## HYBRID AND ONLINE DISTANCE EDUCATION

**ALL STUDENTS REGISTERED IN ONLINE AND/OR HYBRID COURSES MUST HAVE A CURRENT E-MAIL ADDRESS ON FILE IN CHAFFEYVIEW.**

**ARE YOU READY FOR DISTANCE EDUCATION LEARNING?**
To learn more about Chaffey’s online and hybrid classes and to determine if your learning style is compatible with this type of learning, visit the Distance Education website at www.chaffey.edu/onlineed. To learn more about Moodle and some of the online tasks that might be required in online and hybrid courses, review the Moodle Student Quick Start Guide and/or the online videos and tutorials on the DE website. You are also encouraged to participate in the online orientation available the week prior to the start of each term’s classes. Access the orientation by going to www.chaffey.edu/onlineed and following the links to signing on to Moodle.

**WHAT ARE THE TECHNICAL REQUIREMENTS?**
Students considering an online or hybrid class should have easy and regular access to a personal computer with the following minimum capabilities:
- Access to the internet through DSL, cable, FIOS or other high speed connection
- Use of a major browser such as Microsoft Internet Explorer, Firefox, Google Chrome, or Safari
- Operating systems: Windows, Mac OSX Panther or Android
- An active e-mail account that permits attachments to be delivered and received
- Ability to view PowerPoint presentations
- Ability to view and create Word documents, or .rtf files

Some online classes may require the following:
- Ability to view iPod content (Quicktime)
- Ability to view streaming video

**INFORMATION REGARDING REGISTRATION, THE WAITLIST/ADD PROCESS, INITIAL INSTRUCTOR CONTACT AND ONLINE ACCESS IS BELOW FOR HYBRID CLASSES AND ON PAGE 156 FOR ONLINE CLASSES**

### FALL 2014 HYBRID CLASSES

*Beginning and ending dates are listed for all classes.*

*Class offerings – particularly instructor assignment – are subject to change without notice*

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>INSTRUCTOR</th>
<th>HOURS</th>
<th>DAYS</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>HYBRID CLASSES: Hybrid classes are a combination of online and classroom instruction, with at least 50% of the instruction held in the classroom. All hybrid classes meet on-campus during the first week of the class, during which important information about the class – including access instructions for the online instruction – is provided. Students should check the schedule of classes for the designated date, times and location of the first week’s meeting and all subsequent on-campus meetings. Students in hybrid classes are expected to attend all class meetings as well as fully participate in the online portion of the instruction.</td>
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<tr>
<td>REGISTERING FOR HYBRID CLASSES: Students register for hybrid courses using the same registration process used for on-campus courses. See the Registration area for additional information.</td>
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<tr>
<td>ENROLLED STUDENTS: Students must have officially enrolled in the hybrid class via MyChaffeyVIEW or in person, and have a Chaffey Registration Receipt that indicates they have both registered and paid for the course.</td>
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<tr>
<td>HYBRID CLASS WAITLISTS: The waitlist process for hybrid classes is the same as it is for face-to-face classes; see page 11. Students waitlisted, or hoping to add a hybrid class after the waitlists close, should attend the first class meeting. If there is room in the class, the instructor will provide an add code to be used to register into the class. Students who add a hybrid class after instruction has begun will be able to access the online component of their class one to two business days after they have completed the registration process in MyChaffeyView.</td>
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**Art (ART)**

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<tbody>
<tr>
<td>ART-63 Introduction to Graphic Design</td>
<td>4.00 UNITS</td>
<td>909/652-6066</td>
<td>3:30pm-6:20pm</td>
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<tr>
<td>79875 M.Syrop</td>
<td></td>
<td>08/18/14-12/19/14</td>
<td>Last day to add: 08/25/14</td>
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</table>
### Business: Management (BUSMGT)

**BUSMGT-40**  
**Introduction to Management**  
3.00 UNITS  
Management concepts, functions, and skills applicable to work environments. Application of management theory to practices that improve effectiveness and efficiency, and enhance national and international competitiveness.  
Materials Fee: $3.00  
Transfer: CSU; UC  
Grading: Letter grade only  
81105 A.Chen  
12:30pm-1:50pm  
T  
BE-103  
INET  
08/18/14-12/19/14  
Last day to add: 08/25/14

**BUSMGT-45**  
**Small Business Ownership and Management**  
3.00 UNITS  
Fundamentals of owning and operating a small business including finance, employment law, and marketing strategies.  
Materials Fee: $3.00  
Transfer: CSU  
Grading: Letter grade only  
81098 V.Thomas  
9:30am-10:50am  
TH  
BE-101  
INET  
08/18/14-12/19/14  
Last day to add: 08/25/14

### Computer Information Systems: Core (CIS)

**CIS-1**  
**Introduction to Computer Information Systems**  
3.00 UNITS  
Principles and applications of computers including their role in business and society. Provides computer competency for Computer Information systems majors and non-majors. (C-ID ITIS 120 and BUS 140)  
Materials Fee: $3.00  
Transfer: CSU; UC credit limitations.  
Grading: Letter grade only  
81189 T.Helfand  
8:00am-9:45am  
MW  
BE-104  
INET  
08/18/14-10/08/14  
Last day to add: 08/27/14  
SECT 81189: Fast-Track class; see pages 168-174 for more info.

