



**2001-2002
A CALIFORNIA COMMUNITY COLLEGE**

Accredited by

The Western Association of Schools and Colleges
Accrediting Commission for Community & Junior Colleges
3402 Mendocino Avenue, Santa Rosa, CA 95403
(707) 569-9177, Fax (707) 569-9179

Approved by

The Board of Governors of the California Community Colleges
The California Department of Education
The University of California
The California State Universities

Approved for

The training of U.S. veterans and other eligible persons

College of the Canyons
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
(661) 259-7800
<http://www.coc.cc.ca.us>

Accuracy Statement

The Santa Clarita Community College District and College of the Canyons have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the College for reasons related to student enrollment, level of financial support or for any other reason at the discretion of the College. The College further reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

TABLE OF CONTENTS

Officers of the College.....	3
Message from the Superintendent-President	4
Mission Statement	5
Philosophy.....	5
History of the College.....	6
Ways this Catalog Can Help You.....	8
College Calendar	9
Admission and Registration Procedures	10
Student Services	15
College of the Canyons Foundation	24
Academic Policies and Procedures.....	25
Academic Requirements.....	33
Transfer Requirements	36
Special Programs and Courses.....	40
Degree Curricula and Certificate Programs	45
Courses Description	81
Faculty	189
Regulations and Policies.....	199
Index	219
Office Hours and Directory	223

ADMINISTRATIVE OFFICERS

Dr. Dianne G. Van Hook	Superintendent-President
Dr. Philip L. Hartley	Assistant Superintendent/Vice President, Instruction and Student Services
Mr. Dennis Chuning	Assistant Superintendent/Vice President, Administrative Services
Dr. Barry Gribbons	Executive Dean, Institutional Development & Technology Services
Ms. Kathleen Maloney	Executive Director, COC Foundation
Dr. Carole Long	Dean, Instructional Services
Mr. Jan K. Keller	Dean, Learning Resources
Ms. Anita Morris	Dean, Personnel Services
Dr. Michael Wilding	Dean, Student Services
Ms. Sue Albert	Assistant Dean, Allied Health
Dr. Michael McMahan	Division Dean, Fine Arts & Humanities
Ms. Sally Didrickson	Division Dean, Mathematics & Sciences
Dr. Gina LaMonica	Dean, Occupational Programs
Mr. Len Mohny	Division Dean, Physical Education & Athletics
Dr. Nancy Smith	Division Dean, Social Science & Business
Mr. Christopher Villa	Associate Dean, Student Services
Mr. Michael Joslin	Assistant Dean, Student Development and Retention
Mr. James Schrage	Director, Facilities Planning and Services
Ms. Sue M. Bozman	Director, Public Information, Marketing and Communication

THE BOARD OF TRUSTEES

Ms. Michele R. Jenkins	President
Ms. Joan W. MacGregor	Vice President
Mr. Bruce Fortine	Clerk
Mr. Ernest L. Tichenor	Member
Mr. Ronald E. Gillis	Member
Mr. Kyle Baron	Student Trustee
Dr. Dianne G. Van Hook	Secretary/Parliamentarian

President's Message

Dear Students,

No sensible decision can be made any longer without taking into account not only the world as it is, but the world as it will be.

- Isaac Asimov

For the past decade, College of the Canyons has been engrossed in making good decisions to meet the immediate challenges that confront us each year. But we have also been making the more challenging long-range decisions that prepare us to fulfill our hopes, goals and our expectations for the future. As we have developed

and revised our curricula, expanded our programs and services and planned new facilities, our overarching goal has consistently been to create new and expanded opportunities for the residents of our surrounding communities. Creating new opportunities requires innovative thinking, leadership, confidence and enthusiasm. College of the Canyons exemplifies these competencies daily! We have challenged ourselves to provide an environment conducive to innovation and creativity for our employees and students. We have encouraged members of the college community to embrace change, envision the future, develop capabilities and empower themselves to lead the change that will enhance the college's mission.

The beautiful cover of this 2001-2002 Catalog is a visual representation of our commitment to provide opportunity through learning, competence, initiative, responsiveness and vision. Created by our newly organized Design Arts and Technology Department, the cover's colorful banners proudly and clearly illustrate that the concept of opportunity through creativity is a reality in the world of applied art. It symbolizes the reality that is present, every day, in every department and office, in every nook and cranny of the college. For example, during the past year we have re-evaluated much of our curriculum, aligned it with existing jobs, emerging jobs and needed skills sets, and made 879 course changes to update and expand the curriculum. In addition to creating new educational programs, we have enhanced access by adding more than 1,500 new parking spaces to allow our expanding student population ease of access to the campus. We developed the drawings for a new, state-of-the-art performing arts center, which will be under construction this year. We opened an outreach site called ACCESS in Canyon Country, so students on the eastern end of the Santa Clarita Valley can access classes in a convenient location.

We are on the move and are changing in very important, significant ways. As tremendous growth in student population has challenged us to grow larger, we have grown better at the same time. Fueled in large part by the advancing development of the Santa Clarita Valley,



*Dr. Dianne G. Van Hook
Superintendent-President*

our growth has brought with it a more dynamic and diverse campus community, an impressive variety of new and expanded educational and training programs, added transfer agreements with universities, and a continually changing landscape of new and expanded facilities.

Planning and making decisions that take the future into account have enabled us to step through the

sequences of creating the future we envision. All members of our faculty have been involved in writing plans for the future of their programs, predicting how their disciplines will evolve and envisioning what changes will be required in curriculum, in technology and in the facilities that will be needed to serve future students in the best ways possible. This has resulted in the creation of a new College of the Canyons Educational and Facilities Master Plan.

With the new Educational and Facilities Master Plan in hand, we are moving on to the task of planning the facilities that will be needed to provide state-of-the-art, diversified and stimulating learning environments for our students and business partners. It will include recommendations for high-tech labs, a music/drama lab building, a business center, two general classroom buildings, expanded physical education facilities, warehouse, college services building, University Center, athletic fieldhouse, library expansion and advanced technology center that will house our science, engineering and biotechnology programs.

We look forward to working with our students, staff, community members and business leaders to ensure that our plans and dreams become reality. I am reminded of George Bernard Shaw's wonderful quote, "*Some look at things that are, and ask, why? I dream of things that never were and ask why not?*"

As you pursue your goals, I challenge you to achieve your peak performance by accepting responsibility for your growth and progress. Believe in yourself, never give up and remember that your attitude makes a big difference. If you believe you can, **you will!** Good luck and welcome to College of the Canyons, the community's college.

**Dianne G. Van Hook
Superintendent-President**

MISSION STATEMENT

College of the Canyons is a learning-centered community college that provides academic education and workforce training at the lower-division level to all capable of profiting from instruction. The faculty and staff promote substantive personal growth and intellectual progress of learners by combining time-proven concepts with the latest technological advances.

VISION STATEMENT

College of the Canyons is dedicated to enhancing our reputation as a leading two-year college, recognized locally, regionally and statewide for technical advancement, institutional effectiveness, student support, model academic and professional programs, excellence in teaching and learning, and the sense of community that we provide to our students and staff.

PHILOSOPHY

We believe in the following values:

Teaching & Learning

We honor and reward high performance in teaching and learning.

Respect for All People

We foster a campus climate characterized by civility, collegiality and tolerance. We encourage honesty, integrity and social responsibility.

Partnership with Community

We create relationships providing the foundation of success for chosen current and future partnerships with local schools, colleges and universities, businesses, government, and social agencies. These partnerships advance the educational, intellectual, artistic, civic, cultural, and economic aspirations of our surrounding community.

Excellence

We set the highest standards for ourselves and support the professional development of faculty, staff and administrators.

Creativity and Innovation

We provide an environment conducive to innovation and creativity. We encourage members of the college community to embrace changes that will enhance the college's mission.

History of the College

The academic year 2001-2002 marks College of the Canyons' 32nd proud year of service to the communities of the Santa Clarita Valley. From what began in 1969 as a small college, with only 800 students on the campus of Hart High School in Newhall, the College now boasts 11,500 students per semester, a 153.4-acre campus with 12 permanent and 23 temporary structures, on-campus computer networks, state-of-the-art technical programs, and more than 700 full and part-time faculty and staff.

Voters initially approved the College and elected a board of trustees in 1967. Taking the reigns of the fledgling district in 1968 was the first superintendent-president, Dr. Robert C. Rockwell. A \$4 million construction bond was approved by voters, and the district purchased the permanent campus site in Valencia, now part of the City of Santa Clarita, just east of the Interstate 5 Freeway on Valencia Boulevard. In October 1970, temporary buildings provided classroom and office spaces for the new college. Ample parking and outdoor sports facilities soon followed.

The master plan for the College includes a desire to maintain the natural beauty of the location that consists of rolling hills and tree-dotted arroyos. As additional buildings have been constructed, the College has carefully situated the structures to blend with the natural attributes of the location, creating a relaxed and com-

fortable physical environment that enhances the wonderful learning environment for which the College is noted.

The Bonelli Center, the "I" Building, was constructed in 1972-73 and was a welcome addition to the existing spaces in the classroom "C" building and the Student Center; the stadium (the only facility of its size in the Santa Clarita Valley) was constructed in 1974; the Boykin Laboratory Center, the "L" building, was completed in 1986. The College Services Building, the "A" building, opened in 1982; the Family Studies and Early Childhood Education Center opened in 1995; and the Library and Media Arts buildings came into the inventory in 1997. The total assigned square footage for the College now is more than 257,000 square feet -- with more on the way.

With a projected student population of 21,000 by the year 2010, it is anticipated that the campus will grow by about five to seven new buildings in the relatively near future. A remodel of the Student Center was completed last year, and construction will begin on the new Performing Arts Center this year. The College opened its first off site-facility called ACCESS in Canyon Country in 2001 and additional parking is nearing completion. An updated Facilities Master Plan is expected to include recommendations for a second physical education facility, warehouse, college services building, high-

tech labs, music/drama lab building, business center, two classroom buildings, a university center, athletic field house and additions to several existing buildings.

College of the Canyons is proud to deliver outstanding services, programs and opportunities to our community. Fifty associate of arts and associate of science degree programs are offered, as are 42 certificate programs. The College is ranked fourth in California in the number of associate degrees awarded per student population.

As a matter of institutional philosophy, College of the Canyons believes in educating the body as well as the mind. Sixteen intercollegiate athletic programs – nine women's and seven men's sports, have been developed to provide athletic opportunities for all who are interested.

The College has maintained its status over the years as the sixth largest employer in the Santa Clarita Valley. While we often think of education in more altruistic terms, it is inescapably a business -- having a lot in common with the burgeoning business growth in the region. The College plays an important role in training, retraining and educating members of the local workforce so that businesses don't have to look far for high-quality employees. In fact, dozens of partnerships have been forged with local companies to provide specific training

for employees; with the College supplying the instructors and educational expertise to train either at the work site or on campus, whichever is appropriate. This "win win" arrangement between businesses and the educational supplier fulfills the increasingly complex technological and managerial training needs of companies of all sizes in the region – many of them in the local aerospace and manufacturing fields.

The breadth, depth and quality of a College of the Canyons education is fast becoming one of the college's most powerful marketing tools. It is human nature to want to be associated with a "winner," so success in one area naturally breeds success in others. Over the last year, the College has received nearly \$2 million in grants to conduct broad-ranging activities and begin new trial programs and educational opportunities for the community.

As College of the Canyons begins its 32nd year, it has positioned itself to be a vital and enduring educational and economic force in the region. From modern facilities to a capable and enthusiastic staff, innovative programs and high-tech solutions – those who are involved with the College now and in the future will find a safe, collegial campus that embodies a learning environment second to none!

Ways This Catalog Can Help You

This catalog is easy to use if you follow these steps.

1. Use the index on page **220** to help you find things quickly.
2. All new students are requested to participate in the College's "Matriculation Program." Some parts of this program are mandated for new students. Components consist of admission, counseling/advisement and orientation. English and math placement testing is also part of the process. Refer to page **11** for more details or contact the Counseling/Advisement Office.
3. If you want to know the important dates that affect you during the academic year, turn to the Academic Calendar. You'll find the beginning and end of each term, holidays and vacation periods.
4. If you want information about the requirements for transfer from College of the Canyons to a university, turn to page **36**.
5. The Program description and associated degrees and certificates are on page **46**.
6. Turn to page **81** for a list of the course descriptions. Read the information given for each course you plan to take. Pay careful attention to prerequisites and related information so that you won't take the incorrect course or one for which you won't receive credit.
7. The College requires students to take certain general-education courses to obtain a college degree or certificate. You will find these specified on page **33**. If you plan to graduate from College of the Canyons, be sure to read the entire section on graduation requirements.
8. College of the Canyons has established various rules and regulations in order to function properly. You'll find these in the "Regulations & Policies" section on page **200**.

FALL SEMESTER 2001

August 20 - December 15, 2001

Monday, August 20.....Instruction Begins
Monday, September 3..... Labor Day
Monday, November 12.Veterans' Day Observed
Thursday through Saturday, November 22-24 Thanksgiving Holiday
Monday through Saturday, December 10-15 Final Exams

Christmas/New Year Holidays December 16, 2001 through January 1, 2002

WINTER INTERSESSION 2002

January 2-18, 2002

Wednesday, January 2.Instruction Begins
Friday, January 18.Instruction Ends

SPRING SEMESTER 2002

January 22 - May 25, 2002

Monday, January 21..... Martin Luther King Jr. Day
Tuesday, January 22..... Instruction Begins
Friday, February 8..... Lincoln's Birthday
Saturday, February 9.Lincoln's Day (observed for Saturday Classes)
Monday, February 11..... Presidents' Day
Monday through Saturday, April 1-6..... Spring Break
Monday through Saturday, May 20-25 Final Exams
Friday, May 24..... Commencement
Saturday, May 25 Instruction Ends

Admission and Registration Procedures

ADMISSION TO THE COLLEGE

Eligibility for Admission

1. Any person applying for admission to the College must qualify under one of the following:
 - a. Be a graduate of high school or have passed the California High School Proficiency Exam.
 - b. Be 18 years of age or older and be capable of profiting from the instruction offered.
 - c. Be eligible as a special student pursuant to Sections 76001-76002 of the California Education Code.
2. In all programs and classes requiring special screening, the College will make the final selection of students. Students will still be admissible to the College under the above provisions. (For international students, see the section on International Students in this catalog.)
3. Students enrolled in grades K-12 in a public school district may apply for admission to the College upon submitting an approved concurrent enrollment form. Parents or guardians of a student who is not enrolled in a public school district may petition the dean of students for such admission.
4. Pursuant to California Education Code Section 76001(a), specially admitted students may not enroll in more than 12 units per semester.
5. Pursuant to California Education Code Section 76300(f), students enrolled under #3 above may be exempt from payment of the enrollment fees, per special action of the Board of Trustees. All other appropriate fees shall be assessed.

Admission Procedure - Application

A formal application for admission must be filed with the Admissions and Records Office. This should be done as soon as the decision has been made by the individual to seek admission to the College.

Documents Required (Transcripts)

Each applicant entering as a first-time freshman must arrange to have a transcript or record from the high school of graduation or school of last attendance sent to the Admissions and Records Office. Students should have transcripts sent from each college attended. All transcripts become the property of the college.

Credit Accepted

College of the Canyons accepts credit for courses completed at colleges and universities that have been accredited by one of the regional Associations of Schools and Colleges. Upon petition and after evaluation, credit may be accepted from schools and colleges having other types of accreditation. Students must have 12 units in residence before credit will be placed on our transcript.

Residence

New and returning students to College of the Canyons are classified for the purpose of determining California residency and/or non-resident status. The classifications are as follows:

Unmarried minors (persons under 18 years of age), whose parents have resided in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

Persons 18 years of age or older, who have legal residence in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

Applicants having less than one year of residence in California immediately prior to the first day of instruction of the term they expect to attend are classified as non-residents for tuition purposes.

Foreign-visa students are required to pay the non-resident tuition and must meet certain other admission requirements. The Admissions and Records Office should be consulted in these cases.

International Students

College of the Canyons is authorized under federal law to enroll non-immigrant alien students. International students applying for admission and subsequent student visas must meet special admission requirements. For a statement of these requirements and procedures, inquiries should be made to the director of international students. (See #4 above.)

Advanced Scholastic Program for High School Students

The California Education Code permits the attendance of 11th- and 12th-grade high school students who would benefit from advanced scholastic or vocational work at

Admission and Registration Procedures

a community college. In addition, certain students below the 11th grade, under certain circumstances and upon recommendation of the appropriate school district authority, may attend by special arrangements.

The student must pursue a minimum full-time program at the high school and have the recommendation of the principal in order to be admitted. Courses may be taken for high school or college credit. Students may enroll in a maximum of 12 units.

MATRICULATION

All students who enroll in credit courses are matriculants, and matriculation is a process that brings College of the Canyons and matriculants into an agreement for the purpose of realizing students' educational objectives. The agreement acknowledges responsibilities of both College of the Canyons and students to attain those objectives through the College's established programs, policies and requirements.

College of the Canyons agrees to provide an admissions process; an assessment of basic educational skills and career goals; pre-enrollment counseling/advising and course selection; an orientation to College programs, services, and procedures; a suitable curriculum or program of courses; quality instruction; and continuous follow-up on student progress with referral to support services when needed.

Students agree to express a broad educational intent at the time of admission, declare a specific educational objective within a reasonable period of enrollment, attend classes and complete assigned course work, confer with counselors/advisors to discuss choices, seek out support services as needed, and complete courses and maintain progress toward an educational goal.

There are several components of matriculation that are specifically addressed in this catalog. These components include application for admission, pre-enrollment assessment and educational planning, academic advisement/counseling and course selection, orientation, registration and course enrollment; follow-up on student progress, institutional research and evaluation, and prerequisites.

ASSESSMENT

All new students are required to complete the College's placement tests in English, writing skills, reading and mathematics. There are no fees charged for the placement examinations administered by the College.

Students who have taken a placement test at another California community college within the last two years should have the results forwarded to the Admissions and Records Office. (Students who have college credit in English or mathematics should have their transcripts sent to the Admissions & Records Office.)

The Counseling Office may waive the mandatory test requirement for new students who have already earned college degrees who have completed appropriate college level courses in English or mathematics, or for other reasons in compliance with Board policy.

A test waiver form will be required of all new students who waive the test requirement prior to registration.

For information concerning the tests, applicants should contact the Counseling Office or Testing Center.

COURSE ADVISEMENT AND APPROVAL

An applicant who has completed the admissions procedure will be referred to the Counseling Office for course advisement and approval. All new students should have an approved course list (first-semester education plan) signed by a counselor or program advisor before registering. They may obtain this approval either on a walk-up basis at the Counseling Office or by attending a new student orientation session. New students undecided about their majors and/or needing in-depth assistance in course selection and planning are urged to make counseling appointments. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term.

ORIENTATION

Unless they have received an exemption, new students are required to attend an orientation program prior to registering in classes. These sessions are designed to assure that students will be acquainted with the College's programs, services, academic expectations,

Admission and Registration Procedures

procedures and campus grounds. These groups also prepare students for class registration at the end of each orientation program.

REGISTRATION

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing space in the classes. Continuing students register during the regular registration period in priority order by the number of units earned at College of the Canyons. Students are given registration appointments for telephone (STAR) registration by the Admissions and Records Office. Students with appointments for regular priority registration will have no priority in obtaining a class unless they register in accordance with the registration schedule. Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes.

Clearance of Obligations (Holds)

All obligations to the College must be met before a student's record may be considered clear. Outstanding obligations may prevent registration of classes and obtaining official transcripts of grades.

Classification of Students

Full Time	Enrolled in 12 units or more in a full-length semester
3/4 Time	Enrolled in 9 to 11 units
1/2 Time	Enrolled in 6 to 8 units
1/4 Time	Enrolled in 3 to 5 units
Freshman or less	One who has completed 30 units or less
Sophomore	One who has completed 30 units or more

SCHEDULE OF FEES

Fees are paid at the time of registration each semester or each time materials are acquired or services rendered. All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. The following fees are effective as of fall semester 1999.

Fees are subject to change. Consult current semester schedule of classes or the Admissions and Records Office for current fee schedules.

Enrollment Fee

Each student is required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the 2001-2002 enrollment fee is \$11 per unit as mandated by the State Legislature. The enrollment fee and other fees are subject to change during the academic year.

Additional Fees

Annual Student Center Fee	\$1 per unit/ \$10 maximum
Audit Fee (see Community Services).....	\$15 per unit
Enrollment Certification.	\$1
Health Fee (Fall and Spring)	\$12
Health Fee (Summer).	\$9
International Student Application Fee (applied to tuition).	\$100
International Student and Non-Resident Tuition.	\$125 plus \$11 enrollment fee per unit
Lab Fee.	\$15
Official Transcript (first two free).	\$5
Official Transcript (24-hour rush processing).....	\$8
Parking Fee per term (Summer).	\$20
Parking Fee per semester (Fall and Spring).	\$40
Student Activities Fee	\$18 annual/ \$10 semester
Student Representation Fee.	\$1
Refund Fee (once classes begin).	\$10

Refund Policy

A student must submit a refund request form to the Student Business Office prior to the published refund deadline for full-length semester classes and prior to 10 percent of the instructional time for short term classes. Parking permits, student activity cards, and student registration receipts must be returned with the refund request form. Refund checks are mailed approximately six weeks after the refund deadline.

Admission and Registration Procedures

Refund of Enrollment Fee

For a full refund of all eligible fees, a student must completely withdraw from all classes by the date designated in the schedule of classes.

Once classes begin, a processing fee of \$10 is deducted from the refundable total.

Short-term class refunds for all fees must be applied for on or before 10 percent of the class time has transpired. Check the Schedule of Classes calendar page for exact dates.

No refunds will be given for withdrawal after the second week of the semester for full-term classes or after 10 percent of the instructional time for short-term classes. A week consists of three calendar days, including Saturday.

Refund of Other Fees

Student Activity Fee must be applied for by the refund deadline date. To obtain a full refund, return the Student Activity and "25 Score" cards with the refund application form to the Student Development Office in Building S, Room 103. Students who have purchased an annual card and who have withdrawn prior to the refund deadline for the second semester will receive a 50 percent refund of the annual fee.

NON-RESIDENT TUITION

Students classified as non-residents by the residency determination date each semester or term are subject to non-resident tuition. For the 2001-2002 academic year, tuition is set at \$125 per unit for non-resident students, plus the \$11-per-unit enrollment fee.

Students classified as International Students (with an F-1 or J-1 visa) are subject to International Student tuition. For the 2001-2002 academic year, tuition is set at \$125 per unit for International Students, plus the \$11-per-unit enrollment fee.

International students must pay a \$100 application fee that is deducted from their tuition fee if they register for classes within two semesters from the date of application.

LIMITATION OF UNIT LOAD

A unit load of 18 units per semester is considered maximum. Maximum load for summer school will be two courses or 6 units, whichever is greatest. To take more than the maximum, approval must be obtained from the Counseling Office.

CHANGE OF PROGRAM

The Santa Clarita Community College District's chief student services officer in conjunction with the director of admissions and records and the Academic Senate will determine the last day to add classes. The specific date for each semester will be published in the Schedule of Classes and made available in Admissions and Records. Exceptional cases will be considered by the director of admissions and records after receipt of documented extenuating circumstances. Students must follow the established change of program procedures.

Non-standard-length classes will have individually published change-of-program deadlines.

Exceptions to this policy may be made for students who:

1. are transferring from one section to another section of the same class;
2. are transferring from an advanced section to a less advanced section in the same department;
3. enter an open entry/open exit class;
4. are being reinstated following an administrative adjustment.

ADD PROCEDURES

Add forms must be filled out; signed and dated by the instructor, and submitted to the Admissions and Records Office during business hours for processing by the deadline published in the Schedule of Classes. Add Forms may be obtained in the Schedule of Classes or in the Admissions and Records Office.

DROP PROCEDURES AFFECTING A STUDENT'S PERMANENT RECORD

A student may drop a class or withdraw from college anytime during the first four weeks of a full semester class (or within the first 30 percent of instruction for a short-term class) without receiving any marks or notations on his or her permanent record. Drops may be processed using the STAR registration system (888) 206-STAR (7827), or by visiting the Admissions and Records Office during business hours. Drop forms may be obtained in the Schedule of Classes, or in the Admissions and Records Office.

Admission and Registration Procedures

WITHDRAWAL PROCEDURES

A student may withdraw from class or from college any-time between the first day of the fifth week of school and the last day of the ninth week of school for a full-length semester class (or between 30 percent and 50 percent of the term for a short-term class). Withdrawals that take place in this time frame will result in a mark of "W" being placed on the student's permanent record. This symbol carries no evaluation of the student's work. However, excessive "W"s may affect a student in the calculation of probation and dismissal, loss of financial-aid awards, and are sometimes not accepted in classes completed to meet major requirements at some four-year colleges and universities. Withdrawals may be processed using the STAR registration system (888) 206 STAR (7827), or by visiting the Admissions and Records Office during business hours. Withdrawal forms may be obtained in the Schedule of Classes or in the Admissions and Records Office.

WITHDRAWAL AFTER THE ESTABLISHED DEADLINE

Instructors may not drop students from class, and students may not drop classes or withdraw from college after the withdrawal deadline. The withdrawal deadline is the 50-percent point for full-length semester classes and short-term classes. All students enrolled after the withdrawal deadline shall receive an academic grade (A, B, C, D, F, CR, NC) or an incomplete mark for the course.

Deadline dates for adds, drops, and withdrawals are published in the Schedule of Classes.

Petition for Extenuating Circumstances

Petitions will be accepted after the posted deadline dates for documented extenuating circumstances only. A student may petition to add, drop, or withdraw after the established deadline date only if extenuating circumstances exist. Some examples of extenuating circumstances are (1) serious and prolonged illness, (2) bereavement, and (3) job requirements. Petition forms may be obtained from the Admissions & Records or Counseling offices during business hours. The petition must be filled out by the student, signed by the appropriate person, and must include documented evidence of extenuating circumstances. The petition will then be reviewed by the Academic Standards Committee and/or its designee. Once a determination has been made by the Committee and/or its designee, the student will receive notice of the action by mail.

College of the Canyons provides many services that enhance students' adjustment to college life and facilitate the total process of self development in the areas of social, academic and workforce preparation.

ACCIDENT INSURANCE

Accident insurance is included in the student activities fee and provides on-campus accident coverage while attending college or college-sponsored activities. It is recommended that each student carry voluntary insurance coverage for off-campus emergencies and illnesses. Information on various carriers may be obtained in the Student Health & Wellness Center.

ATHLETIC PROGRAM

College of the Canyons Cougar athletic teams compete in the Western State Conference. The College provides a wide range of intercollegiate sports for both men and women. Men's teams compete in baseball, basketball, cross country, football, golf, swimming, and track and field. Cougar athletics fields women's teams in basketball, cross country, golf, soccer, softball, swimming, track and field, volleyball, and water polo. Intercollegiate athletic competition is governed by the California Community Colleges Commission on Athletics.

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (nine of those units must be degree applicable). Between seasons of sport, student athletes are required to complete 24 units, 18 of which must be degree applicable, with a 2.0 grade point average. Consult the athletic director or athletic advisor to determine athletic eligibility and to complete a student educational plan.

BOOKSTORE

The College Bookstore is maintained for the convenience of the entire college community. The function of the store is to provide students with textbooks, materials and supplies required for scheduled courses. A selection of books and supplies of general interest to students is also stocked.

Operation of the Bookstore is a function of the Santa Clarita Community College District under the direction of the director of fiscal services and managed by Barnes and Noble and the College bookstore.

Books purchased for the current semester may be returned for a refund with a current receipt within 15 calendar days from the first class. Books purchased after the first 15 days are eligible for a refund if returned within two calendar days of purchase. Textbooks purchased the last week of classes or during examination periods are ineligible for a refund.

CALWORKS

CalWORKs is a state-funded program that provides supportive services and encouragement to students who are on welfare (i.e. AFDC, TANF). The program provides support to qualified students in their educational goals and in their transition from college to work or to university. Students may receive:

- * Financial assistance for child-care
- * Financial assistance for books, educational related materials and supplies
- * Financial assistance for transportation
- * Work-study opportunities that ensure all earnings are 100 percent exempt from cash aid
- * Personal and academic counseling in a supportive and informative environment that encourages student success
- * Vocational and career counseling
- * Study skills, life skills and job skills workshops
- * Confidential liaison between program participant, the College, the Department of Public Social Services and other agencies
- * Referral to other departments at the College and to other agencies when required

CalWORKs Eligibility Criteria

1. The student must be a legal resident of the State of California
2. The student must be on welfare (i.e. AFDC, TANF)
3. The student must be in compliance with DPSS and/or GAIN program requirements
4. The student must be enrolled and taking a minimum of six units at College of the Canyons.
5. A CalWORKs contract must be signed and followed by the student
6. The student must be in compliance with the College CalWORKs program requirements

Student Services

7. The student must maintain normal progress (as defined by college policies) toward a certificate or degree leading to employment while maintaining a satisfactory grade point average of 2.0 or higher.

CalWORKs applications and information are available in Room C-105. For more information call (661) 362-3016 or (661) 362-3015.

CAMPUS ACTIVITIES AND STUDENT LIFE

Students are highly encouraged to become involved with student-development activities and opportunities for enrichment outside the classroom. Many of these activities can be found on campus or in the surrounding community and help students to apply, in practical situations, the theory they learn in the classroom. Benefits include leadership development, skill-building, interacting with people and understanding group dynamics all of which can be utilized throughout one's life.

Information about all of the following programs and services can be obtained by visiting the staff of the Office of Student Development in Room S-103 of the Student Center.

Associated Student Government (ASG)

The purpose of the Associated Student Government is to promote the general welfare of the students, to guarantee equality of opportunity among students, to offer experience in the practice of American democratic government and to encourage student participation in planning student activities as permitted under the Education Code of the State of California and the policies of the Board of Trustees of the Santa Clarita Community College District.

The officers of the student government are elected by the student body to represent all students in interactions with the college administration, staff and faculty and with state legislators and statewide organizations. Student government personnel serve on District committees and represent student viewpoints and opinions on matters of policy, curriculum and other college issues.

The activity program supported by the ASG is a college-wide enterprise. Its operation is a direct benefit to each student.

ASG Benefits/Activities Fee

The Associated Student Government provides benefits to students who are active members of the association. Membership is obtained through payment of the Activities Fee (\$10 per semester, \$18 per year) which goes directly to the ASG to fund services, programs and activities that benefit all students and the campus.

ASG benefits include reduced rates or free admission to most ASG-sponsored activities such as concerts, athletic events, and lectures, as well as the following:

- * FREE 25-SCORE card (annual membership only) providing discounts from more than 400 local merchants
- * FREE blue books and Scantron forms from the College Bookstore
- * FREE admission to all home athletic events
- * Ability to apply for annual ASG scholarships
- * Reduced-cost (or discounted) movie theater passes (\$4.25-\$5.00) available through the Office of Student Development
- * FREE discount coupons/passes/tickets to Southern California theme parks
- * Plus much more

Clubs and Organizations

Many opportunities for involvement exist through membership and participation in student clubs and organizations. More than a dozen charters are on file for a variety of clubs and organizations. Please check with the Office of Student Development for active clubs and organizations.

Students are encouraged to develop new special-interest groups on campus in addition to those that already exist. Before a new group is recognized officially, a constitution must be submitted and approved for charter by the Office of Student Development, the ASG, and the Inter Club Council.

Cougar Volunteer Service Program and Service Learning

The Office of Student Development has established working agreements with off-campus community agencies and on-campus departments to provide volunteer opportunities for students. Volunteerism through the

Cougar Volunteer Service Program provides many altruistic rewards for the volunteer and a valuable service to the organization receiving the volunteer's help. A recognition system, including scholarships, exists to acknowledge students' involvement in these volunteer activities.

In addition, Service Learning opportunities exist through various courses on campus that provide students the ability to directly tie in their volunteer experience with what they are learning in the classroom while receiving class credit. The Volunteer and Service Learning Center, housed within the Office of Student Development, coordinates the placement of students with community agency partners, provides an orientation to the program, and monitors students' experiences.

Photo Identification Card

All students, when on campus, are required to carry a photo identification card provided by the College through the Office of Student Development. Besides serving as a form of photo identification, the card is used by many departments providing student services such as counseling and the Library, which uses the card for checking out books and materials.

Once a student receives the initial card, the student should keep the card for the entire period during which he or she attends the College, even during periods of non-enrollment. A replacement fee is charged for lost cards.

The initial card is the only one the student will receive during the student's tenure at the College. The same card is used each semester the student is enrolled. It is necessary for the student to receive a new validation sticker from the Office of Student Development at the beginning of each semester to validate enrollment for that semester.

CAMPUS SECURITY

The College Security Department shall provide reasonable protection by using methods that fit within and contribute to the educational philosophy and process of the institution.

CAREER CENTER/JOB PLACEMENT

The Career Center offers students all of the tools they need to explore and define occupational interests, market themselves to potential employers, and find full- or part-time employment.

The Career Center includes more than 400 community and campus jobs posted weekly; resume, interviewing, and job-search workshops; job clubs; Internet access; resume-critique service; faxing and phone bank privileges; semi-annual job fairs; on-campus recruitment; and career-assessment software. The Career Center is located in Room C-103. For more information call (661) 362-3286.

CHILD CARE

The Child Development Lab in the Family Studies and Early Childhood Education Center has child care openings for financially qualified student-parents of children 12 months to 5 years of age.*

The Center offers accredited, toddler and preschool programs on campus for student-parents, financially qualified community members and all who desire services.

For information on morning, afternoon or all-day sessions and/or to see if you qualify, please call (661) 259-7800 or (661) 362-3501.

*Under various State-funded programs, free and sliding scale enrollment may be possible. Openings are limited and subject to specific grant requirements.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The Cooperative Agencies Resources for Education (CARE) is a State-funded program dedicated to assisting the most needy students in maintaining college attendance. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department, Department of Public Social Services, Chancellor's Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent. CARE emphasizes services to ensure student success and is sensitive to the student's needs. Qualified students may receive, but are not limited to:

- * First-day book services
- * Parenting workshops
- * Group support seminars
- * Referral services
- * Child-care grants
- * Supply grants
- * Self-esteem seminars
- * CARE peer advisement
- * Other services, as determined by need

Student Services

Eligibility Criteria

To be eligible for CARE, a student must:

1. Apply for financial aid
2. Be EOPS-eligible
3. Be single and head of household
4. Be 18 years of age or older
5. Have a dependent child under age 14
6. Be enrolled full time (12 units or more)
7. Be pursuing a certificate, associate degree, or transfer program.
8. Be a legal resident of California for more than a year.
9. Receive current assistance from CalWORKs, TANF, or AFDC.

CARE applications and information are available in Room C-101 or by calling us at (661) 362- 3279 or (661) 362-3270.

COUNSELING/PROGRAM ADVISEMENT Counseling

Students are urged to consult a counselor as soon as possible after enrolling at College of the Canyons. Counselors provide valuable assistance with educational and career planning.

The specific goal of the counseling staff is to assist students with the effective use of their personal resources and opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, and opportunities. Counselors are also skilled in providing personal counseling assistance to students. Counselors are available on an appointment and walk-in basis. Students should contact the Counseling Office regarding appointment and walk-in schedules. In addition, group advisement sessions are also offered during peak registration periods to accommodate students who are unable to schedule individual appointments due to staffing limitations. Students are responsible for making final decisions concerning their college programs.

Personal-development classes are taught by counselors and cover such topics as college-success skills, career development and self awareness. See the class schedule for specific offerings.

Specialized counseling is also provided through the DSP&S, EOPS, CalWORKs, New Horizons, and Transfer Center programs.

Program Advisement

Program advisors are available in the Counseling Office on a walk-in basis. They assist students in choosing classes or programs. They also provide information regarding transfer requirements, as well as degree and certificate requirements. They are able to answer a variety of other questions and are available during both day and evening hours.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

The Disabled Students Programs and Services (DSP&S) offers educational support services for students with disabilities who are enrolled in college classes. The program provides services to students with a variety of disabilities, including, but not limited to, physical, psychological, communication, and learning disabilities.

The DSP&S staff facilitates provisions for support services and accommodations that may include, but are not limited to, registration and scheduling assistance, issuance of parking permits to the mobility-impaired, academic and vocational counseling, general studies classes/tutorial lab, interpreters, test-taking accommodations, note takers, interagency referrals, and taped text.

For students with learning disabilities, or those suspected of having, who are enrolled in College classes, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria. Academic accommodations and strategies are available to students meeting the criteria. Academic accommodations and strategies are available to students meeting the learning disability eligibility requirements as defined in the Title V Administrative Code.

The High-Tech Center, using state-of-the-art adaptive computer technology, is also an integral part of services for students with disabilities. The High-Tech Center offers a wide selection of specialized computer systems, peripheral devices and selected software. Trained personnel provide assistance to students with disabilities in effective use of assistive technology.

DSP&S serves as a liaison with the campus and community agencies on behalf of students with disabilities. Students may contact DSP&S in Room C-103 or by calling (661) 362-3341.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a State-funded retention program that recruits, and transitions to work or university those students who are eligible. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that traditional college programs. Qualified students may receive, but are not limited to:

- * Priority registration
- * Meal-ticket subsidy
- * Academic counseling
- * Peer advisement
- * Financial-aid counseling
- * Transfer assistance
- * College-survival classes
- * Special tutoring
- * First-day book service
- * School supplies
- * Computer supplies
- * Vocational/Career counseling
- * Personal counseling
- * Study-skills workshops
- * Cultural-awareness activities
- * Other services as determined by need

EOPS Eligibility Criteria

1. Being a full-time student (12 units or more) is required.
2. The student must be a legal resident of the State of California.
3. Eligibility for the Board of Governors fee waiver is required.
4. An EOPS contract must be signed and followed by the student.
5. A student must maintain normal progress (as defined by College policies) toward a goal, certificate, or degree while maintaining a satisfactory grade-point average (2.0 or higher).

EOPS applications and information are available in Room C-101 or by calling (661) 362-3279 or (661) 362-3270.

FINANCIAL AID/SCHOLARSHIPS

The purpose of student financial-aid services is to assist students in attaining their educational goals. The Office of Financial Aid offers a complete array of financial-support services that are designed to help students with educationally related expenses involved in obtaining a college education.

Grant, loan and work-study job opportunities may be available to any College student who establishes financial need by completing a free application for student financial aid (FAFSA). Eligible applicants will be awarded financial aid through various types of programs as funds are available. Eligible applicants will be expected to adhere to standards of satisfactory academic progress to continue to remain eligible for financial aid. It is also critical to meet the priority deadline date of May 15 in order to receive award notification prior to the beginning of the following fall semester.

All students must apply using the Free Application for Student Financial Aid (referred to as "FAFSA").

Students can complete an application on the Internet at <http://www.fafsa.ed.gov> or by visiting the Office of Student Financial Aid in Room C-110. For information call (661) 362-3242.

Grants

A grant is an award, based upon demonstrated financial need and other criteria, that does NOT have to be paid back. The College participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Cal Grant B and C, and the Board of Governors Waiver Programs.

Loans

Low-interest loans made by lenders such as banks, credit unions, or savings and loan associations, are available to qualifying students to help pay for their educational costs. The Stafford Student Loan must be repaid by the student borrower as specified by the lender, usually with repayment beginning six months after leaving college.

Current and former students who are in default on their Stafford Loan Program (formerly Guaranteed Student

Student Services

Loans) shall not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be transferred to other institutions.

Scholarships

Many community groups and organizations sponsor student scholarships as a means of expressing confidence in College of the Canyons' students. These scholarships range in amounts from \$100 to \$5,000 and are made available intermittently during the year. Eligibility varies according to each individual scholarship. A College Scholarship Brochure is available upon request. An up-to-date listing of available scholarships is available on the scholarship board near the Financial Aid Office in the Classroom Center, Room C-110.

Work Study

The College also participates in a variety of on-campus work-study programs. Although the applicants for these programs must be enrolled in a minimum of six units each semester, the additional program criteria vary as much as the sources of funding. Some programs require that the student be eligible based upon documented financial need, whereas other work-study programs require that the applicant have faculty recommendations, special training, past experience, specific skills or merely an interest and desire to work.

A current listing of on-campus jobs is available on the Job Placement Board located in the Career Center.

STUDENT HEALTH & WELLNESS CENTER

The primary purposes of the Student Health & Wellness Center are the following:

- * To provide accessible ambulatory health care for the treatment of minor acute illnesses and injuries.
- * To prepare students to be better informed health care consumers and active participants in their own health care.
- * To encourage and educate students to avoid unnecessary illness and injury in achieving levels of wellness.
- * To provide emotional support through periods of stress.

Eligibility

Full- or part-time students, who have paid enrollment fees and are currently enrolled and active in classes.

Cost

No charge is made for most services. A nominal fee is charged for certain tests or injections. A mandatory \$12 (fall and spring) and \$8 (summer) health services fee is charged to all students at the time of registration.

Medical Personnel

A registered nurse is available during Student Health and Wellness Center hours.

Services

- * Minor treatments
- * Mental-health counseling
- * Blood-pressure checks
- * Free health literature
- * Family-planning information
- * Nutritional counseling
- * Whole-health counseling
- * Some vaccinations
- * Pregnancy test (nominal fee)
- * Referrals for physicians and other health agencies
- * First aid
- * Vision screening
- * Tuberculosis skin test

Treatment of a Minor

Any student under the age of 18 will be required to have a parental consent form signed prior to receiving treatment, except in emergencies or cases exempted by state law.

Location

The Center is located in the Student Center. Call (661) 259-7800, (661) 362-3259 for further information.

Health Recommendation

Each student should be free of any communicable disease. It is strongly recommended that student immunizations are current.

HOUSING

The College is a community college serving primarily the students who live within the Santa Clarita Community College District. Most of the students reside within commuting distance of the campus. The College provides no campus housing.

As a service to students living away from home, the Student Development Office maintains a bulletin board listing available rooms, apartments, and houses to share or rent. However, the College assumes no responsibility for inspecting or supervising such housing facilities.

Landlords wishing to have their housing facilities listed must indicate that they, in offering housing, do not discriminate on the basis of race, religion or national origin. A signed statement to this effect must be on file in the Student Development Office prior to listing.

SPECIAL EVENTS

The College provides opportunities and facilities for visiting lecturers, music programs, films, interest group meetings and other special events.

LEARNING RESOURCES

The primary goal of Learning Resources Program is to support the College curriculum. To achieve this goal, Learning Resources, primarily through the Library and TLC Lab, provides services and materials to assist instruction and enhance student success.

Library, R Building

Library services include reference assistance, orientations, copy machines, group-study rooms, public gallery, open computer lab (with Internet access), instructor reserves, and interlibrary loans. Materials include books, pamphlets, periodicals (in paper and microfiche), and audio-visual media such as tape cassettes, filmstrips, slides and microfiche college catalogs of the western United States. These are accessible through an online catalog (College of the Canyons Library Information Online, CCLIO, in association with California Institute of the Arts) and are arranged by the Library of Congress classification system. A number of electronic resources are accessible including InfoTrac and ProQuest (periodical indexes and databases), and Encyclopedia Britannica Online.

The Open Media Lab on the Library's second floor provides audio-tape duplication, listening facilities, and equipment such as PCs, laser-disc players, a CD-I Compact Disc Interactive player, and a variety of other audiovisual equipment. Materials include audio tapes in German, French, and Spanish. College by Television programs, video tape library, English as a Second Language materials, CDs, and records.

TLC Lab, I-209

The Tutoring/Learning/Computing Lab provides no-cost tutorial assistance in English, mathematics and many other disciplines on a walk-in basis. In addition, computers with Microsoft Office (Word, Excel, PowerPoint and Access), and many course-related tutorials are available for student use. Tutors are on hand to assist students with questions regarding the computers and software.

LOITERING

Provisions of the California Penal Code and Education Code make it an offense punishable by fine or imprisonment for unauthorized persons to enter upon and interfere with the operation of a community college campus.

LOST AND FOUND

Lost-and-found articles are handled through the Security Department, located in Building X-10.

NEW HORIZONS

The New Horizons program is designed to improve the quality of life for re-entry students and their families, single pregnant women and teens, single parents, displaced homemakers and those seeking non-traditional careers. Students must attend the PERDEV-060 class. This is a 1- to 4-module, 1- to 4-unit, credit/non credit, open entry/open exit class that emphasizes personal, educational and career-development skills. Students may receive the following:

- * Financial assistance for child care;
- * Financial assistance for books;
- * Personal and academic counseling in a supportive and informative environment that encourages student success;
- * Vocational and career counseling;
- * Study-skills, life skills, and job skills workshops;
- * Referral to other other College departments and other agencies when required

New Horizons Eligibility Criteria

1. The student must be a legal resident of the State of California
2. The student must be enrolled at College of the Canyons

New Horizons applications and information are available in Room X-2. For more information call (661) 362-3393.

Student Services

PARKING

Any vehicle parked in a regular space shall have displayed a valid Student Parking Permit. A permit vending machine is located in Lot 6 for vehicles not displaying semester parking permits. An all-day parking permit can be purchased in Lot 6 for \$1 and is valid in any student parking lot. Metered spaces are located in Lot 3 (25 cents for two hours).

Parking permits are available for purchase at the time of registration. Permits cost \$40 per semester and \$15 during the summer term.

All funds collected through the assessment of this fee will be used directly for parking-related projects including lighting, maintenance and security.

CAMPUS SECURITY

It is the policy of the Santa Clarita Community College District Board of Trustees to protect the members of the college community and the property of College of the Canyons. The College's Security Department shall provide reasonable protection by using methods that fit within and contribute to the educational philosophy and process of the institution.

TRANSFER/HITE CENTER

The Transfer/HITE Center and HITE transfer program serve as a clearing house for transfer activities and information. The Transfer/HITE Center provides a variety of services and information for students who are interested in transferring to a four-year college or university.

In the Transfer/HITE Center, students will find catalogs, brochures, computer information databases, and applications for California State Universities, the University of California, and many independent colleges and universities.

University representatives from UCLA, USC, California State University, Northridge, among many others, visit the center on a regular basis to provide up-to-date information on the admission requirements, financial aid, housing facilities, specific majors and more.

Students may obtain additional information regarding transfer by dropping by the Transfer Center or by calling (661) 362-3455. Call for exact hours.

VETERANS INFORMATION

The College is approved for veterans' education and training by the California State Superintendent of Public Instruction. The College is also approved by the Council

for Private Postsecondary and Vocational Education for the training of veterans and other eligible persons. Veterans are encouraged to contact the Admissions and Records Office concerning any matters relating to veterans' benefits.

Veterans who qualify for training under one of the following categories are eligible for assistance payments for themselves and/or their families:

- * Veterans who were separated from active duty with the Armed Forces within the past 10 years who participated in the following programs:
- * Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30)
- * Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606)
- * VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after Jan. 1, 1977 through June 30, 1985.
- * Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service that entitles them to compensations, or would do so except for the receipt of retirement pay. The Veterans Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of their disabilities.
- * Spouses and/or children of the following categories of veterans may be eligible for Dependent's Educational Assistance Program (Chapter 35):
- * Veterans who are 100% permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- * Service persons missing in action or captured in the line of duty by a hostile force.
- * Service persons forcibly detained or interned in the line of duty by a foreign government or power.

Additional information regarding any of the above Chapters may be obtained from the Veterans Administration Regional Office, 11000 Wilshire Boulevard, Los Angeles, CA 90024. For individual questions regarding claims, benefits, or payments, call (800) 827-1000.

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition-free assistance at any California postsecondary educational

institution (community college or university). Additional information may be obtained from the State of California, Department of Veterans Affairs, 11000 Wilshire Boulevard, Los Angeles, CA 90024.

Veterans Policy

Veterans Administration regulations (21.4253, 21.4277, 21.4135, and 21.4203) have established a requirement that all schools set standards of attendance and progress for attending veterans. The following guidelines have been developed to meet these requirements. For the purpose of this policy, the term "veteran" will be considered to mean all veteran-students collecting educational assistance under Chapters 34 and 35, Title 38, U.S. Code.

Evaluation of previous education/training, CFR 521.4253 (d) (3)

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran or eligible person's duration of the course proportionately, and notify the VA and student accordingly.

Counseling

All veterans are required to have course approval and counseling at College of the Canyons prior to their first registration to help determine the best program available to meet their educational objectives. Veterans are encouraged to consult an advisor prior to each registration and at any other time they have problems concerning their educational program.

Attendance

All students, including veterans, are expected to regularly attend all classes. Any student absent without leave, for any reason whatsoever, from any class for one more time than that class meets in one week may be dropped from the class. Students who will be absent from any class or classes for one week or longer for health or other personal emergencies are required to complete an Emergency Leave Petition and file it with the Student Services Office prior to the absence.

Academic Probation and Disqualification of Veterans Benefits

Federal regulations require College of the Canyons to terminate benefits for any veteran or eligible person who remains on academic probation for two consecutive semesters. Students are placed on academic probation when, after attempting 12 units, their cumulative grade-point average drops below 2.0. Veterans who are disqualified under these regulations will not have benefits

reinstated until their cumulative grade point average is 2.0 or higher, they seek the advice of a counselor, and they submit a petition restating their intent to make satisfactory progress in their educational goals.

Standards of Progress

No veteran-student will be considered to have made satisfactory progress when he/she is disqualified for substandard academic work or when he/she has been dismissed for progress where 50 percent or more of all units have recorded marks of Ws, INCs, or NCs in the third consecutive semester or term of enrollment.

Exceptions will be considered upon documented evidence of extenuating circumstances. Where there are no extenuating circumstances, a report will be made to the Veterans Administration that the student is making unsatisfactory progress and no further certification for benefits will be made until approved by the director of admissions & records.

Extended Benefits

The Veterans Administration assumes that when students receive an associates degree or complete 70 semester units, they have met their objective. Any additional work completed at College of the Canyons beyond this limit requires special justification before benefits may be received. Such special justification might take the form of a letter from a four-year college or university indicating that additional courses required for a specific major will be transferred at full credit.

Duplication of Work

Veterans programs at College of the Canyons cannot duplicate previous training satisfactorily completed. Transcripts of all college work attempted must be on file in the Admissions and Records Office at College of the Canyons prior to certification for veterans benefits. (see Credit for Military Service.)

College of the Canyons Foundation and Mission

THE SPECIAL MISSION OF THE COLLEGE OF THE CANYONS FOUNDATION

The mission of the College of the Canyons Foundation is to generate and administer contributions to promote the general welfare of the College. These contributions are used to assist the College in providing the programs and services beyond what tax dollars alone will support and to strive for the highest reaches of excellence in teaching, scholarship, vocational training and innovation.

The Foundation is governed by a volunteer board of directors that is composed of Santa Clarita Valley business and community leaders. Dedicated to providing funds to College of the Canyons through private gifts, the Board of Directors believes that public educational institutions and private enterprise must work together to provide an affordable and accessible college education for all who have the desire to succeed.

Through annual giving, special events and programs, the Foundation provides the College with crucial private resources. Individuals, businesses and organizations interested in contributing to the College of the Canyons Foundation are encouraged to contact the Executive Director at (661) 362-3434.

COC OFFERS ACTIVITIES TO THE COMMUNITY

Students, parents and community members have many opportunities to become involved with the College through Foundation-managed support groups. Members of these support groups enjoy a variety of benefits including social events, on-campus privileges, recognition and prior notice of upcoming events.

Current support groups include

- * President's Circle-A prestigious group of community and business leaders,
- * Alumni and Friends Association-Current and former students,
- * Library Associates-Individuals who are interested in supporting the College Library,
- * Friends of the Fine Arts-Art lovers who support the activities of the College Art Gallery,
- * Child Development Circle of Friends Individuals who support the [Children's Center](#) and [Early Childhood Training Program](#)
- * Cougar Club Through a variety of activities, this club supports the enhancement of athletic programs.

The Foundation also has an active Legacy Society through which friends of the College make planned gifts to the Foundation.

COLLEGE OF THE CANYONS FOUNDATION BOARD OF DIRECTORS

David Dietz, Chair
Vista Controls Corp.

Don Fleming
Valencia Acura

Joseph Klocko
HR Textron

Sean Nagle
Ronin Group

Lisa Burke, Vice Chair
Santa Clarita Concessions

Philip Hartley
College of the Canyons

James Lauffer
Morgan Stanley

Robert Stevenson
Maxwell Technologies

Michael Berger
Salomon Smith Barney

James D. Hicken
Valencia Bank & Trust

Dick Luechtefeld
Morgan Stanley

Dianne G. Van Hook
College of the Canyons

Christina Bradley
Edison, Retired

Zenon Jakiel
Tru Circle Corporation

Kathleen Maloney
College of the Canyons

Raul Vasquez
Wells Fargo

Dennis Chuning
College of the Canyons

Brock Kaericher
Remo Inc.

Michael Maloney
Office Depot

Steve Zimmer
Newhall Ranch

Sean Coughlin
Cinetech Motion Pictures Co.

Dennis King
King, King, Alleman & Jensen

Robert McCarty
Philpott, Bills & Stoll, Inc.

Emeriti Members
B.J. Atkins
Gene Burke

Jonathan Elias
KCBS-TV

Frank Kleeman
Judge, Retired

Bill Momary
MDM Services

Thomas Dierckman
Rick Hiatt

ABSENCE FROM CLASS

Students are expected to attend class on a regular basis. Any student absent for any reason, for one more time than that class meets in one week, may be dropped from the class, providing the deadline for the instructor's option to drop has not passed. Instructors may opt to reduce a student's grade based on excessive absences.

Students enrolled in courses other than the standard semester in length may be dropped if they are absent from more than 10 percent of the total class meetings, providing the instructor's option to drop has not passed.

CONTINUING STUDENT STATUS

Students are considered to be in continuing student status if they are not absent from the College for more than one semester before re-enrolling. Degree and transfer requirements for continuing students are determined by those listed in the catalog for the year in which they initially enroll.

EMERGENCY LEAVE PETITIONS

Students who will be absent from any class or classes for one week or longer for health or other personal emergencies are required to complete a petition for an emergency leave and file it with the Student Services Office prior to the absence.

ADVANCED PLACEMENT

College of the Canyons shall grant associate degree credit for successful completion of any examinations in the Advanced Placement Program of the College Entrance Examination Board. Students who present scores of 3 or better may be granted up to 8 semester units of elective credit for each examination. (Refer to the table of equivalencies on next page)

Advanced Placement Credit

Credit for advanced-placement exams varies from university to university. Although College of the Canyons will give credit for advanced-placement scores of 3 or higher, the policy may be different at the university to which the student intends to transfer. All students are advised to consult with a counselor or review the catalog of their transfer college for specific rules concerning advanced-placement credit.

CREDIT BY EXAMINATION

Credit by examination may be granted for proficiency previously accomplished in other than an accredited institution for study, travel, or other experiences. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system. Units and grade points earned shall be counted toward the associate degree.

Units earned via credit by examination are not considered part of the student's official program and will not be used for reports to insurance companies or other similar agencies.

Students must obtain permission from the division dean or department chair from which the course is offered and obtain approval from a counselor. A \$25/unit fee must be paid prior to taking the exam. Department chairs (or division deans) will forward the results of the examination to the Admissions and Records Office for processing and recording.

Requirements for Credit by Examination:

- a. Students wishing to receive credit by examination must be a student in good academic standing at College of the Canyons and be currently enrolled in a minimum of six units.
- b. Petitions for credit by examination in approved courses must be submitted by the eighth week of the semester. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of finals for the semester or term.
- c. Courses taken through credit by examination are subject to A-F grading. Incompletes, withdrawals, or no-credit grades are not allowed.
- d. Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for prerequisites once the more advanced course has been completed.
- e. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment procedures.
- f. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.

Academic Policies and Procedures

Advanced Placement Credit Allowances & Equivalencies

Examination	Score	Units Allowed	COC Course Equivalent
Art-Studio	3	3	Art elective for associate degree
Art-Studio	4 or 5	3	Art 124A
Art History	3	3	Art 205
Art History	4 or 5	6	Art 110-111
Biological Sciences	3, 4 or 5	4	Biology 107
Chemistry	3	4	Chemistry 151
Chemistry	4 or 5	6	Chemistry 201
Computer Science-Exam A	3, 4 or 5	3	Computer Science 132
Computer Science-Exam AB	4 or 5	3	Computer Science 182
Economics-Macroeconomics	3, 4 or 5	3	Economics 201
Economics-Microeconomics	3, 4 or 5	3	Economics 202
English Language and Composition	3, 4 or 5	6	English 101 and 3 units of English elective credit toward the associate degree
English Literature and Composition	3, 4 or 5	6	English 101 and 3 units of English elective credit toward the associate degree
French-Language	3, 4 or 5	8	French 101-102
German-Language	3, 4 or 5	8	German 101-102
Government & Politics-US	3, 4 or 5	3	Political Science 150
Government & Politics-Comparative	3, 4 or 5	3	Political Science 250
History-European	3, 4 or 5	6	History 101, 102
History-US	3, 4 or 5	6	History 111, 112
Mathematics-Calculus AB	3, 4 or 5	5	Math 211
Mathematics-Calculus BC	3	5	Math 21
Mathematics-Calculus BC	4 or 5	10	Math 211-212
Music Theory	3, 4 or 5	4	Music 101 and Music 120
Physics-B	3, 4 or 5	8	Physics 110-111
Physics-C Mechanics	3, 4 or 5	4	Physics 220
Physics-C Elec. & Mag.	3, 4 or 5	4	Physics 221
Psychology	3, 4 or 5	3	Psychology 101
Spanish Language	3	8	Spanish 101-102
Spanish	4 or 5	8	Spanish 201
Spanish Literature	3, 4 or 5	4	Spanish 202
Statistics	4 or 5	4	Math 140

- g. A maximum of 18 units may be taken through credit by examination.
- h. Resident students will be charged \$20 per unit attempted through credit by examination. Non-residents, and international students will be charged the non-resident enrollment fee set at the time the exam is taken.
- i. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

CREDIT FOR MILITARY SERVICE

A veteran who has completed a continuous active-duty period of 181 days or more with the U.S. military service (Air Force, Army, Coast Guard, Marine Corps and/or Navy), and who was discharged or released from active duty under conditions other than dishonorable, may petition and be allowed credit as follows:

- * Army and Air Force: 3 units activity; 1 unit health
- * Navy: 1 unit activity; 2 units health
- * Coast Guard: 3 units activity; 1 unit health
- * Marines: 4 units activity
- * The veteran may, in addition to the credit allowable under the terms above, be allowed credit for formal service school courses offered by the U.S. military services recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. The credit allowed will be added to that allowed under the provisions above, and reported as elective credit (no title, no grade). A maximum of 18 units will be allowed for Service School credit.

Veterans will be allowed full credit for college-level courses completed under the auspices of DANTEs or the United States Armed Forces Institute. Such credit will be treated in the same manner and under the same policies as allowing credit from accredited colleges and universities.

Any work taken by a veteran while in military service at an accredited college or university and for which the college or university issues a regular transcript showing the credits allowable toward its own degree will be allowed credit toward the associate degree. Veterans are exempt from the health and physical education requirement for the associate degree.

CREDIT FOR NON-TRADITIONAL LEARNING

College of the Canyons will allow credit for education completed in certain non-accredited, post-secondary educational settings. These settings include military service schools, programs and courses as recommended in the American Council on Education's National Guide to Credit Recommendations for Non-Collegiate Courses and appropriate programs and courses from colleges and universities not accredited by recognized accrediting agencies.

In addition, many students have previously acquired skills and knowledge that may be equivalent to that taught in established courses at the College. These skills and knowledge may be appropriately recognized by challenging certain courses to receive credit by examination.

Eligibility for the awarding of such credit is determined by the Academic Standards Committee after review of all pertinent documents in support of a petition for credit for non-traditional learning experiences.

A maximum of 18 units of credit toward the associate degree will be allowed for non-traditional learning.

Sources of Credit Recommendations

Military Service Schools: credit given as recommended in Guide to Evaluation of Educational Experiences in the Armed Services (American Council on Education).

Non-Collegiate Courses: credit given as recommended in National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education) and addenda for California.

Non-Accredited Colleges and Universities: credit given as recommended in Transfer Credit Practices (formerly Report of Credit Given) (American Association of College Registrars and Admissions Officers) and recommendations of the Council on Post-Secondary Accreditation (COPA) regarding other accrediting associations, such as American Association of Bible Colleges.

COLLEGE LEVEL EXAMINATION PROGRAM(CLEP)

College of the Canyons allows credit for the College-Level Examination Program. Credit is given for subject-matter examinations only and upon recommendation of the appropriate department.

Academic Policies and Procedures

CREDIT/NO CREDIT

It is recognized that many students fail to explore outside their specific fields of competence for fear of damaging their academic records. To offset this, a system of credit/no-credit grading has been devised. Students have the option, during the time of registration, to petition to take classes on a credit/no-credit basis in lieu of a grade of A, B, C, D, or F.

Students electing to be evaluated on a credit/no-credit basis will receive credit upon satisfactory completion (grade of C or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of no credit. In computing a student's grade-point average, units of credit or no credit are omitted.

Regulations

1. A maximum of 18 semester units of credit can be applied toward the associate in arts or associate in science degree.
2. Students who elect to take a course on a credit/no-credit basis must receive approval of their counselor and file a Credit/No-Credit Petition in the Admissions and Records Office before 30 percent of the semester, or term, transpires.
3. Courses in which this option is available are all listed in this catalog, except that no course taken as credit/no-credit may be used toward a major for an associate degree.
4. Students who elect to be evaluated on a credit/no-credit basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a credit/no-credit basis are held responsible for all assignments and examinations.
6. Credit is granted only for performance equivalent to the letter grade of C or better. Courses taken on a credit/no-credit basis are not counted in calculating grade-point average; however, they are considered in calculating probation and dismissal.
7. Students electing to take courses on a credit/no-credit basis that have a prerequisite will not have the prerequisite waived.
8. The credit/no-credit option is not applicable to courses taken through credit by examination.
9. Some courses are offered on a credit/no-credit basis only. These courses are listed in the College catalog.

AUDITING CREDIT COURSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to AB 3776.

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Extension Office if you wish to audit classes.

Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
3. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing apportionment.
4. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for 10 or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Extension Office.

COURSE REPETITION

Per Title 5 of the California Code of Regulations, Section 55761, the Santa Clarita Community College District has adopted the following policy with regard to the repetition of courses for which a student has received a substandard grade. Nothing in this policy should be taken as an exception to Section 55762 of Title V of the California Code of Regulations.

Definitions:

For the purposes of course repetition, academic renewal and all other grade-related issues, substandard grades shall be defined as meaning coursework for which the student has earned a D, F and/or NC.

For the purposes of course repetition, academic renewal, and all other grade-related issues, non-substandard grades shall be defined as meaning coursework for which the student has earned a C, B, A, or Credit.

For the purposes of this policy "extenuating circumstances" is taken to mean verified cases of accident, illness or other circumstances beyond the control of the student.

Repetition of courses with substandard grades

Students may repeat courses for which they have earned a substandard grade one time.

Exceptions

Students may repeat a course for which a substandard grade has been recorded more than once under the following conditions:

- The District, through its Academic Standards Committee, finds that the previous grades were, at least in part, the result of extenuating circumstances.
- The District, through its Academic Standards Committee, determines that a student should repeat a course because there has been a significant lapse of time, normally more than five years, since the student previously took the course.

Transcript Notation

When repeating courses for which a substandard grade was received, credit will be given once. All coursework shall remain on the student's permanent record. The course will be annotated such that the grade point calculation occurs for the most recent grade.

When repeating courses for which a non-substandard grade was received, credit will be given once. All coursework shall remain on the student's permanent record. The course will be annotated such that the grade-point calculation and credit occur for the first grade received.

Repetition of courses for which the student has received a non-substandard grade

Per Section 55763 of Title 5, California Code of Regulations, the Santa Clarita Community College District has adopted the following policy with regard to repeating courses for which the student has earned a non-substandard grade:

Students may submit a petition to the Academic Standards Committee, accompanied by verified extenuating circumstances, requesting that courses be repeat-

ed. If approved, grades awarded for courses repeated under this section shall not be counted in calculating a student's grade-point average, nor will the student receive unit credit.

Course repetition shall be permitted, without petition to the Academic Standards Committee, in cases where such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade-point average. The Santa Clarita Community College District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

ACADEMIC RENEWAL

In certain cases and within the guidelines outlined below, students may petition for alleviation of previously recorded substandard academic performance that is not reflective of a student's demonstrated ability.

A student's recently demonstrated performance may be quite satisfactory, but his/her cumulative grade-point average may be greatly affected by poor grades earned during an earlier period when undefined educational or career goals as well as personal difficulties inhibited demonstration of his/her academic potential. In these cases, current "satisfactory" performance may not be sufficient to ensure "normal" advancement to current educational goals.

College of the Canyons acknowledges these difficulties and has adopted the following guidelines for petition of alleviation of previously substandard coursework.

If the following conditions are met, the Santa Clarita Community College District may disregard from all consideration associated with the computation of a student's cumulative grade-point average up to a maximum of two (2) semesters of coursework or three (3) quarters taken at any college.

These conditions are:

- A. The coursework to be disregarded is substandard. The semester/quarter grade-point average of the courses to be disregarded is less than 2.0.

Academic Policies and Procedures

B. A minimum of 24 semester units have been completed at a college in the Santa Clarita Community College District with a grade-point average of at least 2.0, subsequent to the coursework to be disregarded.

C. At least three calendar years have elapsed since the most recent coursework to be disregarded.

Even though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the appropriate college office has received notification of approval from the Academic Standards Committee.

All units and grade points, even satisfactory units, earned during such a semester shall be disregarded. Subject credit may be allowed for work completed satisfactorily during disregarded terms.

If another accredited college has acted to remove previous coursework from consideration in computing the grade-point average, such action shall be honored in terms of its policy. However, such units/semesters disregarded shall be deducted from the two-semester maximum of coursework eligible to be disregarded in the Santa Clarita Community College District.

Academic-renewal actions are irreversible. Students should meet with a counselor before taking such an action.

If the student is otherwise eligible for graduation, academic renewal may not be used to raise the grade-point average to qualify for graduation with honors.

This policy is adopted for use in the Santa Clarita Community College District. Other institutions may have adopted different policies. The transfer status of such action depends on the policy of the college to which a student transfers.

GRADES

Awarding grades to students is the responsibility of the instructor of the course in which the student is enrolled. Once awarded, grades may not be changed except

where evidence is presented that a clerical error has occurred. (See Student Grievance Policy, Page 154.) The grading system and grade-point equivalent follow:

A	Excellent	4 grade points/unit
B	Good	3 grade points/unit
C	Satisfactory	2 grade points/unit
D	Passing, less than satisfactory	1 grade point/unit
F	Failing	0 grade points/unit

The INC, W, NC, CR and IP are not used in computing grade point averages; however, INC, W, and NC are used in the calculation of progress probation/dismissal.

W Withdrawal
CR Credit
NC No Credit
IP In Progress
INC Incomplete
RD Report Delayed

Note: The grade of Incomplete (INC) is given only in cases of emergency and when the student is unable to complete the course due to circumstances beyond his/her control and usually during the final weeks of the course. Arrangements to receive an INC must be made with the instructor before the course ends.

To clear an INC grade, a student must make arrangements with the instructor to make up the grade prior to the end of the ensuing semester in which the incomplete was given. Failure to clear an INC grade will result in a grade by the instructor given in lieu of completion of the course and could result in an F grade being assigned. An incomplete grade cannot be changed to a W or to NC. Students may not re-enroll in a class in which an INC is pending.

TRANSCRIPT REQUESTS

Copies of the student academic transcripts are available and may be sent to another institution or agency upon written or fax request of the student to the Admissions and Records Office. Students are entitled to two copies of their transcript without cost. A charge of \$5 will be made for each additional transcript. There is a fee of \$8 for rush transcripts, which are prepared in 24 hours. The fax number is (661) 254-7996.

PROBATION/DISMISSAL Standards for Probation

ACADEMIC PROBATION: A student shall be placed on academic probation if the following conditions prevail:

1. The student has attempted a minimum of 12 semester units; and
2. The student has a cumulative grade-point average (including summer sessions) of less than 2.0; or
3. The student transferred to College of the Canyons from another institution of higher education where the student was on academic probation, or academically dismissed.

PROGRESS PROBATION: A student who has attempted a total of at least 12 units shall be placed on progress probation when 50 percent or more of all units have recorded marks of Ws, INCs, or NCs.

Removal of Probation

A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.

A student on progress probation because of an excess of units for which grades of W, INC or NC are recorded shall be removed from probation when the percentage of units completed in this category rises above 50 percent.

Subject to Dismissal

A student shall be subject to dismissal when the student's cumulative grade-point average falls below 2.0 for two consecutive semesters. Students who are subject to dismissal are strongly encouraged to seek academic counseling from the Counseling Department. Call (661) 362-3287 for an appointment.

A student shall be subject to dismissal for progress when the number of units in which a W, INC, or NC is

recorded exceeds 50 percent for two consecutive semesters. Students who are subject to dismissal are strongly encouraged to seek academic counseling from the Counseling Department. Call (661) 259-7800 or (661) 352-3287 for an appointment.

Dismissal

A student will be dismissed if, after three consecutive semesters, his or her cumulative grade-point average is below 2.0. A student who is subject to dismissal shall not be dismissed if, in the most recent term of enrollment, the student enrolled in at least 6 units and earned a semester grade-point average of 2.25 or higher.

A student will be dismissed for lack of progress if, after three consecutive semesters, the number of units in which a W, INC or NC, is recorded exceeds 50 percent. A student who is subject to dismissal for lack of progress shall not be dismissed if in the most recent term the student completes more than 75 percent of the units in which the student enrolled.

Exceptions to Dismissal

A student who is dismissed may be continued subject to dismissal under the following conditions:

1. The dismissal determination is based on the academic record for the semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
2. The student elects to enroll in a prescribed corrective program designed to assist in improving academic skills.

