units

Prerequisite: SPAN 101.

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

SPAN 103 Intermediate Spanish, 4 units

Prerequisite: SPAN 102.

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

MATHEMATICS

Note: A student who needs MATH 40, MATH 48, and/or MATH 49 must complete the course(s) within his/her first three quarters with a C or better. A student whose degree plan requires only MATH 100 must complete MATH 40 within his/her first three quarters with a C or better. Prior to beginning the math sequence, students should seek counseling from their faculty advisors for proper placement.

MATH 40 Basic Mathematics, 4 units

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

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

MATH 48 Introductory Algebra, 4 units

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

An introduction to algebraic concepts. Topics to be discussed include the number system and the properties of real numbers, solving linear equations and inequalities in one variable, graphs and linear equations, systems of equations in two and three variables, polynomials and exponents, and an introduction to factoring.

MATH 49 Intermediate Algebra, 4 units

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

A continuation and more advanced treatment of algebraic concepts. Topics to be discussed include an in-depth exploration of factoring, rational expressions, functions, roots and radicals, the quadratic formula and quadratic equations, and sequences and series.

MATH 100 College Math, 4 units

Prerequisite: MATH 40 with a C or better; or passing score on the numerical section of entrance examination. (Not open to students already having credit for MATH 101 or equivalent.)

A course to acquaint students with mathematical concepts and theories with the purpose of developing and increasing skills in mathematical, quantitative, and critical thinking and reasoning, as well as problem-solving skills. (Does not satisfy the math requirement for **all** majors.)

MATH 101 College Algebra, 4 units

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

An in-depth treatment of algebra with the intent of advancing students' mathematical, quantitative, critical reasoning, and problem-solving skills. It will

include but not be limited to quantitative problem-solving techniques, rational expressions and equations, functional notation, exponential and logarithmic equations, polynomials, analytic geometry, linear and nonlinear equations and inequalities, and sequences and series.

MATH 110 Calculus, 4 units

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

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

MATH 120 Statistics, 4 units

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

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

MATH 199 Special Problems in Mathematics, 1-6 units

Prerequisite: MATH 100 or MATH101 and others as determined by the Liberal Arts faculty.

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

NATURAL SCIENCES

Note: If you are in a bachelor's degree program, or think you may continue toward a bachelor's after you earn your associate's degree, or if you are a Liberal Studies major, you need to take SCI 110 or a lecture course in science along with the corresponding lab course, SCI 121 or SCI 131, to satisfy the lab requirement.

SCI 110 Physical Science, 5 units

Prerequisite: College-Level Reading and Writing.

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

SCI 120 Human Biology, 4 units

Prerequisite: College-Level Reading and Writing.

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

SCI 121 Human Biology Laboratory, 1 unit

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

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

SCI 130 Environmental Science, 4 units

Prerequisite: College-Level Reading and Writing.

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

SCI 131 Environmental Science Laboratory, 1 unit

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

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

SOCIAL AND BEHAVIORAL SCIENCES

Economics

ECON 101 Economics I, 4 units

Prerequisite: College-Level Reading and Writing.

A study of macroeconomics. The course covers the following topics: organization, operation and control of the American economy; measurement, level, and distribution of national income; economic fluctuations; business and government finance; money and banking; fiscal and monetary stabilization techniques.

ECON 102 Economics II, 4 units

Prerequisite: College-Level Reading and Writing.

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

ECON 201 Intermediate Economics, 4 units

Prerequisite: ECON 101 or ECON 102.

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

Geography

GEOG 101 World Geography, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

Students taking this course will study the geographical characteristics—both physical and human—of the vast regions of the world. Attention will be given to the locations of continents and major countries of their regions, their climates, resources, and their roles in the global community. The differences in levels of wealth among nations will be studied in the context of their individual needs and their abilities for healthy and permanent growth and stability.

History

HIST 100 History of California, 4 units

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

HIST 101 History of the United States I, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

HIST 102 History of the United States II, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

HIST 103 History of the United States III, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

HIST 110 History of Western Civilization I, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

HIST 111 History of Western Civilization II, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

HIST 112 History of Western Civilization III, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

HIST 120 Modern Asian History, 4 units

Prerequisite: College-Level Reading and Writing.

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

HIST 201 American Immigrant Experience, 4 units

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

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

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

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

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

Political Science

PS 101 American Institutions, 4 units

A study of American government and other institutions, their constitutional bases, structure, functions, and their influence on the national, state, and local level.

Consideration is given to the Constitution, political systems, and historical background of California. This course fulfills the California State recommendations in federal, state, and local government.

PS 105 Modern World Issues, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

PS 205 International Relations, 4 units

Prerequisites: ENGL 101, PS 101.

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

PS 210 Mass Media and Society, 4 units

Prerequisites: ENGL 101, PS 101.

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

Psychology

PSY 101 Introductory Psychology, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

Sociology

SOC 100 Interpersonal Communication, 4 units

A survey of techniques and processes of person-to-person interaction, including verbal and non-verbal communication, active listening, and positive relationship building. Students study and practice the concepts related to improving interpersonal communication skills.

SOC 101 Introduction to Sociology, 4 units

Prerequisite: Concurrent enrollment in ENGL49 or College-Level Reading and Writing.

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

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

Prerequisite: ENGL 101 and others as determined by Liberal Arts faculty.
An intensive study in the social sciences from a critical perspective.

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

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

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

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

COMMUNITY STUDIES

CS 101 Introduction to Community Studies, 4 units

Prerequisite: College-Level Reading and Writing.

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

organizations within the community. (Can count as Social and Behavioral Sciences elective.)

CS 201 Social Research Methods, 4 units

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

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

CS 210 Proposal Writing/Data Analysis

Prerequisite: CS 201.

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

CS 220 Community Studies Colloquium, 4 units

Prerequisites: CS 101, CS 201, CS 210.

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

CS 290 Community Planning, 4 units

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

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

CS 291 Community Health Analysis, 4 units

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

An overview of health and wellness issues as they affect the functioning of communities. Health care institutions within the community are emphasized, along with a discussion of the holistic health model, which encompasses prevention, education and lifestyle issues in addition to traditional medical

approaches to health care. (Can count as Social and Behavioral Sciences elective.)

CS 292 Human Service Delivery, 4 units

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

A review of the history of social services in the Western world with primary emphasis on the United States over the last century. The course presents a balance of information on the structural causes, program components, social attitudes, and recipients of social resources given to the less powerful in our country. A text provides historical perspective while handouts and guest speakers give up-to-date information on the reality of what "welfare" means in modern America. (Can count as Social and Behavioral Sciences elective.)

CS 293 Police and Community Relations, 4 units

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

Law enforcement institutions and practitioners are covered by this course, which stresses concepts such as community-based policing, conflict resolution between neighborhood residents and the police department and the integration of police services into a community's human service delivery network. (Can count as Social and Behavioral Sciences elective.)

CS 294 Deviant Behavior, 4 units

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

Societal definitions of deviance, the process by which individuals within a community are labeled as deviant and the role of deviance in determining and reinforcing the stratification of society are among the key themes of this course. Cross-cultural interpretations of deviant behavior are also addressed. (Can count as Social and Behavioral Sciences elective.)

CS 295 Community Studies Internship, 2-4 units

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

This course is designed to provide practical experience in a community-based setting, augmented by class discussions and written assignments.

CS 296 Rural Problems and Prospects, 4 units

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

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

CS 297 Gerontology, 4 units

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

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

CS 298 Social Stratification in American Society, 4 units

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

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

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

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

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

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

Department of Legal Studies

The Department of Legal Studies offers a Bachelor of Arts in Legal Studies and the Associate in Science and Associate in Arts degrees in Legal Studies. Additionally, the Department offers a Certificate of Completion in Paralegal Studies.

Bachelor of Arts Degree in Legal Studies (181 units)

The Department seeks to train and educate students in all types of skills—academic, technological, and legal—that are necessary for work in law-related careers. The seriousness of the law requires high competency levels in those who seek jobs in the field. For students interested in the bachelor’s degree, both the procedural and substantive areas of the law will be studied and will meet the requirements of the State of California regarding the Paralegal profession in order that the paralegal will be able to lend an in-depth assistance to an attorney.

A graduate with a Bachelor of Arts Degree in Legal Studies will be able to demonstrate the following Program Learning Outcomes:

- Demonstrate an understanding of the roots, sources, and structure of the American legal system and the foundations of the various branches of procedural and substantive law.
- Understand the professional and ethical role of a paralegal and the specific regulations and rules pertaining to the performance of paralegal tasks.
- Demonstrate an ability to understand and use the appropriate forms and practices related to litigation, trial procedures, and appeals.
- Develop a proficiency in legal research and writing; become familiar with law books and legal materials; demonstrate an ability to perform tasks using the tools of research, drafting, and legal writing in preparing a variety of legal documents.
- A familiarity with the operation and management of a modern law office and the role of a paralegal in that setting.
- Develop a conceptual and substantive knowledge of the subjects of torts, contracts, and criminal law.
- Demonstrate a proficiency in the use of legal terminology and legal office procedures as well as the many skills associated with procedural law.
- Develop habits of critical thinking and the ability to analyze and apply the law to specific factual situations

General Education Requirements (73 units)

- **Communications (20 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 110 Oral Communications
 - ENGL 201 Report Writing

- **Social and Behavioral Sciences (24 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - History I HIST 101 U.S.
 - History II HIST102 U.S.
 - History III HIST 103 U.S.
 - Select two of the following:
 - PSY 101 Introductory Psychology
 - SOC 100 Interpersonal Communications
 - SOC 101 Introduction to Sociology
 - Select one of the following:
 - HIST 110 History of Western Civilization I
 - HIST 111 History of Western Civilization II
 - HIST 112 History of Western Civilization III
 - HIST 120 Modern Asian History
 - PS 105 Modern World Issues
 - Upper-Division Social or Behavioral Science Elective

- **Humanities (16 units)**
 - Select three of the following:
 - AM 101 Art and Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - LIT 101 Introduction to Literature
 - SPAN 101 Elementary Spanish I or SPAN 102 Elementary Spanish II or SPAN 103 Intermediate Spanish
 - Upper-Division Humanities Elective

- **Math and Science (13 units)**
 - MATH 100 College Math
 - Science Elective and Lab

- o Math or Science Elective

Major Core Legal Studies Requirements (36 units)

- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 201 Contracts
- LEGA 204 Criminal Law
- LEGA 206 Legal Drafting
- LEGA 207 Legal Research
- LEGA 210 Civil Litigation
- LEGA 212 Professional Responsibility
- LEGA 230 Evidence

Accounting, Business Administration, Legal Studies Requirements (24 units)

- ACCT 101 Accounting I or MGT 150 Personal Financial Management
- MGT 160 Computer Applications
- LEGA 160 Legal Terminology
- LEGA 161 and LEGA 162 Legal Office Procedures I and II
- One Management Elective

Legal Studies Major Electives (20 units)

Free Electives (28 units)

[Associate in Arts in Legal Studies \(96 units\)](#)

This degree prepares students for entry positions in law offices or any legal-related fields of work. While taking many skill-level courses, students will have 56 units of required courses in the Liberal Arts, preparing them for working toward Certificate of Paralegal Studies and the Bachelor of Arts in Legal Studies.

General Education Requirements (56 Units)

- **Communications (16 units)**
 - ENGL 101 Written Communications
 - ENGL 103 Intensive Grammar
 - ENGL 102 Advanced Written Communications
 - ENGL 110 Oral Communications

- **Social and Behavioral Sciences (12 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U. S History III
 - Social Science Elective

- **Humanities Electives (12 units)**
 - Select three (3) of the following:
 - AM 101 Art and Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - SPAN 101 Elementary Spanish I
 - LIT 101 Introduction to Literature

- **Math and Science (8 units)**
 - MATH 100 College Math
 - Science Elective

- **Two (2) General Education Electives (8 Units)**

Business Administration Requirements (24 units)

- MGT 115 Business Communications
- MGT 160 Computer Applications

- MGT 161 Word Processing
- MGT 166 Records Management
- MGT 120 Business Law I
- ACCT 101 Accounting I or MGT 150 Personal Financial Management

Legal Studies Requirements (16 units)

- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 160 Legal Terminology
- LEGA 161 Legal Office Procedures

Associate in Science in Legal Studies (90 units)

The Associate in Science degree is for students who are interested in working in a legal-related field and want to develop the skills to enter the field, work at an entry-level position, or one which would provide experience whereby the appropriate skills could be developed. Generally the A.S. degree student is not necessarily interested in going further beyond this degree; and it is for that reason that several courses in the general education area are a valuable addition to the skills that the student will develop by obtaining this degree.

