

PSYC 250 Group Leadership and Process (3)

3 hours lecture

Note: Cross listed as AODS 250/SOC 250**Transfer acceptability:** CSU

An introduction to the dynamics of group interaction, with emphasis upon the individual's firsthand experience as the group studies itself under supervision. Problems of communication, effective emotional responses, and personal growth will be highlighted. The emphasis will be upon group process as a means of changing behavior.

PSYC 255 Case Management, Law and Ethics (3)

3 hours lecture

Note: Cross listed as AODS 255/SOC 255**Transfer acceptability:** CSU

This course reviews the principles and practice of case management in addiction treatment including the processes of intake, screening, assessment, treatment planning, referral, and documentation. Professional and ethical codes of conduct and behavior are also reviewed and emphasized.

PSYC 260 Chemical Dependency Family Counseling (3)

3 hours lecture

Note: Cross listed as AODS 260/SOC 260**Transfer acceptability:** CSU

This course is designed to explore methods of assisting family members and others to understand and to cope with the alcohol and drug abuse of alcoholics and addicts. Several family therapy modalities will be explored. The approach will be experiential in format and students will participate in exercises that lead to the development of these skills.

PSYC 296 Special Problems in Psychology (1, 2, 3)

1, 2, or 3 hours lecture

Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.

An individualized or group project in psychology of any nature approved by, and under the personal supervision of, the instructor.

PSYC 298 Directed Field Experience I (5)

3 hours lecture - 6 hours laboratory

Note: Cross listed as AODS 298/SOC 298**Transfer acceptability:** CSU

Supervised internship in a human service agency or an alcohol and other drug treatment facility. The student intern will have an opportunity to observe human service providers working with clients in agency settings. Ethical guidelines for helping professions, developing cultural competence, stages of change and motivational interviewing as a helping style are discussed. Interns practice interviewing skills for increasing motivation for positive change.

PSYC 299 Directed Field Experience II (6)

3 hours lecture - 9 hours laboratory

Prerequisite: A minimum grade of 'C' in AODS 140/SOC 140/PSYC 140 or AODS 298/SOC 298/PSYC 298**Note:** Cross listed as AODS 299/SOC 299**Transfer acceptability:** CSU

Supervised internship in an alcohol and other drug treatment facility. This course emphasizes advanced concepts in chemical dependency. Students refine their skills for the 12 core functions of effective clinical practice and compile a professional portfolio in preparation for the state certifying written exam. This course meets the 45-hour supervised practicum requirement for the California Certification Board of Alcohol and Drug Counselors.

Public Works Management (PWM)

Contact Occupational & Noncredit Programs for further information.

(760) 744-1150, ext. 2284

Office: AA-135

Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

• Public Works Management - Level II

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

• Public Works Management - Level I

• Public Works Management - Level II

PROGRAM OF STUDY**Public Works Management - Level I**

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County. Provides an overview for field personnel of the basic elements of the Public Works Industry and introduces students to administrative responsibilities and planning. This certification level prepares field personnel for "Lead Worker" positions. This is a cooperative program offered by Citrus, Palomar and Santiago Canyon Colleges in collaboration with and approved by the Maintenance Superintendents Association and American Public Works Association.

CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
PWM 50	Introduction to Public Works	3
PWM 51	Street Construction and Maintenance	3
PWM 52	Asphalt and Portland Cement	3
PWM 53	Public Works Inspection	3
MATH 50	Beginning Algebra	4
Electives (Select 3 units)		
BMGT 101	Introduction to Management	3
BUS 125	Business English	3
BUS 138	Business Ethics	2
BUS 187	Project for Business	1
SPCH 115	Interpersonal Communication	3
TOTAL UNITS		19

Public Works Management - Level II

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County. Introduces management and administrative concepts to field staff. Classes are designed to prepare Lead Workers for front line supervisory positions in the Public Works field. This is a cooperative program offered by Citrus, Palomar and Santiago Canyon Colleges in collaboration with and approved by the Maintenance Superintendents Association and American Public Works Association.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
PWM 50	Introduction to Public Works	3
PWM 51	Street Construction and Maintenance	3
PWM 52	Asphalt and Portland Cement	3
PWM 53	Public Works Inspection	3
PWM 55	Public Works Administration	3
PWM 57	Plan Interpretation and Cost Estimating	3
PWM/WTE/		
WWT 60	Supervision	3
CSIT 120	Computer Applications	3
Electives (Select 2 courses)		
BMGT 101	Introduction to Management	3
BUS 125	Business English	3
BUS 138	Business Ethics	2
BUS 187	Project for Business	1
MATH 56 or	Beginning/Intermediate Algebra	6
MATH 60	Intermediate Algebra	4
SPCH 115	Interpersonal Communication	3
TOTAL UNITS		27 - 33

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

PWM 50 Introduction to Public Works (3) 3 hours lecture

Designed by the American Public Works and Maintenance Superintendents Associations in order to prepare public works and maintenance workers for lead and supervisory positions. Students will receive an introduction to techniques; materials and equipment used in public works, maintenance and repair projects.

