

### Course Description

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices in the U.S. and within a global society. Demonstrates how the following influences impact a business' ability to achieve its organizational goals: organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market and therefore affect a business' ability to achieve its organizational goals.

THIS IS A 3 UNIT COURSE AND IS TRANSFERABLE TO THE CSU AND UC SYSTEMS

### Visiting Hours:

Monday/Thursday 11:00 am-12:30 pm and  
Tuesday/Wednesday 8:00 am-9:00 am in BE-142.

While this is an online class, I love to meet you face-to-face. This time is set aside SPECIFICALLY for you to visit my office to ask questions about the course, assignments, the Business Administration degree, campus resources, or your goals and dreams. 😊 You can also make an appointment to meet outside of these visiting hours.

*Welcome to this course!*

*My goal is to present the information in a manner that is easily understandable, relevant, executable, while keeping it engaging and fun.*

**Professor Tara Johnson**  
Masters of Arts, Management  
University of Redlands

Bachelor of Arts, History  
San Diego State University



Email me...  
[tara.johnson@chaffey.edu](mailto:tara.johnson@chaffey.edu) or  
use the Canvas Inbox



## What we will learn this semester

### Student Learning Outcomes

- Demonstrate a working knowledge of the functional areas of business.
- Develop the ability to recognize an ethical dilemma and make the most appropriate response.
- Demonstrate the ability to work effectively as a member of a team.

## Course Objectives

- A. Cite the various ways the U.S. government affects, restricts, and protects business.
- B. Compare and contrast the advantages/disadvantages in each form of business ownership.
- C. Define business ethics and explain the role of social responsibility in an organization.
- D. Compare and contrast the primary economic systems.
- E. Identify how business operates in an international/global environment including legal, social, cultural, and interdependence and integrated financial markets.
- F. Define and describe the key management functions of planning organizing, leading, and controlling.
- G. Identify current production & operations processes. Address sustainability.
- H. Identify key human resource management functions and laws.
- I. Identify the marketing mix and key tools, terms and strategies related to each element.
- J. Describe and identify how technology impacts all the primary functions of business.
- K. Evaluate the basic components of financial statements and ratio analysis.
- L. Explain the importance of finance to the operations of business; the various types of financing; and the process of internal and external financing and controls.
- M. Identify securities markets including investment options, mechanisms of investing, and how to conduct basic analysis of business financial information.
- N. Identify and describe the basics of business law including contracts, torts, intellectual property, and the American legal system.
- O. Summarize the components of risk management and basic insurance concepts.

# Communication

## How you can contact me

You can contact me through several methods:

- ✓ **The best way to reach me is via the Canvas Inbox.** It helps me distinguish in which class you are enrolled.
- ✓ If you do not use the Canvas inbox, emails should include:
  - Course and section number
  - Your first and last name
  - BUS10-section-your name, ex. BUS10-10378-Tara Johnson
- ✓ Via email, [tara.johnson@chaffey.edu](mailto:tara.johnson@chaffey.edu).
- ✓ In-person in BE-142 (during visiting hours and by appointment)
- ✓ You can also leave a voicemail at (909) 652-6856



## How I will contact you

I will stay in contact with you through several methods:

- ✓ Using the Canvas Inbox
- ✓ I will make announcements in Canvas. The most recent announcement will be listed on the Home Page.
- ✓ I will make comments as I am grading your assignments.
- ✓ I will provide feedback on the discussion boards.

## I will...

- Regularly check my emails on weekdays.
- Do my best to respond in 24 hours Monday- Thursday.

## I will not...

- Check email after 4 pm on Friday or Saturday, Sunday, or holidays.

I believe in work-life balance, and weekend emails will be answered on Monday.

## How you will contact each other (student to student)

- ✓ Using the Canvas Inbox
- ✓ Using the "Collaborations" tool (for group projects)
- ✓ Methods arranged between students

## REQUIRED MATERIAL

INTRODUCTION TO  
BUSINESS (OER)

1st Edition

AUTHOR: OPENSTAX

ISBN: 9781947172548



This is a FREE online textbook!!

You can access the book in several ways:

Each chapter reading will be available in Canvas. Look for "Bam, Pow, READ!"

You can also download the book via this [link>>>Introduction to Business](#)

If you would like a printed copy, please visit the Campus Store.

