

Basic list of approved courses for Professional Growth

- a. General courses approved for all employees:
1. Advanced First Aid
 2. American Government
 3. Basic English/English Composition
 4. Basic Mathematics
 5. Child Development
 6. Communications/Speech
 7. C.P.R.
 8. Disaster and Emergency Preparedness
 9. Ecology
 10. Elements of Supervision/English/Business English
 11. Energy Conservation
 12. Fire Prevention
 13. First Aid
 14. Health Science, including any Health course
 15. History, Culture and Current Problems of Minorities
 16. Human Relations
 17. Improvement of Spelling and Vocabulary
 18. Improvement of Writing
 19. Introduction to computers
 20. Juvenile Justice
 21. Leadership and Teamwork
 22. Personal and Social Adjustments
 23. Perspectives on Gender
 24. Philosophy (critical thinking)
 25. Principles of Leadership
 26. Political Science
 27. Psychology, including cross-cultural psychology, behavior modification, drugs and behavior
 28. Physical Fitness/PE
 29. Public Relations
 30. Public Speaking/Speech
 31. Racial and Ethnic Relations
 32. Reading
 33. Safety
 34. Science
 35. School Law
 36. Self Defense, including Assault Response Training
 37. Sociology/Anthropology, including perspectives on crime and deviance, cross-cultural
 38. Spanish/foreign language
 39. Time Management (included in orientation class at CSUSB, SB Valley and Chaffey)
- b. Additional courses approved for Secretarial/Clerical/Accounting/Purchasing and Mail Services positions:
1. Advance accounting
 2. Auditing
 3. Bilingual Interpretation
 4. Bookkeeping
 5. Business English
 6. Business Law
 7. Business Machines
 8. Child Development (for those working toward the certification/permit)

9. Data Processing
10. Dictation and Transcription
11. Filing
12. Graphic Art and Reproduction
13. Introduction to Business
14. Introduction to Computers
15. Key punch
16. Office Management
17. Office Practices and Skills
18. Office Procedures
19. PBX Operations
20. Principles of Accounting
21. Principles of Economics
22. Radio Communications
23. Secretarial Training
24. Shorthand and Shorthand Review
25. Sign Language
26. Statistical Math
27. Typing
28. Word Processing

c. Additional courses approved for Community Attendance Workers/Relations Aides positions:

1. Child Growth and Development
2. Psychology and Middle Childhood
3. Clerical Practices/Record Keeping
4. Public Relations

d. Additional courses approved for Custodial positions:

1. Blueprint reading
2. Building maintenance
3. Custodial engineering
4. Custodial materials
5. Equipment operation
6. Fire protection equipment
7. Fundamentals of electricity
8. Mechanics
9. Pest control
10. Plumbing

e. Additional courses approved for Information Systems positions:

1. Basic Program Design
2. Business Data Processing
3. Computer Programming
4. Computer Science
5. Computerized Accounting
6. Data Processing Management
7. Philosophy (SBVC course in Logic)
8. Statistical Math
9. Systems Management and Control
10. Math (CSUSB word problems)

- f. Additional courses approved for *Nutrition Services* positions:
1. Beginning Food Preparation
 2. Cafeteria Food Services
 3. Catering
 4. Cost Accounting and Record Keeping
 5. Food and Nutrition
 6. Food Equipment
 7. Food Preparation
 8. Food Purchasing
 9. Food Service Management/Supervision
 10. Fundamentals of Baking
 11. Meat, Fish, and Poultry
 12. Menu Planning
 13. Orientation to School Food Services
 14. Quality Food
 15. Quantity Food Preparation
 16. Sanitation and Safety
- g. Additional courses approved for *Grounds Maintenance* positions:
1. Agriculture
 2. Agronomy
 3. Blueprint Reading
 4. Automatic controls
 5. Circuits and Systems
 6. Equipment Operation and Maintenance
 7. Fundamental of Electricity
 8. horticulture and Landscaping
 9. Irrigation and Sprinkler Systems
 10. Landscape Gardening
 11. Landscape Management
 12. Organic Gardening
 13. Pest Control
 14. Plant Identification
 15. Plumbing and Pipe Fitting
 16. Small Engine Repair
 17. Soils
 18. Sprinkler Systems
 19. Turf grass Maintenance
- h. Additional courses approved for *Health Aide* positions:
1. Chemistry
 2. Microbiology
 3. Nursing courses
- i. Additional courses approved for *Instructional Assistant* positions:
1. Art
 2. American Literature
 3. Audio-visual Equipment and Materials
 4. Braille
 5. Chemistry (secondary instructional assistants)