PWM 51 Street Construction and Maintenance (3) 3 hours lecture

Recommended preparation: MATH 15

Provides instruction on street construction and maintenance; including materials and methods, specifications, records and cost accounting systems, revenue sources and budget preparation. Other subjects include safety, drainage, equipment records and specifications, as well as public relations. Codes and industry standards that pertain to improvements and repair will be reviewed.

PWM 52 Asphalt and Portland Cement (3) 3 hours lecture

Recommended preparation: MATH 15

Provides instruction on the recommended procedures, practices, and testing criteria used by the Asphalt Institute highlighting local city and county asphalt requirements. Content includes specifications for roads, runway floors, and hydraulic structures and Portland Cement concrete design and uses. Includes transporting, placing, curing, and testing concrete as well as application and construction methods employed.

PWM 53 Public Works Inspection (3) 3 hours lecture

Recommended preparation: MATH 15

Provides an overview of the inspector's role and responsibilities as it relates to a project. The student will be given the necessary information and training necessary for entry level inspection responsibilities. The course will apply to construction of municipal infrastructure and civil engineering type projects.

PWM 55 Public Works Administration (3) 3 hours lecture

Provides an introduction to the organizational concepts used by the Public Works Department. Content includes typical organization, management concepts, political considerations, planning, financial management and public relations.

PWM 57 Plan Interpretation and Cost Estimating (3) 3 hours lecture

Recommended preparation: MATH 15

Provides a basic introduction into reading and interpreting construction plans related to public works and street improvement projects. Will provide the student with the fundamental understanding of how construction plans relate to actual construction and how to use the plans to determine the quantity of materials needed to complete the work proposed on the plans and to estimate a cost for the completion of the work.

PWM 60 Supervision (3) 3 hours lecture

Note: Cross listed as WWT 60

Supervisory aspects of public agencies including organization, decision making, coordination, communication, and public relations. Personnel supervision including coaching, training, evaluation, discipline, team building, morale, and grievances. Safety programs and encouraging safe conditions, actions and attitudes.

Reading (READ)

Contact Reading Services for further information.

(760) 744-1150, ext. 2568

Office: H-119C

COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

READ 10 Spelling (1)

1 hour lecture

Non-degree Applicable

Provides necessary skills to increase spelling ability through an introduction to phonetics and the rules of orthography.

READ 11 Spelling II (1)

1 hour lecture

Non-degree Applicable

An intensive study and application of techniques necessary to improve college level spelling ability.

READ 30 Fundamental Reading Skills (1, 2)

3 or 6 hours laboratory

Note: Open Entry/Open Exit; Pass/No Pass grading only

Non-degree Applicable

An individualized computer-assisted instruction program based on in-depth testing, assessment, prescription, and instruction for the improvement of students' vocabulary and reading comprehension. Emphasis is placed on reading skills and their application to college and life skills materials.

READ 47 Reading Topics (.5 - 4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

Non-degree Applicable

Topics in Reading. See class schedule for specific topic covered. Course title will designate subject covered.

READ 48 Basic Reading Skills (4)

3 hours lecture - 3 hours laboratory

Designed to improve the basic reading skills of word calling, vocabulary development, and literal comprehension. Individual reading weaknesses are diagnosed and improved through a variety of instructional materials and reading techniques.

READ 49 Developing College Reading Skills (4)

3 hours lecture - 3 hours laboratory

Designed to improve students' vocabulary and comprehension skills in independent and technical materials including novels and textbooks or technical articles. Using a variety of instructional techniques and individualized practice, students will remedy difficulties with comprehension, vocabulary, and fluency with a goal of reading at or above the 10th grade level.

READ 51 Mastering Reading Skills (4)

3 hours lecture - 3 hours laboratory

Designed for students who need improved reading skills in order to succeed in college courses. In this course, students practice the reading process by reading extensively and intensively in order to develop confidence and enjoyment in reading. Students also read and respond to a variety of materials, including non-fiction and textbook assignments, applying strategies for reading difficult material to facilitate literal and affective comprehension as well as improving critical thinking skills. In addition, students develop writing, vocabulary, discussion and study skills.