# Tips to pass this class...

*Work hard, get a good grade*



## Academic Dishonesty

Chaffey College has a Standards of Student Conduct, outlined in the Chaffey College Student Handbook, that outlines several violations of the Academic Integrity Code. Violations include unauthorized collaboration, cheating, and plagiarism. Violations of the Academic Integrity Code will result in a ZERO grade on the assignment and reporting of the violation to the Dean. You can view the activities that violate the policy as well as the violation process here>>>[Student Academic Integrity Process](#)

- Think about the material in the terms of your work environments.
- The topics in this class apply to your everyday life!
- Critical thinking is key! Engage the material.
- Get an opinion! People don't have to agree with you but your opinion matters.
- Read, Read, Read ...



**In case of catastrophic, system wide Canvas failure this policy will be modified.**

***Your Laptop/desktop crashing is not catastrophic, system wide failure.***

**Do not procrastinate!!**

Canvas can be accessed using any device that connects to the internet including smartphones, tablets, laptops, and desktop computers.

## Attendance Policy

Since this is an online class, attendance will not be taken. However, participation is required.

There is a strong correlation between active participation and success in a course. Learning is not a spectator sport, so participation is required and will help you have a better understanding of the course material.

## Late Assignment Policy

- ❖ I understand life happens. But do not wait until start your assignment right before the deadline.
- ❖ Discussion Board assignments, both posting and peer replies, will not be accepted late!!!
- ❖ Critical thinking assignments will not be accepted late!
- ❖ Exams will not be accepted late!!!
- ❖ **Get it!! NO EXCEPTIONS TO THE DUE DATES!!**

# Assignments

Each week the assignments will open in Canvas on Friday at noon. Due dates are also listed in Canvas.

## Lecture

For each week, you will need to read the textbook or supplemental material and view the online lecture. The online lecture will be a combination of additional reading, PowerPoints, and videos.

## Discussion Board

The discussion boards will consist of a prompt and questions to focus your discussion. The prompt may be a video, a passage to read, or a current event. You will be required to post your initial response, and you must also reply to THREE of your classmate's post. The discussion board is worth 10 points and will be due each TUESDAY at 11:59 pm.

130 points available

## Critical Thinking Activities

Starting in Week Two, there will be a weekly critical thinking activity that will be based on a chapter objective(s). They may be instructor or peer-graded. Each is worth 10 points and will be due on THURSDAY at 11:59 pm.

130 points available

## Term Papers

There will be two term papers in this course. The term paper is intended to provide you with the opportunity to show your application of knowledge and mastery of the course material. Each term paper will be worth 100 points.

200 points available

## Group Project/Presentation

There will be one group project. It will include a written portion and an oral presentation. The group project will help you develop the skill of being an effective member of a team.

100 points available



# Grading Policy

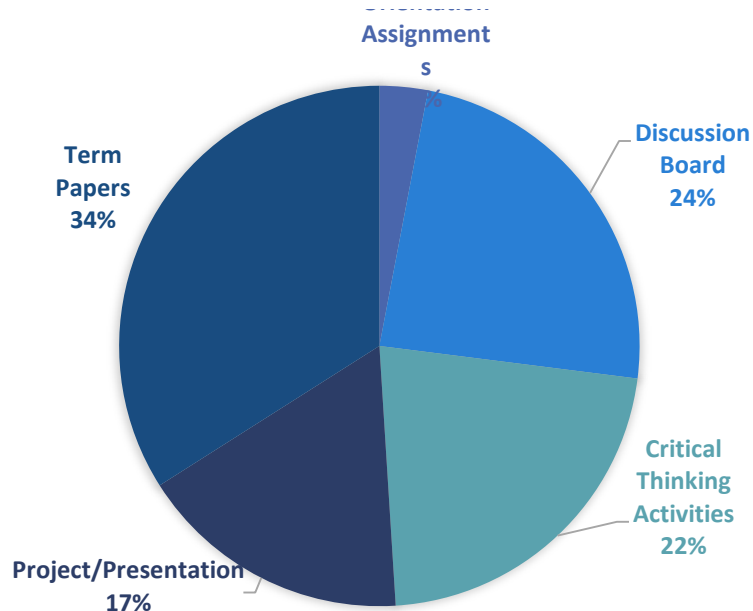
- ➔ YOU CAN CHECK YOUR GRADE 24/7 BY CLICKING “GRADES” ON THE CANVAS NAVIGATION BAR.
- ➔ Each assignment will have a rubric that will outline expectations for the assignment by listing the criteria, or what counts, and describing the expectations of quality.