Appeal of Probation, Subject to Dismissal, and/or Dismissal

A student who has been placed on probation is subject to dismissal or has been dismissed may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued subject to dismissal if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation or subject-to-dismissal status.

Academic Policies and Procedures

Appeals should be based on:

1. Evidence, based on the academic record, that subject-to-dismissal status does not reflect the student's usual level of performance.
2. Circumstances beyond the control of the student—accident or illness, for example.
3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.

Re-admission after Dismissal

A student who has been dismissed may request reinstatement after one semester has elapsed (including summer sessions). The student shall submit a written petition in consultation with a counselor, no later than two (2) months prior to the start of the semester in which the student plans to attend, requesting readmission to the Academic Standards Committee. The petition must include evidence of constructive achievement during the student's one semester of absence.

Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college. Readmitted students are returned to subject-to-dismissal status in accordance with college policy.

SUMMER SESSIONS

If a student has been dismissed for academic reasons following the spring semester, he or she may enroll in summer sessions in order to improve his or her academic standing. The following conditions shall be enforced:

1. The student must enroll in a minimum of three (3) units.
2. To be returned to subject-to-dismissal status and allowed to enroll in the fall semester, the student must earn a grade-point average of at least 2.25.

DIRECTORY INFORMATION

The Santa Clarita Community College District regards the following as "Directory Information" that can be released to the public: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student.

If you desire to withhold "Directory Information," you must file a written request with the Admissions and Records Office.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending College of the Canyons, regardless of the student's age.

EDUCATIONAL PROGRAMS

College of the Canyons offers four types of academic education: general education, transfer education, career/vocational education and developmental education.

General Education

The majority of courses offered at College of the Canyons are taken by students to meet general-education requirements for associate degrees. These general-education requirements are intended to provide students with a broad educational background so that they may participate in society more completely and benefit more from their participation.

Transfer Education

College of the Canyons provides preparation for transfer to four-year colleges and universities in more than 30 programs. Transfer courses are articulated to both the California State University and University of California systems (designated in the catalog as CSU and UC courses, respectively).

Career/Vocational Education

Career-education programs include vocational and occupational courses that enable students to acquire job skills or prepare for transfer to technical programs at four-year institutions. All career programs firmly support the principle of gender equity: men and women students are encouraged and supported to enter and complete any career program whether or not it has been a "traditional" field for their gender.

Developmental Education

Many courses in the English and mathematics departments are oriented toward allowing students to improve language skills (reading, spelling and writing) or mathematics skills (from basic arithmetic through high school courses).

ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall confer the degree of associate in arts or associate in science upon a student who has satisfactorily completed a minimum of 60 semester units of work with a 2.0 grade-point average (C) or better in the curriculum presented for the degree and has met the requirements below. An associate in science degree shall include a major of at least 18 semester hours in the fields of engineering, physical, or biological sciences or an occupational curriculum. A student may not earn both the AA and AS degree from the same program.

1. File a petition for graduation no later than the fourth week of the semester in which the requirements will be completed.
2. Complete a minimum of 12 units at College of the Canyons (residence requirement).
3. Complete a minimum of 21 semester units of general education, including at least one course in each of the following areas. A given course meets the requirements in only one area.

a. Natural Sciences - three unit minimum

- *Astronomy 100, 101, 102
- *Biological Science 050, 100, 106, 107, 120, 125, 130, 204, 205, 215, 216, 219, 221, 230, 231, 250
- *Chemistry 110, 151, 201, 202, 221, 255, 256
- *Geology 100, 101, 102, 103, 105, 106, 107
- *Physics 101, 110, 111, 220, 221, 222

OR

- *Anthropology 101, Geography 101, Physical Science 101, Psychology 102

b. Social and Behavioral Sciences - three unit minimum:

- *Anthropology 103, 105, 210, Business 103, Child Development 120, Communication Studies 223, 246, 256, 260, Geography 102, Journalism 100, RTVF 100, Sociology 105 (formerly Interdisciplinary Studies 100)

Any course in:

Economics, History, Political Science, Psychology (except Psychology 102 & Psychology 103), Sociology

c. Humanities - one course, three or more units, or combination of courses giving three or more units, from the list below.

- * Anthropology 210
- * Art 110, 111, 113, 114, 124A, 124B, 133, 140, 141, 142, 205, 222, 250
- * Communication Studies 105, 150, 225, 246, 250, 256, 260
- * Dance 100, 101, 111, 121, 122, 131, 132, 133, 134, 135, 141, 142, 160, 161, 170, 179, 180
- * English 080, 102, 105, 106, 107, 135, 250, 251, 260, 261, 263, 264, 265, 271, 272, 273, 274, 275, 280
- * Foreign Language: French 101, 102, 150, 201, 202; German 101, 102, 150, 201, 202; Spanish 101, 102, 150, 201, 202
- * History 101, 102, 191, 192, 240, 241, 242, 243
- * Humanities 100, 101, 105, 106, 150
- * Cinema 120, 122, 125
- * Music 100, 105, 106, 120, 125, 174, 175, 176
- * Philosophy 101, 102, 110, 111, 112, 210, 220, 240
- * Photography 140, 150, 160, 175, 285
- * Sign Language 101, 102, 103, 110
- * Sociology 200
- * Theater 110, 126, 140, 141, 144, 175, 190, 192, 220, 221, 230, 240

d. Language and Rationality - six semester units (completion of both requirements (i) and (ii) is required).

- (i.) Quantitative Skills - The student will either test out by means of the placement exam or complete 3 units of mathematics (Math 063, 070 or higher), Business 144 or Economics 291.

Academic Requirements

- ii. Communication Skills - The student will either test out or complete a minimum of three units from the following courses:

English 090, 092, 101, ESL 100, 105, Journalism 105

If the student completes both the i and ii requirements in less than 6 semester units through a combination of coursework and testing, the remainder of the six unit requirement will be selected from the following courses:

- * Business 144
- * Communication Studies 105, 205, 225, 227
- * Economics 291
- * English 080, 090, 092, 101, 102, 103, 105, 134
- * ESL 100, 105
- * Computer Electronics 134
- * Computer Information Technology 116
- * Computer Science 111, 132
- * Journalism 105, 110, 205, 210
- * Math 063, 070, 102, 103, 130, 140, 211, 212, 213, 214, 215, 240
- * Philosophy 205, 230
- * Psychology 103
- * RTVF 201
- * Sociology 108

e. American Institutions - six unit minimum. The requirement may be satisfied in one of the following ways:

- * History 150 and Political Science 150
- * History 170 and Political Science 150
- * History 111 and 112
- * History 111 or 112 and Political Science 150
- * History 245 and Political Science 150

f. Physical Education - two units Physical Education or Dance activity required. (Veterans exempted)

4. Major field – Minimum of 18 units of study (C average) taken in a discipline or related disciplines as listed in the California Community College's Classification of

Instructional Disciplines. See specific programs for major requirements.

5. Electives

6. Writing Competency - A demonstrated ability to write expository prose in standard written English is required for the associate degree. The writing requirement may be satisfied through one of the following alternatives:

- a. Successful completion of English 090, 092, 101 (Composition), ESL 100, or Journalism 105 (Newswriting) .

- b. Demonstration of proficiency through examination

7. Reading Competency - A demonstrated competency in reading is required for the associate degree. The reading requirement may be satisfied through one of the following alternatives: a. Successful completion of English 080, 101, ESL 100, or their equivalent. b. Demonstration of proficiency through examination.

8. Mathematics Competency - A demonstrated competence in mathematics is required for the associate degree. The mathematics requirement may be satisfied through one of the following alternatives:

- a. Successful completion of Mathematics 063 or higher, Business 144, or Economics 291.
- b. Demonstration of proficiency through examination.

SECOND ASSOCIATE DEGREE

College of the Canyons is authorized to award a second associate degree provided the following conditions are met:

1. Minimum of 18 semester units are completed in the new major after the awarding of the first degree.
2. Minimum of 12 semester units are completed in residence at College of the Canyons after the awarding of the first degree.
3. All current College of the Canyons general-education and American institutions requirements will have been met with the awarding of the first degree. If not, these classes will also be required.

The opportunity to work for a second degree is restricted to those students able to demonstrate a particular need and requires the approval of the vice president/dean of instruction or the dean, student services.

GENERAL ARTS AND SCIENCES MAJOR

For students who do not desire intensive training for specific jobs but plan to spend their time in the community college broadening their cultural background, improving their effectiveness as citizens and parents, and adding to their understanding and knowledge of the world in which they live, the General Arts and Sciences Major allows students to obtain an associate degree that may lead to a four-year college or university transfer. This major has the following requirements.

1. Natural Sciences - At least 9 units (six units above the general associate degree requirement), which must include one biological science and one physical science.
2. Social Science - At least 9 units (six units above the general associate degree requirement), which must include courses in two or more subject fields.
3. Humanities - At least 9 units (six units above the general associate degree requirement), which must include courses in two or more subject fields.
4. Language and Rationality - At least 9 units (three units above the general associate degree requirement), which must include both English and quantitative reasoning (mathematics-type) courses.

GENERAL-EDUCATION TRANSFER MAJOR

Students who intend to complete the general-education transfer requirements for certification to the California State University or University of California systems may choose to use the certification pattern as their courses presented for the major. A counselor should be consulted to clarify this option.

CERTIFICATE OF ACHIEVEMENT

The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall issue a certificate of achievement when a student has successfully completed a course of study or curriculum with grades of C or better, as specified in the College catalog and listed in the Degree Curricula and Certificate Programs.

CERTIFICATE OF COMPLETION

A certificate of completion is a departmental award in recognition of completed coursework. It does not imply that a graduation requirement has been met. The issuance of the departmental award is not recorded on the student's official transcript.

Transfer Requirements

Transfer curricula information has been compiled to help the many College of the Canyons students who intend to transfer to another college or university.

Each institution of higher learning has its own requirements for admission and junior standing. To prepare for continued education, a student must decide which college the student will attend and learn the requirements of that particular college. These requirements can be found in the catalog of that institution. A catalog file is available in the Transfer/HITE Center and the Library.

A university may be made up of a number of colleges. The college in which one will do work depends on the field of study or major. This means that in any institution of higher learning it will be necessary for a student to fulfill three types of requirements: First, the general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which a student majors.

While attending College of the Canyons, a student who plans to transfer to a four-year college or university should take the courses required by the institution the student is preparing to attend. Since each institution numbers its courses differently, the student must study the course descriptions at both colleges to see if they are equivalent. The student is advised to seek counseling assistance as early as possible in planning transfer to a four-year institution.

The student should take care in observing the application deadlines that are published by the various institutions.

For help on which courses meet transfer requirements for specific majors at various four-year colleges and universities, please see a College of the Canyons counselor.

2001-2002 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (FOR TRANSFER TO CSU AND UC)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California (i.e., College of Letters & Science, etc.) system without the need, after transfer, to

take additional lower-division, general-education courses to satisfy campus general-education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of C or better.

AREA 1 - ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group below.

UC: 2 courses required, one each from group A and B.

Group A:

English - Composition (1 course, 3 semester units)

English 101

Group B:

Critical Thinking - English Composition English 102 or English 103

Group C:

Oral Communication - CSU only (1 course, 3 semester units) Speech Communication 105

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units minimum)

Mathematics 103, 140, 211, 212, 213, 214, 215, 240

AREA 3 - ARTS & HUMANITIES

(At least 3 courses, with at least one from the "arts" and one from the "humanities" - 9 semester units)

Arts Courses:

Art 110, 111, 205, Cinema 120, 122, Dance 100, Music 100, 105, 106, Photography 140, Theater 110, 220, 221

Humanities Courses:

Anthropology *210, English 135, 150, 250, 251, 260, 261, 263, 264, 265, 271, 272, 273, 274, 275, 280, French 201, 202, German 201, 202, History *101, *102, *120, ** *111, ** *112, ** *150, *170, *191, *192, *210, *240, *241, *242, *243, *245, Humanities 101, 105, 106, Philosophy 101, 102, 210, 220, Sign Language 110, Sociology *200, Spanish 201, 202, 240

* Course may be listed in more than one area, but shall not be certified in more than one area.

** Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

(At least three courses in at least two disciplines - 9 semester units)

Anthropology 103, 105, *210, Biological Sciences 120, Economics 201, 202, Geography 102, History *101, *102, ** *111, ** *112, ** *150, *120, *170, *191, *192, 210, *241, *242, *243, *240, *245, Journalism 100, Political Science 150, 250, 270, Psychology 101, 105, 172, 230, 235, Sociology 100, 101, 102, *200, 207, Speech Communication 250

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

(Two courses, one Physical Science course and one Biological Science course; at least one must include a laboratory: 7-9 semester units)

Physical Sciences:

Astronomy 101, 102, Chemistry **151, 201, 202, 221, 255, 256, Geography 101, Geology 100, 101, 102, 105, Physics 101, **110, **111, **220, **221, **222

Biological Sciences:

Anthropology 101, Biology **100, **106, **107, 130, **204, **205, **215, **216, 221, 230, 231, **250, Psychology 102

LANGUAGE OTHER THAN ENGLISH

(UC requirement only) (Proficiency equivalent to two years high school study)

French 101, German 101, Sign Language 101, Spanish 101 or 101A

AMERICAN INSTITUTIONS STUDIES

(Six units required): Not part of IGETC but required for graduation from CSU.

U.S. History (3 units) and U.S. Constitution, State and Local Government (3 units) required.

- (a) History 150 and Political Science 150
- (b) History 170 and Political Science 150
- (c) History 111-112 (History Majors)
- (d) History 111 or 112 and Political Science 150
- (e) History 245 and Political Science 150

* Course may be listed in more than one area, but shall not be certified in more than one area.

** Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.

- AP Exam scores of 3, 4 or 5 may be used to satisfy any IGETC subject area except Critical Thinking - English Composition.
- Students transferring to UC do not have to meet the oral communication requirement.
- Students transferring to CSU do not have to meet the proficiency in language other than English requirement.

Courses used to meet the American Institutions requirement may not be used to fulfill IGETC requirements above.

2001-2002 GENERAL-EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM

(In Compliance with Executive Order 595 - Subject to revision by CSU system)

Upon completion of this pattern of courses, College of the Canyons will certify that a student's lower-division, general-education requirements are completed for any of the 23 campuses within the CSU system. If you transfer with GE certification, you will be responsible only for an additional 9 upper-division semester units in general education. Certification is not automatic; you must request certification with your final transcript at the Admissions and Records Office.

NOTICE:

1. These requirements apply to students who began college starting with the fall 2001 semester.
2. Students must have a minimum of 56 transferable semester units with a C average (2.0 GPA) to be considered an upper-division transfer. Of the 56 units needed, at least 30 semester units must be from the GE courses listed below. Completion of 60 transferable semester units constitutes "junior" standing.
3. Students must complete all of Area A (Communication in the English Language & Critical Thinking) and Area B-4 (Mathematics/Quantitative Reasoning) with C grades or better. Be aware that some campuses may not let you complete Area A and B-4 during your last term prior to transfer to CSU. See a counselor for specifics.

Transfer Requirements

4. With the exception of the science lab requirement (B-3), a single course may not meet more than one general-education requirement.

5. For clarification of transfer eligibility, please contact a COC counselor or program advisor.

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

9 units (Select 3 units from each sub-category.)

A-1: Oral Communication: Communication Studies 105, 205, 223

A-2: Written Communication: English 101

A-3: Critical Thinking: Communication Studies 225; Computer Science 111, 132; English 102, 103, 134; Mathematics 140; Philosophy 205, 230; Sociology 108

AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

9 Units (Select at least one 3-unit class from B-1, B-2, and B-4. At least one of the selections must include a lab course, listed in B-3.)

B-1: Physical Science: Astronomy 100, 101, 102; Chemistry 151, 201, 202, 221, 255, 256; Geography 101; Geology 100, 101, 102, 105, 106, 107; Physical Science 101; Physics 101, 110, 111, 220, 221, 222

B-2: Life Science: Anthropology 101; Biology 100, 106, 107, 130, 204, 205, 215, 216, 221, 230, 231, 250; Psychology 102

B-3: Laboratory Activity (At least one of the following classes, which have labs, must be included in Group B-1 or B-2): Biology 100, 106, 107, 204, 205, 215, 216, 221, 230, 231, 250; Chemistry 151, 201, 202, 221, 231, 255, 256; Geology 100, 107; Physical Science 101; Physics 101, 110, 111, 220, 221, 222

B-4: Mathematics/Quantitative Reasoning: Economics 291; Mathematics 102, 103, 130, 140, 211, 212, 213, 214, 215, 240

AREA C: ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGES, ETHNIC STUDIES, GENDER STUDIES

9 Units (9 Units total, with at least one class from C-1 and C-2.)

C-1: Arts (Art, Dance, Music, Theater): Art 110, 111, 113, 124A, 124B, 133, 140, 141, 205; Cinema 120, 122;

Communication Studies 150; Dance 100, 101, 111, 112, 121, 122, 131, 132, 141, 142, 160, 170; English 105; Music 100, 105, 106, 120, 121, 122, 123, 125, 126; Photography 140, 150, 160, 285; Theater 110, 140, 141, 190, 220, 221

C-2: Humanities (Ethnic Studies, Gender Studies, Literature, Philosophy, Foreign Language): Anthropology 210; English 102, 135, 150, 250, 251, 260, 261, 263, 264, 265, 271, 272, 273, 274, 275, 280; French 101, 102, 201, 202, 241, 242, 243; German 101, 102, 201, 202; History 101, 102, 120, 191, 192, 240, 241, 242, 243; Humanities 101, 105, 106; Philosophy 101, 102, 210, 220; Sign Language 110; Sociology 200; Spanish 101, 101A, 102, 150, 160, 201, 202, 240; Theater 240

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

9 Units (Select classes from at least two of the sub-categories listed below. It is recommended that the American Institutions requirement be met within the selected 9 units.)

D-1: Anthropology and Archaeology: Anthropology 103, 105

D-2: Economics: Economics 150, 201, 202

D-3: Ethnic Studies: Anthropology 210; History 101, 102, 240, 245; Sociology 100, 105; Spanish 240

D-4: Gender Studies: Communication Studies 260; Health Science 243; History 120; Psychology 235; Sociology 200

D-5: Geography: Geography 102

D-6: History: History 101, 102, 111, 112, 120, 150, 170, 191, 192, 210, 240, 241, 242, 243, 245

D-7: Interdisciplinary Social or Behavioral Science: Biological Sciences 120; Child Development 120; Communication Studies 246, 256; Health Science 243; Sociology 105

D-8: Political Science, Government and Legal Institutions: Political Science 150, 250, 270, 290

D-9: Psychology: Psychology 101, 105, 172, 230, 235

D-10: Sociology and Criminology: Sociology 100, 101, 102, 108, 200, 203, 207, 208, 210, 233

NOTE: The American Institutions requirement

(U.S. History, Constitution, California State and Local Government) as well as requirements for Political and Economic Institutions may be met by completion of one of the following options:

- a. History 150 and Political Science 150;
- b. History 170 and Political Science 150;
- c. History 111 and 112;
- d. History 111 or 112 and Political Science 150
- e. History 245 and Political Science 150

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 Units

Communication Studies 250; Dance 101, 133, 134, 135 (unit limitation - all Dance courses); Health Science 150, 243; Journalism 100; Personal Development 111; Physical Education 100, 101; Physical Education Activity Classes 117-260 (limited to two units); Psychology 105, 150, 172, 230; Radio/Television/Film 100; Sociology 103, 208, 233

Santa Clarita Community College District					
LOS ANGELES COUNTY					
Crime Statistics Report					
Report of offenses committed during 1994, 1995, 1996 AND 1997.					
<u>Offense</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
I. THE OCCURRENCE ON CAMPUS OF THE FOLLOWING CRIMINAL OFFENSES:					
a) Murder	0	0	0	0	0
b) Forcible & nonforcible sexual assault	0	0	0	1	0
c) Robbery	0	0	0	0	2
d) Aggravated assault	0	0	4	0	0
e) Burglary	0	1	2	28	16
f) Motor vehicle theft	4	0	3	0	0
II. The number of arrests for the following crimes occurring on campus:					
a) Liquor Law Violations	0	0	0	0	0
b) Drug Abuse Violations	0	1	0	1	0
c) Weapons Possessions	1	0	2	0	0

Special Programs & Courses

CIVIC CENTER OFFICE

The Civic Center Office is responsible for processing facility requests for use of College facilities. Facility-use questions should be directed to (661) 362-3240.

COMMUNITY EXTENSION

Community Extension provides new avenues for personal development, cultural enrichment, and recreational enjoyment for all ages. Our "not for credit," fee-based programs include continuing education for professionals, cultural events, educational travel and educational enhancement experiences for the Santa Clarita Valley.

Community Extension staff can be reached at (661) 362-3304 for questions regarding courses, registration procedures and/or future course offerings. Those wishing to propose new courses should call and request an instructor package.

DISTANCE LEARNING

The Distance Learning Program makes it possible for students to earn transferable college credits by taking courses via television or computer and the Internet. A distance-learning course is one in which the student and the instructor are removed from one another for at least 30 percent of the course time. These courses allow students greater flexibility than regular classroom attendance but provide the same quality. Distance-learning courses are listed in each schedule of classes and on our Web site (<http://www.coc.cc.ca.us>). Call (661) 362-3600 for additional information.

Online Courses

Online courses require that students have access to a computer with a modem and World Wide Web browser software such as Netscape Navigator or Microsoft Explorer (version 3 or higher). Students will communicate with their instructor(s) via e-mail and will need access to an Internet service provider. There may be on-campus orientation meetings and periodic on-campus testing.

College by Television (CTV)

CTV courses are aired on public television and on the local public-access cable channel. Because of the times that public TV broadcasts course lessons, having access to a VCR is critical. Students review the lessons, complete study assignments, and attend review sessions and take exams on campus.

EDUCATIONAL PARTNERSHIPS

Our partnerships with other higher-education institutions are a great advantage for our students. Besides our transfer alliances throughout the HITE Program, California State University, Bakersfield (CSUB) and University of La Verne currently provide upper-division, bachelor's degree coursework on the College of the Canyons campus. CSUB offers its Liberal Studies directly from our lower-division courses and completion of the teacher-credential program on the College of the Canyons campus. CSUB also offers a Bachelor of Science in environmental resource management. La Verne offers the upper-division work toward a bachelor's degree in business management. Over the next few years, we expect to build University Center on campus with the help of local business partners and donors. The center will bring together approximately eight universities that will offer bachelor's and graduate degrees in up to 25 majors.

College of the Canyons also has several partnerships with the local high school district, the William S. Hart Union High School District. One of them, located on our campus, is Academy of the Canyons, a comprehensive high school through which students take their required high school classes and college classes as well. The program is designed for students who are mature and ready for a college-campus experience. Applications are made through the high school district.

EMPLOYEE TRAINING INSTITUTE Your Business is Our Business

The College's local training resources combined with the training needs of business and industry have created a business partnership that makes good business sense.

A valuable training resource, the Employee Training Institute (ETI) provides custom-designed instruction at company work sites, offering the local business community unparalleled opportunities and benefits. Our programs are local; they help provide businesses with highly trained, productive employees; improve job skills to meet changing technologies; increase employee satisfaction; and provide businesses with the ability to meet changing business markets.

Convenience

Classes are scheduled before, during, or after business hours on weekdays or weekends throughout the year. The programs can be short or long-term, a single workshop or a series and run several weeks.

Quality

The Employee Training Institute brings resources and training expertise to public and private employers of the Santa Clarita Valley. Training meets company standards, and courses can be offered for college credit.

Cost-Effective

ETI's fees are economical and competitive. Because ETI is local, companies need not pay the cost of bringing an outside training firm into town or sending employees out of town.

HITE AND HONORS PROGRAM

The High-Intensity Transfer Enrichment (HITE) and Honors Program is designed to challenge students to achieve their highest academic potential and to successfully transfer to four-year institutions. To meet these goals, students in the program undertake special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members. Students completing projects/contracts in 18 units are eligible to become HITE graduates while students who also have at least a 3.0 GPA can become HITE/Honors graduates. All students who complete the program receive special recognition at graduation and a cash award. Diplomas and transcripts are also notated.

Other benefits for participating in the HITE and Honors Program include the opportunity to establish a closer relationship with professors, increasing the likelihood of better letters of recommendation for transfer admissions and scholarships. HITE and Honors students also have the chance to tour local four-year colleges and universities, where they meet with counselors and often receive complimentary catalogs and tickets to cultural and sporting events.

Transfer Alliance Agreements and Honor Societies

Additionally, participants intending to transfer to UCLA are eligible for membership in the Transfer Alliance Program (TAP), which gives priority admission consider-

ation to any major in the College of Letters and Science at UCLA. Similarly, students interested in transferring to USC can participate in the Transfer Scholars Partnership (TSP) and receive guaranteed priority admission consideration to USC and special consideration for scholarships. Moreover, students intending to transfer to Pepperdine University can join our transfer program called Wavelink to receive priority transfer admission and scholarship consideration. Students who plan to transfer to Pomona College can participate in our Pomona Agreement for Transfer Honors (PATH) to qualify for priority admission and scholarship consideration. Students interested in transferring to UC Riverside can participate in our Honors Alliance for Riverside Transfers (HART) for priority admission, housing and scholarship consideration. New alliances are being added all the time, so check with the HITE and Honors Office. In addition, students with a 3.0 grade-point average or better can join the COC chapter of Alpha Gamma Sigma (the California community college honor society). Students with a 3.5 grade-point average or better are eligible for membership in Phi Theta Kappa (the national community college honor society). Membership in one or both of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more.

For information about the HITE and Honors Program, TAP, PATH, TSP, Wavelink or the other alliances and the two honor societies, call the HITE Office at (661) 362-3333 or drop by the office in Room C-103 and pick up a HITE and Honors Program brochure.

INTENSIVE SPANISH INSTITUTE (ISI)

The Spanish Department offers a unique daytime foreign-language program, combining traditional courses with cultural workshops and guided group conversations over a one-week period. Students can earn up to 3.25 units of credit during the five days of the total immersion program. The comprehensive program provides all levels of language instruction from beginning to advanced. Cultural learning is an integral part of this program, which is ideal for teachers who need a second language requirement, nurses and emergency service personnel, students who want an in-depth language and cultural experience, and community members interested in Spanish language and culture. Both language and cultural options are offered. Specialized courses are

Special Programs & Courses

offered in Spanish for the Medical Professions; Spanish for Teachers; Spanish for the Business Profession, Spanish for Law Enforcement and more.

For information, contact the institute director at (661) 362-3530 or consult the Schedule of Classes.

INTERNATIONAL STUDENTS PROGRAM (ISP)

The International Students Program (ISP) exists to assist all foreign students attending College of the Canyons. The ISP Office is located in Room C-101. Students can be assisted in obtaining I-20 certification as a step to receiving an F-1 student visa. Academic, vocational and personal counseling are provided to foreign students by the ISP Office. Students are encouraged to make an appointment by calling (661) 362-3580.

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

Mathematics, Engineering, Science Achievement (MESA) is a program that helps students excel in math, engineering and the sciences. If your goal is to transfer to a university with a major in math, engineering or science and you are eligible for financial assistance, then MESA is for you.

MESA is based on a rigorous program that builds academic skills and encourages cooperative problem-solving. Student learning communities, access to technology, academic advisement and other support services are available to MESA students while they are at College of the Canyons. The MESA student study center, located in Building X-2, is where students can study, participate in workshops, and receive academic advisement and support. For more information, call (661) 362-3448.

PROGRESSIVE ADULT COLLEGE EDUCATION (PACE)

PACE is an accelerated educational format for working adults to complete their education while meeting the demands of their busy lives. Most classes meet one evening per week and on Saturdays. While the traditional semester lasts for 18 weeks, most PACE classes run nine-week sessions. If you take two classes at a time, you are able to complete 12 to 15 units per semester. In only five semesters, taking two courses each session, you can fulfill most requirements for your associate degree and prepare to transfer to a university.

Features of the PACE program include

- * College courses for busy adults,
- * Most classes meet one night per week and selected Saturdays,
- * Classes that start every nine weeks at many locations,
- * Career skills enhancement,
- * Completion of an associate degree or preparation to transfer in only five semesters,
- * Choosing from Business Administration, Liberal Studies, or General-Education Distance Learning (Saturday track).

For more information, contact the PACE Office at (661) 362-3525 or by e-mail at: pace@mail.coc.cc.ca.us.

SCHOLASTIC HONORS President's Honors List

A President's Honors List of students who achieve academic honors is published each semester. It lists the name of each student who has completed 12 units or more of work with a grade-point average of 3.5 or higher during the immediately preceding regular semester. In addition to the public recognition given to the President's Honors List, each student listed will receive a letter of commendation.

Graduation with Honors

Students who have attained a grade-point average of 3.5 for all college work and completed a minimum of 30 semester units in a community college are awarded honors at graduation. Students meeting all these requirements and who attain a grade-point average of 3.75 and above are graduated with high honors.

SEMESTER ABROAD

The College is a member of the Southern California Foothills Consortium, a group of California community colleges. Through the Consortium, the College offers the Semester in Salamanca, (Spain) Program in the spring and the Semester in London Program in the fall. Both programs are open to students of all ages who have earned at least 12 college units with a grade-point average of 2.5 or higher and qualify to take English 101. An information meeting is given in the term prior to the start of each program. This meeting provides interested students with program highlights, details and costs.

The College also offers the London Work and Study Program through a consortium arrangement with Mt. San Antonio College. The requirements are the same as those for the semester-abroad programs described above, except that a student must have carried a minimum of 8 units in the semester prior to participating. Orientation meetings are also held.

TECH PREP

Tech Prep is a sequenced program of study beginning in high school and/or Regional Occupational Program and continuing through community college. The goal is to ensure students make a smooth transition from high school to college and into meaningful high-quality employment, and/or to further their education. Tech Prep addresses the need expressed by the business community throughout the nation to better educate and train students for employment in a technical career and inevitable future career shifts brought about by our rapidly changing technological workplace.

A critical component of Tech Prep is the creation of partnerships between education and employers in order to help students learn more about their potential career path. College of the Canyons is continuously working with its business partners and local feeder high schools to develop programs in the fastest-growing occupational areas in its geographic region.

In addition to career exploration and career-related school-based learning, Tech Prep promotes work-based learning such as: Cooperative Work Experience Education, internships, volunteer and Community Service Learning, job shadowing and mentoring. Tech Prep also provides referral to other college departments and to other agencies for job placement and career-related services.

SPECIAL COURSES

Special Topics Courses (098 or 198)

Special topics courses are offered in a department to add depth to the course offerings. Special topics courses in a department is offerings have consistent pedagogy but with a focus area that changes from term to term. Topics are differentiated from one another within the department offerings by a unique letter designation after the number, i.e. 198A. Each special topics course is designated with the number 198 (transferable) or 098 (non-transferable).

Experimental Courses - Courses Listed as 099 or 199

An experimental course is offered with the intent to make it part of the regular curriculum. Each experimental course is designated with the number 099 (non-transferable) or 199 (transferable).

Independent Study Courses

Enrollment in existing courses by independent study is done with permission of the instructor to act as sponsor, as well as the Instruction Office. Individual-Independent-study courses may be taken only in substitution for approved courses not available during the semester of enrollment. See a College counselor for further information.

299 Directed-Study Courses

Enrollment in directed study courses is by consent of the instructor to act as sponsor. Admission is based on evidence of ability to pursue independent study in-depth and approval of a project at the time of enrollment in the course. Regular progress meetings and reports are required during the semester. Enrollment is not a substitution for an existing course.

NOTE: Consult a counselor regarding limitations on maximum credit allowed for independent study or directed-study courses upon transfer to the University of California system.

WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM

The Cooperative Work Experience Education (CWEE) Program has been integrated into programs throughout the College. This program allows students to apply knowledge they gain in college courses in an actual work setting. In addition, internship students who qualify for this program are able to sample career choices and improve job-readiness skills. This would be a paid or unpaid work experience that provides college credit. Information regarding student-eligibility requirements is available from the CWEE office by calling (661) 362-3309 for general CWEE information or (661) 362-3681 for internship information.

Special Programs & Courses

WHY IS THE CWEE PROGRAM OFFERED?

College of the Canyons and the local business community recognize job experience is a valuable learning resource. The CWEE objectives are designed to help the student:

1. Gain realistic work experience that is meaningfully related to the student's program major.
2. Acquire knowledge, skills and attitudes essential for successful employment in a specific program major.
3. Explore possible vocational career options.

TYPES OF CWEE ENROLLMENT

Occupational Work Experience Education

The CWEE program provides learning opportunities and career awareness for students through either paid or voluntary employment. Students must be employed in a field related to their occupational goals or college major.

General Work-Experience Education

The CWEE program is the supervised employment of students with the intent of assisting them to acquire desirable work habits, career awareness and positive attitudes in jobs. The jobs held by students need not be related to their occupational goals or college programs.

CWEE SCHOOL CREDIT

A CWEE student must be enrolled and maintain a seven-unit course load including CWEE throughout the fall and spring semesters. For summer, the student must be enrolled in at least one additional course from any of the summer sessions.

A student may earn one (1) unit of elective credit for every seventy-five (75) hours of paid work per semester or sixty (60) hours of volunteer work per semester.

For the satisfactory completion of Cooperative Work Experience Education, the College shall grant elective credit to a student as follows:

- a. General work-experience education: No more than three (3) credit hours per semester with a maximum of six semester credit hours.
- b. Occupational work-experience education: No more than four (4) credit hours per semester with a maximum of 16 semester credit hours.

Duplicate credit shall not be granted for concurrent enrollment in general work-experience education and occupational work-experience education with approved job-related objectives.

A. Student Eligibility: Occupational CWEE

1. The student's job must be directly related to his/her college major career goal.
2. Learning objectives are prepared each semester with the aid of the job supervisor and college advisor/coordinator.

B. Student Eligibility: General CWEE

1. The student's job does not have to be related to his/her college major or career goal.
2. Learning objectives are prepared each semester with the aid of the job supervisor and college instructor/coordinator.

HOW TO ENROLL IN THE CWEE PROGRAM

1. Enroll as a student at College of the Canyons with 7 units including CWEE internship.
2. When the semester begins, attend one of the mandatory orientation classes that will provide all program requirements. The orientation schedule will be listed in the current class schedule.

Degree Curricula and Certificate Programs

INSTRUCTIONAL PROGRAMS

ACADEMIC PROGRAMS

***=ASSOCIATE DEGREE PROGRAMS**

Administration of Justice*
Anthropology
Art
Astronomy
Athletic Training
Biology & Physical Science*
Bookkeeping/Accounting*
Business Management*
Chemistry
Child Development*
Cinema
Communication Studies
Computer Electronics*
Computer Information Technology*
Computer Networking
Computer Science*
Dance
Drafting (Design Arts & Technology)*
Economics
Engineering*
English
English as a Second Language (ESL)
Environmental Control*
Fire Technology*
Foreign Language
General Arts and Sciences
General Education-Transfer
Geography

Geology
History
Hotel/Restaurant Management*
Humanities
Industrial Technology*
Interior Design*
Journalism
Library Media Technology
Manufacturing Technology*
Marketing*
Mathematics*
Music
Nursing (LVN and RN)*
Personal Development
Philosophy
Photography
Photojournalism
Physics
Political Science
Psychology
Quality Technology*
Radio/Television/Film
Real Estate
Sign Language
Social Science
Sociology
Theatre
Welding

CERTIFICATE PROGRAMS

Administration of Justice
Bookkeeping/Accounting

- Accounting Technician
- Accounting Transfer Option

Business Management

- Human Resources Management
- Finance
- Small Business Management

Child Development

- Core Certificate
- Infant/Toddler
- Preschool
- School Age
- Special Education
- Supervision/Administration

Computer Information Technology

- Administrative Assistant
- Computer Business Applications

Computer Electronics
Computer Networking

- CISCO
- MCSE

Drafting

- Architectural
- Computer Drafting
- Mechanical

EMT
Fire Technology

- Pre-Service Option
- In-Service Option

Interior Design
Journalism
Library Media Technology
Manufacturing Technology
Marketing
Medical Assistant
Multi-Media

- Broadcast
- Business
- Communication
- Creative
- Music

Nursing

- CNA

Photojournalism
Quality Technology
Radio/Television/Film
Real Estate
Welding

Degree Curricula and Certificate Programs

*ADMINISTRATION OF JUSTICE PROGRAM DESCRIPTION

The Administration of Justice program involves the study of law enforcement in the United States with an emphasis on California law, procedures and evidence. Provides instruction in the understanding the background behind the laws.

Upon completion of the courses listed below (a total of 18 units), the student will have fulfilled the core requirements for an associates of science degree in Administration of Justice.

ADMJUS 101	Intro - Law Enforcement	3.0
ADMJUS 110	Principles & Procedures	3.0
ADMJUS 125	Criminal Law I	3.0
ADMJUS 135	Criminal Evidence	3.0
ADMJUS 185	Police-Community Relations	3.0

In addition to five classes listed above, 3 additional units must be selected from the remainder of the Administration of Justice courses offered at College of the Canyons.

CERTIFICATE PROGRAM

The purpose of a certificate program is to provide the student with personal and technical competence in a specific occupational area. Successful completion of the core courses listed below provide the student with broad knowledge and proficiency in the area of Administration of Justice.

Certificate of Achievement

ADMJUS 101	Intro - Law Enforcement	3.0
ADMJUS 110	Principles & Procedures	3.0
ADMJUS 125	Criminal Law I	3.0
ADMJUS 135	Criminal Evidence	3.0
ADMJUS 185	Police-Community Relations	3.0

In addition to five classes listed above, 3 additional units must be selected from the remainder of the Administration of Justice courses offered at College of the Canyons.

Total 18.0 units

Students are required to file a certificate petition with the Counseling Office.

DEGREE AND CERTIFICATE REQUIREMENTS

Classes required for the certificate can also be used to satisfy the 18-unit major requirement for the associate degree.

For the remaining general-education requirements, major courses and unit requirements, consult this catalog and/or a school counselor.

ANTHROPOLOGY PROGRAM DESCRIPTION

Anthropology is a scientific discipline that studies humans and human behavior. The subject is typically divided into two broad fields – physical and cultural anthropology. Physical anthropology is concerned with the evolutionary and biological features of human population. Cultural anthropology deals with a wide variety of learned forms of behavior, such as language, kinship, religion, economics, technology, values and personality.

As both a biological and social science, anthropology seeks to order and explain humankind and our bio-cultural history. As such, the anthropology program has been developed to provide a broad perspective concerning human biological and cultural origins, evolution and variations.

Anthropology courses compliment other social science and biological science courses. Anthropology majors are of value in careers as diverse as law and medicine. Specific careers such as an archaeologist, museum curator, archivist, documentary filmmaker and naturalist may be pursued through anthropology.

DEGREE REQUIREMENTS

An associate degree is not available in anthropology since this is considered to be a transfer major. Students wishing the A.A. degree should major in general education and include those classes listed below or other classes required by the transfer institution. Students not wishing to transfer may major in Social Science.

*ART PROGRAM DESCRIPTION

The Art program provides students two major foci: one is understanding and appreciating the cultural heritage of art; the second is developing skills in the studio arts

* Associate Degree Program

Degree Curricula and Certificate Programs

of drawing, painting, printmaking, design and sculpture. The art program offers a wide range of studio-skills courses at beginning and intermediate levels. Appreciation and history courses survey the development of art from the Paleolithic Period to the present, with a special focus on contemporary American artists. In addition to developing critical and creative skills, art students have many opportunities to get involved in contemporary art culture. As part of the regular program, students will do many of the following activities: visit local exhibitions, artists' studios, private collections and art libraries; gain assistance for transfer to four-year colleges and art institutions; prepare professional portfolios and obtain skills for personal appreciation.

DEGREE REQUIREMENTS

The major requirement for an associate degree in art may be met by completing any 18 units of art courses. Students planning to transfer should major in general education and include the classes required by the transfer institution.

ASTRONOMY/PHYSICS PROGRAM DESCRIPTION

The astronomy/physics program provides curriculum concerned with the properties of matter and energy, their interactions and transformations. Astronomy is the study of the principles and development of the solar system and the galaxies. The physics program includes both major and non-major courses. Astronomy classes are limited to general-survey introductory courses for physical-science majors or students looking for interesting alternatives to fulfill general-education requirements. The following is a sample of career options available for the astronomy/physics major. A few require the associate degree, most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer safety officer, engineer, teacher, astrophysicist.

DEGREE REQUIREMENTS

An associate degree is not available in physics or astronomy since these are considered to be transfer majors.

*BIOLOGICAL SCIENCES PROGRAM DESCRIPTION

Biological sciences covers all aspects of the scientific study of life and emphasizes both the unity and diversity

of living things. The structure, function and behavior of organisms are studied at the molecular, cellular, organismal and environmental levels. The biology program serves three areas of study: It provides a broad background of studies for the biology major preparing for transfer to a four-year institution; it offers support courses in human anatomy, human physiology and general microbiology that may be used to satisfy prerequisites for nursing programs and other allied-health fields; and it provides courses in natural science to fulfill general-education requirements. The following are many of the career options available for the biology major. A few of these require an associate degree; most require a baccalaureate degree and some require a graduate-level degree: agricultural consultant, animal health technician, biotechnology technician, dentist, environmental consultant, field biologist, forester, high school or college teacher, marine biologist, microbiologist, physician, veterinarian. In addition, a background in biology may be required for the following: registered nurse, physical therapist, respiratory therapist, dental assistant, medical technician, physician's assistant, and optometrist.

DEGREE REQUIREMENTS

The major requirement for an associate degree in **BIOLOGICAL AND PHYSICAL SCIENCE** may be met by completing any 18 units of science classes. Students planning to transfer should major in general education and include classes required by the transfer institution.

*BUSINESS PROGRAM DESCRIPTION

The business program offers a comprehensive range of courses for both the transfer and non-transfer student. Courses are offered in areas such as accounting, bookkeeping, business mathematics, international business, marketing, sales, electronic commerce, ethics, conflict resolution and entrepreneurship. Students wishing to complete transfer requirements for a degree in Business Administration may complete their lower-division work in accounting, economics, mathematics, and law prior to transfer. Certificate programs are designed to allow students to pursue knowledge in specialized areas that include accounting technician, entrepreneurship, personal finance, and marketing.

Degree Requirements

For the student interested in pursuing a four-year degree in business administration, the transfer program

* Associate Degree Program

Degree Curricula and Certificate Programs

certificate develops an understanding of accounting theory, technical procedures and professional standards and ethics.

BUS 160	Business Ethics	3.0 Units
CIT 145	QuickBooks (Recommended)	3.0 Units
Total		23.0 Units

Transfer Certificate

BUS 201	Principles of Accounting I	5.0 Units
BUS 202	Principles of Accounting II	5.0 Units
BUS 211	Business Law	3.0 Units
CIT 145	QuickBooks (Recommended)	3.0 Units
ECON 201	Macroeconomics	3.0 Units
ECON 202	Microeconomics	3.0 Units
ECON 291	Statistical Methods in Business & Economics	3.0 Units
Total		22.0 Units

Accounting Technician Certificate

BUS 100	Introduction to Business	3.0 Units
BUS 101	Bookkeeping & Accounting	5.0 Units
BUS 144	Business Mathematics	5.0 Units
BUS 206	Computerized Income Tax Accounting	3.0 Units
OR		
BUS 211	Business Law	3.0 Units
CIT 115	Business English	3.0 Units
CIT 145	QuickBooks	3.0 Units
Total		22.0 Units

Small Business Management Certificate

BUS 100	Introduction to Business	3.0 Units
OR		
BUS 110	Principles of Management	3.0 Units
BUS 101	Bookkeeping & Accounting	5.0 Units
BUS 117	Business Entrepreneurship	3.0 Units
BUS 126	Managing Diversity in the Workplace	3.0 Units
BUS 132	Negotiation and Conflict Resolution	3.0 Units
BUS 140	Principles of Marketing	3.0 Units

Human Resource Management Certificate

BUS 100	Introduction to Business	3.0 Units
BUS 110	Principles of Management	3.0 Units
BUS 126	Managing Diversity in the Workplace	3.0 Units
BUS 132	Negotiation and Conflict Resolution	3.0 Units
BUS 160	Business Ethics	3.0 Units
BUS 211	Business Law	3.0 Units
CIT 116	Business Communications	3.0 Units
Total		21.0 Units

Finance Certificate

BUS 100	Introduction to Business	3.0 Units
BUS 101	Bookkeeping & Accounting I	5.0 Units
BUS 144	Business Mathematics	5.0 Units
BUS 154	Finance	3.0 Units
BUS 156	Introduction to Investments	3.0 Units
Total		19.0 Units

Marketing Certificate

BUS 100	Introduction to Business	3.0 Units
BUS 110	Principles of Management	3.0 Units
BUS 140	Principles of Marketing	3.0 Units
BUS 141	Principles of Advertising	3.0 Units
BUS 142	Principles of Selling	3.0 Units
BUS 190	Principles of Electronic Commerce	3.0 Units
BUS 211	Business Law	3.0 Units
Total		21.0 Units

* Associate Degree Program

Degree Curricula and Certificate Programs

CHEMISTRY PROGRAM DESCRIPTION

Chemistry is the science that investigates the composition and properties of substances and elementary forms of matter. The Chemistry program serves several areas of study: it meets the science requirement for non-majors, and it meets the requirements for chemistry, physical science, technology, biochemistry and biology majors. The following are some of the many career options available for the chemistry major. A few of these require an associate degree; most require a baccalaureate degree and some require a graduate-level degree: high school or college teacher, pharmaceutical chemist, analytical chemist, food chemist, air-quality control, water-quality control, soil scientist, and oceanographer.

The chemistry program offers the following tracks:

- Chemistry 110, Introductory Chemistry (meets the science requirement for non-majors)
- Chemistry 151, General Preparatory Chemistry (meets the science requirement for non-majors and serves as a preparatory course for Chemistry 201)
- Chemistry 201-202, General Chemistry (for chemistry, science and technology majors.)
- Chemistry 221, Quantitative Analysis
- Chemistry 255-256, Organic Chemistry (for chemistry, biochemistry and biology majors.)

DEGREE REQUIREMENTS

The major requirement for an associate degree in Biological and Physical science may be met by completing any 18 units of science classes. Students planning to transfer should major in general education and include classes required by the transfer institution.

CINEMA PROGRAM DESCRIPTION

Courses in cinema provide a broad survey of the history, theory, techniques, and development of motion pictures. The history of film as an aesthetic form and its major artists, works and styles are emphasized.

DEGREE REQUIREMENTS

An associate degree is not available in cinema. Students wishing the associate degree should major in general education and include those classes required by the transfer institution.

COMMUNICATION STUDIES PROGRAM DESCRIPTION

Courses in communication studies focus on the ways in which verbal and nonverbal communication impacts the meaning of messages within different contexts. Coursework emphasizes the development of both effective communication practices and the skills to analyze communications. The addition of telecommunications, new technologies and diversity awareness necessitates individuals who can think critically and communicate effectively in a variety of settings. The department prepares students to identify and meet these demands and challenges within individual, small group and larger settings. Coursework in communication studies provides a foundation for success in all disciplines.

DEGREE REQUIREMENTS

An associate degree is not available in communication studies since this is considered to be a transfer major. Students wishing the A.A. degree should major in general education and include those classes required by the transfer institution. Students not wishing to transfer may also major in social science.

COMPUTER ELECTRONICS See Computer Networking

***COMPUTER INFORMATION TECHNOLOGY PROGRAM DESCRIPTION**

The Computer Information Technology (CIT) Department specializes in providing state-of-the-art education in computer literacy, computer software applications, Internet and Web technologies, e-commerce, and vocationally oriented job-training courses.

The comprehensive range of courses include Computer Fundamentals, Keyboarding and Document Processing, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), Business Communications, QuickBooks, Photoshop, Web Site Development, Web Site Authoring Tools, Principles of E-Commerce, and more.

An associate degree in Computer Information Technology is offered as well as various certificates in computer information technology and web technologies. The department is also an authorized testing center for Microsoft certification in all the Microsoft Office Suite programs (Word, Excel, Access and PowerPoint). The MOUS (Microsoft Office User Specialist) certification

* Associate Degree Program

Degree Curricula and Certificate Programs

provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. The CIT programs provide the training and exposure that is essential to prospective computer users and office workers at all levels. Excellent career opportunities exist for students in the expanding field of information technology.

CERTIFICATE PROGRAMS

Administrative Assistant Certificate

The Administrative Assistant Certificate is designed to provide a working knowledge of office systems and procedures and advanced-level computer skills required for a successful career or employment in an office or business environment.

CIT 101	Computer Fundamentals	3 units
CIT 140	Microsoft Office	3 units
CIT 110	Keyboarding and Document Processing	3 units
CIT 105	Microsoft Windows	3 units
CIT 150	Microsoft Word I	3 units
CIT 115	Business Communications	3 units
CIT 155	Microsoft Excel I	3 units
CIT 120	Office Procedures	3 units
	Total	24 units

Computer Applications Certificate

The Computer Applications Certificate is designed to provide a solid foundation in state-of-the-art, highly marketable business software used in industry today. These advanced-level computer skills are required for a successful career in the high-tech world.

CIT 135	The Internet	3 units
CIT 165	Microsoft PowerPoint	3 units
CIT 160	Microsoft Access I	3 units
CIT 110	Keyboarding and Document Processing	3 units
CIT 105	Microsoft Windows	3 units
CIT 150	Microsoft Word I	3 units
CIT 155	Mirosoft Excel I	3 units
CIT 166	Desktop Publishing	3 units
	Total	24 units

The MOUS (Microsoft Office User Specialist) Certificate is awarded by Microsoft through the department after completion of courses and successful testing of skills from the Microsoft Office Suite programs.

The Computer Information Technology department was formerly called Business Information Technology. The following chart compares previous course numbers and titles to current offerings.

Degree Curricula and Certificate Programs

*COMPUTER NETWORKING

PROGRAM DESCRIPTION

Computer networking involves the study, understanding, and application of basic and advanced personal computer hardware and software concepts. Computer networking includes such areas as Cisco router configuration, Category 5 cabling techniques and troubleshooting algorithms, installation and troubleshooting of PC networks and hardware, to name a few. The Computer networking program has the following four options open to students: a two-year occupation program leading to an associate degree, a 22-unit program leading to a College certificate in Cisco router configuration, a 27.5 unit program leading to a college MCSE certificate, or a 27.5-unit program leading to an associate degree. All four options include core curriculum and study that will lead to a College certificate in A+ hardware proficiency.

CERTIFICATE OF ACHIEVEMENT

The purpose of a certificate program is to provide the student with personal and technical competence in a specific occupational area. Upon successful completion (grade C or better) of the certificate core of courses, the student is believed to possess entry-level competencies.

CORE REQUIREMENT (all options)

CMPELC 130	Computer Electronics I	4.0 units
CMPNET 137	A+Certification I	2.0 units
CMPNET 138	A+Certification II	2.0 units
CMPNET 154	Cisco System Comp Networking 1	3.5 units
	Total	11.5 units

CISCO (CCNA)

CMPNET 155	Cisco System Comp Networking 2	3.5 units
CMPNET 156	Cisco System Comp Networking 3	3.5 units
CMPNET 157	Cisco System Comp Networking 4	3.5 units
	Plus Core	11.5 units
	Major Total	22.0 units

MCSE (Windows NT)

CMPNET 142	Networking Essentials	1.5 units
CMPNET 143	Implementing & Supporting MS Windows NT Workstation 4.0	2.0 units
CMPNET 144	Implementing & Supporting MS Win NT Server 4.0	2.0 units ⊕
CMPNET 145	MCSE Exchange Server	2.0 Units
CMPNET 146	MS Windows NT Server-Enterprise Technology	2.0 Units
CMPNET 147	MCSE System Administration of MS SQL Server	2.0 Units
CMPNET 148	MCSE Internetworking with MS TCP/IP On WinNt 4.0	2.0 Units
CMPNET 149	MCSE Internet Information Server on WinNT 4.0	2.0 Units
	Plus Core	11.5 units
	Major Total	27.0 units

MCSE (WIN 2000)

CMPNET 180	Windows 2000 Server	2 units
CMPNET 181	Windows 2000 Professional	2 units
CMPNET 182	Windows 2000 Directory Services	2 units
CMPNET 183	Windows 2000 Network Infrastructure	2 units
	Total (+11.5 from core)	19.5 units

DEGREE REQUIREMENTS

In addition to the degree requirements listed above, students must also complete the College of the Canyons associate degree general education requirements.

* Associate Degree Program

Degree Curricula and Certificate Programs

*COMPUTER SCIENCE PROGRAM DESCRIPTION

Computer science is a program dealing with the problems in organizing, representing, manipulating and presenting information in an automatic processing environment. Computerized information systems are being developed and used in almost every field where information must be processed. The goal of the computer science program is to provide understanding of the functions of the modern computer and operational skills in data entry and programming. The following is a sample of the many career options available for the computer science major. A few require an associate degree, most require baccalaureate degrees and some require a graduate degree: programmer, computer hardware specialist, database specialist, computer operator, systems analyst, programmer analyst, software engineer, computer engineer, teacher.

DEGREE REQUIREMENTS

CMPSCI 111	Introduction to Algorithms and Programming/Java	3.0 Units
CMPSCI 111L	Introduction to Algorithms and Programming Lab	1.0 Unit
CMPSCI 182	Data Structures and Program Design	3.0 Units
CMPSCI 182L	Data Structures and Program Design Lab	1.0 Unit
CMPSCI 122	Introduction to Digital Computers	3.0 Units
CMPSCI 222	Computer Organization	3.0 Units
	OR	
CMPSCI 235	C Programming	3.0 Units
CMPSCI 232	Concepts of Programming languages	3.0 Units
	OR	
CMPSCI 236	C++ Object-Oriented Programming	3.0 Units
CMPSCI 282	Advanced Data Structures	3.0 Units
MATH 211	Calculus I	5.0 Units

MATH 212*	Calculus II	5.0 Units
MATH 214*	Linear Algebra	3.0 Units
PHILOS 230	Symbolic Logic	3.0 Units
	OR	
3 additional units in computer science		3.0 Units

*Non-transfer students may complete 8 units of additional computer science course work.

Total Units for Major 36.0 Units

DANCE PROGRAM DESCRIPTION

The dance program introduces students to a variety of dance techniques that include Fundamentals of Dance, Beginning and Intermediate Ballet, Modern Dance, Beginning and Intermediate Jazz, World Dance, African Dance, Ballroom and Social Dance, Introduction to Tap Dance, Dance Concert Ensemble, Introduction to Choreography, and Introduction to Yoga. There are numerous opportunities for students of all levels and interests to perform by enrolling in the dance rehearsal and performance class or participating in one of the performing groups. Many dance courses also meet general-education requirements in the arts, humanities, and physical-education categories.

DEGREE REQUIREMENTS

An associate degree is not available in dance. Students wishing the associate degree should major in general education and include those courses required by the transfer institution.

*DESIGN ARTS AND TECHNOLOGY PROGRAM DESCRIPTION

The Design Arts and Technology Department (DAT) offers courses, certificates and/or degrees in the disciplines of animation, architectural drafting, computer aided drafting/design (CADD), graphic design, interior design, mechanical drafting and multimedia. The DAT program offers foundation and advanced courses in design principles, design history, applied color, material selections, visual communication and presentation techniques. The best selection of visual expression, whether hand- or computer-generated, will be emphasized to accurately communicate design concepts.

* Associate Degree Program

Degree Curricula and Certificate Programs

CERTIFICATE OF ACHIEVEMENT

Architectural Drafting

DAT 162A	History of Architecture and Furnishings I	3.0 Units
DAT 162B	History of Architecture and Furnishings II	3.0 Units
DAT 163	Architectural Drafting I	3.0 Units
DAT 262	Architectural Drafting II	3.0 Units
DAT 263	Space Planning	3.0 Units
DAT 264	AutoCAD for Architecture & Interior Design	3.0 Units
DAT 265	Advanced CADD for Architecture and Interior Design	3.0 Units

Plus nine units from:

DAT 100A	Intro to Design Technology I	1.0 Unit
DAT 100B	Introduction to Design Technology II	1.0 Unit
DAT 100C	Introduction to Design Technology III	1.0 Unit
DAT 101	Survey of Design Arts Technology	3.0 Units
DAT 184	Introduction to Animation	3.0 Units
DAT 187	Introduction to 3D Studio Max Animation	3.0 Units
DAT 282	Advanced AutoCAD (2D)	3.0 Units
DAT 283	Advanced AutoCAD - 3D	3.0 Units
DAT 286	Fundamentals of AutoLISP & AutoCAD	3.0 Units

Customization

DAT 287	Advanced 3D Studio Max – Animation	3.0 Units
	Total units	30.0 Units

CERTIFICATE OF ACHIEVEMENT

Computer-Aided Drafting/Design (CADD)

DAT 151	AutoCAD for Mechanical Drafting	3.0 Units
DAT 252	Mechanical Drafting II	3.0 Units
OR		
DAT 264	AutoCAD for Architecture & Interior Design	3.0 Units
DAT 265	Advanced CADD for Architecture and Interior Design	3.0 Units
OR		
DAT 282	Advanced AutoCAD (2D)	3.0 Units
DAT 283	Advanced AutoCAD - 3D	3.0 Units

Plus twelve units from:

DAT 100A	Intro to Design Technology I	1.0 Unit
DAT 100B	Introduction to Design Technology II	1.0 Unit
DAT 100C	Introduction to Design Technology III	1.0 Unit
DAT 101	Survey of Design Arts Technology	3.0 Units
DAT 184	Introduction to Animation	3.0 Units
DAT 187	Introduction to 3D Studio Max Animation	3.0 Units
DAT 282	Advanced AutoCAD (2D)	3.0 Units
DAT 283	Advanced AutoCAD - 3D	3.0 Units
DAT 286	Fundamentals of AutoLISP & AutoCAD	3.0 Units

* Associate Degree Program

Degree Curricula and Certificate Programs

Customization

DAT 287	Advanced 3D Studio Max – Animation	3.0 Units
	Total units	24.0 Units

DAT 151	AutoCAD for Mechanical Drafting	3.0 Units
DAT 252	Mechanical Drafting II	3.0 Units
DAT 253	Solids Modeling for Mechanical Drafting	3.0 Units

CERTIFICATE OF ACHIEVEMENT

Interior Design

DAT 060	Careers in Interior Design	1.0 Unit
DAT 061	Art and Accessories in Interior Design	1.0 Unit
DAT 062	Merchandising in Interior Design	1.0 Unit
DAT 102	Applied Color for Designers	3.0 Units
DAT 104	Rapid Visualization & Illustration	3.0 Units
DAT 160	Fundamentals of Interior Design	3.0 Units
DAT 161	Interior Materials and Products	3.0 Units
DAT 162A	History of Architecture and Furnishings I	3.0 Units
DAT 162B	History of Architecture and Furnishings II	3.0 Units
DAT 163	Architectural Drafting I	3.0 Units
DAT 263	Space Planning	3.0 Units
DAT 264	AutoCAD for Architecture & Interior Design	3.0 Units
DAT 266	Advanced Interior Design Studio	3.0 Units
DAT 295	Professional Practices	3.0 Units
	Total Units	36.0 Units

CERTIFICATE OF ACHIEVEMENT

Mechanical Drafting

DAT 150	Introduction to Mechanical Drafting and AutoCAD	3.0 Units
---------	---	-----------

MFGT 102	Engineering Drawing Interpretation	3.0 Units
----------	---------------------------------------	-----------

Plus nine units from

DAT 100A	Intro to Design Technology I	1.0 Unit
DAT 100B	Introduction to Design Technology II	1.0 Unit
DAT 100C	Introduction to Design Technology III	1.0 Unit
DAT 101	Survey of Design Arts Technology	3.0 Units
DAT 184	Introduction to Animation	3.0 Units
DAT 187	Introduction to 3D Studio Max Animation	3.0 Units
DAT 282	Advanced AutoCAD (2D)	3.0 Units
DAT 283	Advanced AutoCAD - 3D	3.0 Units
DAT 286	Fundamentals of AutoLISP & AutoCAD	3.0 Units

Customization

DAT 287	Advanced 3D Studio Max – Animation	3.0 Units
	Total units	24.0 Units

CERTIFICATE OF ACHIEVEMENT

Multimedia

DAT 100A	Intro to Design Technology I	1.0 Unit
DAT 100B	Introduction to Design Technology II	1.0 Unit

* Associate Degree Program

Degree Curricula and Certificate Programs

DEGREE REQUIREMENTS

DAT 100C	Introduction to Design Technology III	1.0 Unit
DAT 101	Survey of Design Arts Technology	3.0 Units
DAT 102	Applied Color for Designers	3.0 Units
DAT 104	Rapid Visualization & Illustration	3.0 Units
DAT 105	Digital Photography I	3.0 Units DAT
140	Visual Design	3.0 Units
DAT 173	Audio and Motion Graphics	3.0 Units
DAT 175	Multimedia Production	3.0 Units DAT
275	Multimedia Production II	3.0 Units
DAT 279	Multimedia Portfolio	3.0 Units
DAT 295	Professional Practices	3.0 Units
	Total units	33.0 Units

Classes required for the certificate can also be used to satisfy the major requirements for the associate degree (with the exception of Multimedia and Graphic Design.) Associate degrees are not available in Multimedia and Graphic Design at this time.

For remaining general-education requirements, major courses and unit requirements, consult this catalog and/or a counselor.

For emphasis in Broadcast add the following courses:

RTVF 100	Media & the Society	3.0 Units
RTVF 115	Writing for Broadcast	3.0 Units

For emphasis in Business add the following courses:

BUS 100	Introduction to Business	3.0 Units
BUS 140	Principles of Marketing	3.0 Units

For emphasis in Communications add the following courses:

JOURN 100	Media & the Society	3.0 Units
COMS 105	Speech Fundamentals	3.0 Units

For emphasis in Music add the following courses:

MUSIC 100	Fundamentals of Music	3.0 Units
MUSIC 105	Understanding Music	3.0 Units

Note: Many classes have a prerequisite or co-requisite; students should check with the current college catalog or their counselor before enrolling.

Students are required to file a certificate petition with the Counseling Office before certificate is issued.

Degree Curricula and Certificate Programs

ECONOMICS

PROGRAM DESCRIPTION

Economics is a social science that studies the production, consumption and distribution of goods and services. Economic study attempts to clarify how the use of natural, technical, and financial resources affects the lives of human beings. Economic concerns can range from how individuals make decisions, the roles of government and the Federal Reserve to the complex world of international trade. Economic theories are examined and applied to the modern economic world. Topics of specialization include macroeconomics, the overview of the U.S. economy; microeconomics, how businesses make decisions; business statistics, using numbers for analysis, and U.S. economic history, the economic development of the U.S., and consumer economics, how consumers make choices.

DEGREE REQUIREMENTS

An associate degree is not available in economics since this is considered to be a transfer major. Students wishing the A.A. degree should major in general education and include classes required by the transfer institution. Students not wishing to transfer may major in social science.

***ENGINEERING**

PROGRAM DESCRIPTION

The Engineering program provides curriculum concerned with the fundamentals of mechanics, electrical theory, and materials that can be applied to all disciplines within engineering. The program also concentrates on helping students develop critical-thinking skills, a creative imagination, and excellent communication skills to effectively function in the professional environment. These requirements were chosen to optimize the student's preparations for upper-division coursework for bachelor of science degrees in any field of engineering offered by four-year institutions. Since the coursework in engineering is sequential, students may spend less time earning an associate of science degree and/or bachelor of science degree by deferring some general-education requirements until their junior and senior years, giving priority to requirements for the engineering major. To facilitate student application and retention of course material, a cooperative-education program has been developed, that will allow selected students to participate in paid internships in specific areas of engineering.

DEGREE REQUIREMENTS

The requirements for the associate degree in engineering may be met by completing the courses in the engineering major listed below plus 8 units of physics. Students wishing to transfer should complete those courses required by the particular transfer institution.

Courses in Engineering Major

ENGR 101	Introduction to Engineering	2.0 Units
ENGR 151	Materials of Engineering	3.0 Units
ENGR 152	Statics	3.0 Units
ENGR 153	Electronic Circuits	4.0 Units
	Subtotal	12 Units

Core/General-Education Courses

CHEM 201	General Chemistry I	6.0 Units
CMPSCI 111	Introduction to Algorithms	3.0 Units
CMPSCI 111L	Programming Lab	1.0 Unit
MATH 211	Calculus I	5.0 Units
MATH 212	Calculus II	5.0 Units
MATH 213	Calculus III	5.0 Units
MATH 215	Differential Equations	3.0 Units
PHYS 220	Mechanics of Solids and Fluids	4.0 Units
PHYS 221	Electricity and Magnetism	4.0 Units
	Subtotal	36 Units
	Total	48 Units

***ENGLISH**

PROGRAM DESCRIPTION

The English Department provides a variety of courses that focus on the development of language skills and, the study of literature. Language-skills courses focus on specific problem areas in which the student needs developmental work: reading, spelling, grammar (sentence skills), writing, study skills and listening/note-taking. Composition and intermediate composition are important courses for transfer students who will face

Degree Curricula and Certificate Programs

complex writing assignments at four-year institutions. The scope of the literature program includes British, American, Bible, and world literature. The study of literature exposes students to a major source of cultural enrichment.

DEGREE REQUIREMENTS

The major for an associate degree in English can be met by completing:

Six units from:

ENGL101	English Composition & Literature	3.0 Units
ENGL101H	Honors English Composition & Literature	4.0 Units
ENGL 102	Intermediate Composition, Literature & Critical Thinking	3.0 Units
ENGL 103	Critical Reading, Writing & Thinking	3.0 Units

Three units from:

ENGL250	British Literature I	3.0 Units
ENGL 251	British Literature II	3.0 Units

Three units from:

ENGL260	American Literature I	3.0 Units
ENGL 261	American Literature II	3.0 Units

six additional units from:

ENGL 105	Creative Writing	3.0 Units
ENGL 106	Creative Writing – Nonfiction	3.0 Units
ENGL 135	Literature and Film	3.0 Units
ENGL250	British Literature I	3.0 Units
ENGL 251	British Literature II	3.0 Units
ENGL260	American Literature I	3.0 Units
ENGL 261	American Literature II	3.0 Units
ENGL 263	Introduction to Poetry	3.0 Units

ENGL 264	Study of Fiction	3.0 Units
ENGL 265	Introduction to Drama	3.0 Units
ENGL 271	Mythology	3.0 Units
ENGL 273	World Literature I	3.0 Units
ENGL 274	World Literature II	3.0 Units
ENGL 275	Shakespeare	3.0 Units
ENGL 280	Women's Literature	3.0 Units
HUMAN 105	Cultural Eras in Humanities I	3.0 Units
HUMAN 106	Cultural Eras in Humanities II	3.0 Units
	Total	18 units

ENGLISH AS A SECOND LANGUAGE PROGRAM DESCRIPTION

The ESL program offers beginning, intermediate and advanced-level courses aimed at preparing students for college-level work. Two separate but interrelated tracks are offered: ESL 040-105 are designed to develop the reading, writing, and grammar skills of students. ESL 071-081 focus on building learners' listening and speaking skills.

*ENVIRONMENTAL CONTROL PROGRAM DESCRIPTION

Environmental control is the study of water treatment and distribution processes as well as wastewater treatment and disposal. The program is designed to prepare students seeking a career in the water-treatment industry. The environmental control program also provides instruction for water personnel interested in career advancement. Coursework will help prepare students for various certification examinations given by the State of California Department of Health. Courses within this program include the following: Waste Treatment Plant Operator, Sewage Disposal Worker, Water Treatment Plant Operator, and Health and Safety Inspector, to name a few.

* Associate Degree Program

Degree Curricula and Certificate Programs

DEGREE REQUIREMENTS

The major for an associate degree in environmental control can be met by completing any 18 units of environmental control courses.

*FAMILY STUDIES AND EARLY CHILDHOOD EDUCATION PROGRAM DESCRIPTION

The early childhood education major includes core courses in child development and electives in other departments. The purposes include: educating students in the development of the young child; preparing candidates for child development permits (awarded by the California Commission of Teacher Preparation and Licensing, Child Development Division); providing a basis for further study (transfer) and preparation of teacher candidates; and preparing students for work with children in a variety of community settings.

Foster and kinship care education addresses current child-welfare issues and is coupled with ongoing classes in behavior management, attachment and separation, how fostering impacts the family, and working with birth families. A local advisory committee helps determine times, locations, and topics that will be offered. Certificates are given to participants who complete the classes. The classes are designed so that foster-care providers can meet state and county training requirements.

CERTIFICATE PROGRAM

The child development program offers courses leading to a core certificate that meets State of California minimum requirements to teach in a preschool, as well as several child development program certificates that are suggested for teaching positions in a variety of programs and can reflect the student's interest in specialized areas such as preschool teaching, infant/toddler development and curriculum, school-age child care and curriculum, special education and supervision, and administration of children's programs. Program certificate coursework assists students in meeting the California Child Development Permit requirements. The Child Development Permit is awarded by the state Commission of Teacher Preparation and Licensing and is required by teachers in such funded programs as children's centers and Head Start programs.

NOTE: A grade of C or better is required in all courses for all certificates.