### CIS: Hardware and Support (CISHDSP)

**CISHDSP-405**  
**A+ Certification Preparation**  
1.50 UNITS  
A practical course designed to prepare students for the A+ Certification exams. Subject matter includes computer hardware installation, configuration, diagnosing issues, operating system basics, safety, customer relations, security and basic networking. The A+ Certification exams are administered by independent testing organizations.  
Materials Fee: $1.50  
Grading: Letter grade only  
81222 W.Baker  
7:00pm-9:50pm  
W  
FNFC-114  
INET  
10/22/14-12/10/14  
Last day to add: 10/30/14  
SECT 81222: Fast-track class; see pages 168-174 for more info.  
Classroom meetings on 10/22, 11/05, 11/19, 12/03, and 12/10 only.

### CIS: Internet and Web Development (CISIWEB)

**CISIWEB-414**  
**Creating Dynamic Web Content Using Javascript/AJAX**  
3.00 UNITS  
Prerequisite: CISEVIWEB-70.  
Principles of JavaScript programming. Topics include: integrating JavaScript and HTML; creating pop-up windows; adding scrolling messages; validating forms; enhancing the use of images and form objects; working with cookies, arrays, and frames; and developing online dynamic content and client-side Web applications using Asynchronous Java and XML (AJAX).  
Materials Fee: $3.00  
Grading: Letter grade only  
81224 T.Kocher  
5:00pm-6:45pm  
M  
BE-100  
INET  
08/18/14-12/19/14  
Last day to add: 08/25/14

### Economics (ECON)

**ECON-2**  
**Principles of Macroeconomics**  
3.00 UNITS  
Prerequisite: Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410.  
Advisory: Completion of MATH-425.  
Study of market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.  
Materials Fee: $3.00  
Transfer: CSU; UC  
Grading: Letter grade only  
79294 C.Parker  
3:00pm-6:30pm  
M  
SS-104  
INET  
10/20/14-12/10/14  
Last day to add: 10/27/14  
SECT 79294: Fast-Track class; see pages 168-174 for more info.  
79295 C.Parker  
7:00pm-8:20pm  
M  
SS-104  
INET  
08/18/14-12/19/14  
Last day to add: 08/25/14

**ECON-4**  
**Principles of Microeconomics**  
3.00 UNITS  
Prerequisite: Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410.  
Advisory: Completion of MATH-425.  
Study of the choices of individual economic decision-makers on markets, taxation, production, scarcity, competition, monopoly, and regulation. Effects of taxes on individuals and businesses; income distribution and poverty; economics of race, gender, and culture; and market failure.  
Materials Fee: $3.00  
Transfer: CSU; UC  
Grading: Letter grade only  
79302 C.Parker  
3:00pm-6:30pm  
W  
SS-104  
INET  
10/22/14-12/10/14  
Last day to add: 10/27/14  
SECT 79302: Fast-Track class; see pages 168-174 for more info.

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**Visit our website at [www.chaffey.edu](http://www.chaffey.edu) for application and registration information.**
## English (ENGL)

### ENGL-1A Composition 3.00 UNITS
**Prerequisite:** Eligibility for ENGL-1A as determined by the Chaffey assessment process, or successful completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.
Study and practice of expository and argumentative writing techniques. Frequent writing of compositions, with the ultimate goal of writing a research paper. A minimum of 6,000 written words is expected in the course. Three hours of supplemental learning in a Success Center that supports this course is required. (C-ID ENGL 100)
**Materials Fee:** $3.00   **Transfer:** CSU; UC
**Grading:** Letter grade only
**NOTE:** There may be in-class computer writing assignments. Keyboarding skills are recommended.

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<tbody>
<tr>
<td>80282</td>
<td>S.Stratton</td>
<td>12:30pm-1:50pm</td>
<td>T</td>
<td>LA-111 INET</td>
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### ENGL-475 Fundamentals of College Reading and Writing 4.00 UNITS
**Prerequisite:** Eligibility for ENGL-475 as determined by the Chaffey assessment process, or successful completion of ENGL-550 or 575, or READ-530, or BUSOT-455.
Careful study and practice of critical thinking, reading, and expository writing techniques, using primarily nonfiction texts, and the frequent writing of compositions with the ultimate goal of writing an essay using sources. Preparation for English 1A and a variety of academic disciplines. Five hours of supplemental learning in a Success Center that supports this course are required.
**Materials Fee:** $0.00
**Grading:** Letter grade only
**NOTE:** There may be in-class computer writing assignments. Keyboarding skills are recommended.