General Education Requirements (28 units)

- **Communications (8 units)**
 - ENGL 101 Written Communications
 - ENGL 103 Intensive Grammar

- **Social and Behavioral Science (12 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Social Science Elective

- **Humanities Elective (4 units)**

- **Math or Science Elective (4 units)**

Business Administration Requirements (34 units)

- MGT 100 Intermediate Keyboarding I
- MGT 115 Business Communications
- MGT 160 Computer Applications
- MGT 161 Word Processing
- MGT 164 Spreadsheets
- MGT 166 Records Management
- MGT 120 Business Law I
- ACCT 101 Accounting I or MGT 150 Personal Financial Management
- ACCT 110 Payroll Accounting and Credit Management

Legal Studies Requirements (16 units)

- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 160 Legal Terminology
- LEGA 161 Legal Office Procedures

Free Electives (12 units)

Certificate of Completion in Paralegal Studies 128 units

This certificate represents the completion of courses important to the student who seeks a position as a paralegal or a legal assistant. It includes a core group of general education courses that provide a background for management and law-related courses, all of which prepare the student for the challenges of the legal field. *

Communications (20 units)

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

Social and Behavioral Sciences (16 units)

- PS 101 American Institutions
- HIST 101, 102, or 103 History of the United States
- HIST 210 The Supreme Court in American Life
- PSY 101 Introductory Psychology
or SOC 101 Introduction to Sociology

Humanities (12 units)

- PHIL 101 Introduction to Philosophy
- LIT 101 Introduction to Literature
- Upper-Division Humanities

Math and Science (8 units)

- MATH 100 College Math or MATH 101 College Algebra
- Science Elective

General Education Electives (8 units)

Management (16 units)

- MGT 115 Business Communications
- MGT 160 Computer Applications
- MGT 120 Business Law I
- MGT Elective, Lower or Upper Division

Legal Studies (48 units)

- LEGA 160 Legal Terminology
- LEGA 161 Legal Office Procedures I
- LEGA 162 Legal Office Procedures II
- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 201 Contracts
- LEGA 204 Criminal Law
- LEGA 206 Legal Drafting
- LEGA 207 Legal Research
- LEGA 210 Civil Litigation
- LEGA 212 Professional Responsibility
- LEGA 230 Evidence

*This Certificate replaces the Certificate of Completion in Paralegal Studies that has been offered during the years previous to this catalog.

Minor in Legal Studies (24 units)

A minor in Legal Studies is open to any student enrolled in any other baccalaureate degree program.

One objective of a minor in Legal Studies is to provide students in other disciplines with exposure to the law of the United States and the underlying theories and principles which form the foundation of the current legal atmosphere.

A second objective of a minor in Legal Studies is to broaden the students' knowledge and skill base, thereby increasing their potential value to an employer and their career opportunities.

Core Requirements (16 units)

- LEGA 101 Introduction to the Legal System
- LEGA 102 Torts
- LEGA 201 Contracts
- LEGA 212 Professional Responsibility

Electives (8 units)

- Select two of the following:
 - o LEGA 160 Legal Terminology
 - o LEGA 204 Criminal Law

- o LEGA 207 Legal Research
- o LEGA 210 Civil Litigation
- o LEGA 217 Administrative Law
- o LEGA 221 Partnerships and Corporations
- o LEGA 223 Real Estate
- o LEGA 232 Employment Law

Courses in the Department of Legal Studies

LEGA 101 Introduction to the Legal System, 4 units

Prerequisite: ENGL101 (may be taken concurrently)

This course provides a general perspective of the history of law and the origins of the American legal system. It includes the sources of the law, legal terminology, the structure and function of the courts. Some attention is given to torts, contracts, criminal law and a glance at other areas of the law. Students will become acquainted with the duties and responsibilities of the legal profession and the workings of the law office.

LEGA 102 Torts, 4 units

Prerequisite: LEGA 101 (may be taken concurrently)

An introduction to the study of torts including intentional torts such as assault and battery, false imprisonment, intentional infliction of emotional distress, trespass to land and chattel, negligence and products liability. Students will learn about burden of proof, remedies, and the formulation of definitive legal positions important to specific tort action.

LEGA 160 Legal Terminology, 4 units

Prerequisite: College-level reading and writing.

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

LEGA 161 Legal Office Procedures I, 4 units

Prerequisite: College-level reading and writing.

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

LEGA 162 Legal Office Procedures II, 4 units

Prerequisite: LEGA 161

This course is the "second half" of an extensive skills study of legal procedures designed for students who plan for a career in a law office or in other legal environments.

LEGA 190 Special Topics, 1-4 units.

Prerequisite: LEGA 101 and lower-division standing.

LEGA 201 Contracts, 4 units

Prerequisite: LEGA 101 (may be taken concurrently)

An introduction to the formation, construction, and legal operation of contracts. Course includes the conditions of contracts, rights of third parties, assignments, joint and several contracts, breach of contracts, illegal bargains, remedies, and the Uniform Commercial Code.

LEGA 204 Criminal Law, 4 units

Prerequisite: LEGA 101 (may be taken concurrently)

A general survey course to provide an understanding of the state criminal code and other statutory provisions relating to the criminal justice system, from arrest to trial decisions, elements of various crimes such as murder, rape, larceny, and conspiracy; and criminal procedure questions such as search and seizure, Miranda warnings, and suppression of evidence.

LEGA 206 Legal Drafting, 4 units

Prerequisite: LEGA 101, 102, 201, 207, and 210

This course is designed to provide the student with practical training in the various techniques of legal drafting. The student learns to prepare office memoranda, legal citations, interrogatories, motions, and various other legal documents. A major legal drafting project is required along with several smaller exercises.

LEGA 207 Legal Research, 4 units

Prerequisites: LEGA 101, 102 and 201

This course is designed to provide the student with experience in doing legal research projects and then utilizing the results of this research in preparing letters, motions, memoranda, and other legal documents based upon the research. This course integrates the knowledge gained in prerequisites courses with substantive course material.

LEGA 210 Civil Litigation, 4 units

Prerequisites: LEGA 101 and LEGA 102 and LEGA 201

This is a study of the forms and practice in civil procedure. Students learn to use legal forms and library materials in order to be of valuable assistance to the attorney in drafting pleadings, motions, and other documents required in either civil or criminal actions. Further study of trial and appeal procedure and the forms and procedures required by the court clerk's office.

LEGA 211 Advanced Civil Litigation, 4 units

Prerequisite: LEGA 210

This course is designed to define and develop in greater depth the skills and knowledge used by the legal assistant already familiar with litigation practice. Topics such as federal practice, handling and organizing a big case, and appellate procedure are covered.

LEGA 212 Professional Responsibility and Client Contact, 4 units

Prerequisites: LEGA 101 and LEGA 102 OR LEGA 201 (may be taken concurrently)

The objective of this course is to improve and sharpen verbal communication skills in interviewing, negotiating, and advocacy situations. The student is prepared to conduct fact-finding interviews with clients, to listen effectively, and to prepare reports of information obtained from the clients for the use of the attorneys. An overview of the ethical considerations within the legal profession is emphasized.

LEGA 216 Family Law Practice, 4 units

Prerequisite: LEGA 101

This course covers the basic substantive and procedural law regarding adoptions, guardianships, non-support, uncontested and contested divorces, child custody, and paternity and other aspects of the social system. Emphasis is given to the use of family court forms, the preparation of pleadings and proposed decrees, the drafting of property settlement agreements, and the use of interviewing checklists.

LEGA 217 Administrative Law, 4 units

Prerequisite: LEGA 101

This course surveys the various functions of government agencies and the laws involving the public sector. Students become acquainted with the procedures involved in the implementation of public laws and the general role of the paralegal in this field.

LEGA 218 Workers' Compensation, 4 units

Prerequisites: LEGA 101

This course involves a study of the Workers' Compensation Act and the procedures and steps that are required to assist the attorney in cases involving such areas as employment, earnings, temporary disability benefits, permanent disability benefits, and medical benefits. Students will become aware of the large role of paralegals in the system.

LEGA 219 Probate, 4 units

Prerequisite: LEGA 101

This course provides the basic legal concepts of the more common forms of wills and trusts, as well as intestacy; a study of the fundamental principles of law applicable to each; the organization and jurisdiction of the probate court, and an analysis of estate administration and fiduciary accounting. Emphasis is on the practice of probate law including the ability to follow a probate through courts and tax agencies to final closing.

LEGA 221 Partnerships and Corporations, 4 units

Prerequisite: LEGA 101

This course provides the student with a familiarity with the legal principles and statutory requirements of business entities commonly used in California. The course also involves the preparation of the basic documents required for the formation, operation, and dissolution of California proprietorships, general and limited partnerships, and various forms of corporations.

LEGA 222 Bankruptcy Practice, 4 units

Prerequisite: LEGA 101

The following subjects are included in the course: bankruptcy and wage earner plans, alternatives to bankruptcy, and proceedings under the Bankruptcy Act from the point of view of individuals, businesses, and creditors; collection procedures; handling assets; preparing and filing forms; negotiation with creditors; discharge, and post-discharge responsibilities.

LEGA 223 Real Estate, 4 units

Prerequisite: LEGA 101

An introduction to the law and regulations governing transactions in California real estate with instruction in the practical aspects of real estate. Includes: property, contracts, agency, listing, financing, deeds, liens, encumbrances, escrows, title insurance, land descriptions, and other subjects appropriate to the study of real estate.

LEGA 230 Evidence, 4 units

Prerequisite: LEGA 101

This course examines the system of fact finding operating in American courts and its moral and economic underpinning. Students will study the accepted principles of evidence, the nature of fact finding and risk of error, character evidence and several other aspects of the principles of evidence.

LEGA 232 Employment Law, 4 units

Prerequisite: LEGA 101 or MGT 120

This course will examine the relationship between employers and individual employees. The employment relationship, its establishment, and the boundaries of the relationship will be explored. Topics to be addressed include: hiring, wrongful termination, duty of loyalty, evaluation of work-place performance, protection against discrimination and harassment and work-place privacy.

LEGA 290 Special Topics, 1-4 units

Prerequisite: LEGA 101 and Upper-Division standing

A variety of topics and subjects of interest which are useful to paralegals are offered in this course designation. The course is not offered on a regularly scheduled basis but is available to cover subject areas not found in the other courses.

LEGA 295 Internship, 1-4 units (May be repeated for up to 8 units)

Prerequisite: Approval of academic chair. (See departmental policy for internships)

Supervised work experience designed to give qualified students an understanding of the nature and scope of the paralegal's function in the workplace. Supervision is provided by the faculty and the cooperating agencies. Open to upper-division students meeting the prerequisite.

LEGA 299 Directed Study, 2-4 units

May be repeated for a maximum of 8 units

Prerequisite: Advanced standing in the Paralegal Studies Program, consent of the instructor, and the approval of the academic chair.

This course is designed for qualified students desiring to pursue advanced study, including reading, writing, and research in particular areas related to their degree program.

Department of Criminal Justice

The Criminal Justice program provides students with critical thinking, report writing, and public speaking skills necessary to become a competent peace officer. It seeks to provide practical and theoretical training through hands-on classroom activities taught by law enforcement professionals. The Department of Criminal Justice Studies offers a Bachelor of Science in Criminal Justice and an Associate in Arts in Criminal Justice.

Bachelor of Science Degree in Criminal Justice (181 units)

The Humphreys College Criminal Justice Program provides a distinctive education, which emphasizes a pragmatic hands-on approach to understanding crime and deviant behavior, the nature of law and social control, and the organization and management of criminal justice agencies. The College's educational goals are achieved primarily through direct classroom or online instruction. Instructors will supplement the information of the textbooks with their own unique experiences. The academic backgrounds of the faculty are multidisciplinary and all faculty members are currently working or recently retired from the criminal justice field. The program of study leads to a Bachelor of Science in Criminal Justice and prepares the student for positions in the criminal justice profession. In addition, many graduates may continue their education at Humphreys Laurence Drivon School of Law.

The program has a Criminal Justice Club at the Modesto and Stockton campus. Any student majoring in Criminal Justice is eligible to apply. The purpose of the Club is to broaden criminal justice students' exposure through educational activities, foster professionalism, academic and public awareness of criminal justice issues, encourage the establishment and expansion of higher education and professional training in criminal justice, and promote high standards of ethical conduct, professional training, and higher education within the criminal justice field. The Club will accomplish these goals through field trips, practical exercises and competitions with other criminal justice clubs. Furthermore, students have the ability to learn competencies in the deployment of the ASP expandable baton, chemical agents, first aid and CPR, and firearms.