Percentage	Grade
97% - 100%	A+
93% - 96%	A
92% - 90%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
70% - 76%	C (Chaffey does not offer C- grades)
67% - 69%	D+
63% - 66%	D
60% - 62%	D-
59% or below	F

There are 590 points available in this class

## WHAT IS IT WORTH?



<b>Assignments (See the last pages of the syllabus for the schedule)</b>	<b>Points Possible</b>	<b>Points earned</b>
Orientation-FlipGrid Meet n Greet	10	
Orientation quiz	10	
Chapter 1 discussion board	10	
Chapter 1 critical thinking activity	10	
Chapter 2 discussion board	10	
Chapter 2 critical thinking activity	10	
Chapter 3 discussion board	10	
Chapter 3 critical thinking activity	10	
Chapter 4 discussion board	10	
Chapter 4 critical thinking activity	10	
Term Paper #1	100	
Chapter 6 discussion board	10	
Chapter 6 critical thinking activity	10	
Chapter 8 discussion board	10	
Chapter 8 critical thinking activity	10	
Chapter 8 discussion board (continued)	10	
Chapter 8 critical thinking activity (continued)	10	
Group Project/Presentation	100	
Appendix A discussion board	10	
Appendix A critical thinking activity	10	
Chapter 11 discussion board	10	
Chapter 11 critical thinking activity	10	
Chapter 11 discussion board	10	
Chapter 12 discussion board	10	
Chapter 12 critical thinking	10	
Chapter 13 discussion board	10	
Chapter 13 critical thinking	10	
Chapter 16 discussion board	10	
Chapter 16 critical thinking	10	
Chapter 16 discussion board (continued)	10	
Chapter 16 critical thinking (continued)	10	
Term Paper #2 (this will serve as your final)	100	
<b>Total</b>	<b>590</b>	

# Grade Tracker



### **Here is what I expect from you:**

1. You will do the work outlined in the syllabus/Canvas by the due date.
2. You will not ask for extensions on assignments.
3. You will not make excuses for missing due dates.
4. You will accept the consequences of your actions.
5. This isn't Las Vegas\*\*. Don't gamble thinking you will negotiate your grade at the end of the semester. \*\*See # 1-3 above.
6. You will treat your classmates with respect, even if you don't agree with their opinion.
7. You will not plagiarize!!!!

### **Here is what you can expect from me:**

1. You will receive the grade you have EARNED based on the work you have submitted. Professors do not "give" grades. If you have questions, see #4 in "What I expect from you"!!
2. I will return your assignments as quickly as possible.
3. I will treat you with the respect due to all human beings.
4. I will pursue the maximum punishment for plagiarism and violations of the student code of conduct.





# Course Schedule

Below is the schedule of the material we will cover. Canvas tasks will open each FRIDAY. Unless otherwise noted, discussion boards are due TUESDAY at 11:59 pm, and critical thinking activities are due the following THURSDAY at 11:59 pm. This schedule is subject to change based on the needs of the class. Any changes to this schedule will be made in Canvas. Check Canvas regularly for updates.

Unit 1	<b>Opens January 13</b>	
	What we will cover:	Getting Started/Canvas Orientation
	Tasks to complete	Syllabus review What to expect Let me show you around Communication plan Setting Up your Canvas Profile Technical Stuff Meet n Greet (Flip Grid Discussion Board- <b>due Sunday, January 19 @11:59 pm</b> ) Orientation Quiz ( <b>Due Sunday, January 19 @ 11:59 pm</b> )
Unit 2	<b>Opens January 17 (FYI-campus closed January 20 for Martin Luther King, Jr. holiday)</b>	
	What we will cover:	Chapter 1: Understanding Economic Systems and Business
	Tasks to complete	Chapter 1: Understanding Economic Systems and Business textbook reading assignment Online lecture for Chapter 1: Understanding Economic Systems and Business Chapter 1 discussion board Chapter 1 critical thinking activity
Unit 3	<b>Opens January 24</b>	
	What we will cover:	Chapter 2: Making Ethical Decisions and Managing a Socially Responsible Business
	Tasks to complete	Chapter 2: Making Ethical Decisions and Managing a Socially Responsible Business textbook reading assignment Online lecture for Chapter 2: Making Ethical Decisions and Managing a Socially Responsible Business Chapter 2 Discussion Board Chapter 2 critical thinking activity