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<tbody>
<tr>
<td>80341</td>
<td>A.Bartlett</td>
<td>12:00pm-1:50pm</td>
<td>T</td>
<td>LA-113 INET</td>
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<td>Last day to add: 08/25/14</td>
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<tr>
<td>80308</td>
<td>A.Bartlett</td>
<td>12:00pm-1:50pm</td>
<td>TH</td>
<td>LA-113 INET</td>
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<td>Last day to add: 08/25/14</td>
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## Mathematics (MATH)

### MATH-25 College Algebra 4.00 UNITS
**Prerequisite:** Eligibility for MATH-25 as determined by the Chaffey assessment process, or completion of MATH-425.
Topics include solutions to higher degree polynomial equations: functions, polynomial, rational, inverse, etc.
**Materials Fee:** $4.00  **Transfer:** CSU; UC credit limitations
**Grading:** Letter grade only

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<tr>
<td>81908</td>
<td>E.Erkebaev</td>
<td>12:00pm-1:50pm</td>
<td>T</td>
<td>HS-108 INET</td>
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<td>08/18/14-12/19/14</td>
<td>Last day to add: 08/25/14</td>
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### MATH-425 Intermediate Algebra 4.00 UNITS
**Prerequisite:** Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410.
Review and extension of the concepts from Elementary Algebra. Topics include polynomial, radical, absolute value, exponential and logarithmic expressions, equations, and functions; linear and non-linear systems of equations and inequalities; quadratic equations; graphing of nonlinear functions; complex numbers; nonlinear single-variable inequalities; conic sections; sequences; series; and the Binomial Theorem.
**Materials Fee:** $4.00
**Grading:** Letter grade only

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## Nutrition and Food (NF)

### NF-5 Nutrition for Life 3.00 UNITS
Essentials of nutrition as they relate to diet, health and disease, risk reduction, stress, and nutritional deficiencies.
**Materials Fee:** $3.00
**Grading:** Letter grade only

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<tbody>
<tr>
<td>81479</td>
<td>C.Hines-Tinsley</td>
<td>11:00am-12:20pm</td>
<td>M</td>
<td>G-134 INET</td>
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<td>08/18/14-12/19/14</td>
<td>Last day to add: 08/25/14</td>
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### NF-15 Nutrition I: The Science of Nutrition 3.00 UNITS
Introduction to the science of nutrition and its implications for human health, including essential nutrients, basic dietary guidelines, and changing nutritional needs throughout the lifecycle.
**Materials Fee:** $3.00
**Grading:** Letter grade only

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<tr>
<td>81480</td>
<td>C.Hines-Tinsley</td>
<td>9:30am-10:50am</td>
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<td>G-134 INET</td>
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Additional sections of many classes are available; check the Chino, Fontana, Ontario High School, and Rancho sections for additional offerings.
## Spanish (SPAN)

For help choosing the Spanish course that best meets your needs and current skill level, go to [http://www.chaffey.edu/spanish_placement](http://www.chaffey.edu/spanish_placement)

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<tbody>
<tr>
<td>SPAN-1SS</td>
<td>Spanish for Heritage Speakers I</td>
<td>4.00 UNITS</td>
<td>Advisory: Ability to speak and comprehend Spanish. Development of grammar, vocabulary, speech habits, writing, and reading for Spanish speakers through the context of Hispanic cultural texts and topics. Some reading required. Course is conducted in Spanish. Materials Fee: $4.00</td>
<td>Transfer: CSU; UC. Grading: Letter grade only</td>
</tr>
<tr>
<td>80119 D.Duno</td>
<td>2:00pm-3:50pm</td>
<td>TH</td>
<td>TA-1J</td>
<td>INET</td>
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<tr>
<td>08/18/14-12/19/14</td>
<td>Last day to add: 08/25/14</td>
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## Photography (PHOTO)

PHOTO-7 Introduction to Digital Photography 4.00 UNITS
Instruction in the basic principles of digital photography, including digital printing. Student must furnish an adjustable DSLR (i.e. not a point-and-shoot model) digital camera. Materials Fee: $4.00 | Transfer: CSU; UC |

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<tr>
<td>PHOTO-7</td>
<td>Introduction to Digital Photography</td>
<td>4.00 UNITS</td>
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<tr>
<td>79832 K.Haddad</td>
<td>12:30pm-3:20pm</td>
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<td>CAA-123</td>
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<td>08/18/14-12/19/14</td>
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<tr>
<td>PHOTO-9</td>
<td>Digital Imaging</td>
<td>4.00 UNITS</td>
<td>An introductory course in using computer imaging software such as Adobe Photoshop in photography and the digital arts. Class explores the creative potential of imaging software used by visual artists. Materials Fee: $4.00</td>
<td>Transfer: CSU; UC</td>
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<tr>
<td>79834 K.Haddad</td>
<td>3:30pm-6:20pm</td>
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## Sociology (SOC)