The degree is comprised of three concentrations designed to give students an in-depth exposure to a particular aspect or profession within criminal justice. Concentrations include: 1) Law Enforcement; 2) Corrections, Probation, and Parole; 3) Human

Resources, Leadership and Management. A student will select one concentration for his or her bachelor degree.

- A concentration in law enforcement will prepare the student to work in an entry-level police officer or deputy sheriff position
- A concentration in corrections, probation and parole will prepare the student to work in an entry-level juvenile or adult detention facility along with preparing the student to work in an entry-level juvenile or adult probation/parole position
- A concentration in leadership and management will prepare the student, who aspires to be in a supervisory position in law enforcement or corrections, for the rigors and demands of leading and managing both civilian and sworn personnel

A Humphreys College graduate with a baccalaureate in criminal justice will be able to demonstrate the following Program Learning Outcomes:

- Understand the professional and the ethical roles and duties of peace officers or correctional officers or probation/parole officers in society, and the rules and regulations pertaining to the performance of their duties and become familiar with specific problems in society and their possible criminal implications
- Demonstrate an understanding of the roots and sources of the American legal system, its structure and administration, while paying special attention to the foundations of procedural and substantive criminal law
- Demonstrate an ability to understand and use the appropriate investigatory techniques needed to solve crimes
- Develop proficiency in observational and investigative report writing using correct grammar and language skills as well as effective oral communication
- Develop a conceptual and substantive knowledge of criminal law and criminal procedure
- Develop habits of critical and analytical thinking and their application in specific factual circumstances

General Education Requirements (73 units)

Communications (20 units)

- ENGL 101 Written Communications
- ENGL 102 Advanced Written Communications
- ENGL 103 Intensive Grammar
- ENGL 110 Oral Communications

- ENGL 201 Report Writing or ENGL 202 Critical Thinking and Writing

Social and Behavioral Sciences (24 units)

- PS 101 American Institutions
- Select one of the following:
 - HIST 101 US History I
 - HIST 102 US History II
 - HIST 103 US History III
- PSY 101 Introductory Psychology
- SOC 101 Introduction to Sociology
- Lower Division Social Science Elective
- Upper Division Social Science Elective

Humanities (16 units)

- Select three of the following:
 - AM 101 Art and Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - SPAN 101, 102, or 103 Spanish (Spanish courses may account for up to 8 units of the Humanities requirement)
 - LIT 101 Introduction to Literature
- Upper Division Humanities Elective

Math and Science (13 units)

- College-level Math
- SCI 110 Physical Science (Includes Lab) or SCI 130 and 131 (Environmental Science and Lab)
- SCI 120 Human Biology

Criminal Justice Core Requirements (76 units)

Lower Division Core Requirements (24 units)

- CRIM 101 Introduction to Criminal Justice
- CRIM 102 Criminal Procedure I
- CRIM 103 Ethics in the Criminal Justice System
- CRIM 104 Report Preparation
- LEGA 101 Introduction to the Legal System
- MGT 105 Business Management

Lower Division Core Electives (20 units)

- Select five of the following:
 - CRIM 120 Introduction to Corrections, Probation and Parole*
 - CRIM 130 Criminal Investigations

- o CRIM 131 Drug Abuse and Gangs
- o CRIM 132 Introduction to Homeland Security and Strategies to Prevent Terrorism
- o CRIM 133 Police and Patrol Procedures
- o CRIM 150 Juvenile Law and Procedures
- o CRIM 160 Criminal Justice Internship

* CRIM120 should be taken if a student desires a concentration in Corrections/Probation/Parole for the Bachelor of Science in Criminal Justice

Upper Division Criminal Justice Core Courses (32 units)

- CRIM 201 Advanced Criminal Procedure
- CRIM 202 Evidence
- CRIM 203 Multicultural Issues within Public Safety
- CRIM 204 Criminal Justice Capstone
- CRIM 205 Criminal Analysis
- CRIM 292 Criminology
- CS 293 Police and Community Relations
- MGT 220 Organizational Behavior

Choose One of the Following Concentrations

Corrections, Probation, and Parole (20 units)

- CRIM 220 Correctional Law
- CRIM 231 Interview and Interrogation
- CRIM 222 Advanced Topics in Probation and Parole
- CRIM 223 Community Based Corrections and Sentencing
- CS 294 Deviant Behavior

Law Enforcement (20 units)

- CRIM 230 Sexual Offenses and Offenders
- CRIM 231 Interview and Interrogation
- CRIM 232 Domestic Violence Investigations and Crisis Intervention
- CRIM 233 Crime Scene Preservation and Evidence Collection
- CRIM 234 White Collar and Computer Crimes

Human Resources, Leadership and Management (20 units)

- CRIM 270 Elements of Supervision in Criminal Justice
- CRIM 271 Public and Media Relations
- CRIM 272 Ethical Leadership in Criminal Justice
- CRIM 273 Personnel Management Skills for Criminal Justice Professionals
- CRIM 274 Government Financial Process

Free Electives (12 units)

Humphreys College Criminal Justice Program to Laurence Drivon School of Law Transfer Plan

The Criminal Justice Program to Laurence Drivon School of Law transfer plan allows a criminal justice student with a minimum of a 3.2 cumulative GPA and a minimum LSAT score of 144 to qualify to attend law school with the permission of both the Dean of the Law School and the School Chair of Criminal Justice. Upon successful completion of the first nine Laurence Drivon School of Law classes, the Criminal Justice Department will apply those courses to the remaining requirements necessary to complete the Bachelor's in Criminal Justice Degree. Law school courses will replace the following nine CRIM Bachelor of Science classes.

| Criminal Justice Program | Laurence Drivon School of Law |
|--|--------------------------------------|
| Four courses from the Lower Division Core Criminal Justice Electives | First Nine Courses in Law School |
| | |
| And the five courses from the Corrections, Probation and Parole Concentration | |
| 5 - CRIM 220 Correctional Law | |
| 6- CRIM 231 Interview and Interrogation | |
| 7 - CRIM 222 Advanced Topics in Probation and Parole | |
| 8 - CRIM 223 Community Based Corrections and Sentencing | |
| 9 - CS 294 Deviant Behavior | |
| Or the five courses from the Law Enforcement Concentration | |
| 5 - CRIM 230 Sexual Offenses and Offenders | |
| 6 - CRIM 231 Interview and Interrogation | |

| | |
|---|------------------|
| <p>7 - CRIM 232 Domestic Violence Investigations and Crisis Intervention</p> <p>8 - CRIM 233 Crime Scene Preservation and Evidence Collection</p> <p>9 - CRIM 234 White Collar and Computer Crimes</p> | |
| <p>Undergraduate to Graduate Unit Matrix</p> <p>4 units</p> | <p>= 3 units</p> |

Incoming students wishing to take advantage of this Transfer Plan SHALL notify the Criminal Justice Department Chair after their first quarter at Humphreys.

[Partnership with Standards and Training for Corrections \(STC\)](#)

Humphreys College has been certified to offer the new Probation Officer Core Course, a 202.5 hour Probation Officer Academy. Furthermore, Humphreys College is the first in the state to offer a Bachelor of Science in Criminal Justice with the Probation Academy embedded into the degree. By taking CRIM 222 and CRIM 223 -- Probation Academy I and II, respectively -- the student earns an STC certificate for completion of the Academy and meets agency requirements for Probation Officer certification.

[Minor in Criminal Justice \(24 units\)](#)

A minor in Criminal Justice is open to any student enrolled in any other baccalaureate degree program.

One objective of a minor in Criminal Justice is to provide students in other disciplines with exposure to the criminal justice system of the United States and the underlying theories and principles which form the foundation of the criminal legal system.

A second objective of a minor in Criminal Justice is to broaden the students' knowledge and skill base, thereby increasing their potential value to an employer and open up career opportunities.

Core Requirements (16 units)

- LEGA 101 Introduction to the Legal System
- CRIM 101 Introduction to Criminal Justice
- CRIM 102 Criminal Procedure I
- CRIM 103 Ethics in the Criminal Justice System

Electives (8 units)

- Select two of the following:

- CRIM 130 Criminal Investigations
- CRIM 201 Advanced Criminal Procedure
- CRIM 202 Evidence
- CRIM 203 Multicultural Issues within Public Safety
- CRIM 231 Interview and Interrogation
- CRIM 292 Criminology

Associate in Arts in Criminal Justice (97 units)

This degree prepares students for entry level law enforcement positions or any legal-related fields of work. While taking many skill-level courses, students will have 57 units of required courses in the Liberal Arts, preparing them for working toward the Bachelor of Science in Criminal Justice.

General Education Requirements (57 units)

- **Communications (12 units)**
 - ENGL 101 Written Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 110 Oral Communications
- **Social and Behavioral Sciences (20 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - PSY 101 Introductory Psychology
 - SOC 101 Introduction to Sociology
 - Lower Division Social Science Elective
- **Humanities Electives (12 units)**
 - Select three (3) of the following:
 - AM 101 Art and Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - SPAN 101 Elementary Spanish I
 - LIT 101 Introduction to Literature
- **Math and Science (13 units)**
 - Math 100 College Math

- SCI 110 Physical Science (Includes Lab) or SCI 130 and 131 (Environmental Science and Lab)
- SCI 120 Human Biology

Criminal Justice Classes (40 units)

- **Core Requirements (20 units)**
 - CRIM 101 Introduction to Criminal Justice
 - CRIM 102 Criminal Procedure I
 - CRIM 103 Ethics in the Criminal Justice System
 - CRIM 104 Report Preparation
 - LEGA 101 Introduction to the Legal System

- **Criminal Justice Elective Classes (20 units)**
 - Select five of the following:
 - CRIM 120 Introduction to Corrections, Probation and Parole
 - CRIM 130 Criminal Investigations
 - CRIM 131 Drug Abuse and Gangs
 - CRIM 132 Introduction to Homeland Security and Strategies to Prevent Terrorism
 - CRIM 133 Police and Patrol Procedures
 - CRIM 150 Juvenile Law and Procedures
 - CRIM 160 Criminal Justice Internship

Courses in the Department of Criminal Justice

CRIM 101 Introduction to Criminal Justice (4 units)

Prerequisite: College-Level Reading and Writing

This course provides an introduction to the criminal justice system. The primary goal is to develop a general understanding of the criminal justice system's response to crime in society. The general theme of this course involves the delicate balance between community interests and individual rights that criminal justice decision making requires. The course will explore this theme by examining the criminal justice process in some detail, focusing on how the system is structured to respond to crime. This requires an understanding of the core elements of the criminal justice system: police, courts, and corrections.

CRIM 102 Criminal Procedure I (4 units)

Prerequisite: CRIM 101

This course is an introduction to the general principles and theories of criminal procedure including due process, arrest, and search and seizure. Additionally, the course will examine the recent developments in criminal procedural law and the evaluation of evidence and proof.

CRIM 103 Ethics in the Criminal Justice System (4 units)

Prerequisite: CRIM 101

This course introduces basic ethical theories, emphasizing their applications to contemporary problems in law enforcement, corrections, and probation/parole. Students will be called upon to apply these ethical frameworks to typical moral dilemmas in criminal justice.

CRIM 104 Report Preparation (4 units)

Prerequisite: College-Level Reading and Writing

This course presents investigative report writing in criminal justice relative to police, probation, institutional and parole activities; it includes practical experience in preparing field notes, statements, and reports.

CRIM 120 Introduction to Corrections, Probation and Parole (4 units)

Prerequisite: CRIM 101

This course is a survey of the historical and contemporary treatment of convicted offenders, including the analysis of the prison social system, as well as the theory, practice, and function of correctional programs. Additionally, the course presents an overview of the history and philosophical foundations of probation and parole agencies as distinct segments of the criminal justice system, including probation as part of the judicial process and parole as part of the correctional system. The theoretical and practical implications of probation and parole are examined.

CRIM 130 Criminal Investigations (4 units)

Prerequisite: CRIM 101

This course is an introduction to modern methods used in detection, investigation, and solution of crime. Students are taught basic and advanced investigative techniques utilized by law enforcement agencies. Actual cases are used to demonstrate these techniques.

CRIM 131 Drug Abuse and Gangs (4 units)

Prerequisite: CRIM 101

This course is an overview of drug abuse in the United States, focusing on the basic understanding of controlled substances, including identification, physiological effects, testing, use detection, methods of control and investigation, applicable laws controlling use, treatment processes, and patient rights to confidentiality. Furthermore, students will be exposed to an in-depth look into gangs and gang membership and identification. Topics include historical, psychological, sociological, and economic rationales for gang involvement, as well as the origins, identification, causal factors, coping mechanisms, and remedial approaches.