CORE CERTIFICATE

CHLDEV 110	Introduction to Early Childhood	3.0 Units
CHLDEV 115	Curriculum Development & Classroom	3.0 Units
CHLDEV 116A	Curriculum Development/ Classroom Management Lab A	1.0 Unit
CHLDEV 120	Child Growth & Development	3.0 Units
CHLDEV 125	Child, Family & Community	3.0 Units
CHLDEV 175	Health Concerns and First Aid in Early Childhood	1.0 Unit
	Total	14.0 Units

PROGRAM CERTIFICATES WITH EMPHASIS IN: Preschool

CORE CERTIFICATE (14 units) plus

CHLDEV 116B	Curriculum Development/ Classroom Management Lab B	1.0 Unit
CHLDEV 116C	Curriculum Development/ Classroom Management Lab C	1.0 Unit
CHLDEV 144	Music & Motor Development for the Young Child	2.0 Units
CHLDEV 151	Art & Creativity for Young Children	2.0 Units
CHLDEV 155	Science & Math for the Young Child	2.0 Units
CHLDEV 156	Literature & Language Development for the Young Child	2.0 Units
CHLDEV 173	Childhood Nutrition	2.0 Units
	Total	26.0 Units

Degree Curricula and Certificate Programs

Supervision & Administration of Children's Programs

PRESCHOOL PROGRAM CERTIFICATE (26 units)
plus

CHLDEV 201	Supervision and Administration of Children's Programs	3.0 Units
CHLDEV 202	Advanced Supervision and Administration	3.0 Units
	Total	32.0 Units

Infant/Toddler

CORE CERTIFICATE (14 units) plus

CHLDEV 116B	Curriculum Development/ Classroom Management Lab B	1.0 Unit
CHLDEV 116C	Curriculum Development/ Classroom Management Lab C	1.0 Unit
CHLDEV 130	Infant/Toddler Development & Curriculum	3.0 Units
CHLDEV 173	Childhood Nutrition	2.0 Units

Plus four units from:

CHLDEV 144	Music & Motor Development for the Young Child	2.0 Units
------------	---	-----------

OR

CHLDEV 151	Art & Creativity for Young Children	2.0 Units
------------	-------------------------------------	-----------

CHLDEV 155	Science & Math for the Young Child	2.0 Units
------------	------------------------------------	-----------

OR

CHLDEV 156	Literature & Language Development for The Young Child	2.0 Units
	Total	25.0 Units

School Age

CORE CERTIFICATE (14 units) plus

CHLDEV 116B	Curriculum Development/ Classroom Management Lab B	1.0 Unit
CHLDEV 116C	Curriculum Development/ Classroom Management Lab C	1.0 Unit
CHLDEV 135	School Age Childcare Programs & Curriculum	3.0 Units
CHLDEV 140	Recreational Leadership in School Age Programs	3.0 Units
CHLDEV 173	Childhood Nutrition	2.0 Units
CHLDEV 201	Supervision and Administration of Children's Programs	3.0 Units
	Total	27.0 Units

Special Education

PRESCHOOL PROGRAM CERTIFICATE (26 units)
plus

CHLDEV 130	Infant/Toddler Development & Curriculum	3.0 Units
CHLDEV 160	Understanding & Education of Exceptional Children	3.0 Units
	Total	32.0 Units

STUDENTS ARE REQUIRED TO FILE A CERTIFICATE PETITION WITH COUNSELING OFFICE.

CHILD DEVELOPMENT PERMIT

This Permit is awarded by the State Commission for Teacher Preparation and Licensing and is required by teachers in funded programs such as school district children's centers and Head Start Programs.

DEGREE REQUIREMENTS

24 units in the major including the 14 core units

CHLDEV 110	Introduction to Early Childhood Education	3.0 Units
CHLDEV 115	Curriculum and Class Management	3.0 Units

* Associate Degree Program

Degree Curricula and Certificate Programs

CHLDEV 120	Child Growth and Development	3.0 Units	CHLDEV 202	Advanced Supervision and Administration of Children's Program	3.0 Units
CHLDEV 125	Child, Family and Community	3.0 Units	CHLDEV 225	Mentor Teacher Seminar	0.5 Unit
CHLDEV 175	Health Concerns and First Aid in Early Childhood	1.0 Unit	CHLDEV 226	The Impact of Violence on Children	3.0 Units
CHLDEV 116A	Curriculum Development/ Classroom Management Lab A	1.0 Unit	CHLDEV 227	Violence-Intervention Strategies	3.0 Units
	Total	14 Units			
Plus 10 units from					
CHLDEV 116B	Curriculum Development/ Classroom Management Lab B	1.0 Unit	<p>MENTOR TEACHER</p> <p>The Early Childhood Mentor Teacher Program links remuneration with better access to education and professional-development opportunities. The program recruits teachers who have worked at least two years in the classroom or family day-care home and who have completed a supervised teaching course as part of their early childhood educational background. Candidates take CD 220, Supervising the Adult Learner, and upon completion of the course submit an application and self-evaluation of their classroom (using one of the Harmes & Clifford scales). A selection committee reviews all applications and evaluates the candidate's classrooms. After selection as a mentor teacher, practicum students may elect placement in the mentor teacher's classroom. Stipends are paid to mentor teachers.</p> <p>*FIRE TECHNOLOGY PROGRAM DESCRIPTION</p> <p>The Fire Technology program is made up of courses conforming to the recommended Uniform Fire Technology Curriculum of the California Community College system. Students have the opportunity for skill development in a variety of classroom settings that include field trips, demonstrations, and scenarios focusing on practical applications of lessons learned.</p> <p>* The fire-service professional is a person who has completed a <i>recognized Firefighter I Academy</i> and is currently employed by an <i>agency providing fire service protection</i>. Examples of fire-service professionals may include volunteer firefighters, call firefighters, and full-time paid firefighters. Examples of fire-service agencies include city, county, state, and federal agencies as well as some private agencies such as Warner Brothers Studio's Fire Department.</p>		
CHLDEV 116C	Curriculum Development/ Classroom Management Lab C	1.0 Unit			
CHLDEV 130	Infant/Toddler Development & Curriculum	3.0 Units			
CHLDEV 140	Recreational Leadership in School-Age Programs	3.0 Units			
CHLDEV 151	Art & Creativity for Young Children	2.0 Units			
CHLDEV 155	Science & Math for the Young Child	2.0 Units			
CHLDEV 156	Literature & Language Development for the Young Child	2.0 Units			
CHLDEV 160	Understanding & Education of Exceptional Children	3.0 Units			
CHLDEV 165	Teaching Children in a Diverse Community	3.0 Units			
CHLDEV 173	Childhood Nutrition	2.0 Units			
CHLDEV 198	Current Issues in Parenting	1.0 Unit			
CHLDEV 201	Supervision and Administration of Children's Programs	3.0 Units			

* Associate Degree Program

Degree Curricula and Certificate Programs

DEGREE REQUIREMENTS

Pre-Service

CORE COURSES

FIRETC 101	Fire Protection Organization	3 Units
FIRETC 102	Fire Protection	3 Units
FIRETC 103	Fire Protection Equipment and Systems	3 Units
FIRETC 104	Building Construction for the Fire Service	3 Units
FIRETC 105	Fire Behavior and Combustion	3 Units

Plus

Emergency Medical Technician	7 Units
------------------------------	---------

Or

Elective Courses

FIRETC 123	Fire Investigation	3 Units
FIRETC 108	Fire Service Hydraulics	3 Units
FIRETC 125	Firefighting Tactics and Strategy	3 Units
FIRETC 106	Organization and Management	3 Units
FIRETC 110	Wildland Fire Behavior	3 Units
FIRETC 107	Apparatus and Equipment	3 Units
	Total	30 Units

In-Service

CORE COURSES

FIRETC 102	Fire Prevention	3 Units
FIRETC 103	Fire Protection Equipment and Systems	3 Units
FIRETC 104	Building Construction for the Fire Service	3 Units

And

Electives

FIRETC 231A	Prevention Officer 1A	2 Units
FIRETC 231B	Prevention Officer 1B	2 Units
FIRETC 241A	Instructor 1A	2 Units
FIRETC 241B	Instructor 1B	2 Units
FIRETC 251A	Investigation 1A	2 Units
FIRETC 261	Management 1	2 Units
FIRETC 271A	Command 1A	2 Units
FIRETC 271B	Command 1B	2 Units
FIRETC 201	Incident Command System 200	1 Unit
FIRETC 202	Incident Command System 300	1.5 Units
FIRETC 198	In-Service Training	3 Units
FIRETC 198A	I-400 Advanced ICS	1 Unit
FIRETC 198B	S-205 Fire Operations	2 Units
FIRETC 198C	S-234 Ignition Operations	1.5 Units
FIRETC 198D	S-270 Basic Air Operations	1 Unit
FIRETC 198E	S-281 Supervisory Techniques	1 Unit
FIRETC 123	Fire Investigation	3 Units
FIRETC 108	Fire Service Hydraulics	3 Units
FIRETC 125	Firefighting Tactics and Strategy	3 Units
FIRETC 106	Organization and Management	3 Units
FIRETC 127	Records and Reports	3 Units
FIRETC 124	Codes and Ordinances	3 Units
FIRETC 107	Apparatus and Equipment	3 Units
FIRETC 112	Wildland Control	3 Units
FIRETC 111	Hazardous Materials 1	3 Units
	Total	30 Units

* Associate Degree Program

Degree Curricula and Certificate Programs

Pre-Service Certificate

CORE COURSES

FIRETC 101	Fire Protection Organization	3.0 Units
FIRETC 102	Fire Prevention	3.0 Units
FIRETC 103	Fire Protection Equipment and Systems	3.0 Units
FIRETC 104	Building Construction for the Fire Service	3.0 Units
FIRETC 105	Fire Behavior and Combustion	3.0 Units

PLUS

HLHSCI 151	Emergency Medical Technician I	7 Units
	Total with EMT	22 Units

OR

In the event the EMT requirement is waived, two electives from the Fire Technology Program are required:

	Fire Technology Elective Courses	6 Units
	Total without EMT	21 Units

In-Service Certificate

OFFICER COURSES

FIRETC 231A	Prevention Officer 1A	2 Units
FIRETC 231B	Prevention Officer 1B	2 Units
FIRETC 241A	Instructor 1A	2 Units
FIRETC 241B	Instructor 1B	2 Units
FIRETC 251A	Investigation 1A	2 Units
FIRETC 261	Management 1	2 Units
FIRETC 271A	Command 1A	2 Units
FIRETC 271B	Command 1B	2 Units
FIRETC 201	Incident Command System 200	1 Unit
FIRETC 202	Incident Command System 300	1.5 Units
	Total	18.5 Units

*FOREIGN LANGUAGES

The Department of Foreign Languages offers courses in French, German and Spanish. Foreign-language studies provide the student with a foundation in written communication and comprehension skills of the language. From a vocational standpoint, the program provides skills useful in translation and interpretation, business, commerce and foreign language-based research.

Foreign-language studies include numerous opportunities for students to enhance language skills and intercultural awareness through activities such as conversation groups, cultural excursions, poetry readings, and foreign film festivals.

An Intensive Spanish Institute is offered through the Foreign Language Program. The institute offers a total-immersion program in language instruction and cultural workshops, and it hosts numerous faculty lectures and performances related to Spain and Latin America. Students may earn up to 3.5 units of degree-applicable credit during the five-day program. The program is ideal for teachers who need a second language requirement, nurses and emergency service personnel, students who want an in-depth language and cultural experience, and community members interested in Spanish language and culture.

DEGREE REQUIREMENTS

The major requirements for an associate degree in foreign languages may be met by completing 18 course units from the foreign-language curriculum.

FRENCH (See Foreign Languages)

GEOGRAPHY PROGRAM DESCRIPTION

Geography is a vast discipline and a science that describes and explains all of the earth's surface physical and cultural phenomena and whatever affects the earth's surface phenomena, i.e., sun's rays, moon's gravity, etc.; the study and understanding of much of the natural and cultural setting of humankind.

The geography/geology program provides a strong foundation in physical sciences. Students will be introduced to the fundamentals of physical and cultural geography, and physical and historical geology. The emphasis is on the geologic processes that produced

* Associate Degree Program

Degree Curricula and Certificate Programs

the features of the earth's crust and studies in California geology, national parks, minerals, fossils, and rocks.

Courses that provide a foundation in Geography include Physical Geography 101 (earth's natural environmental setting) and Cultural Geography 102 (key cultures of the world), with continuing emphasis on either additional environmental courses (Geology, etc.), or additional related Social Science courses (History, Latin American Studies, etc.).

DEGREE REQUIREMENTS

The major requirement for an associate degree in Biological and Physical Science may be met by completing any 18 units of science classes. Students planning to transfer should major in general education and include classes required by the transfer institution.
CSU:UC

GEOLOGY PROGRAM DESCRIPTION

Geology is a science that explains the origin, evolution and continuing existence of the earth's crust, crustal materials (minerals, rocks, fossils, petroleum, etc.) and landforms of the crust (volcanoes, faults, mountains, etc.). It includes the study of three major geologic processes: igneous (volcanic, granite, etc.), sedimentary (moving water, ice and wind), and deformation (folding, faulting, mountain-making, etc.), which almost totally influence the crust and provide the foundation and environment for all living and non-living phenomena.

Through introductions to the fundamentals of physical and historical geology, with emphasis on geologic processes that produced the features of the earth's crust and studies in California geology, national parks, minerals, fossils and rocks, the geology program provides a strong foundation for students wishing to transfer to the CSU or UC systems.

DEGREE REQUIREMENTS

The major requirement for an associate degree in Biological and Physical Science may be met by completing any 18 units of science classes. Students planning to transfer should major in general education and include classes required by the transfer institution.

GERMAN (See Foreign Languages)

HEALTH SCIENCES (See Nursing)

*HISTORY PROGRAM DESCRIPTION

In a broad sense, history is the study and record of all human experience. It examines people, institutions, ideas and events through the past, develops cultural literacy, critical thinking and other useful skills while helping to plan for the future. By having knowledge of the origins and people of the past we are able to obtain a better understanding of ourselves as individuals and as a society.

History provides a solid fundamental preparation for careers in business, industry, government and education. It also serves as preparation for law school, foreign service, international work, urban affairs and library science.

DEGREE REQUIREMENTS

HIST 101	Western Civilization: Pre-Industrial West	3.0 Units
HIST 102	Western Civilization: The Modern Era	3.0 Units
HIST 111	United States History I	3.0 Units
HIST 112	United States History II	3.0 Units
Plus one of the following		
HIST 191	History Eastern Civilization I	3.0 Units
OR		
HIST 192	History Eastern Civilization II	3.0 Units
OR		
HIST 240	Latin American Civilization	3.0 Units

Plus one additional three-unit course from the History curriculum (except HIST 150)

Total 18 units

* Associate Degree Program

Degree Curricula and Certificate Programs

*HOTEL AND RESTAURANT MANAGEMENT PROGRAM DESCRIPTION

The hotel and restaurant management curriculum has been developed with input from hospitality professionals who have designed course offerings that focus on the dynamics changing this fast-paced industry. The primary mission of the curriculum is to provide students with the knowledge and skills necessary to begin and develop careers in the hospitality industry.

Students will take general-education coursework combined with a core of hotel courses that identify the economic, legal, and social forces that shape the hospitality industry. Problem-solving scenarios that reflect the challenges typical among hospitality professionals are highlighted with an emphasis on preparing the skills needed for hospitality management.

HOTEL AND RESTAURANT MANAGEMENT MAJOR OPTIONS:

HRMGT 101	Introduction to the Leisure Industry	3.0 Units
HRMGT 225	Food Service Sanitation & Safety	3.0 Units
HRMGT 245	Hotel & Restaurant Supervision & Guest Relations	3.0 Units

Students have three degree options:

- * Combined Hotel and Restaurant Management major,
- * Restaurant Management major, or
- * Hotel Management major.

Option 1: Combined Hotel & Restaurant Management major will take 9 units from this list of courses in addition to core classes:

HRMGT 202	Hotel & Restaurant Purchasing & Inventory Control	3.0 Units
HRMGT 210	Hotel & Restaurant Law	3.0 Units
HRMGT 235	Hotel & Restaurant Sales & Marketing	3.0 Units
HRMGT 299	Hotel & Restaurant Management Internship	3.0 Units
	Total	21 Units

Option 2: Restaurant Management major will take these courses in addition to core classes:

HRMGT 121	Foods & Nutrition in the Restaurant	3.0 Units
HRMGT 220	Restaurant Operations	3.0 Units

Note: Students will select one elective 3-unit class from the Hotel and Restaurant Management program to complete the degree requirement of 18 units

Option 3: Hotel Management major will take these courses in addition to core classes:

HRMGT 151	Hotel Operations	3.0 Units
HRMGT 152	Front-Office Management	3.0 Units

Note: Students will select one elective 3-unit class from the Hotel and Restaurant Management program to complete the degree requirement of 18 units

DEGREE REQUIREMENTS

For remaining general-education requirements, consult this catalog and/or a counselor.

Students are encouraged to take other HRM courses beyond the 18-unit degree requirement in order to be more competitive in the job market. Students are advised to see a counselor early to identify classes necessary for any of the hospitality-management degrees and general-education requirements for the degree.

HUMANITIES PROGRAM DESCRIPTION

Classes in the humanities offer a broad interdisciplinary education that seeks to render an integrative and critical examination of human achievements in literature, philosophy, and the fine arts. This approach will provide a basis of understanding of different traditions of cultural achievement, and broaden and enrich students' appreciation of human values derived from historical and creative forces as expressed by lasting works of art, literature, and ideas. Courses offered in this curriculum meet general-education and transfer requirements.

* Associate Degree Program

Degree Curricula and Certificate Programs

*INDUSTRIAL TECHNOLOGIES

Students whose occupational goals cross over more than one vocational program may establish an Industrial Technologies Major by accumulating 18 semester units of vocational classes drawn from the following programs:

1. Business Management
2. Computer Information Technology
3. Computer Science
4. Drafting
5. Electronics
6. Hotel and Restaurant Management
7. Mechanical Technology
8. Quality Control
9. Real Estate
10. Transportation
11. Welding

	Production Staff	3.0 Units
PHOTO 160	Photography	3.0 Units
PUBREL 125	Public Relations	3.0 Units
	OR	
PUBREL 126	Public Relations Practicum	3.0 Units
	Total Units	21.0 Units

Recommended as Electives

CIT 166	Desktop Publishing	3.0 Units
JOURN 215	Editorial Workshop	3.0 Units
JOURN 100	Media & The Society	3.0 Units
JOURN 105	News Writing	3.0 Units
PHOTO 160	Photography	3.0 Units
PHOTO 165	Digital Photography I	3.0 Units
PHOTO 260	Photojournalism	3.0 Units

Photojournalism Certificate

*JOURNALISM PROGRAM DESCRIPTION

This program provides an introduction to journalism and mass media for students interested in careers requiring journalistic training such as newspaper or magazine reporting and production or freelance writing.

Courses cover a range of topics including theory of mass communication, news writing, photojournalism, reporting, media and journalistic ethics, media advertising, and newspaper design and layout. Advanced courses allow students to participate in journalistic production as a member of the staff of the College of the Canyons' newspaper, The Canyon Call.

Journalism Certificate (21 Units)

JOURN 100	Media & The Society	3.0 Units
JOURN 105	News Writing	3.0 Units
JOURN 110	Article Writing	3.0 Units
JOURN 205	Advanced News Reporting	3.0 Units
JOURN 210		3.0 Units

DEGREE REQUIREMENTS

An associate degree is not available in Journalism. Students wishing the associate degree should major in general education and include those classes required by the transfer institution.

*LIBRARY/MEDIA TECHNOLOGY PROGRAM DESCRIPTION

The Library/Media Technology program is designed to prepare individuals for employment as paraprofessionals in a public school, academic or special library/media center, or in any setting where they may be responsible for the acquisition, organization and retrieval of information. The role of automation and new technologies in accessing information, and acquiring the skills needed to work with people from a variety of backgrounds are important elements throughout the program. Courses in the program provide training in all phases of library/media work, background knowledge of the types of libraries and media centers and their services, and actual work experience. Students completing the program will have a solid foundation to start a career in the library, media, or information world, or to advance their

Degree Curricula and Certificate Programs

CERTIFICATE OF ACHIEVEMENT

The purpose of a certificate program is to provide the student with personal and technical competence in a specific occupational area. Upon successful completion (grade C or better) of the certificate core of courses, the student is believed to possess entry-level competencies.

LMTECH 101	Introduction to Library Services	1.0 Unit
LMTECH 102	Reference Skills & Services	1.0 Unit
LMTECH 103	Library Circulation Systems	1.0 Unit
LMTECH 104	Cataloging	3.0 Units
LMTECH 106	Library Collections: Print	1.0 Unit
LMTECH 107	Library Collections: Non-Print	1.0 Unit
LMTECH 108	Audiovisual Equipment Operation	1.0 Unit
LMTECH 110	Library Internship	2.0 Units
LMTECH 114	Library/Media Supervisory Skills	1.0 Unit
LMTECH 115	Internet in Libraries	1.0 Unit
CIT 140	Microsoft Office	3.0 Units
COMS 256	Intercultural Communication	3.0 Units
	Total	19.0 Units
Suggested elective courses for the A.A. degree		
LMTECH 112	School Library/Media Center Services	1.0 Unit
CIT 010	Exploring Computers	1.5 Units
CIT 150	Microsoft Word 2000	3.0 Units
CIT 166	Desktop Publishing	3.0 Units
CIT 170	Web Page Creation	3.0 Units
ENGL 101	English Composition and Literature	3.0 Units

A.A. degree does not include general education requirements.

* Associate Degree Program

DEGREE REQUIREMENTS

Classes required for the certificate can also be used to satisfy the 18-unit major requirement for the associate degree. For remaining general-education requirements, major courses and unit requirements, consult this catalog and/or a counselor.

*MANUFACTURING TECHNOLOGY PROGRAM DESCRIPTION

Manufacturing technology is an occupational program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, and CAD/CAM designer or programmer. Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. In support of computerized skill requirements, the Manufacturing Technology program is constantly changing. A degree in manufacturing technology is structured to encourage transfer to a comparable program at a four-year college or university.

CERTIFICATE OF ACHIEVEMENT

MFGT 100	Measurements and Computations	3.0 Units
MFGT 101	Materials & Processes in Manufacturing	3.0 Units
MFGT 102	Engineering Drawing Interpretation	3.0 Units
MFGT 103	Introduction to Automated Manufacturing	3.0 Units
MFGT 121	CNC 1: Operation and Manual Programming	3.0 Units
MFGT 122	CNC 2: Concepts & Programming	3.0 Units
Plus six units from:		
DAT 150	Introduction to Mechanical Drafting and AutoCAD	3.0 Units
MFGT 131	CAD/CAM I	3.0 Units
MFGT 132	CAD/CAM 2	3.0 Units
MFGT 141	CATIA I	3.0 Units

Degree Curricula and Certificate Programs

MFGT 142	CATIA II	3.0 Units	MATH 213	Calculus II	5.0 Units
MFGT 143	CATIA III	3.0 Units	MATH 214	Linear Algebra	3.0 Units
	OR		MATH 215	Differential Equations	3.0 Units
CWEXP 188	Cooperative Work Experience: MFGT	1.0 – 4.0 Units			
	Total	24.0 Units			

DEGREE REQUIREMENTS

Classes required for the certificate can also be used to satisfy the 18-unit major requirement for the associate degree. For remaining general-education requirements, major courses, and unit requirements, consult this catalog and/or a college counselor.

*MATHEMATICS PROGRAM DESCRIPTION

The mathematics program provides curriculum from basic arithmetic to algebra, statistics, linear algebra, calculus, and differential equations.

The mathematics courses fulfill breadth requirements, associate degree requirements and transfer major requirements for degrees in mathematics, physics, chemistry and engineering.

Many B.A./B.S.-level careers require extensive background in mathematics. Virtually all two-year career programs in business or technology fields require a solid foundation in mathematics. Samples of these career options are computer programmer, financial analyst, statistician, systems analyst, urban planner, and teacher.

DEGREE REQUIREMENTS

The major for an associate degree in mathematics can be met by completing 18 units of mathematics courses numbered 070 or higher.

MATH 211	Calculus I	5.0 Units
MATH 212	Calculus II	5.0 Units
Plus eight units from:		
MATH 070	Intermediate Algebra	5.0 Units
MATH 102	Trigonometry	3.0 Units
MATH 103	College Algebra	4.0 Units

*MUSIC PROGRAM DESCRIPTION

Through courses in music composition, applied music, electronic music, theory, keyboard, jazz improvisation, voice and musicianship, the music program provides a strong foundation for students wishing to continue their education at any four-year college, as well as professionals looking to expand their musical concepts and skills. Besides offering a transferable curriculum that permits students to maximize the opportunities for admission into the UC and the CSU systems, a comprehensive articulation agreement exists with California Institute of the Arts (CalArts) that is designed to facilitate the process of acceptance for all college music majors wishing to pursue their studies at that institution. The Symphony of the Canyons, the Jazz Ensemble, various choirs and youth orchestras offer students the environment to cultivate their performance skills while enhancing the cultural life of the Santa Clarita Valley through participation in concerts and special events on or off the college's campus.

Students of any age can enroll in music courses scheduled during the afternoon hours. These courses are designed for junior and senior high school students wishing to advance toward the fulfillment of four-year university requirements for a bachelor's degree in music. A concurrent-enrollment form, available at the school attended by the applicant, will be requested by the College of the Canyons Admissions and Records Office.

Associate in Arts Degree

The major requirement for an associate degree in music can be met by completing a minimum of 18 units, which include 14 units from the core curriculum and a minimum of four units from any one area of specialty. In addition, it is recommended for performance majors to take private instruction with the goal of becoming proficient on a string, woodwind, brass or percussion instrument and to ensure satisfactory placement following entrance examinations at four-year institutions.

* Associate Degree Program

Degree Curricula and Certificate Programs

CORE REQUIREMENTS FOR THE MAJOR IN MUSIC

MUSIC 101	Musicianship Skills I	1.0 Unit
MUSIC 102	Musicianship Skills II	1.0 Unit
MUSIC 103	Musicianship Skills III	1.0 Unit
MUSIC 104	Musicianship Skills IV	1.0 Unit
MUSIC 120	Tonal Harmony	3.0 Units
MUSIC 121	Chromatic Harmony	3.0 Units
MUSIC 122	Tonal Counterpoint	3.0 Units
MUSIC 123	Modal Counterpoint	3.0 Units
MUSIC 131	Keyboard Instruction I	2.0 Units
MUSIC 132	Keyboard Instruction II	2.0 Units
MUSIC 174	College Chorus	1.0 Unit

OR

MUSIC 175	Festival Choir: Voices of the Canyons	1.0 Unit
-----------	---------------------------------------	----------

AREAS OF SPECIALIZATION

Performance/Jazz

MUSIC 151	Jazz Improvisation	1.0 Unit
MUSIC 153	Studio Jazz Ensemble	1.0 Unit

Performance/Voice

MUSIC 140	Studio Singing	1.0 Unit
MUSIC 141	Voice Development	1.0 Unit
MUSIC 175	Festival Choir: Voices of the Canyons	1.0 Unit
MUSIC 176	Chamber Singers	1.0 Unit
MUSIC 177	Les Chanteuses: Women's Choir	1.0 Unit

Composition

MUSIC 125	Studies in Music Composition	4.0 Unit
MUSIC 127	Orchestration I	3.0 Unit
MUSIC 128	Orchestration II	3.0 Unit
MUSIC 129	Music Production for Film & Television	3.0 Unit

Performance/Concert Music

MUSIC 165	Symphony of the Canyons	2.0 Unit
-----------	-------------------------	----------

Total Units: 4 units minimum, 8 units maximum

Performance/Guitar

MUSIC 126	Pop Jazz Theory	3.0 Unit
MUSIC 160	Guitar Studies I	2.0 Unit
MUSIC 161	Guitar Studies II	2.0 Unit
MUSIC 167	Jazz Guitar Studies I	2.0 Unit
MUSIC 168	Jazz Guitar Studies II	2.0 Unit
MUSIC 169	Improvisation for Guitarists	2.0 Unit

DEGREE REQUIREMENTS

The music department also offers several classes which satisfy general education requirements in the area of Humanities.

These are:

MUSIC 100	Fundamentals of Music	3.0 Unit
MUSIC 105	Understanding Music	3.0 Unit
MUSIC 106	Development of Jazz	3.0 Unit

*NURSING PROGRAM DESCRIPTION

Nursing is an art and science incorporating knowledge from behavioral, biological and physical sciences. It has a holistic concept of health in which the physical, emotional, psychological, intellectual, social and spiritual aspects of human functioning are interrelated, interdependent and of equal importance.

Offered are an associate degree nursing (registered nursing) program, vocational nursing program, nurse assistant course, home health aide course, medical assisting course and post-graduate nursing specialty courses.

The nursing programs and the home health-aide courses all have clinical components in which the student cares for clients in the acute-care setting, sub-acute setting and home setting. The nurse-assistant course has a

* Associate Degree Program

Degree Curricula and Certificate Programs

clinical component in which the student cares for residents in a long-term care facility. The medical office assistance course has a laboratory component during which the students practice their skills.

All of the nursing science programs prepare the student for an entry-level position in the health-care setting. The RN student may move directly into the position of a beginning staff nurse, and the VN student may move into the role of beginning staff LVN. The nurse assistant, home health aide and medical assistant students may all move into a staff position after completion of the program. The RN, LVN, and nurse assistant students must take a state examination before they may practice. The programs will prepare them for these tests.

Health Sciences

Allied Health is the study of issues and procedures involved in educating students for a career in a health-related field. The Allied Health Division offers a basic emergency medical technician course, a course on health-care based nutrition and a course on basic medical terminology.

The Emergency Medical Technician course prepares students to assist in the transport of patients and to be a member of the health-care team in the emergency room. The student receives experience in the emergency room and on the ambulance. The nutrition and medical terminology courses provide an introduction to the health-care field and a beginning knowledge base for other health-care programs.

DEGREE PROGRAMS

Registered Nursing

Associate degree in nursing program requirements

Biology 107 pre-requisite to 204/205 or 250	4.0 Units
Anatomy and Physiology 204/205 or 250	8.0 Units
American Institutions Requirement	6.0 Units
Communication Studies (105 or 223)	3.0 Units
English 090 or 101	3.0 Units
Math 070 or Business Math 744	5.0 Units
Microbiology (Bio 221)	5.0 Units

Psychology 101	3.0 Units
Nursing:	
Nursing 101A Fundamentals of Nursing – A	4.0 Units
Nursing 101AL Fundamentals of Nursing-A: Lab	4.5 Units
Nursing 101B Fundamentals of Nursing – B	0.5 Unit
Nursing 101BL Fundamentals of Nursing - B: Lab	1.0 Unit
Nursing 102 Beginning Medical-Surgical Nursing	2.5 Units
Nursing 102L Beginning Medical-Surgical Nursing Lab	1.5 Units
Nursing 106 Maternal - Newborn/Pediatric Nursing	3.0 Units
Nursing 106L Maternal - Newborn/ Pediatric Nursing Lab	2.5 Units
Nursing 200 Psychiatric Nursing	2.5 Units
NURSNG 200L Psychiatric Nursing Lab	2.0 Units
Nursing 202 Intermediate Medical-Surgical Nursing	3.0 Units
Nursing 202L Intermediate Medical-Surgical Nursing Lab	2.0 Units
Nursing 204 Advanced Medical-Surgical Nursing	5.5 Units
Nursing 204L Advanced Medical-Surgical Nursing Lab	4.5 Units
Nursing 101A Fundamentals of Nursing – A	4.0 Units
Nursing 101AL Fundamentals of Nursing-A: Lab	4.5 Units
Nursing 101B Fundamentals of Nursing – B	0.5 Unit
Nursing 101BL Fundamentals of Nursing - B: Lab	1.0 Unit
Nursing 102 Beginning Medical-Surgical Nursing	2.5 Units
Nursing 102L Beginning Medical-Surgical Nursing Lab	1.5 Units

* Associate Degree Program

Degree Curricula and Certificate Programs

Nursing 106 Maternal - Newborn/Pediatric Nursing	3.0 Units	VOCNSG 103	Medical-Surgical Nursing I	8.0 Units
Nursing 106L Maternal - Newborn/Pediatric Nursing Lab	2.5 Units	VOCNSG 104	Medical-Surgical Nursing II	6.0 Units
Nursing 200 Psychiatric Nursing	2.5 Units	VOCNSG 105	Medical-Surgical Nursing III	11.0 Units
Nursing 200L Psychiatric Nursing Lab	2.0 Units	VOCNSG 106	Maternal-Newborn/ Pediatric Nursing	6.0 Units
Nursing 202 Intermediate Medical-Surgical Nursing	3.0 Units	VOCNSG 107	Medical-Surgical IV	5.0 Units
Nursing 202L Intermediate Medical-Surgical Nursing Lab	2.0 Units	BIOSCI 250	Human Anatomy & Physiology	8.0 Units
Nursing 204 Advanced Medical-Surgical Nursing	5.5 Units	ENGL 080	Intro to College Reading	3.0 Units
Nursing 204L Advanced Medical-Surgical Nursing Lab	4.5 Units	ENGL 090	Writing Skills	3.0 Units
Total	76 Units	MATH 060 or Business Math 144		5.0 Units
				Placement tests in English and math may be taken.
				Total 68.0 Units

CERTIFICATE PROGRAMS

Medical Assistant

NURSNG 052 Introduction to Medical Assisting	3.0 Units
NURSNG 053 Beginning Medical Assisting	3.0 Units
NURSNG 054 Intermediate Medical Assisting	3.0 Units
NURSNG 055 Advanced Medical Assisting	3.0 Units
CIT 130 Medical Office Procedures	3.0 Units
CIT 010 Exploring Computers – Brief	1.5 Units
CIT 132 Medical Office Finances	3.0 Units
Total	19.5 Units

Vocational Nursing

VOCNSG 100 Nursing Fundamentals I	5.0 Units
VOCNSG 101 Nursing Fundamentals II	5.0 Units
VOCNSG 102 Pharmacology	3.0 Units

GENERAL INFORMATION

Accrediting Boards for Registered Nursing and LVN-RN Career Ladder

National League for Nursing Accrediting Commission (NLNAC)

61 Broadway
New York, NY 10006
(800) 669-1656
(212) 363-5555

Board of Registered Nursing (BRN)

1170 Durfee Ave., Suite G
South El Monte, CA 91733-4400
(626) 575-7080
(626) 575-7090 FAX

Board of Registered Nursing (BRN)

P.O. Box 944210
Sacramento, CA 94244-2100
(916) 322-3350

Accrediting Board for Vocational Nursing

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2919

* Associate Degree Program

Degree Curricula and Certificate Programs

B.S.N. INFORMATION

The Counseling Department will assist students who are interested in continuing their nursing-science education at a four-year college by identifying transferable courses. The office has information sheets for transfer to the CSUN RN-BSN program or the UCLAADN-MSN program.

For CSUN transfer, the following lower-division courses are required:

CHEM 151 Prep General Chemistry 4.0 Units

SOCI 101 The Changing Family 3.0 Units

MATH 103 College Algebra 4.0 Units

OR

MATH 140 Intro Statistics 4.0 Units

CMPSCI 101 Introduction to Computer
Science 4.0 Units

OR

CIT 140 Microsoft Office 3.0 Units

CSUN RN-BSN program may be offered via Interactive TV. Please see chair of nursing at CSUN for details.

CSU GE

* English 101 (A-2)

* English 102, or 103, or Philosophy 205, or
Speech 225 (A-3)

* 9 units from Area C - Arts & Humanities (must
include one course from C-1 and one course
from C-2)

* 3 units from Area E

70 College of the Canyons credits may be transferred. Students will also need 9 units of upper-division general-education of upper-division elective classes from CSUN.

Admission Requirements for Degree and Certificated Nursing Programs

1. All nursing science and co-requisite courses must be completed with a C grade or better.
2. A transfer or challenge student must begin this process by submitting application and transcripts to the Allied Health Office. An appointment with

the assistant dean of allied health/director of nursing must be scheduled as well.

3. Proof of vaccination followed by positive titer for Hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria, and tetanus required. Varicella titer required.
4. Negative mantoux or chest X-ray documentation is required.
5. All nursing students are required to have an annual physical examination. The first physical must be within six months of beginning classes.
6. Current CPR certificate (for health-care providers) required prior to start of classes.
7. In addition to the purchase of supplies, textbooks and uniforms, students must pay Associated Student Government fees and enrollment fees including purchase of a College of the Canyons patch.
8. Students must provide their own living expenses and transportation. Limited educational grants, scholarships and loans are available.
9. Students must purchase a student nurse handbook that details information regarding philosophy, grading, dismissal, re-entry, probation and ethics.

The following nursing courses do not require a nursing program application:

Nursng 050 Nurse Assistant and Nursng 051 Home Health Aide

1. Obtain an admission packet from the Allied Health Office.
2. Apply to College of the Canyons
3. Take recommended placement tests (English 090 is recommended)
4. Enroll in Nursng 050 and/or 051

REGISTERED NURSING PROGRAMS

College of the Canyons offers two Registered Nurse options, the Generic RN Program and the Career Ladder LVN-to-RN Program. Both options are fully accredited by the National League for Nursing and the California Board of Registered Nursing.

* Associate Degree Program

Degree Curricula and Certificate Programs

Generic (two-year) RN Program Option

The two-year Generic RN Program is designed for the student who does not have nursing experience. The curriculum includes four semesters of both theory and clinical experience (excluding the one-semester prerequisite of Biology 107 or advanced placement high school biology) to qualify the graduate to receive a certificate of completion or an associate in science degree with a major in nursing science and to take the National Council Licensure Exam (NCLEX). Admission into the program occurs every semester. Applications are taken year-round and the qualified student is placed on a waiting list.

RN Program application procedure:

1. Obtain College of the Canyons application, complete and submit with an official copy of transcripts from each college attended to the Admissions and Records Office.
2. Obtain nursing program application, complete and submit to the Allied Health Office. An official copy of transcripts from each college attended, as well as math and English-placement test results (if applicable), MUST be attached to the nursing program application.

** Note: student must provide two sets of official transcripts: one for Admissions and Records and one for the Nursing Program.*

SELECTION CRITERIA

RN and LVN-RN Career Ladder Program

1. Completion of English 090, English 080, Math 060 or Business 144 (with a grade of C or better).
2. Minimum GPA of 2.5 in any completed nursing degree requirements (Biology 204, 205, or 250, and Biology 221, Psychology 101, English 090 or 101, and Speech 105 or 223). GPA is calculated by using nursing courses (listed above) completed by the time of selection. For high school students who have not taken college classes GPA is calculated using advanced-placement science classes and algebra.* (No more than two years after high school graduation.)

3. Qualified applicants are placed on a waiting list.

**If advance-placement courses were not taken, at least one nursing-science requirement must be complete to attain a GPA.*

Associate Degree Nursing Requirement

In order to receive an associate degree, registered nursing students must complete all nursing-education courses and all general-education requirements with a grade of C or better. (**See four-semester sample curriculum guide below.**) All requirements for the associate degree must be completed before the student will be allowed to apply for licensure. Nursing courses may be challenged per College of the Canyons challenge policy.

Nursing Sample Curriculum Guide for Generic RN Student:

First Year - First Semester:

- * Biological Sciences 204
- * Nursng 101A/101A-L
- * Nursng 101B/101B-L
- * Math 070 or Business Math 144

First Year - Second Semester:

- * Biological Sciences 205
- * Psychology 101
- * Nursng 102/102L
- * Nursng 106/106L

Second Year - Third Semester:

- * English 101 or 090
- * History 150
- * Sp Com 105 or 223
- * Nursng 200/200L
- * Nursng 202/202L

Second Year - Fourth Semester

- * Biological Sciences 221
- * Political Science 150
- * Nursng 204/204L

* Associate Degree Program

Degree Curricula and Certificate Programs

Non-nursing science courses may be taken concurrently with nursing courses. In addition, all eligibility requirements must be met.

All courses required for the associate degree must be completed before student may apply for licensure.

LVN-RN CAREER LADDER PROGRAM DESCRIPTION

Program Purpose

The LVN-RN program is specifically designed to provide the LVN an opportunity for career advancement and to prepare the LVN for the responsibility, knowledge and skills required for the registered nurse. The purposes of the College of the Canyons Career Ladder Program are to qualify the graduate to receive a certificate of completion, an associate in science degree (with a major in nursing) and to take the national licensure examination to become a registered nurse.

The LVN-RN Career Ladder Program at College of the Canyons is designed to enhance the advancement from an LVN to an RN. This unique program allows the LVN to complete the second year of the RN program with a choice of three options:

Three options available

- Enter into the generic program
- Summers-only program
- Web-based, online program

APPLICATION PROCEDURE

1. Obtain College of the Canyons application, complete and submit with a copy of official transcripts from each college attended to the Admissions and Records Office.
2. Obtain a nursing program application, complete and submit to the Allied Health Office. An official copy of transcripts from each college attended, as well as math and English-placement test results (if applicable), MUST be attached to the nursing program application.

** Note: student must provide two sets of official transcripts: one for Admissions and Records and one for the Nursing Program.*

3. Submit proof of IV certification prior to beginning of Bridge Class (Nursng 103)

4. Submit proof of LVN program completion prior to beginning the LVN-RN program.
5. Submit copy of LVN license prior to beginning Nursng 103.

Summers Only: Nursng 200/200L and Nursng 202/202L are taken in the first summer. Nursng 204/204L is taken in the second summer. The LVN can work and take classes between these two summers.

Web-based Online: Nursng 200/200L taken in summer. Nursng 202 taken on-line in fall semester with 202L completed at clinical site. Nursng 204 taken on-line in spring concurrent with 204L completed at clinical site.

Enter Generic Program Second Year: Complete Nursng 200/200L and 202/202L in fall semester. Complete Nursng 204/204L in spring semester with generic students. This admission is based on eligibility and space-available basis.

LVN-RN Bridge Course Nursng 103 must have received a grade of "credit" by all LVN-RN students prior to beginning the Nursng 200 series.

The Career-Ladder RN program consists of the following nursing classes:

- * Nursng 103 (semester prior to beginning Nursng 200/200L)
- * Nursng 200/200L
- * Nursng 202/202L
- * Nursng 204/204L

Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure.

30 Unit Option

The LVN who chooses the "30-unit option" must have a California vocational nursing license and must meet the microbiology and physiology requirements with a grade of C or better. The applicant must then take Nursng 103, 200/200L, 202/202L, and 204/204L. Upon satisfactory completion of these classes, the applicant would be eligible to apply to take the RN licensure examination.

The student would NOT be a graduate of the College of the Canyons Nursing Program or of the College. Applicants to this curriculum alternative must meet with

Degree Curricula and Certificate Programs

the nursing director for advisement. Placement will be based on space.

VOCATIONAL NURSING (VOCNSG)

College of the Canyons' vocational nursing program is designed for the individual who must work full-time or is not able to attend college during traditional classroom hours. This two-year, part-time program includes a 10-week summer session between the two years. Classes are two evenings and on Saturdays. The program is fully accredited by the California Board of Vocational Nursing and Psychiatric Technicians and qualifies the graduate to receive a certificate of completion and to take the National Council Licensure Examination (NCLEX).

Vocational nursing program application procedure:

1. Obtain College of the Canyons application, complete and submit with a copy of official transcripts from each college attended to the Admissions and Records Office.
2. Obtain a nursing program application, complete and submit to the Allied Health Office. An official copy of transcripts from each college attended, as well as math and English-placement test results (if applicable) MUST be attached to the nursing program application.

** Note: student must provide two sets of official transcripts: one for Admissions and Records and one for the Nursing Program.*

3. High school transcripts or GED forwarded to the Allied Health Office.

SELECTION CRITERIA

Vocational Nursing Program (VOCNSG)

1. Completion of English 090, English 080, Math 060, or Business 144 (with a grade of C or better).
2. Completion of high school or equivalency.
3. The vocational nursing applicant may receive 100 clinical hours of advanced-placement credit. Qualifying applicants are those with education or experience as certified nursing assistants. An applicant who desires admission to the vocational nursing program by advanced standing must make an advisement appointment with the director or assistant director of nursing.

4. Lottery every other spring for all applicants who meet above criteria.

• VOCNSG students must complete Biology 204-205 or Biology 250 before completion of Vocational Nursing Program.

PERSONAL DEVELOPMENT PROGRAM DESCRIPTION

Personal-development courses are designed to foster each student's personal growth and potential for academic success, including increased interpersonal effectiveness, career awareness, self-awareness, enhanced feelings of self-worth and a greater sense of self-identity. These courses provide an opportunity for students to meet with others to share some common concerns or explore some common interests and ideas. All courses are led by professional counselors.

PHILOSOPHY PROGRAM DESCRIPTION

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical activity and to help them increase their skills in analytical and critical thinking about matters of fundamental philosophical concern, e.g., the nature of correct reasoning, the scope and limits of human knowledge, the nature of human free will, the most general and ultimate characteristics of reality, the basis of judgments of right and wrong, and the sources of value and obligation. Philosophy courses seek to assist students in developing skills in critical examination and abstract thought, and to demonstrate the application of the questions and skills of philosophy to practical issues. Courses offered in this program meet general-education and transfer requirements.

PHOTOGRAPHY PROGRAM DESCRIPTION

The primary goal of the program is to provide a strong fundamental education in the basics of photography. With lower-division courses arranged for easy university transfer, these foundation courses focus on perfecting the process of camera control and black-&-white development. The program also offers specialty courses in alternative process, digital, color, and studio photography, as well as photojournalism to accommodate the needs of students with multiple skill levels. Advanced courses provide students with preparation for photography-related jobs.

* Associate Degree Program

Degree Curricula and Certificate Programs

*PHYSICAL EDUCATION PROGRAM DESCRIPTION

The physical education program offers a diverse curriculum that includes theory courses in physical education, health education, and athletic training/sports medicine. A wide variety of movement courses are offered for the development of physical-activity skills, knowledge, and fitness necessary for lifetime wellness in the areas of group exercise, aquatics, team sports, and recreation. Traditionally strong intercollegiate athletic programs offer performance-based students opportunities for competition.

The physical education department offers an associate degree in physical education as well as an associate degree in athletic training.

With a growing emphasis on physical fitness, life-long recreational activities in our society, the demand for courses in the physical education department is expected to increase.

DEGREE REQUIREMENTS

Physical Education

PHYSED 100	Health Education	3.0 Units
------------	------------------	-----------

Plus 10 units from

PHYSED 115 - 260

Plus

BIOSCI 107	Molecular & Cellular Biology	4.0 Units
------------	------------------------------	-----------

*ATHLETIC TRAINING PROGRAM

The athletic training program/degree is designed to prepare the student for appropriate procedures in the prevention, care and rehabilitation of athletic injuries. This program is designed to transfer students to a four-year institution where they can continue their education to fulfill professional requirements such as the ones governed by the National Athletic Trainers Association; students with these skills and knowledge will be able to transfer to California State University, Northridge.

CORE COURSES REQUIRED

PHYSED 109	Emergency Procedures	2.0 Units
PHYSED 110	Prevention and Care of Athletic Injuries	3.0 Units
PHYSED 110L	Prevention and Care of Athletic Injuries Lab	1.0 Unit

* Associate Degree Program

PHYSED 112	Athletic Training Clinical Experience	1.0-3.0 Units
BIOSCI 107	Molecular and Cellular Biology	4.0 Units
BIOSCI 204-205 or 250	Human Anatomy and Physiology I and II	8.0 Units
PHYSED 100	Health Education	3.0 Units
Select six units from the following:		
PHYSED 113	Athletic Training, Fall Sports	2.0 Units
PHYSED 114	Athletic Training, Spring Sports	2.0 Units
PHYSED 115	Athletic Training, Advanced Fall Sports	2.0 Units
PHYSED 116	Athletic Training, Advanced Spring Sports	2.0 Units
	Total	28.0-30.0 Units

PHYSICS/ASTRONOMY PROGRAM DESCRIPTION

The physics/astronomy program provides curriculum concerned with the properties of matter and energy, and their interactions and transformations. Astronomy is the study of the principles and development of the solar system and the galaxies. The physics program includes both major and non-major courses. Astronomy classes are limited to general-survey introductory courses for physical science majors or students looking for interesting alternatives to fulfill general-education requirements. The following is a sample of career options available for the physics/astronomy major. A few require the associate degree, most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer-safety officer, engineer, teacher, astrophysicist.

DEGREE REQUIREMENTS

An associate degree is not available in physics or astronomy since these are considered to be transfer majors.

Degree Curricula and Certificate Programs

POLITICAL SCIENCE PROGRAM DESCRIPTION

Public authority, responsibility, and acquisition of power are all studied in the discipline of political science. Introductory courses are for students interested in learning about American government, politics in general and relationships with other political systems in the world. Students majoring in political science who are pre-law will particularly profit from the more advanced courses in the department.

Students interested in foreign service, international relations and/or communications will enjoy participating in the Model United Nations program offered by the department. A major in political science is of benefit to students seeking careers in law, the military, economics, law enforcement, business, and public administration.

DEGREE REQUIREMENTS

An associate degree is not available in political science since this is considered to be a transfer major. Students wishing the associate degree should major in general education and include those classes required by the transfer institution. Students not wishing to transfer may also major in social science.

PSYCHOLOGY PROGRAM DESCRIPTION

Psychology is both a natural science and a social science concerned with the scientific study of behavior, mental processes, life-span development, disorders and well-being. As such, psychology is a broad discipline that involves the pursuits of pure science and the practical application of science to describe, predict, understand and control matters of everyday living and behavior. The psychology curriculum at College of the Canyons is designed to serve as a valuable part of students' general education, to provide students with courses that will facilitate transfer to other colleges and universities, to support the training of human-service professionals, and to enhance the quality of life when applied to everyday experience.

Most careers in psychology require graduate study. However, there are increasing opportunities in business in the human resources and industrial-organizational specialties, in education and in health-care for individuals at the bachelor's level. The understanding of human behavior is essential in all career choices.

DEGREE REQUIREMENTS

An associate degree is not available in psychology since this is considered to be a transfer major. Students wishing the associate degree should major in general education and include those classes required by the transfer institution. Students not wishing to transfer may also major in social science.

***QUALITY TECHNOLOGY PROGRAM DESCRIPTION**

Quality technology is an occupational program designed to prepare students for a variety of positions, from entry-level inspection to quality management. Courses offered include lecture, hands-on experience, and a selection of field trips to demonstrate actual application of area studies. Major areas are mechanical/electrical measurements, statistical concepts, process control, interpretation of specification, and nondestructive testing.

CERTIFICATE REQUIREMENTS

QCTECH 100	The Quality Control Function	3.0 Units
QCTECH 101	Measurement-Mechanical/Electrical	4.0 Units
QCTECH 150	Interpretation of Specifications	2.0 Units
QCTECH 151	Statistical Concepts	2.0 Units
QCTECH 152	Process Control	4.0 Units
QCTECH 153	Non-Destructive Testing	3.0 Units
	Total	18.0 Units

DEGREE REQUIREMENTS

Classes required for the certificate can also be used to satisfy the 18-unit major requirement for the associate degree. For remaining general-education requirements, major courses and unit requirements, consult this catalog and/or a counselor.

RADIO/TELEVISION/FILM PROGRAM DESCRIPTION

A study of media at College of the Canyons provides comprehensive instruction for transfer majors as well as professional preparation for entry-level positions. The program offers a broad curriculum that allows students to produce media and critically examine its role in contemporary society.

* Associate Degree Program

Degree Curricula and Certificate Programs

CERTIFICATE PROGRAM

The purpose of a certificate program is to provide the student with individual and technical competence in a specific occupational area. Upon successful completion (grade C or better) of the certificate courses, the student is considered to have attained entry-level competencies in specific job categories.

Television Production Certificate Requirements

RTVF 101	Structure of the Moving Image	3.0 Units
RTVF 112	Video Production	3.0 Units
RTVF 115	Writing for Broadcast	3.0 Units
RTVF 118	Editing	3.0 Units
RTVF 125	Television Production	3.0 Units
RTVF 170	Audio Production	3.0 Units
RTVF 218	Advanced Film/Video Editing	3.0 Units
RTVF 290	RTVF Portfolio	3.0 Units
	Total	24.0 Units

Film/Video Production Certificate Requirements

RTVF 101	Structure of the Moving Image	3.0 Units
RTVF 112	Video Production	3.0 Units
	OR	
RTVF 190	Film Production	3.0 Units
RTVF 118	Editing	3.0 Units
RTVF 170	Audio Production	3.0 Units
RTVF 195	Screenplay Writing	3.0 Units
RTVF 250	Film/Video Cinematography (Camera & Lighting)	3.0 Units
RTVF 280	Advanced Film Production	3.0 Units
	OR	
RTVF 218	Advanced Film/Video Editing	3.0 Units

RTVF 290	RTVF Portfolio	3.0 Units
	Total	24.0 Units

Audio/Radio Production Certificate Requirements

RTVF 101	Structure of the Moving Image	3.0 Units
RTVF 112	Video Production	3.0 Units
RTVF 115	Writing for Broadcast	3.0 Units
RTVF 118	Editing	3.0 Units
RTVF 170	Audio Production	3.0 Units
RTVF 175	Radio Production	3.0 Units
RTVF 270	Advanced Audio Production	3.0 Units
RTVF 290	RTVF Portfolio	3.0 Units
	Total	24.0 Units

Note: Many classes have a prerequisite or co-requisite; students should check with the current college catalog or their counselor before enrolling.

DEGREE REQUIREMENTS

Classes required for the certificate can also be used to satisfy all or part of the 18-unit major requirement for the associate degree. It is recommended that courses for the major be clustered within the respective media arts disciplines.

*REAL ESTATE PROGRAM DESCRIPTION

The real estate program involves the study of California real estate principles, practices, procedures, law and financial issues. Students 18 or older who successfully complete REAL 100 (principles are academically qualified to sit for the California real estate license examination and upon successful completion of that test can be issued a provisional (19-month) license. Upon successful completion of two additional courses from the list below, the student is academically qualified to receive a four-year license.

Students who complete seven classes as described in the list below receive a certificate of achievement and, if they meet other state requirements, are academically qualified to sit for the broker's examination.

* Associate Degree Program

Degree Curricula and Certificate Programs

CERTIFICATE

REAL 101	Real Estate Practices	3.0 Units
REAL 105	Real Estate Financing	3.0 Units
REAL 115	Legal Aspects of Real Estate	3.0 Units
REAL 120	Real Estate Appraisal	3.0 Units BUS
201	Principles of Accounting I	5.0 Units

And three classes from the list of courses below:

REAL 100	Real Estate Principles	3.0 Units
REAL 121	Real Estate Appraisal II	3.0 Units
REAL 130	Escrow Procedures and Processing	3.0 Units
BUS 211	Business Law	3.0 Units

DEGREE REQUIREMENTS

Courses taken for the certificate requirements also satisfy the core degree requirements for the associate degree. For remaining general-education requirements consult the college catalog and/or a counselor.

SIGN LANGUAGE PROGRAM DESCRIPTION

The study of American Sign Language (ASL) develops the student's communicative competency in ASL. Students taking courses in this program develop grammatical skills, acquire ASL vocabulary, increase their awareness of deaf culture, and strengthen their communicative skills. ASL courses provide students with instruction and training in preparation to transfer to four-year schools and basic training for persons needing ASL skills in the workplace or in everyday life.

DEGREE REQUIREMENT

An associate degree is not available in sign language. Students wishing the associate degree should major in general education and include those classes required by the transfer institution.

*SOCIAL SCIENCE PROGRAM DESCRIPTION

Social Science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary

view, as well as historical roots and evolving perspectives. The associate degree takes an interdisciplinary approach to the field and is designed to provide an overview of the broad range of courses that constitute and are available in the social sciences.

DEGREE REQUIREMENTS

American Institutions Requirement (HIST 170 and POLISC 150 or HIST245 and POLISC 150)	6.0 Units
1 course from Psychology (except PSYCH 102 and 103)	3.0 Units
1 course from Sociology	3.0 Units
1 course from Anthropology (except ANTHRO 101)	3.0 Units
1 course from Communication Studies chosen from COMS 223, 246 or 260 or Economics (except ECON 291)	3.0 Units
Total	18.0 Units

SOCIOLOGY PROGRAM DESCRIPTION

Sociology is both a scientific and humanistic discipline. It is concerned with the study of group life and systems of social action. As a social science, sociology examines the social and cultural interplay among human encounters. These arrangements range from the exploration of single social acts, social relationships, and organizations to the analysis of institutions, communities, and societies. Social interaction provides the mode of inquiry, as each setting is examined within its larger social and cultural milieu; understanding that human behavior is shaped by personal exchanges and structural occurrences. The interrelationships that exist between these conditions are investigated, as are the social forces that create their outcomes.

In its practical application, sociology deals with the ways in which sociological findings are employed to achieve stated goals and encourage social change. Survey courses introduce students to the basic theoretical, methodological, and analytical techniques used to explain and interpret social behavior. In addition, a variety of courses offer an examination of contemporary social issues such as aging, social deviance, and death

* Associate Degree Program

Degree Curricula and Certificate Programs

and dying – each of which challenges students to question their "taken-for-granted" world views. Sociology provides a valuable liberal-arts emphasis for students contemplating a wide variety of career paths, since it develops strong critical thinking and communication skills. Students holding the bachelor's degree will find a sociological background useful in entering the fields of law, business, medicine, counseling, or politics.

DEGREE REQUIREMENTS

An associate degree is not available in sociology since this is considered to be a transfer major. Students wishing the A.A. degree should major in general education and include those classes required by the transfer institution. Students not wishing to transfer may also major in social science.

THEATRE PROGRAM DESCRIPTION

The theatre department offers courses in both theory and practice. It is committed to teaching an immediately useful set of theatre skills, including acting, script-writing, technical production and directing while providing a wide spectrum of production experiences in which to practice them; and to place the art of theatre in its larger historical context. The theatre program serves the college, community and students by providing theatrical and dramatic productions.

*WELDING PROGRAM DESCRIPTION

Welding is a vocational program involving the study of metals and welding techniques, including the development of skills in tool usage, welding and cutting.

Students have the opportunity for skill development in a well-equipped welding shop with a vast number of course offerings covering basic welding fundamentals to advanced high-tech processes so that students can fulfill their individual skills needs. Emphasis on individual instruction by a highly qualified staff enables students to gain skillfulness that can lead to certification and valuable life long skills. Field trips to related industries along with guest lecturers from associated manufacturing industries complement the curriculum. Students are assisted with job placement in related fields.

Instruction is available at three levels:

1. Fundamental skills in oxyacetylene welding and cutting; and
2. Shielded metal arc, MIG TIG, and Resistance spot welding
3. Advanced welding processes (orbital, chamber, and laser)

Students may also pursue one or more of the following Los Angeles City certifications in welding:

1. Structural Steel
2. Light Gauge
3. Semi-automatic
4. Rebar
5. TIG (mil specialists 5021)

CERTIFICATE OF ACHIEVEMENT

WELD 100	Introduction to Oxy-Acetylene Welding	2.0 Units
WELD 101	Introduction to Arc Welding	2.0 Units
WELD 120	Industrial Welding I	5.0 Units
WELD 122	Industrial Welding II	5.0 Units
WELD 124	Industrial Welding III	5.0 Units
WELD 125	Industrial Welding IV	1.0 Unit
WELD 130	Welding Metallurgy	3.0 Units
WELD 140	Welding Inspection	3.0 Units
	Total units	26.0 units

Individual course-completion certificates are available upon written request to the welding department.

DEGREE REQUIREMENTS

Classes required for the certificate can also be used to satisfy the 18-unit major requirement for the associate degree. For remaining general-education requirements, major courses and unit requirements, consult this catalog and/or a counselor.

* Associate Degree Program

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Course descriptions are arranged alphabetically by subject field and are distinguished by identifying numbers and course titles.

The credit value of each course is indicated in semester units. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or activity classes. Some courses may be repeated for credit, but only if explicitly indicated in the description. Students wishing to repeat a course for the purpose of recalculating the grade point average should refer to the description regarding "Course Repetition."

Below each course title, the units, hours, prerequisites, and the course description are given. Students should read this material carefully to be sure that they are qualified to take the course and that the course content meets their needs and interests.

In many areas, courses are intended to be taken in sequence. This is especially true in mathematics, the sciences, foreign languages and English. In these cases, credit will not be given for a lower-level course after receiving credit for a higher-level course (i.e., no credit is earned for Spanish I if it is taken after credit has been earned for Spanish II, etc.).

A Schedule of Classes is issued at the opening of the fall, winter, spring and summer terms, and lists the courses to be offered.

OPEN CLASSES

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

COURSE PREREQUISITES

Some courses offered by the college require the completion of a prerequisite. A prerequisite is a course or assessment process that must be satisfactorily completed before a more difficult course is attempted. Students are advised to consult the course descriptions found in the current college catalog or class schedule for the identification of the prerequisites for a course.

All prerequisite classes must have been completed with a satisfactory grade. Satisfactory grade means that, for the course in question, the grade earned must be a CR or C or better; D, F, or NC grades are not acceptable.

Important Definitions: If you should see the words Prerequisite, Co-requisite or Strongly Recommended in the catalog, it is important for you to understand the definition of these terms:

- Prerequisite – a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- Co-requisite -- a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
- Strongly Recommended or Recommended Preparation – a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in course or educational program.

Procedures for Challenging a Prerequisite

Prerequisite Challenge Petitions are available in the Counseling Office. A prerequisite may be challenged for the following reasons:

1. The prerequisite has not been made reasonably available;
2. It was established in violation of regulation or in violation of the District-approved process;
3. The prerequisite is discriminatory or applied in a discriminatory manner; and/or,
4. You have knowledge or ability to succeed in the course despite not meeting the prerequisite.

In each case, the student is to provide documentation to support the challenge.

DEGREE APPROPRIATE CLASSES

Certain courses in English, mathematics and other basic skills can no longer be used toward the 60-unit requirement for the associate degree. These non-degree-applicable (NDA) courses include English 010, 011, 012, 033, 034, 035, and 063; ESL 060, 061, 065, 070, 071, 075, and 081; General Studies 050-099; Information Technology 040, and 051; Family Studies and Early Childhood Education 050; and Mathematics 010, 025, 026, 030, 057, 058, 059, 060.

TRANSFERABLE COURSES

In the following course descriptions, "CSU" indicates that a course is baccalaureate certified to California State Universities; "UC" indicates that a course is transferable to the University of California.

ADMINISTRATION OF JUSTICE**ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT**

3 units

3 hours lecture weekly

A study of the role and responsibilities of each segment within the administration-of-justice system: law enforcement, judicial, corrections. The history and philosophy of criminal justice in America and the system's parts, role expectations and relationships. Theories of crime effects, punishment, ethics, education and training. CSU:UC

ADMJUS 110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

3 units

3 hours lecture weekly

An exposure to the court system and the procedures from initial entry to final disposition and the relationship each segment maintains with its system members. CSU:UC

ADMJUS 125 CRIMINAL LAW I

3 units

3 hours lecture weekly

Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice, legal research; study of case law; methodology; and concepts of law as a social force. CSU:UC

ADMJUS 130 REPORT WRITING

3 units

3 hours lecture weekly

A specialized writing course for students who are considering entry into law enforcement, security work or those currently employed in those fields. Presents a simple review of basic grammar, punctuation, spelling and sentence structure and reviews basic investigation principles, note-taking techniques and rules for writing police reports, warrants and memos. CSU

ADMJUS 135 CRIMINAL EVIDENCE

3 units

3 hours lecture weekly

An introduction for students entering law enforcement or those students having an interest in the study of law. Covers relevant constitutional issues, Supreme Court decisions and the federal and California rules of evidence. Major topics include types, kinds and preserva-

tion of evidence; the Hearsay Rule; admissibility; privileges; identification; searches and consent. CSU

ADMJUS 150 PATROL PROCEDURES

3 units

3 hours lecture weekly

Exploration of theories, philosophies and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public-service responsibilities and their relationship to the administration of justice. CSU

ADMJUS 155 CRIMINAL INVESTIGATION

3 units

3 hours lecture weekly

The study of basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge for handling crime scenes: interviews, evidence, surveillance, follow-up, technical resources, and case preparation. CSU

ADMJUS 160 TRAFFIC: ENFORCEMENT/ INVESTIGATION

3 units

3 hours lecture weekly

Traffic-law enforcement, accident investigation, and traffic control; primary emphasis on the California Vehicle Code. Basic accident reporting and classification; determination of cause and prevention. Not open to students having credit for Administration of Justice 145. CSU

ADMJUS 175 VICE

3 units

3 hours lecture weekly

Presents the social, political, practical, moral and legal issues of vice control; discusses the influence of organized crime on vice activity. Considers the laws dealing with prostitution, gambling and pornography. CSU

ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS

3 units

3 hours lecture weekly

The law-enforcement role relating to narcotics and dangerous drugs. The course includes a study of laws pertaining to controlled substances, identification of drugs, symptoms of use and investigative techniques. CSU

ADMINISTRATION OF JUSTICE

ADMJUS 185 POLICE-COMMUNITY RELATIONS

3 units

3 hours lecture weekly

An in-depth exploration of the roles of the administration-of-justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed on the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. CSU:UC

ADMJUS 190 POLICE ADMINISTRATION

3 units

3 hours lecture weekly

Specialized training for those wishing an understanding of law-enforcement management as well as preparing those in law enforcement for supervisory positions. Subjects covered include organization, administration, training and personnel selection. CSU

ADMJUS 198 ADVANCED OFFICER TRAINING

0.5 – 5 units

Special-topics courses in a variable format depending on subject matter. Course content includes refresher material from all areas of law-enforcement responsibility such as law, firearms, first aid, and patrol procedures. Each course will have its own title and letter designation in the schedule of classes. (Formerly AJ-199).

ADMJUS 250 SHERIFF'S TRAINING ACADEMY

10 units

20 hours lecture, 20 hours lab weekly

Prerequisite: Student must successfully pass POST entry-level law-enforcement test battery, physical-agility test, fingerprint background check, comprehensive medical exam and oral interview. Interested applicants should pick up the Academy Application Packet and make an appointment for interview with the academy coordinator.

A POST-certified, 18-week course designed to prepare the student for employment with California law-enforcement agencies. CSU

ADMJUS 251 RESERVE TRAINING ACADEMY - LEVEL I

5 units

10 hours lecture, 8 hours lab weekly

Prerequisite: Student must pass written exam with minimum score of 70 percent, successfully complete physical-agility and strength test, medical exam, psychiatric evaluation, and intensive personal background investigation.

A 22-week, POST-certified course designed to prepare students for comprehensive voluntary services to California law-enforcement agencies. This course will provide students with the basic training required by the Commission of Peace Officer Standards and training for California peace officers. Students will be trained in functional areas of law enforcement including community relations, criminal law, criminal evidence, patrol procedure investigation, vehicle code, vehicle operations and communications. Additional training will include physical conditioning, health, self-defense tactics and special training in weapons and marksmanship. CSU

ADMJUS 252 RESERVE TRAINING ACADEMY - LEVEL II

3 units

10 hours lecture , 8 hours lab weekly

Prerequisite: Student must pass written exam with minimum score of 70 percent, successfully complete physical-agility and strength test, medical exam, psychiatric evaluation, and intensive personal background investigation.

A 16-week, POST-certified course designed to prepare students for voluntary services to California law enforcement agencies. This course will provide students with the basic training required by the Commission on Peace Officer Standards and Training for California peace officers. Students will be trained in functional areas of law enforcement including community relations, criminal law, criminal evidence, patrol procedure investigation, vehicle code, vehicle operations and communications. Additional training will include physical conditioning, health, self-defense tactics and special training in weapons and marksmanship. CSU

ADMJUS 253 CORRECTIONS OFFICER BASIC ACADEMY SUPPLEMENTAL CORE-COURSE

3 units

27 hours lecture, 13 hours lab weekly

Prerequisite: Administration of Justice 250 or other basic POST academy course.

A basic academy supplemental course designed for the corrections officer who is a peace officer and who has completed the POST basic course (AJ 250). Specific subjects include codes and statutes relevant to custody, legal rights of inmates, classification and identification of contraband, booking and reception, jail investigations, search techniques, supervision of inmates, indicators of substance abuse, physical and medical problems, emergency procedures and responsibilities for inmate work assignments, and inmate visiting. CSU

ANTHROPOLOGY**ANTHRO 101 PHYSICAL ANTHROPOLOGY**

3 units

3 hours lecture weekly

The study of humans and the lower primates primarily from the biological perspective covering a period of approximately 70 million years. Deals with human-population genetics in the conceptual framework of evolutionary processes. Includes primate behavior, primate evolution and comparison, and the study of fossil humans. Concludes with the analysis of the concepts of race formation and classification in terms of human population genetics. (CAN: ANTH 2) CSU:UC

ANTHRO 103 CULTURAL ANTHROPOLOGY

3 units

3 hours lecture weekly

A study of the nature of humankind, culture and society. Includes concepts and theories for the analysis and understanding of culture and society. Survey of topics such as prehistory and culture growth, social organization, family systems, politics and economics, war, religion, values, culture shock and applied anthropology. Combines lectures and class discussions with in-depth studies of selected cultures. (CAN: ANTH 4) CSU:UC

Note: Anthropology 103 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "Faces of Culture." Refer to information on College by Television in this catalog and to the schedule of classes published each semester.

ANTHRO 105 INTRODUCTION TO ARCHAEOLOGY

3 units

3 hours lecture weekly

A general course in archaeology for beginning students. The material includes archaeology as a profession, methods of locating and excavating sites, preservation and restoration of artifacts, methods of dating materials, and the study of selected archaeological sites in both the New and Old World from Paleolithic through Neolithic periods. An emphasis will be given to classical sites and will include the development of agriculture, the domestication of animals, and the rise of the city. (CAN: ANTH 6) CSU:UC

ANTHRO 210 INDIANS OF CALIFORNIA

3 units

3 hours lecture weekly

A survey course aimed at reviewing the main cultural aspects of the California Indians. The course includes the prehistory, modes of subsistence, social organization, customs, and geographical and historical relationships of the native people of California and draws upon ethnological, ethnographical, historical and archaeological materials. CSU:UC

ANTHRO 299 DIRECTED STUDY IN CULTURAL ANTHROPOLOGY

1-3 units, may be taken four times

Hours: TBA

Prerequisite: None. Note: Limited to 15 students per semester.