SOC-10 Introduction to Sociology 3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475. Characteristics of social life. Processes of interaction, consequences of group membership, institutions of modern society, factors that perpetuate social inequality, and social change and globalization. (C-ID SOCI 110) Materials Fee: $3.00 | Transfer: CSU; UC |

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<tbody>
<tr>
<td>SOC-10</td>
<td>Introduction to Sociology</td>
<td>3.00 UNITS</td>
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<tr>
<td>79147 L.Navarette</td>
<td>2:00pm-3:20pm</td>
<td>W</td>
<td>SS-110</td>
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<tr>
<td>79148 L.Navarette</td>
<td>3:30pm-4:50pm</td>
<td>W</td>
<td>SS-110</td>
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## Reading (See English) 909/652-7606

### DROPPING CLASSES
It is the student’s responsibility to drop classes. Students who do not drop classes by the published deadlines will be held accountable for payment of fees for those classes, even if they didn’t attend any class meetings.

### NEED HELP WITH THE COST OF TEXTBOOKS?
Chaffey’s Emergency Book Grant and Textbook Rental programs can assist you. For details about the book grants, please call 909/652-6590 or 6593. For more info about the rental program, please call 909/652-6577.

Textbook vouchers are valid only at Chaffey College bookstores and are not accepted at commercial bookstores or websites.

Above programs funded by the Chaffey College Service Fee.

### PRIORITY REGISTRATION
Effective Summer 2014, priority registration has been legally mandated for the following student groups:
Eligible veterans, foster youth, active EOPS, DPS, and CalWorks students.

Per the Student Success Act of 2012, Senate Bill 1456, signed into law in September 2012.
See [www.chaffey.edu/student-success](http://www.chaffey.edu/student-success) for more info.

**UNIT LIMIT**
Effective Summer 2014, students exceeding 100 units earned (excluding 500-level courses) lose their registration priority.

Per California Community College state regulatory changes. See [www.chaffey.edu/student-success](http://www.chaffey.edu/student-success) for more info.
FALL 2014 ONLINE CLASSES

Beginning and ending dates are listed for all classes.
Class offerings – particularly instructor assignment – are subject to change without notice

ONLINE CLASSES
Online classes are attended exclusively on the internet; there are no campus meetings. However, some online classes do require specific dates or times for interactive internet class activities. Instructors provide details of these and other requirements in the course syllabus.

REGISTRATION FOR ONLINE CLASSES
Students register for online courses using the same registration process used for on-campus courses. See the Registration area for additional information.

ENROLLED STUDENTS
Students are officially enrolled in an online course when they have completed the online registration process on MyChaffeyVIEW or in person, and have a Chaffey Registration Receipt that indicates they have both registered and paid for the course.

ONLINE CLASS WAIT LISTS
The waitlist process for online classes is the same as it is for face-to-face classes; see page 11. Students wishing to add an online class after wait lists close should follow the Wait listed/Add Process below.

ONLINE CLASS WAIT LIST/ADD PROCESS
1. Add your name to the course wait list on MyChaffeyView. If the waitlist is closed, go to step 2.
2. Contact the instructor to let them know you would like to add the class, just as you would attend the first class meeting in a face-to-face class. To contact an Instructor:
   a. Go to the Current Course List on the Distance Education website.
   b. Find the class you have been wait listed on or that you would like to add.
   c. Select the course section number link.
   d. Complete the Instructor Contact form.
   e. Submit the form. This will send an email with your contact information to the instructor.
   f. If the instructor is able to add you to the class, they will send you an email with an add code.

ONLINE CLASS CONTACT INFORMATION:
• Contact links are available for two weeks. They are made available after noon one week before the course start date, and will remain available through the first week of the class. Example: If the start date of the class is 08/18/14, the contact link will be available after noon on 08/11/14 and will remain available through 08/22/14, or until the instructor has received enough requests to fill the class.
• Once the class has started, the instructor will determine how many spaces are available and will respond via email to those students they are able to add. The email will contain an authorization code that is used in conjunction with the section code to add the class through MyChaffeyView.
• Instructors receive numerous requests to add and respond only to those students whom they are able to accommodate. So if you have requested to add an online class, and have not received an authorization code by the end of the first week of the class, you should make an alternate class selection.
• Students who add an online class after instruction has begun will be able to access it on Moodle one to two business days after they have completed the registration process in MyChaffeyView.

ANTHRO-3 Introduction to Social and Cultural Anthropology
Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475
Introduction to how anthropologists do their work, employ professional anthropological research ethics, and apply their perspectives and skills to the understanding of humans around the globe.
Materials Fee: $0.00
Grading: Letter grade only
Transfer: CSU; UC

ANTHRO-3 Introduction to Social and Cultural Anthropology
909/652-6253
909/652-6253
909/652-6253
909/652-6253
909/652-6253
909/652-6253
909/652-6253
79040 M.Fong
08/18/14-12/19/14
Last day to add: 08/25/14

BUS-88 Business Communication
Prerequisite: ENGL-1A.
Develop writing fluency, professional tone, and the use of proper grammar to produce clear, correct and logically-organized business communications, both written and oral.
Materials Fee: $3.00
Grading: Letter grade only
Transfer: CSU

BUS-88 Business Communication
909/652-6630
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Last day to add: 08/25/14

MyChaffeyVIEW
(HOURS OF OPERATION)
The MyChaffeyVIEW Online services system is typically available 24 hours a day, Monday-Saturday, except where noted.
MyChaffeyVIEW is usually not available on Sundays due to system maintenance.