CRIM 132 Introduction to Homeland Security and Strategies to Prevent Terrorism (4 units)

Prerequisite: CRIM 101

This course discusses the major theories of terrorism, while focusing on the domestic and international threat of terrorism and the basic security issues associated with modern terrorism. The socio-historical origins of terrorism along with the criminal, legal, and social responses to it are addressed. Additionally, at-risk populations and prevention and intervention strategies are discussed.

CRIM 133 Police and Patrol Procedures (4 units)

Prerequisite: CRIM 101

This course explores the historical evolution of policing as an institution of social control with emphasis on the contemporary roles of police officers, including patrol strategies, training procedures, ethical standards, and discretion. The course studies under-represented groups in policing and the issues of corruption in police agencies.

CRIM 150 Juvenile Law and Procedure (4 units)

Prerequisite: CRIM 101

This course explores juvenile law and procedure in the United States, including the origins of juvenile delinquency, the juvenile justice system, the nature and causes of delinquent behavior, strategies to prevent delinquency, and current trends in the juvenile justice system.

CRIM 160 Criminal Justice Internship (4 units)

Prerequisites: CRIM 101, CRIM 102, CRIM 103, CRIM 104 and approval of the academic chair (see department policy for internships)

The internship offers supervised work experience designed to give qualified students an understanding of the nature and scope of a peace officer's functions in the workplace. Supervision is provided by the faculty and the cooperating agencies. This course is open to lower-division students meeting the prerequisites. Students wishing to intern will undergo a background check by their respective interning agency. It is imperative the student contact the Criminal Justice Program Coordinator six months prior to enrolling into the class so there is ample time for the participating agency to conduct a background investigation.

CRIM 201 Advanced Criminal Procedure (4 units)

Prerequisite: CRIM 102

In this course students confront issues and processes relevant to safeguarding personal liberties consistent with constitutional provisions. Also discussed are the complexities of the rule of law in a democratic society. This course advances the students' working knowledge of criminal procedures, major rules of evidence, search and seizure, arrest, and the application of force to show how evidence is used in a courtroom. Additional topics address the role of witnesses in criminal trials.

CRIM 202 Evidence (4 units)

Prerequisite: CRIM 101 or by permission

This course advances the subject of evidence, and examines the operation of the rules of evidence at trial as well as the interaction of those rules with the skills of trial advocacy. Students learn to apply the rules of evidence through the examination of witnesses, laying foundations for real and demonstrative evidence, introducing expert and scientific evidence, impeaching witnesses and similar exercises.

CRIM 203 Multicultural Issues within Public Safety (4 units)

Prerequisite: CRIM 101 or by permission

This course examines major ethnic and minority groups and offers a comprehensive treatment of the impact of diversity on the field of criminal justice. The course emphasizes case studies, protocols, and guidelines to illustrate the importance of understanding other cultures and ethnic groups in both a diverse society and a diverse workforce.

CRIM 204 Criminal Justice Capstone

Prerequisite: Completion of Upper Division Core Criminal Justice Courses and Concentration Courses or by permission of the criminal justice advisor
The goal of the course is to demonstrate fluency with the tools of scholarship and professional practice in the criminal justice field. The student demonstrates an ability to plan and carry out a project of his or her own choosing under the supervision of a faculty advisor. The student addresses a practical, real- world challenge utilizing knowledge and skills gained during the criminal justice program.

CRIM 205 Criminal Analysis (4 units)

Prerequisite: CRIM 101 or by permission

This course provides an introduction to criminal analysis and crime mapping and examines types of techniques used to study crime and disorder patterns and problems in law enforcement today. It covers the theory, data collections methods, and statistics used as well as the history of crime analysis. Students will develop basic skills in using analytical techniques to create product to inform tactical and strategic decision making, support investigative efforts, assist in the study of resource needs, and facilitate the development of criminal justice policy.

CRIM 220 Correctional Law (4 units)

Prerequisite: CRIM 101 or by permission

This course analyzes the law of criminal corrections including sentencing, release, and parole. Probation, punishments, special treatments for special offenders, parole and pardon, and the prisoner's civil rights are also examined.

CRIM 222 Advanced Topics in Probation and Parole (4 units)

Prerequisite: CRIM 101 or by permission

This course investigates special topics or emerging issues within the probation and parole systems. Topics are selected for their social importance with regards to the specific academic interests of students and the expertise of the instructor.

CRIM 223 Community Based Corrections and Sentencing (4 units)

Prerequisite: CRIM 101 or by permission

This course provides students with an in-depth analysis of the community corrections complex. It examines the history of community corrections, the probation system, methods of post-incarceration supervision, intermediate sanctions, and correctional programming and treatment in the community.

CRIM 230 Sexual Offenses and Offenders (4 units)

Prerequisite: CRIM 101 or by permission

This course examines sexual deviance, with an emphasis on rape, child molestation, and other sexual activities that may or may not be criminal in nature. Sex offenses are explored by examining the personality traits of the individuals who commit them, along with the social, clinical, and legal aspects of sexual offending and the effects on victims and society.

CRIM 231 Interview and Interrogation (4 units)

Prerequisite: CRIM 101 or by permission

The course examines in-depth interview techniques of witnesses, victims, suspects, and children. Students also demonstrate an understanding of the difference between interviewing and interrogation. Students will perform mock interrogations.

CRIM 232 Domestic Violence Investigations and Crisis Intervention (4 units)

Prerequisite: CRIM 101 or by permission

This course is an overview of domestic violence and abuse. Methods of detection, analysis of issues, and application of techniques for treatment are discussed. Furthermore, students are exposed to intervention techniques for the prevention of domestic violence.

CRIM 233 Crime Scene Preservation and Evidence Collection (4 units)

Prerequisite: CRIM Students Only and CRIM 130

This course familiarizes students with the principles of the collection, examination, evaluation, and interpretation of evidence. It focuses on the application of modern science to physical evidence collection, preservation, and analysis.

CRIM 234 White Collar and Computer Crimes (4 units)

Prerequisite: CRIM 101 or by permission

This course examines the nature and magnitude (cost in dollars and lives) of white collar and computer crimes, committed by professionals for the benefit of both individuals and organizations.

CRIM 270 Elements of Supervision in Criminal Justice (4 units)

Prerequisite: Actively Employed in Law Enforcement

This course analyzes supervisory roles in criminal justice agencies, models for decision making, leadership styles, and planning and management. It discusses the methods of creating an environment that fosters effective decision making and acceptance of accountability at all levels, the role of senior leadership and leading by example, and the rights, obligations, and duties of line supervisors. Particular attention is given to the first-line supervisor's role within the law enforcement agency.

CRIM 271 Public and Media Relations (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration

This course assesses the image of crime, justice, and the criminal justice system as portrayed by the media. Students propose, develop and create press releases and defend the utilization of press release policies. They utilize the seven critical dimensions of crisis communication management and apply them to real scenarios.

CRIM 272 Ethical Leadership in Criminal Justice (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration

This course evaluates the role of a criminal justice leader in ethical decision making. By analyzing and evaluating the three major ethical perspectives - virtue, formalism, and utilitarianism - students propose solutions to meta-ethics and moral psychology dilemmas using critical thinking and reasoning skills.

CRIM 273 Personnel Management Skills for Criminal Justice Professionals (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration

This course evaluates the generic and specific issues of personnel management in criminal justice with application to both sworn and civilian employees.

Recruitment, selection, development, and appraisal of employees as well as compensation and benefits administration are analyzed and assessed.

Furthermore, the disciplinary process, complaint investigations, managing the problem employee and methods of managing conflict, state and federal regulations (including POBR, FMLA, equal opportunity, sexual harassment, discrimination, and other employee-related regulations) are evaluated and interpreted.

CRIM 274 Government Financial Process (4 units)

Prerequisite: CRIM 270 and enrolled in the Criminal Justice Program; Human Resources, Leadership and Management Concentration

This class explains and evaluates the budgetary process of city, county and state criminal justice organizations. Prioritizing, recommending, and creating budgets, grant proposals, and other funding resources are completed in the course.

CRIM 292 Criminology (4 units)

Prerequisite: CRIM 101

This course examines the multi-disciplinary science of law-making, law-breaking, and law-enforcing. It reviews theories and data predicting where, when, by whom, and against whom crimes happen. It also addresses the interrelationship of offense types, offender characteristics, and victims. Police, courts, prisons, and other institutions are critically examined as both preventing and causing crime.

CRIM 294 Advanced Criminal Investigations (4 units)

Prerequisites: CRIM 101 and CRIM 130

This is an advanced course to modern methods used in detection, investigation, and solution of crime. The class will be project oriented. The student will research, analyze and develop a portfolio in order to become a subject matter expert in an area chosen by the student and the instructor. There is a MANDATORY first week meeting and MANDATORY end of quarter symposium where the student will present his or her topic.

Department of Early Childhood Education

The programs in the Early Childhood Education Department are designed for the student wishing to pursue a career in early childhood education. Students may pursue an associate's degree or bachelor's degree in this major area. Completion of these courses and degrees will qualify toward placement on the Child Development Permit Matrix prepared by the Child Development Training Consortium.

Department Goal

The goal of the Early Childhood Education Department is to fully equip students to pursue and advance in careers involving educating and caring for young children.

Careers Related to Early Childhood Education

| | |
|----------------------------------|------------------------|
| Early Interventionist | Teacher Educator |
| Infant Teacher | Researcher |
| Preschool Teacher | Children's Book Author |
| Child & Family Advocate | Licensing Specialist |
| Program Director/Site Supervisor | Inclusion Specialist |

Bachelor of Arts in Early Childhood Education (181 units)

A Humphreys College graduate with a baccalaureate in early childhood education will be able to demonstrate the following Program Learning Outcomes:

- Develop an understanding of young children's characteristics, needs, and the multiple influences on their development and learning, which will enable them to create environments that are healthy, respectful, supportive, and challenging for all children
- Study the importance and characteristics of children's families and communities, and use this understanding to create respectful relationships that support and empower families, and to involve all families in their child's development and learning

- Gain an understanding of the goals, benefits, and uses of assessment, and learn to use observation, documentation, and other effective assessment strategies to positively influence children's development and learning
- Learn to design, implement, and evaluate curriculum experiences that promote positive development and learning for all children
- Develop the skills for administrating and supervising a successful Early Childhood Education program within ethical guidelines

General Education Requirements (73 units)

- **Communications (16 units)**
 - ENGL 101 Written Communications
 - ENGL 110 Oral Communications
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar
- **Social and Behavioral Sciences (24 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Select two of the following:
 - PSY 101 Introduction to Psychology
 - SOC 100 Interpersonal Communication
 - SOC 101 Introduction to Sociology
 - Upper-Division Social and Behavioral Sciences Elective
 - Upper-Division Social and Behavioral Sciences Elective
- **Humanities (16 units)**
 - LIT 101 Introduction to Literature
 - Select two of the following
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - SPAN 101 Elementary Spanish I
 - Upper-Division Humanities Elective
- **Math & Science (13 units)**
 - Math 100 College Math or Math 101 College Algebra*
 - Select one of the following:

- SCI 120 & 121 Human Biology and Lab
- SCI 130 & 131 Environmental Science and Lab
- SCI 110 Physical Science
- Math or Science Elective

*If a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

- **Technology (4 units)**
 - MGT 160 Computer Applications

ECE Major Requirements (69 units)

- ECE 100 Introduction to Early Childhood Education
- ECE 101 Child Development
- ECE 105 Child and Society
- ECE 110 Curriculum Development: Developmentally Appropriate Practice
- ECE 130 Infant & Toddler Care
- ECE 135 Internship in ECE/Work Experience
- ECE 136 Internship in ECE/Work Experience
- ECE 150 Adult Supervision
- ECE 200 Development of Language
- ECE 205 Cognitive Development
- ECE 210 Social and Emotional Development
- ECE 215 Research and Assessment in ECE Programs
- ECE 225 Cultural Diversity in ECE
- ECE 237 Development of Childcare Programs
- ECE 238 Supervision of Childcare Programs
- ECE 240 Advanced Internship in Early Childhood Education/Work Experience
- ECE 270 Professionalism in ECE

Free Electives (39 units)

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

Associate in Arts in Early Childhood Education (93 units)

General Education Requirements (61 units)

- **Communications (12 units)**
 - ENGL 101 Written Communications
 - ENGL 110 Oral Communications
 - Select one of the following:
 - ENGL 102 Advanced Written Communications
 - ENGL 103 Intensive Grammar

- **Social and Behavioral Sciences (20 units)**
 - PS 101 American Institutions
 - Select one of the following:
 - HIST 101 U.S. History I
 - HIST 102 U.S. History II
 - HIST 103 U.S. History III
 - Select two of the following:
 - PSY 101 Introduction to Psychology
 - SOC 100 Interpersonal Communication
 - SOC 101 Introduction to Sociology
 - Social Science Elective

- **Humanities (12 units)**
 - LIT 101 Introduction to Literature
 - Select two of the following
 - AM 101 Art & Music Appreciation
 - PHIL 101 Introduction to Philosophy
 - REL 101 Great Religions of the World
 - SPAN 101 Elementary Spanish I

- **Math & Science (13 units)**
 - Math 100 College Math or Math 101 College Algebra*

- o Select one of the following:
 - SCI 120 & 121 Human Biology
 - SCI 130 & 131 Environmental Science
 - SCI 110 Physical Science
- o Math or Science Elective

- **Technology (4 units)**
 - o MGT 160 Computer Applications

- **ECE Major Requirements (32 units)**
 - o ECE 100 Introduction to Early Childhood Education
 - o ECE 101 Child Growth and Development
 - o ECE 105 Child and Society
 - o ECE 110 Curriculum Development: DAP

 - o ECE 130 Infant & Toddler Care
 - o ECE 135 Internship in ECE
 - o ECE 136 Internship in ECE
 - o ECE 150 Adult Supervision

*If a student is planning to transfer with the A.A. degree, he/she should consult the receiving institution regarding its math requirement.