Independent study in the field of anthropology under the guidance of the instructor. Requires the writing of a research paper as part of an individual or group project. CSU:(UC limited credit)

ART**ART 110 HISTORY OF ART: PALEOLITHIC TO RENAISSANCE (Formerly Art 111)**

3 units

3 hours lecture weekly

Prerequisite: English 090 recommended

The first in a series of two survey classes in art history. In this course the student will be able to study major works of art through reproductions made available in pictures and slides. The emphasis is placed on major monuments of art in painting, sculpture, and architecture of the western world from prehistoric times until the Renaissance. CSU:UC

ART

ART 111 HISTORY OF ART: RENAISSANCE TO PRESENT

3 units

3 hours lecture weekly

Prerequisite: English 090 recommended, Art 110 recommended

The second in a series of two survey classes in art history. In this course the student will be able to study major works of art through reproductions made available in pictures and slides. The emphasis is placed on major monuments of art of the western world from the Italian Renaissance through the present. CSU:UC

ART 113 CONTEMPORARY AMERICAN ARTISTS

3 units

3 hours lecture weekly

Prerequisite: Student must have completed or be concurrently enrolled in a studio art class.

Designed to acquaint fine-arts majors with a survey of contemporary art history from the 1920s to the present. A student will be able to study major works of art through reproductions and slides as well as view actual works in scheduled field trips to museums, galleries and studios. The major objective of the course is to assist students to identify and define their work in the stream of art history. CSU

ART 114 HISTORY OF ART: FIELD TRIPS

1.5 units, may be taken four times

3 hours lecture weekly

This is an eight-week course of museum, gallery and studio visits which may include the Museum of Contemporary Art, Los Angeles County Museum of Art, Norton Simon Museum, J. Paul Getty Museum, Bergamont Station, UCLA's Armand Hammer Museum, Huntington Library and Gardens, and the Pacific Design Center. The course will include interactive discussions and projects with students, faculty, gallery professionals and artists. Different lectures and exhibits each semester. CSU

ART 124A DRAWING I

3 units

3 hours lecture, 3 hours lab weekly

The beginning course in drawing experiences emphasizes (1) basic drawing techniques in a variety of media and (2) compositional and design fundamentals.

Students may be expected to participate in a field trip.

(CAN: ART 8) CSU:UC

ART 124B DRAWING II

3 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Art 124A

Deals primarily with the human figure. Studies will be made of the human skeletal and muscular structure as well as the posed model. There will be continued emphasis on the development of drawing skills as well as on proportion, form and gesture. Students may be expected to participate in a field trip. CSU:UC

ART 133 HISTORY OF GRAPHIC DESIGN

3 units

3 hours lecture weekly

A survey of the origin and evolution of the graphic arts, from the printing press to the computer. Emphasis is placed on the pioneers of graphic design and their role in the progress and development of the graphic arts as we know them today. This course covers a wide range of graphic-design communication, including the development of typography, newspapers, advertising, poster design, illustration, corporate identities and trademarks. Students will develop an understanding of past and present industry practices and learn about the graphic designers who are leading the way into the next century. CSU

ART 140 BEGINNING DESIGN: 2-DIMENSIONAL MEDIA

3 units

3 hours lecture, 3 hours lab weekly

A study of the elements and principles of design with special emphasis on structure, color and 2-D composition through experimental media; provides basic fundamentals for 2-D oriented art courses. CSU:UC

ART 141 BEGINNING DESIGN: 3-DIMENSIONAL MEDIA

3 units

3 hours lecture, 3 hours lab weekly

Continued study of elements and principles of design through experimental projects in 3-D materials. Provides basic fundamentals for 3-D-oriented art courses.

CSU:UC

ART 142 GALLERY PRACTICES

3 units, May be taken four times

3 hours lecture, 3 hours lab weekly

Prerequisites: Limited to art majors or with consent of instructor.

Study of techniques of exhibition and graphic design. The course deals with problems of design and production through work on assignments for gallery exhibitions, i.e., exhibition management, scheduling, receiving and delivery, display, brochure design, documentation, advertising, reception. The College art gallery will be utilized as the lab. CSU

ART 148 COLOR THEORY

3 units

3 hours lecture, 3 hours lab weekly

An introduction to the study of color and color harmony in an intense and comprehensive manner. Emphasis is placed on an interdisciplinary inquiry into theories of color harmony for the point of view of art theory, psychology and physiology. Course content utilizes relatively new scientific discoveries, as well as historical material and is selected to demonstrate the unique and potent properties of color. CSU:UC

ART 205 LANDMARKS OF ART

3 units

3 hours lecture weekly

Prerequisite: None. Recommended Preparation: English 090

In exposing the student to visual-art reproductions, this course offers a means of stimulating the student's visual, emotional and intellectual awareness of the artistic heritages of world art without a chronological approach. The course is designed to acquaint the individual with the work of the great masters, both past and present, as well as the manner by which their art products were formed and organized. Students may be expected to participate in a field trip. CSU:UC

ART 220 BEGINNING WATERCOLOR

3 units

2 hours lecture, 1 hour lab weekly

A beginning course in the use of transparent watercolor media that will include instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Emphasis will be placed upon creative application and composition. CSU

ART 222 ILLUSTRATION I

3 units

2.5 hours lecture/2.5 hours lab weekly

Recommended Preparation: Art 124A and 140

Illustration I is an introductory course designed to teach students the materials and techniques used by commercial illustrators. Projects emphasize concept development, style, imagery, and illustrative communication for use in and in combination with advertising, editorial print media, and various publications. A variety of media will be used, including the use of the Macintosh computer for computer-aided illustration. Computer programs used: Illustrator and Freehand. Students will become familiar with current practices in the illustration field, past and current illustrators, and have an understanding of the aspects of choosing a career in illustration. Projects are designed to meet professional standards. CSU

ART 224A DRAWING III

3 units, may be taken three times

3 hours lecture, 3 hours lab weekly

Prerequisite: ART125 with a grade of C or better, or presentation of acceptable portfolio

Life drawing: study and graphic representation of the human figure with the use of professional posed models. Special emphasis on structure of skeletal and muscular systems. Students may be expected to participate in a field trip. CSU:UC

ART 227 PAINTING I

3 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Art 124. Art 140, or presentation of acceptable portfolio

The beginning course in painting technique, pictorial design and composition. Experimentation with various media; i.e., collage, inks, oil, pastel, watercolors, temperas, acrylics, and others. CSU:UC

ART 228 PAINTING II

3 units, may be taken four times

3 hours lecture, 3 hours lab weekly

Prerequisite: Art 140 and Art 227 or presentation of acceptable portfolio

Emphasis on painting techniques, pictorial design and creative interpretation. Continued use of oil paints as well as other experimental media. Students may be expected to participate in a field trip. May be repeated three times for a maximum of 9 units. CSU:UC

ASTRONOMY

ART 235 SCULPTURE

3 units

3 hour lecture, 3 hours lab weekly

Prerequisite: Art 141 or presentation of acceptable portfolio

An introduction to the study of plastic form through the processes of modeling, casting, carving and construction. CSU:UC

ART 236 SCULPTURE II

3 units, may be taken four times

2 hours lecture, 4 hours lab weekly

This course is a continuation of Art-235 with advanced casting techniques in various materials. Additive and subtractive techniques are further explored. Students are required to participate in museum field trips.

CSU:UC

ART 237 FUNDAMENTALS OF PRINTMAKING

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Art 124, 140 or presentation of acceptable portfolio

Introduction to materials and techniques of monoprint, silkscreen and relief printing techniques including woodcut and linoleum. Students may be expected to participate in a field trip. CSU:UC

ART 238 PRINTMAKING (intaglio)

4 units, may be taken two times

3 hours lecture, 3 hours lab weekly

Prerequisite: Art 237

Introduction to intaglio printmaking techniques and image development, including etching, engraving, drypoint, and aquatint. Students will also learn about the history and process of printmaking. CSU:UC

ART 244 ADVERTISING GRAPHICS

3 units

3 hours lecture, 3 hours lab weekly

Recommended Preparation: Art 140

Introductory survey to the field of advertising design. Emphasis on principles and skills using a broad approach in presenting materials, techniques and concepts. CSU

ART 250 FINE ART PHOTOGRAPHY

3 units

3 hours lecture, 3 hours lab weekly

Recommended Preparation: Art 140

Introduces students to photography as an aspect of contemporary art practices and as an art form. The aesthetic concerns learned in Beginning Design will be applied to photography. Basic technical skills of black-and-white photography will be covered, including camera operations, photographic chemistry and mathematics; optics and the physics of light; compositional lighting; film processing, printing and mounting of finished prints. Through slide presentations, reading historical and theoretical texts, and visiting local collections, students will learn to critically analyze photographs, both in terms of content, aesthetics, and historical issues. This course is designed to prepare students for further work in photography or for collaboration with other media, including computer arts, graphic design, illustration and 2-and 3-dimensional mixed media. STUDENTS MUST HAVE A 35mm NON-AUTOMATIC CAMERA. CSU

ASTRONOMY

ASTRON 100 ASTRONOMY: GENERAL

ASTRONOMY

3 units

3 hours lecture weekly

Survey of the content and dynamics of the solar system; the earth and its motions; time and the calendar; moon, eclipses, and tides; physics of the sun, planets, comets and meteorites, including their dynamical aspects and motions. Principles, logic, and development of stellar astronomy. Physics of the stars, stellar type populations and stellar evolution; stellar organizations, galaxies, and cosmology. CSU:UC

ASTRON 101 ASTRONOMY: THE STELLAR SYSTEM

3 units

3 hours lecture weekly

The scientific method, ancient and Renaissance astronomy (Copernicus through Newton); the earth and its motions, seasons, time and the calendar; the moon, eclipses, and tides; electromagnetic radiation; tools of the astronomer; physics of the sun. Principles, logic and development of stellar astronomy. Physics of the stars, stellar types, populations, and stellar evolution; stellar organizations, galaxies and cosmology. CSU:UC

ASTRON 102 ASTRONOMY: THE SOLAR SYSTEM

3 units

3 hours lecture weekly

The earth and its motions, seasons, the moon, eclipses, and tides; the content and dynamics of the solar system; planets and their satellites, including their physical and dynamical properties, their differences and similarities both with respect to one another and to the earth-moon system; asteroids, comets, and meteorites; the evolution of the solar system. CSU:UC

BIOLOGICAL SCIENCES**BIOSCI 050 BIOLOGY COMPUTER LABORATORY**

0.5 unit, may be taken four times

1.5 hours lab weekly

Not degree applicable

This biological sciences course is an open-access computer laboratory course to accompany existing courses in the biological sciences. This course will enable the student to develop additional competency during concurrent enrollment in other biology courses.

BIOSCI 100 GENERAL BIOLOGY

4 units

3 hours lecture, 3 hours lab weekly

A non-major, general-education biology course designed to familiarize the student with the nature of science, and basic biological concepts, including: cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. CSU:UC

BIOSCI 106 ORGANISMAL AND ENVIRONMENTAL BIOLOGY (Formerly Biological Science 102)

4 units

3 hours lecture, 3 hours lab weekly

Introduction to organismal and environmental biology, cell theory, patterns of reproduction, embryological and organ development in major plant and animal groups, behavior, Mendelian genetics, population genetics, diversity of plants and animals, classification, and principles of ecology and evolution. Note: May not receive credit for this course if credit has been received for BIOSCI-215 or BIOSCI 216 CSU:UC

BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY

4 units

3 hours lecture, 3 hours lab weekly

Note: This course is prerequisite to Biological Sciences 204-205, 221, 230, 231, and 250.

Introduction to the principles of bioenergetics, molecular structure, function and evolution, cell morphology, anatomy, and physiology. CSU:UC

Biological Sciences 106 and 107 are necessary for biology majors.

Note: Credit will not be given for Biological Science 107 if credit has been received for Biological Science 204-205, 221, 230, 231 or 250.

BIOSCI 120 WOMEN AND MINORITIES IN SCIENCE AND MATHEMATICS

3 units

3 hours lecture weekly

This interdisciplinary course explores the significant contributions of a broad array of individuals in biological, scientific, and mathematics fields. It examines case studies of women and people of diverse ethnic backgrounds who have made important discoveries and contributions to our understanding of science and mathematics. CSU:UC

BIOSCI 125 INTRODUCTORY SCIENCE PROCESS LABORATORY

3 units

2 hours lecture, 3 hours lab weekly

This biological sciences course introduces the student to basic concepts of laboratory methodology and to the specific techniques commonly used in science labs. The course will prepare students to continue on in science laboratories at the college level and become familiar with the types of science careers involving laboratory work. CSU

BIOSCI 130 CONTEMPORARY ISSUES IN ENVIRONMENTAL BIOLOGY

3 units

3 hours lecture weekly

Designed for non-majors, the course explores the global problems facing society today. Students will be introduced to basic ecological principles, current environmental issues such as pollution (air, water and soil), global warming, deforestation and the impact of human population growth on the earth's environment and possible solutions to these problems. CSU:UC

BIOLOGICAL SCIENCES

BIOSCI 204 HUMAN ANATOMY AND PHYSIOLOGY I

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Biological Science 107 with a minimum grade of C.

First course of a two-semester sequence. Structure and function of the human body. (CAN: BIO SEQ B combined with BIOSCI-205) CSU:UC

BIOSCI 205 HUMAN ANATOMY AND PHYSIOLOGY II

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Biological Science 107 and Biological Science 204 with a minimum grade of C.

Second course of a two-semester sequence. Structure and function of the human body. (CAN: BIO SEQ B combined with BIOSCI-204) CSU:UC

BIOSCI 215 GENERAL ZOOLOGY

4 units

3 hours lecture, 3 hours lab weekly

Recommended Preparation: Biological Science 107

Note: Students are to attend two field trips, to be arranged on weekends during the semester.

Survey of the animal kingdom with emphasis on integrating mechanisms at the cellular, organismic, and population levels. Included are cell organization, morphology, and development with principles of population biology, evolution and ecology. CSU:UC

BIOSCI 216 GENERAL BOTANY

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: None. Recommended Preparation: Biological Science 107

Note: Students are to attend two field trips, to be arranged on weekends during the semester.

The morphology, anatomy, physiology, and taxonomy of members of the plant kingdom with emphasis on seed-bearing plants. Included are principles of plant genetics, population biology, and plant ecology. CSU:UC

BIOSCI 219 MARINE BIOLOGY

4 units

3 hours lecture, 3 hours lab weekly

A study of the description, distribution and natural history of marine organisms and habitats. Laboratories will include both in-class and required field studies, which may extend outside assigned laboratory times. CSU

BIOSCI 221 INTRODUCTION TO MICROBIOLOGY

5 units

3 hours lecture, 6 hours lab weekly

Prerequisite: Biological Science 107 with a minimum grade of C. Recommended Preparation: Successful completion of high school chemistry or concurrent college course.

An introduction to the biology of microorganisms (bacteria, viruses, protozoa, parasitic worms, algae, fungi), and their significance, and role in human affairs. (CAN: BIO 14) CSU:UC

BIOSCI 230 INTRODUCTION TO BIOTECHNOLOGY

5 units

3 hours lecture, 6 hours lab weekly

Prerequisite: Biological Science 107 with a minimum grade of C. Recommended Preparation: Chemistry 151

This biological science course introduces the student to the concepts and techniques of modern molecular biology. DNA manipulation -- its research, uses, and applications -- will be presented and explored. This course will prepare the student for transfer to a four-year institution or for employment in the biotechnology industry. CSU:UC

BIOSCI 231 ADVANCED TOPICS IN BIOTECHNOLOGY

5 units

3 hours lecture, 6 hours lab weekly

Prerequisite: Biological Science 230.

Designed to familiarize students with advanced techniques and topics. Students will complete projects in a revolving lab setting and develop standard operating procedures for a variety of methodologies and produce materials used by other lab sections in a simulated production environment. Builds competence in writing lab reports, presenting research and analyzing experimental data. Lab skills surveyed include: plant and animal tissue culture, DNA manipulation, enzyme and protein studies, and advanced instrumentation and documentation. Course prepares students for research lab work in both academic and industrial settings. CSU

BIOSCI 250 HUMAN ANATOMY AND PHYSIOLOGY

8 units

6 hours lecture, 6 hours lab weekly

Prerequisite: Biological Science 107 with a minimum grade of C

A one-semester course covering structure and function of the human body. CSU:UC

BUSINESS**BUS 100 INTRODUCTION TO BUSINESS**

3 units

3 hours lecture weekly

The meaning and purpose of business in our society, the historical development of business and the general economic setting for business today. CSU:UC

BUS 101 BOOKKEEPING AND ACCOUNTING I

5 units

5 hours lecture weekly

Prerequisite: Appropriate placement as determined by the College assessment process.

Designed for the two-year and non-transfer student OR as an introductory course before beginning Business 201. Includes transaction analysis; entries into purchases, cash payments, sales, cash receipts, and general journals; payroll; worksheets and financial statements. Concurrent enrollment in Business Math 144 recommended to continue into Business 102. CSU

BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS

3 units

3 hours lecture weekly

The course combines global business theory as affected by cultural, political, legal, and international economic factors with instruction on government regulation, foreign market analysis, exporting, and importing. Internet applications are utilized to familiarize the student with: available international business and government resources. Case studies are emphasized to demonstrate the practical applications of course subject matter. CSU

BUS 110 ELEMENTS AND PRINCIPLES OF BUSINESS MANAGEMENT (Formerly BUSMGT-110)

3 units

3 hours lecture weekly

Provides students with an understanding of the fundamental functions of modern management in a changing world. It will primarily emphasize planning, leading, organizing, and control functions with practical applications. Topics include leadership in management, motivation, communication, managing cultural diversity, team decision-making, management by objectives, the organization's environment, planning and strategic management, control process, organizational structure, and managing organizational change. CSU

BUS 117 SMALL BUSINESS MANAGEMENT (Formerly BUSMGT-117)

3 units

3 hours lecture weekly

An analytical and practical perspective on entrepreneurship and the management of a small business to remain on the cutting edge. Includes a comprehensive analysis of establishing, marketing, financing, promoting, insuring, developing and staffing a small business. CSU

BUS 126 MANAGING DIVERSITY IN THE WORKPLACE

3 units

3 hours lecture weekly

Students will analyze and develop an understanding of the effects of increasing diversity in the workplace. Focuses on the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments. CSU

BUS 132 NEGOTIATION AND CONFLICT RESOLUTION

3 units

3 hours lecture weekly

An analysis of organizational-conflict strategies for effective resolution with concentration on internal and external sources of conflict. The methods of non-litigation resolution studied include arbitration, mediation, and mini-trial. The basic theoretical models from the field of social psychology are examined, and students practice utilization of the methodologies by performing in-class exercises. CSU

BUS 140 PRINCIPLES OF MARKETING

3 units

3 hours lecture weekly

Provides students with an understanding of the fundamental concepts of modern marketing in a changing world. It will primarily emphasize consumer markets, but will also cover organizational markets. Topics include creating customer value and satisfaction, consumer and organizational buying behavior, market research, market strategy, target market analysis, the global marketing environment, electronic marketing, and sales techniques, with particular emphasis on the marketing mix, including product, pricing, promotion and distribution decisions. CSU

BUSINESS

BUS 141 PRINCIPLES OF ADVERTISING

3 units

3 hours lecture weekly

Provides students with an understanding of the fundamental concepts of modern advertising in the current business environment. Topics include: the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electronic advertising, media selection, creative advertising message design, and integrated marketing. Primary emphasis is on planning an advertising campaign and communicating ideas using advertising techniques. CSU

BUS 142 PRINCIPLES OF SELLING

3 units

3 hours lecture weekly

Provides students with an understanding of the basic concepts of selling in the current business environment. Topics include selling strategies in the new economy, the relation of selling to the marketing mix, the forces influencing customer buying behavior, customer prospecting, creating an effective sales presentation, the global selling environment, electronic selling, communication styles, sales servicing, and sales force management. Emphasis is on developing effective selling strategies and on helping students to build confidence in their own ability to sell and make sales decisions. CSU

BUS 144 BUSINESS MATHEMATICS

5 units

5 hours lecture weekly

Prerequisite: Satisfactory completion of Mathematics 025 or appropriate placement as determined by the college assessment process. Note: This class satisfies the requirement for the associate degree under Language and Rationality.

Basic mathematics used in typical accounting, financial, and merchandising transactions. Emphasis is on analyzing word problems, selecting appropriate mathematical procedures, and solving the requisite algebraic equation. Extensive use of real-world business problems in the areas of cash and trade discounts, markup and markdown, compound interest, annuities, loan amortizations, inventory control, depreciation, insur-

ance, investments, and financial-statement analysis.

This course meets the AA graduation requirements for mathematics and serves as a solid preparation for students entering the accounting program. CSU

BUS 154 FINANCE

3 units

3 hours lecture weekly

A comprehensive introduction to personal and financial planning. The concepts, tools, and applications of individual finance are applied within a financial planning process that covers: developing and prioritizing goals; money management; credit management; investment alternatives; retirement planning; housing decisions; tax planning; risk management/insurance and estate planning. CSU

BUS 156 INTRODUCTION TO INVESTMENTS

3 units

3 hours lecture weekly

An introduction to the principles of investing and money management. Introduces students to the various types of financial assets an investor must choose from, their institutional setting, and valuation. CSU

BUS 160 BUSINESS ETHICS

3 units

3 hours lecture weekly

Presents different schools of ethical thought applicable in the business environment. Students are exposed to the types of ethical issues that are presented in a commercial atmosphere and the methodologies used to determine appropriate courses of conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas in addition to comparing how business morality has evolved. CSU

BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING

3 units

3 hours lecture weekly

An analysis of the basic aspects of importing and exporting, which provides the students with a working knowledge of terms and techniques essential to operating an import/export business. Introduction to International Business, Business 103 is recommended. CSU

BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE (Same as CIT-190)

3 units

3 hours lecture weekly

The course involves the study of the main theoretical and practical issues of electronic commerce, its policies and management, and the particular problems of implementing and managing electronic commerce systems and the current uses by business, consumers, and non-profits. Topics include Web-based technologies, electronic data interchange, Internet infrastructure, value chains, strategies for marketing and promotion, new business models, electronic-payment systems, and security, privacy, legal, ethical, and tax issues.

Familiarity with the Internet and proficiency with a Web browser are assumed. CSU

BUS 201 PRINCIPLES OF ACCOUNTING I

5 units

5 hours lecture weekly

Prerequisite: Appropriate placement as determined by the college assessment process.

Fundamental principles, theory and structure of accounting through the preparation of work sheets and financial statements for single proprietorship and partnerships. Designed for accounting or business administration majors who plan to transfer to a four-year institution. Homework may be completed using a computer. Completion of Business 144 recommended. (CAN: BUS 2) CSU:UC

BUS 202 PRINCIPLES OF ACCOUNTING II

5 units

5 hours lecture weekly

Prerequisite: Satisfactory completion of Business 201.

A continuation of Business 201 with emphasis on managerial, manufacturing and corporate accounting. Topical areas include the analysis and interpretation of financial statements, job-order and process-costing systems, standard costs and variances, break-even analysis and capital budgeting. Homework may be completed using a computer. (CAN: BUS 4) CSU:UC

BUS 206 COMPUTERIZED INCOME TAX ACCOUNTING

3 units

3 hours lecture weekly

Prerequisite: Completion of Business 101 with a grade of C or better.

This course provides a study of federal tax laws and regulations needed for the completion of an individual tax return. The emphasis is on the application of the tax laws including the use of computer software. CSU

BUS 211 BUSINESS LAW I

3 units

3 hours lecture weekly

Prerequisite: None

Introduction to the legal setting of business; classification of law and court systems: contracts, agency, employment and business. Emphasis placed on learning through the practical application of textbook material to the business world. CSU:UC

BUS 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS (Same as Economics 291)

3 units

3 hours lecture weekly

Prerequisite: Mathematics 070 or appropriate placement as determined by the COC assessment process.

A course in descriptive statistics, elements of probability, probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required. CSU:UC

CHEMISTRY**CHEM 110 INTRODUCTORY CHEMISTRY**

4 units

3 hours lecture, 3 hours laboratory weekly

Prerequisite: Math 060 with grade of C or better recommended. Students cannot receive credit for both Chemistry 110 and Chemistry 151.

Introductory Chemistry is an entry-level chemistry class aimed at students with no prior chemistry experience.

The course presents an introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, a description of the elements, and their compounds. Nomenclature and formula writing as well as biological applications of chemistry will be emphasized. CSU

CHEM 151 PREPARATORY GENERAL CHEMISTRY

4 units

3 hours lecture, 3 hours laboratory weekly

Prerequisite: Math 060 with grade of C or better recommended.

CINEMA

A preparatory course for Chemistry 201 that can also be taken by non-science majors to satisfy a lab science requirement. Beginning general chemistry background. Intensive foundation in problem solving, basic atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. Laboratory experiences in basic techniques, gas laws and data treatment. CSU:UC

CHEM 201 GENERAL CHEMISTRY I

6 units

5 hours lecture (including 2 hours recitation) weekly, 3 hours lab weekly

Prerequisite: Math 070 and Chemistry 151, or high school chemistry with a grade of C or better.

Required of all majors in chemistry and most other fields of science or technology. Knowledge of calculus will be useful, but is not required. Lecture: Stoichiometry and atomic theory; molecular theory of gases and the gas laws, theoretical aspects of liquids and solids, solutions and colligative properties, electrochemistry, thermochemistry and thermodynamics. Laboratory: Use of analytical balance, stoichiometry, molecular and equivalent weights; use of volumetric equipment. Precise gravimetric and volumetric analysis and an introduction to qualitative analysis. All students are required to write a research paper and learn how to use a personal computer in statistical data treatment and present the results in graphical form. (CAN: CHEM 2 or CAN: CHEM SEQ A combined with CHEM-202) CSU:UC

CHEM 202 GENERAL CHEMISTRY II

5 units

3 hours lecture, 6 hours laboratory weekly

Prerequisite: Chemistry 201 with a grade of C or better.

A continuation of Chemistry 201. Lecture: acid base equilibria, solubility products, coordination compounds, quantum mechanics, periodic properties of the elements, nuclear chemistry, advanced qualitative analysis and an introduction to organic chemistry. Laboratory: kinetics, equilibria, qualitative analysis, and an introduction to instrumental analysis. (CAN: CHEM 4 or CAN: CHEM SEQ A combined with CHEM-201) CSU:UC

CHEM 221 QUANTITATIVE ANALYSIS

4 units

3 hours lecture, 3 hours laboratory weekly

Prerequisite: Chemistry 201 with a grade of C or better

An introduction to the theories and techniques of gravimetric, volumetric and spectrophotometric analysis. Laboratory work consists primarily of applying principles taught in lecture to the analysis of unknown samples. (CAN: CHEM 12) CSU:UC

CHEM 255 ORGANIC CHEMISTRY I

5 units

3 hours lecture, 6 hours laboratory weekly

Prerequisite: Chemistry 201 with a grade of C or better

Primarily for majors in the physical and biological sciences. The study of various classes of aliphatic, aromatic and heterocyclic compounds with emphasis on modern concepts of structure and reactivity. The accompanying laboratory is devoted to the study of basic physical properties plus the synthesis and identification of organic compounds using modern instrumentation.

CSU:UC

CHEM 256 ORGANIC CHEMISTRY II

5 units

3 hours lecture, 6 hours lab weekly

Prerequisite: Chemistry 255 with a grade of C or better

A continuation of Chemistry 255 with emphasis on biochemical processes. The classes of compounds most important to biological functions: amino acids, carbohydrates, proteins, lipids, nucleic acids, etc. The laboratory work includes multistep synthesis; purification and characterization of biological macromolecules; spectrophotometry; catalysis; chromatography, etc. CSU:UC

CINEMA

CINEMA 120 FILM AESTHETICS

3 units

3 hours lecture weekly

A critical survey, with examples, of the motion picture both as a medium of mass communication and as a developing art form. Analyzes representative feature films as to genre, technique, aesthetics and sociological impact. Designed as an introductory course. CSU:UC

CINEMA 122 HISTORY OF CINEMA

3 units

3 hours lecture weekly

A historical survey and critical analysis of motion-picture masterpieces from their inception to the present. A study of these representative films will reveal ideas and values that are reflected and emphasized through artistic techniques. CSU:UC

CINEMA 125A SPECIAL TOPICS: WOMEN IN FILM

3 units

3 hours lecture weekly

A critical survey of women in films with examples of the motion picture, both as a medium of mass communication and as a developing art form. Particular emphasis will be placed on the traditional view of women and their relationships with the "big three" of the women's film world – men, marriage, and motherhood. Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact. Designed as an introductory course. CSU:(UC limited credit)

**CINEMA 125B SPECIAL TOPICS:
GREAT DIRECTORS**

3 units

3 hours lecture weekly

A critical examination of selected masters of the cinema. Each offering, as listed in the class schedule, will explore the works of such masters as Ford, Hitchcock, Wells, Kurasawa, and Bergman. Analyzes a sampling of the filmmaker's work and the impact of their work on the art form and society. Designed as an introductory course. CSU:(UC limited credit)

**CINEMA 125C SPECIAL TOPICS:CLASSIC FILM
GENRES**

3 units, may be taken four times

3 hours lecture weekly

A critical examination of a selected genre of the cinema. Each offering, as listed in the class schedule, will explore film genres such as the western, horror film, film noire, the war film, the crime film, and the musical. Analyzes a sampling of the genre and its aesthetics. Designed as an introductory course. CSU:(UC limited credit)

**CINEMA 125D SPECIAL TOPICS: CROSS-CULTURAL
PERSPECTIVES IN CINEMA**

3 units

3 hours lecture weekly

A critical examination of a selected master of the cinema from under-represented ethnic groups. Each offering, as listed in the class schedule, will explore the works of such masters as Lee, Nave, and Wong. Analyzes a sampling of the filmmaker's work and the impact of their work on the art form and society. Designed as an introductory course. CSU: (UC limited credit)

COMMUNICATION STUDIES**COMS 105 SPEECH FUNDAMENTALS**

3 units

3 hours lecture weekly
(Formerly SPCOM 105)

This course examines the principles and practices of public speaking. Emphasis is on speech organization and development, research, audience analysis, presentation skills, listening, and the use of language and ethics for the development of informative and persuasive speeches. (CAN: SPCH 4) CSU:UC

COMS 150 ORAL INTERPRETATION

3 units

3 hours lecture weekly

Prerequisite: Eligibility for English 090; recommended prerequisite or concurrently with Child Development 156 for child development certificate student.
(Formerly SPCOM 150)

Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of appropriate literature. Students may select adult literature (option A) or children's literature (option B). Partially satisfies CSU general-education requirement. CSU:UC

**COMS 151 RADIO/TELEVISION ANNOUNCING
(Same as RTVF-151)**

3 units

3 hours lecture weekly

Prerequisite: Eligibility for or completion of Journalism 105, News Writing recommended
(Formerly SPCOM 151)

Theory and practice in radio/TV announcing for newscasts, commercials, sportscasts, and talk-show hosting with a focus on developing the individual "air" personality. Open to non-majors as well as majors. CSU

COMS 205 ADVANCED PUBLIC SPEAKING

3 units

3 hours lecture weekly
Prerequisite: COMS 105
(Formerly SPCOM 205)

An advanced study in public speaking that builds on previously learned concepts. The focus will be on advanced principles of audience adaption, analytical skills, critical thinking, and analysis of public discourse. Presentation skills will be enhanced through the presentation of various types of persuasive speeches. CSU:UC

COMPUTER ELECTRONICS

COMS 223 SMALL GROUP COMMUNICATION

3 units

3 hours lecture weekly
(Formerly SPCOM 223)

This course provides an opportunity to explore the process of groups and decision-making through the practical application of theoretical concepts to a variety of group activities and public group discussion. Theories of group decision-making and leadership will be explored to analyze group interaction. Preparation for the workplace will be emphasized through critical thinking and problem solving. Strategies for successful group interaction will be discussed. CSU:UC

COMS 225 STRATEGIES OF ARGUMENTATION

3 units

3 hours lecture weekly
(Formerly SPCOM 225)

Studies the strategies used for rhetorical argument: finding issues, using evidence, and detecting fallacies in rhetorical communication; practice is given in the formulation, presentation and analysis of argument in oral communication. (Formerly SPCOM-225). CSU:UC

COMS 227 RHETORICAL STUDIES

3 units

3 hours lecture weekly

Provides an examination of the introductory principles of rhetorical theory and their application to the analysis and evaluation of public discourse. Emphasizes an understanding of the theories of rhetorical composition as well as methods used to critique persuasive discourse. Also prepares students to employ critical-thinking skills through effective analysis, writing, and discussion of persuasive communication in the public sphere. CSU

COMS 246 INTERPERSONAL COMMUNICATION

3 units

3 hours lecture weekly
(Formerly Speech Communication)

An introduction to theories and principles of interpersonal communication. The primary focus will be two-person communication, focusing on research in the areas of verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure. Theories of relationship development within committed relationships, family, and friendship will be explored. CSU

COMS 250 PROCESS OF COMMUNICATION

3 units

3 hours lecture weekly
(Formerly SPCOM 250)

Analysis of the contemporary behavioral view of the scope and purpose of human communication, the factors involved in the process, and the role of language in human behavior. CSU:UC

COMS 256 INTERCULTURAL COMMUNICATION

3 units

3 hours lecture weekly
(Formerly SPCOM 256)

This course introduces students to the influence of communication variables, such as perception, language, and nonverbal processes in intercultural communication. Students will examine theories of intercultural communication and apply these theories to real and hypothetical intercultural encounters. CSU:UC

COMS 260 COMMUNICATION AND GENDER

3 units

3 hours lecture weekly
(Formerly SPCOM 260)

This course provides an examination of communication styles of males and females in a variety of settings. Topics will include male/female stereotypes and verbal/nonverbal patterns of communication. The implications for the ability to maintain effective personal and professional relationships will be addressed. Communication styles of men and women will be compared and contrasted. Strategies for developing communication competence in the areas of family, friendship, courtship and marriage, education, media, and business will be explored. CSU

COMPUTER ELECTRONICS

CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY (Same as Music-110)

3 units, may be taken four times

3 hours lecture weekly

This course is an introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instructional software for musicians; acoustics; data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music-notation software; software for music sequencing;

MIDI hardware; software for creating, organizing and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware. CSU

CMPELC 130 COMPUTER ELECTRONICS I

4 units

3 hours lecture, 3 hours lab weekly

The theory of direct current and its application to electronic circuits. Three circuit parameters of resistance, capacitance and inductance. The mathematical application of Ohm's law, series circuits, parallel circuits and compound circuits. An introduction to magnetism and electromagnetism. CSU

CMPELC 131 COMPUTER ELECTRONICS II

4 units

3 hours lecture, 3 hours laboratory weekly

Prerequisite: Computer Electronics 130

Complex AC and DC circuit calculations and circuit-breadboarding skills. Solid-state device fundamentals are covered. Use of the multimeter, function generator and the dual-trace oscilloscope are emphasized. CSU

CMPELC 134 INTRODUCTION TO INDUSTRIAL PROGRAMMING USING VISUAL BASIC

3 units

3 hours lecture weekly

This course is an introduction to programming for industry. The goal is to equip students with the necessary skills to write programs in Visual Basic that will find application in the typical industrial environment. Topics include problem-solving, fundamentals of programming, procedures, decisions, repetition, arrays, sequential files, graphical display, and the use of the Internet. The student will be capable of writing useful Visual Basic programs at the conclusion of the course. CSU

COMPUTER INFORMATION TECHNOLOGY

(Formerly Business Information Technology)

CIT 010 EXPLORING COMPUTERS - BRIEF (Formerly BUSINF 040)

1.5 units

2 hours lecture, 3 hours lab weekly (8 weeks)

A brief overview of computers, their usage, and how they function. Topics covered will include computer hardware, software and the Internet, as well as how to purchase, install and maintain a personal computer. Offered on a credit/no credit basis only.

CIT 011 MICROSOFT WINDOWS - BRIEF (Formerly BUSINF-153A)

1.5 units

2 hours lecture, 3 hours lab weekly (8 weeks)

A short-term course providing an introduction to Microsoft Windows fundamentals. Topics include the basics of using a mouse, icons, Explorer, file management, windows manipulation, and multitasking (working with multiple programs simultaneously).

CIT 015 BUSINESS ENGLISH - BRIEF (Formerly BUSINF-092)

1.5 units

2 hours lecture, 3 hours lab weekly (8 weeks)

A short-term introductory course in English-language usage, grammar, and its applications in business communications.

CIT 016 BUSINESS COMMUNICATIONS - BRIEF (Formerly BUSINF-091)

1.5 unit

2 hours lecture, 3 hours lab weekly (8 weeks)

A short-term introduction to writing principles and techniques, business vocabulary improvement, and experience in the composition of basic types of business communications.

CIT 020 OFFICE PROCEDURES FOR THE ADMINISTRATIVE ASSISTANT - BRIEF (Formerly BUSINF- 090)

1.5 unit

2 hours lecture, 0.3 hours lab weekly (8 weeks)

A short-term introduction to the modern office and the responsibilities associated with an administrative assistant position as well as other employment opportunities.

CIT 035 THE INTERNET - BRIEF (Formerly BUSINF-051)

1.5 unit, may be taken two times

1 hour lecture, 1.5 hours lab weekly (8 weeks)

This short-term course covers Internet fundamentals, including how to use a browser and other software to navigate the internet using the WWW, Gopher, FTP, email, and usenet. Several major service providers will be demonstrated in this hands-on class. Also covers how to research term papers and other projects using the college's fast Internet connection. Need familiarity with Windows operating system.

COMPUTER INFORMATION TECHNOLOGY

CIT 050 MICROSOFT WORD - BRIEF (Formerly BUSINF-077)

1 unit

1 hour lecture weekly

A short-term introductory course covering basic word-processing and formatting concepts, including headers, footers, page-numbering, search and global replace features, and use of templates and wizards. Familiarity with keyboarding and the Windows operating system is assumed.

CIT 052 WORDPERFECT - BRIEF (Formerly BUSINF-081)

1.5 units, may be taken two times

1.5 hours lecture weekly

A short-term introductory course using the latest version of WordPerfect for Windows software to develop word-processing proficiency for business and personal use. Familiarity with computer keyboarding and the Windows operating system is assumed.

CIT 055 MICROSOFT EXCEL - BRIEF (Formerly BUSINF-076)

1 unit

1 hour lecture weekly

A short-term introductory course covering the basic skills necessary to create and edit computerized spreadsheets using Excel. Topics include charts, graphs, formatting, and use of simple functions. Familiarity with the Windows operating system is assumed.

CIT 060 MICROSOFT ACCESS - BRIEF (Formerly BUSINF-153)

1 unit

2 hours lecture, 1 hour lab weekly

A short-term introductory course in creating and modifying computerized databases using Access. Topics covered include simple sorting, forms, reports and queries. Familiarity with the Windows operating system is assumed.

CIT 065 MICROSOFT POWERPOINT - BRIEF (Formerly BUSINF-080)

1 unit

2 hours lecture, 3 hours lab weekly (8 weeks)

A short-term introductory course covering the basic skills necessary to create and edit computerized slide presentations using PowerPoint. Topics include: insertion of text and graphical elements, transitions, and simple animations. Familiarity with the Windows operating system is assumed.

CIT 098 SPECIAL TOPICS: WORKSHOPS

0.5 unit

2 hours lecture, 6 hours lab

8 hours total, one day course

May be taken two times.

Offered on a credit/no credit basis only. Not degree applicable.

Prerequisite: None. Recommended Preparation: Familiarity with computers.

CIT 098A MICROSOFT WINDOWS WORKSHOP (Formerly BUSINF 054)

Designed for students desiring to quickly acquire the fundamental skills necessary to manage some of the basic features of the Windows operating system. (Formerly BUSINF-054). Units do not apply to the associate degree.

CIT 098B MICROSOFT WORD WORKSHOP (Formerly BUSINF 058)

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic documents using Microsoft Word. (Formerly BUSINF-058). Units do not apply to the associate degree.

CIT 098C MICROSOFT EXCEL WORKSHOP (Formerly BUSINF 056)

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic spreadsheets using Excel. (Formerly BUSINF-056). Units do not apply to the associate degree.

CIT 098D MICROSOFT ACCESS WORKSHOP (Formerly BUSINF 055)

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple relational databases using Microsoft Access. (Formerly BUSINF-055). Units do not apply to the associate degree.

CIT 098E MICROSOFT POWERPOINT WORKSHOP (Formerly BUSINF 057)

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic presentations for group audiences using PowerPoint. (Formerly BUSINF-057). Units do not apply to the associate degree.

CIT 098F QUICKEN WORKSHOP (Formerly BUSINF 059)

Designed to acquaint students with a financial software package used to organize personal finances by setting up electronic checkbook registers for tracking transac-

tions. (Formerly BUSINF-059). Units do not apply to the associate degree.

CIT 101 COMPUTER FUNDAMENTALS (Formerly BUSINF-104)

3 units

2 hours lecture, 3 hours lab weekly

Students are taught computer concepts and terminology related to system hardware operations, practical uses of software, operating systems, networks, and interpretation of specifications. CSU

CIT 105 MICROSOFT WINDOWS (Formerly BUSINF-153)

3 units

2 hours lecture, 3 hours lab weekly

Provides students with hands-on instruction in Microsoft Windows, the most popular graphical user interface and operating environment for the personal computer. Topics may include using a mouse, icons, Explorer, file management, windows manipulation, multitasking (working with multiple programs simultaneously), desktop customization, use of Windows accessories, Object Linking and Embedding (OLE), virtual memory, data search using Find, Help Troubleshooters, shortcuts, and screen captures. CSU

CIT 110 KEYBOARDING AND DOCUMENT PROCESSING (Formerly BUSINF-106)

3 units

2 hours lecture, 3 hours lab weekly

Mastery of the computer keyboard by touch. Also, operation of the personal computer including skill-building in processing business letters and reports, tables, etc., using Microsoft Word. CSU

CIT 111 ADVANCED DOCUMENT PROCESSING & SKILL BUILDING (Formerly BUSINF-107)

3 units

2 hours lecture, 3 hour lab weekly

Prerequisite: CIT-110

Continues skill-building begun in CIT 110 (formerly BUSINF-106), keyboarding and document processing. Emphasis on producing a wide range of documents using Microsoft Word as well as continuing to build speed and accuracy on the keyboard. Basic typing skills and familiarity with MS Word begun in CIT 110 are assumed. CSU

CIT 115 BUSINESS ENGLISH

(Formerly BUSINF-135)

3 units

2 hours lecture, 3 hour lab weekly

Provides an extensive review of the fundamentals of English grammar, punctuation style, and usage, placing heavy emphasis on language principles and applications that promote successful communication in the business world. Importance is placed on employment skills such as proofreading, editing, and writing. CSU

CIT 116 BUSINESS COMMUNICATIONS (Formerly BUSINF-220)

3 units

2 hours lecture, 3 hours lab weekly

Training in the development of writing principles and techniques; business-vocabulary improvement; practical experience in the composition of correspondence typical of business environments. Additional emphasis on principles of business English. Familiarity with computer keyboarding and the Windows operating system is assumed. CSU

CIT 120 OFFICE PROCEDURES (Formerly BUSINF-145)

3 units

2 hours lecture, 3 hours lab weekly

Study of procedures in today's modern office including: administrative responsibilities, information storage and retrieval, distribution of information using latest electronic technologies, preparation for professional employment, etc. Familiarity with basic computer keyboarding is assumed. CSU

CIT 125 LEGAL PROCEDURES (Formerly BUSINF-146)

3 units

2 hours lecture, 3 hours lab weekly

Offers a comprehensive simulation for the legal secretary touching on four fields of law: real estate and property transfer, litigation, wills and estates, and corporations and partnerships. The law-office simulation provides an overall perspective of the types of activities in which the legal secretary will be engaged. CSU

CIT 130 MEDICAL OFFICE PROCEDURES (Formerly BUSINF-136)

3 units

3 hours lecture weekly

Designed to train students for employment as an administrative medical assistant. Covers role, office equip-

COMPUTER INFORMATION TECHNOLOGY

ment, patient registration and appointment scheduling. Includes correspondence, transcription and facility management. CSU

CIT 131 INTRODUCTION TO MEDICAL TRANSCRIPTION (Formerly BUSINF-137)

1.5 units

1 hour lecture, 2 hours lab weekly

Provides the transcriptionist with entry-level skills in medical transcription, including transcription of basic medical dictation, incorporating English usage and machine-transcription skills, medical knowledge, and proofreading and editing skills. CSU

CIT 132 MEDICAL OFFICE FINANCES (Formerly BUSINF-138)

3 units

3 hours lecture weekly

This course trains students in the various financial methods used in medical offices for insurance billing, collection of fees, etc. Also covers teaching the student how to handle various insurance claims. CSU

CIT 135 THE INTERNET (Formerly BUSINF-103)

3 units

2 hours lecture, 3 hours lab weekly

In this hands-on class, students will operate and configure browsers and other software to navigate and use the Internet. Participants will learn how to evaluate and select a service provider, send and receive e-mail, append attachments, and use the latest productivity software to create schedules, calendars, address books, and journals. Topics also include teleconferencing, distance learning, and e-commerce. CSU

CIT 140 MICROSOFT OFFICE (Formerly BUSINF-105B)

3 units, may be taken two times

2 hours lecture, 3 hours lab weekly

An introductory survey of programs contained within the latest Microsoft Office suite. These application programs include word processing (Word), spreadsheets (Excel), database management (Access), and presentation graphics (PowerPoint). CSU

CIT 145 QUICKBOOKS (Formerly BUSINF-185)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: None

This course teaches all the basics of the popular accounting program designed to assist in the operation of small businesses. CSU

CIT 150 MICROSOFT WORD I (Formerly BUSINF-158)

3 units

2 hours lecture, 3 hours lab weekly

Provides an in-depth introduction to the latest version of MS Word. Topics include creating, revising, formatting, storing, and printing a variety of business documents. Skills are developed from basic functions through utilizing features such as AutoText, columns, custom tab settings, mail merge, envelopes, labels, templates, headers/footers, footnotes, and Find/Replace features.

Emphasis on office-quality production of documents.

Also designed as preparation for MS Office User Specialist (MOUS) certification core exam in Word.

Familiarity with computer keyboarding and the Windows operating system is assumed. CSU

CIT 151 MICROSOFT WORD II (Formerly BUSINF-159)

3 units

3 hours lecture weekly

A continuation of CIT 150. Presents advanced features in Word. Topics include document modification and conversion to Web pages, formatting research papers, business letters and resumes, reports, form letters, newsletters, insertion and manipulation of graphics, creating an index and a table of contents, online forms, merging e-mail form letters using Access database, and using VBA with Word. Also designed as preparation for MS Office User Specialist (MOUS) certification exam. CSU

CIT 152 WORDPERFECT(Formerly BUSINF-156)

3 units

2 hours lecture, 3 hours lab weekly

A comprehensive course using the latest WordPerfect word-processing software on IBM-compatible PC's to develop employable proficiency in the production of business documents. Familiarity with computer keyboarding and the Windows operating system is assumed. CSU

CIT 155 MICROSOFT EXCEL I (Formerly BUSINF-165)

3 units

2 hours lecture, 3 hours lab weekly

Students learn the latest version of MS Excel. Topics include formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, and practice using Excel to create static and dynamic Web pages. Also covers financial functions, data tables, amortization schedules, cell protection, worksheet-database manipulation,

lookup functions, database functions, templates, working with multiple worksheets and workbooks, find and replace, and customized printing. Course is designed as preparation for the Microsoft Office User Specialist (MOUS) certification core exam in Excel. CSU

CIT 156 MICROSOFT EXCEL II (Formerly BUSINF-166)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: CIT-155 (formerly BUSINF-165)

A continuation of CIT-155, this course provides students with the knowledge to use advanced Excel features.

Topics include sorting and filtering information in spreadsheets, worksheet protection, pivot tables and pivot chart reports, consolidation of data, outlines, reports using report manager, macros, guided-cell entry with data validation, use of scenarios to perform what-if analysis, goal seeking, change tracking, and Web and application integration. Also designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Excel. CSU

CIT 160 MICROSOFT ACCESS I (Formerly BUSINF-170)

3 units

2 hours lecture, 3 hours lab weekly

Provides an in-depth introduction to the latest version of Microsoft Access. Topics include creating, querying, and maintaining a relational database; creating a data-access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and subforms. Familiarity with computer keyboarding and the Windows operating system is assumed. CSU

CIT 161 MICROSOFT ACCESS II (Formerly BUSINF-171)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: CIT-160 (formerly BUSINF-170)

A continuation of CIT-160 using the latest version of Microsoft Access. Topics include creating, querying, and maintaining a relational database; creating reports, forms, combo boxes, cross-tab queries, mailing labels, mail-merge reports, and customization menu bars; integrating Excel worksheet data into an Access database; using OLE fields, hyperlinks and subforms; creating an application system using the Switchboard Manager; customizing forms using VBA, working with charts and PivotTable objects, administering a database and publishing to the Internet using Access pages. Also

designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Access. CSU

CIT 165 MICROSOFT POWERPOINT

3 units

2 hours lecture, 3 hours lab weekly

Students acquire skills to create dynamic computerized slide shows and presentations using PowerPoint software, the de facto standard presentation application.

Topics covered include automating slide shows, transitions, use of graphics and drawn objects, interactive presentations, OLE, and Web-collaboration features.

Also designed as preparation for the Microsoft Office User Specialist (MOUS) certification core and expert exams in PowerPoint. Familiarity with Windows operating system is assumed. CSU

CIT 166 DESKTOP PUBLISHING (Formerly BUSINF-175)

3 units

2 hours lecture, 3 hours lab weekly

Designed to provide students with the necessary skills for employment utilizing desktop-publishing concepts and applications on the PC. CSU

CIT 167 INTRODUCTION TO PHOTOSHOP - BRIEF (Formerly BUSINF-180)

1.5 units

2 hours lecture, 3 hours lab weekly (8 weeks)

A short-term introductory course in basic image editing using Photoshop. Topics included are working with layers, image retouching, color correction, scanning, paint tools, text tools, special effects, and application to desktop publishing and personal projects. CSU

CIT 170 WEB SITE DEVELOPMENT I (Formerly BUSINF-177)

3 units

2 hours lecture, 3 hours lab weekly

An introduction to creating Web sites using HyperText Markup Language (HTML) coding. Covers basic through advanced HTML tags and concepts related to the planning and publishing of effective Web sites.

Topics include HTML syntax, lists, text formatting, links, Web-safe colors, image insertion and optimization, animated GIFs, image maps, tables, frames, forms, server-side processing, FTP clients, site structure, registration and maintenance. Designed as the foundation for those preparing to obtain recognized certificates in Web site

COMPUTER INFORMATION TECHNOLOGY

development or with an interest in developing personal and professional Web sites. Familiarity with the Internet, a browser, and the Windows operating system is assumed. CSU

CIT 171 WEB SITE DEVELOPMENT II (Formerly BUSINF-191)

3 units

3 hours lecture weekly

Hands-on practice and theoretical issues related to the creation and publishing of effective interactive Web sites using Dynamic HTML (DHTML) coding. Students are instructed in application of cascading style sheets (CSS), introductory JavaScript, Java applets, filters, transitions, special effects, form validation, multimedia elements, and other DHTML features. Additional emphasis on e-commerce-related issues. No authoring tools are used in this class. Knowledge of HTML and familiarity with the Windows operating system are assumed. CSU

CIT 173 WEB SITE AUTHORIZING TOOLS (Formerly BUSINF-178)

3 units

2 hours lecture, 3 hours lab weekly

Introduction to creating Web pages using authoring tools. Course covers advanced HTML tags and the use of popular authoring tools such as FrontPage, to create and administer sophisticated Web sites. Practice creating comprehensive Web sites, which include dynamic HTML, short scripts, and the processing of online forms. CSU

CIT 174 GRAPHIC APPLICATIONS FOR WEB SITE DEVELOPMENT (Formerly BUSINF-182)

3 units

2 hours lecture, 3 hours lab weekly

Hands-on practice and theoretical issues related to creating imagery for Web delivery. Computer graphic applications utilized may include Photoshop, Flash, Freehand, Fireworks, Real Producer Plus and others. Topics include Web-safe colors, graphic formats, raster vs. vector, image slicing, image optimization and download efficiency, thumbnails, identity, and e-commerce from a visual perspective. Knowledge of introductory HTML and familiarity with the Windows operating system are assumed. CSU

CIT 190 PRINCIPLES OF ELECTRONIC COMMERCE (Formerly BUSINF-190)(Same as BUS-190)

3 units

3 hours lecture weekly

The course involves the study of the main theoretical and practical issues of electronic commerce, its policies and management, and the particular problems of implementing and managing electronic-commerce systems and the current uses by business, consumers, and non-profits. Topics include Web-based technologies, electronic-data interchange, Internet infrastructure, value chains, strategies for marketing and promotion, new business models, electronic-payment systems, security, privacy, legal, ethical, and tax issues. Familiarity with the Internet and proficiency with a browser are assumed. CSU

COMPUTER INFORMATION TECHNOLOGY

"Computer Information Technology (former ly Business Information Technology) New and Former Course Numbers/Titles"

New Course #	New Course Title	Old Course #	Old Course Title	Units
CIT010	Exploring Computers - Brief	BUSINF 040	Exploring Computers	1.5
CIT011	Microsoft Windows - Brief	BUSINF 153A	Computer Applications: Introduction to Windows 98	1.5
CIT015	Business English - Brief	BUSINF 092	Business English	1.5
CIT016	Business Communications - Brief	BUSINF 091	Business Communications	1.5
CIT020	Office Procedures - Brief	BUSINF 090	Administrative Office Procedures	1.5
CIT035	The Internet - Brief	BUSINF 051	Exploring the Internet	1.5
CIT050	Microsoft Word - Brief	BUSINF 077	Word 97	1
CIT052	WordPerfect - Brief	BUSINF 081	WordPerfect	1.5
CIT055	Microsoft Excel - Brief	BUSINF 076	Introduction to Excel 97	1
CIT060	Microsoft Access - Brief	BUSINF 075	Introduction to Access 97	1
CIT065	Microsoft PowerPoint - Brief	BUSINF 080	PowerPoint 97	1
SPECIAL TOPICS: WORKSHOPS				
CIT098A	Microsoft Windows Workshop	BUSINF 054	Introduction to Windows 98	0.5
CIT098B	Microsoft Word Workshop	BUSINF 058	Microsoft Word 97	0.5
CIT098C	Microsoft Excel Workshop	BUSINF 056	Microsoft Excel 97	0.5
CIT098D	Microsoft Access Workshop	BUSINF 055	Microsoft Access 97	0.5
CIT098E	Microsoft PowerPoint Workshop	BUSINF 057	Microsoft PowerPoint 97	0.5
CIT098F	Quicken Workshop	BUSINF 059	Quicken	0.5
TRANSFERABLE COURSES				
CIT101	Computer Fundamentals	BUSINF 104	Intro to Computer Operations	3
CIT105	Microsoft Windows	BUSINF 153	Computer Applications: Working with Windows	3
CIT 110	Keyboarding & Document Processing	BUSINF 106	Keyboarding I	3
CIT 111	Advanced Document Processing & Skillbuilding	BUSINF 107	Advanced Keyboarding on the Computers	3
CIT 115	Business English	BUSINF 135	Applied Business English	3
CIT 116	Business Communications	BUSINF 220	Business Communications	3
CIT120	Office Procedures	BUSINF 145	Procedures for the Electronic Office	3
CIT125	Legal Procedures	BUSINF 147	Legal Procedures	3
CIT130	Medical Office Procedures	BUSINF 136	Medical Office Procedures	3
CIT131	Medical Transcription - Brief	BUSINF 137	Medical Transcription	1.5
CIT132	Medical Office Finances	BUSINF 138	Medical Office Finances	3
CIT135	The Internet	BUSINF 103	Mastering the Internet	3
CIT140	Microsoft Office	BUSINF 105B	Introduction to Computer Software	3
CIT145	QuickBooks	BUSINF 185	QuickBooks	3
CIT150	Microsoft Word I	BUSINF 158	Microsoft Word 2000	3
CIT151	Microsoft Word II	BUSINF 159	Advanced Word 2000	3
CIT152	WordPerfect	BUSINF 156	Computer Applications: WordPerfect for Windows	3
CIT155	Microsoft Excel I	BUSINF 165	Computer Applications: Microsoft Excel	3
CIT156	Microsoft Excel II	BUSINF 166	Advanced Excel 2000	3
CIT160	Microsoft Access I	BUSINF 170	Computer Applications: Microsoft Access	3
CIT161	Microsoft Access II	BUSINF 171	Advanced Access 2000	3
CIT165	Microsoft PowerPoint		NEW COURSE	3
CIT166	Desktop Publishing	BUSINF 175	Computer Applications: Desktop Publishing	3
CIT167	Introduction to Photoshop - Brief	BUSINF 180	Introduction to Photoshop for Prof. and Personal Use	1.5
CIT170	Web Site Development I	BUSINF 177	Web Page Creation	3
CIT171	Web Site Development II	BUSINF 191	Web Site Development for Business	3
CIT173	Web Site Authoring Tools	BUSINF 178	Web Site Authoring Tools	3
CIT174	Graphic Applications for Web Site Development	BUSINF 182	Graphic Apps for Business Web Site Development	3
CIT190	Principles of E-Commerce	BUSINF 190	Principles of E-Commerce	3

Brief = 8-week course, Workshop = 8 hours of instruction/lab

COMPUTER NETWORKING

COMPUTER NETWORKING

CMPNET 137 A+ CERTIFICATION 1

2 units

3 hours lecture, 3 hours lab weekly

An introduction to trouble-shooting and maintenance of microcomputers at the component level including work with multiple microcomputer-system platforms. Activities will include hands-on maintenance experience for multi-media computers. CSU

CMPNET 138 A+ CERTIFICATION 2

2 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Computer Electronics 137 or Computer Networking 137

Trouble shoot complex computer configurations and recover lost data and files. Memory and disk-configuration conflicts between software packages will be diagnosed. Introduction to peripheral devices such as modems, disk drives, monitors, keyboards, mice and other input/output devices. CSU

CMPNET 140 BEGINNING NETWORK CERTIFICATION I

2 units

2 hours lecture weekly

Prerequisite: None

This is one of the eight networking fundamental courses in the 3Com NetPrep program. In this course, students will learn how local area network (LANs) are built: which physical cables are used, how those cables are connected, and how hardware platforms (such as servers and workstations) attach to LANs. Students will also learn about the network operating system (NOS) software and applications that run on LANs. CSU

CMPNET 141 BEGINNING NETWORK CERTIFICATION II

2 units

2 hours lecture weekly

This is one of the eight networking fundamental courses in the 3Com NetPrep program. In this course, students will learn network topics related to wide area networks (WANs). These topics include the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area. CSU

CMPNET 142 NETWORKING ESSENTIALS

1.5 units

3 hours lecture weekly (8 week)

The course provides an in-depth study of Microsoft networking essentials. The focus will be on networking terminology, network topologies, network protocols, LAN and WAN networking. Implementing networks using Microsoft products will be explored. CSU

CMPNET 143 MS WINDOWS NT WORKSTATION I

2 units

2 hours lecture weekly

The course provides an in-depth study in the implementation and support of Microsoft Windows NT Workstation. The focus will be on Windows NT Workstation installation, account administration, disk and resource management, networking environment, interoperation, network domain, optimization, application support, printing, and trouble-shooting. CSU

CMPNET 144 MS WINDOWS NT SERVER

2 units

2 hours lecture weekly

Prerequisite: Computer Electronics 143 or Computer Networking 143

The course provides an in-depth study of Microsoft Windows NT Server. The focus will be on implementing and supporting Windows NT Server installation, account administration, environment configuration, file system, local-resource protection, security, networking environment, interoperation, network domain, optimization, and troubleshooting. CSU

CMPNET 145 MCSE EXCHANGE SERVER

2 units

2 hours lecture weekly

Prerequisite: Computer Electronics 144 or Computer Networking 144

One of the courses in the seven-course MCSE certification series. The focus is on planning and installing the exchange server; the architecture of exchange server; supporting exchange server in a single site or multi-site enterprise environment; establishing messaging connectivity over the Internet; and supporting Web access to exchange server computers through Microsoft Outlook Web Access. CSU

CMPNET 146 MS NT SERVER 4.0 - ENTERPRISE TECHNOLOGY

2 units

2 hours lecture weekly

Prerequisite: Computer Electronics 144 or Computer Networking 144

The course provides an in-depth study of Microsoft Windows NT Server 4.0 in the enterprise. The focus is on the design, implementation, and support of Windows NT Server network operating system in a multi-domain enterprise environment. CSU

CMPNET 147 MCSE SYSTEM ADMINISTRATION OF MS SQL SERVER

2 units

2 hours lecture weekly

Prerequisite: Computer Electronics 144 or Computer Networking 144

The course provides an in-depth study of MS SQL server. The focus will be on installing and upgrading SQL server, creating devices and databases, creating users and assigning permission to databases, implementing SQL server-security models, backing up and restoring databases, and learning the functions of the master, msdb, and tempdb databases, and monitoring and troubleshooting SQL server. CSU

CMPNET 148 MCSE INTERNETWORKING W/MS TCP/IP ON WinNET 4.0

2 units

2 hours lecture weekly

Prerequisite: Computer Electronics 144 or Computer Networking 144

The course provides an in-depth study of Microsoft TCP/IP and components networking. The focus will be on installation and configuration of DHCP server, WINS server, SNMP server services, TCP/IP printing, and LMHOSTS files as well as troubleshooting TCP/IP networks. CSU

CMPNET 149 MCSE INTERNET INFORMATION SERVER ON WinNT 4.0

2 units

2 hours lecture weekly

Prerequisite: Computer Electronics 144 or Computer Networking 144

The course provides an in-depth study of Microsoft Internet Information Server 4.0. The course concentrates on virtual servers, co-existence with Win NT Server 4.0 and MS SQL Server 7.0. The intent is to train

the student to pass the MCSE elective exam on IIS 4.0, and train the student how to administer a commercial Web site. CSU

CMPNET 154 CISCO SYSTEM COMPUTER NETWORKING 1

3.5 units

3 hours lecture, 0.5 hour lab weekly

Prerequisite: Computer Electronics 148 or Computer Networking 148

The course provides students with an excellent foundation on which to build their network training. It covers the basics of computer networking, including terms and concepts. Networking technology – how it works and why it works – is made clear in this course, where concepts like contemporary network services, transmission media, and protocols, are explained. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LANs and WANs. CSU

CMPNET 155 CISCO SYSTEM COMPUTER NETWORKING 2

3.5 units

3 hour lecture, 0.5 hour lab

Prerequisite: Computer Electronics 154 or Computer Networking 154

This course provides students with an excellent foundation on which to build network training. Covers the basics of computer networking, including terms and concepts, networking technology – how and why it works – is made clear. Includes concepts of contemporary network services, transmission media, and protocols and how they are used in networking implementations from many vendors, especially those most common in today's LANs and WANs. CSU

CMPNET 156 CISCO SYSTEM COMPUTER NETWORKING 3

3.5 units

3 hours lecture, 0.5 lab weekly

Prerequisite: Computer Electronics 155 or Computer Networking 155

This course is the third in the Cisco System series. It covers the basics of computer networking, including terms and concepts, networking technology, and how and why it works. Contemporary network services, transmission media and protocols are explained, and students learn how protocols are used in networking

COMPUTER SCIENCE

implementations from many vendors, especially those most common in today's LANs and WANs. CSU

CMPNET 157 CISCO SYSTEM COMPUTER NETWORKING 4

3.5 units

3 hours lecture, 0.5 lab weekly

Prerequisite: Computer Electronics 156 or Computer Networking 156

The course, the fourth in the Cisco System series, provides students with an excellent foundation on which to build their network training. It covers the basics of computer networking, including terms and concepts, networking technology, how and why it works, and clarifies concepts like contemporary network services, transmission media, and protocol. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LANs and WANs. Also covers WANs WAN design, PPP, ISDN, and frame relay. CSU

CMPNET 158 CISCO 5 (CCNP)

3.5 units

3 hours lecture, 0.5 lab weekly

Prerequisite: CCNA Certification

The beginning course in the process for pursuing a Cisco CCNP certification through the College's Cisco Academy. Topics covered include advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, and configuration of advanced networks. Requires a Cisco CCNA certification. CSU

CMPNET 180 WINDOWS 2000 SERVER

2 units

1 hour lecture weekly, 3 hours lab weekly

This course provides the basic introduction to Windows 2000 Advanced Server for MCSE certification. CSU

CMPNET 181 WINDOWS 2000 PROFESSIONAL

2 units

1 hour lecture weekly, 3 hours lab weekly

This course provides the basic introduction to Windows 2000 Professional for MCSE certification. CSU

CMPNET 182 WINDOWS 2000 DIRECTORY SERVICES

2 units

1 hour lecture weekly, 3 hours lab weekly

Prerequisite: CMPELC-180

This course provides the basic introduction to Windows 2000 Directory Services for MCSE certification. CSU

CMPNET 183 WINDOWS 2000 NETWORK INFRA-STRUCTURE

2 units

1 hour lecture weekly, 3 hours lab weekly

Provides technical information for deploying a Windows 2000 Advanced Server Network. This course directly relates to certification information necessary to pass the network infrastructure exam for MCSE certification. CSU

COMPUTER SCIENCE

CMPSCI 101 INTRODUCTION TO COMPUTER-BASED SYSTEMS

4 units

3 hours lecture, 3 hours lab weekly

Designed as a general introduction to the computer as a productivity tool. The student will learn how to use the computer as a tool to improve the quality of his/her written assignments and personal correspondence (word processing), to help budget time and money more effectively (spreadsheets), to keep track of large collections of things such as hobby collections or household inventories for insurance purposes (database), and to create simple programs to solve academic or personal data-manipulation problems. The course addresses "computer survival," word-processing, spreadsheets, database, and programming in about equal measure. CSU:UC

CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA

3 units

3 hours lecture weekly

Co-requisite: Computer Science 111L

This course is an introduction to programming and the organization of computers. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured programming. This course will use Java to demonstrate the application of software-engineering methodologies. CSU

CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA LAB

1 unit

3 hours lecture weekly

Prerequisite: Concurrent enrollment in Computer Science 111

This is a required laboratory to support Computer Science 111. CSU:UC

CMPSCI 120 APPLICATION PROGRAM DEVELOPMENT I (COBOL)

3 units

3 hours lecture, 1 hour lab weekly

Prerequisite: Computer Science 132

Writing programs for common business applications. Emphasis on developing well-structured programs to accomplish such tasks as data entry, verification, report-writing and file-updating. Importance of documentation will be stressed. COBOL language used for implementation. CSU:UC

CMPSCI 122 INTRODUCTION TO DIGITAL COMPUTERS

3 units

3 hours lecture weekly

Prerequisite: Computer Science 132

Primitive computer architecture: internal organization and utilization of digital computers. Data representation and storage organization. Primitive instructions and operations. Illustrative instruction and practice in assembly language programming of a representative computer. CSU:UC

CMPSCI 125 FORTRAN PROGRAMMING

3 units

3 hours lecture weekly

Prerequisite: Computer Science 132

Writing of computer programs for mathematical and scientific problems. Syntactical structure of language and data, translation of algorithms into FORTRAN programs, representative applications. CSU:UC

CMPSCI 132 INTRODUCTION TO ALGORITHMS AND PROGRAMMING

3 units

3 hours lecture weekly

Introduction to algorithms, their representation, design, structuring, analysis and optimization. Implementation of algorithms as structured programs in a high-level language. CSU:UC

CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN

3 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Computer Science 122 and 132

Review of primitive data types and their internal representation. Data structures built from primitive types such as arrays and records. Abstract data types such as sets, stacks, queues, trees, and graphs, and their implementation. Algorithms and applications for data structures. CSU:UC

CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB

1 unit

3 hours lab weekly

Co-requisite: CMPSCI-182

This course offers students hands-on programming experience with object-oriented data structures. Abstract data types such as sets, stacks, queues, trees, and lists will be implemented using the Java programming language. This lab is a second-semester (or intermediate-level) Java-programming language course. CSU:UC

CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT

3 units

3 hours lecture weekly

For Web site designers who need to extend their skills beyond HTML in the development of Web sites through the use of scripting. Topics include creating animated Web pages, client-side forms validation, creating and using cookies to track users, processing forms data, and generating dynamically updated Web pages. Experience creating Web pages with HTML is strongly suggested prior to taking this course. CSU

CMPSCI 191 CGI PROGRAMMING: PERL

3 units

3 hours lecture weekly

An introduction to CGI (Common Gateway Interface) programming using the Perl language. Students will go beyond writing Web pages and build programs that generate entire Web sites and create server-side programs to process form input, dynamic Web pages, and interface with databases. Experience creating Web pages with HTML is strongly recommended prior to taking this course.

DANCE

CMPSCI 222 COMPUTER ORGANIZATION

3 units

3 hours lecture weekly

An advanced computer-architecture course that covers basic addressing concepts to more advanced addressability such as base register and self-relative addressing. Computer architecture comparisons between such organizations as multiple-register processors and stack machines. Introduction to the concept of microprogrammable systems. Low-level language translation process associated with assemblers. CSU

CMPSCI 225 ADVANCED FORTRAN PROGRAMMING

3 units

3 hours lecture weekly

Prerequisite: Computer Science 101 and Computer Science 125

A second-semester course in Fortran covering subprograms, loops, arrays, control breaks and file I/O. Applications will be geared to the areas of manufacturing, science, engineering and mathematics. CSU:UC

CMPSCI 235 C PROGRAMMING

3 units

3 hours lecture weekly

Prerequisite: Computer Science 132 or previous equivalent experience.

An introduction to C programming to include data structure, arrays functions and file I/O. CSU:UC

CMPSCI 236 C++ OBJECT-ORIENTED PROGRAMMING

3 units

3 hours lecture weekly

Prerequisite: CMPSCI-235 or equivalent.