PREFERRED ENROLLMENT
NEW AND RETURNING STUDENTS: To receive a preferred registration date, you must complete the following actions:
- Fill-out and submit a Chaffey College application
- Attend an orientation session
- Take the Assessment test(s)
- Create an Educational Plan with a counselor

CONTINUING STUDENTS: To maintain your preferred registration and financial aid eligibility, you must:
- Remain in Good Academic Standing (2.0 GPA or above)
- Not have exceeded 100 units earned (excluding 500-level courses)
Per the Student Success Act of 2012, Senate Bill 1456, signed into law in September 2012.
See www.chaffey.edu/student-success for more info
## Business and Office Technologies (BUSOT)

**BUSOT-60A**  Microsoft Office Word - Specialist  \[3.00 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-40A.
- MS Word. Develop personal and workplace skills to build a foundation for other Windows software applications. Customize and format academic papers, business reports, tables, columns, and graphics.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81175 D.Henderson  INET
  - 08/18/14-12/19/14 Last day to add: 08/25/14

**BUSOT-61**  Microsoft Office PowerPoint  \[1.50 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-40A or 60A.
- Learn concepts, formatting features, and visual media/animation effects of a presentation software program to create and share effective electronic presentations for support personnel and business managers.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81172 J.Osgood  INET
  - 08/18/14-12/19/14 Last day to add: 08/25/14

**BUSOT-62**  Microsoft Office Outlook  \[1.50 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-40A or a minimum typing speed of 20 words per minute.
- Electronic information management of e-mail; appointments; conferences, and task scheduling; and integration of other software applications to manage work flow.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81173 J.Osgood  INET
  - 08/18/14-10/08/14 Last day to add: 08/27/14
  - SECT 81173: Fast-Track class; see pages 168-174 for more info.

**BUSOT-63**  MS Office Excel - Comprehensive  \[3.00 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-40A and 60A.
- Use advanced formulas and features to create worksheets, including spreadsheets, charts, pivot tables, IF functions, templates, and sorting and filtering records.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81174 T.Williamson  INET
  - 10/20/14-12/11/14 Last day to add: 10/29/14
  - SECT 81174: Fast-Track class; see pages 168-174 for more info.

**BUSOT-64A**  Microsoft Office Access - Specialist  \[1.50 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-60A.
- Create and use electronic databases and design queries, forms, and reports to effectively display data records that can be used in making business decisions.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81176 D.Henderson  INET
  - 08/18/14-10/08/14 Last day to add: 08/27/14
  - SECT 81176: Fast-Track class; see pages 168-174 for more info.

**BUSOT-64B**  Microsoft Office Access - Expert  \[1.50 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-64A.
- Mastery of core and advanced features of Access databases in working with databases, tables, reports, forms, and queries, and integration with other software.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81177 D.Henderson  INET
  - 10/20/14-12/11/14 Last day to add: 10/29/14
  - SECT 81177: Fast-Track class; see pages 168-174 for more info.

**BUSOT-410A**  Microsoft Office Publisher - Specialist  \[1.50 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-60A.
- Desktop publishing application using MS Publisher. Introduction to concepts for in-house publications such as brochures and flyers, newsletters, and general advertisements.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81169 T.Williamson  INET
  - 08/18/14-12/19/14 Last day to add: 08/25/14

**BUSOT-410B**  Microsoft Office Publisher - Expert  \[1.50 \text{ UNITS}\]

- **Advisory:** Completion of BUSOT-410A.
- Advanced desktop publishing features of MS Publisher. Emphasis on creating style sheets and master pages, special effects, templates, scanned images, and long documents.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81170 T.Williamson  INET
  - 08/18/14-12/19/14 Last day to add: 08/25/14

**BUSOT-455**  Fundamentals of English for Business  \[3.00 \text{ UNITS}\]

- Study, review, and practice of grammar, punctuation, vocabulary, and sentence structure to prepare students for employment and college-level business writing courses and for effective business communication skills.
- Materials Fee: $0.00
- Grading: Letter grade only
- 81171 J.Osgood  INET
  - 08/18/14-12/19/14 Last day to add: 08/25/14

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**FEE PAYMENTS**

Students receiving Financial Aid, 3rd party sponsored billing, and students enrolled in the Facts Payment plan (see [www.chaffey.edu/cashier/facts.shtml](http://www.chaffey.edu/cashier/facts.shtml)) will not be dropped from their classes for non-payment.