6. Child Growth and Development
7. Child Psychology
8. Classroom Procedures for Instructional Assistants
9. Creative Activities
10. Creative Experiences for Children
11. Elementary School Games and Rhymes
12. The English Language (linguistics)
13. Geography
14. Helping Children Succeed in School
15. History
16. Individualized Instruction and Tutoring Skills
17. Instructional Assistant /Child Development Work Experience
18. Instructional Materials and Equipment
19. Introduction to Aide Instruction
20. Introduction to Education
21. Introduction to Modern Math
22. Introduction to School Processes
23. Language and Listening experiences
24. Language Acquisition
25. Library courses
26. Math (SBVC word problems)
27. Music
28. Nursing courses (for SED and SDC instructional assistants)
29. Office Machines
30. PE Movement for children in the classroom
31. Physics in the classroom (for secondary instructional assistant)
32. Principles of Calculus
33. Principles and Practices of Elementary Education
34. Psychology of Middle Childhood
35. Psychology and Education of the Exceptional Individual
36. Sign Language
37. Readers Theater in the classroom
38. Spanish Literature/the classics
39. Shakespeare
40. Theater Arts
41. Typing

j. Additional courses approved for Library Clerk positions:

1. Acquisitions for the Library
2. Audio/visual Clerical Techniques
3. American Literature
4. Basic Library Principles
5. Care and Repair of Library Materials
6. Child Growth and Development
7. Children's Literature
8. Computer courses
9. English Literature
10. Library Circulation Procedures
11. Library Clerical Techniques
12. Psychology of Middle Childhood
13. Readers' Theater in the Classroom
14. Reference Service and Materials
15. Shakespeare

16. Survey of Written and Printed Materials
17. All library courses

k. Additional courses approved for Maintenance and Operations positions:

1. Air conditioning
2. Automatic controls
3. Auto mechanics
4. Basic Reinforced Concrete
5. Blueprint Reading
6. Building Maintenance
7. Circuits and Systems
8. Communications System
9. Driver improvement
10. Electrical systems
11. Engine tune-up and trouble diagnosis
12. Equipment operations
13. Equipment repair
14. Fundamentals of electricity
15. Heating
16. Industrial Arts-Drawing and Design
17. Locksmith
18. Lubrication of Equipment
19. Machine Shop
20. Math for Trades
21. Plumbing and pipe fitting
22. Refrigeration
23. Small Engine Repair
24. Statistics and Strengths of Materials
25. Technical Coatings
26. Technical Drawing
27. TV Principles
28. Upholstery
29. Welding
30. Wiring Methods/Electrical Systems

l. Additional courses approved for mechanics:

1. Air-cooled and Small Engine Theory
2. Automotive Electricity Lab
3. Automotive Mechanics
4. Diesel Engines
5. Engine Fundamentals
6. Engine tune-up and trouble diagnostics
7. Hydraulic and automatic units lab
8. Welding

m. Additional courses approved for Printing/Publications positions:

1. Information systems management
2. Graphics, including computer graphics
3. Machine composition and make up
4. Presswork
5. Typing/word processing

6. Offset printing

- n. Additional courses approved for Campus Security Officers and student supervision positions:
 1. Adolescent Behavior
 2. Assertive Discipline
 3. Basic Law Enforcement
 4. Criminal Justice
 5. Juvenile Procedures

- o. Additional courses approved for Transportation positions:
 1. Assertive Discipline
 2. Auto Body Shop
 3. Auto Shop Mechanics and tune-up
 4. Automotive Essentials
 5. Automotive Mechanics
 6. Automotive Refinishing
 7. Automotive Sheet Metal
 8. Chassis and Frame
 9. Defensive Driving
 10. Driver Improvement
 11. Engine Rebuilding
 12. Engine Tune-up and Diagnosis
 13. Fire Protection Equipment
 14. Introduction to Machine Shop
 15. Mechanics
 16. Principles of Traffic and Transportation
 17. Radio Communications
 18. Traffic Control

- p. Additional courses approved for Warehouse positions:
 1. Auto mechanics
 2. Cost Accounting and Record Keeping
 3. Equipment Operations
 4. Inventory Control
 5. Materials Handling
 6. Information Systems Management
 7. Computer Record Keeping/Inventory Control

Any approved course taken at the community college level is considered to be "basic" for the purposes of Professional Growth increment consideration.