Object-Oriented Programming (OOP) using the C++ language. Topics covered will be C++ classes/objects, input/output streams, overloading, inheritance, templates and exception-handling. This is a second-semester course in C++. Students entering course should already be familiar with the C programming language. CSU:UC

CMPSCI 252 ADA PROGRAMMING

3 units

3 hours lecture weekly

Prerequisite: Computer Science 132 or appropriate prior experience

A general introduction to the ADA programming language for career programmers, engineers, and managers. The course will lay the groundwork for use of ADA for the solution of nontrivial mathematical, scientific, engineering, and commercial information-processing problems. Hands-on experience with ADA program development tools will be provided. CSU:UC

CMPSCI 282 ADVANCED DATA STRUCTURES

3 units

3 hours lecture weekly

An exploration of advanced data structures (particularly persistent structures) using object-oriented design and an introduction to databases using a language like Java. Course covers main memory-based structures such as hash tables and trees. Disk-based structures such as hash-based persistent structures and indexed files. Architectural foundations for files, large-scale sorting and serialization. CSU

DANCE

DANCE 100 DANCE APPRECIATION

3 units

3 hours weekly

A non-performance dance course which examines the historical and cultural aspects of dance through viewing of dance films, lecture-discussions, and attendance at live performances. (Does not satisfy the physical-education activity requirement for the associate degree.) CSU:UC

DANCE 101 INTRODUCTION TO WORLD DANCE

1 unit, may be taken three times

3 hours lab weekly

An introductory course designed to survey dances of selected world dance cultures. Through movement experiences and discussion, students will gain the techniques and understanding necessary to perform selected dances. CSU:UC

DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT I

1 unit, may be taken four times

3 lab hours weekly

Through the introduction of ballet, modern and jazz dance techniques, this course instills development of strength, flexibility, coordination and rhythm for all movement techniques. Basic warm-up and strengthening techniques, stretching, movement combinations, and information on physiological conditioning will be stressed. A preparation for all dance courses. CSU:UC

DANCE 121 MODERN DANCE I

1 unit

3 hours lab weekly

An introduction to the basic movements, patterns and style of modern dance, emphasizing elementary skills and techniques while conferring an appreciation of modern dance and increasing understanding of body structure and movement. CSU:UC

DANCE 122 MODERN DANCE II

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Dance 121

A continuation of Modern Dance I. A more intense study of modern dance technique and expanded movement experience. Exploration of rhythmic structure and patterns, expanded choreographic experiences and a more refined use of music in modern dance composition. May be repeated for a total of four units. CSU:UC

DANCE 131 INTRODUCTION TO JAZZ TECHNIQUES

1 unit

3 hours lab weekly

Prerequisite: Dance 111 or equivalent

An introduction to jazz dance, emphasizing elementary skills and techniques while conferring an appreciation of jazz dance and increasing understanding of body structure and movement. CSU:UC

DANCE 132 INTERMEDIATE JAZZ

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Dance 131

A progressive refinement of jazz dance technique, building on skills and techniques covered in Dance 131. May be repeated for a total of four units. CSU:UC

DANCE 133 INTRODUCTION TO AFRICAN DANCE

1 unit, may be taken four times

3 hours lab weekly

This is a movement course focusing on the learning of traditional dances of various West African cultures. Students will learn the fundamental elements of African dances, including polyrhythms, call and response, integration of movement to the music as well as the social/religious aspects of African culture. CSU:UC

DANCE 134 BALLROOM AND SOCIAL DANCE

1 unit, may be taken four times

3 hours lab weekly

This course introduces students to selected social dance styles and practices in performing these styles. Dances taught include ballroom dances, salsa, swing, and flamenco. Dances taught may vary by semester. CSU:UC

DANCE 135 BEGINNING TAP DANCE

1 unit, may be taken four times

3 hours lab weekly

This is a beginning course introducing basic and elementary tap techniques, as well as various routines and rhythmic structures. The history and development of tap is also discussed. CSU:UC

DANCE 141 INTRODUCTION TO BALLET TECHNIQUES

1 unit

3 hours lab weekly

Prerequisite: Dance 111

Introduction to the basic skills and techniques of ballet exercises at the barré, in order to develop flexibility, strength, control and resilience. The course concentrates on simple port de bras, adagio, and allegro combinations. CSU:UC

DANCE 142 INTERMEDIATE BALLET

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Dance 141

A continuation of the skills introduced in Dance 141, with additional emphasis on the rhythm, design, and dynamics. May be repeated for a total of four units. CSU:UC

DANCE 160 DANCE PERFORMANCE ENSEMBLE

1.5 units, may be taken four times

4-5 hours weekly

Prerequisite: Dance 121, 131 or 141 or successful audition at schedule time

Involves learning a repertoire created by the instructor, perfecting performance skills and final production. May be repeated for a total of six units. CSU:UC

DESIGN ARTS AND TECHNOLOGY

DANCE 161 CONCERT DANCE ENSEMBLE

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

Prerequisite: Successful audition at schedule time

This course provides intermediate and advanced dancers with consistent opportunities to perform student and faculty choreography. Students are also introduced to dance-production methods. CSU:UC

DANCE 170 INTRODUCTION TO CHOREOGRAPHY

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Dance 121, 131 or 141 or successful audition at first class meeting

Designed to introduce the fundamental skills and concepts necessary to begin choreographing. Through assignments, exercises and improvisations, the fundamental concepts of dance composition will be explored. May be repeated for a total of four units. CSU:UC

DANCE 179 COC MARCHING/DANCE TROUPE (Same as MUSIC-179)

2 units, may be taken four times

6 hours lab weekly

Rehearsal and performance of rifle, flag, and dance units auxiliary to the College of the Canyons Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. CSU

DANCE 180 INTRODUCTION TO YOGA/DANCE STRETCHING

1 unit, may be taken four times

3 hours lab weekly

An introduction to basic yoga concepts including poses, postures, breathing, and meditation techniques. Also covers dance stretches to increase flexibility. CSU

DESIGN ARTS AND TECHNOLOGY

Short-Term Application Courses

DAT 041 APPLICATIONS: QUARKXPRESS I (Formerly Art-099A)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic computer knowledge.

A short-term, introductory course in page-layout design through the popular tool QuarkXpress for print media. Students learn how to utilize layout features for both text and images, along with exploring QuarkXpress's powerful tools to control basic typographic elements and format images for print.

DAT 042 APPLICATIONS: QUARKXPRESS II

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: DAT-041.

A short-term intermediate course in page-layout design through the popular tool QuarkXpress. Students continue to develop their skills in layout for both text and images. In addition, students explore QuarkXpress's powerful tools to control more advanced typographic elements and format images for print.

DAT 044 APPLICATIONS: ADOBE ILLUSTRATOR (Formerly Multi-060)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic computer knowledge.

A short-term introduction to computer illustration using the popular tool Adobe Illustrator. Students learn how to create images, use type and layout features, use filters and format images for print, web and multimedia mediums.

DAT 045 APPLICATIONS: ADOBE ILLUSTRATOR II

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: DAT 044.

A short-term intermediate course in computer illustration through the popular tool Adobe Illustrator. Students will continue to develop their skills in basic computer illustration along with more advanced illustration techniques, creating images for print, web and multimedia mediums.

DAT 047 APPLICATIONS: ADOBE PHOTOSHOP FOR DESIGNERS (Formerly MULTI-062)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic computer knowledge.

A short-term introduction to digital imaging using the popular tool Adobe Photoshop. Students learn to scan, composite, create layers, select operating areas, image adjustment and change image modes and file formats for electronic presentations, print, and web design.

DAT 048 APPLICATIONS: ADOBE PHOTOSHOP II FOR DESIGNERS (Formerly MULTI-064)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic Photoshop and computer knowledge.

This short-term course is designed to explore intermediate topics in digital imaging through the popular tool Adobe Photoshop. Students continue to develop their skills in image resolution, compositing, layers, image adjustment, and sophisticated image creation for electronic presentations, print and web design.

DAT 060 CAREERS IN INTERIOR DESIGN

1 unit

1 hour lecture weekly

Examines the interior-design profession, industry, related occupations and work sites. Emphasizes personal, educational and professional qualifications required for entry into the field.

DAT 061 ART AND ACCESSORIES IN INTERIOR DESIGN

1 unit

1 hour lecture weekly

A lecture course covering the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods, portable light fixtures, linens, and tableware in interior design. Course may include field trip.

DAT 062 MERCHANDISING IN INTERIOR DESIGN

1 unit

1 hour lecture weekly

Covers topics such as retailing concepts and strategies used by contemporary merchandisers. Special attention will be given to the practice of activities such as sales transactions, customer service, store operations, store policies, advertising and display. May include a field trip to a notable retail store.

DAT 071 APPLICATIONS: DREAMWEAVER (Formerly MULTI-066)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic Photoshop and computer knowledge.

A short-term introduction to dynamic Web page design through the popular tool Dreamweaver. Students learn how to insert images, create frames, make links, use forms, and how to manage web sites by creating actual DHTML sites.

DAT 073 APPLICATIONS: DESIGNING WEB GRAPHICS (Formerly MULTI-068)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic computer knowledge and DAT-047 or basic Adobe Photoshop experience.

A short-term introduction to designing web graphics through the use of the popular tools Adobe Photoshop and Image Ready. Students learn how to first composite and create images, then use specialized effects to create and optimize dynamic graphics for the web.

DAT 074 APPLICATIONS: MACROMEDIA FLASH

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Knowledge of Adobe Photoshop.

A short-term, introductory course in vector-based animated graphics for multimedia through Macromedia Flash.

DAT 075 APPLICATIONS: ADOBE PREMIERE (Formerly MULTI-070)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic Photoshop and computer knowledge.

A short-term introduction to digital editing through the popular tool Adobe Premiere. Students learn how to digitize video, combine clips, and use transitions and filters to edit video for the web and multimedia mediums.

DAT 077 APPLICATIONS: AFTER EFFECTS (Formerly MULTI-072)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic Photoshop and computer knowledge.

DESIGN ARTS AND TECHNOLOGY

A short-term introduction to animated motion graphics through the popular tool Adobe After Effects. Students learn how to sweeten video by introducing specialized effects applied to video, graphics and text.

DAT 078 APPLICATIONS: DIRECTOR (Formerly MULTI-074)

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: Basic Photoshop and computer knowledge.

A short-term introduction to multimedia production through the popular tool Macromedia Director. Students learn how to use the program's multimedia-importing techniques, basic type, and paint tools to synthesize sound, video, and graphics for use in web and CD-ROM presentations.

DAT 081 APPLICATIONS: 3D STUDIO MAX (MAGMA) I

1 unit

1 hour lecture weekly

A short, introductory course in basic character design and animation using the popular tool Magma for animation. Students learn how to utilize basic design and animation features along with the application of Magma for the building of simple armatures and exploring forward kinematics animation. Not degree applicable.

DAT 082 APPLICATIONS: 3D STUDIO MAX (MAGMA) II

1 unit

1 hour lecture weekly

A short-term intermediate course in character animation and design using the popular tool Discreet Magma. Students continue to develop their skills using more complex animation and designs, along with exploring Magma's powerful tools to control more advanced character designs, textures, lighting and mapping. Not degree applicable.

DAT 083 APPLICATIONS: 3D STUDIO MAX (MAGMA) III

1 unit

1 hour lecture weekly

A short-term advanced course in character animation and design using the powerful tool Discreet Magma. Students continue to develop their skills in character animation, along with exploring Magma's tools to create complex set designs with maps, textures and lighting. Not degree applicable.

DAT 085 APPLICATIONS: MAYA I

1 unit

1 hour lecture weekly

A short-term introductory course in character animation and design through the popular tool MAYA. Students learn how to design and animate basic characters, along with exploring MAYA's powerful tools to control basic textures and graphics. Students need basic computer knowledge. Not degree applicable.

DAT 086 APPLICATIONS: MAYA II

1 unit

1 hour lecture weekly

A short-term intermediate course in character animation and design through the popular tool MAYA. Students learn how to design and animate complex characters and explore detailed textures and mapping for characters and set design. Second course in the series. Not degree applicable.

DAT 087 APPLICATIONS: MAYA III

1 unit

1 hour lecture weekly

A short-term advanced course in character animation and design through the popular tool MAYA. Students learn how to design, texture and map complex set designs, along with exploring MAYA's powerful tools to control rendering, lighting and effects. Third in the series. Not degree applicable.

DAT 092L OPEN ANIMATION LAB

1-2 units, may be taken four times

3-6 hours lab weekly

Recommended preparation: Concurrent enrollment with another DAT course.

An open lab for the currently enrolled design arts and technology student who wishes to increase skills through the use of the computer animation lab. Offered on a credit/no credit basis only. Not degree applicable.

DAT 094L OPEN GRAPHICS LAB (Formerly Art-090L)

1-2 units, may be taken four times

3-6 hours lab weekly

Prerequisite: None

This course is for students who are currently enrolled in any DAT or multimedia course that uses the Macintosh computer. Students may use the lab hours to increase their skills using Adobe Photoshop, Adobe Illustrator and/or QuarkXpress. Not degree applicable.

DAT 095L OPEN CAD LAB

1-2 units, may be taken four times

3-6 hours lab weekly

Recommended Preparation: Concurrent enrollment with another DAT course.

An open lab for the currently enrolled design arts and technology student who wishes to increase skills through the use of the CAD lab. Offered on a credit/no credit basis only. Not degree applicable.

DAT 096L OPEN ARCHITECTURAL/INTERIOR LAB

1-2 units, may be taken four times

3-6 hours lab weekly

Recommended Preparation: Concurrent enrollment with another DAT course.

An open lab for the currently enrolled design arts and technology student who wishes to increase skills through the use of the architectural and interior design lab. Offered on a credit/no credit basis only. Not degree applicable.

DAT 097L OPEN MULTIMEDIA LAB (Formerly MULTI-090L)

1-2 units, may be taken four times

3-6 hours lab weekly

Recommended preparation: Concurrent enrollment with another DAT course.

An open lab for the currently enrolled multimedia student who wishes to increase skills through the use of the multimedia lab facility. Not degree applicable.

DAT 100A INTRODUCTION TO DESIGN TECHNOLOGY (Formerly MULTI-050)

1 unit

3 hours lecture weekly/6-week course

A short-term course focusing on basic computer operations, along with exploring various software used specifically for the design arts. The course also covers resolving software conflicts and the key to management. The first of three introductory courses to technology. CSU

DAT 100B INTRODUCTION TO DESIGN TECHNOLOGY II (Formerly DAT-180)

1 unit

3 hours lecture weekly/6-week course

Recommended preparation: DAT-100A.

A short-term course focusing on defining and exploring desktop computer hardware systems used specifically in the design arts. Discussion is on high-end printers, options in file storage, and resolution of hardware con-

flicts. The second of three introductory courses in technology. CSU

DAT 100C INTRODUCTION TO DESIGN TECHNOLOGY III

1 unit

3 hours lecture weekly/6-week course

Recommended Preparation: DAT 100B.

A short-term course focusing on exploring peripherals like digital cameras, camcorders and scanners used specifically in the design arts. The course will define file formats and compression theories. The third of introductory courses in technology. CSU

DAT 101 SURVEY OF DESIGN ARTS TECHNOLOGY (Formerly MULTI-120)

3 units

3 hours lecture weekly

Recommended Preparation: DAT 100A, 100B, 100C or equivalent.

This course surveys the design arts and technology industry, including discussion of commercial, artistic, and technical aspects of its development and production. Topics covered include the definition of design arts and its tools of production along with occupational opportunities and critically evaluating the design arts. CSU

DAT 102 APPLIED COLOR FOR DESIGNERS (Formerly DAT-162)

3 units, may be taken two times

2 hours lecture, 3 hours lab weekly

This course is focused on theory and application of color in design and digital media. Students will get hands-on experience with the elements of color as they change backgrounds and environments by applying pigmented and/or digital color. The course concentrates on color systems, psychology and appropriate color choices for various projects such as architecture, interior design, set decoration, advertising and marketing. CSU

DAT 104 RAPID VISUALIZATION AND ILLUSTRATION (Formerly DAT-164)

3 units

2 hours lecture, 3 hours lab weekly

This course covers techniques for freehand drawing and illustration necessary for visual communication and presentation. Rapid sketching techniques in addition to perceptual skills and an understanding of line, tone, proportion, composition, perspective, and rendering are included. CSU

DESIGN ARTS AND TECHNOLOGY

DAT 105 DIGITAL PHOTOGRAPHY I (Formerly MULTI-165. Same as Photo-165)

3 units, May be taken four times

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 100A, 100B, and 100C or basic computer knowledge.

A semester long course covering basic to intermediate-level digital photographic manipulation. Topics include demonstration of Adobe Photoshop software, scanning, image compositing, color correction and use of digital cameras. CSU

DAT 140 VISUAL DESIGN (Formerly MULTI-140)

3 units

2 hours lecture/3 hours lab weekly

Recommended Preparation: DAT-100A, 100B, and 100C or basic computer knowledge.

Using traditional and computer art tools, students learn principles of design including line, shape/form, space, size/scale, texture/pattern, orientation, light, value, volume, perspective, typography and color. These principles are explored in a series of progressive projects that help students produce media that are aesthetically rich and artistically sound. CSU

DAT 142 2D COMPUTER ILLUSTRATION (Formerly Art-223)

3 units

2 hours lecture/3 hours lab weekly

Recommended Preparation: DAT-100A, 100B, 100C or basic computer knowledge.

Introductory course in the methods, materials and techniques used for commercial illustration. Emphasis is placed on two-dimensional aspects of computer illustration using Adobe Illustrator and Adobe Photoshop on the Macintosh computer to develop textures, lines, shapes, and colors, that are used to illustrate books, editorials, and other forms of graphic communication. Students will develop illustrations from concept to completion and understand the use of commercial illustration as a career path. CSU

DAT 144 GRAPHIC DESIGN I (Formerly Art 254)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: Art-140 or DAT-140 and DAT-100A, 100B, 100C or basic computer knowledge.

A survey in basic design of print graphics that covers both beginning page layout and logo design. The course will include instruction in several computer applications. CSU

DAT 145 TYPE & TYPOGRAPHY (Formerly Art 260)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-100A, 100B, 100C or basic computer knowledge.

Introductory course in the history, development and creation of western letter forms and typography for use in advertising, print media, publications and other areas of communication and graphic design. Emphasis is placed on the ability to understand the nature of letter forms, the importance of typography in society, and the use of visual techniques to develop typographic sensitivity. Traditional hand-lettering and the use of the computer enable students to explore a variety of typographic methods and aesthetic consideration. CSU

DAT 148 PACKAGING DESIGN (Formerly Art-264)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-140 or Art-140.

This is an introductory course in the use, design and marketing of products, and the packages in which they are displayed. The course focuses on two and three-dimensional design, environmentally sound design, and marketing strategies of packaging design. Students will study the history of packaging, the materials that are used (past and present) and develop an understanding of the future of package design. CSU

DAT 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD® (Same as Engineering 150)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: Concurrent enrollment in DAT 100.

This entry-level course emphasizes the theory of mechanical drafting and includes drawings done on the board featuring line quality, lettering, orthographic projection and isometric sketching. AutoCAD's® structure, draw and edit commands will be introduced. Some drawings will be computer-generated. CSU:UC

DAT 151 AUTOCAD® FOR MECHANICAL DRAFTING

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 150 or equivalent.

This hands-on course covers the majority of drawing and editing commands and procedures necessary to complete basic 2D working drawings. CSU

DAT 160 FUNDAMENTALS OF INTERIOR DESIGN

3 units

2 hours lecture, 3 hours lab weekly

An in-depth study of the principles and elements of interior design based on function and aesthetics.

Creative expression and the design process will be developed through the use of presentation skills. CSU

DAT 161 INTERIOR MATERIALS AND PRODUCTS

3 units

3 hours lecture weekly

A comprehensive survey of materials, products, and processes used by designers to create interior environments. Included are techniques in measuring and calculating materials for construction, installation, and specification for residential and commercial application. The course also explores client, architect, and vendor relationships. This course is of interest to interior design majors and the decorating/design professional or amateur. CSU

DAT 162A HISTORY OF ARCHITECTURE AND FURNISHINGS I

3 units

3 hours lecture weekly

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from Egyptian through the classical revival period. Emphasis is placed on style development as it relates to social, economic and political influences. CSU

DAT 162B HISTORY OF ARCHITECTURE AND FURNISHINGS II

3 units

3 hours lecture weekly

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from classical revival through the present. Emphasis is placed on style development as it relates to social, economic and political influences. CSU

DAT 163 ARCHITECTURAL DRAFTING I (Formerly DAT-170)

3 units

2 hours lecture, 3 hours lab weekly

This entry-level course is intended to provide a student with information concerning current practices in architectural drafting and construction technology sufficient for the student to produce a set of working drawings for a small single-family residence. Drafting techniques will emphasize clarity, line-weight expression and accuracy. CSU

DAT 172 DIGITAL EDITING (Formerly MULTI-168. Same as RTVF-168)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: RTVF-118, DAT- 105, or knowledge of Adobe Photoshop.

An introductory-level course designed to teach software applicable to desktop computer non-linear programs such as Adobe's Premiere and After Effects. The course will include making short video projects. CSU

DAT 173 AUDIO AND MOTION GRAPHICS (Formerly MULTI-150)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-105 or knowledge of Adobe Photoshop.

Introduction to the concepts and procedures of multimedia audio and video production emphasizing the creation, editing, and retooling of audio and video files for multimedia projects; fundamentals of camera operation, lighting, nonlinear audio and video-editing software, and storyboarding for interactive media. The course will utilize recording software, samplers, computers, video recorders and digital-editing equipment. CSU

DAT 175 MULTIMEDIA PRODUCTION (Formerly MULTI-170).

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 140, 150.

Students work collaboratively to design and produce small-scale multimedia products such as web sites and presentations. Working with the instructor, students design projects, create storyboards, write scripts, and create media including interfaces. Students learn about the production cycle for multimedia projects and how to communicate effectively in multimedia teams. CSU

DESIGN ARTS AND TECHNOLOGY

DAT 177 WEB PAGE DESIGN (Formerly MULTI-180)

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-105 and 140.

Learn visual web page design introduced through power software supporting dynamic HTML. Incorporate interactive media using animation, sound, and graphics. This course will also focus on the importance of aesthetics and interactive design principles in multimedia. CSU

DAT 184 INTRODUCTION TO ANIMATION

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

This course covers composition, laws of motion, drawing, timing, scripting and storyboarding. In addition, the basics of animation as it developed historically will be explored. Both traditional drawing methods and/or computers will be used. CSU

DAT 185 STORY DEVELOPMENT

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

An introductory course in the development of story and character for animation. Explores traditional as well as stylized forms of storyboarding from different artists. Students will be given the opportunity to attend lectures given by story artists from major feature and television studios. CSU

DAT 187 INTRODUCTION TO 3D StudioMAX®/ ANIMATION

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: Concurrent enrollment in DAT 184.

This course introduces cell animation using 3D Studio® and Animator Pro software. 3D models and animations with light, sounds and textures will be produced on high-resolution computers. Animations suitable for architectural walk-throughs and/or product design will be created. CSU

DAT 242 GRAPHIC DESIGN II

3 units, may be taken two times

2 hours lecture/3 hours lab weekly

Recommended Preparation: DAT-144 and DAT-105.

An advanced course to further develop visual communication skills in print graphics. The course will utilize several computer application programs in page layout, illus-

tration and digital imaging to explore brochure, advertising and identity graphics. CSU

DAT 244 GRAPHIC DESIGN PRODUCTION (Formerly Art -255)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-144.

An introductory course in output and creation of mechanicals for printed communications. Students will develop an understanding of the use of camera-ready art such as 4-color and spot-color separations, negatives and positives. Emphasis is placed on learning the language of print production and of printers, printer specifications, and the appropriateness of traditional and digital camera-ready art methods. Creation of mechanicals for specific assignments will develop the student's understanding of the production process. Discussions of grayscale, color, and halftone images, both digital and traditional, will complete the understanding of document and image handling, scanning and production. CSU

DAT 249 GRAPHIC DESIGN PORTFOLIO

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-244.

Students will learn to prepare and present a graphic-design portfolio in a professional manner. Emphasis will be on appropriate selection of work, concept improvement and methods of presentation. CSU

DAT 252 MECHANICAL DRAFTING II (Formerly DAT 152).

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 150, 151, or equivalent.

This course covers working, assembly, detail and exploded-view drawings with emphasis on dimensioning practice using ASME geometric dimensioning and tolerancing standards. These dimensions will be applied to AutoCAD-generated drawings. Parametric designing-driven dimensioning will be introduced on drawings using software such as Mechanical Desktop, Ironcad and Solidworks. CSU

DAT 253 SOLIDS MODELING FOR MECHANICAL DRAFTING (Formerly DAT-153)

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-151.

This course covers topics relating to design and development of mechanical parts with solids modeling programs such as Mechanical Desktop, Solids Modeling or Pro Engineer. Parts development will involve practices used in current engineering environment. CSU

DAT 259 MECHANICAL DRAFTING PORTFOLIO

3 units

2 hours lecture, 3 hours lab weekly

Recommended preparation: DAT 151, 252, 282, and 283.

In this course, students learn to prepare and present a mechanical-drafting portfolio in a professional manner. Emphasis will be on appropriate selection of work, concept improvement and methods of presentation. CSU

DAT 260 CODES AND ZONING REGULATIONS

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: DAT-263

An in-depth review of the Uniform Building Codes, ADA or California Title 24 (Disabled Access Regulations based on the governing laws of Americans with Disability Act) as related to commercial, residential and institutional projects. Students will apply building and zoning codes for the design and drafting in architecture. CSU

DAT 262 ARCHITECTURAL DRAFTING II (Formerly DAT-171)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-163.

Advanced architectural/residential drafting includes drawing of a set of working drawings for a two-story home with detail drawings of stairways, fireplace, and interior elevations. Perspective and axonometric drawings will be generated from the plans. CSU

DAT 263 SPACE PLANNING (Formerly DAT-163)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: DAT-163. Recommended Preparation: DAT-160 and 163.

This course covers topics relating to residential and commercial use of space. Human dimensions as related to anthropometrics and proxemics, the use of space for special populations and other user needs will be applied in student projects. CSU

DAT 264 AutoCAD® FOR ARCHITECTURE AND INTERIOR DESIGN (Formerly DAT-172)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: None. Recommended Preparation: DAT-163.

This hands-on course covers the majority of drawing and editing commands and procedures to complete basic 2D drawings for architectural floor plans and axonometric drawings. CSU

DAT 265 ADVANCED CADD FOR ARCHITECTURE AND INTERIOR DESIGN (Formerly DAT-173)

3 units, may be taken two times

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-264.

This advanced course includes the software technology to create 3D conceptual designs. These 3D drawings are used for design development, construction documents and working drawings. Detail drawings can be created and reused by assembling parametric material components. CSU

DAT 266 ADVANCED INTERIOR DESIGN (Formerly DAT-166)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: DAT-104, 160, 161, 162A, 162B, 263. Co-requisites: DAT-102, 264.

Problem-solving will be emphasized through creative design solutions for residential environments including new construction and/or remodeling for diverse clients and budgets. The application of space planning, manual drafting and AutoCAD drawings will be employed. Students will prepare several presentation boards. CSU

DAT 269A INTERIOR DESIGN PORTFOLIO

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-266.

In this course, students will learn to prepare and present an interior-design portfolio in a professional manner. Emphasis will be on appropriate selection of work, concept improvement and methods of presentation. CSU

DESIGN ARTS AND TECHNOLOGY

DAT 269B ARCHITECTURAL DESIGN PORTFOLIO

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 104, 262, and 265.

In this course, students learn to prepare and present an architectural portfolio in a professional manner.

Emphasis will be on appropriate selection of work, concept improvement and methods of presentation. CSU

DAT 271 ADVANCED DIGITAL PHOTOGRAPHY (Same as PHOTO-205)

3 units

2 hours lecture weekly, 3 hours lab weekly

Recommended Preparation: DAT-105.

An advanced course covering expert skills in digital imaging software and hardware. Topics include sophisticated image-compositing and color correction, as well as utilizing the software for complex Web imagery, optimization and animation. CSU

DAT 275 MULTIMEDIA PRODUCTION II (Formerly MULTI-175)

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 175.

Students work collaboratively to design and produce a full-scale multimedia project – online tutorial, interactive game, informative kiosk, etc. Using discrete skills acquired in prior courses, students put it all together from concept formation to formulative evaluation. The real-world multimedia productions will include creating media, authoring, formative evaluation, writing documentation and instructional manuals. Also, students learn important communication skills, including interviewing clients, meeting management and presentation skills. CSU

DAT 277 ADVANCED WEB-PAGE DESIGN

3 units

2 hours lecture/3 hours lab weekly

Recommended Preparation: DAT 177.

This course covers advanced topics in Web page design. A variety of software packages are explored to incorporate expert techniques in interactive media using animation, sound, and graphics. There is an emphasis on the aesthetics of interactive-design principles in multimedia. CSU

DAT 279 MULTIMEDIA PORTFOLIO (Formerly MULTI-295)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 275.

In this course, students learn to prepare and present a multimedia portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. CSU

DAT 281 ADVANCED ANIMATION

3 units

2 hours lecture, 3 hours lab weekly

Provides an in-depth and detailed study of character animation and its techniques. Includes individual and group projects to introduce the skills used in effects animation and synch sound. CSU

DAT 282 ADVANCED AutoCAD® (2D) (Formerly DAT-182)

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: None

Recommended Preparation: DAT 151 or 264.

Commands for complex 2D working drawings are covered along with blocks, attributes and AutoCAD® system variables for improved user efficiency. CSU

DAT 283 ADVANCED AutoCAD® (3D) (Formerly DAT-183)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-151 or 264.

3D drawings are generated on the computer using parametric and solid-modeling techniques. CSU

DAT 284 INTRODUCTION TO 3D STUDIO ANIMATION FOR ARCHITECTURE AND INTERIOR DESIGN

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: DAT-163 and DAT-264.

An introduction to 3D software specifically designed for creating walk-throughs and fly-bys of architectural visualizations on building projects. With this realistic animation and renderings software, clients can walk through and understand spatial quality of lighting strategy, window locations and optimum views. CSU

DAT 285 LAYOUT FOR ANIMATION

3 units

2 hours lecture, 3 hours lab weekly

Students learn animation-layout design, composition, perspective, atmospheric and psychological lighting, and camera placement. This knowledge is applied to the construction of scenes, the congruency of sequences, and the design of backgrounds for animation. CSU

DAT 286 FUNDAMENTALS OF AutoLISP® AND AutoCAD® CUSTOMIZATION (Formerly DAT-186)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT-151 or DAT-264.

An introduction to AutoCAD's® on-line interpreted programming language used in the creation of automated routines for drafting and design tasks, and for creating custom menus. Overview of menu-file construction and language. Keyboard macros and script files are also covered. CSU

DAT 287 ADVANCED 3D StudioMAX®-ANIMATION (Formerly DAT-189)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 184, and 187.

This course covers advanced concepts for producing 3D computer models and animations. Product and/or architectural animations are produced using lighting, sound and texture using software for the PC such as 3D STUDIO®, CHARACTER STUDIO®, and ANIMATOR PRO®. CSU

DAT 289 ANIMATION PORTFOLIO

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 104, 184, 187, and 287.

In this course, students learn to prepare and present an animation portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. CSU

DAT 295 PROFESSIONAL PRACTICES

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: DAT 101.

Provides essential skills necessary for a career in the design arts. Topics include entrepreneurial and communication skills needed in the design-arts industry, as well as project planning and team work. CSU

DAT 299 DIRECTED STUDIES (Formerly Multi-299)

1-3 units

Recommended Preparation: Instructor approval.

Provides students with further work and experience in the design-arts and technology field. CSU

DESIGN ARTS AND TECHNOLOGY

New and Former Design Arts and Technology Course Numbers/Titles

Course #	Course Name	Units	Old # and Name	Offered	Certificate
DAT 041	Applications: Quark I	1.0	Art 099AIntro to Quark & Illustrator	both	none
DAT 042	Applications: Quark II	1.0		both	none
DAT 044	Applications: Adobe Illustrator I	1.0	MM 060 Intro to Computer Illustration	both	none
DAT 045	Applications: Adobe Illustrator II	1.0		both	none
DAT 047	Applications: Adobe Photoshop	1.0	MM 062 Intro to Digital Imaging I	both	none
DAT 048	Applications: Adobe Photoshop II	1.0	MM 064 Intro to Digital Imaging II	both	none
DAT 071	Applications: Dreamweaver	1.0	MM 066 Intro to Web Page Design	both	none
DAT 073	Applications: Designing Web Graphics	1.0	MM 068 Intro to Designing Web Graphics	both	none
DAT 074	Applications: Macromedia Flash	1.0		spring	none
DAT 075	Applications: Adobe Premiere	1.0	MM 070 Intro to Digital Editing	both	none
DAT 077	Applications: After Effects	1.0	MM 072 Intro to Animated Motion Graphics	both	none
DAT 078	Applications Director	1.0	MM 074 Intro to Director	both	none
DAT 092L	Open Animation Lab	1-2.0		both	
DAT 094L	Open Graphics Lab	1-2.0	ART090 Open Lab	both	
DAT 095L	Open CAD Lab	1-2.0		both	
DAT 096L	Open Arch/Interior Design Lab	1-2.0		both	
DAT 097L	Open Multimedia Lab	1-2.0	MM 090LOpen Lab	both	
DAT 100A	Intro to Design Technology I	1.0	MM 050	both	G, MM, AR, MD
DAT 100B	Intro to Design Technology II	1.0	DAT 180	both	G, MM, AR, MD
DAT 100C	Intro to Design Technology III	1.0		both	G, MM, AR, MD
DAT 101	Survey of Design Arts and Technologies	3.0	MM 120 Intro to Multimedia	both	G, MM, AR, MD
DAT 102	Applied Color for Designers	3.0	DAT162 Applied Color for Designers	both	G, MM, ID
DAT 104	Rapid Visualization & Illustration	3.0	DAT164 Rapid Visualization and Illustration	both	G, MM, ID
DAT 105	Digital Photography	3.0	MM 165 Digital Photo	both	G, MM, Creative
DAT 140	Visual Design	3.0	MM 140 Visual Design for MM	both	G, MM
DAT 142	2D Computer Illustration	3.0	ART223 Computer Illustration	both	G
DAT 144	Graphic Design I	3.0	ART254 Computer Graphics I	both	G
DAT 145	Type and Typography	3.0	ART260 Type & Typography	fall	G
DAT 148	Packaging Design	3.0	ART264 Packaging Design	spring	
DAT 150	Intro to Mechanical Drafting & AutoCAD	3.0	DAT150 Intro to Mechanical Drafting	both	MD
DAT 151	AutoCAD for Mechanical Drafting	3.0	DAT151 AutoCAD for Mechanical Drafting	both	MD
DAT 160	Fundamentals of Interior Design	3.0	DAT160 Fundamentals of Interior Design	both	ID
DAT 161	Interior Materials & Products	3.0	DAT161 Interior Materials & Products	fall	ID
DAT 162	History of Architecture & Furnishings	3.0	DAT165 History of Architecture & Furnishings	both	AD, ID
DAT 163	Architectural Drafting I	3.0	DAT170 Architectural Drafting	both	AD, ID
DAT 172	Digital Editing	3.0	MM 168 Digital Editing	both	
DAT 173	Audio & Motion Graphics	3.0	MM 150 Audio & Motion Graphics	spring	MM
DAT 175	Multimedia Production	3.0	MM 170 Intro to MM Production	fall	MM
DAT 177	Web Page Design	3.0	MM 180 Web Page Design	both	MM
DAT 184	Intro to Animation	3.0	DAT184 Intro to Animation		
DAT 187	Intro to 3D Computer Animation	3.0	DAT187 Intro to 3D Computer Animation	both	
DAT 242	Graphic Design II	3.0		spring	G
DAT 244	Graphic Design Production	3.0	ART255 Computer Graphics II	spring	G
DAT 249	Graphic Design Portfolio	3.0		spring	
DAT 252	Mechanical Drafting II	3.0	DAT152 Mechanical Drafting II	spring	MD
DAT 253	Solids Modeling for Mechanical Drafting	3.0	DAT153 Solids Modeling for Mechanical Drafting	fall	MD
DAT 259	Mechanical Drafting Portfolio	3.0		spring	MD
DAT 262	Architectural Drafting II	3.0	DAT171 Architectural Drafting II	spring	AD, ID
DAT 263	Space Planning	3.0	DAT163 Space Planning	both	AD, ID
DAT 264	AutoCAD for Architecture & Interior Design	3.0	DAT172 AutoCAD for Arch & Interior Design	both	AD, ID
DAT 265	Adv. CADD for Architectural & Interior Design	3.0	DAT173 Adv CADD for Arch & Interior Design	both	AD, ID
DAT 266	Interior Design Studio I	3.0	DAT166 Design Studio I	spring	ID
DAT 269A	Interior Design Portfolio	3.0		spring	ID
DAT 269B	Architectural Design Portfolio	3.0		spring	AD
DAT 271	Adv. Digital Photography	3.0		spring	
DAT 275	Multimedia Production II	3.0	MM 175 Multimedia Production	spring	
DAT 277	Adv. Web Page Design	3.0		both	
DAT 279	Multimedia Portfolio	3.0	MM 295 MM Portfolio & Entrepreneurship	spring	
DAT 282	Adv. AutoCAD (2D)	3.0	DAT182 Adv AutoCAD (2D)	spring	AD, MD
DAT 283	Adv. AutoCAD (3D)	3.0	DAT 183 Adv AutoCAD (3D)	fall	AD, MD
DAT 286	Fund. of AutoLISP & AutoCAD Customization	3.0	DAT186 Fund of AutoLISP & AutoCAD Cust	every 4th	AD, MD
DAT 287	Adv. 3D Studio & Animation	3.0	DAT189 Adv 3D Computer Animation	sem	AD, MD
DAT 289	Animation Portfolio	3.0		both	
DAT 295	Professional Practices	3.0		spring	G, MM, AD, MD, ID
DAT 299	Directed Studies	1-3.0	MM 299 Directed Studies	fall	
				both	

G=Graphics, MM=Multimedia, AD=Architectural Drafting, MD=Mechanical Drafting, ID=Interior Design,

ECONOMICS**ECON 130 CONSUMER ECONOMICS**

3 units

3 hours lecture weekly

Elements and concepts of financial planning and decision-making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning are analyzed with an emphasis on application to changing family needs. CSU

ECON 150 ECONOMIC PRINCIPLES IN ACTION

3 units

3 hours lecture weekly

A one-semester economics course designed to give the student a general, elementary knowledge of basic economic concepts and serve as an introduction to more advanced economics courses. Covers basic concepts such as supply and demand, unemployment and inflation, GDP, monetary and fiscal policy, the firm, production decisions, profits and losses, and international trade. (Will not meet the requirements for economics course for business and political science majors.) CSU

ECON 170 ECONOMIC HISTORY OF THE UNITED STATES

(Same as HIST 170)

3 units

3 hours lecture weekly

Survey of the economic development of the U.S. emphasizing a topical approach rather than strict chronology. Includes the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulations and deregulation leading to a modern industrial nation. Fulfills the American Institutions requirement in U.S. History. CSU:UC

ECON 201 MACROECONOMICS

3 units

3 hours lecture weekly

Prerequisite: None

Recommended Preparation: Strongly recommended ENGL-090 and MATH-060.

Macroeconomics studies economic problems facing the nation, such as unemployment, inflation, aggregate demand and supply, gross domestic product (GDP), fiscal policy, monetary policy and supply-side economics, debts-deficits-surpluses, money and banking, the Federal Reserve System. (CAN: ECON 2) CSU:UC

ECON 202 MICROECONOMICS

3 units

3 hours lecture weekly

Prerequisite: Economics 201. Recommended

Preparation: A passing score on the reading-placement test recommended.

Microeconomics studies how the individual, the firm and industries behave in our economy by looking at supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits. (CAN: ECON 4) CSU:UC

ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS

3 units

3 hours lecture weekly

Prerequisite: Mathematics 070 or appropriate placement as determined by the COC assessment process.

A course in descriptive statistics, elements of probability, probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required. CSU:UC

ENGINEERING**ENGR 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY**

2 units

2 hours lecture weekly

This course is an introduction to engineering and engineering technology and is required of all engineering majors. Topics include history, careers, ethics and responsibilities, and engineering calculations and problem-solving (examples from mechanics, dynamics, and fluids). The curricula are also examined. Various engineering systems are modeled. The design process is examined. Guest speakers from various engineering fields are invited to speak to the class. CSU

ENGR 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD® (Same as Design Arts & Technology 150)

3 units

2 hours lecture, 3 hours lab weekly

Recommended Preparation: It is recommended that students who have no previous computer-aided drafting experience take Drafting 180 concurrently.

ENGLISH

This entry-level course emphasizes the theory of mechanical drafting and includes drawings done on the board featuring line quality, lettering, orthographic projection and isometric sketching. AutoCAD's® structure, draw and edit commands will be introduced. Some drawings will be computer-generated. CSU:UC

ENGR 151 MATERIALS OF ENGINEERING

3 units

3 hours lecture weekly

Prerequisite: Chemistry 201

This course covers properties of materials as they relate to atomic and crystal structure. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; electrical and magnetic properties. Additional topics include optical properties, corrosion and process methods. CSU

ENGR 152 STATICS

3 units

3 hours lecture weekly

Prerequisite: Physics 220, Mathematics 211

Applications of the principles of mechanics to rigid bodies in two and three-dimensional equilibrium. Analytical and graphical solutions using force vectors and equivalent force systems to solve problems pertaining to friction, centroids, center of gravity, and moments of inertia for areas. CSU

ENGR 153 ELECTRICAL CIRCUITS I

3 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Physics 221, Mathematics 212

Electric-circuit analysis in both time and frequency domains, transient and steady-state solutions. Topics include linear circuit-analysis techniques, Kirchoff's laws, network theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced-complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, and resonance. CSU :UC

ENGLISH

College Skills

ENGL 010 COLLEGE SKILLS: READING AND STUDY SKILLS

3 units

3 hours lecture weekly

Not degree applicable

An open-entry, open-exit individual and group instruction course or lab in reading and study skills designed for students who are not eligible to take English 034. Units do not fulfill the communications-skills requirement and may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis only.

ENGL 011 COLLEGE SKILLS: GRAMMAR AND WRITING

3 units

3 hours lecture weekly

Not degree applicable

An open-entry, open-exit individual and group instruction course or lab in grammar and writing designed for students who are not eligible to take English 035. Units do not fulfill the communication-skills requirement and may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis only.

ENGL 012 COLLEGE SKILLS: SPELLING AND VOCABULARY

3 units

3 hour lecture weekly

Not degree applicable

An open-entry, open-exit individual and group instruction course or lab in spelling and vocabulary designed for students who are not eligible to take English 033. Units do not fulfill the communication-skills requirement and may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis.

ENGL 033 SPELLING SKILLS

2 units

2 hours lecture weekly

Not degree applicable

Designed to improve spelling skills necessary for college courses. Units do not fulfill the communications-skills requirement and may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis only.

ENGL 034 READING SKILLS

3 units

3 hours lecture weekly

Not degree applicable

Efficiency in reading comprehension and speed by a study of techniques of reading with an emphasis on practical material. Improvement in reading vocabulary. Units do not fulfill the communications-skills requirement and

may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis only.

ENGL 035 SENTENCE WRITING

3 units

3 hours lecture weekly

Not degree applicable

Individualized and group-learning laboratory where students improve sentence grammar, word usage, mechanics and punctuation. Units do not fulfill the communications-skills requirement and may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis only.

ENGL 063 STUDY SKILLS/LISTENING AND NOTE-TAKING

1 unit

1 hour lecture weekly

Not degree applicable

Skills necessary for college study: reading textbooks, time management, concentration techniques, test preparation, marking textbooks, memory improvement, listening skills, note-taking, capturing the main idea and organization. Unit does not fulfill a communication-skills requirement and may not be applied toward elective units for the associate degree. Offered on a credit/no credit basis only.

ENGL 080 INTRODUCTION TO COLLEGE READING

3 units

3 hours lecture weekly

Prerequisite: Successful completion of ENGL-034 or appropriate placement as determined by the assessment process.

Exploration of short stories, the novel, poetry, music, film and other mass media. Successful completion fulfills 3 units of the humanities and fine arts OR language-rationality (communication skills) requirement for the associate degree.

ENGL 090 WRITING SKILLS

3 units

3 hours lecture weekly

Prerequisite: Successful completion of ENGL-090 or appropriate placement as determined by the COC assessment process.

An individualized and group-learning laboratory where students develop sentence and paragraph-writing skills. (Meets the proficiency requirement for the associate degree and/or prepares the student for English 101.)

ENGL 092 INTRODUCTION TO TECHNICAL WRITING

3 units

3 hours lecture weekly

Prerequisite: ENGL-035

Helps students develop the skills they will need to write successfully in the workplace. It introduces students to the rhetorical principles and compositional practices necessary for writing effective business letters, memos, resumes, and reports. (Meets the proficiency requirement for the associate degree and/or prepares the student for English 101.)

ENGL 095 WRITING SKILLS WORKSHOP

1 unit

1 hour lecture weekly

This course is a workshop that emphasizes the critical writing and reading activities of English 090. Focused activities designed to supplement the academic work of English 090 include assistance in grammar, sentence structure, usage, organization of the paragraph, and critical reading. Offered on a credit/no credit basis only.

ENGL 101 ENGLISH COMPOSITION AND LITERATURE

3 units

3 hours lecture weekly

Prerequisite: Appropriate placement as determined by the college assessment process or successful completion of ENGL-080 and 090, or 092, or ENGL-080 and JOURN-105, or equivalent.

Principles and methods of expository writing, with reading and analysis of expository prose, plus limited exposure to creative literature. (CAN: ENGL 2) CSU:UC

NOTE: Honors sections of English 101 are available for capable students. (See below)

ENGL 101H - (HONORS) INTRODUCTION TO COMPOSITION AND LITERATURE (Honors)

4 units

4 hours lecture weekly

Prerequisite: Appropriate placement as determined by the college assessment process or successful completion of ENGL-080 and 090 or 092, or ENGL-080 and JOURN-105, or equivalent.

Expository writing, with an emphasis on analysis and interpretation, plus application of skills for writing a research paper. Additional work on skills necessary for becoming an above-average student. CSU:UC

ENGLISH

ENGL 102 INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING

3 units

3 hours lecture weekly

Prerequisite: ENGL-101

Designed to develop skills beyond those attained in English 101, this course provides instruction and practice in critical thinking and writing strong arguments using literature -- short stories, plays, novels, poems -- as subject matter. Through close reading of challenging literary works, discussion, and argumentative writing, students develop critical-thinking skills. (CAN: ENGL 4) CSU:UC

ENGL 103 CRITICAL READING, WRITING, AND THINKING

3 units

3 hours lecture weekly

Prerequisite: ENGL-101

Designed to develop skills beyond those attained in English 101, this course provides instruction and practice in critical thinking and in writing strong arguments. Through close reading, discussion, and argumentative writing in different disciplines -- such as history, economics, politics, psychology, science, and/or other academic areas -- students will sharpen their critical thinking skills. CSU:UC

ENGL 105 CREATIVE WRITING

3 units

3 hours lecture weekly

Prerequisite: ENGL-090 or eligibility for ENGL-101

Designed for students who have mastered fundamental writing skills and who want to experience developing ideas imaginatively in either prose or poetry. May provide the opportunity for participation in the organization of the campus literary magazine *Canyon Carvings*. CSU:UC

ENGL 106 CREATIVE WRITING - NONFICTION

3 units

3 hours lecture weekly

Prerequisite: ENGL-090 or eligibility for ENGL-101

Students study and write nonfiction prose, emphasizing description, narration, and the personal essay. Writing practice will stress the writer's awareness of his or her own style and the manipulation of stylistic elements. CSU:UC

ENGL 107 INTRODUCTION TO PLAYWRITING (Same as THEATR- 230)

3 units

3 hours lecture weekly

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. CSU

ENGL 134 CRITICAL READING

3 units

3 hours lecture weekly

Prerequisite: Eligibility for ENGL-101

This course focuses on reading that college students must do to succeed in an academic program and serves the needs of the community. High-interest selections come from many disciplines, enabling students to learn to read efficiently (speed and comprehension); to improve concentration and retention; to analyze a reading for main ideas, principal interpretation, and appropriate conclusions; to answer application questions of inference; and to critically evaluate material across the curriculum. Vocabulary development is an integral part of this course. CSU

ENGL 135 LITERATURE AND FILM

3 units

3 hours lecture weekly

An introduction to literature through the comparative study of selected short stories, novels, and plays and the films based on these literary works. CSU:UC

ENGL 195 ENGLISH COMPOSITION AND LITERATURE WORKSHOP

1 unit, may be taken two times

1 hour lecture weekly

Prerequisite: Concurrent enrollment in ENGL-101

Individual and group-learning laboratory designed to support the academic activities of English 101.

Emphasis on critical-reading skills as well as argument development and structural analysis. Offered on a credit/no credit basis only. CSU

ENGL 250 BRITISH LITERATURE I

3 units

3 hours lecture weekly

A survey of British literature from the beginnings to 1790. (CAN: ENGL 8 or CAN: ENGL SEQ B combined with ENGL 251) CSU:UC

ENGL 251 BRITISH LITERATURE II

3 units

3 hours lecture weekly

A survey of British literature, 1790 to the present. (CAN: ENGL SEQ B combined with ENGL 250) CSU:UC

ENGL 260 AMERICAN LITERATURE I

3 units

3 hours lecture weekly

A survey of American literature from the beginnings through 1860. CSU:UC

ENGL 261 AMERICAN LITERATURE II

3 units

3 hours lecture weekly

A survey of American literature from 1860 to the present. CSU:UC

Latin American Literature see Spanish 240

ENGL 263 INTRODUCTION TO POETRY

3 units

3 hours lecture weekly

A study of the elements of poetry with emphasis on discovery of meaning by reading analytically. Major forms are examined, along with aspects of imagery, figurative language, rhythms, and sounds. CSU:UC

ENGL 264 STUDY OF FICTION

3 units

3 hours lecture weekly

Study of selected prose fiction from different times and places in Western civilization. Emphasis on short fiction of the nineteenth and 20th centuries plus intensive work on one novel. Through close reading and discussion, students learn to analyze and interpret prose narratives. CSU:UC

ENGL 265 INTRODUCTION TO DRAMA

3 units

3 hours lecture weekly

Reading, analysis and discussion of selected plays from Greek tragedy to contemporary drama. Emphasis is placed on significant works of British and American playwrights. CSU:UC

ENGL 271 MYTHOLOGY

3 units

3 hours lecture weekly

A multicultural look at basic themes in mythology-creation, origin, fertility, heroic quest, natural phenomena,

death and afterlife, and others to show their significance and relevance to individuals and cultures. CSU:UC

ENGL 272 THE BIBLE AS LITERATURE

3 units

3 hours lecture weekly

Reading and discussion of selected books of the Old and New Testament, and the Apocrypha: saga, myth, epic, story, historical writing, poetry, wisdom literature, prophecy, parables, letters, proverbs. CSU:UC

ENGL 273 WORLD LITERATURE I

3 units

3 hours lecture weekly

A survey of world literature in translation from the early Chinese, Japanese, Indian, Ancient Greek, and Roman to the Middle Ages in Europe. The literary selections, serving as vehicles for understanding the experiences of the human family, are studied for appreciation of their artistic and cultural value. CSU:UC

ENGL 274 WORLD LITERATURE II

3 units

3 hours lecture weekly

A survey of world literature in translation from the Renaissance in Europe to modern times including literature of China, Japan, Africa, and Latin America. The literary selections, serving as vehicles for understanding the experiences of the human family, are studied for appreciation of their artistic and cultural value. CSU:UC

ENGL 275 SHAKESPEARE

3 units

3 hours lecture weekly

A survey of the principles of Shakespearean drama. Detailed reading of selected comedies, tragedies and histories. CSU:UC

ENGL 280 WOMEN'S LITERATURE

3 units

3 hours lecture weekly

A study of women's literature and women in short fiction, novels, poetry, drama and essay. A major focus of the course will be how literature by women reflects women's roles in various cultural settings. CSU:UC

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE

ESL 040 INTENSIVE BEGINNING ENGLISH AS A SECOND LANGUAGE

10 units, may be taken three times
10 hours lecture weekly

Not degree applicable

Development of English speaking, listening, reading and writing skills. Basic practice in listening to and speaking English. Development of basic reading comprehension and survival vocabulary. Practice writing grammatical sentences, short narratives, letters, application forms, and descriptions. Offered on a credit/no credit basis only.

ESL 041 INTENSIVE LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

10 units, may be taken three times
10 hours lecture weekly

Prerequisite: ESL 040

Not degree applicable

Development of English speaking, listening, reading and writing skills. Pronunciation practice of English sounds in the context of vocabulary and idioms used in class. Discussion and analysis of topics in American culture. Development of English-reading comprehension and vocabulary-building skills. Practice in writing simple, compound, and complex sentences and in writing short compositions and business letters. Offered on a credit/no credit basis only.

ESL 042 INTENSIVE HIGH INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

5 units, may be taken two times
5 hours lecture weekly

Not degree applicable

English speaking and listening practice in a variety of contexts. Emphasis on comprehension of information. Development of vocabulary appropriate in both formal and informal situations. Discussion and analysis of topics in American culture and cultural differences. Development of note-taking skills. Restricted to students whose native language is not English. Offered on a credit/no credit basis only.

ESL 045 VOCATIONAL ENGLISH AS A SECOND LANGUAGE

3 units, may be taken three times
3 hours lecture weekly

Not degree applicable

Extensive introduction to and reinforcement of specific vocational concepts and language. Practice in pronunciation, grammar, and vocabulary relevant to the work setting. Restricted to students whose native language is not English. Offered on a credit/no credit basis only.

ESL 060 BEGINNING READING, WRITING AND GRAMMAR

3 units, may be taken two times
3 hours lecture weekly

Not degree applicable

Reading and writing skills designed to assist non-native speakers of English toward college-level work. Practice in basic sentence structure, spelling, vocabulary development, handwriting. Offered on a credit/no credit basis only.

ESL 061 FUNDAMENTALS OF SPOKEN ENGLISH

3 units, May be taken two times
3 hours lecture weekly

Not degree applicable

Practice in the production and understanding of spoken English, including basic grammatical patterns, pronunciation and vocabulary. Designed to assist non-native speakers of English toward college-level work. Offered on a credit/no credit basis only.

Recommended enrollment in ESL 060. Maximum credit 6 units, 3 units each semester. Offered on a credit/no credit basis only.

ESL 070 READING AND WRITING SKILLS

3 units, may be taken two times
3 hours lecture weekly

Prerequisite: Credit in ESL 060 or appropriate placement as determined by the placement process.

Not degree applicable

Intensive practice in writing basic English patterns; fundamentals of punctuation; spelling; vocabulary development; grammar; reading and writing of short paragraphs and essays. Offered on a credit/no credit basis only.

ESL 071 LISTENING AND SPEAKING

3 units, may be taken two times
3 hours lecture weekly

Not degree applicable

Grammatical patterns common to spoken English, such as questions, requests and reduced forms; use of idiomatic English in finding directions, greetings, leave-

taking and simple messages; basics of English pronunciation and vocalization. Offered on a credit/no credit basis only.

ESL 075 ESL COMPUTER COMPOSITION

2 units, may be taken two times

2 hours lecture, 2 hours lab weekly

Eligibility for ESL 070 recommended.

Not degree applicable

Restricted to students whose native language is not English. Use of the computer to improve composition, grammar, and editing skills covered in the English-as-a second language writing classes.

ESL 080 INTERMEDIATE READING AND COMPOSITION

3 units

3 hours lecture weekly

Prerequisite: Credit in ESL 070 or appropriate placement as determined by the placement process.

Intensive writing practice in complex sentence patterns. Reading and writing paragraphs and short essays. Punctuation, vocabulary development, and spelling. Degree applicable.

ESL 081 SPEAKING ENGLISH AS A SECOND LANGUAGE

3 units, may be taken two times

3 hours lecture weekly

Not degree applicable

Pronunciation and intonation of general American English for speakers of English as a second language. Vocabulary and accent-reduction exercises. Offered on a credit/no credit basis only.

ESL 083 HIGH INTERMEDIATE READING

4 units, may be taken three times

4 hours lecture weekly

Prerequisite: None. ESL 080 is recommended preparation.

Not degree applicable

Development of English reading comprehension and vocabulary-building skills in extended written materials. Restricted to students whose native language is not English.

ESL 085 ACCENT REDUCTION

3 units, may be taken three times

3 hours lecture weekly

Not degree applicable

Eligibility for ESL 071 recommended. Restricted to students whose native language is not English. Focus on breaking the accent barrier. English-language stress, intonation, and phoneme patterns including oral practice of English. Aural discrimination and sound patterns reproduction.

ESL 095 TOEFL PREPARATION I

3 units, may be taken four times

3 hours lecture weekly

Not degree applicable

This course will focus on developing essential language skills needed to obtain a satisfactory score on the Test of English as a Second Language (TOEFL). Emphasis will be on fine-tuning learners' listening, reading, grammar, and writing skills. Development of test-taking skills and spelling practice. Restricted to students whose native language is not English. Offered on a credit/no credit basis only. .

ESL 100 ADVANCED READING AND COMPOSITION

4 units, may be taken two times

4 hours lecture weekly

Prerequisite: (1) Minimum grade of C in ESL 080, or (2) appropriate placement as determined by the placement process.

Reading, composition, and grammar for more advanced non-native speakers, designed to prepare students for transfer-level courses. Emphasis on reading of college-level material and on writing complex sentence patterns and paragraph-level composition. CSU:UC

ESL 105 PARAGRAPH TO ESSAY

4 units

4 hours lecture weekly

Prerequisite: Either a minimum grade of C in ESL 100, or appropriate placement as determined by the assessment process.

Practice of techniques of expository and argumentative writing based on personal experience, critical reading, and critical thinking. Designed to take students from the paragraph-writing stage to the development of an essay. CSU:UC

ENVIRONMENTAL CONTROL

ENVIRONMENTAL CONTROL

ENVRMT 100 WATERWORKS MATHEMATICS

3 units

3 hours lecture weekly

Prerequisite: Mathematics 025 equivalent ability recommended

Manipulation, calculation and performance of all mathematical computations necessary to solve elementary water-treatment problems involving the metric system, percent, dosage, dosage rate, flow rate, volume, weight, velocity, area, geometric shapes and volumes, and elementary hydraulics. This course will assist the student with the water-treatment plant water distribution certification examinations. CSU

ENVRMT 101 WATER TREATMENT PROCESSES I

3 units

3 hours lecture weekly

Prerequisite: One of the following strongly recommended: Satisfactory score on mathematics placement examination (eligibility for Mathematics 060) or Waterworks Mathematics or Mathematics 060

Designed to acquaint the student with basic water-treatment concepts and basic chemical-dosage techniques. This introductory course will also enable the student to qualify for the California state water-treatment examination for Grades I & II. CSU

ENVRMT 102 WATER TREATMENT PROCESSES II

3 units

3 hours lecture weekly

Prerequisite: Environmental Control 101 or Grade III Operator. Waterworks Mathematics (EC100) strongly recommended.

A continuation of Environmental Control 101. Emphasis is placed on specific water-treatment processes and associated duties commonly encountered within a treatment facility. Will assist the student to qualify for California state water-treatment grade III examination. CSU

ENVRMT 105 WATER DISTRIBUTION OPERATOR I

3 units

3 hours lecture weekly

A basic course covering all aspects of water distribution after the water-treatment plant. The student will become familiar with key operative parameters and maintenance of the system. Will assist the student in passing grade I water distribution operators licensing test. CSU

ENVRMT 106 WATER DISTRIBUTION OPERATOR II

3 units

3 hours lecture weekly

Prerequisite: Four years of employment in a water-treatment plant, water-distribution system or hold a valid Grade I license.

An advanced course in water distribution covering subject matter of Environmental Control 105 in greater detail. Will assist the student in passing grade II water distribution operator's license test. CSU

ENVRMT 108 WATER TREATMENT CHEMISTRY

3 units

3 hours lecture weekly

Prerequisite: Environmental Control 101

Expands on the concepts presented in Environmental Control 101 with particular emphasis on the chemistry of water-treatment and water-quality regulations. CSU

ENVRMT 110 WASTEWATER AND DISPOSAL I

3 units

3 hours lecture weekly

Prerequisite: Two years of high school mathematics strongly recommended

Introduction to wastewater treatment and disposal. Topics covered include the characteristics of wastewater; sources and quantities of wastewater; individual sewage-treatment and disposal systems; pre-treatment, primary treatment, secondary treatment and effluent polishing. Emphasis is given to solving problems of the type encountered on operator certification examinations. CSU

ENVRMT 111 WASTEWATER TREATMENT AND DISPOSAL II

3 units

3 hours lecture weekly

Prerequisite: High school math and Environmental Control 110

A continuation of Wastewater Treatment and Disposal I with additional emphasis on process control, troubleshooting, and wastewater mathematics and formula manipulations which may be encountered on state certification examinations. Topics covered include individual sewage treatment, and disposal systems and methods; pretreatment, primary treatment, secondary treatment, solids handling, chemical applications, and effluent polishing. CSU

FAMILY STUDIES AND EARLY CHILDHOOD EDUCATION

ENVRMT 112 WASTEWATER III

3 units

3 hours lecture weekly

Prerequisite: Environmental Control 110 and Environmental Control 111 or possession of grade III certification.

An extension of Wastewater Treatment I and II content with an emphasis on mathematics and essay problems encountered on the grade IV and V state certification examination. Topics covered will include phosphorus removal, tertiary treatment, and chemical addition. CSU

FAMILY STUDIES AND EARLY CHILDHOOD EDUCATION

CHLDEV 110 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS

3 units

3 hours lecture weekly

This course meets partial requirements to apply for the child-development permit to teach in the Title XXII and Title V programs. An overview of history, philosophies, and development of the field of early childhood education. Course includes basic history and theories, developmental ages and stages, types of programs, roles of teachers, parent partnerships, and current issues and trends. Field observation at sites designated by the instructor will be required. It is recommended that CD 116A lab experience be taken concurrently. This course is a prerequisite for CD 115. CSU

CHLDEV 115 CURRICULUM AND CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION PROGRAMS

3 units

3 hours lecture per week

Prerequisite: Child Development 110

This course continues from Child Development 110 and includes the teacher's role and goals in facilitating a developmentally appropriate learning environment for young children. The course will cover planning and implementing the physical, temporal and interpersonal environment; including materials and equipment, activity plans, scheduling, routines, transitions, and group time as well as techniques in implementation. Also integrated into this course are techniques for guiding behavior. Emphasis is on meeting the individual needs of the whole child including acknowledgment of diversity. This

course meets the CDA competency goals for center-based home day-care provider programs. CSU

CHLDEV 116 A-B-C CURRICULUM AND CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION PROGRAM LAB

1-3 units

3 hours lab weekly per unit

Prerequisite: Lab A - Previous completion or concurrent enrollment in Child Development 110; for Lab B - Lab A plus previous completion or concurrent enrollment in Child Development 115; for Lab C - Lab A and B.

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent coursework to practical application in the on-campus FS&ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children. CSU

CHLDEV 120 CHILD GROWTH AND DEVELOPMENT

3 units

3 hours lecture weekly

A study of the developmental process of children from the prenatal period through adolescence. The characteristics of behavior as well as the physical, emotional, social and cognitive development typical of each age period are studied. Field observations are required. This course may be required or of interest to parents, educators, health-care professionals or others who work with children or adolescents. CSU:UC

CHLDEV 125 CHILD, FAMILY AND COMMUNITY

3 units

3 hours lecture weekly

This course is part of core curriculum meeting requirements for state licensing Title XXII, Title V programs and the child-development permit matrix. In this course the child will be studied in various contexts, where the interrelationships between family, school and community are seen as the foundation for human development. Cultural, social and family issues are studied as they relate to the developing child. Emphasis is on societal issues that impact children and their families, and how that impact affects the roles of the early childhood educator. Community resources for families and professionals are researched. CSU

FAMILY STUDIES AND EARLY CHILDHOOD EDUCATION

CHLDEV 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM

3 units

3 hours lecture weekly

An overview of infant/toddler development and its implications for group child-care settings. Principles of infant/toddler caregiving and curriculum planning will be emphasized. This course meets the CDA competency goals for infant/toddler caregivers in center-based programs. CSU

CHLDEV 135 SCHOOL-AGE CHILD CARE PROGRAMS AND CURRICULUM

3 units

3 hours lecture weekly

This course examines the needs for and design of school-age child-care programs. Emphasis on developmental stages of the child ages 5-13 and curriculum development. The relationship of the family to the community and the special needs of the school-age child will be discussed. CSU

CHLDEV 140 RECREATIONAL LEADERSHIP IN THE SCHOOL-AGE PROGRAM

3 units

3 hours lecture weekly

Prerequisite: Employment in a related area recommended.

Presents different leadership techniques and styles as they apply in leading various recreational activities for school-age children. The student will develop a file for the following activities: quiet and active games, creative dramatics, music and dance, song leading, arts and crafts, team and individual sports. Class will also include an overview of discipline techniques for small- and large-group settings. CSU

CHLDEV 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD

2 units

2 hours lecture weekly

Provides the basic skills, methods and theory in music and motor activities as related to the young child. The student shall develop a portfolio of materials, develop lesson plans and participate in classroom demonstrations. This course meets the CDA competency goals for center-based and home day-care provider programs. CSU

CHLDEV 151 ART AND CREATIVITY FOR THE YOUNG CHILD

2 units

2 hours lecture weekly

Through lectures and demonstrations, the basis of creativity in young children is explored; planning and preparing art activities for groups of young children, including selection of appropriate media, motivational techniques and classroom arrangements. This course meets the CDA competency goals for center-based and home day-care provider programs. CSU

CHLDEV 155 SCIENCE AND MATH FOR THE YOUNG CHILD

2 units

2 hours lecture weekly

Designed to promote the discovery approach to learning in the areas of basic sciences and math. The student will design basic science and math units and integrate new ideas for everyday science and math experience for young children. This course meets the CDA competency goals for center-based and home day-care provider programs. CSU

CHLDEV 156 LITERATURE AND LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD

2 units

2 hours lecture weekly

A survey of literature for children ages 2-6 with emphasis on techniques of selection and presentation of such literature as: story telling, development of reading readiness, selection and awareness regarding multicultural and non-sexist roles will be explored. This course meets the CDA competency goals for center-based and home day-care provider programs. CSU

CHLDEV 160 UNDERSTANDING AND EDUCATION OF EXCEPTIONAL CHILDREN

3 units

3 hours lecture weekly

An introduction to the field of special education, emphasizing the development theories as they apply to the understanding and training of exceptional children and adults. Emphasis on PL94-142, main-streaming preparation of individual education plans (IEPs) and current topics and trends will be discussed. CSU

FAMILY STUDIES AND EARLY CHILDHOOD EDUCATION

CHLDEV 165 TEACHING CHILDREN IN A DIVERSE COMMUNITY

3 units

3 hours lecture weekly

Covers the impact of social, political, economic and cultural issues that shape values, beliefs, and behaviors.

Students explore personal experiences to increase skills in developing partnerships with families. CSU

CHLDEV 173 CHILDHOOD NUTRITION

2 units

2 hours lecture weekly

This course will examine the nutritional needs of children from infancy through school age, in theory and in practice. It will include techniques for applying sound nutritional principles for parents and professionals at home in the curriculum of early childhood programs.

Techniques for involving children in planning preparing healthy snacks will be covered. This course meets the requirements for preschool/school age certificates. CSU

CHLDEV 175 HEALTH CONCERNS AND FIRST AID IN EARLY CHILDHOOD

1 unit

1 hour lecture weekly

This class will emphasize the care of children in both health and illness. Through lecture discussions and selected articles, the student will learn normal growth and development patterns, variations in these patterns, how culture and family may impact on the child's behavior and how to care for a child who is ill. The student will be introduced to the major health problems associated with newborn, infant, early and late childhood, and how to cope with these illnesses. Basic pediatric first-aid and health and safety for the above age groups, will be discussed. This course meets Title 22 requirements for infant/child CPR and first-aid. Students can earn pediatric first-aid in Infant/child CPR and health and safety child care certificates. CSU

CHLDEV 198 CURRENT ISSUES IN PARENTING

1 unit

1 hour lecture weekly

This course encompasses the dynamics of age/stage-specific child development of parenting skills. Focus is on the emotional, social, physical and cognitive maturation processes of the child as they apply to the unique nature of the parent/child relationship. It will assist both parents and teacher/caregivers in understanding this unique relationship. CSU

CHLDEV 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS

3 units

3 hours lecture weekly

Prerequisite: 9 units of child development course work completed.

The principles and practices of nursery school organization and administration including organizational structure, budgeting, personnel policies and practices, records, reporting, relationships with community resources, regulatory agencies and parents. Overview of social and public policy and professional groups influencing child development today. This course meets the CDA competency goals for center-based and home day-care provider programs. CSU

CHLDEV 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS

3 units

3 hours lecture weekly

Prerequisite: Child Development 201 or its equivalent.

This course builds on the competencies acquired in CD 201 and includes opportunities for administrators of children's programs to learn techniques in hiring and training staff. It covers philosophies of management and staff relations including team building and human-resource development. This course meets one of the requirements of the child development permits for site supervisor or program director as needed for Title V programs. CSU

CHLDEV 220 THE MENTOR TEACHER: SUPERVISING THE ADULT LEARNER - EARLY CHILDHOOD EDUCATION

2 units

2 hours lecture weekly

Prerequisite: Completion of a child-development course of study; which includes a supervised practicum recommended.