Humphreys College Child Development Permit Matrix

| Permit Title | Education Requirement | Experience Requirement |
|-------------------|--|---|
| Associate Teacher | ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society ECE 110- Curriculum Development ECE 130- Infant & Toddler Care 20 units | 50 days of 3+ hours per day within 2 years or ECE 135 & 136 Internships |
| Teacher | ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society ECE 110- Curriculum Development ECE 130- Infant & Toddler Care ECE 150 Adult Supervision ECE Electives (12 units) Communications (4 units) Social Science (4 units) Humanities (4 units) Math 100 or Science w/ lab 52 units | 175 days of 3+ hours per day within 4 years or ECE 135- Internship ECE 136- Internship ECE 240- Internship and 100 days of 3+ hours per day within 4 years |
| Master Teacher | ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society ECE 110- Curriculum Development ECE 130- Infant & Toddler Care ECE 150- Adult Supervision ECE 237- Development of CC Programs ECE 238- Supervision of CC Programs ECE Electives (16 units) Communications (4 units) Social Science (4 units) Humanities (4 units) Math 100 or Science w/lab 65 units | 350 days of 3+ hours per day within 4 years |
| Site Supervisor | AA Degree (93 units) including: ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society | 350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults |

| | | |
|------------------|--|---|
| | ECE 110- Curriculum Development ECE 130- Infant & Toddler Care ECE 150- Adult Supervision ECE 237- Development of CC Programs ECE 238- Supervision of CC Programs 93 units | |
| Program Director | BA Degree(181 units) including: ECE 100- Introduction to ECE ECE 101- Child Development ECE 105- Child & Society ECE 110- Curriculum Development ECE 130- Infant & Toddler Care ECE 150- Adult Supervision ECE 237- Development of CC Programs ECE 238- Supervision of CC Programs | 350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults and one program year of Site Supervisor experience |

❖ **Alternative qualifications are available as stated on the Child Development Permit Matrix**

Courses in the Department of Early Childhood Education

ECE 100 Introduction of Early Childhood Education, 4 units

This course is designed to introduce students to the field of early childhood education. Emphasis will be placed on the history of Early Childhood Education, current issues in the field, knowledge of the young child, the roles and responsibilities of teachers, and the dynamics of environment and curriculum. The purpose of this course is to promote the competence and effectiveness of new teachers through a presentation of basic knowledge, skills, attitudes, and philosophies.

ECE 101 Child Development, 4 units

(This course may be used as a Social Science elective.)

This course is designed to introduce the student to the discipline of child development. History, theory, and the topic of genetics are examined along with child growth and development from conception through 8 years of age. Emphasis is placed on physical, cognitive, social, and emotional growth with the concept of nurturing the “whole” child as a focus. Theories examined include: psychoanalytic, cognitive, behavioral, and socio-cultural. Current research on brain development and multiple intelligences is explored.

ECE 105 Child and Society, 4 units

(This course may be used as a Social Science elective.)

This course is designed to examine the interaction between the child and the society. Focus is on the child, the family, the peer group, the school, the culture, and the community systems as they relate to each other and influence a child’s growth and development.

ECE 110 Curriculum Development: Developmentally Appropriate Practice, 4 units

Prerequisites: ECE 101

This course examines developmentally appropriate practice in the ECE program as it relates to the development and implementation of curriculum. Methods for creating centers of interest appropriate to the ECE setting are a major focus and the use of integrated curriculum, thematic units, field trips, and guest speakers as a means of planning and implementing activities for infants, toddlers, and preschoolers is explored.

ECE 115 Child Discipline and Guidance, 4 units

Prerequisite: College-level Reading and Writing

(This course may be used as a Social Science elective.)

The purpose of this course is to familiarize the ECE student with appropriate methods of guidance and discipline. Definitions for the terms guidance, discipline, and punishment are discussed along with their relationship to parenting and teaching styles. Students learn to set up appropriate environments for infants, toddlers, and preschoolers that will minimize behavioral problems and facilitate

positive interaction among children and staff. An understanding about the functionality and use of appropriate limits is gained, effective communication skill will be taught, and effective teaching strategies are developed.

ECE 120 Special Needs, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing
(*This course may be used as a Social Science elective.*)

This course examines strategies that can assist teachers with planning instruction for children with disabilities in the context of providing a high-quality environment for all children in the classroom. The different levels of instruction that are needed when working with children with a range of abilities and disabilities will be discussed. The course provides a framework for instruction and the information necessary for understanding how to implement it.

ECE 125 Health, Safety, and Nutrition, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing
(*This course may be used as a Social Science elective.*)

This course provides students with the opportunity to examine the issues of health, safety, and nutrition in child development programs and family childcare homes. Topics include emergency preparedness, environmental safety in child care, prevention of infectious disease, exclusion policies, mandated reporting, appropriate meal patterns for infants through school-age children, and safety standards for food storage and preparation. The importance of adding health, safety, and nutrition content to preschool curriculum will be discussed.

ECE 130 Infant and Toddler Care, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course provides the student with knowledge for implementing appropriate practices in infant and toddler settings. Stages of growth and development, temperamental traits, and attachment are examined as well as developmentally appropriate curriculum for infant/toddler care. Continuity of care, small group sizes, and primary care are emphasized. Health and safety, licensing requirements, setting up the environment, and the impact of culture and parenting styles are also discussed.

ECE 135 Internship in Early Childhood Education, 4 units

Prerequisites: ECE 101, 105 and ECE major

This course is designed to prepare students for teaching in various types of ECE programs. Participation involves observing, planning, and implementing developmentally appropriate learning activities for children ranging from six weeks to five years of age. Students are expected to collaborate with other ECE students, teachers, and site administrators and to interact with children in approved ECE settings as they gain necessary skills for employment.

ECE 136 Internship in Early Childhood Education, 4 units

Prerequisites: ECE 101, ECE 105, ECE 135 and ECE major

Students participating in this course are involved in planning, implementing, and evaluating developmentally appropriate learning experiences for the child ages two through five years. Child observation, learning objectives, and assessment are part of the experience as students are preparing for employment in a variety of child development programs.

ECE 140 Math and Science Experiences, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course is designed to assist the early childhood educator with the development of appropriate math and science curriculum for children age two through five years. A variety of mathematical and scientific concepts are explored as are how to plan and implement activities. Students are given curricular and material resources that enable them to provide concrete math and science activities for young children and links with children's literature to enhance learning potential.

ECE 145 Child Observation, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course is designed to educate ECE professionals about methods available for studying and observing children's behavior. Students are introduced to a variety of techniques and methods used to observe, record, and interpret patterns related to a child's growth and development. Opportunities for observing, recording, and analyzing children's behavior in a variety of settings are provided. Ethical considerations are emphasized and skills for working with children are developed.

ECE 150 Adult Supervision, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

The purpose of this course is to provide the ECE student with the necessary skills to mentor adults in ECE classrooms. Supervision, evaluation, and professional growth are among the topics to be covered as students prepare for the role of mentoring student teachers, new assistant teachers/teachers, volunteers, and other adults in the childcare setting. Ethical practices are emphasized.

ECE 155 Children's Literature, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course is designed to assist parents, students, and educators interested in learning how to utilize literature to nurture a child's growth and development. Participants become knowledgeable about selecting appropriate stories and books for young children, how to effectively integrate them within curriculum, and how to incorporate the use of puppets and flannel board into the classroom setting. The concept of developing a child's creative, cognitive, social, cultural, and emotional growth is emphasized.

ECE 160 Creative Arts, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course is designed to provide the student with comprehensive knowledge about Creative Arts for children as it relates to curriculum planning. The various topics will include children's creative art experiences, music and movement and drama as it relates to a child's overall growth and development. Students will relate these experiences to enhancing cognitive and motor skills as well as a child's social and emotional well-being.

ECE 165 Supporting Play, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course is recommended for ECE students, parents, teachers, and family child care providers. It involves the subject of play and its value to a child's overall growth and development. The focus is on infant, toddler, and pre-school age children and their play patterns. The needs of children and cultural aspects as they relate to play are addressed. Developmentally appropriate play materials and activities are also be explored.

ECE 175 Anti-Bias Curriculum, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course focuses on methods for developing an anti-bias curriculum appropriate to the early childhood setting. Students gain an understanding of anti-bias curriculum as it relates to planning and implementing activities, setting up environments, selecting children's literature and music, and communication. Culture, ethnicity, and gender are among the areas of potential bias examined.

ECE 180 Autism in Children, 4 units

Prerequisites: ECE 101 and College-level Reading & Writing

This course is designed for ECE students, administrators, and parents interested in learning about autism and other disorders which affect children. The definitions and potential causes of autism are discussed and students are provided with knowledge about characteristics. Methods for meeting the physical, social, and cognitive needs of children with autism are a primary focus.

ECE 199 Special Topics, 1-4 units

Prerequisites: ECE 101, ECE 105, and College-level Reading & Writing

A specialized lower-division course focusing on an area directly related to ECE.

ECE 200 Language Development, 4 units

Prerequisites: ENGL 101 and completion of lower-division ECE coursework.

The purpose of this course is to provide the advanced ECE student with comprehensive knowledge about the development of language. Chomsky's theory of language acquisition and Skinner's theory of behaviorism as it relates to language development are emphasized. Students learn about the developmental sequence related to language acquisition and methods for fostering language development. Identification for problems with speech development and multi-linguistic influences are discussed.

ECE 205 Cognitive Development, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Science elective.)

Theories about cognitive development are examined in this course designed for the advanced ECE student. Special emphasis is placed on the following developmental theorists: Piaget, Vygotsky, Bruner, Skinner, Maslow, and Gardner. Advancements in research related to brain development, how cognition develops, and ways to facilitate this development in young children are explored.

ECE 210 Social and Emotional Development, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Science elective.)

In this course, the advanced ECE student becomes familiar with the importance of the social and emotional domains as they relate to a child's overall growth and development. Erikson's theory of psychosocial development is emphasized and the influence of temperament and attachment is examined. Students learn about the professional and moral responsibility that early childhood educators have with regard to developing esteem and pro-social behavior in young children, as well as methods that promote healthy development in these areas.

ECE 215 Assessment Practices in ECE Programs, 4 units

Prerequisites: ENGL 101 and completion of lower-division ECE coursework

The purpose of this course is to introduce the various Assessment tools available to ECE programs. Students will be introduced to the DRDP-r and DRDP-access, Environmental Rating Scales, Accreditation Standards and Pre School Learning Foundations as well as other assessment tools currently used by ECE programs. Students will also learn the importance of observations techniques as they are connected to assessments.

ECE 225 Cultural Diversity in ECE, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Science elective.)

Child rearing across cultures is examined in this comprehensive course recommended for the advanced ECE student and other professionals working with children and adolescents. Students have the opportunity to learn about historical and current trends and issues related to different cultures. Among those explored are Asian, Hispanic, Native American, European, and American. Cross-cultural communication, discipline, parenting, education, traditions, religion, and recreation are a few of the topics to be discussed.