For everyone else, payment is due not more than 10 calendar days from the date of registration (including holidays and weekends). For more detailed information, see the Payment Deadline information on pages 12-15 and Payment Date Due Chart on page 16.
### Computer Information Systems: Core (CIS)

**CIS-1 Introduction to Computer Information Systems**

Principles and applications of computers including their role in business and society. Provides computer competency for Computer Information Systems majors and non-majors. (C-ID ITIS 120 and BUS 140)

Materials Fee: $0.00  
Grading: Letter grade only

81190 S.Siedschlag  
08/14-12/19/14  
INET

81191 S.Siedschlag  
08/14-12/19/14  
INET

81192 N.Woolridge  
08/14-12/19/14  
INET

81193 N.Woolridge  
08/14-12/19/14  
INET

**CIS-68 Using the Internet**

Introduction to and use of the Internet. Topics include access, hardware, software, protocols, security, communication, file transfer, search tools, e-commerce, and other current Internet and Web technologies.

Materials Fee: $0.00  
Grading: Letter grade only

81211 T.Helfand  
08/14-10/08/14  
INET

81212 T.Helfand  
10/20/14-12/10/14  
INET

**CIS-431 Project Management for Information Technology**

Advisory: Completion of CIS-1.

Fundamentals of project management applied to the field of information technology using current project management software.

Materials Fee: $0.00  
Grading: Letter grade only

81209 S.Siedschlag  
08/14-12/19/14  
INET

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### CIS: Internet and Web Development (CISIWEB)

**CISIWEB-70 Creating Web Pages with HTML**

Advisory: Completion of CIS-68.

Creation of HTML (Hypertext Markup Language) pages for the Web, including integration of links, formatting, graphics and multimedia, and tables.

Materials Fee: $0.00  
Transfer: CSU

Grading: Letter grade only

81227 T.Helfand  
08/18/14-10/08/14  
INET

81228 T.Helfand  
10/20/14-12/10/14  
INET

**CISIWEB-410 WebMaster Tools**

Prerequisite: CISIWEB-70.

Tools used by the Webmaster to develop and administer an Intranet/Internet Website. Topics include advanced HTML/XHTML programming, JavaScript, Dynamic HTML, XML, Web Publishing, and the use of cascading Style Sheets (CSS) for formatting.

Materials Fee: $0.00

Grading: Letter grade only

81223 T.Helfand  
10/20/14-12/10/14  
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**CISIWEB-423 Web Development: Dreamweaver**

Advisory: Completion of CISIWEB-70.

Principles of Web development using Macromedia Dreamweaver. Topics include the Dreamweaver interface, the object panel and other tools, HTML integration and editing, images, text, linking, lists, tables, tracing images, layers, frames, rollovers, Cascading Style Sheets (CSS), Dynamic HTML, forms, publishing, Fireworks, and Flash files.

Materials Fee: $0.00

Grading: Letter grade only

81225 T.Helfand  
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### Economics (ECON)

**ECON-2 Principles of Macroeconomics**

Prerequisite: Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410.

Advisory: Completion of MATH-425.

Study of market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

Materials Fee: $0.00  
Transfer: CSU; UC

Grading: Letter grade only

79298 B.McMurran  
08/18/14-12/19/14  
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### Fall 2014/Spring 2015 Schedule of Classes

#### ECON-4 Principles of Microeconomics 3.00 UNITS
*Prerequisite: Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410.*

*Advisory: Completion of MATH-425.*

Study of the choices of individual economic decision-makers on markets, taxation, production, scarcity, competition, monopoly, and regulation. Effects of taxes on individuals and businesses; income distribution and poverty; economics of race, gender, and culture; and market failure.

**Materials Fee:** $0.00  
**Transfer:** CSU; UC

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#### ENGL-1A Composition 3.00 UNITS
*Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or successful completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.*

Study and practice of expository and argumentative writing techniques. Frequent writing of compositions, with the ultimate goal of writing a research paper. A minimum of 6,000 written words is expected in the course. Three hours of supplemental learning in a Success Center that supports this course is required. (C-ID ENGL 100)

**Materials Fee:** $0.00  
**Transfer:** CSU; UC

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#### ENGL-1B Advanced Composition and Critical Thinking 3.00 UNITS
*Prerequisite: ENGL-1A.*

Students incorporate rhetorical strategies in analysis and researched argumentation. Focus on logical reasoning, credibility, and emotional appeals. Writing intensive with a minimum production of 6,000 words. (C-ID ENGL 105)

**Materials Fee:** $0.00  
**Transfer:** CSU; UC

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#### ENGL-1C Introduction to Literature 3.00 UNITS
*Prerequisite: ENGL-1A.*

Foundation course in the study of the literary genres: novel, short story, poetry, and drama. (C-ID ENGL 120)

**Materials Fee:** $0.00  
**Transfer:** CSU; UC

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#### Gerontology (GERO) 909/652-6675

**GERO-11 Introduction to Gerontology 3.00 UNITS**

Interdisciplinary study of aging, aging services, community resources, careers in gerontology, ethical, legal, and policy issues. NOTE: Earns 54 hours of CE credit: RCFE, NHAP, BRN#00426, and BBS #2178.