Covers all aspects of supervising the adult learner in a child-care setting as well as use of the early childhood environmental rating scale (Harmes & Clifford). It is required for all candidates for mentor teacher. CSU

CHLDEV 225 MENTOR TEACHER SEMINAR

0.5 unit, unlimited repeats

Meets 2 hours per month

Prerequisite: Mentor Teacher status

This course is designed for the mentor teacher who is in the field supervising Lab B child-development students.

FIRE TECHNOLOGY

This course fulfills the grant requirement that mentors attend monthly seminars. CSU

CHLDEV 226 THE IMPACT OF VIOLENCE ON CHILDREN

3 units

3 hours lecture weekly

This course is designed to explore violent and aggressive behavior and its impact on the physical and psychological well-being of children and families. Students will look at the diverse perspectives on violence, be it in the home or in the community, and its impact on the stages of child development. Focus will be on the early childhood educator's role in teaching young children alternatives to violent behavior. CSU

CHLDEV 227 VIOLENCE INTERVENTION STRATEGIES

3 units

3 hours lecture weekly

Prerequisite: CHLDEV-226

Builds on CHLDEV 226. Course provides early childhood educators with the skills to work with children and families who have been exposed to violence and aggression. Students identify specific characteristics that children exhibit from exposure. Techniques for classroom and behavior management will be presented, including the power of play and play materials in helping children resolve conflict and find alternatives to violent behavior. CSU

CHLDEV 290 CURRENT ISSUES

0.5 unit, may be taken four times

1 hour lecture weekly

Prerequisite: Depends on topic

Various topics may include advanced supervision and management, curriculum, mainstreaming, multicultural, nutrition, Piaget, discipline, child abuse, conferencing, home safety and various workshops. CSU

CHLDEV 299 DIRECTED STUDY IN CHILD DEVELOPMENT

1-4 units, may be taken four times

Prerequisite: (See Directed Study courses in this catalog)

Designed to encourage the independent study of a phase of child development of interest to a student.

Topics assigned would involve library and/or laboratory study and could be used to complete the additional experience required toward the children's center permit. CSU

FIRE TECHNOLOGY

FIRETC 101 FIRE PROTECTION ORGANIZATION

3 units

3 hours lecture weekly

Survey of career opportunities in fire service and related fields; history of fire protection; fire-loss analysis; public, quasi-public and private fire-protection services; specific fire-protection functions; fire chemistry and physics.

CSU

FIRETC 102 FIRE PREVENTION TECHNOLOGY

3 units

3 hours lecture weekly

Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as affected by fire prevention. CSU

FIRETC 103 FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 units

3 hours lecture weekly

Portable fire-extinguishing equipment: protection systems for special hazards; sprinkler systems and fire-detection and alarm systems. CSU

FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 units

3 hours lecture weekly

Fundamentals of building construction as they relate to fire-protection; classification of occupancy and types of construction with emphasis on fire-protection features including building equipment, facilities, fire-resistant materials and high-rise considerations. CSU

FIRETC 105 FIRE BEHAVIOR AND COMBUSTION

3 units

3 hours lecture weekly

Fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire-prevention/suppression techniques. CSU

FIRETC 106 FIRE COMPANY ORGANIZATION AND PROCEDURES

3 units

3 hours lecture weekly

This course is designed to review fire department organization and offer instruction in the organization,

management and supervision of fire companies. Areas of discussion include the relationship of the company officer to the organizational structure, as well as responsibilities with regards to personnel supervision, evaluation, discipline and training, communication, fire apparatus and equipment maintenance, fire prevention, incident response and command, strategy and tactics and records and reports. CSU

FIRETC 107 FIRE APPARATUS AND EQUIPMENT

3 units

3 hours lecture weekly

A study of fire-apparatus design including mobile and fixed apparatus; a review of construction specifications and performance capabilities; the effective deployment, utilization and performance of equipment under emergency conditions. CSU

FIRETC 108 FIRE HYDRAULICS

3 units

3 hours lecture weekly

Review of applied mathematics; hydraulics laws as applied to the fire-service application formulas and mental calculations, to hydraulics and water-supply problems. CSU

FIRETC 110 WILDLAND FIRE BEHAVIOR

3 units

3 hours lecture weekly

This course covers topics related to wildland fire behavior such as weather, fuel and topographic factors. CSU

FIRETC 123 FIRE INVESTIGATION

3 units

3 hours lecture weekly

Prerequisite: Fire Technology 101 or concurrent enrollment in Fire Technology 101

Determining cause of fire (accidental, suspicious, and incendiary); types of fires; related laws, introduction to arson and incendiarism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures, court procedures and giving testimony. CSU

FIRETC 125 FIREFIGHTING TACTICS AND STRATEGY

3 units

3 hours lecture weekly

Prerequisite: Fire Technology 101 or concurrent enrollment in Fire Technology 101

Course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. CSU

FIRETC 198 FIREFIGHTER INSERVICE TRAINING

0.25 – 4.0 units

Prerequisite: Current employment as a firefighter or completion of a state-approved Firefighter/academy.

This course provides instruction in various contemporary fire-fighting techniques and subjects related to fire technology. Topics to be announced per semester. Major topics may include organizational development, fire-service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations.

FIRETC 201 INCIDENT COMMAND SYSTEM 200

1 unit

1 hour lecture weekly

Prerequisite: Current employment as a firefighter or completion of a state-approved Firefighter/academy.

ICS 200 is intended for fire personnel assigned to an incident or event who have a minimum requirement for understanding the incident command system. Basic Incident Command System 200 consists of seven modules and has been determined by National Wildfire Coordination Group as meeting the training needs of wildland fire personnel for ICS. CSU

FIRETC 202 INCIDENT COMMAND SYSTEM 300

1.5 units

1.5 hours lecture weekly

Prerequisite: Current employment as a firefighter or completion of a state-approved firefighter I academy.

Successful completion of Fire Technology 201. ICS 300 is intended for fire personnel assigned to an incident or event to have an intermediate requirement for understanding the incident command system. Intermediate Incident Command System 300 consists of five modules and has been determined by National Wildfire Coordinating Group as meeting the training needs of wildland fire personnel for ICS. CSU

FIRETC 231A FIRE PREVENTION OFFICER 1A

2 units

40 hours lecture total

Skills and knowledge necessary for entry into the fire-prevention field. Meets NFPA 1031 fire inspector professional qualifications and California State Board of Fire Services standards for fire prevention officer 1A. Not offered every semester. CSU

FRENCH

FIRETC 231B FIRE PREVENTION OFFICER 1B

2 units

40 hours lecture total

Prerequisite: Fire Technology 231A

Continuation of Fire Technology 231A. Meets NFPA 1031 fire inspector professional qualifications and California State Board of Fire Services standards for fire prevention officer 1B. Not offered every semester. CSU

FIRETC 231C FIRE PREVENTION OFFICER 1C

2 units

40 hours lecture total

Prerequisite: Fire Technology 231A and 231B

Continuation of Fire Technology 231B. Meets NFPA 1031 fire inspector professional qualifications and California State Board of Fire Services standards for fire prevention officer 1C. Not offered every semester. CSU

FIRETC 241A FIRE INSTRUCTOR 1A

2 units

40 hours lecture total

An introduction to fire service-training methods with emphasis on using the occupational analysis, identifying training needs and training others to perform manipulative skills. Not offered every semester. CSU

FIRETC 241B FIRE INSTRUCTOR 1B

2 units

40 hours lecture total

Prerequisite: Fire Technology 241A

Continuation of Fire Technology 241A with emphasis on preparation to train others in technical skills. Not offered every semester. CSU

FIRETC 251A FIRE INVESTIGATION 1A

2 units

40 hours lecture total

Prerequisite: Employment as a professional firefighter

Fire origin and cause, evidence preservation, prosecution, maintaining records, and handling special arson and investigation problems. Not offered every semester. CSU

FIRETC 251B FIRE INVESTIGATION 1B

2 units

40 hours lecture total

Prerequisite: Fire Technology 251A or equivalent

Provides advanced training in fire/explosion investigative techniques, evidence preservation, courtroom testimony, interview and interrogation techniques and fire cause/origin determination. This course provides the

necessary job and interpersonal skills necessary to successfully investigate fires, apprehend those responsible, and convict them. This is a state fire marshal-certified course. CSU

FIRETC 261A FIRE MANAGEMENT 1A

2 units

40 hours lecture total

Prerequisite: Employment as a professional firefighter

Assists future fire officers with the changing role of fire managers and helps fire officers develop techniques of management skills. Not offered every semester. CSU

FIRETC 271A FIRE COMMAND 1A

2 units

40 hours lecture total

Introduces fire-service personnel to human-resource management, provides an overview of the organizational structure used within the fire service, including duties and responsibilities. Introduces fire-service personnel to communication skills appropriate for reporting on conditions and managing resources at an emergency scene. CSU

FIRETC 271B FIRE COMMAND 1B

2 units

40 hours lecture total

Prerequisite: Fire Technology 271A, or equivalent

A continuation of Fire Technology 271A dealing specifically with hazardous materials and emergency incident procedures. Meets Fire Officer 1 command training requirements established by California State Board of Fire Services. Not offered every semester. CSU

FRENCH

FRNCH 101 ELEMENTARY FRENCH I

4 units

4 hours lecture, 1 hour laboratory weekly

Abeginning course which meets four times weekly.

Pronunciation, oral practice, study of French cultures and civilization and basic grammar of the French language.

(CAN: FREN SEQ Acombined with FRNCH -102)CSU:UC

FRNCH 102 ELEMENTARY FRENCH II

4 units

4 hours lecture, 1 hour lab weekly

Prerequisite: French 101, Elementary French I, or equivalent (2 years high school French)

Continuation of French 101. Pronunciation, oral practice, study of French culture and civilization, and basic

grammar of the French language. (CAN: FREN SEQ A combined with FRNCH-101) CSU:UC

FRNCH 150 BEGINNING CONVERSATIONAL FRENCH

3 units

3 hours lecture weekly

A beginning course for students with little or no background in French. Emphasis on understanding and speaking French in everyday situations, including vocabulary and phrases useful for studying and working in French-speaking countries. CSU

FRNCH 201 INTERMEDIATE FRENCH I

4 units

4 hours lecture, 1 hour lab weekly

Prerequisite: French 102 or three years of high school French or equivalent

Comprehensive review of French grammar with special emphasis on practical and idiomatic usage. Reading short stories in French by well-known French authors. Discussions, and written and oral reports, in French based on reading selections. This course corresponds to the fourth year of high school French. (CAN: FREN 8 or CAN: FREN SEQ B combined with FRNCH-202) CSU:UC

FRNCH 202 INTERMEDIATE FRENCH II

4 units

4 hours lecture, 1 hour laboratory weekly

Prerequisite: French 201 or four years of high school French or intermediate-placement standing

Complete review of French grammar. Oral discussion and written composition based on assigned readings of current French prose. Intensive reading of outstanding French literature. (CAN: FREN 10 or CAN: FREN SEQ B combined with FRNCH-201) CSU:UC

GENERAL STUDIES**GENSTU 050 INDIVIDUAL DIAGNOSTIC/PRESCRIPTIVE LEARNING ASSESSMENT**

0.5 unit

8 hours lecture TBA

Not degree applicable

This course combines small group and individual sessions. The first session is informational, covering learning-disability characteristics, the assessment process and the community college eligibility model. Subsequent sessions involve group and individual achievement and

cognitive testing to determine student eligibility for services as well as individual academic strengths and weaknesses.

GENSTU 051 INDIVIDUAL DIAGNOSTIC/PRESCRIPTIVE LEARNING ASSESSMENT

0.5 unit

8 hours lab weekly

Not degree applicable

Diagnostic assessment for students with communication disabilities and/or acquired brain injuries. Assessment process will identify specific cognitive strengths and weaknesses, receptive and expressive language skills, information-processing skills. The compilation of information will be used to develop an individualized educational plan outlining specific recommendations and interventions once a student has been found eligible for support services. Offered on a credit/no credit basis.

GENSTU 081 COGNITIVE BASIC SKILLS-COMPUTER ASSISTED INSTRUCTION/ADAPTED COMPUTER TECHNOLOGY

1-5 units

(2-10 hours weekly—open entrance)

Prerequisite: Assessment and verification of a disability with an appropriate individual education plan and approval by DSP&S.

Not degree applicable.

Major emphasis is to improve cognitive retraining in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer-assisted instruction and adaptive technology. Course is designed specifically for verified acquired-brain-injured students and physically disabled students. May be repeated. Offered on a credit/no credit basis.

GENSTU 082 INDIVIDUALIZED COMPUTER APPLICATIONS

1-5 units

1-5 lab hours per week are available based on student need

Prerequisite: Assessment and/or verification of a disability with an appropriate individual education plan and approval by DSP&S.

Not degree applicable.

This course is designed for DSP&S students as a support in their courses other than English and math. It is

GENERAL STUDIES

tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner and selected software programs. Computer applications will be taken from topics based on the student's coursework to provide additional computer support or enhance basic skills. Offered on a credit/no credit basis. May be repeated.

GENSTU 091 INDIVIDUAL STUDIES-LANGUAGE SKILLS

1-5 units

1-5 lab hours per week are available based on student need

Prerequisite: Assessment and/or verification of a disability with an individual educational plan and approval by DSP&S

Not degree applicable.

This course is designed for DSP&S students as a support in mainstream English and language-related courses other than mathematics. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner and selected software programs. Computer applications are taken from topics based on the student's coursework to provide additional computer support or enhance basic skills. Offered on a credit/no credit basis. May be repeated. Not degree applicable.

GENSTU 092 INDIVIDUAL STUDIES-MATHEMATICS SKILLS

1-4 units

1-4 lab hours per week are available based on student need

Prerequisite: Assessment and/or verification of a disability with an individual educational plan and approval by DSP&S

Not degree applicable.

This course is designed for DSP&S students as a support in mainstream college math classes. The course offers individual or small-group tutoring for students who have a verified disability and who are concurrently enrolled in Math 025 Arithmetic, Math 057 Algebra Preparation I, Math 058 Algebra Preparation II, Math 059 Developmental Algebra, Math 060 Elementary Algebra, Math 070 Intermediate Algebra, or Business 144 Business Mathematics. Students will learn strategies to enhance math concepts and computation skills. Offered on a credit/no credit basis. May be repeated.

GENSTU 094 SUPERVISED TUTORING

0 units

0 hours lecture/lab

Prerequisite: Enrollment in related class and referral of instructor/counselor

Not degree applicable.

Provides individual assistance to students with expressed needs in study skills, learning modes and developmental materials. Learning experiences will be under instructional supervision. Offered on a credit/no credit basis.

GENSTU 096 LITERACY TUTOR PRACTICUM

1-3 units

1-3 hours lab weekly

Prerequisite: General Studies 105

Not degree applicable.

Supports the on-campus SCV Reads program, coordinated through the Volunteer and Service Learning Center, by training students to serve as children's literacy tutors. Student tutors are placed at local elementary schools and practice tutoring strategies while assisting beginning and emerging readers. Offered on a credit/no credit basis.

GENSTU 101 CAREER DECISION-MAKING FOR STUDENTS WITH DISABILITIES

3 units

3 hours lecture weekly

This course introduces students with disabilities to career-search strategies. It provides an overview of the career decision-making process including goal-setting, decision-making and researching the job market. Students will participate in vocational testing, job-search strategies, resume writing, interviewing techniques, and group discussions on disability related issues involving career choice and employment. CSU

GENSTU 104 TUTORING METHODS

1 unit

3 hours lab weekly

This course incorporates techniques in tutoring individuals and small groups, and techniques to improve the tutees' problem-solving, writing, computational, listening, note-taking, and test-taking skills. Students practice individual tutoring under supervision. Offered on a credit/no credit basis. CSU

GENSTU 105 CHILDREN'S LITERACY TUTOR TRAINING

1-3 units

3-9 hours lecture weekly

Supports the on-campus SCV Reads program, coordinated through the Volunteer and Service Learning Center, by training students to serve as children's literacy tutors. Student tutors are placed at local elementary schools and practice literacy-tutoring strategies while assisting beginning and emerging readers. This course may be highly desirable for students who see themselves as future teachers. CSU

GENSTU 164 HITE COLLEGE SUCCESS COURSE

3 units

3 hours lecture weekly

The purposes of this course are to assist students in mastering the pedagogical and personal skills necessary to reach their educational objectives and to provide an extended orientation to the benefits of attending College of the Canyons. This course is recommended for all new students, especially those in the HITE Program. (Students in General Studies 164 must concurrently enroll in English 164, Introduction to Research.) Offered on a credit/no credit basis only. CSU

GENSTU 299 HONORS COLLOQUY

3 units

Lecture hours to be arranged (TBA)

The Honors Colloquy is provided primarily for students in the HITE Program to encourage independent thinking and research on topics related to the Phi Theta Kappa Annual Honors Essay Theme. It is desirable that students taking the class be a member of Phi Theta Kappa, a national community college honor fraternity. CSU

GEOGRAPHY**GEOG 101 PHYSICAL GEOGRAPHY**

3 units

3 hours lecture weekly

A study of the basic physical elements of the natural environment: the earth and its astronomical relationship to the sun and moon, in particular, a study of the fundamentals of the form and dimensions of the earth, maps, atmosphere, weather, climates, soils, water resources, vegetation, ecology, physical oceanography, mineral resources, geology and land forms. Satisfies physical science requirement for the associate degree. CSU:UC

GEOG 102 CULTURAL GEOGRAPHY

3 units

3 hours lecture weekly

A study of the basic common denominators (themes) which underpin all groups of people (cultures) on earth: natural resource base; linguistic, population, economic, political, religious, agrarian versus urban-suburban, etc., patterns. Ultimately includes a succinct analysis of some or all of these patterns as expressed within selected regions (i.e., Latin America and Europe) and countries (i.e. USA and China) which are prominent or pivotal in world affairs today. (CAN: GEOG 4) CSU:UC

GEOLOGY**GEOG 100 PHYSICAL GEOLOGY LABORATORY**

1 unit

3 hours lab weekly

Megascopic and microscopic laboratory study and determination of selected elements, minerals and rocks. Includes study and use of topographic maps, geologic tools, geologic maps, cross-sections and columns. Fieldwork may be undertaken from time-to-time to collect earth materials and to recognize and study existing or on-going geologic processes, landforms and structures. CSU:UC

GEOG 101 PHYSICAL GEOLOGY

3 units

3 hours lecture weekly

Study and interpretation of the basic features of the exterior and interior of the earth's crust, the materials of which those features are composed, and the geologic processes which produced them. Includes specific consideration of minerals, rocks, volcanic activity, running water erosion, soils, ground water activity, landsliding, glaciation, coastlines, wind activity, deserts, plate tectonics, mountains, faults and earthquakes, metamorphism, geologic time, etc. Fieldwork may be undertaken from time-to-time. CSU:UC

GEOG 102 HISTORICAL GEOLOGY

3 units

3 hours lecture weekly

Study of the evolution of the earth's crust and the earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American

GERMAN

continent, its landforms, contiguous oceans, animals and plants. Includes some study of the principles of paleontology. Fieldwork may be undertaken from time-to-time. CSU:UC

GEOL 105 GEOLOGY OF CALIFORNIA

3 units

3 hours lecture weekly

Study of major geomorphic provinces of California, including their topography, basic geologic landforms and structures, geologic history, main rock units and mineral resources. Some discussion of fossil assemblages.

Fieldwork may be undertaken from time-to-time. CSU:UC

GEOL 106 GEOLOGY OF NATIONAL PARKS AND MONUMENTS

3 units

3 hours lecture weekly

Study of the key geologic features found at selected national parks and monuments with emphasis on California and the west. Includes specific study of major landforms and geologic structures, the basic origin and evolution of those landforms and structures, the kind of rock of which they are composed, the main geologic agent, the age of the rock and the principal minerals associated with each park or monument. Fieldwork may be undertaken from time-to-time. CSU

GEOL 107 MINERALS, ROCKS AND FOSSILS

3 units

2 hours lecture, 3 hours lab weekly

Megascopic and microscopic laboratory study and determination of selected elements, minerals, gems, igneous rocks, sedimentary rocks, metamorphic rocks and fossils. Primary emphasis placed on the study of minerals and the individual properties by which minerals are identified, although a student may emphasize one of the other earth materials. Collecting fieldwork may be undertaken from time-to-time. CSU

GERMAN

GERMAN 100 ADVENTURE IN GERMAN

2 units

2 hours weekly

A beginning course for students with little or no background in German. Emphasis on understanding and speaking German in everyday situations, including vocabulary and phrases useful for studying and working in German-speaking countries. The skills of translating and writing of compositions are introduced. Class is taught in the Lozanov method. CSU

GERMAN 101 ELEMENTARY GERMAN I

4 units

4 hours lecture, 1 hour laboratory weekly

A beginning course in German. Pronunciation, oral practice, study of German culture and civilization and basic grammar of the German language. This course corresponds to the first two years of high school German. (CAN: GERM SEQ A combined with GERMAN-102) CSU:UC

GERMAN 102 ELEMENTARY GERMAN II

4 units

4 hours lecture, 1 hour laboratory weekly

Prerequisite: German 101 or equivalent (2 years high school German)

Continuation of German 101. Pronunciation, oral practice, study of German culture and civilization, and basic grammar of the German language. (CAN: GERM SEQ A combined with GERMAN-101) CSU:UC

GERMAN 101 and 102 ELEMENTARY GERMAN I AND II

8 units

8 hours lecture weekly

This course combines GERMAN 101 and GERMAN 102. For students with limited knowledge of the language, utilizing total immersion into the language and culture. Practice in understanding, reading, speaking and writing in German; emphasis on building a usable vocabulary and knowledge of idioms, writing compositions, and written and oral exercises. The goal is to communicate with ease on completion of the course. (CAN: GERM SEQ A) CSU:UC

GERMAN 111 ADVENTURE IN GERMAN

4 units

4 hours weekly

A beginning course for students with little or no background in German. Intensive practice in understanding, speaking and writing German in everyday situations. Emphasis on building a usable vocabulary and knowledge of basic idioms in German. Class is taught in the Lozanov method. CSU

GERMAN 201 INTERMEDIATE GERMAN I

4 units

4 hours lecture, 1 hour lab

Prerequisite: German 102 or three years of high school German or equivalent.

Comprehensive review of German grammar with special emphasis on practical and idiomatic usage. Readings of

short stories in German by well-known German authors. Discussions and written and oral reports in German based on reading selections. This course corresponds to the fourth year of high school German. (CAN: GERM SEQ B combined with GERMAN-202) CSU:UC

GERMAN 202 INTERMEDIATE GERMAN II

4 units

4 hours lecture, 1 hour lab

Prerequisite: German 201 or advanced-placement standing.

Complete review of German grammar. Oral discussion and written composition, dealing with assigned readings of current German prose. Intensive reading of outstanding German literature. (CAN: GERM SEQ B combined with GERMAN-201) CSU:UC

220 ADVANCED GERMAN

4 units

4 hours lecture weekly, 1 hour lab weekly

Prerequisite: German 202 or advanced-placement standing.

Comprehensive review of German grammar with emphasis on more difficult grammatical problems. Advanced conversation and composition through intensive readings of German, Austrian and Swiss literature. This course is conducted entirely in German. CSU:UC

HISTORY**101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST**

3 hours lecture weekly

A general survey of the history of western civilization from earliest times to the 16th century. Emphasis is placed on the development of economic, socio-political, and cultural institutions from prehistory, riverine cultures of the Near East, the Greco-Roman world, and medieval and early modern Europe. CSU:UC

HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA

3 units

3 hours lecture weekly

A general survey of the history of western civilization from the 16th century to the present. Emphasis is placed on economic, sociopolitical, and cultural developments in Europe, the Americas, and the emergent nations of the modern era. This course is especially

useful to majors in history, art history, sociology, political science, and literature. CSU:UC

HIST 111 UNITED STATES HISTORY I

3 units

3 hours lecture weekly

A general survey of American civilization, from the pre-Colombian era through Reconstruction (1877).

Emphasis is placed on the political, economic, and social history of the United States. (Designed for, although not limited to, transfer students.) (Taken with History 112, meets the entire American institutions requirement.) (CAN: HIST 8 or CAN SEQ B combined with HIST-112) CSU:UC

Note: History 111 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "Shaping America." Refer to CTV section in this Catalog for information on College by Television and to the schedule of classes published each semester.

112 UNITED STATES HISTORY II

3 units

3 hours lecture weekly

A general survey of American civilization, 1877 to the present. Emphasis is placed on the political, economic and social history of the United States. (Designed for, although not limited to, transfer students.) (Taken with History 111, meets the entire American institutions requirement.) (CAN: HIST 10 or CAN SEQ B combined with HIST-111) CSU:UC

Note: History 112 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "America in Perspective: U.S. History Since 1877." Refer to this Catalogue for information on College by Television and to the schedule of classes published each semester.

HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES

3 units

3 hours lecture weekly

This course explores the political, economic, social and intellectual history of women in the development of the United States from the early colonial era in the 1600s to the present day with special emphasis on their contributions and problems. CSU:UC

HISTORY

HIST 150 INTRODUCTION TO THE HISTORY OF THE UNITED STATES

3 units

3 hours lecture weekly

An introduction to the major issues in American history from the 15th through 20th centuries. Topics include colonization, the Revolutionary War, the U.S. Constitution, causes and results of the Civil War, western settlement, progressivism, World War I and World War II, various civil rights movements, America's participation in Vietnam, Watergate, and the administrations of Nixon and Clinton. Course appropriate for non-majors and applicable toward graduation requirement in American Institutions. CSU:UC

HIST 170 ECONOMIC HISTORY OF THE UNITED STATES

3 units

3 hours lecture weekly

Survey of the economic development of the U.S. emphasizing a topical approach rather than strict chronology. Includes the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulations and deregulation leading to a modern industrial nation. Fulfills the American Institutions requirement in U.S. History. CSU:UC

HIST 191 HISTORY OF EASTERN CIVILIZATION I (same as ECON 170)

3 units

3 hours lecture weekly

A comparative study of Asian civilizations from antiquity to the 19th century. The major historical, philosophical, cultural, political, and socioeconomic trends of China and Japan will be emphasized. Neighboring areas, such as Korea, India, and Southeast Asia, will also be discussed. CSU:UC

HIST 192 HISTORY OF EASTERN CIVILIZATION II

3 units

3 hours lecture weekly

A comparative study of Asian civilizations from the nineteenth century to the present. China and Japan will be emphasized, with additional discussion of surrounding areas such as Korea, India and Southeast Asia. Important themes will include western imperialism, nationalist movements, Asian countries' involvement in World War II, the establishment of communist regimes

in several Asian countries, efforts at economic modernization, and developments in art and literature. CSU:UC

HIST 210 HISTORY OF CALIFORNIA

3 units

3 hours lecture weekly

A survey of California from its pre-Colombian past to the present. Utilizing a cross-cultural emphasis, the course will also include segments of study on the natural and institutional history of California. CSU:UC

HIST 230 HISTORY OF AMERICAN INDIANS

3 units

3 hours lecture weekly

A general survey of American Indian history. From the pre-Columbian past through the modern era, the saga of American Indians and their role in western civilization will be examined. Particular attention will be paid to the intersection of American Indian history and United States history. CSU

HIST 240 LATIN AMERICAN CIVILIZATION

3 units

3 hours lecture weekly

A general survey of the geography, history, customs, economic and political development of Latin America from pre-Colombian times to the present. This course is especially recommended for Spanish and history majors. CSU:UC

HIST 241 HISTORY OF EARLY LATIN AMERICA

3 units

3 hours lecture weekly

A general survey of Latin American history from the late pre-Columbian era to independence. Course examines the major indigenous politics, European expansion and exploration, the implantation of Iberian civilization, Ibero-American socio economic and sociopolitical infrastructures, the Catholic Church's role and impact on colonial Ibero-America, the international competition for political and economic control of the Western Hemisphere and the Ibero-American wars for independence and their aftermath. CSU:UC

HIST 242 HISTORY OF MODERN LATIN AMERICA

3 units

3 hours lecture weekly

A general survey of Latin America's nineteenth and 20th centuries. Focuses on Latin America's sociopolitical and socioeconomic development from 1800 to the present.

Also provides historical analysis and review of U.S.-Latin American relations. Designed to introduce students to the internal and external forces that have shaped and continue to influence contemporary Latin American societies. CSU:UC

HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO

3 units

3 hours lecture weekly

Introduces the Mexican and Chicano historical heritage from 1519 to present. Topics include: Aztec, Maya and lesser Mexican pre-Cortesian politics, the conquest of Mexico, Mexico under Spanish rule, the Mexican independence movement, the Age of Santa Anna and the War of the North American Invasion, creation of the Constitution of 1857, the Porfiriato, the Mexican Revolution and the development of the PRI, Mexican immigration into the United States, the rise and impact on the Mexican and Chicano peoples. Also includes an historical overview and analysis of U.S.-Mexican relations from 1820 to present. CSU:UC

HIST 245 HISTORY OF THE AMERICAS

3 units

3 hours lecture weekly

This course emphasizes the interrelationship between the history of North and South America. It examines the social, political, economic, and diplomatic impact that the peoples of both continents have had on each other. This course fulfills the American History portion of the American Institution Requirements for CSUN Liberal Arts Majors. CSU:UC

HOTEL AND RESTAURANT MANAGEMENT

HRMGT 101 INTRODUCTION TO THE LEISURE INDUSTRY

3 units

3 hours lecture weekly

Surveys the opportunities, careers, responsibilities and trends in the hotel, restaurant, tourism and recreation industry. Through class presentations, guest lectures and field trips, students gain insight into the social and economic forces which interrelate and influence the various industry components. CSU

HRMGT 121 FOODS AND NUTRITION IN THE RESTAURANT INDUSTRY

3 units

2 hours lecture, 3 hours lab weekly

Principles of food selection, preparation, and evaluation. Incorporates study in meal management, various cuisines and food presentation. Covers basic nutrition concepts. Discusses current industry focus concerning foods and nutrition. Lab experience applies scientific cooking principles to a variety of products. CSU

HRMGT 151 HOTEL OPERATIONS

3 units

3 hours lecture weekly

Prerequisite: HRM 101 and HRM 245 strongly recommended

Exploration of management functions and responsibilities through observational experience in hotels. Includes exposure to the operation of various departments within a hotel. Utilizes a systems review and analysis of prescribed hotel operation. CSU

HRMGT 152 FRONT-OFFICE MANAGEMENT

3 units

3 hours lecture weekly

Prerequisite: HRM 101 recommended

Designed to expose students to front office operation in a hospitality lodging enterprise with emphasis on guest relations and accommodations. Covers proper registering, accounting for and checking out guests. Shows administration of the front office through forecasting, occupancy statistics, billing and audit procedures. CSU

HOTEL AND RESTAURANT MANAGEMENT

HRMGT 202 HOTEL AND RESTAURANT PURCHASING AND INVENTORY CONTROL

3 units

3 hours lecture weekly

Prerequisite: HRM 101 recommended

Strategies and mechanics involved in the procurement process. Methods of product and material selection are examined. Additional concepts include vendor selection and evaluation; material handling and storage; and value analysis and yield management. The course examines purchasing policy and procedure along with specification writing and various managerial forms of paperwork. CSU

HRMGT 210 HOTEL AND RESTAURANT LAW

3 units

3 hours lecture weekly

The fundamentals of law important to innkeepers and restaurateurs. Examines the duties, rights and liabilities of the host and guest. Case studies and problem-solving exercises are utilized. CSU

HRMGT 220 RESTAURANT OPERATIONS

3 units

3 hours lecture weekly

Prerequisite: HRM 122 strongly recommended, HRM 245 recommended

A practical application of principles and practices utilized in quantity food production. The course provides a directed opportunity for students to gain observational training in various food systems. Analysis and synthesis of various restaurant and food-service operation principles and practices are related to the management of service, production and people. CSU

HRMGT 225 FOODSERVICE SANITATION AND SAFETY

3 units

3 hours lecture weekly

Presents guidelines and concepts that assure a safe and sanitary foodservice facility. Emphasis is on customer protection and maintenance of sanitary standards. Areas covered include accident and fire prevention; food handling and storage; and food-borne illness and prevention. The course includes sanitation certification through the National Restaurant Association Educational Foundation. CSU

HRMGT 235 HOTEL AND RESTAURANT SALES AND MARKETING

3 units

3 hours lecture weekly

Organization and function of both sales and marketing departments focusing on planning and analysis of current product and service competition and markets. Stressed concepts include merchandising, promotion, advertising and public relations. Establishment and execution of a marketing plan to best serve the customer, allowing for the largest level of profit, is the foundation of this course. CSU

HRMGT 245 HOTEL AND RESTAURANT SUPERVISION AND GUEST RELATIONS

3 units

3 hours lecture weekly

Prerequisite: HRM 101 recommended

A foundation-level presentation of supervisory-management skill areas. Management of personnel includes employee selection, training and appraisal. Management areas include management functions and theory; leadership methods and styles; quality control and assurance; policy and procedure development; discipline and motivation, and communication and listening skills. The guest-relations component of the course provides an in-depth view of guest services including guest needs and accommodations. Various guest markets are profiled to enable delivery of high-quality guest services. CSU

HRMGT 299 HOTEL AND RESTAURANT MANAGEMENT INTERNSHIPS

1-3 units

60-225 lab hours total per semester

Prerequisite: Hospitality 101 and Hospitality 245 strongly recommended

On-the-job training within the hotel or restaurant industry. The experience is fulfilled through use of objectives. Coordination occurs between faculty, student and work supervisor. The classroom component serves as a problem-solving center. Course material covers professionalism, career-enhancement and job-obtainment skills. CSU

HUMANITIES

HUMAN 100 THEATRE OF THE MIND

3 units

3 hours lecture weekly

An interdisciplinary course using classical and significant works to introduce the student to themes and methods of inquiry on the humanities. The perspectives and concerns of philosophy, history, and literature will be developed and applied to the study and analysis of written texts and visual images. Students will develop an understanding of the values and ideas of western civilization and their comparison to the ideals and cultural expressions of non-western civilization. Themes will vary and be listed in the class schedule. CSU

HUMAN 101 FORMS AND IDEAS IN HUMANITIES

3 units

3 hours lecture weekly

Eligibility for English 101 is recommended.

An introductory course that provides instruction in interdisciplinary analysis and interpretation of meaning in art, music, and literature and in the understanding of philosophical ideas in their own right and as they influence the world civilizations. CSU:UC

HUMAN 105 CULTURAL ERAS IN HUMANITIES I

3 units

3 hours lecture weekly

Eligibility for English 101 is recommended

Interdisciplinary, multicultural study of major eras of humanistic development from the ancient world to the fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. CSU:UC

HUMAN 106 CULTURAL ERAS IN HUMANITIES II

3 units

3 hours lecture weekly

Eligibility for English 101 is recommended.

Interdisciplinary, multicultural study of eras of humanistic development from the sixteenth century to the present through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. CSU:UC

HUMAN 150 GREAT BOOKS, GREAT IDEAS

3 units

3 hours lecture weekly

An introductory survey of classical works of literature, philosophy, history, and the visual arts. Students will

study themes of the humanistic study of human nature and the contemporary significance of the values and ideas expressed in the works of this course. Covers the time period of Greek antiquity to the end of the medieval period. CSU

JOURNALISM

JOURN 015 NEWSPAPER LAB

1 unit

16 hours lecture weekly

Not degree applicable

A basic study of all aspects of newspaper production other than newswriting and reporting. Taught in a laboratory setting. Units will include contemporary newspaper design, production methods and desktop publishing.

JOURN 100 MEDIA AND THE SOCIETY (Same as RTVF-100)

3 units

3 hours lecture weekly

A general-interest survey and evaluation of the mass media. Focus is to help the media consumer better understand today's mass communicators: newspapers, radio, television, motion pictures, magazines, advertising, and public relations. Course content discusses the history, relationships, ethics, rights and responsibilities of media as well as topics of current interest. CSU:UC

JOURN 105 NEWS WRITING

3 units

3 hours lecture weekly

A basic introduction to journalism. This course teaches the principles and methods of news gathering and news writing. Adherence to professional writing style and successful interview techniques as well as the legal and ethical aspects of the profession are covered among a wide range of writing experiences. CSU

JOURN 110 ARTICLE WRITING

3 units

3 hour lecture weekly

Free-lance writing suitable for publication, including feature articles, editorials and reviews that will be written and marketed. Interviewing techniques, editing skills and research methods will be taught. CSU

LIBRARY/MEDIA TECHNOLOGY

205 ADVANCED NEWS REPORTING AND PRODUCTION

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: Journalism 105

An extension of News Writing, this course introduces students to fundamental reporting techniques and provides students with practice in writing specialized news stories. Features, sports stories, editorials, and column/opinion pieces are written as students participate in the production of the College newspaper, the *Canyon Call* and the student magazine, *Cougar*. May be taken concurrently with Journalism 215. CSU

JOURN 210 NEWSPAPER AND MAGAZINE PRODUCTION STAFF

3 units, may be taken four times

9 hours lab weekly

Prerequisite: Journalism 205 or Photography 160

Staff members gather, evaluate, write, photograph, and edit the news for publication in the campus newspaper, the *Canyon Call* and in the College magazine, *Cougar*. Working as a production unit, the staff plans, budgets and designs each issue through final paste-up. As a production class, may be repeated for a maximum of 12 units. May be taken concurrently with Journalism 215. CSU

JOURN 215 EDITORIAL WORKSHOP

3 units, may be taken four times

1 hour lecture, 6 hours lab per week

Prerequisite: Journalism 105 and editorial appointment.

Must be taken concurrently with Journalism 205, Journalism 210, or Journalism 260. A study of the major aspects of editorial responsibilities. Taught in a laboratory setting, the course provides practical instruction and experience for campus editors in writing, editing, and evaluating each issue of the campus newspaper and the magazine as well as formulating editorial policy. As a production class, may be repeated for a maximum of 12 units. CSU

JOURN 299 DIRECTED STUDIES IN JOURNALISM

1-3 units

3 hours lab weekly per unit

Provides students with further work and experience in the journalism field. CSU:(UC limited credit)

LIBRARY/MEDIA TECHNOLOGY

LMTECH 100 INTRODUCTION TO RESEARCH

2 units, may be taken two times

Introduces students to libraries and basic research techniques with emphasis on the materials and services of the College library. Students will learn to use the online public catalog, periodical indexes, Library of Congress classification system, selected reference tools and the locations of special services. The course also includes an introduction to research on the Internet with hands-on practice. Students will also learn to write research papers in the widely accepted MLA style. (This course is not designed for LMT majors.)CSU

LMTECH 101 INTRODUCTION TO LIBRARY SERVICES

1 unit

3 hours lecture weekly

Surveys the history, mission, and organization of libraries and information centers. Emphasis on community analysis of library clientele, diversity of information formats, and current issues and trends. Provides beginning library/media technology students with an introduction and overview and identifies job opportunities in the field. CSU

LMTECH 102 REFERENCE SKILLS AND SERVICES

1 unit

3 hours lecture weekly

Enables the student, writer, researcher, or consumer to use a library and its resources effectively. Covers the use of manual and online catalogs, print and online periodical indexes, major reference books, online searching, and the evaluation of information sources.

Discussion of basic research methodology, search strategies, and standard bibliographic format. CSU

LMTECH 103 LIBRARY CIRCULATION SYSTEMS

1 unit

3 hours lecture weekly

Surveys types of circulation systems, patron registration systems, loan policies, and circulation procedures for print and audiovisual materials. Covers statistics, inventory and shelving operations, interlibrary loan services, theft detection, and bibliographic checking through OCLC, Melvyl and other systems. CSU

LMTECH 104 CATALOGING AND TECHNICAL SERVICES

3 units

3 hours lecture weekly

Introduces basic tenets of descriptive and subject cataloging, Library of Congress, and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of library materials, using cataloging tools in both online and print formats.

Discusses MARC format, minimal-level and full-level cataloging, and vendor-supplied catalog records.

Surveys and evaluates selected online/Web catalogs.

Discusses various aspects of technical service operations in relation to cataloging. CSU

LMTECH 106 LIBRARY COLLECTIONS: PRINT

1 unit

3 hours lecture weekly

Provides an overview of book, government document, periodical, pamphlet, and microfilm collections.

Introduces the skills necessary to select, order, organize and maintain these library materials. CSU

LMTECH 107 LIBRARY COLLECTIONS: NON-PRINT

1 unit

3 hours lecture weekly

Provides an overview of non-print collections including audio and videotapes, compact discs, CD-ROMs, video laser discs, software, maps, and archival materials.

Introduces the skills necessary to select, order, organize and maintain these library materials. CSU

LMTECH 108 AV EQUIPMENT OPERATION

1 unit

1.5 hours lecture, 1.5 hours lab weekly

Introduction to major types of audiovisual equipment and materials, equipment operation, simple repairs and maintenance. CSU

LMTECH 110 LIBRARY/MEDIA CENTER INTERNSHIP

2 unit

0.5 hours lecture, 4.5 hours lab weekly

Prerequisite: Completion of at least three (3) Library/Media Technology units with a minimum grade of C or better. Enrollment in Library/Media Technology courses within the past two years.

Provides structural on-the-job experience in a minimum of two different libraries/media centers or library departments. The required seminar is scheduled during the first, fourth, eighth, twelfth, and final weeks of the semester. CSU

LMTECH 112 SCHOOL LIBRARY/MEDIA CENTER SERVICES

1 unit

3 hours lecture weekly

Survey of library/media services for elementary, junior and senior high schools. Topics covered include public relations, promotional programming, storytelling, book talks, student behavior and collection development.

CSU

LMTECH 114 LIBRARY/MEDIA SUPERVISORY SKILLS

1 unit

1 hour lecture weekly

Introduces supervisory skills within the context of a library/media center department or branch. How to train, motivate, counsel and evaluate employees; time management, delegation of work, preparation of memos, and statistical reports will be covered. Discussion of stress factors, problem patrons, and disaster preparedness will also occur. CSU

LMTECH 115 INTERNET IN LIBRARIES

1 unit

1 hour lecture weekly

An introduction to the Internet, its use in libraries, and the role of libraries in the digital age. Topics include using the Internet as a research tool, evaluating and selecting appropriate electronic resources for the library's virtual collection, and integrating these resources with the library's print collection. Students learn how to: use a Web browser, a variety of search tools, and assess the value of different free and proprietary databases on the World Wide Web. Additional topics include managing public access, filtering, and privacy. CSU

MANUFACTURING TECHNOLOGY**MFGT 100 MEASUREMENT AND COMPUTATIONS**

3 units

3 hours lecture weekly

This occupational application of measurements and computations is used by manufacturing technology students. The topics include fractions, decimals, percents, ratio, proportions, English and metric measuring systems, applied algebra, plane geometry and practical trigonometry as they pertain to a machine shop.

Emphasis will be on the use of a scientific calculator when applicable. Applications such as current measuring tools (micrometer, caliper, and protractor), geometric

MANUFACTURING TECHNOLOGY

constructions, blueprint reading, computer numerical control, and the binary numeration system may be included. CSU

MFGT 101 MATERIALS AND PROCESSES IN MANUFACTURING

3 units

2 hours lecture, 3 hours lab weekly

A survey of methods to process various raw materials into finished products. Materials include metals, plastics, ceramics, and composites. Processes include machining, casting, forming, joining and nontraditional methods. Emphasis is placed on the relationship between materials and processes and the manufacture of finished products. Each student receives a hands-on introduction to machining operations and manual high-speed machine tools, capabilities and use of metrology equipment, and shop safety. Laboratory production processes include grinding, milling, drilling, turning, deburring, and use of a variety of layout and metrology equipment. CSU

MFGT 102 ENGINEERING DRAWING INTERPRETATION

3 units

3 hours lecture weekly

This course covers basic engineering drawings used in contemporary manufacturing industries. Both the visualization and interpretation facets of reading are given extensive coverage, including geometric dimensioning and tolerancing. Exposure to analysis of common drawing types, views, lines, dimensions, tolerances, callouts, notes, symbology, and revision procedures are included. CSU

MFGT 103 INTRODUCTION TO AUTOMATED MANUFACTURING

3 units

2 hours lecture, 3 hours lab weekly

As a first course in manufacturing automation, emphasis is placed on the building blocks of automation, application of robotics and various types of automated manufacturing systems. Students gain experience and understanding of the basic components of automated manufacturing systems including sensors, switches, actuators, drive systems, vision systems, robots, and programmable logic controllers. Application of such systems in industry is also explored. CSU

MFGT 111 MACHINE TECHNOLOGY

2 units

1 hour lecture, 3 hours lab weekly

Additional training in the operation of manual machine tools in the layout, fabrication and measurement of more complicated and closer-tolerance parts. Course format includes discussion, demonstrations, hands-on practice, and manufacturing plant visitations. CSU

MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING

3 units

2 hours lecture, 3 hours lab weekly

Students learn the necessary skills to set up, operate, and produce mill and lathe parts on computer numerical control machine tools (3-axis). This course explores the history of NC/CNC, elementary CNC programming conventions, cutting tool types, automatic tool changing, tool offsets and compensation, CNC set up procedures, and CNC mill and lathe practice. CSU

MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: MFGT-121

This is a more advanced computer numerical-control course to cover the study of CNC programming, industrial machine controllers, and CNC production applications. Students learn the necessary skills to program and set up for mill and lathe parts on computer numerical control machine tools (3-axis). Course content includes programming standards and format, feedback systems, adaptive control, computer-to-computer machine interface, cutting-tool selection and sequencing, automatic tool changing, tool offsets and cutter compensation, and CNC mill and lathe practice. CSU

MFGT 131 CAD/CAM 1

3 units

2 hours lecture, 3 hours lab weekly

This is an introduction to Computer Aided Design and Manufacturing using SURFCAM as a CAD/CAM environment. It is intended primarily for manufacturing-technology students and industrial practitioners who are new to SURFCAM. Course content includes a review of machining and CNC programming fundamentals, the SURFCAM environment and process overview, basic 2D geometry construction and modification, process and toolpath planning, 2-axis toolpath generation and editing. CSU

MFGT 132 CAD/CAM 2

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: MFGT-131

This course provides intermediate level CAD/CAM training using SURFCAM. It is intended primarily for manufacturing-technology students and industrial practitioners who have some experience with SURFCAM.

Contents of this course includes construction of 3D wireframe models, surface-modeling fundamentals and creation, derived and composition surfaces, 3-axis surface modeling, and 4-axis and 5-axis programming.

CSU

MFGT 133 CAD/CAM 3

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: MFGT-132

This course provides advanced level CAD/CAM training using SURFCAM. It is intended primarily for manufacturing-technology students and industrial practitioners who have intermediate experience with SURFCAM.

Course content includes construction of 3D wireframe models, complex surface modeling creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis simultaneous programming. CSU

MFGT 141 CATIA I

3 units

2 hours lecture, 3 hours lab weekly

Completion of the following courses or equivalent knowledge recommended: DAT-150, geometry & trigonometry, keyboarding skills, familiarity with CAD programs.

This course teaches the emphasis on 2D projection from a 3D solid model on a Dessault system computer-aided three-dimensional interactive application (CATIA) software. CSU

MFGT 142 CATIA II

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: Satisfactory Completion of MFGT-141 or knowledge of CATIA I interactive concepts.

This class teaches students to utilize CATIA solid- and surface-modeling in advanced 3-dimensional design, and challenges them to undertake complex design as well as career enhancement as a base for future growth and professional endeavors. CSU

MFGT 143 CATIA III

3 units

3 hours lecture weekly

Prerequisite: Satisfactory completion of MFGT-141 and 142. Advisory reading level 4 or better recommended.

This class teaches students to utilize CATIA basic manufacturing fixed and multi-axis CNC milling for various manufacturing environments. CSU

MATHEMATICS**MATH 010 MATHEMATICS LABORATORY FOR MEDIATED LEARNING**

1 unit, may be taken four times

TBA

Co-requisite: Must currently be enrolled in a mediated-learning mathematics course (Math 026 or Math 059) or in the process of completing requirements for a previously taken mediated-learning mathematics class.

Not degree applicable.

A laboratory where students work on materials that accompany the mediated-mathematics course in which they are enrolled. Computers and assistance will be available. Offered on a credit/no credit basis only.

025 ARITHMETIC

5 units

5 hours lecture weekly

(Not open to students who have credit for a higher mathematics course.) Co-requisite: Math 010. Note: Student may not receive credit for more than one of Math 025, 026, and 030.

Not degree applicable.

Nature and properties of numbers. Review of fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, and applications. Includes an introduction to algebra.

MATH 026 ARITHMETIC - MEDIATED LEARNING

4 units

4 hours lecture weekly

Co-requisite: Math 010. (Not open to students who have credit for a higher mathematics course.) Note: Students may not receive credit for more than one of Math 025, 026, and 030.

Not degree applicable.

MATHEMATICS

Nature and properties of numbers. Review of fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, techniques in solving word problems. Includes an introduction to algebra.

MATH 030 WORKPLACE MATHEMATICS

5 units

4 hours lecture, 1 hour lab weekly

Note: Students may not receive credit for more than one of Math 025, 026, and 030.

Not degree applicable.

Review of fundamentals of addition, subtraction, multiplication, and division of fractions and decimals along with percents, perimeter, area, volume, metric measurement, graphs, and techniques in problem-solving as they relate to the workplace. Includes an introduction to algebra. May be taken as an alternative to Math 025 or 026.

MATH 058 ALGEBRA PREPARATION

5 units

10 hours lecture weekly

Prerequisite: Math 025 or 026 with a grade of C or CR.

Not degree applicable.

An introduction to elementary algebra at a relaxed pace. Emphasis is placed on the student's gaining confidence through interaction with the instructor and other students in an open and non-threatening atmosphere. The course is designed primarily for the student who is unable to achieve at an acceptable level in an elementary algebra course.

MATH 059 DEVELOPMENTAL ALGEBRA (Alternate course to 057/058)

4 units

4 hours lecture weekly

Prerequisite: Satisfactory completion of Math 025, 026, or 030, or appropriate placement as determined by the COC assessment process. Co-requisite: Math 010.

Not degree applicable.

An introduction to the basic elements of algebra in a computerized mediated learning environment. This course is designed to promote success as the student goes on to elementary algebra.

MATH 060 ELEMENTARY ALGEBRA

5 units

5 hours lecture weekly

Prerequisite: Satisfactory completion of Math 057/058 or 059, or appropriate placement as determined by the COC assessment process.

Not degree applicable.

A beginning course in elementary algebra, designed to develop the manipulative skills of algebra. Introduction to the fundamental concepts of operating within the real number system, to working with first-degree equations in one unknown, to factoring of and multiplication of polynomials, and dealing with algebraic fractions. Linear functions and graphs, systems of linear equalities, exponents and radicals, quadratic equations, and applications are studied.

MATH 063 GEOMETRY

5 units

5 hours lecture weekly (May also be offered as an 8-week course)

Prerequisite: One year of high school algebra with a grade of B or better and appropriate placement as determined by the assessment process; or satisfactory completion of Math 060.

Geometric theory and concepts, and their application to the solutions of practical geometric problems.

MATH 070 INTERMEDIATE ALGEBRA

5 units

5 hours lecture weekly

Prerequisite: One year of high school algebra with a grade of B or better and appropriate placement as determined by the assessment process; or satisfactory completion of Math 060.

Review of properties of real numbers, operations, linear equations and inequalities. Second-degree equations and inequalities, functions and graphs, systems, exponential and logarithmic functions. Designed to prepare the student for college-level mathematics and professional courses.

MATH 102 TRIGONOMETRY

3 units

4 hours lecture weekly

Prerequisite: Two years of high school algebra with a grade of B or better and appropriate placement as determined by the assessment process; or Math 063 and Math 070 with a grade of C or better.

A study of the circular and trigonometric functions, inverse trigonometric functions, identities, trigonometric equations, solutions of triangles, complex numbers, vectors, and applications. CSU

MATH 103 COLLEGE ALGEBRA

4 units

5 hours lecture weekly

Prerequisite: Two years high school algebra with a grade of B or better and appropriate placement as determined by the assessment process; or Math 070 with a grade of C or better.

Linear and nonlinear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, and sequences and series. (CAN: MATH 10) CSU:UC

MATH 130 MATHEMATICS FOR ELEMENTARY TEACHERS

3 units

3 hours lecture weekly

Prerequisite: High school geometry with a grade of C or better and either two years of high school algebra and appropriate placement as determined by the assessment process; or Math 070 with a grade of C or better.

Language of sets, systems of numeration, nature of numbers and fundamentals of operations, domain of integers, fields of rational, real, and complex numbers. Not part of the preparation for mathematics majors. CSU:UC

MATH 140 INTRODUCTORY STATISTICS

4 units

5 hours lecture weekly

Prerequisite: Two years of high school algebra with a grade of B or better and appropriate placement as determined by the assessment process, or Math 070 with a grade of C or better.

Includes a study of probability and counting techniques. Emphasis is placed on the understanding of statistical methods. Topics include empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, and regression. (CAN: STAT 2) CSU:UC

MATH 144 BUSINESS MATHEMATICS (See Business 144)

Note: This class satisfies part of the requirement for the associate degree under Language and Rationality.

MATH 211 CALCULUS I

5 units

5 hours lecture weekly

Prerequisite: High school mathematical analysis and appropriate placement as determined by the assessment process; or both Math 102 and 103 with a grade of C or better.

Introduction to limits, derivatives and integrals.

Applications including rate of change, maxima-minima, curve sketching, and area problems. (CAN: MATH 18 or CAN MATH SEQ B combined with MATH-212) CSU:UC

MATH 212 CALCULUS II

5 units

5 hours lecture weekly

Prerequisite: Math 211 or equivalent with a grade of C or better.

A continuation of Math 211. Topics include differentiation and integration of transcendental functions, techniques of integration, infinite series with radii of convergence, improper integrals and applications. (CAN: MATH 20 or CAN: MATH SEQ B combined with MATH-211) CSU:UC

MATH 213 CALCULUS III

5 units

5 hours lecture weekly

Prerequisite: Math 212 or equivalent with a grade of C or better.

A continuation of Math 212. Vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals. (CAN: MATH 22) CSU:UC

MATH 214 LINEAR ALGEBRA

3 units

4 hours lecture weekly

Prerequisite: Math 211 or equivalent, with Math 212 and 213 recommended.

Linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigen values. (CAN: MATH 26)CSU:UC

MATH 215 DIFFERENTIAL EQUATIONS

3 units

4 hours lecture weekly

Prerequisite: Completion of, or concurrent enrollment in, Math 213

A first course in ordinary differential equations, systems of linear differential equations, the Laplace transforms, numerical methods, series solutions and applications. (CAN: MATH 24) CSU:UC

MUSIC

MATH 240 MATH ANALYSIS FOR BUSINESS AND SOCIAL SCIENCE

5 units

5 hours lecture weekly

Prerequisite: Two years of high school algebra with a grade of B or better and appropriate placement as determined by the assessment process; or Math 103 with a grade of C or better.

A review of functions: linear, quadratic, logarithmic, and exponential. The three main topics of calculus: limits of functions, derivatives of functions, and integrals of functions. Applications of these concepts are studied in depth. (CAN: MATH 34) CSU:UC

MUSIC

MUSIC 080 THE PRELUDE STRINGS ENSEMBLE

0.5 unit, may be taken four times

0.5 hour lecture, 0.5 hour lab weekly

Prerequisite: Music 081

Not degree applicable

Beginning class and introduction to orchestral performance for string players. Intended for both Suzuki and "traditional" students with no previous orchestral experience. Emphasis is placed on note-reading and ensemble skills. Repertoire consists of short pieces of easy to moderate difficulty. Offered on a credit/no credit basis. Not degree applicable.

MUSIC 081 SANTA CLARITA VALLEY YOUTH ORCHESTRA

1 unit, may be taken four times

1 hours lecture, 2 hours lab weekly

Prerequisite: One year of instrumental instruction

Not degree applicable

Concurrent private lessons strongly encouraged. A performing experience in instrumental ensembles, it aims to survey the evolution of orchestral forms from the baroque to the 20th century. Emphasis on the theory and practice of music. Offered on a credit/no credit basis.

MUSIC 082 SANTA CLARITA VALLEY YOUTH PHILHARMONIC

1.5 units, may be taken four times

1 hour lecture, 2 hours lab weekly

Prerequisite: Audition required

Not degree applicable

Students will be asked to perform any major scale. Requested scales need to be played at both slow and fast tempi. In addition, they will need to perform an excerpt of their choice to assist the auditioning committee in determining the student's musical abilities. To conclude the process, the candidate will be given one or several excerpts from the baroque, classical and/or romantic repertoire to demonstrate his/her sight-reading skills. The course is offered to students able to demonstrate more advanced musical skills performing on any orchestral instrument as a progressive step above the level of proficiency required by those playing in the Santa Clarita Valley Youth Philharmonic. As a prerequisite, students are expected to present auditions to showcase their sight-reading abilities, technical expertise on the instrument of choice, and musical sensibility. Offered on a credit/no credit basis.

MUSIC 100 FUNDAMENTALS OF MUSIC

3 units

3 hours lecture weekly

Introduction to the elements of music and musical notation, music-reading and sight-singing, scales and intervals. Study of musical skills useful in working with children and youth, basic keyboard skills. CSU:UC

MUSIC 101 MUSICIANSHIP SKILLS I

1 unit

3 hours lab weekly

Prerequisite: Strongly recommended for music majors: concurrent enrollment in Music 120 (Tonal Harmony), Music 121 (Chromatic Harmony), Music 122 (Tonal Counterpoint), and/or Music 123 (Modal Counterpoint)

First level in a series of four. Comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chords recognition as well as applied music-theory exercises. CSU:UC

MUSIC 102 MUSICIANSHIP SKILLS II

1 unit

3 hours lab weekly

Prerequisite: Strongly recommended for music majors: concurrent enrollment in Music 120 (Tonal Harmony), Music 121 (Chromatic Harmony), Music 122 (Tonal Counterpoint), and/or Music 123 (Modal Counterpoint)

Second level in a series of four. Comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chords recognition as well as applied music-theory exercises. CSU:UC

MUSIC 103 MUSICIANSHIP SKILLS III

1 unit

3 hours lab weekly

Prerequisite: Strongly recommended for music majors: concurrent enrollment in Music 120 (Tonal Harmony), Music 121 (Chromatic Harmony), Music 122 (Tonal Counterpoint), and/or Music 123 (Modal Counterpoint)

Third level in a series of four. Comprehensive training workshops which provide musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chords recognition and applied music-theory exercises.

CSU:UC

MUSIC 104 MUSICIANSHIP SKILLS IV

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Strongly recommended for music majors: concurrent enrollment in Music 120 (Tonal Harmony), Music 121 (Chromatic Harmony), Music 122 (Tonal Counterpoint), and/or Music 123 (Modal Counterpoint)

Fourth in a series of four. Comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chords recognition as well as applied music theory exercises.

CSU:UC

MUSIC 105 UNDERSTANDING MUSIC

3 units

3 hours lecture weekly

A survey of musical thought and musical masterpieces through all eras of musical evolution. Development of the student's understanding of music in relation to other arts and general culture through listening experiences, lectures, and discussion. CSU:UC

MUSIC 106 DEVELOPMENT OF JAZZ

3 units

3 hours lecture weekly

The study of jazz as a cultural medium: its historical background and its development in the United States.

CSU:UC

MUSIC 110 INTRODUCTION TO MUSIC TECHNOLOGY (Same as CMPELC-110)

3 units, may be taken four times

3 hours lecture weekly

This course is an introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instruc-

tional software for musicians; acoustics; data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music notation software; software for music sequencing; MIDI hardware; software for creating, organizing and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware. CSU

MUSIC 120 TONAL HARMONY

3 units

3 hours lecture weekly

Prerequisite: Music 100 or equivalent credit

A comprehensive study of the theory and practice of western harmony from the 17th century to the beginning of the 20th century. Major topics include diatonic triads, seventh chords, principles of voice-leading, non-chordal tones and harmonic analysis of music from the classical period. It is strongly recommended that music majors concurrently enroll in Music 101 (Musicianship Skills I), Music 102 (Musicianship Skills II), Music 103 (Musicianship Skills III), or Music 104 (Musicianship Skills IV). CSU:UC

MUSIC 121 CHROMATIC HARMONY

3 units

3 hours lecture weekly

Prerequisite: Music 120 (Tonal Harmony) or equivalent credit, OR: ability to demonstrate knowledge of the fundamentals of tonal harmony.

Emphasis on modulatory techniques, altered chords, formal analysis of romantic, impressionist and modern music literature. Introduction to late 20th century compositional techniques. It is strongly recommended that music majors concurrently enroll in Music 101 (Musicianship Skills I), Music 102 (Musicianship Skills II), Music 103 (Musicianship Skills III), or Music 104 (Musicianship Skills IV). CSU:UC

MUSIC 122 TONAL COUNTERPOINT

3 units

3 hours lecture weekly

A study of the forms of counterpoint with emphasis placed on the tonal concept. Composition and analysis of contrapuntal forms in the eighteenth century style of J.S. Bach, including imitative forms, canon, invention, and fugue. It is strongly recommended that music majors concurrently enroll in Music 101 (Musicianship Skills I), Music 102 (Musicianship Skills II), Music 103 (Musicianship Skills III), or Music 104 (Musicianship Skills IV). CSU:UC

MUSIC

MUSIC 123 MODAL COUNTERPOINT

3 units

3 hours lecture weekly

Prerequisite: Music 100, Fundamentals of Music, or ability to demonstrate knowledge of basic music theory.

The study of composition practices of the 16th century with emphasis on species counterpoint. Analysis and emulation of motet and mass, fugue, and other musical forms using imitative techniques. It is strongly recommended that music majors concurrently enroll in Music 101 (Musicianship Skills I), Music 102 (Musicianship Skills II), Music 103 (Musicianship Skills III), or Music 104 (Musicianship Skills IV). CSU:UC

MUSIC 125 STUDIES IN MUSIC COMPOSITION

4 units, may be taken four times

2 hours lecture weekly, 6 hours lab weekly

Technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles. Students will have access to computer-based music laboratory. May be repeated for a total of 12 units. It is strongly recommended that music majors concurrently enroll in Music 101 (Musicianship Skills I), Music 102 (Musicianship Skills II), Music 103 (Musicianship Skills III), or Music 104 (Musicianship Skills IV). CSU:UC

MUSIC 126 POP AND JAZZ THEORY

3 units

3 hours lecture weekly

Directed towards the contemporary music student interested in contemporary popular music, this course focuses on the theoretical principles found within the styles of jazz and pop. Students will be encouraged to compose original music utilizing techniques taught in class.

CSU:UC

MUSIC 127 ORCHESTRATION I

3 units

3 hours lecture weekly

Prerequisite: Music 100

A study of orchestration as it applies to the instruments of the standard symphonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger, as well as with the use of instruments from non-European traditions. CSU:UC

MUSIC 128 ORCHESTRATION II

3 units

3 hours lecture weekly

Prerequisite: Music 100

Second part of a series of two courses devoted to the study of orchestration as it applies to the instruments of the standard symphonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from non-European traditions. CSU:UC

MUSIC 129 MUSIC PRODUCTION FOR FILM AND TELEVISION (Same as RTVF-129)

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Designed to provide the technical and aesthetic tools needed for the production of music for motion pictures and video, this course focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart. CSU

MUSIC 131 KEYBOARD INSTRUCTION I

2 units

1 hour lecture, 2 hours lab weekly

Prerequisite: An ability to read music

Fundamentals of piano playing; includes scales, chords, sight-reading, technical exercises, transposition, improvisation, keyboard theory and beginning piano literature. CSU:UC

MUSIC 132 KEYBOARD INSTRUCTION II

2 units, may be taken four times

1 hour lecture, 2 hours lab weekly

Prerequisite: Music 131, Keyboard Instruction I or equivalent

Level Two piano-playing, music-reading, technique, scales, transposition, keyboard harmonization and simple to intermediate piano literature. May be repeated for a total of eight units. CSU:UC

MUSIC 140 STUDIO SINGING

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Audition and concurrent enrollment in Music 174, College Chorus.

An intensive study of all music-reading and vocal skills required of professional studio singers. Many styles of commercial music will be explored and public performances will be scheduled. This course is intended for the

serious professionally-oriented student who is willing to devote time and energy to developing talent. A demo tape will be produced. CSU

MUSIC 141 VOICE DEVELOPMENT

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Co-enrollment in chorus, choir or ensemble. Music 100 recommended.

Techniques and concepts for mastering the art of singing. Emphasis on posture, breathing, tone production, musicianship and interpretation. CSU:UC

MUSIC 151 JAZZ IMPROVISATION WORKSHOP

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Audition by instructor to ensure satisfactory performance ability on an acceptable wind, string, or percussion instrument.

Designed to assist the jazz-oriented musician in improving ability to improvise. Other emphasis on organization of and participation in small combo groups. Course may be repeated for a total of four units. CSU:UC

MUSIC 153 STUDIO JAZZ ENSEMBLE

1 unit, may be taken four times

3 hours weekly

Prerequisite: Audition to ensure satisfactory performance ability on an acceptable wind, string, or percussion instrument.

Development of performance standards in Big Band jazz. Investigation of new concepts in the field of jazz music. Workshop experience for composers and arrangers. Course may be repeated for a total of four units. CSU:UC

MUSIC 160 GUITAR STUDIES I

2 units

1 hour lecture, 3 hours lab weekly

The study and application of basic skills on the guitar. Course focuses on the introduction of chord structures, sight-reading (open strings and first position), as well as rhythm techniques. CSU:UC

MUSIC 161 GUITAR STUDIES II

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

A continuation course concentrating on the study and application of basic skills on the guitar. Emphasis on chord structures, sight-reading (open strings through 5th position), as well as rhythm techniques. CSU:UC

MUSIC 165 SYMPHONY OF THE CANYONS

2 units, may be taken four times

1 hour lecture weekly, 3 hours lab weekly

Prerequisite: Audition to ensure satisfactory performance ability on an orchestral instrument

The study of musical styles and rehearsal techniques as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. CSU:UC

MUSIC 167 JAZZ GUITAR STUDIES I

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

Prerequisite: Music 161 or audition by instructor to ensure proper level placement.

A study of position-playing for jazz guitar. Topics include: jazz chordal structures; rhythm comping and structural analysis of jazz forms. CSU:UC

MUSIC 168 JAZZ GUITAR STUDIES II

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

An intermediate level study of position-playing for jazz guitar. Topics include jazz chordal structures, rhythm comping, and structural analysis of jazz forms. CSU:UC

MUSIC 169 IMPROVISATION FOR GUITARISTS

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

Primarily designed for guitarists (other instrumentalists are welcome), this course focuses on the many facets of improvising including usage of pentatonic, major, minor, and harmonic minor scales along with relative harmonic chord progressions. Performances by soloists from different eras in various styles ranging from the '20s through the '90s in jazz, rock, fusion, country, and Latin will be analyzed. Students will develop techniques to enhance natural abilities of "playing by ear" by utilizing scales and positions on the instrument. CSU:UC

MUSIC 170 BASS GUITAR STUDIES I

2 units

1 hour lecture, 3 hours lab weekly

The study and application of basic skills on the electric bass guitar. Course focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument. CSU

MUSIC

MUSIC 171 BASS GUITAR STUDIES II

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

Second in the series on the application of skills on the electric bass guitar, this course focuses on the construction of complex bass lines through chord changes in standard popular and jazz repertoire. Students will learn advanced note-reading skills on the instrument. CSU

MUSIC 174 COLLEGE CHORUS

1 unit, May be taken four times

3 hours lab weekly

Prerequisite: Audition by Instructor

Study and interpretation of music for the vocal chamber group from all eras in music history. CSU:UC

MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Ability to sing a choral part as demonstrated in class participation.

A study of musical styles, performance practices and rehearsal techniques through rehearsal and performance of selected choral literature suitable to festival participation. This choral group refines individual selections to high performance standards and represents the College at intercollegiate festivals, on-campus performances, and in the community. CSU:UC

MUSIC 176 CHAMBER SINGERS

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Enrollment subject to standard audition administered by the College staff that demonstrates that the student's ability and technical proficiency is at a level necessary for group public performance.

Study and performance of sacred and secular chamber choral repertoire from the 15th to the 20th centuries. Emphasis on the cultivation of skills needed to sing from a variety of choral styles and historical periods. Attendance at all scheduled performances is required. CSU:UC

MUSIC 177 LES CHANTEUSES: WOMEN'S CHOIR

1 unit, may be taken four times

3 hours lab weekly

Prerequisite: Music 101

A study of musical styles, performance practices and rehearsal techniques through the learning of selected

choral literature written specifically for the female voice. This choral group refines individual selections to high performance standards and represents the College at intercollegiate festivals, on-campus events, and within the community. May be repeated for up to four units. CSU:UC

MUSIC 178 COLLEGE OF THE CANYONS MARCHING BAND

2 units, may be taken four times

6 hours lab weekly

Rehearsal and performance of music suitable for marching band with strong emphasis on marching skills. Ample opportunities for participation in public performances such as football games, field shows, parades and tours will be provided. CSU:UC

MUSIC 179 COC MARCHING/DANCE TROUPE (Same as DANCE-179)

2 units, may be taken four times

6 hours lab weekly

Rehearsal and performance of rifle, flag, and dance units auxiliary to the College of the Canyons Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. CSU

MUSIC 180 MUSIC BUSINESS

3 units

3 hours lecture weekly

A study of the music industry as it relates to production, recording, manufacturing, publishing, and copyrights, performing rights and marketing. CSU

MUSIC 181 APPLIED MUSIC STUDIES I

2 units

1 hour lecture, 3 hours lab weekly

First in the series of four progressive studio lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class. CSU:UC

MUSIC 182 APPLIED MUSIC STUDIES II

2 units

1 hour lecture, 3 hours lab weekly

Second in a series of four progressive studio lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on a technical development and the learning of musical repertoire.