ECE 237 Development of Childcare Programs, 4.5 units

Prerequisites: ENGL 101 and completion of lower-division ECE coursework

This course is designed to help students identify administrative styles and roles in a childcare setting. Students discuss ways to create a positive climate of community and how to motivate and encourage staff. Various types of child care facilities are examined. The steps of the licensing process and its purpose are explored. Students examine the function and purpose of boards, articles of incorporation, and bylaws. Students study the budgeting process and are introduced to resources available for funding a child care program. Developing and equipping a new center are discussed.

ECE 238 Supervision of Childcare Programs, 4.5 units

Prerequisites: ENGL 101 and completion of lower-division ECE coursework

This course is designed to help students identify the major sections of a personnel policy and understand the interview process. Students discuss the implications of the laws pertaining to servicing children with disabilities in a child care setting. The rationale for different types of child grouping is examined. The need for staff training is explored. Students examine the process for monitoring procedures for caring for injured or sick children. Students study the importance of evaluating center components and discuss how to develop professional development strategies and the components of a parent program.

ECE 240 Advanced Internship in Early Childhood Education/Work Experience, 4 units

Prerequisites: Completion of lower-division ECE coursework.

This course is designed for the experienced ECE professional who desires to experience professional growth in a variety of areas. Curriculum planning and implementation, staff collaborations and evaluation, quality program review, and desired results are explored. Students have an opportunity to give input regarding to their personal needs and issues related to professional growth. Coursework is developed to address those needs.

ECE 245 Working with Children at Risk, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Science elective.)

This course is designed to provide knowledge to the ECE professional about working with children at risk. Areas covered include identification of risk factors, impact on a child's overall growth and development, strategies for intervention, and working with the families of children at risk.

ECE 250 Chemical Dependency Issues in Families, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Sciences elective.)

This course is designed to educate the student about chemical dependency and the impact it can have on a child's growth and development from conception through the developmental years. Identification of risk factors for children and adults, types of chemicals and their effects, and coping strategies including interventions

are discussed. Impact on family structures is explored and information about community agencies available for support is provided.

ECE 255 Inclusion in ECE, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Sciences elective.)

This course will examine the implications of inclusion for young children and their families. The teamwork it takes to ensure successful inclusion will be discussed. Planning for transition from early intervention programs into public schools will be explored. Strategies for mainstreaming and the full inclusion of the child who has special needs will be discussed.

ECE 260 Bilingual Education, 4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

(This course may be used as a Social Sciences elective.)

This course provides an overview of bilingual education including understanding the historical, philosophical, and legal foundations of bilingual education, the various models of bilingual education and the rationales both supportive and critical of bilingual education. An emphasis will be placed on how young children learn more than one language and on instructional patterns related to the acquisition of more than one language.

ECE 270 - Professionalism in ECE (4 units)

Prerequisites: Senior status ECE majors

This course is recommended for ECE students who are nearing completion of their bachelor's degree program. It provides a comprehensive look at the NAEYC Code of Ethical Conduct, employment opportunities in education, and the laws related to mandated reporting. Topics discussed will include: ethical issues, professional growth planning, job search, resumes, interviews, job skills, occupational safety and the California Child Abuse & Neglect Reporting Law. To successfully complete this course, students will be required to present their revised professional portfolio in class. Portfolios are to include evidence of meeting each of the ECE program learning outcomes.

ECE 299 Advanced Special Topics, 1-4 units

Prerequisites: ENGL 101, completion of lower-division ECE coursework or approval of academic chair.

An intensive upper-division course focusing on an area directly related to ECE.

Department of Graduate Studies

Admission Requirements

Applicants to the Humphreys College graduate program must submit the following:

- A completed application to the master's program
- Evidence of a baccalaureate degree from a college or university accredited by a regional accrediting agency
- Official transcripts providing evidence that the applicant maintained a minimum of 2.75 cumulative GPA in the last 60 semester or 90 quarter units of his/her undergraduate program
 - Students who have attained a GPA of 2.0 to 2.75 may be considered for admission on a provisional basis. Students who are provisionally admitted must achieve a minimum 3.0 GPA in their first eight units of graduate coursework in order to continue.
- Evidence of the successful completion (B or better) of an advanced writing course, or a passing score on the CBEST, or of the Humphreys College Writing Proficiency Examination (WPE)
- A current resume or curriculum vitae
- A written personal statement outlining the reasons for pursuing the graduate degree and a description of how it relates to future career and/or personal goals

Admission Criteria

The Graduate Council will review applications to the program. Applicants will be admitted to the program based on the following considerations:

- Ability to complete a rigorous program of academic study successfully, as evidenced by successful completion of a baccalaureate degree from an accredited institution of higher education with a satisfactory, above-average GPA, and demonstration of suitable quantitative skills
- Strong writing skills demonstrated through the successful completion of an appropriate writing course during the undergraduate experience or by passing the College's writing proficiency exam
- Clear professional and scholarly goals in keeping with the mission of the program

Admission Classifications

Based on the admission requirements, students may be considered for admission in one of the following two categories:

1. Full admission: A student satisfies the minimum admission requirements.

2. Provisional admission: In some cases, the College may make exceptions to the minimum admission requirements. A student may be admitted to the graduate program in this category if, in the opinion of the Graduate Council, he/she lacks sufficient academic background or technological capacity but shows potential to succeed in graduate studies. In order to ensure a high likelihood of success, provisionally admitted students may be required to take preparatory courses to remove academic deficiencies before, or possibly during, the initial quarters of the graduate program.

International Students

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

In addition to the admission requirement stated above, international applicants must submit the following documents as part of the application to the Graduate Studies Department:

1. Official academic transcripts documenting conferral of a bachelor's degree where English is the primary instructional language, evaluated by an approved international transcript evaluator, if necessary.
2. An applicant who has not received a bachelor's degree where English is the primary instructional language must submit a transcript of the TOEFL test with a score of at least 450 on the paper-based test and 133 on the computer-based test; a passing score on the Michigan Test (MTELP), or demonstrate the obvious ability to communicate in English.
3. A letter of recommendation from someone who is not a family member.
4. A financial support statement indicating adequate financial resources to cover tuition, books and supplies, room and board, transportation, and any other expenses which might be incurred while a student at Humphreys College. Included with this statement should be letters of credit, bank statements and evidence of housing arrangements.
5. A signed copy of the "Requirements for Admittance as an International Student" form, which states:
 - o International students are accepted for a period of one academic year or more and must complete a minimum of eight (8) units each quarter. The College must, by law, notify the immigration authorities whenever a student is not enrolled as a full-time student (8 units).
 - o The applicant understands that Humphreys College has no medical or health facilities and the student understands and agrees to provide for

his/her own health and accident care and insurance while in the United States.

- o A non-refundable application fee of \$200.00 for international students is due prior to registration of classes.
- o The applicant understands that if admitted, a deposit of one quarter's tuition must be paid before an I-20 form will be issued. All fees and tuition for the first academic year are due prior to initial enrollment at Humphreys College. Starting with the second academic year each quarter's tuition must be paid prior to the beginning of each quarter. Pre-paid tuition will be refunded to students who do not enroll.
- o The applicant understands that this College has no programs which assist the international student financially. It is absolutely necessary that an applicant have sufficient funds to cover traveling, tuition and living expenses before applying to the College.

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

Advising

Each student will be assigned an advisor upon admission into the program, and this advisor will serve as the primary point of contact. Advisor/student pairings will be based upon the emphasis chosen, as well as any additional alignments of interest between an individual student and an individual instructor. Every effort will be made upon admission to match students with advisors based on mutual interest. Students will be required to meet with their advisors quarterly for course advising.

Residency and Time Frame

The residency requirement for the Master of Arts in Education Program is 32 quarter units. The residency must be completed within the four-year maximum allowable timeframe for coursework completion. All requirements of the program, including the thesis/project, must be completed within five calendar years.

Transfer of Credit

Twelve quarter units (nine semester units) of post-graduate credit from a regionally accredited institution may be accepted, if applicable, subject to the approval of the associate dean. A student must have earned a B or better in the transferred course, in keeping with the academic requirements of the program.

Courses taken 10 or more years prior to admission to the program will not be eligible for transfer.

Leave of Absence

Students in the graduate program may request a formal leave of absence for a specified period of time not to exceed four academic quarters. The leave of absence will protect the student's progress in the program as well as their right to return to the program with the same requirements as when the student was admitted. A leave of absence must be approved by the dean of instruction. Students who break enrollment in the graduate program for more than 12 months are not eligible to retain their catalog rights and must re-apply to the graduate program.

Satisfactory Academic Progress

Students in the graduate program must maintain a cumulative grade point average of 3.0 (B average). A student will be placed on academic probation if he/she fails to maintain a cumulative grade point average of at least 3.0 in all units applicable to the degree. A graduate course in which a student receives a grade lower than a C- will not be accepted toward the program requirement; however, the grade will be included in grade point average calculations.

Maximum Time Frame

Students are eligible for financial aid benefits for a maximum of 150% of the units required to complete their declared program. Maximum time frame and Satisfactory Academic Progress are measured on a quarterly basis.

Academic Dismissal

A student on academic probation in the graduate program will be subject to dismissal if the student fails to raise his/her grade point average to 3.0 at the end of the probationary quarter. The determination regarding dismissal will be made by the Graduate Council in accordance with the Satisfactory Academic Progress policy in the Graduate Studies Department section of this catalog.

A graduate student may also be placed on probation or dismissed for repeated withdrawal, failure to progress toward an educational objective, or noncompliance with the Graduate Studies Department's program requirements.

Honor System

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

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

Violation of the honor code or plagiarism may result in the reduction of an assignment grade, a failing grade in a class, or dismissal from the college.

Reservation of Rights

The Department of Graduate Studies reserves the right to add, amend, or repeal any information contained herein upon publication of such addition, amendment, or repeal.

Any policies not specifically enumerated by the Graduate Studies Department will be covered by the relevant institutional policy found in the General Catalog.

Program Requirements

To satisfy the requirements of the master's degree, students must satisfactorily complete several projects in addition to their coursework: the student portfolio, the prospectus, the culminating experience, and the oral presentation.

Student Portfolio

Each student is required to submit a completed portfolio prior to his/her oral presentation. A completed portfolio contains at least the major assignment from each course and a reflective assessment of the student's progression through the program, the synthesis of knowledge, and the attainment of the program's learning outcomes. Course assignments are to be submitted to the College's online course management system.

Culminating Experience

Thesis/Project

Prospectus of the Thesis/Project

Each student must submit a prospectus for approval prior to beginning the thesis/project. At a minimum, the prospectus should include a clear and detailed description of the research/project under consideration, a review of the literature, if appropriate, and a conceptualization of the problem or research questions to be studied or the expected objectives of the project. Prospectus approval will be the responsibility of the student's committee, which will evaluate the prospectus, based on the research questions or objectives posed and the adequacy of the methodology used to investigate the proposed topic.

Thesis/Project

Students may complete a thesis/project as the culminating experience in their program. A thesis/project will normally be related to the Program Learning Outcomes of the master's degree and will address topics pertinent to ECE or administration in educational settings. The thesis/project is considered by the College to be a demonstration of a student's mastery of the curricular requirements of the program, and as evidence that the student can produce scholarly, valid, and useful knowledge in the respective discipline. Students who successfully complete the thesis/project portion of the master's program demonstrate a capacity to exercise analytical skills, apply theory and research, and address practical and important issues that they will face as professionals in their chosen field.

Upon prospectus approval, the student may proceed to the development of the thesis/project. Working closely with the committee chair, he/she will complete the requirements of the approved thesis/project. Four units of credit towards the program will be granted upon successful completion of the thesis/project. Based on the consent of his/her advisor, a student will be enrolled in EDUC 399 - Research Preparation and will finish the remaining requirements of his/her thesis/project. The student must be enrolled in this course continuously until all degree requirements have been fulfilled; those who do not finish the requirements of the course in one quarter receive an "IP" grade. All students must finish the course within one year of beginning it.

Theses/projects must be presented formally in accordance with standard formatting guidelines. Theses and bound projects are placed in the College library and are available to the public. Bound projects are treated as theses with regard to format, binding, and incorporation in the library.

Thesis: A written product of an in-depth study that verifies originality, critical thought, and thorough documentation with APA style. Included in the thesis are the identification of the problem, articulation of the major assumptions, explanation of the methodology and significance of the research, analysis of the data, and a conclusion and/or recommendation. The finished product must evidence content mastery, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation.