**Materials Fee:** $0.00  
**Grading:** Letter grade only

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#### History (HIST) 909/652-6253

**HIST-1 World History: Pre-Civilization to 1500 3.00 UNITS**

Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.

Comparative study of the world’s major civilizations from pre-history to 1500 in Eurasia, Africa, and the Americas. Similarities and differences between the civilizations and their influences on human history.

**Materials Fee:** $0.00  
**Transfer:** CSU; UC

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**HIST-2 World History: 1500 to Present 3.00 UNITS**

Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.

Cross-cultural study of the world’s major civilizations since 1500. Understanding the causes of the Rise of the West, the reaction of the non-Western world, and the ongoing dynamic of the ‘West versus the Rest’ dialectic.

**Materials Fee:** $0.00  
**Transfer:** CSU; UC

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Additional sections of many classes are available; check the Chino, Fontana, Ontario High School, and Rancho sections for additional offerings.
KINLEC-15  Diet and Fitness  3.00 UNITS
A lifestyle approach to fitness, including the study of nutrition, disease prevention, increased cardiovascular endurance, increased strength, flexibility, stress management, and considerations of aging on the body.
Materials Fee: $0.00   Transfer: CSU; UC
Grading: Letter grade only

81491 R.Baiz
08/18-14-12/19/14  Last day to add: 08/25/14

81492 R.Baiz
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81493 R.Baiz
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81494 R.Baiz
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81500 A.Henry
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81501 A.Henry
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81503 A.Henry
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KINLEC-18  Introduction to Kinesiology  3.00 UNITS
Introduction to an interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology is discussed, along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.
Materials Fee: $0.00   Transfer: CSU; UC
Grading: Letter grade only

81579 V.Greer
08/18/14-12/19/14  Last day to add: 08/25/14

NURV-401  Foundations of Vocational Nursing  2.00 UNITS
Nursing: Vocational (NURVN) 909/652-8215
Advisory: Completion of ENGL-1A, and eligibility for MATH-410 as determined by the Chaffey assessment process or completion of MATH-520. The health care delivery system and role of the vocational nurse as a member of the health care team. Policies and expectations of the VN program and exploration of strategies for successful program completion.
Materials Fee: $0.00   Transfer: CSU; UC
Grading: Letter grade only

80840 S.Eckvahl
08/18/14-12/19/14  Last day to add: 08/25/14

PHIL-70  Introduction to Philosophy  3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-450 or ENGL-475, or ESL-450 or ESL-475.
Introduction to the questions and ideas of major philosophers. Topics include knowledge (epistemology); reality (metaphysics); values, aesthetics, and religion (axiology), and social/political influences. (C-ID PHIL 100)
Materials Fee: $0.00   Transfer: CSU; UC
Grading: Letter grade only

79316 R.Vitt
08/18/14-12/19/14  Last day to add: 08/25/14

79317 D.Kern
08/18/14-12/19/14  Last day to add: 08/25/14

PHIL-76  Critical Thinking  3.00 UNITS
Prerequisite: ENGL-1A.
Argument and reasoning in the investigation of claims, including inductive and deductive reasoning, distinguishing fact from opinion and belief from knowledge, and identifying formal and informal fallacies.
Materials Fee: $0.00   Transfer: CSU; UC
Grading: Letter grade only

79332 D.Kern
08/18/14-12/19/14  Last day to add: 08/25/14

79333 R.Vitt
08/18/14-12/19/14  Last day to add: 08/25/14
Political Science (PS)

**PS-1 American Politics**  
3.00 UNITS  
Advisory: Completion of ENGL-1A.  
Study of the American political process and institutions. Analysis of the organization and function of California’s state and local governments.  
Materials Fee: $0.00  
Grading: Letter grade only  
Transfer: CSU; UC  
909/652-6253

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Psychology (PSYCH)

**PSYCH-1 Introduction to Psychology**  
3.00 UNITS  
Advisory: Completion of GUID-2, and eligibility for ENGL-1A as determined by the Chaffey assessment process or completion of ENGL-475 or ESL-475.  
Survey of psychology, including research methods, history and systems, lifespan, perception, learning and memory, cognition, psychological disorders and treatment, social behavior, and brain mechanisms. (C-ID PSY 110)  
Materials Fee: $0.00  
Grading: Letter grade only  
Transfer: CSU; UC  
909/652-6253

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**PSYCH-25 Developmental Psychology: Lifespan**  
3.00 UNITS  
Study of human development from conception through old age with particular emphasis on biological and environmental influences. (C-ID PSY 180)  
Materials Fee: $0.00  
Grading: Letter grade only  
Transfer: CSU; UC  
909/652-6253