Students must participate in a recital while enrolled in the class. CSU:UC

MUSIC 183 APPLIED MUSIC STUDIES III

2 units

1 hour lecture, 3 hours lab weekly

Third in a series of four progressive studio lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class. CSU:UC

MUSIC 184 APPLIED MUSIC STUDIES IV

2 units

1 hour lecture, 3 hours lab weekly

Fourth in a series of four progressive lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class. CSU:UC

NURSING

The Allied Health Division offers a variety of courses and programs in the health-care field. Semester-length courses include the Emergency Medical Technician-I and Nurse Assistant courses, both of which prepare students to apply for and take their respective certifying examinations. Other courses offered to help the health-care student include a home health aide course, a medical terminology course and a health-based nutrition course. Programs in medical assisting (1-2 semesters), vocational nursing (two years part-time), registered nursing (2 semesters) and three options for the VN-RN career ladder are available. These programs are described under the Certificate and Degree requirements section of this catalog.

HEALTH SCIENCES**HLHSCI 150 NUTRITION**

3 units

3 hours lecture weekly

A comprehensive study of nutrition, which includes the nutritional needs of the human life cycle. This class examines the biological function and chemical classification of nutrients and relates nutrition concepts to health and disease. This class is also designed to increase awareness of food, nutrition, and physical activity and their interrelationships. CSU:UC

HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN I

7.5 units

7.5 hours lecture/skills weekly plus 32 hours lab TBA
Prerequisite: CPR certification (BLS for Healthcare Provider or Professional Rescuer CPR). Must be 18 years or older for state certification.

Seventeen-week EMT-1 course that covers techniques of emergency medical care presently within the scope of practice of the EMT-1 technician. Seven hours weekly lecture/skills lab plus 16 hours emergency department observation and 16 hours ambulance ride-along. Health clearance required prior to start of clinical rotations. Eligible for L.A. County certification exam upon successful completion of the course. CSU

HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER

1.5 units, unlimited repeats

24 hours lecture, 6 hours lab weekly, one-week course
Prerequisite: Current CPR certification (American Heart or Red Cross) and current EMT certification.

The Emergency Medical Technician Refresher Course offers 24 hours of classroom lecture as required by the County of Los Angeles for EMT certification. The lecture portion of the course includes a review of all topics covered in the Emergency Medical Technician-Basic course and any new subject material required by the County of Los Angeles. The final class session provides skills testing for those emergency medical technicians in a skills testing cycle. CSU

HLHSCI 243 WOMEN & HEALTH (Same as NURSNG-243 and formerly INTGR 101)

3 units

3 hours lecture weekly

This course provides a broad perspective of women relating as providers and consumers to the health care system. Explores past and current health care issues, explores philosophical, historical, cross-cultural, ethical, and political issues surrounding women's health. The unique role of women in the health care system will also be discussed in terms of current and future trends. Also, there will be specific topics that include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers. CSU:UC

NURSING

HLHSCI 249 MEDICAL TERMINOLOGY

3 units

3 hours lecture weekly

Designed to familiarize those interested in a medical field with the correct spelling, pronunciation and meaning of common medical terms, with emphasis on word components. CSU

NURSING

NURSNG 050 NURSE ASSISTANT TRAINING

5 units

4.6 hours lecture, 9.2 hours lab weekly (13 weeks)

Prerequisite: TB test, history and physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria, and tetanus required. Criminal clearance and current CPR card (for health-care providers) required. Recommended English 090 or assessment at English 090 level.

Selected fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled-nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient-care skills, and emotional, social, and spiritual needs of the patient. This is the first level of the nursing career ladder. Upon completion, the student will be eligible to take the California test for certification.

NURSNG 051 HOME HEALTH AIDE

1.5 units

5.2 hours lecture, 5 hours lab weekly (four weeks)

Prerequisites: CNA or nurse aide training course (mandated by the Department of Health Services), TB test, physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria, and tetanus. Criminal clearance and current CPR card (for health-care providers) required. Recommended English 090 or assessment at English 090 level.

This course is structured to provide theory and practical application of knowledge and skills needed to function as a home health aide. Emphasis is on the role of the home health aide; interpretation of client needs, personal-care services, nutrition; and cleaning and care tasks in the home. Upon completion, the student will be eligible for California certification.

NURSNG 052 INTRODUCTION TO MEDICAL ASSISTING

3 units

3 hours lecture weekly

An introduction to the role of the medical assistant and the history of the field. Covers principles of law and ethics, critical thinking, study skills, multicultural issues, performance evaluation, nutrition, patient education, and customer service. Includes theory, medical terminology, demonstration and application of asepsis, safety, obtaining a history, and assisting with a patient examination.

NURSNG 053 BEGINNING MEDICAL ASSISTING

3 units

3 hours lecture weekly

Anatomy and physiology of sense organs, musculoskeletal, reproductive, and digestive systems are presented. Assisting the physician with related clinical procedures such as ear irrigation, laser treatments, orthopedic appliances and colon procedures are practiced in a clinical simulation. Client-screening procedures including vital signs, vision, and hearing are also learned.

NURSNG 054 INTERMEDIATE MEDICAL ASSISTING

3 units

3 hours lecture weekly

Anatomy and physiology of the urinary, respiratory and endocrine systems are presented. Theory, demonstration and practice performing routine lab procedures in clinical simulation. Also included are the role of the medical assistant in minor surgery, skin preparation, wound care, and maintaining a sterile field.

NURSNG 055 ADVANCED MEDICAL ASSISTING

3 units

3 hours lecture weekly

Anatomy and physiology of circulatory, neurological, and immune systems are presented, as well as theory and practice in obtaining an electrocardiogram. Basic mathematics and principles of pharmacology including drug classifications, safety, preparation and administration of medications are demonstrated and practiced in clinical simulation. Office emergencies and CPR are also covered.

NURSNG 090 CRITICAL THINKING IN NURSING

1 unit

1 hour lecture weekly

Covers the basic concepts of critical thinking: definitions, characteristics, barriers and strategies which are then applied through the use of case studies, scenarios, and critical-thinking questions. Prepares the student nurse for state board exams or the working nurse with better critical-thinking skills.

NURSNG 091 PEDIATRIC NURSING

3 units

3 hours lecture weekly

Focuses on the differences in children and adults.

Includes assessment, growth and development according to Erickson and Piaget, disease process and treatment pertinent to the different age groups of children from newborn to the adolescent, pediatric procedures, and calculation of dosage for children. Discusses the hospitalized child and pediatric variations of nursing interventions, including immunizations, and the role of the pediatric nurse. Incorporates cultural aspects of pediatric care, communication with various aged children and critical thinking when caring for the pediatric client.

NURSNG 098 SPECIAL TOPICS IN HEALTHCARE

1-1.5 units

1-1.5 hours weekly

Provides special topics that include new medications, latest information on disease processes and treatments, alternative therapies in healthcare, assessment, lab values, professional issues, and in-depth special topics.

NURSNG 101A FUNDAMENTALS OF NURSING A

4 units

4 hours lecture weekly

Prerequisite: Must take concurrently with Nursing 101A-L, 101B, 101 B-L.

This is the first course of the medical-surgical nursing series. In this class, the student studies the biopsychosociocultural-spiritual requisites and deficits of the adult, including geriatric clients with non-complex health deviation self-care requisites. The curriculum strands--knowledge, nursing process, psychomotor skills, communication, management of care, professional- legal-ethical practice, collaboration and self- direction--are integrated at a basic level. The knowledge strand includes the self-care deficit theory; growth and development; and selected non-complex health deviations of

balance between activity and rest. The last-named portion of the strand consists of etiologies, pathophysiology, diagnostic assessments and basic primary, secondary, and tertiary management, including medication, nutrition, and teaching. The course stresses principles of psychomotor skills and management of one client. Collaboration with nursing staff and factors contributing to self-direction are discussed.

NURSNG 101 AL FUNDAMENTALS OF NURSING A-L

4.5 units

13 hours lab weekly

Prerequisite: Admission to Registered Nursing Science Program. Must be taken concurrently with NURSNG 101, 101B and 101B-L.

This is the first clinical course of the medical-surgical series in which the student applies knowledge and skills learned in NURSNG-101A & B to care for one client. The student utilizes the nursing process with the instructor's assistance, focusing on non-complex nursing diagnoses and applying wholly compensatory and supportive, educative nursing actions to assist the client toward self-care. Primary, secondary and tertiary interventions - including medication, nutrition and teaching - are integrated in the nursing actions. The student applies basic communication skills and principles of management in the care of one client and begins to recognize the importance of self-direction and collaboration with the nursing staff. Clinical experience is obtained in secondary-care facilities.

NURSNG 101B FUNDAMENTALS OF NURSING B

0.5 unit

1 lecture hour every other week

Prerequisites: Admission to the ADN program. Must be taken concurrently with NURSNG 101A, NURSNG 101 A-L, and NURSNG 101 B-L.

This first-semester course enables the student to gain knowledge in pharmacokinetic, pharmacodynamic, psychomotor, psychological, legal and safety aspects of topical, oral/enteral, intradermal, subcutaneous and intramuscular medication administration. Additionally, basic information relating to intravenous therapy is introduced. Considers cultural aspects of drug therapy, self-medicating, medicating the elderly, and nutritional concerns such as fluids electrolytes and enteral feedings. Integrates concepts and principled derived from the curriculum strands in NURSNG-101A and NURSNG-101AL are integrated. CSU

NURSING

NURSNG 101 B-L FUNDAMENTALS OF NURSING B-L

1 unit

3 hours lab weekly

Prerequisite: Admission to the ADN Program. Must be taken concurrently with NURSNG 101B, NURSNG 101A and NURSNG 101 A-L

This is a laboratory course for NURSNG-101B in which the student applies the concepts and principles learned in the theory component. The steps of the nursing process, in simulated actions, are utilized in the administration of topical, oral/enteral, intradermal, subcutaneous and intramuscular medications. Basic concepts of IV therapy are introduced. The student uses computer-assisted instruction to master calculation of dosages. Other psychomotor skills are learned, including blood-glucose monitoring. The student gains competency in psychomotor skills in the laboratory before applying them to actual clients.

NURSNG 102 BEGINNING MEDICAL-SURGICAL NURSING

2.5 units

6 hours lecture weekly (7.5 weeks)

Prerequisite: NURSNG 101A, 101 A-L, 101B, 101 B-L. Concurrent enrollment in NURSNG 102L.

This is the second course of the medical-surgical series in which the student learns about the biopsychosocial-cultural-spiritual requisites and deficits of the adult, including the geriatric client, with beginning complex health deviations in self-care requisites for the maintenance of eliminative, regulatory, and reproductive processes. Curriculum strands of theoretical and empirical knowledge, nursing process, communication, psychomotor skills, management of care, professional-legal-ethical practice, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes, self-care deficit theory, health deviations and their etiologies, pathophysiologies, manifestations and management that entails primary, secondary, and tertiary care, including medications, nutrition and teaching. The student learns the theories behind beginning complex psychomotor skills such as venipuncture, total parenteral nutrition, colostomy care, urinary bladder irrigation, and management of two clients. CSU

NURSNG 102L BEGINNING MEDICAL-SURGICAL NURSING LAB

1.5 units

13 hours lab weekly (7.5 weeks)

Prerequisite: NURSNG 101A, 101 A-L, 101B, 101 B-L.

This is the second clinical course of the medical-surgical series in which the student learns to care for the client with simple to beginning complex health deviations associated with eliminative, regulatory, and reproductive processes. The student utilizes knowledge and skills gained in NURSNG 102 and previous courses to make nursing-practice decisions. The student continues to use nursing process with assistance, targeting beginning complex nursing diagnoses and implementing wholly compensatory, partly compensatory and supportive/educative nursing actions to assist the client toward self-care or significant others to provide client with dependent care. Primary, secondary, and tertiary care including medications, nutrition and teaching are integrated in the nursing actions. The student utilizes previously learned and new beginning complex communication techniques, and manages the care of one to two clients. The student begins to collaborate with other disciplines, and begins to display more self-direction in learning and providing nursing care. Clinical experience is obtained in primary and secondary care facilities.

CSU

NURSNG 103 LVN-RN BRIDGE CLASS

1.5 units

4 hours lecture weekly (6 weeks)

Prerequisite: Admission to Registered Nursing Program

This is a transition course in which the student learns information necessary to perform as a second year Associate Degree Nursing Program student. The curriculum strands of nursing process, communication, management of care, professional-legal ethical practices, collaboration, self-direction and knowledge are integrated throughout the course or are introduced. The knowledge strand includes the self-care deficit theory, selected health deviations and their etiologies, pathophysiologies, manifestations and management including medications, nutrition, and teaching. The student learns the theory behind physical assessment, stress management, and role transition. CSU

NURSNG 106 MATERNAL-NEWBORN/PEDIATRIC NURSING

3 units

5.5 hours lecture weekly (10 weeks)

Prerequisite: NURSNG 102, 102L. Must be taken concurrently with NURSNG 106L.

This is a study of the biopsychosociocultural-spiritual requisites and deficits of the childbearing family and the pediatric client utilizing the nursing process. The focus is on family-centered care. Curriculum strands of theoretical and empirical knowledge, nursing process, communication, psychomotor skills, management of care, professional-legal-ethical practices, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes the self-care deficit theory, health deviations and their etiologies, pathophysiologies, manifestations, and management that entails primary, secondary, and tertiary care including medications, nutrition and teaching. Also included are developmental stages, child and family responses to hospitalization, pediatric variations in nursing care, parental interaction, fetal issues during pregnancy and care of the newborn. The student learns the theories behind the psychomotor skills such as medication administration to a young client, electronic fetal monitoring, newborn assessment, and post-partum assessment. Principles of management of one to two childbearing and pediatric clients are discussed. CSU

NURSNG 106L MATERNAL-NEWBORN/PEDIATRIC NURSING LAB

2.5 units

13 hours lab weekly (10 weeks)

Prerequisite: NURSNG 102, 102L. Must be taken concurrently with NURSNG 106.

This is the clinical course of Maternal-Newborn/Pediatric Nursing. In this course the student learns to care for the childbearing family and the pediatric client. The student utilizes knowledge and skills gained in Nursing Science 106 and previous courses to make nursing-practice decisions. With assistance, the student uses the nursing process in implementing wholly compensatory, partly compensatory and supportive/educative nursing actions, integrating primary, secondary and tertiary care, including medication, nutrition and teaching, to assist the client toward self-care or significant others to provide client with dependent care. The student utilizes new and previously learned communication techniques and manages the care of one or two clients. The student begins

to collaborate with other disciplines, and begins to display more self-direction in learning and in providing nursing care. Clinical experience is obtained in primary and secondary care facilities. CSU

NURSNG 200 PSYCHIATRIC NURSING

2.5 units

6 hours lecture weekly (7 weeks)

Prerequisite: NURSNG 106/106L except for the LVN to RN students who need NURSNG 103. Concurrent enrollment in NURSNG 200L.

This course is a study of the psychosociocultural-spiritual and relevant biological self-care requisites and deficits of the adult, including the geriatric client, in mental health settings with health deviations in the maintenance of balance between solitude and social interaction, prevention of hazards to life, functioning and well-being, and promotion of normalcy and development. Curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration and self-direction are integrated throughout the course. The knowledge strand consists of the personality/developmental theories, health deviations, and their etiology, manifestations and management that entails primary, secondary, tertiary preventions including medications, nutrition and teaching. There is an in-depth study of therapeutic communication techniques utilized in mental health settings. CSU

NURSNG 200L PSYCHIATRIC NURSING LAB

2 units

15 hours lab weekly (7 weeks)

Prerequisite: NURSNG 106/106L except for LVN to RN students who need NURSNG 103. Concurrent enrollment in NURSNG 200.

This is the clinical course of NURSNG 200 where the student learns to care for the client with health deviations in the maintenance of balance between solitude and social interaction, prevention of hazards to life, functioning and well-being, and promotion of normalcy and development. Concepts and principles learned in the curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration and self-direction are applied in the clinical area. Knowledge includes personality/developmental theories, health deviations and their causative factors, manifestations, primary, secondary and tertiary

NURSING

preventions including medications, psychotherapeutic approaches, nutrition, and teaching. The student continues to assist up to two clients in achieving self-care. The nursing process is more focused and communication skills become more psychotherapeutic. The student develops more confidence in collaborating with the health team and in self-direction. CSU

NURSNG 202 INTERMEDIATE MEDICAL-SURGICAL NURSING

3 units

6 hours lecture weekly (8.5 weeks)

Prerequisite: NURSNG 200/200L. Concurrent enrollment in NURSNG 202L.

This is the third course of the medical-surgical series in which the student learns about the biopsychosociocultural-spiritual requisites and deficits of the adult, including the geriatric client, with complex health deviation in the maintenance of sufficient intake of air, and balance between activity and rest. Curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes the self-care deficit theory, health deviations and their pathophysiology, etiology, manifestations and management that entails primary, secondary and tertiary preventions including medications nutrition, and teaching. Principles of management of care of up to three clients are studied. The student learns ways of increasing collaboration with the health team and increasing self-direction in providing complex nursing care. CSU

NURSNG 202L INTERMEDIATE MEDICAL-SURGICAL NURSING LAB

2 units

13 hours lab weekly (8.5 weeks)

Prerequisite: NURSNG 200/200L. Concurrent enrollment in NURSNG 202.

This is the third clinical course of the medical-surgical series in which the student learns to care for the client with complex health deviations associated with maintenance of sufficient intake of air and balance of activity and rest. The student utilizes knowledge and skills learned in Nursing 202 and previous courses to make nursing practice decisions. Student utilizes the nursing process, targeting complex nursing diagnoses and implementing wholly compensatory, partly compensa-

tory and supportive/educative nursing actions to assist the client toward self-care or significant others to provide client with dependent care. Primary, secondary and tertiary interventions including medication, nutrition and teaching are integrated in the nursing actions. The student uses new and previously learned communication techniques and manages the care of up to three clients. The student collaborates with increasing numbers of personnel and displays more self-direction in learning and in providing nursing care. Clinical experience is obtained in secondary care facilities. CSU

NURSNG 204 ADVANCED MEDICAL-SURGICAL NURSING

5.5 units

5.5 hours lecture weekly

Prerequisite: NURSNG 202/202L. Concurrent enrollment in NURSNG 204L.

This is the final medical-surgical nursing course. Students will integrate prior theory as well as learn the biopsychosociocultural-spiritual requisites and deficits of adult and geriatric clients with critical and chronic health deviations in the maintenance of sufficient intake of air, elimination, balance between activity and rest and between solitude and social interaction. Hazards to human life and the promotion of normalcy are studied. The curriculum strands are integrated throughout the course: knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management, professional-legal-ethical practices, collaboration, and self-direction. The knowledge strand includes self-care deficit theory, growth and development, health deviations, nutrition, pharmacology, teaching, the continuum of care as well as psychosociocultural-spiritual values. Principles of the management of up to six clients and the economics of health care are included. CSU

NURSNG 204L ADVANCED MEDICAL-SURGICAL NURSING LAB

4.5 units

13 hours lab weekly

Prerequisite: NURSNG 202/202L. Concurrent enrollment in NURSNG 204.

This is the final clinical medical-surgical course. Students are expected to integrate relevant prior clinical skills and classroom theory, as well as to apply new theory and practice new skills in a variety of settings in which their role as a professional, a manager and a provider of care becomes more independent. The student collaborates in

the management of up to six adult clients with complex deviations of healthcare requisites as well as in the care of clients with critical and chronic deviations associated with the maintenance of sufficient intake of air, elimination, balance between activity and rest, and between solitude and social interaction. The student promotes the elimination of hazards and the promotion of normalcy. The student independently utilizes the nursing process by analyzing for nursing diagnoses, determining outcomes, and planning, applying or supervising nursing interventions which are wholly compensatory, partly compensatory, or supportive/educative to assist the client toward self care. In addition, the student evaluates the outcomes and nursing interventions, revising the plan as needed. The student collaborates with professional nurses in managing the care of the clients in the intensive care, oncology unit, the perioperative areas, in clinics, in home health, and other speciality areas. The student is expected to communicate independently in writing as well as verbally in each area as dictated by the course objectives. Clinical experience is obtained primarily in secondary and tertiary facilities. CSU

NURSNG 206 OPERATING ROOM NURSING

5 units

5 hours lecture weekly

Prerequisite: Must be a registered nurse with a current license.

A one-semester course in operating-room nursing designed for registered nurses. Lecture and clinical objectives encompass three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation. It is highly recommended that students be sponsored by a clinical facility, which will provide a preceptor for an average of eight hours each week so the student can integrate the seven hours of theory taught at College of the Canyons. CSU

NURSNG 208 OBSTETRICAL NURSING

7 units

7 hours lecture weekly

Prerequisite: Must be a registered nurse with current license.

This course provides seven hours of lecture each week. Lecture content focuses on the obstetrical patient undergoing the four states of labor and include anatomy, physiology, assessment factors. In the clinical set-

ting, the student works directly with a staff nurse preceptor. Student applies lecture theory to patients in the labor/delivery/recovery suite of the hospital. It is highly recommended that students be sponsored by a clinical facility, which will provide a preceptor for an average of eight hours each week so the student can integrate the seven hours of theory taught at College of the Canyons.

NURSNG 210 NURSING INTERNSHIP

3 units, may be taken four times

9 hours lecture (total in 6 weeks), 24 hours lab weekly for 6 weeks

Prerequisite: Graduate of RN program. All health requirements current, including proof of vaccination for hepatitis B (need positive titer), rubeola, rubella, mumps, diphtheria, and tetanus. Also must have a positive varicella titer and current CPR (type C) card.

Six-week class designed for nurses who have graduated from a registered nursing program. Course is designed to bridge the way for graduates from their educational program to employment. One-hundred forty-four (144) hours are spent with a preceptor at a clinical site—either a hospital or home health agency. Nine (9) hours of lecture include topics such as resumé-writing, interviewing skills, and role transition from student to registered nurse. Certificate of completion is given to student to assist in job search.

Offered January and June. Schedule is determined by student and instructor and preceptor.

NURSNG 212 PHYSICAL ASSESSMENT

2.5 units, may be taken two times

Prerequisite: RN or Nursing Student

Lecture content is designed to develop an in-depth review and synthesis of physical assessment skills and knowledge covering the life span. Integration of the health history, physical examination techniques, and the nursing process is emphasized.

NURSNG 214 GERONTOLOGICAL NURSING

3 units

3 hours lecture weekly

A comprehensive study of gerontological nursing that includes the normal aging process—functional and structural. This class also examines neurological and behavioral problems in the elderly, medical and nursing management in cardiovascular problems, diabetes mellitus, gastrointestinal problems, hearing loss, hypertension,

VOCATIONAL NURSING COURSES

incontinence and other urinary problems, muscular skeletal problems, cancer and other problems such as chronic diseases in the elderly.

NURSNG 241 CRITICAL CARE NURSING I

3 units

3 hours lecture weekly

Introduction to principles of electrocardiography and arrhythmia recognition with special emphasis on the physiology and treatment of arrhythmias. Pharmacology of drugs used in the treatment of cardiac arrhythmias and CPR. CSU

NURSNG 242 CRITICAL CARE NURSING II

3 units

3 hours lecture weekly plus one 8-hour lab

Primarily designed for allied health personnel currently working in field. Review of anatomy and physiology of the pulmonary and cardiovascular system with special emphasis on arterial blood gases, physical diagnosis of the chest and the use of respirators in the treatment of pulmonary diseases. Current concepts in fluid and electrolytes will be presented, and the various mechanisms of acid-base balance control will be included. Emphasis is also placed on cardiac physiology as a basis for the understanding and treatment of cardiac failure. The final section will deal with new concepts in critical care including pressure-monitoring, septic shock, disseminated intravascular coagulation and adult respiratory distress syndrome. CSU

VOCATIONAL NURSING COURSES

The Vocational Program consists of the following vocational nursing courses: Vocational Nursing (VOCNSG) 100, 101, 102, 103, 104, 105, 106, and 107

VOCNSG 100 FUNDAMENTALS I

5 units

6 hours lecture, 12 hours lab weekly (8 weeks)

Prerequisite: Acceptance into the Vocational Nursing Program.

This is the first of two nursing courses in the first semester that introduces the student to basic concepts and skills. Orem's Self-Care Deficit Theory of Nursing is used as the program's conceptual framework.

Professional/legal/ethical practices, communication techniques, both oral and written, and collaboration are studied. The nursing process is explained thoroughly to provide a solid basis for succeeding courses. Through

simulated clinical experiences provided in the laboratory, the student learns assessment of the universal, developmental, and health-deviation self-care requisites, self-care deficits and therapeutic self-care demands of a client; selection of appropriate nursing diagnoses; planning of goals and criteria; selection of nursing interventions in the wholly compensatory, partly compensatory and educative/supportive categories, implementation of interventions and evaluation of effectiveness of nursing interventions. The student learns basic nursing skills in the laboratory. CSU

VOCNSG 101 FUNDAMENTALS II

5 units

6 hours lecture, 12 hours lab weekly (8 weeks)

Prerequisite: VOCNSG 100

This is the second of two fundamentals courses in the first semester. The student learns about nutrition, mental health concepts, cultural aspects of care, client education, advanced nursing skills, the musculoskeletal system and gerontology. The advanced nursing skills are learned in the laboratory. The student begins actual clinical experience in a hospital setting. The nursing process based on Orem's Self-Care Deficit Theory is applied utilizing current and previously learned knowledge and skills. The student will provide care to one client with simple health deviations, primarily of the musculoskeletal system. CSU

VOCNSG 102 PHARMACOLOGY

3 units

3 hours lecture, 1 hour lab weekly

Prerequisite: VOCNSG 101

In this course the student gains knowledge about medications that includes classification of drugs, methods and routes of administration, distribution, absorption, excretion, and desired and toxic effects. Skills of converting measures, calculating dosages for adults, infants and children are learned. Simulated clinical experiences are provided in the laboratory for students to learn the skills and to use the nursing process for a client receiving medications. This course is taken concurrently with Medical-Surgical I in which the student actually administers medications to clients. CSU

VOCNSG 103 MEDICAL-SURGICAL NURSING I

8 units

6.5 hours lecture weekly, 12 hours lab weekly

Co-requisite: VOCNSG 102

This is the first course of the medical-surgical series in which the student gains knowledge and skills needed to care for clients experiencing health deviations of the respiratory (air), endocrine (activity and rest) and gastrointestinal (food elimination) systems. It includes study of fluids and electrolytes, and basic acid-base imbalances. Skills appropriate to the health deviations are learned. The nursing process based on Orem's Self-Care Deficit Theory is applied in the clinic utilizing the knowledge and skills learned in the classroom. This course is taken concurrently with Nursing 153/153L Pharmacology, and the student integrates pharmacological concepts in the care of clients. CSU

VOCNSG 104 MEDICAL-SURGICAL NURSING II

5 units

3 hours lecture weekly, 12 hours lab weekly

Prerequisite: VOCNSG 103

This is the second course of the medical-surgical series offered in the summer following the first year of the program in which the student gains knowledge in gerontology; health deviations of the integumentary (elimination) and immune systems; the human immunodeficiency virus (HIV); and sexually transmitted diseases. It includes a study of death and dying and the grief process. The nursing process based on Orem's Self-Care Deficit Theory is applied in the clinic utilizing the knowledge and skills learned in the classroom.

Therapeutic communication techniques, collaboration, and professional/ethical/legal practices are integrated in the nursing process. CSU

VOCNSG 105 MEDICAL-SURGICAL NURSING III

11 units

7 hours lecture, 12 hours lab weekly

Prerequisite: VOCNSG 104

This is the third course in the medical-surgical series in which the student gains knowledge and skills needed to care for clients with health deviations of the cardiovascular/blood/lymph (air) and renal (elimination) systems; clients with oncologic problems and clients undergoing surgery. It includes a study of substance abuse. Skills needed to care for clients in this unit of study are learned in the laboratory. The student applies the knowledge and skills in the clinical area during the nursing

process utilizing Orem's Self-Care Deficit Theory.

Communication techniques, collaboration, and professional/ethical/legal practices are integrated in the nursing process. CSU

VOCNSG 106 MATERNAL-NEWBORN PEDIATRIC NURSING

6 units

6 hours lecture, 12 hours lab weekly (10 weeks)

Prerequisite: VOCNSG 105

In this course the student gains knowledge and skills needed in the care of the perinatal mother and the newborn as well as the pediatric client. The nursing process based on Orem's Self-Care Deficit Theory is applied utilizing the knowledge and skills learned in the classroom. Communication techniques, collaboration, and professional/ethical/legal practices are integrated in the nursing process. CSU

VOCNSG 107 MEDICAL-SURGICAL NURSING IV

5 units

3 hours lecture, 12 hours lab weekly

Prerequisite: VOCNSG 106

This is the fourth and last course of the medical-surgical nursing series in which the student acquires the knowledge and skills needed to care for clients with health deviations of the neurological and sensory systems (regulatory). Concepts of home health and leadership/supervision in long-term care are included. The knowledge and skills learned are applied clinically and in home care during the nursing process utilizing Orem's Self-Care Theory of Nursing. Communication techniques, collaboration, and professional/legal/ethical practices are integrated in the nursing process. The student learns team leading in a long term facility. CSU

PERSONAL DEVELOPMENT**PERDEV 010 CAREER PLANNING**

1-2 units (8-16 weeks)

This course focuses on the various components of career choice and long-term life planning. Assessment of interests, values, personal preferences and skills is featured, as is the use of occupational information and the development of job-search skills. Also featured are resumé-writing and visits to the college Career Center. Offered on a credit/no credit basis only.

PERSONAL DEVELOPMENT

PERDEV 020 SELF AWARENESS

1-2 units (8-16 weeks), may be taken two times

This course led by professional counselors emphasizes the understanding of self and others through group discussion and interaction. The identification of values and personal alternatives in interpersonal situations is stressed so that better decision-making is facilitated.

Offered on a credit/no credit basis only.

PERDEV 051 PEER ADVISEMENT

3 units, may be taken two times

3 hours lecture weekly

This course prepares students in assisting other students with the necessary knowledge and skills to interact effectively with selected populations. The course provides an overview of principles, skills and methods used in peer advisement. In addition, students will be exposed to a variety of campus student services. Peer advisors will participate in locally scheduled field work activities on and off campus.

PERDEV 060 LIFE SKILLS AND PERSONAL GROWTH

1-4 units (4-16 weeks open entry/exit)

4 hours lecture weekly, 1 hour lab weekly TBA

This course emphasizes personal, educational, and career-development skills for single parents/displaced homemakers. Class is taught in four modules and may be taken for 1-4 units. Included are study skills, parenting skills, career development, and aspects of self-esteem. Offered on a credit/no credit basis only.

PERDEV 080 TRANSFER SUCCESS

1 unit

1 hour lecture weekly

This course is designed to provide students with information and resources to facilitate a smooth transfer to four-year colleges and universities. Topics include UC/CSU applications, major and general-education requirements, financial aid/scholarships, personalized student-education plans, and factors involved in choosing the right college. The course will increase the student's ability to understand the benefits of the transfer process.

PERDEV 090 COLLEGE ORIENTATION

0.5 unit

8 hours lecture total

This course is part of the Steps to Success program designed for all new students to orient them to the college environment and educational opportunities. It pro-

vides students with pre-enrollment and enrollment services designed to improve opportunities for success in pursuing their educational and occupational goals. The Steps to Success program consists of the following: an assessment of skill levels in English writing, reading, and math, and interpretation of results; an orientation to college services, programs, policies and procedures; assistance with identifying education and career goals; and pre-enrollment counseling/advising to assist in course selection and registration. Offered on a credit/no credit basis only.

PERDEV 098 TOPICS IN PERSONAL DEVELOPMENT

0.5-1.0 unit

This course emphasizes presentation, discussion and study of personal development issues. Topics may include body-image awareness, stress management, assertive training, conflict resolution, and other relevant topics. Units vary depending on the topic and number of meetings scheduled. Intended for students wishing to deal with issues relating to their own personal development.

PERDEV 099 ENSURING TRANSFER SUCCESS

1 unit

This course is designed to assist the student in the transfer process. Topics include UC/CSU applications, major and general-education requirements, financial aid/scholarships, and choosing the right college. The course will increase students' ability to understand and benefit from the transfer process.

PERDEV 100 LEADERSHIP DEVELOPMENT

3 units, may be taken four times

3 hours lecture weekly

This course focuses on developing within each student leadership skills, knowledge, and techniques that have a carry-over value to campus clubs, organizations, student government and/or any formal or informal group that entails a leadership position. CSU

PERDEV 101 LEADERSHIP PRACTICUM

2 units, may be taken four times

6 hours lab weekly

This course provides opportunities for practical application of leadership skills, techniques and strategies for students involved with on-campus organizations such as the Associated Student Government or clubs and organizations. CSU

PERDEV 111 PLANNING FOR COLLEGE SUCCESS

1 unit

1 hour lecture weekly

This course focuses on the various components necessary for college planning and academic success.

Readiness for college will be explored with special attention given to students' responsibilities, study skills assessment, personal values, motivation, and goal-setting. Topics include values clarification, decision-making, study skills, choosing a major, the responsible student, and educational planning. Students will identify their educational goals and develop a personal plan to reach those goals. CSU

PERDEV 150 EOPS STUDENT READINESS AND SUCCESS

3 units

3 hours lecture weekly

This guidance course is designed for first-time EOPS students as a complete orientation to provide a comprehensive overview of the responsibilities and benefits of higher education. Educational planning, goal-setting, career choice/search/acquisition/maintenance are examined. Study and survival skills are provided to ensure a successful academic experience. CSU

PHILOSOPHY**PHILOS 101 INTRODUCTION TO PHILOSOPHY**

3 units

3 hours lecture weekly

Recommended Preparation: English 090

Topical introduction to philosophy, including western and non-western philosophy. This course surveys major philosophical figures and philosophical issues including theory of knowledge, nature of reality, the mind/body problem, and ethical theory. (CAN: PHIL 2) CSU:UC

PHILOS 102 INTRODUCTION TO EASTERN RELIGION AND PHILOSOPHY

3 units

3 hours lecture weekly

An introductory examination designed to give a basic understanding of the philosophies contained in Hinduism, Buddhism, Confucianism, Taoism, and Zen. CSU:UC

PHILOS 110 HISTORY OF EARLY PHILOSOPHY

3 units

3 hours lecture weekly

A survey of ancient and medieval European philosophical thought from the pre-Socratics to the great Athenian philosophers - Socrates, Plato, and Aristotle - through medieval philosophy including the philosophical works of Anselm, Augustine, Abelard, Aquinas, and Plotinus. CSU

PHILOS 111 HISTORY OF PHILOSOPHY: RENAISSANCE THROUGH THE NINETEENTH CENTURY

3 units

3 hours lecture weekly

A historical survey of developing western philosophical thought from the Renaissance through the nineteenth century, including philosophical systems of empiricism, rationalism, skepticism, and idealism, etc. CSU

PHILOS 112 HISTORY OF PHILOSOPHY: 20TH CENTURY

3 units

3 hours lecture weekly

A survey of philosophical activity relating to the notions of human nature, the place of individuals in history, and the determination of value and choice in the 20th century, including European existentialism, analytical philosophy, and recent thinkers and movements. CSU

PHILOS 205 INTRODUCTION TO LOGIC

3 units

3 hours lecture weekly

This course introduces students to the understanding and application of critical reasoning skills for the analysis of arguments from everyday life and college-level courses. Students will learn and strengthen skills for evaluating and understanding arguments including using deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. (CAN: PHIL 6) CSU:UC

PHILOS 210 INTRODUCTION TO ETHICS

3 units

3 hours lecture weekly

A survey of some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society. (CAN: PHIL 4) CSU:UC

PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION

3 units

3 hours lecture weekly

PHOTOGRAPHY

A philosophical overview and study of major world religions, both eastern and western. Includes historical roots, major doctrines and figures, central concerns.

CSU:UC

PHILOS 230 SYMBOLIC LOGIC

3 units

3 hours lecture weekly

Previous coursework in philosophy and/or English 090 or higher is recommended preparation.

An introduction to the symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction. CSU

PHILOS 240 CONTEMPORARY MORAL PROBLEMS

3 units

3 hours lecture weekly

An introduction to ethical theory by means of the philosophical and applied analysis of contemporary moral issues in areas such as medicine, business, health care, technology, and the environment. CSU

PHOTOGRAPHY

PHOTO 090L PHOTOGRAPHY OPEN LAB

1-2 units, may be taken four times

3-6 hours lab weekly

Prerequisite: Concurrent enrollment in another college photography class.

Not degree applicable

An open lab for the currently enrolled photography student who wishes to increase skills through the use of the photography lab facility. May be repeated for a maximum of 16 units. Offered on a credit/no credit basis only.

PHOTO 140 HISTORY OF PHOTOGRAPHY

3 units

3 hours lecture weekly

History and appreciation of photography from the nineteenth century to the present; relationship with history, culture, technology, art, social values, and other concerns. CSU:UC

PHOTO 150 CAMERAS AND COMPOSITION

3 units

3 hours lecture weekly

A lecture/critique class for non-majors designed to provide information in the use of cameras, lenses, film and

exposure to produce good photographs. Students will also review photographic works that have been a major influence and that reflect broader artistic and societal issues. No laboratory. Students must have a 35mm camera capable of taking color slides. CSU

PHOTO 160 PHOTOGRAPHY

3 units

2 hours lecture, 3 hours lab weekly

A beginning course in photography and layout. It acquaints students with the history, mechanics, optics, chemistry, aesthetics and lighting principles of elementary photography. Class includes darkroom procedures in developing and printing 35mm black-and-white materials. (CAN: ART 18) CSU:UC

PHOTO 165 DIGITAL PHOTOGRAPHY I (Same as DAT-105)

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Prerequisite: Photography 160

An advanced course training students to use several graphically based programs such as Adobe Photoshop to manipulate photographic images. Macintosh computer experience recommended. May be repeated for a maximum of 12 units. CSU:UC

PHOTO 175 INTERMEDIATE PHOTOGRAPHY

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: Photography 160

Continuation of beginning black-and-white photography. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35mm camera. CSU:UC

PHOTO 180 DOCUMENTARY AND LANDSCAPE

3 units

2 hours lecture, 3 hours lab weekly

Recommended preparation: Photography 160

This course will explore documentary and landscape genre photography for its aesthetic, social, and political impact. The class will consist of fieldwork with field trips to off-campus locations. Students must furnish a fully manual/adjustable 35mm camera. CSU

PHOTO 185 ALTERNATIVE PROCESSES IN PHOTOGRAPHY

3 units

2 hours lecture, 3 hours lab weekly

Prerequisite: Photography 160

An intermediate-level photography course designed to teach alternative processes in photography. The course will cover the arts of cyanotype and Van Dyke printing, as well as sepia-toning, hand-coloring, image transfer and some digital manipulation of photographic images. CSU

PHOTO 190 STUDIO AND THE PORTRAIT

3 units

2 hours lecture, 3 hours lab weekly

This course covers the exploration of the portrait and the photographic studio through lectures and practical demonstrations. A critical look at the history of portraiture will also be discussed. CSU

PHOTO 195 COLOR PHOTOGRAPHY

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Prerequisite: Photography 160

Studies in the theory of light and color in photography and its relationship to exposure and color printing type R. Color-printing techniques and basic quality control are studied and practiced. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a full manual/adjustable 35mm camera. CSU

PHOTO 205 ADVANCED DIGITAL PHOTOGRAPHY

3 units

2 hours lecture, 3 hours lab weekly

Recommended preparation: DAT 105 or PHOTO-165.

An advanced course covering expert skills in digital-imaging software and hardware. Topics include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation. CSU

PHOTO 260 PHOTOJOURNALISM (same as Journalism 260)

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Prerequisite: Photography 160

Emphasizes composition of news and feature pictures for use in mass communications media and stresses

the use of the photograph as an art form in telling the story. Picture editing, cropping, caption-writing, and layout are included. Basic course for students planning careers in journalism, public relations, advertising, and commercial and industrial photography. As a production class, may be repeated for a maximum of 12 units. CSU

PHOTO 285 ADVANCED PHOTOGRAPHY (Formerly Photography 170)

3 units, may be taken two times

2 hours lecture, 3 hours lab weekly

Prerequisite: Photography 160

Advanced theory and practice in the contemporary use of the camera. Expands technical skills and develops artistic expression, including special-effects procedures with an emphasis on creative thinking and idea execution. Students must have a 35mm camera. CSU:UC

PHOTO 299 DIRECTED STUDIES IN PHOTOGRAPHY

1-3 units, may be taken four times

3 hours lab weekly per unit

Provides students with further work and experience in the photography field. CSU:(UC limited credit)

PHYSICAL EDUCATION-KINESIOLOGY

Note: A limit of four units of activity credit is allowable by the UC system.

PHYSED 071 ATHLETIC CONDITIONING FOR INDIVIDUAL & TEAM SPORTS

3 units, may be taken four times

3 hours lecture weekly

Not degree applicable

Specific physical fitness related to athletic conditioning. An understanding of and participation in physical activities that contribute to enhanced athletic performance. Emphasis is placed on individual and group activities. Sport specific skills and conditioning emphasized. Offered on a credit/no-credit basis only.

PHYSED 099 WORKSHOP

0.5 - 3 units

Lecture and/or lab as required by unit formula

PHYSED 100 HEALTH EDUCATION

3 units

3 hours lecture weekly

This survey course examines the physical, emotional and social dimensions of health. Topics include physical

PHYSICAL EDUCATION-KINESIOLOGY

fitness, nutrition, weight management, substance abuse, tobacco and alcohol use, diseases, sexuality, mental health, stress management, consumerism, environmental health, dying and death. (Does not satisfy the physical education activity requirement for the associate degree.) CSU:UC

Note: Health Education 100 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "The Human Condition." Refer to this catalog for information on College by Television and to the schedule of classes published each semester.

PHYSED 101 INTRODUCTION TO PHYSICAL EDUCATION

3 units

3 hours lecture weekly

An introduction to the field of physical education as a profession and an academic discipline, covering the purposes, philosophical and historical, biological, biomechanical, sociological, and psychological foundations of physical education. Also focuses on educational preparation, the job market, and alternative careers in physical education. CSU

PHYSED 102 PRINCIPLES OF PHYSICAL EDUCATION

3 units

3 hours lecture weekly

A comprehensive fitness course including the study of the human body. Focuses on fitness concepts based on physiological principles and the conditioning process. CSU

PHYSED 104 FOOTBALL THEORY

3 units , May be taken four times

Analysis of advanced football fundamentals, theory, and philosophy of offensive and defensive strategy.

Principles of the kicking game, of football coaching organization and implementation. (This is not a PE activity course.) CSU:UC

PHYSED 105 PERSONAL TRAINER CERTIFICATION PREPARATION

2 units

2 hours lecture weekly

Preparation for taking the CPT (certified personal trainer) exam through the National Strength and Conditioning Association (NSCA). This course covers methods of client assessment, measurement, and eval-

uation. Highlights include resistance-training program design, nutrition, body composition, and cardio-respiratory fitness. CSU

PHYSED 109 EMERGENCY PROCEDURES

2 units

2 hours lecture weekly

Introduces procedures to maintain health in emergency situations. Successful course completion qualifies a student for the American Red Cross Community First-Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. CSU

PHYSED 110 PREVENTION AND CARE OF ATHLETIC INJURIES

3 units

3 hours lecture weekly

An introductory course in athletic training. The role of the athletic trainer shall be explored in relations to the physician, coach, and athlete. Emphasis is placed on prevention, recognition, treatment of the most common sports injuries. CSU:UC

PHYSED 110L PREVENTION AND CARE OF ATHLETIC INJURIES LAB

1 unit

3 hours lab weekly

This lab course covers the principles and techniques for application of protective taping, padding, wrapping and bracing with emphasis on the prevention of sport and exercise injuries. CSU:UC

PHYSED 112 ATHLETIC TRAINING CLINICAL EXPERIENCE

1-3 units, may be taken four times

3-9 hours lab weekly

Prerequisite: PE 110 or concurrent enrollment and approval of the instructor.

Designed to provide clinical experience for students interested in sports-related injury care and prevention. Experiences include prevention, recognition, treatment and rehabilitation of sports injuries. CSU

PHYSED 113 ATHLETIC TRAINING, FALL SPORTS

2 units

6 hours lab weekly

Prerequisite: PE 112

This course provides exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping technique to enable athletes to return to competition. CSU

PHYSED 114 ATHLETIC TRAINING, SPRING SPORTS

2 units

6 hours lab weekly

Prerequisite: PE 112

Exposure to immediate recognition and treatment of sports injuries unique to spring sports with an emphasis on rehabilitation and taping technique to enable athletes to return to competition. CSU

PHYSED 115 ADVANCED ATHLETIC TRAINING, FALL SPORTS

2 units

6 hours lab weekly

Prerequisite: PE 113

This course provides additional exposure to the immediate recognition and treatment of sports injuries unique to fall sports. Students will have hands-on experience and be able to apply different techniques in the treatment of injuries. CSU

PHYSED 116 ADVANCED ATHLETIC TRAINING, SPRING SPORTS

2 units

6 hours lab weekly

Prerequisite: PE 114

This course gives students additional exposure to the immediate recognition and treatment of sports injuries unique to spring sports. Students will have hands-on experience and be able to apply different techniques in the treatment of injuries. CSU

PHYSED 117 SWIMMING ACTIVITIES

1 unit, may be taken four times

3 hours lab weekly .

A class designed to introduce students to swimming activities and water games. These will include water polo, water basketball, relays, and an introduction to the skill of skin diving. CSU:UC

PHYSED 118 RED CROSS ADVANCED LIFESAVING

1 unit, may be taken four times

3 hours lab weekly

NOTE: Student must be 15 years of age and able to perform the following skills: standing front dive, swim 500 yards using crawl stroke, side stroke, breaststroke, inverted scissor kick or breaststroke kick on the back, surface dive to 8 feet, swim underwater 20 feet, and tread water for 1 minute.

The primary purpose of the Red Cross lifeguard-training program is to provide lifeguard candidates and lifeguards with the skills and knowledge necessary to keep patrons at an aquatic facility safe in and around the water. Upon successful completion of the course, students receive Red Cross certification in lifeguard training, waterfront lifeguarding, and CPR for the professional rescuer. CSU:UC

PHYSED 119 WATER SAFETY INSTRUCTOR

1 unit, may be taken four times

3 hours lab weekly

Note: Student must be at least 17 years of age, be in sound physical condition, and have a current advanced life saving certificate (within three years).

The student will become qualified to teach Red Cross swimming classes including seven (7) levels of the "Learn to Swim program"; infant/preschool aquatic; basic rescue and emergency water safety. CSU:UC

PHYSED 120 AQUA AEROBICS

1 unit, may be taken four times

3 hours lab weekly

Aquatic aerobic exercises for swimmers and non-swimmers designed to improve cardiovascular endurance, strength, and flexibility through free dynamic movement in the water. The water provides resistance and buoyancy that promotes a workout virtually free of orthopedic stress. CSU:UC

PHYSED 121 DEEP-WATER RUNNING AND CONDITIONING

1 unit, may be taken four times

3 hours lab weekly

An exercise program incorporating various practices while running in deep water. This class is well suited for those unable to run because of chronic injuries to the lower extremities or in rehabilitation from injury. CSU:UC

PHYSED 126 PHYSICAL FITNESS: RUNNING

1 unit, may be taken four times

3 hours lab weekly

Cardiovascular fitness training utilizing running and jogging. Principles and theories of aerobic, cardiovascular training. Individual exercise programs will be created to attain desired levels of cardiovascular efficiency and fitness goals. Strength, flexibility, and jogging/running programs will be emphasized. CSU:UC

PHYSICAL EDUCATION-KINESIOLOGY

PHYSED 127 PHYSICAL FITNESS: BOWLING

1 unit, may be taken four times

3 hours lab weekly

Introduction to the fundamentals of indoor bowling.

Includes techniques of bowling, scoring, rules, and etiquette along with social and recreational benefits.

Practice and class competition are provided to enhance skill development and strategy. CSU

PHYSED 128 SPIN CYCLING FITNESS

1 unit, may be taken four times

3 hours lab weekly

Group cardiovascular conditioning utilizing stationary cycles. Emphasis is placed on proper cycling technique and safety while students are guided through a training ride encountering various cycling modes (hills, sprints etc.). Participants utilize basic principles of exercise physiology, nutrition, and wellness to improve fitness levels and cycling ability. CSU

PHYSED 129 BEGINNING GOLF

1 unit, may be taken four times

3 hours lab weekly

Golf instruction for the individual who has little or no background in the fundamentals of golf. The student will learn the basic skills necessary to enable the student to begin playing the game. CSU:UC

PHYSED 130 BEGINNING TENNIS

1 unit, may be taken four times

3 hours lab weekly

A course designed to teach the fundamentals of tennis, including grip, ground strokes, and service for the beginner. CSU:UC

PHYSED 131 BEGINNING BEACH VOLLEYBALL

1 unit, may be taken four times

3 hours lab weekly

Provides the student with a basic knowledge and the fundamental skills of beach volleyball, very different in format, skills, and strategy from the indoor game.

Includes serving, passing, setting, hitting, digging, and blocking with variations in technique unique to this sport. Students will be required to learn the Federation of International Volleyball and the California Beach Volleyball Association rules. CSU

PHYSED 133 BEGINNING SOCCER

1 unit, may be taken four times

3 hours lab weekly

Instruction and practice in the techniques of the sport of

skills for the beginning-level player. Emphasis will be placed on basic skills, laws of the game, and proper attitude toward participation. CSU:UC

PHYSED 134 SOFTBALL

1 unit, may be taken four times

3 hours lab weekly

A beginner's-level course in the avocational and recreational game of softball. CSU:UC

PHYSED 138 BEGINNING VOLLEYBALL

1 unit, may be taken four times

3 hours lab weekly

The methods, techniques, and strategy associated with an introductory course in volleyball. CSU:UC

PHYSED 145 STEP AEROBICS

1 unit, may be taken four times

3 hours lab weekly

Group cardiovascular conditioning utilizing a step platform. Emphasis is placed on proper technique and safety while students exercise to music. Participants utilize basic principles of exercise physiology, nutrition, and wellness to improve their level of fitness. CSU:UC

PHYSED 146 BODY MECHANICS

1 unit, may be taken four times

3 hours lab weekly

Introduction to physical conditioning, physiology of exercise, nutrition, and weight control. This course is open to anyone who has a desire for physical fitness. Some weight training will be included. CSU:UC

PHYSED 149 BASKETBALL

1 unit, may be taken four times

3 hours lab weekly

A low-key approach to the fundamentals of basketball, primarily dealing with the very basic skills needed to play. The course is designed for all levels of basketball ability with an emphasis on big muscle activity. CSU:UC

PHYSED 150 BODY CONDITIONING/FITNESS LAB

1 unit, may be taken four times

3 hours lab weekly

A physical fitness laboratory course designed to develop and encourage positive attitudes and habits in a personalized exercise program. The program is designed to work the five health related components of fitness. The primary training activity is aerobic weight training utilizing a sequence of specific weight lifting machines and stationary bicycles organized into aerobic activity stations. CSU:UC

PHYSICAL EDUCATION-KINESIOLOGY

PHYSED 151 WEIGHT TRAINING

1 unit, may be taken four times

3 hours lab weekly

Instruction and practice at the beginning level in resistance training with an emphasis on techniques of lifting. Individual program adaption is stressed. Principles of different weight-training techniques and program design along with basic nutrition and wellness education will be covered. CSU:UC

PHYSED 152A CONDITIONING FOR INTERCOLLEGIATE SPORTS

1-2 units, may be taken four times

3-6 hours lab weekly

Specific physical fitness related to in-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement. CSU:UC

PHYSED 152B OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS

1-2 units, may be taken four times

3-6 hours lab weekly

Specific physical fitness related to off-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement. CSU:UC

PHYSED 160 INTERMEDIATE BASEBALL

2 units, may be taken four times

6 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

This course is designed to accommodate a large number of students interested in building proficiency in baseball skills and knowledge. Fundamentals of individual and team play are stressed. CSU:UC

PHYSED 161 FOOTBALL TECHNIQUES & WEIGHT TRAINING

2 units, may be taken four times

6 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

Instruction and practice in weight training and football, with emphasis on weight training and its relationship to football. Individual programs are stressed. CSU:UC

PHYSED 162 INTERMEDIATE FOOTBALL

2 units, may be taken four times

6 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

Advanced football fundamentals as they relate to intercollegiate football. An understanding of and participation in advanced football techniques and schemes. Intended for individuals interested in competing on the intercollegiate football team. CSU:UC

163 INTERMEDIATE TRACK AND FIELD

2 units, may be taken four times

6 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

Introduction to intermediate techniques and strategies of all track-and-field events. Prepares the student for a competitive season emphasizing skills needed for proficiency. Topics covered include methods of training, conditioning, proper technique, and competitive tactics of track and field. CSU

PHYSED 165 INTERMEDIATE SOCCER

2 units, may be taken four times

6 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

Instruction and practice in the techniques of soccer designed to develop skills for the intermediate-level player, knowledge of the rules, background, analysis of technique and desirable attitude toward participation. CSU:UC

PHYSED 166 INTERMEDIATE GOLF

1 unit, may be taken four times

3 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

A review of the fundamentals of golf skills and the developing of techniques for playing "trouble shots." CSU:UC

PHYSED 167 INTERMEDIATE SWIMMING

1 unit, may be taken four times

3 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

A class designed to encompass a large range of swimming skills. The student should have had some previous

PHYSICAL EDUCATION-KINESIOLOGY

swimming experience. The course, when completed, will provide the student with Red Cross intermediate swimming card. CSU:UC

PHYSED 168 INTERMEDIATE TENNIS

1 unit, may be taken four times

3 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

Designed to enable students to become proficient in the intermediate skills of tennis. Progressive instruction includes the volley, overhead, singles and doubles strategy. Instruction also covers tennis scoring, court position, rules and strategy. CSU:UC

PHYSED 169 INTERMEDIATE VOLLEYBALL

1 unit, may be taken two times

3 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

Basic skills are taught with an emphasis on play, strategy and rules. CSU:UC

PHYSED 170 INTERMEDIATE SOFTBALL

2 units, may be taken four times

6 hours lab weekly

Recommended preparation: Completion of a beginning course or its equivalent.

This course is designed to prepare a student to be strong in the fundamentals of softball, i.e., hitting, fielding, throwing and catching. Also included are weight-training and conditioning. A lead-up class for intercollegiate softball. CSU:UC

PHYSED 171 INTERMEDIATE BEACH VOLLEYBALL

2 units, may be taken four times

6 hours lab weekly

Provides the student with an opportunity for further development of skills and strategies. Emphasis is placed on a review of the fundamentals, adding basic offensive and defensive strategies. Also adds advanced skills such as tipping/dinking, roll, shot, drop shot, jump serve, reading the opposing hitter, and one-hand set. Later emphasis is on strategy and tournament play along with officiating matches to ensure a thorough knowledge of the rules and their interpretation. Incorporates four-person and doubles play into competitive formats. Students will be required to use the Federation of International Volleyball and the California Beach Volleyball Association rules. CSU

PHYSED 177 ADVANCED GOLF

1 unit, may be taken four times

3 hours lab weekly

Recommended preparation: Completion of an intermediate course or its equivalent.

Course is designed to assist the student in gaining an understanding of the mechanics involved in developing the distance and direction of the golf swing. CSU:UC

PHYSED 178 ADVANCED SWIMMING

1 unit, may be taken four times

3 hours lab weekly

Recommended preparation: Completion of an intermediate course or its equivalent. A swimmer's card or a lifesaving course or equivalent.

The class is designed to provide the individual with the additional strokes and miscellaneous water skills that will produce an all-round swimmer. This class is for the accomplished swimmer who plans to qualify for an advanced swimmer's card. CSU:UC

PHYSED 179 SWIM STROKE MECHANICS

2 units

6 hours lab weekly

Recommended preparation: Completion of an intermediate course or its equivalent.

This course covers the four basic swim strokes including starts and turns. No prior competitive swim experience necessary. CSU

PHYSED 180 ADVANCED VOLLEYBALL

1 unit, may be taken four times

3 hours lab weekly

Recommended preparation: Completion of an intermediate course or its equivalent.

Advanced volleyball skills with an emphasis on tournament play and advanced strategy. Additional emphasis on spiking and blocking. CSU:UC

PHYSED 181 SONG AND YELL LEADERS

2 units, may be taken four times

6 hours lab weekly

A physical-activity class designed for spirit-squad members, as well as others interested in cheer, dance, gymnastics, and stunting. Extensive choreography in all areas of dance; hip-hop, jazz, and pom. Cheers will consist of straight arm movements as well as stunting and proper spotting techniques. CSU

PHYSED 194 OFFICIATING FALL SPORTS

2 units, may be taken four times

2 hours lecture weekly

Introduction to the rules, methods, and techniques of officiating the fall sports of football and basketball. The student will receive a complete overview of officiating opportunities at the youth level in fall sports, the role of responsibilities of the official, and develop a working knowledge of the principles of officiating fall sports.

CSU:UC

PHYSED 195 OFFICIATING SPRING SPORTS

2 units, may be taken four times

2 hours lecture weekly

CSU:UC

PHYSED 250 INTERCOLLEGIATE FOOTBALL (Men's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition in the sport of football. Student must meet California community college eligibility requirements as established by the California Commission on Athletics. CSU:UC

PHYSED 251 INTERCOLLEGIATE CROSS COUNTRY (Men's and Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition and preparation in cross-country at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of cross-country racing. CSU:UC

PHYSED 252 INTERCOLLEGIATE BASKETBALL (Men's and Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate Basketball: For those interested in competing on the college-level intercollegiate basketball

team. Includes 28-game schedule with both home and road competition. CSU:UC

PHYSED 253 INTERCOLLEGIATE SOCCER (Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition in the sport of soccer. Student must meet California community college eligibility requirements as established by the California Commission Athletics. CSU:UC

PHYSED 254 INTERCOLLEGIATE TRACK AND FIELD (Men's and Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition and preparation in track and field at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of track and field events. CSU:UC

PHYSED 255 INTERCOLLEGIATE BASEBALL (Men's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition in the sport of baseball. Student must meet California community college eligibility requirements as established by the CCJCA Commission on Athletics and the Western State Conference. CSU:UC

PHYSED 256 INTERCOLLEGIATE GOLF (Men's and Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Study and execution of the theory and technique necessary to enable an individual to compete in golf at the community college level. CSU:UC

PHYSICAL SCIENCE • PHYSICS

PHYSED 257 INTERCOLLEGIATE VOLLEYBALL (Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Designed to provide an opportunity for students with advanced skills to participate in intercollegiate competition. Must meet SCCIAC eligibility requirements.

CSU:UC

PHYSED 258 INTERCOLLEGIATE SOFTBALL (Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition in the sport of softball (for women). Student must meet California community college eligibility requirements as established by the CCJCA Commission of Athletics and the Western State Conference. CSU:UC

PHYSED 259 INTERCOLLEGIATE SWIMMING AND DIVING (Men's and Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition in swimming. CSU:UC

PHYSED 260 INTERCOLLEGIATE WATER POLO (Women's)

2 units, may be taken four times

10 hours lab weekly (daily practice)

Recommended preparation: Advanced skills and/or previous competitive experience. Intercollegiate competition.

Intercollegiate competition in the sport of water polo. Student must meet California community college eligibility requirements as established by the California Commission on Athletics. CSU:UC

PHYSICAL SCIENCE

PHYSICI 101 PHYSICAL SCIENCE

4 units

4 hours lecture weekly

A survey of the basic physical phenomena of mechanics, heat, light, sound, electricity, chemistry, geology, meteorology, and astronomy. Emphasizes basic principles, relationships, status and applications to modern civilization. Topics are developed within a minimum of mathematical presentation. Designed for all non-science, industrial technology and education majors. CSU

PHYSICS

PHYSIC 101 INTRODUCTION TO PHYSICS

4 units

3 hours lecture, 3 hours lab weekly

An introductory survey course in classical and modern physics: motion, gravity, heat, light, sound, electricity, magnetism, atomic and nuclear physics, relativity, and quantum mechanics. CSU:UC

PHYSIC 110 GENERAL PHYSICS I (Trig-Based)

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Math 102 or equivalent course with a grade of C or better.

Mechanics, heat, and sound. Physics 110 is not open for credit to students who have credit for Physics 220 or the equivalent. (CAN: PHYS 2) CSU:UC

PHYSIC 111 GENERAL PHYSICS II (Trig-Based)

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Mathematics 102 or equivalent course with a grade of C or better.

Electricity and magnetism, light, and atomic physics. Physics 111 is not open for credit to students who have credit for Physics 221 or the equivalent. (CAN: PHYS 4) CSU:UC

PHYSIC 220 PHYSICS FOR SCIENTISTS AND ENGINEERS: MECHANICS OF SOLIDS AND FLUIDS

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Mathematics 211.

Dynamics and statics of particles and rigid bodies, harmonic vibrations, and fluid mechanics. Physics 220 uses calculus and is designed for students majoring in courses of study such as: chemistry, engineering, and physics. (CAN: PHYS 8 or CAN: PHYS SEQ B combined with PHYSIC 221 and 222) CSU:UC

PHYSIC 221 PHYSICS FOR SCIENTISTS AND ENGINEERS: ELECTRICITY AND MAGNETISM

4 units

3 hours lecture, 3 hours lab weekly

Prerequisite: Completion of Physics 220 and Mathematics 212 with a grade of C or better.

This course is an introductory study of electricity and magnetism. Emphasis is placed on an understanding of field theory and its application to solving problems.

Physics 221 uses calculus and is designed for students majoring in courses of study such as: chemistry, engineering, and physics. (CAN: PHYS 12 or CAN: PHYS SEQ B combined with PHYSIC 220 and 222) CSU:UC

PHYSIC 222 PHYSICS FOR SCIENTISTS AND ENGINEERS: WAVE MOTION, HEAT, OPTICS, AND MODERN PHYSICS

4 units

3 hours lecture, 3 hours lab weekly

Prerequisites: Completion of Physics 220 and Mathematics 213 with a grade of C or better.

Heat, introduction to thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics, introduction to modern physics. (CAN: PHYS 14 or CAN: PHYS SEQ B combined with PHYSIC 220 and 221) CSU:UC

POLITICAL SCIENCE**POLISC 150 AMERICAN GOVERNMENT AND POLITICS**

3 units

3 hours lecture weekly

An examination of the institutions, activities, and issues of American and California governments. This course satisfies the Title V, U.S. Constitution requirement and the California State and Local Government requirement. CSU:UC

Note: Political Science 150 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "Voices of Democracy." Refer to the section in this catalog under "College by Television" and to the schedule of classes published each semester.

POLISC 250 COMPARATIVE GOVERNMENT AND POLITICS

3 units

3 hours lecture weekly

A study of the governments of other countries as compared to the United States with a particular emphasis on

the parliamentary form as represented by the United Kingdom. CSU:UC

POLISC 270 INTERNATIONAL RELATIONS

3 units

3 hours lecture weekly

An analysis of the basic historical, geographical, economic, ideological, and strategic factors that underlie conflict and cooperation among nations. CSU:UC

POLISC 290 ETHNIC AND GENDER POLITICS

3 units

3 hours lecture weekly

An overview of the history, issues, and political processes that affect the status and power of groups that have traditionally been politically and socially disadvantaged in the United States. These groups include, but are not restricted to, African-Americans, Asians, Native Americans, Latinos, and women.

PSYCHOLOGY**PSYCH 101 INTRODUCTION TO PSYCHOLOGY**

3 units

3 hours lecture weekly

Scientific study of behavior through an exploration of major concepts, methods, and research findings. Topics include biological, physiological, and cognitive processes; learning and motivation; life-span development; individual differences; behavioral disorders and therapies; social behavior; and applied psychology. (CAN: PSY 2) CSU:UC

Note: Psychology 101 is sometimes also offered as a CTV (College by Television) course. Offered in this mode, the course title is "Psychology' The Human Experience." Refer to the section of this catalog on College by Television and the schedule of classes published each semester for more information.

PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY

3 units

3 hours lecture weekly

Prerequisite: Psychology 101

This course offers a detailed consideration of the functional and anatomical aspects of the nervous system in order to interpret behavior in terms of physiological processes. In addition, this course covers such topics as muscles and glands as response mechanisms, the structure and physiological basis of complex behavior,

PUBLIC RELATIONS

and mental processes and the function of the sense organs. CSU:UC

PSYCH 103 INTRODUCTION TO BEHAVIORAL RESEARCH METHODS

3 units

3 hours lecture weekly

Classic studies in psychology are highlighted as students learn the basic principles and concepts of research through a survey of methods currently used in psychology including: naturalistic observation, case study, questionnaire, correlation research and laboratory experiments. Students have the opportunity to examine research designs and the process of data analysis to gain added insight into the scientific method. Requires research study and manuscript writing using APA guidelines and format. CSU

PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT

3 units

3 hours lecture weekly

This course discusses personality, emphasizing the application of theoretical psychology to the issues of personal growth. Students will examine a diverse variety of concepts of the psyche, including several cross-cultural perspectives on human nature. CSU:UC

PSYCH 150 CRISIS INTERVENTION AND MANAGEMENT

3 units

3 hours lecture weekly

Prerequisite: Psychology 101 completion or concurrent enrollment recommended

An introduction to the strategies used to assist people in crisis will be provided in a variety of areas. Students will have the opportunity to understand the crisis state and stages of the crisis; understand and perform the steps and strategies of crisis intervention; and become familiar with the skills necessary to intervene with persons in crisis. CSU

PSYCH 172 DEVELOPMENTAL PSYCHOLOGY

3 units

3 hours lecture weekly

This course surveys human development: emphasizing the changes occurring throughout the lifespan. Students will examine the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, school-children, adolescents, and adults. CSU:UC

Note: Psychology 172 is sometimes also offered as a CTV (College by Television) course. Offered in this mode, the course title is "Time to Grow." Refer to the section of this catalog on College by Television and the schedule of classes published each semester for more information.

PSYCH 230 HUMAN SEXUALITY

3 units

3 hours lecture weekly

Prerequisite: Psychology 101

This course studies the psychological range of human sexuality. Topics explored include the social and biological foundations of sexuality, human anatomy, reproduction, the birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross cultural views of sexuality, sexual dysfunction, sexually transmitted diseases, and sexual problems and issues in society. CSU:UC

PSYCH 235 PSYCHOLOGY OF GENDER ROLES

3 units

3 hours lecture weekly

Prerequisite: Psychology 101 recommended

This course presents a survey of gender issues which affect the psychological development of women and men. The development of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work, and interpersonal relationships will be explored. CSU:UC

PUBLIC RELATIONS

PUBREL 125 PUBLIC RELATIONS

3 units

3 hours lecture weekly

Recommended preparation: JOURN 105

A survey of public-relations theories and practices with emphasis on the applications to businesses, agencies and institutions. A practical "how to" in the use of media and the creation of publicity releases is investigated. Career opportunities of particular interest to journalism majors are explored. CSU

PUBREL 126 PUBLIC RELATIONS PRACTICUM

1 unit, may be taken four times

3 hour lab per week

Prerequisite: Completion of, or concurrent enrollment in Public Relations 125

A practical application of public-relations theory. The student will create publicity for the College community

by effectively using media designed to reach a target audience. CSU

PUBREL 299 DIRECTED STUDIES IN PUBLIC RELATIONS

1-3 units

3 hours lab weekly per unit

Provides students with further work and experience in the public-relations field. CSU:(UC limited credit)

QUALITY TECHNOLOGY**QCTECH 100 THE QUALITY CONTROL FUNCTION**

3 units

3 hours lecture weekly

Presents the fundamentals of quality control. The basic organizational and functional responsibilities are discussed along with a general overview of occupations within the field of quality assurance CSU

QCTECH 101 MEASUREMENT-MECHANICAL/ELECTRICAL TECHNOLOGY (Formerly Mechanical Technology 051 and 052)

4 units

3 hours lecture, 3 hours lab weekly

Provides technical information applicable to mechanical and electrical inspection devices. The primary thrust will be toward measurement and the relation of mechanical and electrical to quality inspection. CSU

QCTECH 150 INTERPRETATION OF SPECIFICATIONS

2 units

2 hours lecture weekly

Covers the facets of specifications used in conjunction with engineering drawings and quality policies. Subject matter includes ISO and other related specifications. CSU

QCTECH 151 STATISTICAL CONCEPTS

2 units

2 hours lecture weekly

Prerequisite: Math 025 or concurrent enrollment

Designed to outline the basic statistical techniques which have a wide range of industrial applications. Special emphasis is placed on statistical concepts for quality control and sampling inspection. CSU

QCTECH 152 PROCESS CONTROL

4 units

4 hours lecture weekly

Provides the method and technique required to control manufacturing processes such as plating, metal removal, heat treating, foundry practices, and welding certification. The manufacturing process is discussed in detail and how the control of a process sequence is properly traceable to measurement. CSU

QCTECH 153 NON-DESTRUCTIVE TESTING

3 units

3 hours lecture weekly

This course establishes minimum requirements for the training, qualifying, examining and certification of non-destructive inspection personnel for the inspection of materials and parts by eddy current, liquid penetrant, magnetic particle, radiographic, and ultrasonic test methods. CSU

RADIO/TELEVISION/FILM**RTVF 090L OPEN PRODUCTION LAB**

1 - 2 units, may be taken four times

3 hours per week, one per unit

Co-requisite: Concurrent enrollment in any RTVF production course(s).

Not degree applicable

Direct access to RTVF facilities and equipment for students to work independently on projects/assignments related to RTVF production courses. Open weekdays, evenings and Saturday during flexible scheduled hours. One unit averages three hours a week and applies to one production course. Students with multiple production courses will need an additional unit. Offered on a credit/no credit basis only.

