

**Palo Verde Community College
Office of Instruction**

M E M O R A N D U M



To: All Faculty and Staff
From: Office of Instruction
Date: March 1, 2010
Subject: **COLLEGE CATALOG 2009-2010 *ADDENDUM #2***

The attached, College Catalog 2009-2010, Addendum #2, contains new and revised courses and certificates that have been curriculum and board approved. Please note the additions and changes in your catalog and/or attach the addendum for efficient and accurate reference. These changes will become effective during the Fall 2010 semester.

Please feel free to stop by the Instruction Office or call Ext. 5453 if you have any questions.

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Attachment



PALO VERDE COLLEGE

College Catalog 2009-2010

Addendum #2

(Approved by Board of Trustees January 26, 2010 and February 23, 2010)

DESCRIPTION OF COURSES SECTION

DESCRIPTION OF COURSES (Pages 80-213)

COURSE ADDITIONS:

NON-CREDIT BASIC EDUCATION

NBE 043 PERSONAL SAFETY/SELF DEFENSE FOR WOMEN

0 units

Course length: 18 hours lecture

Students will obtain an overview of personal safety and self-defense tactics for protection. Strategies for awareness, prevention, risk reduction and avoidance of dangerous situations will be demonstrated and discussed, as well as understanding the key vital points of the body that can distract an attacker, and finding a natural defensive stance that can throw an attacker off-guard.

COURSE REVISIONS:

COOPERATIVE WORK EXPERIENCE

CWE 140 OCCUPATIONAL WORK EXPERIENCE®

1-4 units

Course length: 75 hours laboratory per unit **paid, 60 hours laboratory per unit unpaid**

Prerequisite: Basic 8th grade reading skill level or higher and High school or college level writing skills

Corequisite: Concurrent enrollment in either CWE 150 (Career Success) or CWE 155 (Career Awareness) seminar. Students must also be enrolled for a minimum of 7 units including Seminar and Work Experience courses. This is a variable unit course.

Cooperative Work Experience consists of a planned program of academic instruction to correlate on-the-job training with transfer or occupational curricula. The course is designed for students desiring college credit for paid or volunteer work experience related to their educational or occupational goal. Using their jobs as a learning situation, the students join with their employers and the college in establishing at least three learning objectives involving new, improved or expanded responsibilities or duties. These learning objectives either develop or add to marketable skills directly related to the student's major program of study. The disciplines that will utilize Occupational Work Experience are: Agriculture, Business, Health Occupations, Education, Criminal Justice, Mathematics, Natural Science, Engineering, Early Childhood Development, Computer Science, Automotive Technology, Home Economics, Trade and Industrial Education. Students will be required to complete 60 hours of related volunteer work or 75 hours of related paid employment to earn 1 unit. Students may earn up to a total of 16 work experience units, including general or occupational, not to exceed 4 units per semester (per Title 5, Section 55253)

Cooperative Work Experience is designed for students desiring college credit for paid or volunteer work experience directly related to their occupational major or career goal. Using their jobs as a learning situation, the students join with their employers and the college in establishing at least three learning objectives involving new, improved or expanded responsibilities or duties. These learning objectives either develop or add to marketable skills directly related to the student's major program of study, job-getting process, and occupation work experience (human relations and you, the forces that shape you, relating to others, understanding yourself and others, different aspects to your character, improving morale, communication roadblocks, how your attitude counts, the information explosion, stresses of work and the job-getting process). The current occupational majors are Business, Administrative Office Assistant, Alcohol & Drug Studies, Automotive Technology, Building Construction Technology, Business Management, Child Development, Computer Information Science, Criminal Justice, Fire Science Technology, Nursing & Allied Health, and Welding Technology. Students will be required to complete 60 hours of related volunteer work or 75 hours of related paid employment to earn 1 unit. Students may earn up to a total of 16 work experience units in an occupational major, not to exceed 4 units per semester (per Title 5, Section 55253).

CWE 155 CAREER AWARENESS SEMINAR®

1 unit

Course length: 18 hours lecture

Prerequisite: Basic 8th grade reading skill level or higher and High school or college level writing skills

A weekly seminar devoted to giving students an understanding of the connection between human relations and success or failure in finding a satisfying working life. Topics include: Personal growth, increased self-awareness, and increased awareness of how to get along with others. Career and personality assessments, resumes, individualized job surveys, career inventory projects, and problems. Other topics may include: Human relations and you, the forces that shape you, relating to others, understanding yourself and others, different aspects to your character, improving morale, communication roadblocks, how your attitude counts, the information explosion, stresses of work, and the job-getting process. Enrollment in this course is open to all students but enrollment in a Career Awareness or a Career Success Seminar course is required to earn college credit for occupational or general work experience. Each semester represents different job survey projects and related assignments. This course may be repeated three (3) times for credit.

A weekly seminar devoted to giving students an understanding of the connection between human relations and success or failure in finding a satisfying working life. Career development topics include: personal growth, increased self-awareness, increased self awareness of how to get along with others, career information, skills, values, interests and personality assessments. Employability skill topics include: networking, resume writing, job search strategies, interviewing, how your attitude counts, stresses of work, the job-getting process, the forces that shape you, relating to others, understanding yourself and others, different aspects of your character, improving morale, and communication road blocks. Enrollment in this course is open to all students but enrollment in a Career Awareness Seminar course is required to earn college credit for occupational work experience. This course may be repeated three (3) times for credit.