# Course Schedule

Unit 4	<b>Opens January 31</b>	
	What we will cover:	Chapter 3: Competing in a Global Marketplace
	Tasks to complete	Chapter 3: Competing in a Global Marketplace textbook reading assignment Online lecture for Chapter 3: Competing in a Global Marketplace Chapter 3 discussion board Chapter 3 critical thinking activity
Unit 5	<b>Opens February 7 FYI-Campus closed February 14 for Abraham Lincoln birthday</b>	
	What we will cover:	Chapter 4: Forms of Business Ownership
	Tasks to complete	Chapter 4: Forms of Business Ownership textbook reading assignment Online lecture for Chapter 4: Forms of Business Ownership Chapter 4 discussion board Chapter 4 critical thinking activity
<b>Term paper #1-(opens February 13 and due and is February 22 @11:59 pm)</b>		
Unit 6	<b>Opens February 13 Campus closed February 14 for Abraham Lincoln birthday and February 17 for George Washington holiday</b>	
	What we will cover:	Chapter 6: Management and Leadership in Today's Organizations
	Tasks to complete	Chapter 6: Management and Leadership in Today's Organizations textbook reading assignment Online lecture for Chapter 6: Management and Leadership in Today's Organizations Chapter 6 discussion board Chapter 6 critical thinking activity
Unit 7	<b>Opens February 21</b>	
	What we will cover:	Chapter 6: Management and Leadership in Today's Organizations (continued) The SWOT analysis
	Tasks to complete	Complete online lecture for the SWOT analysis SWOT analysis critical thinking activity Groups assigned Group project Meet n Greet discussion board

# Course Schedule

Unit 8	<b>Opens February 28</b>	
	What we will cover:	Chapter 8: Managing Human Resources and Labor Relations
	Tasks to complete	Chapter 8: Managing Human Resources and Labor Relations textbook reading Online lecture for Chapter 8: Managing Human Resources and Labor Relations Chapter 8 discussion board Chapter 8 critical thinking activity
Unit 9	<b>Opens March 6</b>	
	What we will cover:	Chapter 8: Managing Human Resources and Labor Relations continued
	Tasks to complete	Supplemental Chapter 8: Managing Human Resources and Labor Relations reading Supplemental online lecture for Chapter 8: Managing Human Resources and Labor Relations-Labor Relation emphasis Chapter 8 discussion board (continued) Chapter 8 critical thinking activity (peer-graded)
<b>Spring Break March 16-March 22</b>		
<b>Group project (opens February 21 and is due March 27 @11:59 pm)</b>		
Unit 10	<b>Opens March 13</b>	
	What we will cover:	Appendix A: Understanding the Legal and Tax Environment
	Tasks to complete	Appendix A: Understanding the Legal and Tax Environment textbook reading Online lecture for Appendix A: Understanding the Legal and Tax Environment Appendix A discussion board Appendix A critical thinking activity

# Course Schedule

Unit 11	<b>Opens March 27</b>	
	What we will cover:	Chapter 11: Creating Products and Price Strategies to Meet Customers' Needs
	Tasks to complete	Chapter 11: Creating Products and Price Strategies to Meet Customers' Needs textbook reading Online lecture for Chapter 11: Creating Products and Price Strategies to Meet Customers' Needs Chapter 11 discussion board Chapter 11 critical thinking activity
Unit 12	<b>Opens April 3</b>	
	What we will cover:	Chapter 11: Creating Products and Price Strategies to Meet Customers' Needs
	Tasks to complete	Supplemental Chapter 11: Creating Products and Price Strategies to Meet Customers' Needs textbook reading Online lecture for Chapter 11: Creating Products and Price Strategies to Meet Customers' Needs Chapter 11 discussion board
Unit 13	<b>Opens April 10</b>	
	What we will cover:	Chapter 12: Distributing and Promoting Products and Services
	Tasks to complete	Chapter 12: Distributing and Promoting Products and Services textbook reading Online lecture for Chapter 12: Distributing and Promoting Products and Services Chapter 12 discussion board Chapter 12 critical thinking activity
Unit 14	<b>Opens April 17</b>	
	What we will cover:	Chapter 13: Using Technology to Manage Information
	Tasks to complete	Chapter 13: Using Technology to Manage Information Relations textbook reading Online lecture for Chapter 13: Using Technology to Manage Information Chapter 13 discussion board Chapter 13 critical thinking activity
<b>Term paper #2 assigned</b>		