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**SOC-10 Introduction to Sociology**  
3.00 UNITS  
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475.  
Characteristics of social life. Processes of interaction, consequences of group membership, institutions of modern society, factors that perpetuate social inequality, and social change and globalization. (C-ID SOCI 110)  
Materials Fee: $0.00  
Grading: Letter grade only  
Transfer: CSU; UC  
909/652-6253

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**SOC-16 Marriage, Family, and Relationships**  
3.00 UNITS  
Advisory: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or completion of ENGL-475 or ESL-475.  
Cross-cultural, social class, gender, and ethnic variation in marriages, families, and relationships. Emphasis on the application of theories, research, and social factors. (C-ID SOCI 130)  
Materials Fee: $0.00  
Grading: Letter grade only  
Transfer: CSU; UC  
909/652-6253

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Additional sections of many classes are available; check the Chino, Fontana, Ontario High School, and Rancho sections for additional offerings.

Fall 2014/Spring 2015 Schedule of Classes  161
California Institute for Women at Chino (CIW)

Offerings below are self-paced video presentations for CIW students. Registration is restricted to those students.

ACCTG-1A  Financial Accounting  4.00 UNITS
Advisory: Completion of CIS-1 or BUSOT-63.
Development and communication of financial information that is useful to investors, creditors, and other decision-makers. Includes the accounting environment, accounting cycle, generally accepted accounting principles, ethics, financial statements, operating, investing, and financing activities.
Materials Fee: $0.00  Transfer: CSU; UC
Grading: Letter grade only
81054 C.Dickerson  Arranged hours  CIW

ENGL-1B  Advanced Composition and Critical Thinking  3.00 UNITS
Prerequisite: ENGL-1A.
Students incorporate rhetorical strategies in analysis and researched argumentation. Focus on logical reasoning, credibility, and emotional appeals. Writing intensive with a minimum production of 6,000 words. (C-ID ENGL 105)
Materials Fee: $0.00  Transfer: CSU; UC
Grading: Letter grade only
80320 D.Keener  Arranged hours  CIW

HIST-18  United States History From 1865  3.00 UNITS
Prerequisite: Eligibility for ENGL-1A as determined by the Chaffey assessment process, or satisfactory completion of ENGL-450, ENGL-475, ESL-450, ESL-475, or READ-550.
Development of the United States from the Reconstruction Era through the present. Satisfies the CSU requirement in American history.
Materials Fee: $0.00  Transfer: CSU; UC
Grading: Letter grade only
79251 M.Wilson  Arranged hours  CIW

MATH-425  Intermediate Algebra  4.00 UNITS
Prerequisite: Eligibility for MATH-425 as determined by the Chaffey assessment process, or completion of MATH-410.
Review and extension of the concepts from Elementary Algebra. Topics include polynomial, radical, absolute value, exponential and logarithmic expressions, equations, and functions; linear and non-linear systems of equations and inequalities; quadratic equations; graphing of nonlinear functions; complex numbers; nonlinear single-variable inequalities; conic sections; sequences; series; and the Binomial Theorem.
Materials Fee: $0.00  Grading: Letter grade only
82007 J.Brouwer  Arranged hours  CIW

PREFERRED ENROLLMENT

NEW AND RETURNING STUDENTS: To receive a preferred registration date, you must complete the following actions:
- Fill-out and submit a Chaffey College application
- Attend an orientation session
- Take the Assessment test(s)
- Create an Educational Plan with a counselor

CONTINUING STUDENTS: To maintain your preferred registration and financial aid eligibility, you must:
- Remain in Good Academic Standing (2.0 GPA or above)
- Not have exceeded 100 units earned (excluding 500-level courses)
Per the Student Success Act of 2012, Senate Bill 1456, signed into law in September 2012. See www.chaffey.edu/student-success for more info

NEED HELP WITH THE COST OF TEXTBOOKS?

Chaffey’s Emergency Book Grant and Textbook Rental programs can assist you. For details about the book grants, please call 909/652-6590 or 6593. For more info about the rental program, please call 909/652-6577.

Textbook vouchers are valid only at Chaffey College bookstores and are not accepted at commercial bookstores or websites.

Above programs funded by the Chaffey College Service Fee.

UNIT LIMIT

Effective Summer 2014, students exceeding 100 units earned (excluding 500-level courses) lose their registration priority.
Per California Community College state regulatory changes. See www.chaffey.edu/student-success for more info.

FEE PAYMENTS

Students receiving Financial Aid, 3rd party sponsored billing, and students enrolled in the Facts Payment plan (see www.chaffey.edu/cashier/facts.shtml) will not be dropped from their classes for non-payment.

For everyone else, payment is due not more than 10 calendar days from the date of registration (including holidays and weekends).

For more detailed information, see the Payment Deadline information on pages 12-15 and Payment Date Due Chart on page 16.

Additional sections of many classes are available; check the Chino, Fontana, Ontario High School, and Rancho sections for additional offerings.