Project: A significant endeavor appropriate to the educational professional fields. Like the thesis, it will include originality, critical thought, and documentation with APA style. Particular to this option will be a rationale for the project, its significance, objectives, methodology, a conclusion and/or recommendation that will be described and summarized in a written summary. The student in consultation with his/her committee will decide the nature, content, and the depth of the project.

Presentation of Thesis/Project

An oral presentation of the thesis/project is required. The student will present his/her work to the committee. Once the thesis/project is ready for submittal, the committee chair will schedule a presentation.

For more details on the requirements of the master's degree, please consult the culminating experience handbook.

Comprehensive Examination

Students may complete a comprehensive examination as the culminating experience in their program. The comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination must evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. The comprehensive examination will follow a format defined by the Graduate Studies Department.

Upon enrolling in EDUC 399 – Research Preparation, a student in the comprehensive examination pathway will be provided with a list of questions, from which he/she will choose four to answer in depth. The responses to the questions should be based primarily on the assigned books, but the student may also bring in other relevant resources in their responses. The student will have two weeks to answer the questions. Successful completion of all four questions is necessary to graduate. A student who satisfactorily answers two of the four questions will be allowed to reattempt the failed question(s). A student who satisfactorily answers less than two of the four questions will be required to petition to retake the examination in the next quarter. In this instance, the student will receive an “IP” grade in EDUC 399.

Presentation of the Results

When a student successfully completes the examination, he/she will be scheduled for a *presentation* of the results. The presentation provides an opportunity for participants to discuss the questions addressed in the written examination, and for the student to clarify any remaining questions or concerns.

Master of Arts in Education (44 units)

The Master of Arts in Education is an advanced-degree program designed to enhance the skills and knowledge of the educational professional. Students will pursue in-depth study of both theoretical and applied concepts, with a focus on developing the skills to become reflective practitioners and leaders. Two areas of emphases are available within the degree.

The Early Childhood Education emphasis is designed to expand and enhance understanding of programs and environments for children ages 0 to 8. Students will engage the complex, diverse, and unique environments in which today's young children mature, as well as develop practical skills in the teaching and management of early childhood educational programs.

The Educational Administration emphasis is designed to create effective leaders who will have a positive impact on classrooms, schools, and communities.

Upon completion of this program, graduates will be able to demonstrate the following Program Learning Outcomes:

- Demonstrate a solid foundation in theoretical concepts in education, and use this knowledge to inform analysis and decision making
- Use theory and research to design and evaluate assessment practices in educational settings
- Effectively communicate ideas and information to diverse audiences through multiple media
- Exercise the leadership skills expected of an ethical professional
- Demonstrate an understanding of how diversity and multiculturalism affect educational systems
- Understand, evaluate, and apply financial, legal, and personnel policies and practices in educational environments

Core Courses:

- EDUC 300: Foundations of American Education
- EDUC 301: Quantitative Research Methods
- EDUC 302: Qualitative Research Methods
- EDUC 303: Curriculum Design and Evaluation
- EDUC 304: The Nature of Learning
- EDUC 399: Research Preparation

Early Childhood Education Emphasis:

- EDEC 316: Critical Practices in Early Childhood Education
- EDEC 317: Theory and Issues in Child Development
- EDEC 318: Diversity in Early Care and Education
- EDEC 319: Family Involvement in Early Childhood Education
- EDEC 320: Management of Early Childhood Education Programs

Educational Administration Emphasis

- EDAD 331: Human and Fiscal Resources in Educational Administration
- EDAD 332: Technology in Education
- EDAD 334: Program Planning and Evaluation
- EDAD 335: Law and Policy in Education
- EDAD 336: Leadership in a Diverse Society

Courses in the Master of Arts in Education Program

Core Courses

EDUC 300 Foundations of American Education, 4 Units

Prerequisite: Admission to the graduate program

This course focuses on education in a pluralistic society and examines the historical, social, and cultural conditions that influence education and inform its current structures and directions.

EDUC 301 Quantitative Research Methods, 4 Units

Prerequisite: Admission to the graduate program

This course is a thorough introduction to the acquisition and analysis of educational research data. Topics include: conceptualizing a research problem; methods of gathering data; coding and structuring data; descriptive statistics; and statistical inference, including the basics of sampling and ethical considerations. It is conceptually focused, with emphasis on determining the appropriate statistical treatment given a research question. Students will be introduced to the statistical software components of Excel.

EDUC 302 Qualitative Research Methods, 4 Units

Prerequisite: Admission to the graduate program

This course is designed to provide students with experience in applying several different qualitative research methods. The emphasis is on practical methods that can provide the researcher with new and useful perspectives about education phenomena.

EDUC 303 Curriculum Design and Evaluation, 4 Units

Prerequisite: Admission to the graduate program

This course analyzes practical issues of curriculum and course design and assessment. Topics include: curriculum theory; beginning the design process; the relationship between curriculum and courses; course design; including defining intended outcomes; and developing a plan for assessing student achievement.

EDUC 304 The Nature of Learning, 4 Units

Prerequisite: Admission to the graduate program

This course focuses on the developmental theories and principles as they apply to learning, including cognitive, behavioral, and social approaches. Emphasis is given to motivation, accommodation, and assessment.

EDUC 399 Research Preparation, 4 Units

Prerequisite: Completion of all coursework

Working closely with their advisor, students develop and complete the prospectus for their proposed research or, in the case of the comprehensive examination

pathway, complete the required readings and preparation for the exam. Students will receive an “IP” grade in this course until successful completion of their culminating experience. Students must complete the course within one year of beginning it.

Early Childhood Education Emphasis

EDEC 316 Critical Practices in Early Childhood Education, 4 Units

Prerequisite: Admission to the graduate program

This course examines research on current practices for young children and the management of early childhood programs. Topics include: issues of full-day vs. part-day kindergarten; class size; time-out; assessment; kindergarten screening; and policies and laws regarding early childhood education.

EDEC 317 Theory and Issues in Childhood Development, 4 Units

Prerequisite: Admission to the graduate program

This course is an in-depth examination of the theories and current research on child development from infancy to adolescence. Topics include physical growth and development, cognition and learning, social development, and environmental factors. The course frames child development research in the context of educational settings, including implications for program development, pedagogy, and educational policy.

EDEC 318 Diversity in Early Care and Education, 4 Units

Prerequisite: Admission to the graduate program

This course examines the unique diversity encountered in programs and environments for children ages birth to 8, including environments serving children with special needs. The emphasis is on practical and immediate applications for early childhood professionals and family-service workers.

EDEC 319 Family Involvement in Early Childhood Education, 4 Units

Prerequisite: Admission to the graduate program

This course is an examination of the relationship between family involvement and early childhood education. The unique structures and demographic trends of American families will be examined. Emphasis is on applying concepts to the development of a family involvement program.

EDEC 320 Management of Early Childhood Education Programs, 4 Units

Prerequisite: Admission to the graduate program

This course is an in-depth study of the core competencies necessary to manage an ECE facility effectively. Topics include: organizational; fiscal; personnel; facility; and food-service management; program evaluation; NAEYC accreditation standards; and Code of Ethical Conduct.

Educational Administration Emphasis

EDAD 331 Human and Fiscal Resources in Educational Administration, 4 Units

Prerequisite: Admission to the graduate program

This course applies the theories and principles of administration to public and private schools. It discusses organizational development and behavior as it applies to educational systems, as well as the financial structure of educational systems. Organizational theory and application, and financial management skills, including budget development, financial analysis, and funding methodologies, are emphasized.

EDAD 332 Technology in Education, 4 Units

Prerequisite: Admission to the graduate program

The focus of this course is on the impact of technology on education and the successful integration and evaluation of technology. Problems and solutions that technological change brings to administrative leadership, campus infrastructure, teacher preparedness, staff development, and student interaction with course materials are examined.

EDAD 334 Program Planning and Evaluation, 4 Units

Prerequisite: Admission to the graduate program

The purpose of this course is to understand the reasons and methods that shape the planning and evaluation of programs. The concepts and processes involved with both formative and summative evaluations are explored. Stakeholder and policy maker influence are examined.

EDAD 335 Law and Policy in Education, 4 Units

Prerequisite: Admission to the graduate program

This course explores the role of policy development and implementation, and the issues that arise in educational settings. Additionally, the course investigates the legal basis of education and public schools in the United States, including relevant constitutional provisions and federal statutes that guide school operations and policies. Emphasis is placed on linking historical and theoretical concepts to practical school situations and the development of skills necessary to research legal issues and analyze policy implications.

EDAD 336 Leadership in a Diverse Society, 4 Units

Prerequisite: Admission to the graduate program

This course is focused on leadership in educational settings. Students examine the major theories of leadership, including classical, postmodern, and critical theories. Students learn to recognize the different leadership roles in education and analyze strategies to use in practical management and decision-making settings.

Humphreys College Faculty

Full-Time Faculty

Cynthia S. Becerra

Degree: Master of Arts, CSU Sacramento, 1984, English and Literature

Certification: Community College Credential

Department: Liberal Arts

Title: Assistant Professor, Department Chair, Associate Dean

Jess Bonds

Degree: Doctor of Education, Northcentral University, 2010

Department: Liberal Arts, Graduate Studies

Title: Dean of Institutional Research & Effectiveness

Felix Cano

Degree: Doctor of Dental Surgery (DDS), University of California, San Francisco, 1978

Certification: Teaching Credentials, California

Department: Liberal Arts

Title: Assistant Professor

Richard Chabot

Degree: Doctor of Philosophy, Univ. of Hawaii at Manoa, 1991, Sociology

Department: Liberal Arts: Community Studies

Title: Professor, Community Studies Coordinator

Stephen P. Choi

Degree: Juris Doctor, Humphreys College Laurence Drivon School of Law, 2007

Certification: POST Master Instructor

Department: Criminal Justice

Title: Assistant Professor, Department Chair

Beverly Clark

Degree: Doctoral Degree, University of the Pacific, 2001, Educational Administration

Department: Early Childhood Education

Title: Associate Professor

Pamela Closs

Degree: Bachelor of Arts, Humphreys College, 2011

Certifications: Certificate in Realtime Technology (Humphreys College); CRI (Certified Reporting Instructor-NCRA), 2008; RSA (Certified Realtime Systems Administrator-NCRA), 2011

Department: Court Reporting

Title: Instructor

Barbara Coulibaly

Degree: Doctor of Philosophy, Union Graduate School, 1982

Certification: Substance Abuse Certification

Department: Graduate Studies, Early Childhood Education

Title: Associate Professor

Jim DeCosta

Degree: Doctor of Philosophy, TUI University, 2010, Education

Department: Business, Graduate Studies

Title: Associate Professor, Coordinator of Online Instruction

Robert Humphreys, Jr.