# Course Schedule

Unit 15	<b>Opens April 24</b>	
	What we will cover:	Chapter 16: Understanding Financial Management and Securities Markets
	Tasks to complete	Chapter 16: Understanding Financial Management and Securities Markets textbook reading Online lecture for Chapter 16: Understanding Financial Management and Securities Markets Chapter 16 discussion board Chapter 16 critical thinking activity
Unit 16	<b>Opens May 1</b>	
	What we will cover:	Chapter 16: Understanding Financial Management and Securities Markets
	Tasks to complete	Supplemental Chapter 16: Understanding Financial Management and Securities Markets reading Supplemental online lecture for Chapter 16: Understanding Financial Management and Securities Markets Chapter 16 critical thinking activity (continued)
Unit 17	<b>Opens May 8</b>	
	What we will cover:	This is it!!! Finish up your term paper. Zoom conferences available as requested.
	Tasks to complete	<b>Term Paper #2 due Thursday, May 15</b>

# *Important campus stuff you need to know*



## **Academic Support**

Student Success Centers

[www.chaffey.edu/success/](http://www.chaffey.edu/success/)

Chaffey College has created a network of Student Success Centers – offering free tutorials, workshops, learning groups, directed learning activities, and computer/resources access – to assist students in their academic development and success.

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the centers or consult the college website. [Click here for online appointments](#)

- Chino Campus Success Center:
- Multidisciplinary Success Center (CHMB-145) 909-652-8150
- Fontana Campus Success Center:
- Multidisciplinary Success Center (FNFC-122) 909-652-7408
- Rancho Campus Success Center:
- Language Success Center (BEB-101) 909-652-6907 / 652-6820
- Math Success Center (Math-121) 909-652-6452
- Multidisciplinary Success Center (Library) 909-652-6932

## **Library**

<http://www.chaffey.edu/library>

Rancho Campus Library:

Mon-Thurs 7:30am-8pm / Fri 8am-4pm / Sat 10am-3pm /  
CLOSED Sunday

Fontana and Chino Cybrary:

Mon & Thurs 7:45am-3:45pm / Tues & Wed 7:45am-7:45pm / Fri 10am-2pm / Sat 10am-3pm / CLOSED Sunday

All libraries closed on the following holidays: 9/2, 11/11, 11/28-12/1

One Book, One College

<http://www.chaffey.edu/collegebook/index.shtml>

The One Book, One College Committee strives to create a community of readers across the curriculum at Chaffey College and within the communities it serves. Each year, the committee selects a college book and creates a diverse series of related events. Students are encouraged to participate in these activities to enrich their educational experience at Chaffey.



# *Important campus stuff you need to know*

## **Wignall Museum of Contemporary Art**

<http://www.chaffey.edu/wignall/exhibitions.shtml>

The Wignall Museum of Contemporary Art serves as a learning lab featuring temporary exhibitions of innovative contemporary art throughout the year. Exhibitions and programming are organized with our students in mind in order to augment their academic experience by complementing the college's curricula and broadening the understanding of contemporary art. Our exhibitions allow visitors to see and experience a variety of contemporary artistic practices that examine timely and relevant topics.

## **Health Services**

### **Student Health Services**

Student Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. We are committed to providing quality healthcare at a reasonable cost. All currently enrolled full and part time Chaffey College students on the Rancho Cucamonga Campus or any off-campus site may utilize the services of the Student Health Office. Please have your Chaffey ID ready.

- Rancho Campus MACC-202 (909) 652-6331
- Chino Campus CHMB-105 (909) 652-8190

## **Scholarships**

### **CCSG Scholarships**

The Chaffey College Student Government (CCSG) awards approximately \$100,000 in scholarships each spring semester to Chaffey students. Visit the Office of Student Life or call 652-6590 for details.