COMPUTER INFORMATION SCIENCE

CIS 111 COMPUTER BUSINESS APPLICATIONS

3 units

Course length: 54 hours lecture

Prerequisite: CIS 102

Building on CIS 102, the course includes further discussions of hardware, software systems, procedures and human resources integrated with applications using computers to solve a variety of problems.

UPDATED COURSES:

ABE 010 – Customer Service
ABE 011 – Communicating with Customers
ABE 012 – Team Building
ABE 013 – Time Management
ABE 014 – Stress Management
ABE 015 – Conflict Management
ABE 016 – Attitude in the Workplace
ABE 017 – Managing Organizational Change
ABE 018 – Decision Making and Problem Solving
ABE 019 – Foundation Essentials: Values and Ethics
ABE 021 – Spanish Literacy for the ESL Learner
CIS 101 – Introduction to Computers & Information Systems
CIS 102 – Personal Computer Applications
NBE 015 – Leadership/Supervisory Skills Enhancement Training
NBE 094 – Readiness for Employment

COURSES TO BE MOVED TO INACTIVE STATUS:

ABE 020 – Court Appointed Special Advocate Volunteer Training
BIO 099 – Elements of Biology
GEL 099 – Basics of Earth Sciences
SPE 099 – Elements of Communication

REVISED PROGRAMS:

PALO VERDE COLLEGE

CERTIFICATE PROGRAM

HAZARDOUS MATERIALS SPECIALIST

This certificate will satisfy the California State requirement for operations at hazardous materials incidents where Personal Protective Equipment (PPE) Levels A, B & C protection is required. It will satisfy CFR 29.1910.120 Federal requirements.

Course#	Code	Course Titles	Units
FST	152	Basic Chemistry	2
FST	153	Applied Chemistry	2
FST	154	Incident Considerations	2
FST	155	Tactical Field Operations	2
FST	157	Specialized Mitigation Techniques, Module F, Haz-Mat Specialist	2
FST	158	Advanced Field Operations, Module G, Haz-Mat Specialist	2
FST	150	HAZ MAT First Responder Operations	2
FST	162	ICS 300, Intermediate Incident Command System	1.25
FST	183	Terrorism: Weapons of Mass Destruction	1
FST	227	Computer-Aided Management of Emergency Operations (CAMEO)	.5
		Total required	16.75

**PALO VERDE COLLEGE STUDENT EDUCATION PLAN
ASSOCIATE IN SCIENCE DEGREE (A.S.)**

HAZARDOUS MATERIALS SPECIALIST

Course Number	Units		
CORE COURSES			
FST	152	Basic Chemistry	2
FST	153	Applied Chemistry	2
FST	154	Incident Considerations	2
FST	155	Tactical Field Operations	2
FST	157	Specialized Mitigation Techniques, Module F, Haz-Mat Specialist	2
FST	158	Advanced Field Operations, Module G, Haz-mat Specialist	2
FST	150	Haz-Mat First Responder Operations	2
FST	162	ICS 300, Intermediate Incident Command System	1.25
FST	227	Computer-Aided management of Emergency Operations (CAMEO)	.5
FST	183	Terrorism: Weapons of Mass Destruction	1
FST/CWE		[ELECTIVE: 100-Level or Above] [Including Work Experience]	3
FST/CWE		[ELECTIVE: 100-Level or Above] [Including Work Experience]	3
FST/CWE		[ELECTIVE: 100-Level or Above] [Including Work Experience]	3
FST/CWE		[ELECTIVE: 100-Level or Above] [including Work Experience]	3
GENERAL EDUCATION COURSES			
COMMUNICATIONS			
ENG	101	Reading and Composition	3
SPE	101	Introduction to Speech	3
NATURAL SCIENCES			
		Astronomy, Biology, Chemistry, Geology, Geography, Physics	3
MATHEMATICS			
MAT	086	Intermediate Algebra	3
HUMANITIES			
		Art, Education, English, French, History, Music, Philosophy, Spanish, Theatre	3
SOCIAL SCIENCES – AREA A			
		History, Political Science	3
SOCIAL SCIENCES – AREA B			
		Anthropology, Economics, Geography, Psychology, Sociology	3
LIFE LONG UNDERSTANDING & SELF DEVELOPMENT			
		Alcohol/Drug Studies, Child Development, Geography, Health, Physical Education, Psychology, Sociology	3
INSTITUTIONAL REQUIREMENTS			
HEA	140	Health Education	3
GES	101	Introduction to College Life	1 - 3
	[OR] 115	The Master Student	
CIS	101	Introduction to Computers & Information Systems	3
	[OR] 102	Personal Computer Applications	
	[OR] 106	Introduction to Computer Literacy	
Total required			61 - 63

NAME _____ ADDRESS _____

PHONE _____ DATE OF BIRTH _____ STUDENT ID# _____

DATE _____ COUNSELING NOTES: _____

Requirements completed (DATE) _____ COUNSELOR SIGNATURE _____