Degree: Doctor of Philosophy, Claremont Graduate University, 2006, Higher Education

Department: Business, Liberal Arts, Graduate Studies

Title: Dean of Instruction

Lisa Kooren

Degree: Master of Arts, University of the Pacific, 1999, Special Education

Certification: Enrollment Management, Noel-Levitz and Capella University

Department: Liberal Arts

Title: Director of Modesto Academic Administration

Linda Mottison

Degree: Master of Science, National University, 2001, Education

Department: Liberal Arts

Title: Assistant Professor

Stanislav Perkner

Degree: Doctor of Philosophy, Comenius Univ., Czechoslovakia, 1982, History

Department: Liberal Arts

Title: Professor, Director of Library & Learning Center

Laura Poirier

Degree: Associate in Arts, San Joaquin Delta College, 1979, Business Administration

Certification: CSR (Certified Shorthand Reporter), 1986

Department: Court Reporting

Title: Instructor

Linda Rahmoller

Degree: Master of Science, Capella University, 2009, Post-Secondary & Adult Education

Department: Business

Title: Assistant Professor

Kay Reindl

Degree: Associate in Arts, College of the Redwoods, 1980, Court Reporting
Certifications: CSR (Certified Shorthand Reporter), CRI (Certified Reporting Instructor-NCRA), 2008
Department: Court Reporting
Title: Instructor, Department Chair

Donna Roberts

Degree: Master of Arts, CSU Stanislaus, 2002, Reading Education
Certifications: Reading Specialist K-12 and Adult Credential, CLEAR Multiple Subject Teaching Credential, Administrative Credential
Department: Graduate Studies
Title: Coordinator of Teacher Credentialing Programs

Kevin Van Dewark

Degree: Master of Business Administration, CSU Stanislaus, 2004, Business
Department: Business
Title: Assistant Professor

Shauna Van Dewark

Degree: Master of Science, CSU Stanislaus, 2001, Business Administration
Department: Business Management, Liberal Arts
Title: Assistant Professor

Rowena Walker

Degree: Master of Arts, University of the Pacific, 1978, Political Science
Certification: Teaching Credentials, State of Washington and State of California
Department: Legal Studies
Title: Assistant Professor, Department Chair

Jason Wolins

Degree: Juris Doctor, University of the Pacific, McGeorge School of Law, 1979
Degree: Master of Business Administration, DePaul University, 1995
Honors: Master of Business Administration degree "With Distinction"
Department: Business
Title: Assistant Professor, Department Chair

Pamela Wood

Degree: Master of Arts, Andrew Jackson University, 2000, Education
Department: Early Childhood Education
Title: Assistant Professor, Department Chair

Adjunct Faculty

M. Dan'l Adams

Degree: Juris Doctor, Golden State University, 1980

Departments: Business, Liberal Arts

Rick Armendariz

Degree: Master of Arts in Emergency Service Administration, CSU Long Beach, 2006

Certifications: POST SLI and Leadership in Police Organizations IACP

Department: Criminal Justice

Amada Amos

Degree: Master of Social Work, San Jose State University

Department: Early Childhood Education

Polly Baker

Degree: Bachelor of Arts, University of Pacific, 1977, Mathematics

Certification: California Teaching Credential, 1985

Kenneth Baxter

Degree: Masters in Public Administration, CSU Stanislaus, 1987

Department: Community Studies

James Blair

Degree: Master of Business Administration, Fordham University, 1980

Certifications: Certified Public Accountant, Certified Internal Auditor

Department: Business

Shirley Boyd

Degree: Juris Doctor, Humphreys College Laurence Drivon School of Law, 2010

Department: Legal Studies

Shana Brucia-Lopez

Degree: Masters in Police Science, CSU Sacramento

Department: Community Studies

Ray Call

Degree: Master of Arts, Chapman University, 2009, Organizational Leadership

Department: Business

Jamie Clayton

Degree: Bachelor of Science, University of Phoenix, 2006, Administration of Justice

Certifications: National Jail Leadership Command Academy, Certified Jail Manager and POST Command College

Honors: Degree in honors and Alpha Delta Omega Honors Society,

Department: Criminal Justice

Leonard Dofflemyer

Degrees: Bachelor of Arts, University of Pacific, 1961; Master of Arts, University of Pacific, 1967

Department: Liberal Arts

Beth Douglas

Degree: Associate Degree, Ferris State College, MI, 1980, Court & Conference Reporting

Certifications: MI CSR, 1981; RPR, 1982; CA CSR, 1988

Department: Court Reporting

Marlisa Ferreira

Degree: Juris Doctor, Empire College School of Law

Department: Legal Studies

Suzanne Fforde

B.A., CSU Stanislaus, 2009, History

Department: Liberal Arts

Robert V. Garcia

Degree: Juris Doctor, UC Berkeley

Department: Legal Studies

Kimberly R. Gonzales

Degree: Juris Doctor, University of the Pacific, McGeorge School of Law, 2005

Honors: Order of the Barristers, High Honors in Written Advocacy

Department: Criminal Justice

Jolene Gonzales

Degree: Master in Arts, Chapman University, Organizational Leadership

Certification: P.O.S.T. Supervisor, Management, and Executive Certificates

Department: Criminal Justice

Shannon Gonzales

Degree: Master of Public Administration, National University

Certification: Standards and Training for Corrections (STC) Juvenile Detention CORE, Probation Officer CORE, and Supervisor CORE

Department: Criminal Justice

Gary Grafius

Degree: Bachelor of Science, California Polytechnic State University, San Luis Obispo, 1980, Business Administration

Certification: California State University, Stanislaus, 1989, Teaching Credential
Department: Business

Raymond D. Harter

Degree: Juris Doctorate, Humphreys College School of Law, 1995
Department: Liberal Arts, Legal Studies

Diane Henderson

Degrees: Associate in Science, Computer Information Systems/Certificate in
Microcomputers
Merritt College 2000; Associate in Arts, Theology, Shiloh Bible College, 1991
Department: Business

Richard Hunt

Degree: Bachelor of Arts, Humphreys College, 2005, Liberal Arts
Department: Liberal Arts

David Lee Hutchins

Degree: Master of Arts, East/West Psychology
Honors: Dr. Haridas Chaudhuri Scholar in East/West Psychology
Department: Liberal Arts

Kimberly Johnson

Degree: Juris Doctor, Golden Gate University School of Law, 1997
Department: Legal Studies

David Kernazitskas

Degree: Master of Science, Public Health, San Diego State University, 2003
Department: Business, Liberal Arts

Thomas G. Kindle

Degree: Master of Arts, CSU Sacramento, 1993, English
Department: Liberal Arts

Annette Lahman

Department: Court Reporting

Linda Layfield

Degrees: Bachelor of Arts, West Virginia Wesleyan College, 1973, English and
Education; Master of Arts, CSU Stanislaus, 1999, American Literature
Department: Liberal Arts

Catherine M. Long

Degree: California Masters of Elementary Education-CLAD/NCLB, University of
Phoenix, 2008

Department: Early Childhood Education

John Luebberke

Degree: Juris Doctor, Western State University, 2002

Honors: With honors

Department: Legal Studies

Steve Mann

Degree: Master of Science, National University, 2005, Electronic Business

Degree: Master of Business Administration, National University, 2002

Department: Business

Jennifer McHenry

Degree: Bachelor of Science, Humphreys College, 2003, Paralegal Studies

Certification: Paralegal Certificate

Honors: Cum Laude

Department: Legal Studies

James A. Menard

Degree: MBA Finance, Golden Gate University, 1989

Certification: National Association of Credit Managers-Certified Credit Executive

Department: Business, Liberal Arts

Martin Mijalski

Degree: Doctor of Slavic Languages and Literatures, University of Colorado, 1978

Department: Criminal Justice

Phyllis Miranda

Degree: Master of Arts, University of Phoenix, 2005, Early Childhood Education

Department: Early Childhood Education

Kerry Moquett

Degree: Master of Arts, CSU Sacramento, 1990, English

Honors: Cum Laude

Department: Liberal Arts, Graduate Studies

Carly Moreno

Degrees: Bachelor of Arts, CSU Stanislaus, 1997, Liberal Studies: English

Concentration; Master of Arts, Grand Canyon University, 2003, Teaching

Department: Liberal Arts

Thomas Morris

Degree: Bachelor of Arts in Management, St. Mary's College

Certification: POST SLI, POST Command College, and a graduate of the FBI National Academy

Department: Criminal Justice

Patrice Olsen

Degree: Master of Arts, CSU Stanislaus, 2005, Psychology
Certification: California State Teaching Credentials, Designated Subject, Adult Education
Departments: Liberal Arts, Community Studies, Business

Kay Paden

Degree: Juris Doctor, Golden Gate University School of Law
Department: Criminal Justice, Legal Studies

Nilam Panchal

Degree: Master of Business Administration, University of the Pacific, 2003
Certification: Certified Public Accountant
Department: Business

Randy Rahmoller

Degree: Master of Sacred Theology, Concordia College, 1980, Greek
Writings/Philosophy
Department: Liberal Arts

Saul Ramirez

Degree: Master in Taxation, Golden State University, 2005
Certification: Certified Public Accountant
Department: Business

Douglas Ravaglioli

Degree: Master of Public Administration, Golden Gate University
Certification: CA Community College Instructor Credential, CA Vocational Education
Teaching Credential
Department: Criminal Justice

Naseem Rehman

Degree: Bachelor of Science, CSU Sacramento, 1993, Business Administration
(Accounting)
Certification: Certified Public Accountant
Department: Business: Accounting

Ronald Reid

Degree: MA in Emergency Services Administration, CSU Long Beach
Certification: IACP Certified Instructor in Leadership in Police Organizations
Department: Criminal Justice

Michael P. Riley

Degree: Master of Business Administration, CSU Stanislaus, 1982
Department: Business

Michael Rishwain

Degree: Juris Doctor, Humphreys College School of Law, 1976

Certification: License to Practice Law - California

Department: Legal Studies

Sheila Rogers

Degree: Master of Arts, English, Andhra University, India

Certification: Site Supervisor Permit

Department: Early Childhood Education, Liberal Arts

Kurt Sandburg

Degree: Master of Business Administration, University of the Pacific, 1997

Certification: Certified Public Accountant, Certified Internal Auditor

Department: Business

Susan Savage

Degree: Bachelor of Arts, Child Development, CSU Sacramento

Department: Early Childhood Education

Sharen Scott

Degree: Master of Business Administration, CSU Sacramento, 1992, Business

Department: Business

Paul Skinner

Degree: Bachelor of Science, Saint Mary's College, 1983, Public Safety Management

Certification: POST Master Instructor, Supervisor, Management and Executive

Certificates and a graduate of the FBI National Academy

Department: Criminal Justice

Rick Swanson

Degree: Master of Public Admin., Univ. of Southern California, 1990, Public Admin.

Department: Liberal Arts, Business

Linda Swartz

Degree: Juris Doctor, Humphreys School of Law, 1991

Department: Legal Studies

Kathy Tracewell

Degrees: Bachelor of Arts, Humphreys College, 2005, Liberal Studies; Master of Arts, National University, Counseling Psychology, 2008

Department: Liberal Arts

Susan Treganza

Degree: Associate of Arts, Santa Monica City College, 1973

Department: Business, Legal Studies

Donald Van Noy

Degree: Master of Business Administration, National University
Department: Business

Kendra Vaughn

Degree: Bachelor of Music Education, Calvin College, 2010
Department: Court Reporting

Merilyn Vaughn

Degree: Bachelor of Arts, CSU Stanislaus, 1985, Music
Certification: CRI (Certified Reporting Instructor-NCRA), 2008
Department: Court Reporting

Julie Walker

Degree: Master of Arts, CSU Stanislaus, 2004, History
Certification: Diploma of Spanish – National University of Mexico
Department: Liberal Arts

Leslie Walton

Degree: Master of Business Administration, National University, 2006
Honors: Magna Cum Laude
Department: Liberal Arts

Matthew Ward

Degrees: Bachelor of Science, Brigham Young University, 1999, Speech Pathology
Master of Arts, CSU Stanislaus, 2008, Education
Department: Early Childhood Education, Liberal Arts

Catherine Webster

Degree: Master of Fine Arts, University of Iowa, 2002, Interdisciplinary
Department: Liberal Arts

James L. West

Degree: Bachelor of Fine Arts, State University New York
Department: Criminal Justice

Darla Westgate

Degree: Juris Doctor, Humphreys College School of Law, 1991
Department: Legal Studies

Pete Winston

Degree: Bachelor of Arts, University of the Pacific, 1976, Pre Law
Certifications: Community College Credential, POST Supervisory and Sherman Block
SLI Certificate
Department: Criminal Justice

Chad Wood

Degree: Juris Doctor, Thomas Jefferson School of Law, 2001

Department: Legal Studies

Aaron Zeller

Degrees: Bachelor of Arts, University of California, Santa Cruz, 1998, French Literature;

Master of Arts, CSU, Chico, 2005, Teaching International Languages

Department: Liberal Arts

Administration Listing

College Administration

| | |
|----------------------|---|
| Robert G. Humphreys | President |
| Patrick Piggott | Dean of the Law School |
| Jess Bonds | Dean of Institutional Research & Effectiveness |
| Bob Humphreys, Jr. | Dean of Instruction |
| Cynthia S. Becerra | Associate Dean |
| Wilma Okamoto-Vaughn | Dean of Administration |
| Stanislav Perkner | Director of Library & Learning Center |
| Fabian Echevarria | Director of Information Services |
| Rita Franco | Director of Financial Aid |
| Santa Lopez-Minatre | Director of Admission |
| Maria Garcia-Woodill | Registrar |
| Carol Kramlich | Fiscal Officer |
| John Schick | Associate Dean of the Law School |

Board of Trustees

Board of Trustees

Ronald Guntert, Jr., Chairperson of the Board
Michael Camy, Vice Chairperson
David Silva, Treasurer
Dr. Lynette C. Hart, Secretary

Laurence Drivon
Rupert Hall
Charlynn Harless
Joel Harrison
Dr. Robert G. Humphreys
Janet Lilly
Ort Lofthus
Douglass Wilhoit
Blair Ulring
Carla Donaldson
Honorable Jose Alva