### **Foundation Scholarships**

[www.chaffey.edu/scholarships](http://www.chaffey.edu/scholarships)

The mission of the Chaffey College Foundation is that no individual be denied an education at Chaffey College due to a lack of financial resources. Essential to this mission is the wide array of scholarship opportunities available to Chaffey College students. All Chaffey College students may qualify for Foundation scholarships. Criteria may be based on GPA, major, or units registered. Citizenship is not a requirement to qualify for Foundation scholarships.

How to apply for a Foundation Scholarship Application:

1. Visit [www.chaffey.edu/scholarships](http://www.chaffey.edu/scholarships) to access our scholarship application link. You will be directed to the electronic application form. The link is active August 13 - September 1, 2019 for the fall 2019 semester.
2. Complete the application entirely on the directed link and submit electronically.
3. Check your panther email two to three weeks after the application deadline for award notification.



# *Important campus stuff you need to know*

## **Student Support Services and Resources**

### **Brothers Forum**

The Brothers Forum is a series of bi-weekly meetings that include mentorship, success stories, study sessions, professional development, and campus engagement. Our vision is to inspire African American males to reveal who they are and empower them to achieve their life goals. The Brothers Forum is designed to provide the support and guidance required during our students' journeys toward success in obtaining a post-secondary education that will align with their career pathways. Contact: Ray Austin, 909-652-6549 or [ray.austin@chaffey.edu](mailto:ray.austin@chaffey.edu)

### **Campus Store (formerly Bookstore)**

[www.books.chaffey.edu](http://www.books.chaffey.edu)

The Campus Store is a non-profit organization dedicated to supporting the mission of the College, academic programs, and student life by providing a wide range of services including new, used, rental, and digital textbooks, fax and print services, supplies, art kits, food items, apparel, electronics, uniforms, and much more. As a College owned and operated auxiliary unit, 100% of our revenue fuels support for students, faculty, staff and the Chaffey community. The Campus Store has four store locations: Rancho Campus Store and Panther Express, Chino Campus Store, and Fontana Campus Store. The hours of operation range from 7am-7pm, Monday – Saturday. Visit <http://books.chaffey.edu> for online purchases, current and extended hours of operation, textbook availability and price comparisons, textbook buyback information, and more.

### **Center for Culture and Social Justice (CCSJ)**

Mission Statement: The Center for Culture and Social Justice (CCSJ) is a culturally conscious safe haven dedicated to cultivating socially responsive leaders. Unwaveringly committed to fostering solidarity and amplifying the student voice, the CCSJ will evolve with the needs of our student population, always seeking to empower, inspire and encircle the Panther community.

Location: AD-109 Monday-Friday 8am - 5pm

### **CalWORKs**

The CalWORKs Program at Chaffey College assists students who receive cash aid and are required to participate in Welfare-to-Work/GAIN programs. Students must be either enrolled, or plan to enroll in an academic program at Chaffey College and must be receiving cash aid for themselves as well as for their child/children. We provide educational planning services to students and collaborate with the San Bernardino County Transitional Assistance Department (TAD), Los Angeles County Department of Public Social Services (DPSS), and Riverside County DPSS to help students meet their Welfare-to-Work/GAIN requirements. Students meet with a counselor for completion of required documents (Individual Education Plans, training verifications for childcare approval, attendance, progress reports, book requests, etc.) as well as for regular progress checks. CalWORKs counselors trained in Welfare-to-Work legislative requirements meet with each student individually to address barriers to academic success and provide resources and referrals as appropriate.



# *Important campus stuff you need to know*

## **Campus Police Department**

The Chaffey College Police Department is operational 24 hours a day, seven days a week, year-round. There is always a police officer on duty who will respond to calls for assistance. The phone number for a police response is (909) 652-6911. The police department lobby at the Rancho Campus is open Monday through Thursday 7:00 am to 5:30 pm. Lost and found property is maintained by the Chaffey College Police Department located on the Rancho Campus in Campus Center East next to the Bookstore. Students can also request an escort throughout the three campuses and parking lots.

## **Career Center**

The Career Center helps Chaffey College students find meaningful careers. The Career Center offers career counseling, career assessments, resume assistance, interview preparation, job search strategies, student employment, and career related workshops. The Career Center hosts a career assessment and planning tool entitled Focus2Career. Students can access this tool by logging into the MyChaffey portal and clicking on Focus2Career. The Career Center is located on the Rancho Campus in MACC 203. Appointments with Career Counselors are available at Rancho, Chino, Fontana and online. Please call 909-652-6511 for more information.

## **Child Development Center**

The Child Development Center, located at the Rancho Cucamonga Campus, provides low cost, high quality childcare services for children ages 18 months to Kindergarten. The Center is licensed by the State of California, Title 22, and provides subsidized child care services through funding from the California State Department of Education. Parents who are eligible for free or reduced childcare services will pay fees according to a sliding fee scale provided by the State Department of Education. The center participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no separate charge to all enrolled children. The Child Development Center welcomes all children regardless of sex, race, religion, ethnicity, national origin or ability. This institution is an equal opportunity provider and employer. Students enrolled in various child development courses may complete their assignments in the Child Development Center program. Pediatric Nursing, Psychology, and Food Service Management courses utilize the Child Development Center as a field of placement site. For information on fees, enrollment procedures, or job openings please call (909) 652-6875.

## **Counseling Department**

The Counseling Department provides in-person and online career, academic, and personal counseling to assist students in successfully completing their educational goals. Services include orientation, assessment, comprehensive educational planning, graduation applications, external transcript evaluations and prerequisite verifications, educational planning workshops, college success and career exploration courses, specialized programs such as AMAN/AWOMAN/Umoja, Puente, and Opening Doors to Excellence. The department is located in the lower north lobby of the Student Services Administration building. Counseling services are also provided at the Chino and Fontana campuses. In-person counseling appointment: (909) 652-6200. Distance counseling appointment: (909) 652-6210.

# *Important campus stuff you need to know*

## **CROSSROAD Scholars (formerly incarcerated)**

To promote equitable and socially just practices for our CROSSROAD Scholar students that will prepare them for a successful transitional journey to their career and aspirational goals; promote autonomy and positive relationships with others; and have access to the necessary resources to be successful in college without feeling followed by their history. Contact, 909-652-6549 or [ray.austin@chaffey.edu](mailto:ray.austin@chaffey.edu)

## **Disability Programs & Services**

Chaffey College's Disabled Students Programs and Services, or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. (909) 652-6379.

## **Dreamers / Undocumented Students**

<https://www.chaffey.edu/dreamers/>

Students who are undocumented / AB 540 / DACA recipients are welcome at Chaffey College and should visit the [Dreamers' website](#) for more information.

## **EOPS, CARE, and NEXT Up**

<https://www.chaffey.edu/eops/index.shtml>

Extended Opportunity Programs and Services (EOPS) is a counseling program designed to ensure student retention and success through academic support and financial assistance for eligible students. EOPS offers a number of supportive counseling related services under the umbrella of EOPS which include:

- Cooperative Agencies Resources for Education (CARE), a program that serves a limited number of EOPS students who are qualified single heads of household parents, providing additional support services beyond those available through EOPS.
- NEXT Up is a new counseling component of EOPS (initiated in Fall 2018) aimed at strengthening and supporting the higher education success, health and well-being of qualified current and former foster youth who are enrolled in at least 9 units.

The ultimate goal of EOPS and all supportive programs within EOPS, is to assist students with completion of a certificate program, an associate degree, and/or transfer to a four-year college. EOPS counseling services are available at Rancho, Chino and Fontana. Call (909) 652-6349/652-6358 for more information or feel free to visit the [program webpage](#).

## **Faculty Advisors**

[https://www.chaffey.edu/faculty\\_advisor/](https://www.chaffey.edu/faculty_advisor/)

Faculty Advisors provide the opportunity for students to obtain valuable major and career information regarding their chosen field of study.

Faculty Advisors are located in various locations across Chaffey College's campuses. Visit the [program's website](#).

# *Important campus stuff you need to know*

## **GPS Centers**

The Guiding Panthers to Success centers (GPS) provide new and returning Chaffey College students with assistance in registration, unit load planning, logging in and utilization of MyChaffeyView, campus resources, as well as the development and creation of Abbreviated Education Plans (first year course recommendations). Our current Chaffey College students can also visit the GPS center to check progress on academic goals through an online tool known as “Degree Audit.” Many services are provided on a walk-in basis.

- Rancho GPS: VSS-111
- Chino GPS: CHMB-240
- Fontana GPS: FNFC-121

## **Grad Guru App**

[www.gradguru.org](http://www.gradguru.org)

Want to succeed at Chaffey? Download the free GradGuru app for important reminders and tips that will help you achieve your goals. Information on deadlines, campus events, and college resources is right at your fingertips. Earn electronic badges to motivate you and redeem rewards! Get it on Google Play or download at the Apple App Store.

## **Honors Program**

<https://www.chaffey.edu/honors/>

The Honors Program provides an intellectual and cultural community for students at Chaffey College. Program benefits include smaller classes, creative and challenging coursework, academic enrichment activities, and scholarships. Students also have opportunities to present research at scholarly conferences, build social responsibility through community service, and receive ongoing personalized academic advisement as well as support during the transfer process. Students who complete the Honors Program may take advantage of our transfer agreements with prestigious institutions like UCLA. Visit [our website](#) or SSA-122 for more information and admission requirements.

## **Independent Scholars**

<http://www.chaffey.edu/independentscholars/>

Independent Scholars Program is a counseling support program aimed at providing unique and personalized educational services to current and former foster youth. It serves as a resource by assisting students at all stages of their college career and equipping them with skills necessary to transfer to a four-year university or the vocation of their choice. Participants in the Independent Scholars Program receive priority registration, individual counseling support, grants for textbooks and educational supplies, skill-building workshops, mentoring, referrals to community and campus resources, and a student support network. Contact: Abel Berdusco, 909-652-6548 or [ischolar@chaffey.edu](mailto:ischolar@chaffey.edu).

## **Panther Care Program**

Chaffey College’s Panther Care Program is committed to identifying solutions that address the needs of students experiencing food, financial, transportation, legal, and housing insecurity, and health care needs by connecting them to resources available to foster their success. Contact Alisha Rosas at 909-652-6115 or [alisha.rosas@chaffey.edu](mailto:alisha.rosas@chaffey.edu).

# *Important campus stuff you need to know*

## **Panther Pantry**

The Panther Pantry provides FREE food supplies to Chaffey College students who are experiencing hardship. The Panther Pantry empowers Chaffey College students to reach their full academic potential by providing food to those in need, promoting the value of nutrition, and increasing food insecurity awareness to our community. Our goal is to inspire hope and academic excellence as we respect the dignity of each student we serve. Contact: Tiffany Coleman, 909-652-6505 or [tiffany.coleman@chaffey.edu](mailto:tiffany.coleman@chaffey.edu)

## **Pride, Unity, Leadership, Sexuality, and Education (PULSE)**

PULSE strives to create a campus climate of acceptance and visibility for our LGBTQ population by supporting individuals across the spectrums of gender, sexuality and intersectional experiences. Contact: Abel Berdusco, 909-652-6548, [abel.berdusco@chaffey.edu](mailto:abel.berdusco@chaffey.edu)

## **Sisters Forum**

The Sisters Forum is a series of bi-weekly meetings for women deigned to create a safe space for real talk, real connections mentorship, and campus engagement. We seek to empower African American women to realize their full potential and achieve their dreams. Contact: Adrienne Grayson, 909-652-6506 or [adrienne.grayson@chaffey.edu](mailto:adrienne.grayson@chaffey.edu)

## **Transfer Center**

<https://www.chaffey.edu/transfer/>

The Transfer Center is located in SSA 120 on the Rancho Cucamonga Campus. We are open Monday and Thursday from 7:30am to 7:00pm; Tuesday and Wednesday 7:30am-4:30pm; and Friday 7:30am-4:00pm. All services are provided on a walk-in basis. Transfer services are also available at the Fontana and Chino campuses, please contact our office for days and times. Our telephone number is (909) 652-6233 or visit [our website](#) for additional information.

## **Veterans & Eligible Family Members**

Chaffey College's Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or [vrc.staff@chaffey.edu](mailto:vrc.staff@chaffey.edu) for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in AD-125 on Chaffey College's Rancho Cucamonga campus.