RTVF 100 MEDIA & SOCIETY (Same as Journ-100)

3 units

3 hours lecture weekly

A general survey and evaluation of the mass media. The course content discusses the history, relationships, ethics, rights and responsibilities of media as well as topics of current interest. CSU: UC

RTVF 101 STRUCTURE OF THE MOVING IMAGE

3 units

3 hours lecture weekly

A breakdown of dramatic structure as it applies to narrative theory within motion picture storytelling.

QUALITY TECHNOLOGY • RADIO/TELEVISION/FILM

Representative films and television programs are exhibited and analyzed. CSU

RTVF 112 VIDEO PRODUCTION

3 units, may be taken four times
2 hours lecture, 3 hours lab weekly
Co-requisite: RTVF 090L

An introduction to video studio operations and portable video equipment for the field. This course stresses the fundamentals of electronic audio/visual technique while surveying key crew positions and equipment found in most broadcast-television environments. Students will be expected to gain a comprehensive understanding of an entry-level video-production work environment. CSU

RTVF 115 WRITING FOR BROADCAST

3 units
3 hours lecture weekly
Language and style as it applies to the media environment. Students will analyze and perform script development for radio and television broadcast. CSU

RTVF 118 FILM/VIDEO EDITING

3 units, may be taken two times
2 hours lecture, 3 hours lab weekly.
Co-requisite: 090L Open Production Lab
Introduction to motion picture editing theory and basic technology, including individual exercises designed to develop students' skills in basic editing arrangements. It is highly recommended to take this course concurrently with RTVF 168 DIGITAL EDITING. CSU

RTVF 125 TELEVISION PRODUCTION

3 units
2 hours lecture/ 3 hours lab weekly
Co-requisite: 090L Open Production Lab
Broadcast journalism in the television news format. Students practice the role of the professional videojournalist as a reporter and operate as production crew. Topics include: producing news segments (electronic newsgathering), operating portable video equipment, and editing videotape. Includes equipment and operations of the television broadcast studio and control room. CSU

RTVF 129 MUSIC PRODUCTION FOR FILM AND TELEVISION (Same as Music-129)

3 units, may be taken four times
2 hours lecture, 3 hours lab weekly
Designed to provide the technical and aesthetic tools

needed for the production of music for motion pictures and video, this course focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart. CSU

RTVF 144 ACTING FOR THE CAMERA (Same as Theatre-144)

3 units, may be taken four times
2 hours lecture, 3 hours lab weekly
Prerequisite: Successful completion of Theatre 126 or 140 or 141.

The practice and study of the fundamental techniques required in acting before the camera in contrast to the variance from stage work. Students will address areas of voice and movement for the camera; blocking; memorization and audition techniques including the preparation and presentation of headshots and resumés. CSU

RTVF 151 RADIO/TELEVISION ANNOUNCING (Same as SPCOM-151)

3 units
3 hours lecture weekly
Co-requisite: RTVF-090L
Theory and practice in Radio/TV announcing for newscasts, commercials, sportscasters, and talk-show hosting; with a focus on developing the individual "Air Personality." Open to non-majors as well as majors. CSU

RTVF 168 DIGITAL EDITING (Same as DAT-172)

3 units, may be taken four times
2 hours lecture, 3 hours lab weekly
Co-requisite: DAT 097L
An introductory-level course designed to teach software applicable to desktop computer non-linear editing programs such as Adobe Premier and After Effects. The course will include making short video projects. CSU

RTVF 170 AUDIO PRODUCTION

3 units, may be taken four times
2 hours lecture, 3 hours lab weekly
Co-requisite: RTVF 090L
An introduction to aural theory and related audio hardware found in media-production environments including new digital technologies. Training in the operation of the studio console, multi-channel recorders, and microphones. Audio-editing projects/assignments. CSU

RTVF 175 RADIO PRODUCTION

3 units

2 hours lecture, 3 hours lab weekly

Co-requisite: RTVF 090L

Broadcasting on the Internet as KGUR, students produce audio/radio program media. Introductory techniques of programming, writing, editing, producing, directing and announcing will be used for developing music formats and news broadcasts. Operation of digital-based broadcasting systems to include Internet/broadband-streaming technologies. CSU

RTVF 190 FILM PRODUCTION

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

Co-requisite: RTVF 090L

A course in the basic principles and production techniques of filmmaking. The beginning student will learn the fundamentals of equipment operation, terminology, aesthetic values, and editing techniques for film production. CSU:UC

RTVF 195 SCREENPLAY WRITING

3 units

2 hours lecture, 3 hours lab weekly

This course covers the basic tools to write an effective screenplay. Includes: understanding a film premise; triangular character relationships; inciting incidents; turning points, crisis, climax and resolution; how to build non-cliche, and three-dimensional characters. CSU

RTVF 218 ADVANCED FILM/VIDEO EDITING

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

Recommended preparation: RTVF 118 and 112.

An advanced course in post-production film/video technique and aesthetics including the analysis, application and mastery of editing styles. CSU

**RTVF 250 FILM/VIDEO CINEMATOGRAPHY
(CAMERA & LIGHTING)**

3 units, may be taken two times

2 hours lecture, 3 hours lab weekly

Prerequisite: RTVF-112

Co-requisite: RTVF-090L

An introduction to well-disciplined creative control of the film or video camera lighting technique for both the studio and field. Attention will be paid to producing highly stylized images as well as standard applications for typi-

cal locations and studio situations. Students will be taught the main aspects of the role "Director of Photography" has in productions. This course features new digital-video techniques. CSU

RTVF 255 ADVANCED SCREENPLAY WRITING

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

This course will focus on advanced aspects of screenplay including main plots, subplots, progressive complications, 1st, 2nd, and 3rd act turning points and primary and incidental characters. Students' work will be critiques and examined, resolving individual writing problems, and allowing each script to find its voice in a powerful, dramatic narration. CSU

RTVF 270 ADVANCED AUDIO PRODUCTION

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

Co-requisite: RTVF-090L

Techniques of studio and remote-audio production as they apply to sound design for film/video post-production. Training in multi-source mixing and multi-track digital recording as well as the sculpting and application of sound effects. CSU

RTVF 280 ADVANCED FILM PRODUCTION

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

Co-requisite: RTVF-090L

Working within the medium of film, students will learn to make short motion picture projects and be involved in a critical discussion concerning film as an art form and mode of popular culture. Course material will include hand-processing, scriptwriting, lighting design, and group projects. CSU

RTVF 290 RADIO TELEVISION FILM PORTFOLIO

3 units, may be taken three times

2 hours lecture, 3 hours lab weekly

Co-requisite: RTVF-090L

Designed for advanced students who have completed or are currently enrolled in available courses in their chosen area of concentration within RTVF. Students will pursue film/video portfolio work and develop the necessary skills for entry-level positions in media environments or transfer to four-year film schools and art institutions. Topics include contemporary trends within media production featuring visiting artists and profes-

REAL ESTATE • SIGN LANGUAGE

sionals. Class time will also focus on creating internship opportunities as well as feedback and critique of project work. CSU

RTVF 299 DIRECTED STUDIES IN RADIO/TELEVISION/FILM

1-3 units, may be taken four times

3-9 hours lab weekly

Provides students with further work and experience in the radio, television and film fields. CSU

REAL ESTATE

REAL 100 REAL ESTATE PRINCIPLES

3 units

3 hours lecture weekly

Introduces the student to real estate fundamentals, including the economics of land ownership and the responsibility of the real estate agent, seller and purchaser. Covers terminology and definitions and the varied vocational opportunities in the general field of real estate. CSU

REAL 101 REAL ESTATE PRACTICES

3 units

3 hours lecture weekly

Prerequisite: Real Estate 100 or current license

Important phases of practical day-to-day operations in a real estate company. Includes study of real estate office operation having to do with listings, valuations, prospecting, selling, financing, exchanging, taxation, and specialized brokerage operations. CSU

REAL 105 FINANCING

3 units

3 hours lecture weekly

Prerequisite: Real Estate 100 or a current real estate sales license

A study of the principles and practical aspects of financing real estate in California. Includes a detailed analysis of the financing of real estate, including sources of loans and loan processing, governmental loans, methods of financing residential property, appraisal. CSU

REAL 115 LEGAL ASPECTS OF REAL ESTATE

3 units

3 hours lecture weekly

Prerequisite: Real Estate 100

California real estate law with emphasis on practical applications. Includes a study of sources of real estate

law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyancing, and security devices. CSU

REAL 120 REAL ESTATE APPRAISAL

3 units

3 hours lecture weekly

Prerequisite: Completion of or concurrent enrollment in Real Estate 101 or valid real estate license

An introductory course covering the purposes of appraisals, the appraisal process and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property. CSU

REAL 121 REAL ESTATE APPRAISAL II

3 units

3 hours lecture weekly

Prerequisite: Completion of Real Estate 120 with a grade of C or better

An advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Emphasis will be placed on selecting and applying the correct approach to the valuation of these types of properties. CSU

REAL 130 ESCROW PROCEDURES AND PROCESSING

3 units

3 hours lecture weekly

Designed to familiarize the student with the documentation and paperwork involved in processing a simple escrow and the basic functions of the escrow holder in a real estate transaction. CSU

SIGN LANGUAGE

SIGN 101 SIGN LANGUAGE I

4 units

4 hours lecture weekly

A fundamental study of American Sign Language (ASL), which is designed to develop the student's proficiency in ASL vocabulary, and grammatical structure, as well as an introduction to deaf culture. Students will be able to produce grammatically correct ASL by developing visual/gestural communication, while using the effect of an adult native user of ASL. CSU:UC

SIGN 102 SIGN LANGUAGE II

4 units

4 hours lecture weekly

Prerequisite: Sign Language 101 or equivalent

A continuing study of American Sign Language (ASL) that is designed to increase the development of the student's proficiency in ASL vocabulary, grammatical structure, and basic understanding of the deaf community. Students will further build their comprehension of grammatically correct ASL and visual/gestural communication skills, while using the effect of an adult native user of ASL. CSU:UC

SIGN 103 SIGN LANGUAGE III

4 units

4 hours lecture weekly

Prerequisite: Sign Language 102 or equivalent

A continuing study of American Sign Language (ASL) that is designed to increase the development of the student's proficiency in ASL vocabulary, grammatical structure, and basic understanding of the deaf community. Students will further build their comprehension of grammatically correct ASL and visual/gestural communications skills, while using the effect of an adult native user of ASL. CSU:UC

SIGN 110 AMERICAN DEAF CULTURE

3 units

3 hours lecture weekly

Prerequisite: Sign Language 102

The study of various aspects of American deaf culture, including description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people. This course is taught in American Sign Language. CSU:UC

SIGN 111 FINGERSPELLING

2 units, may be taken two times

2 hours lecture weekly

Prerequisite: Sign Language 102

This course is designed to develop basic skills in receptive and expressive fingerspelling. Deals with specific individual problems and techniques for correction. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. This course is taught in Sign Language. Offered for credit/no credit only. CSU

SOCIOLOGY**SOCI 100 CHICANO/A CULTURE**

3 units

3 hours lecture weekly

Chicano/a Culture provides an overview of the academic field of Chicano studies. As an introductory survey, this course focuses on the political, social, and artistic life of the Mexican and Mexican-American people in the U.S.A. CSU:UC

SOCI 101 INTRODUCTION TO SOCIOLOGY

3 units

3 hours lecture weekly

Survey of the tools of sociological theory and the characteristics and processes of social life such as culture, values, roles, norms, social interaction, social stratification, and social change. (CAN: SOC 2) CSU:UC

Note: Sociology 101 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "The Sociological Imagination." Refer to the section in this catalog under "College by Television" and to the schedule of classes published each semester.

SOCI 102 SOCIOLOGICAL ANALYSIS

3 units

3 hours lecture weekly

Scientific logic and procedure are used to collect, interpret, and analyze social phenomena. The characteristics, strengths, and weaknesses of qualitative and quantitative-research practices are examined as students learn to conceptualize and relate social variables as they develop measurable hypotheses. This course fulfills Sociology 202 as part of the sociology major at CSUN. CSU:UC

SOCI 103 THE CHANGING FAMILY

3 units

3 hours lecture weekly

Changing definitions of what comprises a family are examined within a multicultural American society. This course analyzes the concepts of commitment, love, and intimacy found in human relationships, and explains their importance to forming lasting partnerships. Controversial issues involving marriage, divorce, singlehood, dating, and parenting are discussed. Diversity of function and form is central to understanding the contemporary family from a sociological perspective. CSU:UC

SOCIOLOGY

Note: Sociology 103 is also offered as a CTV (College by Television) course. Offered in this mode, the course title is "Portrait of a Family." Refer to the section in this catalog under "College by Television" and to the schedule of classes published each semester.

SOCI 105 MULTICULTURALISM IN AMERICA (Formerly INTERD 100)

3 units

3 hours lecture weekly

Multiculturalism in America explores the benefits and limitations of cultural diversity in a complex modern society. Students are asked to explore such concepts as prejudice and sexism, while considering the major societal forces that shape the problems that multiculturalism presents. The course will develop alternative cultural perspectives, and students will formulate opinions on the major cultural barriers separating American citizens. Comparing the human experience across cultural and gender lines will equip students with the knowledge and skills to live in an increasingly diverse society. CSU:UC

SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES

3 units

3 hours lecture weekly

This course examines the definitional and contextual nature of social issues and specifically explores how the media and scientific community collect, interpret, and report social data. Eligibility for English 101 is advised. CSU

SOCI 197 SOCIAL SCIENCE PRACTICUM

1 unit, may be taken four times

1 hour lecture weekly

Prerequisite: Concurrent enrollment in Sociology 101.

This is a collaborative, interdisciplinary course that introduces students to sociological methodology, library-information technology, and research-writing skills.

Taken concurrently with Sociology 101, this course provides students with the opportunity to receive additional support in completing their semester projects. CSU:UC

SOCI 200 INTRODUCTION TO WOMEN'S STUDIES

3 units

3 hours lecture weekly

Provides an overview of the academic field of women's studies. As an introductory survey, this course addresses several basic topics such as socialization and cultur-

al images, being different, maintaining patriarchy, gender-based inequality, feminism in the future. CSU:UC

SOCI 203 SOCIOLOGY OF WORK, ORGANIZATIONS, AND COMMUNITY

3 units, may be taken three times

3 hours lecture weekly

Course uses the sociological perspective to examine the role of the modern organization in both community and society. Students will participate in an ethnographic field of study which will require them to participate in 25 hours of community service outside of the classroom at an organization's site. Observations recorded in field journals will provide students with the data from which they will analyze and reach sociological generalizations. Students complete an organizational analysis of their workplace by interpreting ethnographic data gathered through participant observation. Work-site placement is arranged through the Volunteer and Service-Learning Center. CSU

SOCI 207 SOCIAL PROBLEMS

3 units

3 hours lecture weekly

Application of sociological principles to the identification and analysis of selected social problems in contemporary American society, relative to such problems as crime and delinquency, mental illness, death and dying, alcoholism, drug addiction, poverty, inter-group conflict, aging, and ecology. (CAN: SOC 4) CSU:UC

SOCI 208 SOCIOLOGY OF DEATH AND DYING

3 units

3 hours lecture weekly

The study of the cultural, social, and political meaning of death as it exists within the United States and abroad. Using the sociological perspective, this course examines the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by societal members. The inevitability and consequences of death influence social interaction among groups, institutions, and nations and results in conflicting relationships based on moral, ethical, and fiscal concerns. CSU:UC

SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL

3 units

3 hours lecture weekly

This course provides a sociological explanation of deviance, crime, and social control in the United States. Through the examination of American society, specifically by identifying cultural norms, values, and beliefs, and with the use of cross-cultural comparisons, students will learn the basic theories, methods, and concepts used to understand deviant behavior. The goals of this course are to develop a sociological awareness among students and to recognize the social forces that influence deviant behavior and its relationship with groups, institutions, and society. CSU:UC

SOCI 233 SOCIOLOGY OF AGING

3 units

3 hours lecture weekly

This course examines the cultural, social, and political structures that define the aging process. The worldwide variation between "sociological age" and "chronological age" is explored to illustrate how culturally prescribed attitudes determine the value of growing old. Course discussion will focus on modern western society and the diminished status of the aged. CSU:UC

SPANISH**SPAN 080A INTENSIVE ELEMENTARY SPANISH I**

2 units

2 hours lecture weekly

This course is intended for students with basic listening, speaking, reading and writing skills in Spanish.

Designed for students with little or no previous experience in the Spanish language. Intensive practice in the expression and comprehension of spoken Spanish.

SPAN 080B INTENSIVE ELEMENTARY SPANISH II

2 units

2 hours lecture weekly

This course develops a working knowledge of reading and writing skills in Spanish. It is intended to review and further develop the grammar, vocabulary and conversation acquired in Spanish 080A.

SPAN 082A INTENSIVE INTERMEDIATE SPANISH I

2 units

2 hours lecture weekly

This intensive course especially builds oral proficiency while presenting a balanced-skills approach to listening, speaking, reading, and writing.

SPAN 082B INTENSIVE ELEMENTARY SPANISH II

2 units

2 hours lecture weekly

This intensive course especially builds oral proficiency while presenting a balanced-skills approach to listening, speaking, reading, and writing. A continuation of Spanish 082A.

SPAN 084A INTENSIVE ADVANCED SPANISH I

2 units

2 hours lecture weekly

This course emphasizes oral proficiency while strengthening reading, and writing skills in a cultural context. A continuation of Spanish 082B.

SPAN 101 ELEMENTARY SPANISH I

4 units

5 hours lecture, 1 hour laboratory weekly

Practice in understanding, speaking, reading, and writing simple Spanish using a basic vocabulary and stressing idiomatic expressions. Intensive drill in pronunciation and the fundamentals of Spanish. This course corresponds to the first two years of high school Spanish. CSU:UC

SPAN 101A SPANISH FOR SPANISH SPEAKERS I

4 units

4 hours lecture weekly

Note: No credit is given to students who have taken Spanish 101.

This course will focus on developing and strengthening reading and writing skills. Emphasis is placed on spelling, punctuation, lexical variations, idioms and cultural components of the Spanish language. This class is designed for students who communicate in Spanish and/or have near-native fluency. This might include students who have acquired the language outside of the classroom setting. CSU:UC

THEATRE

SPAN 102 ELEMENTARY SPANISH II

4 units

5 hours lecture, 1 hour laboratory weekly

Prerequisite: Spanish 101 or two years of high-school Spanish or equivalent

Review and further study of the fundamentals of the Spanish language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. This course corresponds to the third year of high-school Spanish. CSU:UC

SPAN 102A SPANISH FOR SPANISH SPEAKERS II

4 units

4 hours lecture weekly

Note: No credit is given to students who have taken Spanish 102.

A continuation of Spanish 101A. This course will focus on developing reading and writing skills. This class is designed for students who communicate in Spanish and/or have near-native fluency. This might include students who have acquired the language outside of the classroom setting. CSU:UC

SPAN 150 CONVERSATIONAL SPANISH

3 units, may be taken two times

3 hours lecture weekly

Prerequisite: One year of college Spanish or three years of high-school Spanish or equivalent

A course of intensive practice in the expression and comprehension of spoken Spanish. The verbal active method used stresses oral communication. CSU:UC

SPAN 160 SPANISH FOR PUBLIC SAFETY PERSONNEL

3 units, may be taken four times

3 hours lecture weekly

Enrollment is recommended for students majoring or working in the fields of fire science, police science, nursing, emergency medical personnel and related vocational areas.

A specialized course of basic Spanish for public-safety personnel with emphasis on communication with the Spanish-speaking community. Main emphasis will be on acquiring a practical, working knowledge of Spanish with a vocabulary suitable to the student's area of specialization. Extensive use of audio-visual materials and the language laboratory. CSU

SPAN 201 INTERMEDIATE SPANISH I

4 units

5 hours lecture, 1 hour laboratory weekly

Prerequisite: Spanish 102 or three years of high-school Spanish or equivalent

Comprehensive review of Spanish grammar with special emphasis on practical and idiomatic usage. Readings of short stories in Spanish by famous Latin American authors. Discussions and written and oral reports in Spanish based upon reading selections. This course corresponds to the fourth year of high-school Spanish. Offered fall semesters only. CSU:UC

SPAN 202 INTERMEDIATE SPANISH II

4 units

5 hours lecture, 1 hour laboratory weekly

Prerequisite: Spanish 201 or four years of high-school Spanish or equivalent

Complete review of Spanish grammar. Oral discussion and written composition dealing with assigned readings of current Spanish prose. Intensive reading of outstanding Spanish and Latin American literature. Offered spring semesters only. CSU:UC

SPAN 240 LATIN AMERICAN LITERATURE

3 units

3 hours lecture weekly

A survey course of the literature of Latin America from the time of the discovery to the 20th century. Readings and lectures will be entirely in English. This course is especially recommended for Spanish majors and students enrolled in History 240. CSU:UC

THEATRE

THEATR 090L OPEN THEATRE LAB

0.5 - 2 units, may be taken four times

1.5 - 3 hours lab weekly

Not degree applicable

An open lab for currently enrolled theatre students who wish to rehearse and prepare for performance in a theatrical environment. Provides access to additional coaching and instruction.

THEATR 110 UNDERSTANDING THEATRE

3 units

3 hours lecture weekly

A critical analysis of theatre from the audience perspective. Examination of the functions of producer, architect, playwright, director, actor, designer, and critic through lecture and reading of selected plays. CSU:UC

THEATR 126 IMPROVISATION

2 units, may be taken four times

1 hour lecture, 3 hours lab weekly

An introduction to the principles and practice of theatrical improvisation. This course focuses on the development of spontaneity, physicalization and interaction as they pertain to the creation of improvised character and ensemble performance techniques. Exercises, games and improvised situational scenes are utilized to create an understanding of improvisation as a means to achieving enhanced performance skills. CSU:UC

THEATR 140 ACTING FUNDAMENTALS

3 hours lecture

Introduction to the basic principles and techniques of acting as an artistic discipline. Analysis of plot, character and language. Development of voice and movement skills. Provides theory and process through the use of games, exercises, performances of scenes, monologues, readings, and lecture. (CAN: DRAM 8) CSU:UC

THEATR 141 SCENE PERFORMANCE

3 units, may be taken four times

2 hours lecture, 3 hours lab weekly

Prerequisite: Theatre 140

A refinement of the art, craft and discipline of acting, designed to further develop voice, movement and the ability to analyze dramatic text and characters through exercises, improvisations and extended scene work. CSU:UC

THEATR 144 ACTING FOR THE CAMERA (Same as RTVF-144)

3 units, May be taken four times

2 hours lecture, 3 hours lab weekly

Prerequisite: Successful completion of Theatre 126 or 140 or 141

The practice and study of the fundamental techniques required in acting before the camera in contrast to the variance from stage work. Students will address areas of voice and movement for the camera; blocking; memorization and audition techniques including the preparation and presentation of headshots and resumés. CSU:UC

THEATR 175 INTRODUCTION TO STAGE DIRECTING

3 units, may be taken four times

3 hours lecture weekly

Prerequisite: Successful completion of Theatre 110

An introduction to the fundamental techniques of stage direction including text analysis, styles and genres, stage composition, blocking, working with actors, and designers. Incorporating study of the works of the great directors, students will create a directorial vision and means of working and apply them during in-class scene work. CSU:UC

THEATR 190 THEATRE PRODUCTION

1-4 units, may be taken four times

3-12 hours lab weekly

Note: May be repeated four times for up to 12 THEATR units for credit.

Provides study and laboratory exploration of all aspects of theatre production involving actors, technician and manager, and their contributions to the total aesthetic effect of the dramatic production before a public audience. CSU:UC

THEATR 192 THEATRE FOR YOUNG AUDIENCES

2-3 units, may be taken four times

1 hour lecture, 3-6 hours lab weekly

Prerequisite: Audition; consent of instructor.

Audition, rehearsal, staging and live performance of theatrical play scripts suitably targeted for audiences composed of children from the ages of 6 to 14. CSU

THEATR 194 READER'S THEATRE WORKSHOP

2-3 units, may be taken four times

1 hour lecture, 3-6 hours lab weekly

Techniques and practices of adapting prose material into theatrical performance. Prose material selected will be analyzed, scripted, cast, staged and performed before a live audience. CSU:UC

THEATR 220 THEATRE HISTORY I: THE LIVING THEATRE

3 units

3 hours lecture weekly

A survey of theatre as a product or reflection of its time. Examination and analysis of the effects of major historical epochs to the eighteenth century on audience, playwright, actor, director, and technician as they have evolved. Readings of representative plays and attendance at performances. CSU:UC

WELDING

THEATR 221 THEATRE HISTORY II: 18TH CENTURY THROUGH CONTEMPORARY

3 units

3 hours lecture weekly

A study of theatre as a product and reflection of its time from the late eighteenth century to the present.

Examination and analysis of the effect of the audiences on playwright, actor, director and setting. Readings of representative plays. CSU:UC

THEATR 230 INTRODUCTION TO PLAYWRITING (Same as ENGL-107)

3 units

3 hours lecture weekly

Introduction to playwriting through discussion and analysis of structure, development of character, writing dialogue, and composition of a two act play. CSU

THEATR 240 ACTING SHAKESPEARE

3 units, may be taken three times

3 hours lecture, 2 hours lab weekly

Prerequisite: Theatre 140

An exploration of Shakespeare's plays and poetry through research, exercises, monologues and scene study. Introduction to the process and technique of analyzing play scripts and poetry while establishing a performance discipline. Includes textual analysis, historical research, scansion, imagery, vocal technique, period movement, song and dance. CSU:UC

THEATR 241 MOVEMENT FOR THE PERFORMER

3 units, May be taken three times

3 hours lecture weekly

Develops the performer's instrument as it pertains to the body through awareness, relaxation, flexibility, and responsiveness in order to communicate openly and effectively. Includes movement as a key to character development and as an aid to understanding the complex relationship between the actor, character, and text. CSU

THEATR 242 VOICE FOR THE PERFORMER

3 units, may be taken three times

3 hours lecture weekly

An introduction to the fundamentals of vocal production for the performer. Develops the performer's instrument as it pertains to the voice by eliminating negative habits and tension and improving vocal support, tonal production, vocal quality, and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character, and the text. CSU

WELDING

WELD 090 WELDING CERTIFICATION PREPARATION WORKSHOP

0.5 unit

9 hours lecture weekly

Designed to meet the needs of the industrial community as they are identified. Emphasis is on welding and welding-certification processes.

WELD 100 INTRODUCTION TO OXY-ACETYLENE WELDING

2 units, may be taken four times

1 hour lecture, 3 hours laboratory weekly

Provides the beginning student with a solid foundation in oxyacetylene welding, arc welding, welding techniques, brazing, and flame-cutting on ferrous and non-ferrous metals. Includes basic weld-joint design, expansion, contraction, and residual stress in welding of metals. CSU

WELD 101 INTRODUCTION TO ARC WELDING

2 units, may be taken four times

1 hour lecture, 3 hours laboratory weekly

Prerequisite: Welding 100

An extension of Welding 100 with an emphasis on developing basic skills acquired in Welding 100. This course will include vertical and overhead oxyacetylene and arc welding. CSU

WELD 102 INTRODUCTION TO TUNGSTEN ARC AND GAS METAL ARC WELDING

2 units, may be taken four times

1 hour lecture, 3 hours laboratory weekly

Provides students with a solid foundation in gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW). Includes basic weld-joint design, expansion, contraction, and residual stress in welding of metals. Students are encouraged to earn weld certifications that can lead to employment opportunities in aerospace, entertainment, nuclear, and automotive industries. Job placement is available. CSU

WELD 103 METAL SCULPTURING

2.0 units, may be taken three times

1 hour lecture, 3 hours laboratory weekly

Provides students with a basic foundation in torch soldering, oxyacetylene welding, and shielded metal arc welding. Includes proper safety procedures in the use of shop tools and equipment. Demonstration of methods of proper cutting, forming and shaping of metals. Also cov-

ers basic weld-joint design, expansion, contraction, and residual stress in welding of ferrous and non-ferrous metals. Students learn to sketch, fabricate, and assemble projects relative to metal/sculpture. CSU

WELD 120 INDUSTRIAL WELDING I

5 units, may be taken four times

3 hours lecture, 6 hours laboratory weekly

A trade-technical course offering related theory and vocational skills in oxyacetylene, shielded-metallic arc, TIG, and MIG welding. Also included are related mathematics, theory, labor management and organization, safety and fire control, shop metallurgy, testing and welding design. CSU

WELD 122 INDUSTRIAL WELDING II

5 units, may be taken four times

3 hours lecture, 6 hours laboratory weekly

Prerequisite: Welding 120

A continuation of Welding 120. Enables the student to further develop the required manual/manipulative skills required in oxyacetylene and arc welding. CSU

WELD 124 INDUSTRIAL WELDING III

5 units, may be taken four times

9 hours weekly, including laboratory

Prerequisite: Welding 122

Specialized instruction in welding techniques used in industry, including TIG and MIG welding along with building proficiency in the shielded metallic arc and oxyacetylene processes. Designed for certification. CSU

WELD 125 INDUSTRIAL WELDING IV

1 unit, may be taken four times

3 laboratory hours weekly

Prerequisite: Current enrollment in or completion of Welding 124

Provides extended lab hours for continuing students to develop skills necessary to pass welding certification. May be repeated for a total of four units. Offered on a credit/no-credit basis only. CSU 130

WELD 130 WELDING METALLURGY

3 units, may be taken four times

3 hours laboratory weekly

Prerequisite: Welding 100 and 101 or Welding 120. (High school basic chemistry recommended)

Basic metallurgy as applied to welding, metal structures, and strength of materials. Weldability of metals, heat treatment, weld procedures, welding stresses and con-

trol. Physical and mechanical properties, selection, identification and use of steel, cast iron, stainless steel, nonferrous metals and alloys. CSU

WELD 140 WELDING INSPECTION

3 units, may be taken four times

3 hours lecture weekly

Prerequisite: Welding 120 or equivalent.

Welding inspection procedures and techniques are studied and demonstrated to enable those with the necessary work experience to qualify for L.A. City, International Conference of Building Officials (I.C.B.O.) and American Welding Society-certified welding inspector employment. CSU

WELD 150 WELDING TECHNOLOGY 1

13 units (open-entry/open-exit) 5 hours lecture 25 hours laboratory weekly, may be taken four times

Designed to produce trained, proficient welders.

Emphasis on certification, shielded metal arc, MIG, TIG, and flux-cored arc on steel, stainless steel, and aluminum alloys. Equivalent to the four night courses, Industrial Welding I, II, III, and IV. May be repeated for a total of 52 units. CSU

WELD 155 GTAW AND ORBITAL WELDING

4 units, may be taken four times

2 hours lecture, 4 hours laboratory weekly

Prerequisite: Welding 150, 120 or one year in the industry

Designed to produce trained, proficient welders.

Emphasis on certification, shielded metal arc, MIG, TIG, and flux-cored arc on steel, stainless steel, and aluminum alloys. Equivalent to the four night courses, Industrial Welding I, II, III, and IV. May be repeated for a total of 52 units. CSU

Faculty

FACULTY

Claudia Acosta (1998)..... Spanish
B.A. California State University, San Marcos
M.A. University of California, Riverside

Kathleen Alfano (1996)..... Counselor
B.S. Chestnut Hill College
M.S. Purdue University
Ph.D. University of California, Los Angeles

Edel Alonso (1999)..... Counselor
B.A. Montclair State College, New Jersey
M.A. Loyola Marymount University

James R. Anderson (1991) Chemistry
B.S. University of California, Davis
M.S. California State University, Fresno

Kevin Anthony (1999). ..Hotel/Restaurant Management
B.A. Loyola University

Diane Ayres (1988) English/Journalism
A.A. College of the Canyons, Valencia
B.A. California State University, Northridge
M.A. California State University, Northridge

Timothy Baber (2000)..... Welding
A.S. College of the Canyons, Santa Clarita

Bahram Badiyi (2001)..... Architecture & Drafting
B.A. University of Southern California
M.A. University of Southern California

Roger Basham (1970)..... Anthropology/Sociology
A.A. Taft College
B.A. University of California at Santa Barbara
M.A. San Jose State University

Dennis Bauwens (1986) Business/Accounting
B.S. California State University, Dominguez Hills
M.B.A. California State University, Dominguez Hills

Ruzanna Baytaryan (2001).Mathematics
M.S. Polytechnic Institute, Armenia
Donna Beatty (2001).....Mathematics
B.A. California State University, Northridge
M.S. California State University, Northridge

Chris Blakey (2001)Philosophy
B.S. California State University, San Luis Obispo
M.A. California State University, Los Angeles
Ph.D. University of California, Riverside

Pamela Borrelli (1999)..... Nursing Science
B.S. University of Arizona
M.S.University of California, Los Angeles

Anaid Boyadshyan (2001).....Mathematics
B.S. California State University, Los Angeles
M.S. California State University, Los Angeles

Stephen Branch (2000) History
B.A. University of Southern Florida
M.A. University of Southern Florida

Susan Brant (1999)..... English
B.A.Humboldt State University
M.A.Humboldt State University

Leslie Bretall (1991) Librarian-Public and Technical Services
B.A. University of California, Los Angeles
M.L.S. University of California, Los Angeles

Jennifer Brezina (2001)..... English
B.A. University of California, Los Angeles
M.A.California State University, San Diego
Ph. D..... University of California, Riverside

Wendy Brill-Wynkoop (1997) Photography
B.F.A. University of Southern California
M.F.A. California State University, Fullerton

Robert Brode (2000)..... Administration of Justice
A.A.Los Angeles Valley College

-
- Pamela Brogdon-Wynne** (1997).....Director, EOPS
 B.S. Youngstown State University
 M.S. Youngstown State University
 Ed.D..... Nova Southeastern University
- Kerry Brown** (1998) EOPS Counselor
 B.A. California State University, Northridge
 M.A. California State University, Northridge
 Ed.D.
- Danielle Butts** (1999) Transfer Center
 B.A. California State University, Northridge
 M.S. California State University, Northridge
 Ed.D..... Pepperdine University
- Daniel Catan** (1999).....Music
 B.A. University of Sussex, Great Britain
 B.A. University of Southampton, Great Britain
 M.F.A. Princeton University
 Ph. D..... Princeton University
- Cherie Choate** (1973) Mathematics
 B.A. Alfred University
 A.M..... Dartmouth College
- Dennis Chuning** (2000)..Assistant Superintendent/Vice
 President, Administrative Services
 B.A. California State University, Fullerton
 M.S. University of Southern California
- Richard L. Clark, Jr.**(2000)..... Engineering/Physics
 B.S. Virginia Tech
 M.S. Virginia Tech
 Ph.D..... Virginia Tech
- Kathleen Clements-Knapp** (1974)..... Computer
 Information Technology
 B.A. California State University, Northridge
 M.S. California State University, Northridge
- Pamela Coon** (2001) Computer Networking &
 Communications
 B.A. University of California, Santa Barbara
- Jack Compton** (1976)..... Welding
 A.A. Los Angeles Pierce College
 B.A. California State University, Los Angeles
- Lee Corbin** (1973)..... Mathematics
 A.A. Otero Jr. College
 B.A. Simpson College
 M.A. University of Northern Iowa
- Susan Corner** (1980)..... Journalism/English
 B.A. University of Southern California
 M.A. California State University, Northridge
- Linda Crosby** (1998)..... Child Development
 B.A. Northern Illinois University
 M.S. Northern Illinois University
 M.S. Mount St. Mary's College
- Susan Crowther** (1988)Biology Sciences/MESA
 Director
 B.A. California State University, Northridge
 M.S. California State University, Northridge
- Guillermo Cruz** (2001)..... Economics
 M.A. McGill University
- Fred D'Astoli** (1999)..... English
 B.A. California State University, Northridge
 M.A. California State University, Northridge
- Donna Davidson-Symonds** (1972)..... English
 B.A. Penn State University
 M.A. Southern Methodist University
 Ed.D..... University of California, Los Angeles
- Deanna Davis** (1998)..... English
 B.A. University of California, Los Angeles
 M.A. University of California, Los Angeles
 Ph.D..... University of California, Los Angeles
- Mark Daybell** (2000)..... Design Arts & Technology
 B.S. .. California Polytechnic University, San Luis Obispo
 M.F.A. California State University, Fullerton
-

FACULTY

Diane Delavara-Solomon (1998)DSP&S Counselor
B.A. San Diego State University
M. Ed. University of Missouri, Columbia

Marlene Demerjian (1990) Mathematics
A.A. Glendale College
B.S. University of California, Los Angeles
M.A. University of California, Los Angeles
Ed.D. Nova Southeastern University

Michael E. Dermody (1988).....History/Political Science
B.A. University of California, Riverside
M.A. University of California, Riverside

Sally Didrickson (1976)Dean, Math and Sciences
A.A. College of the Sequoias
B.S. California State University, Los Angeles
M.S. California State University, Los Angeles

Steve Dixon (1998)..... Public Safety
A.A. El Camino Community College
B.A. University of Redlands

Robert dos Remedios (1999)..... Physical Education
B.A. University of California Berkeley
M.A. California State University, Northridge

Ronald Dreiling (2000)..... English
B.A. Washburn University, Kansas
M.A. University of Kansas

Pierre Etienne-Cudmore (2000) French
B.A. Middlebury College, Vermont
M.A. Tufts University, Massachusetts

Erik Eriksson (1980) Chemistry
B.S. Uppsala University, Sweden
M.S. University of California, Los Angeles

Bernardo Feldman (1989)..... Music
M.F.A. California Institute of the Arts
Ph.D. University of California, Los Angeles

Stuart Ferdman (1987).....Counselor
A.A. San Diego City College
B.A. San Diego State University, San Diego
M.S. San Diego State University, San Diego

Christopher Ferguson Computer Science
B.S. California State University, Northridge
M.S. California State University, Northridge

Jane Feuerhelm (1995)Director, DSP&S
B.A. University of Denver
M.A. University of Northern Colorado
Ph.D. University of Southern California

Howard Fisher (2000)..... Physical Education
B.A. Whittier College
M.A. University of California, Los Angeles

Kathy Flynn (1999)..... Chemistry
B.S. San Diego State University
M.S. San Diego State University
Ph.D. University of California, Davis

Douglas Forbes (1985).....Computer Science
A.S. College of the Canyons

Paul Forrer (1998)..... Radio/TV/Film
B.F.A. University of Wisconsin
M.F.A. California Institute of the Arts

Flavia Frazier (2000).....Sign Language
B.A. Gallaudet University, Washington, D.C.
M.A. California State University, Northridge

Joseph Gerda (1987)..... Mathematics
B.A. University of Texas
M.A. University of Texas
M.S. University of California, Los Angeles

Colette Gibson (1999) Mathematics
B.S. University of California, Los Angeles
M.A. University of California, Los Angeles

<p>James Gilmore (2001) Math B.A. University of California, Berkeley M.S. California State University, Northridge</p>	<p>Lisa Hooper (2000).....Physical Education B.S. Pepperdine University, M.A. California State University, Long Beach</p>
<p>James Glapa-Grossklag (1999).....PACE/History B.A. Illinois Wesleyan University Ph. D..... The University of Chicago</p>	<p>Richard Howe (2001).....Psychology B.A. California State University, Northridge M.A. California State University, Northridge Linda Howry (2000) Nursing B.S.N. Northern Illinois University M.S. University of Colorado</p>
<p>Miriam Golbert (2001) Biological Sciences B.S. National University of Cordoba, Argentina M.S. California State University, Northridge</p>	<p>Joan Jacobson (1973)..... Counselor B.A. California State University, Los Angeles M.S. University of California, Los Angeles</p>
<p>Sara Gonzalez (2001)..... EOPS Counselor B.A. University of California, Los Angeles M.Ed. University of California, Los Angeles</p>	<p>Victor Jadaon (1999)Computer Information Technology B.S. National University</p>
<p>Audrey Green (1989).....Articulation Coordinator A.A. College of the Canyons B.A. University of California, Los Angeles M.A. California State University, Northridge</p>	<p>Charlie Johnson (2000)..... Mathematics B.S. University of California, Los Angeles M.S. California Polytechnic University, San Luis Obispo</p>
<p>Kim Gurnee-Simon (2000) English B.A. Humboldt State University M.A. California Polytechnic University, San Luis Obispo</p>	<p>Joanne Julian (1974) Art B.A. California State University, Northridge M.A. California State University, Northridge M.F.A. Otis Parsons School of Design</p>
<p>Tamarah Hardesty (1998) Political Science B.A. University of Utah M.A. University of Southern California</p>	<p>Belinda Kane (1999)..... PE/Athletics B.A. California State University, Northridge M. Ed. Azusa Pacific University</p>
<p>Philip Hartley (1998)..... Assistant Superintendent/Vice President, Instruction and Student Services A.B. Humboldt State University M.A. University of California, Riverside Ph.D..... University of California, Riverside</p>	<p>Ronald Karlin (2000)..... Library Media Technology B.A. University of Southern California M.L.S. University of California, Los Angeles</p>
<p>Mike Harutunian (1999)..... English A.A. College of the Canyons B.A. California State University, Northridge M.A. California State University, Northridge</p>	<p>James Kelleher (2001) Political Science B.A. California State University, Northridge M.A. California State University, Los Angeles</p>
<p>Susan Hinshaw (1999) Theatre B.A. University of Washington M.F.A. California State University, Fullerton</p>	<p>Jan Keller (1969)..... Dean, Learning Resources B.A. University of Utah M.L.S. Immaculate Heart College</p>

FACULTY

Jim Kelley (2000)..... Graphic Design
B.A. San Diego State University
M.F.A. California State University, Los Angeles

Beverly Kemmerling (2000) Nursing
B.S.N. University of Iowa
M.S. University of Rochester, New York
M.B.A. California Lutheran University, Thousand Oaks

Adam Kempler (1997)..... Developmental English
A.A. Orange Coast College
B.A. California State University, Long Beach
M.A. California State University, Long Beach

Karyl Kicenski (2000) Communication Studies
B.A. California State University, Northridge
M.A. California State University, Northridge
Ph. D. George Mason University, Virginia

Ann Kressin (2000) Chemistry
B.S. Marquette University, Wisconsin
M.S. University of California, San Diego

Kathy Kubo (2000).....
Mathematics
B.S. University of California, Berkeley
M.A. University of California, Los Angeles

Gina La Monica (2000) ..Dean, Occupational Programs
B.A. California State University, Northridge
M.A. University of Southern California
Ed.D. Pepperdine University

Thomas Lawrence, Jr. (1969).... Mathematics/Physics/
Astronomy
B.A. San Diego State University
M.S. San Diego State University

Luong Le (1999) Mathematics
B.S. University of California, Riverside
M.S. University of California, Davis

Victoria Leonard (1995) Communication Studies
B.A. California State University, Northridge
M.A. California State University, Northridge

Melanie Lipman (1998)..... Computer Information
Technology
A.A. Nassau Community College
B.S. Fairleigh Dickinson University
M.S. National University

Carole Long (1996) Dean, Instruction
B.F.A. University of California, Los Angeles
M.F.A. University of California, Los Angeles
Ed.D. Pepperdine University

James Lorrigan (2000)..... Art
B.A. California State University, Fullerton
M.A. California State University, Fullerton
M.F.A. California State University, Fullerton

Ann Lowe (2000) Nursing
B.S. University of California, Los Angeles
M.S. California State University, Long Beach
Ed.D. Pepperdine University

Svetlana Lynch (2000) English
M.A. International Education Institute, Russia

Cindy Lynn (1997)..... Child Development
A.A. College of the Canyons
B.A. Pacific Oaks College

Chuck Lyon (1998) Physical Education
B.A. California State University, Northridge
M.A. Azusa Pacific University

Heather Maclean (2001)..... English as a Second
Language
B.A. Bradford University, England
M.A. Monterey Institute of International Students

Mojdeh Mahn (1997) Tutoring/Learning/ Computing Lab
Director
A.S. College of the Canyons
B.S. California State University, Northridge
M.S. California State University, Northridge

-
- Philip Marcellin** (1998).....Physical Education
B.S. ... California Polytechnic University, San Luis Obispo
M. Ed. University of Toledo
- Monica Marshall** (1999).....Child Development
A.S. College of the Canyons
- Jose Martin** (2001)
Spanish
B.A. University of Maryland
M.A. University of California, Irvine
Ph. D. University of California, Irvine
- Robert Maxwell** (2001)Business
B.A. Wichita State University, Kansas
M.B.A. Wichita State University, Kansas
- Gloria McKimney** (1976)..... Information Management
B.A. California State University, Northridge
M.S. California State University, Northridge
- Michael McMahan** (1990) Dean, Fine Arts and Humanities
B.S. California State Polytechnic University, Pomona
B.A. California State University, Los Angeles
Ph.D..... Claremont Graduate School
- Kimi Manji** (2001) Music
B.A. Humboldt State University
M.A. Kansas State University
- Dorothy Minarsch** (1999).....Drafting/Interior Design
A.S. Mt. San Antonio College
- Leonard Mohny** (1986)Physical Education
A.A. College of the Canyons
B.A. California State University, Northridge
M.Ed. Azusa Pacific University
- Floyd Moos** (1990)English
B. A. University of California, Los Angeles
M.A. California State University, Northridge
Ed.D..... Nova Southeastern University
- Diane Morey** (1999).....Nursing Science
B.S. California State University, Northridge
M.S. California State University, Dominguez Hills
- Anita Morris** (1997)..... Dean, Personnel Services
B.A. California State University, Sacramento
M.P.A.University of San Francisco
- Dennis Morrow** (1982)..... Mathematics
B.A. University of California, Los Angeles
M.A. University of California, Los Angeles
- Majid Mosleh** (2001)..... Political Science
B.A. California State University, Los Angeles
M.A. University of Southern California
Ph.D..... University of Southern California
- Gregory Mucha** (1999) Mathematics
B.S. Indiana University
M.S. Purdue University
- Gregory Nishiyama** (2000)..... Biological Sciences
B.S. University of California, Irvine
M.S. University of Southern California
- Samuel Otoo** (1992) English as a Second Language
B.A. University of Cape Coast, Ghana
M.A. Biola University, La Mirada
M.A. Point Loma Nazarene College, San Diego
- Robert Patenaude** (1982)..... Mathematics
B. A. Humboldt State University
M.A.....Syracuse University
Ph.D..... California Institute of Technology
- Bruce Pelkey** (1988)..... Director, International Students
B.A. San Fernando Valley State College
M.A. California State University, Northridge
M.S. California Lutheran College
Ed.D..... Nova Southeastern University
- Sherill Pennington**..... History
B.A. Northwestern University
M.A.....Columbia University
-

FACULTY

- Gary Peterson** (1982) Cinema/Physical Education
A.A. North Hennipen Community College
B.S. St. Cloud State University
M.A. California State University, Northridge
- Carolyn Powell** (1997). Counselor, International Students
A.A. Los Angeles Valley College
B.A. California State University, Northridge
M.S. California State University, Los Angeles
- Michelle Priest** (1999)..... Biological Sciences
B.S. University of California, Los Angeles
M.A. California State University, Fullerton
- Mark Rafter** (2000)..... Psychology
B.A. University of California, Riverside
M.A. California State University, San Bernardino
- Kenneth Rapose** (2000)..... Manufacturing Technology
A.A. College of the Canyons
- Bradley Reynolds** (1975)..... History/Political Science
B.A. University of California, Los Angeles
M.A. University of Southern California
Ph.D. University of Southern California
- Russell Richardson** (1987)..... Political Science
B.S. Western Kentucky University
M.A. Western Kentucky University
Ed.D. Texas Tech University
- Curt Riesberg** (2000)..... English
B.A. University of Minnesota
M.A. Kent State University, Ohio
- Deanna Riveira** (2001)..... Politic Science
B.A. University of Hawaii at Manoa
M.A. Pepperdine University
- Patricia Robinson** (1999). Sociology
B. A. California State University, Northridge
M.A. California State University, Northridge
Ph.D. University of California, Davis
- Betty Rose** (1986). Biological Sciences
A.A. Glendale College
B.A. California State University, Northridge
M.S. California State University, Northridge
- James Ruebsamen** (1999). Journalism
B.A. University of Missouri, Columbia
M.A. Pepperdine University
- Bob Segui** (1999). Counselor
A.A. San Diego Mesa College
B.A. San Diego State University
M.S. San Diego State University
- Sydney Shanks** (1990)..... Mathematics
B.A. University of California, Los Angeles
M.S. California State University, Northridge
- Rebecca Shepherd** (1996)..... Psychology
B.S. University of California, Davis
M.A. University of Nebraska
- Tracey Sherard** (2001) English
B.A. California State University, Fresno
M.A. San Francisco State University
Ph.D. Washington State University
- Diane Sionko** (2000) Business
B.A. University of Buffalo, New York
M.B.A. University of California, Los Angeles
- Mary Enos Smith** (1980)..... Nursing Science
B.A. Whitworth College
M.N. University of California, Los Angeles
- Nancy Smith** (1972) Dean, Social Science and Business
B.S. University of Arizona
M.S. California State University, Los Angeles
Ed.D. University of California, Los Angeles
- Phylise Smith** (1999)..... Dance
B.A. University of California, Santa Barbara
M.A. University of California, Santa Barbara
M.A. University of California, Los Angeles
-

FACULTY

-
- Virginia Soriano** (1980). Nursing Science
B.S.N. University of Santa Thomas
M.Ed. Teachers College, Columbia University
- Betty Spilker** (1969). English
B.A. University of California, Los Angeles
M.A. University of California, Los Angeles
- Leslie St Martin** (2000) English
B.A. University of California, Los Angeles
M.A. University of California, Los Angeles
Ph.D. University of Hawaii
- Diana Stanich** (1987). Physical Education/Dance
B.S. University of California, Los Angeles
M.A. California State University, Long Beach
M.B.A. University of Reno, Nevada
- Cindy Stephens** (2001). Child Development
B.A. California State University, Northridge
- David Stevenson** (1999) Speech Communication
B.A. California State University, Chico
M.A. California State University, Chico
- Diane Stewart** (1989). Child Development
A.A. San Jose City College
M.A. Pacific Oaks College
- Alan Strozer** (2000). Computer Information Technology
B.A. University of California, Los Angeles
M.S. National University
- Boo Su** (1985)
Economics
B.A. Korea University
M.A. Michigan State University
Ph.D. Michigan State University
- Donald Takeda** (1972) Biological Sciences
B.A. California State University, Los Angeles
M.S. California State University, Los Angeles
- Lea Templer** (1985). Economics/Social Science
B.A. California State University, Los Angeles
M.A. California State University, Northridge
- Robert Tolar** (1988). Mathematics
B.S. Lamar University
M.A. University of Texas
Ph.D. Texas A&M University
- Brock Travis** (2000). Psychology
B.A. Sonoma State University
M.A. Sonoma State University
Ph.D. Union Institute, OH
- Garett Tujague** (1998) PASS/Counselor
B.S. Brigham Young University
M.A. University of Redlands
- Isao Uesugi** (1997). Librarian-Technical Services
B.A. California State University, Hayward
M.A. California State University, Hayward
M.L.S. San Jose State University
Ph.D. Claremont Graduate School
- Vickie Valenziano** (2001) Nursing
B.S.N. California State University, Dominguez Hills
- Dianne G. Van Hook** (1988). Superintendent-President
A.A. Long Beach City College
B.A. California State University, Long Beach
M.S. University of La Verne
Ed.D. University of La Verne
- John Varga** (1999). History
B.A. California State University, Northridge
M.A. California State University, Northridge
- Julia Visner** (1985). Counselor
B.A. California State University, Northridge
M.A. California State University, Northridge
- Russell A. Waldon** (2000). Business
B.B.A. University of Miami, Florida
J.D. University of Notre Dame
- Robert Walker** (1991) Art
B.A. Loma Linda University
M.F.A. University of California, Irvine
-

FACULTY

Lisa Wallace (2000). English
B.A. University of California, Irvine
M.A. University of California, Irvine
Ph.D. University of California, Irvine

Diana Watkins (1999) Computer Networking & Communications
B.A. Univesity of California, Los Angeles
M.Ed. University of Arkansas, Little Rock
Ed.D. NOVA Southeastern University

Michael C. Wilding (1997). Dean, Student Services
B.A. California State University, Northridge
M.A. California State University, Northridge
Ed.D. University of California, Los Angeles

Pamela Williams-Paez (2001). Sociology
B.S. Multnomah College, Oregon
M.A. Fuller Seminary, California
M.A. University of Washington

James Wolf (2000) Biological Sciences
B.A. California State University, Northridge
M.S. California State University, Northridge

Stanley Wright (2000) Director, Cooperative Work Experience
B.S. University of La Verne
M.B.A. Golden Gate University

Winston Wutkee (1971). Geography/Geology
B.A. University of California, Los Angeles
M.A. California State University, Los Angeles

Professors Emeriti

Alduino Adelini Counseling
William Baker Theatre/Speech
James Boykin* Biological Sciences
Carl Buckel Business/Cooperative Work Experience
Richard Clemence Administration of Justice
Ted Collier* Political Science
Doris Coy Economics
P. Carter Doran Instruction
Robert Downs* Music
John Drislane* English
Robert Gilmore Counseling
George Guernsey Mathematics
Mildred Guernsey Mathematics
Irene Gunshinan Child Development
Violet Hamilton Counseling
Donald Heidt English/German/Philosophy
Mary Heidt Nursing Science
Donald Hellrigel Foreign Languages
Elfie Hummel Foreign Languages
Walter Lebs Drafting
Betty Lewis Nursing Science
Betty Lid English
Rebecca Lord English
Helen Lusk* Nursing Science
Norman Mouck Mathematics
Robert Seippel Electronics
Lee Smelser Physical Education
Dale Smith Sociology
Sylvia Sullivan CAD/ Drafting
Gretchen Thomson History
Marilyn Van Aken Student Health Center
Fran Wakefield Counseling
Joan Waller Child Development
Stanley Weikert Accounting/Business

*Deceased

Regulations and Policies

REGULATIONS

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity and affirmative action.

Pursuant to the provisions of state and federal law, the District's Board of Trustees has adopted policies and procedures ensuring that its programs and activities are available to all persons without regard to race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status. Both the policy and procedure apply to students, employees and applicants.

The Santa Clarita Community College District under the approved Affirmative Action Plan is committed to implementing the concept, intent, and spirit of providing equal employment and educational opportunity to all persons. Positive action will be taken by the administration, faculty, staff and students to ensure the implementation of this policy and to overcome any form of exclusion or discrimination, whether purposeful or inadvertent.

Additional information on these policies and procedures is available in the District's Affirmative Action Office (Human Resources) Building X-6; (661) 362-2424; TDD (661) 255-0677.

Non-discrimination Policy

The Santa Clarita Community College District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status in any of its policies, procedures, or practices, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding

the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints may be directed to the Dean of Personnel Services, Anita Morris, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661) 362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102

Aviso de Ley de Anti-discriminación

El distrito universitario de Santa Clarita no discrimina por motivo de raza, color, religión, nacionalidad, sexo, edad (más de 40), condición médica (cáncer), incapacidad mental o física (incluyendo VIH y SIDA), estado civil, orientación sexual o veteranos de la época de Vietnam en ninguna de sus políticas o prácticas de acuerdo con Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977.

Este plan anti-discriminatorio incluye licencia médica por circunstancias de índole familiar y de maternidad. Se refiere en particular al ingreso, acceso, así como a la aplicación y empleo de los programas y actividades de dicha institución incluyendo educación vocacional.

Para mayor información sobre esta ley, reclamos judiciales o para simplemente solicitar una copia de dichos procesos, favor de comunicarse con la directora de Personnel Services, Anita Morris, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424.

College of the Canyons hace suyas las obligaciones con respecto a proveer acceso total a personas incapacitadas. Para más información sobre los servicios, actividades y locales habilitados y disponibles a personas incapacitadas, comuníquese con el coordinador de la oficina de DSP & S.

Para pedir informes sobre leyes federales referente a decretos de anti-discriminación en el sistema educativo o al cumplimiento de dichos reglamentos, favor dirigirse a la siguiente oficina: Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102

SEXUAL HARASSMENT POLICY**I. POLICY STATEMENT**

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in District programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the District's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The District will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

II. APPLICABILITY

This policy applies to all applicants for employment and admission to District programs, officers and employees of the District, students, and persons who serve the District as its agents and are under the control of the District. It applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Specific adherence to this policy shall also be made an express term of every contracted services agreement entered into by the District.

III. LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 (as amended by the 1991 Amendments to the Civil Rights Act), by Title IX of the Education Amendments of

REGULATIONS

1972, the California Fair Employment and Housing Act (FEHA), and California Education Code. Santa Clarita Community College District's Unlawful Discrimination and Affirmative Action Policy also prohibits sex discrimination.

IV. DEFINITION

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting the individual's welfare;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance, or creates an intimidating, hostile, offensive, or demeaning work or educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

A third party may also file a complaint under this policy if the sexual conduct of others in the work or educational environment has the purpose or effect of unreasonably interfering with the third party's welfare, work or academic performance.

Examples of behavior generally viewed as sexual harassment when they are unwelcome include, but are not limited to:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may

include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; sexually suggestive or insulting sounds or gestures, including sucking noises, winking, and throwing kisses; unwelcome flirting or sexual propositions, invitations or solicitations; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature (direct or indirect threats or bribes for unwanted sexual activity); or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

2. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, stroking, lingering or intimate touches, grabbing, pinching, leering, squeezing, staring, unnecessarily brushing against or blocking another person, whistling, sexual gestures, or giving a neck or shoulder massage. In addition to stalking (either inside or outside the institution), and attempted or actual sexual assault.
3. Visual or Written: The display or circulation of offensive sexually-oriented visual or written material. This may include, but is not limited to, objects, pictures, posters, cartoons, calendars, drawings, graffiti, video tapes, audio recordings, literature, computer graphics, electronic media transmissions or other materials with sexual content.
4. Environmental: An academic or work environment that is permeated with sexually-oriented talk, innuendoes, insults or abuse not relevant to the subject matter of the class or employment. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct

is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work. This may include, but is not limited to, consensual sexual relationships.

Romantic or sexual relationships between supervisors and employees, or between faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the faculty or staff member must evaluate the student's work or make academic decisions affecting the student or if a supervisor must evaluate the performance of an employee. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or other employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the District.

Sexual harassment may occur between peers. Unwelcome sexual behavior between peers under this definition is unacceptable in the District.

Examples of harassment can include, but are not limited to, all of the behaviors described above as well as the following behaviors:

- leaving obscene messages on campus computers;
- creating a sexually demeaning atmosphere, such as displaying posters and pictures that are sexist or otherwise demeaning to females or males;
- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;
- whistling or yelling obscenities at people walking by, or loudly discussing their sexual attributes and rating them;
- threatening rape;
- mooning, whereby individuals expose their buttocks aggressively;
- exposing one's genitals;
- "streaking" - running naked in front of others;
- "sharking" - biting breasts, buttocks, or other private body parts;
- shouting obscenities;

The aforementioned lists of behaviors should be used to assist in identifying offensive behaviors but in no way should be construed as exhaustive lists of unacceptable acts. In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the records of the incident or incidents as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

This definition recognizes two categories of sexual harassment:

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority (supervisor and subordinate or teacher and student) makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. (Note: the relationship may be an indirect one where the harasser has the power to direct others who have authority over the victim.) The perpetrator's intent or lack of intent to harass is not relevant to the determination of whether quid pro quo harassment occurred.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is physically threatening or humiliating. As with quid pro quo harassment, the perpetrator's intent or lack of intent to harass is not relevant to the determination of whether hostile environment harassment occurred.

REGULATIONS

V. SEXUAL RELATIONSHIPS AND PROFESSIONAL CONDUCT

The basic reasons for which a community college district exists are the discovery and transmission of knowledge, activities which are founded upon the free and open exchange of ideas. Such activities flourish only in a climate uncluttered by exploitation, coercion, intimidation or reprisal. In order for productive learning and the work that supports it to occur, certain conditions should prevail on campus. It is for these reasons that members of the college community - faculty, students and staff personnel - should pursue their responsibilities, guided by a strong commitment to basic ethical principles and professional codes of conduct.

Primary responsibility for maintaining high standards of conduct resides especially with faculty and supervisors, since they exercise significant authority and power over others. If the highest standards of professional conduct are to be maintained, however, all responsible members of the community of learning should understand that sexual advances or comments by a faculty member or supervisor toward one of his or her students or employees may constitute unprofessional conduct. Such unprofessional conduct blurs professional boundaries, interferes with a climate conducive to the open exchange of ideas between persons, subverts the normal structure of incentives that spurs work and learning, and interjects attitudes and pressures which may undercut the basic reasons for which the District exists. In such cases, objectivity may be compromised or destroyed and competent evaluation threatened.

VI. PROHIBITED SUPERVISORY OR MANAGERIAL BEHAVIOR

1. No supervisor, manager, administrator, or other authority figure may condition any employment, employee benefit or continued employment in the District on an applicant's or employee's acquiescence to any of the sexual behavior defined above.
2. No supervisor, manager, administrator, or other authority figure may retaliate against any applicant, or employee, or student because that person has opposed a practice prohibited by the Title VII of the Civil Rights Act of 1964 or the California Fair Employment and Housing Act or has filed a complaint, testified, assisted or partici-

pated in any manner in an investigation, proceeding or hearing conducted by an authorized investigative agency.

3. No person shall destroy evidence relevant to an investigation of sexual discrimination.

Behavior Prohibited by All Persons

1. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall create a hostile or offensive work environment for any other person by engaging in any sexual harassment or by tolerating it on the part of any employee or student.
2. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall assist any individual in doing any act which constitutes sexual discrimination against any employee or student of the District.

VII. RESPONSIBILITIES

A. Faculty, Students or Staff Personnel.

If faculty, students or staff personnel believe that they have been subjected to sexual harassment or any unwanted sexual attention, they should:

- If possible, communicate the unwelcomeness of the behavior to the harasser.
- If practical, communicate to their supervisor (or instructor) that unwelcome sexual behavior has occurred. However, under no circumstances shall a faculty member, student or staff personnel of the District, who believes that s/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first report that harassment to their supervisor (or instructor).
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the District's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

B. Administrators, Managers and Supervisors.

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not there has been a written or formal complaint. Administrators, managers and supervisors must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the District's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

C. Faculty.

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus whether or not they are reported to them. Faculty members must:

- Ensure that harassment or inappropriate sexually oriented conduct is reported to an appropriate administrator or directly to the District's Affirmative Action Officer.
- Discuss sexual harassment policy with their students, as appropriate. Students should be informed of their rights under this policy.

D. All Employees.

All employees of the District shall:

- Report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

VIII. NON-REPRISAL

No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

IX. MALICIOUS, FALSE ACCUSATIONS

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, informal reprimand, formal reprimand, demotion, transfer, suspension, or dismissal.

X. CONFIDENTIALITY

District administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Information will be revealed strictly on a need-to-know basis. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

STUDENT GRIEVANCE POLICY

In the pursuit of academic ends, the student should be free of unfair or improper action by any members of the academic community. A grievance may be initiated by a student when it is believed the student has been subject to unjust action or denied rights as stipulated in published college regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress through the following policy and procedures.

REGULATIONS

Note: Complaints involving alleged discrimination on the basis of race, color, national origin, sex, age, religion or disability should be submitted under the discrimination complaint procedure below.

Students may initiate a grievance for any of the following actions:

1. Prejudicial or capricious action in the evaluation of the student's academic performance. Such grievances may be referred to the chief instructional officer.
2. Acts or threats of intimidation, harassment, or physical aggression. Such grievances may be referred to the Dean, Student Services.
3. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in published College rules and regulations. Such grievances may be referred to the Dean, Student Services.

Procedure to File Grievances Preliminary Action

1. Not later than twenty (20) school days after a student believes an injustice has been done, the student shall first attempt to resolve the grievance by informal consultation with the following persons, preferably in sequence:
 - a. Student, faculty member, or administrator concerned,
 - b. Coordinator, Student Activities,
 - c. Dean, Student Services,
 - d. Chief instructional officer where an academic grievance is concerned.
2. Within ten (10) school days, if the student still believes that the issue has not been resolved by informal consultation, the student may submit a signed statement specifying the time, place, and nature of the grievance to the Dean, Student Services or chief instructional officer, as appropriate, who shall arrange for the meeting of a hearing committee to consider the grievance.

Formal Hearing

1. The Superintendent-President, the chairperson(s) of the Academic Senate and the president of the

Associated Students shall form a hearing committee within five (5) school days as follows:

- a. Two faculty members and two alternates, three students and three alternates, one administrator and one alternate.
 - b. Six students and three alternates or the existing Student Judiciary, in cases where only students are involved, if the parties so desire.
 - c. Committee members shall select one of their members as chairperson. The chairperson shall have the privilege of voting on all issues.
2. The president of the Associated Students shall notify each party of the membership of the committee within five (5) school days. Each party shall be allowed one peremptory challenge and two challenges for cause. Challenges will be communicated to the president of the Associated Students. Released members will be replaced by alternates.
 - a. Legitimacy of challenges for cause against faculty members shall be decided by the chairperson(s) of the Academic Senate.
 - b. Legitimacy of challenges for cause against students shall be decided by the president of the Associated Students.
 - c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.
 3. The hearing committee shall conduct its proceedings according to academic due process standards.
 4. Hearings shall be closed and confidential unless it is the request of all parties that a hearing be open to the public.
 5. The hearing committee shall submit its findings of fact and recommendations to both parties and the Student Judiciary (when only students are involved) for Associated Students' constitutional review.

6. The findings of fact and recommendations, along with any judicial review, will be sent to the Superintendent-President no later than twenty (20) school days from the formation of the formal hearing committee.

Final Action

1. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation within five (5) school days.
2. If the Superintendent-President rejects the committee recommendation, the Superintendent-President shall submit the decision with stated reasons to the hearing committee within five (5) school days.
3. The Superintendent-President shall transmit the decision to both parties, the chairperson(s) of the Academic Senate and the president of the Associated Students. The Superintendent-President shall submit a report on the matter with the decision to the Board of Trustees.

Appeal

Either party may appeal within five (5) days the Superintendent-President's decision, either in writing or by appearance to the Board of Trustees. Within fifteen (15) days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter.

DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES**Introduction**

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules. Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related. This list is not intended to be exhaustive, but are examples of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.
- E. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.
- F. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.
- G. Disorderly, lewd, indecent, obscene or offensive conduct on College-owned or controlled property or at College-sponsored or supervised function.
- H. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College president or designee.
- I. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8.
- J. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- K. Violation of any order of the College president, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, or by posting on an official bulletin board designated for this purpose.

REGULATIONS

- L. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- M. Abusive behavior directed toward, or hazing of, a member of the College community.
- N. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- O. Attempting to do any of the causes for disciplinary action identified above.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or college official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.

STUDENT CONDUCT-DISCIPLINARY ACTION

The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

1. Warning: Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.
2. Restitution: The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.
3. Official reprimand: A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed two years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.
4. Disciplinary probation: Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be no less than one college month nor longer than a college year. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.
5. Removal by instructor: An instructor may remove a student from his/her class when the student has interfered with the instructional process. The duration will be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Student Services Office for appropriate action.
6. Disciplinary suspension: Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic and extracurricular purposes. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including

class attendance and privileges noted under "Disciplinary Probation."

7. Expulsion: Expulsion consists of the permanent and unconditional removal of the student from the College. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the Superintendent-President (Education Code 76030).
8. Interim suspension: Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim suspension shall be:

- a. Imposed by the Superintendent-President of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- b. Limited to only that period of time necessary to assure that the purposes of interim suspension are accomplished.
- c. For not more than a maximum of ten (10) College days. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues:

- a. The reliability of the information concerning the student's conduct,
- b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

Student Rights - Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply

to alleged misconduct of students on campus, or at official College events off campus. The following procedures outlined in the Board Policy Manual, sections 531.2 through 531.5, represent the steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

Definition of Terms

Student: The term "student" means an individual for who:

1. is enrolled in or registered with an academic program of the College;
2. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

Notice: Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student's permanent address of record, shall constitute notice.

Days: For purposes of this Policy, the term "days" means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. (See Board Policy Manual 531.4 for additional information.)

Due Process

A. Referral of Cases:

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct.

Referrals to the Dean of Student Services Office

REGULATIONS

shall be made within thirty days following the discovery of the alleged misconduct. The President may grant exceptions.

B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within ten (10) working days, to the Vice President of Instruction and Student Services. The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;
 - a. Campus Restraining Order (CRO): In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Board Policy 529.2(D) and/or 529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on

the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. a copy of the student conduct procedures; and
3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for a hearing.

D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;
2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;

3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, at the student's request; and
6. counsel the student regarding the campus discipline process as appropriate.
7. Students may be accompanied by any person(s) of their choice at the initial hearing.

E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction and Student Services.

2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal

Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- a. Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- b. Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- c. Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- d. Retention of the case file and the Informal Agreement of Resolution in the Dean of Students' Office for one year from the date appearing on the Agreement. During that year, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.

3. Formal Disciplinary Action:

- a. If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a Student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.
- b. If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or

REGULATIONS

impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

F. Appeal of the Sanction Imposed by the dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Board Policy Manual Section 531.5, The President, below. The President's decision is final.

The Student Conduct Committee

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.
- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee

Chair shall rule on all questions of procedure.

Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.
- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
 - 1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as a witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these

persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.

2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.

H. Responsibility for Presentation of Cases:

1. At the hearing, the accused student must represent himself or herself (exceptions may be granted by the committee chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with campus attorneys.

I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the President, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

J. Reports to the President:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the President of:

1. the committee's specific finding of fact;
2. whether, in the opinion of a majority of the committee the student has violated one or more College Policies; and
3. a recommendation of sanction, provided that prior to recommending any sanction, the

Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the committee indicate the rationale for such recommendation. The President may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.

- K. A copy of all reports required to be submitted to the President by this policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.

- L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the President any written argument supporting the student's position.

- M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

The President

A. Decision by the President:

The final decision regarding the case shall be made by the President except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

B. Bases for Decision:

The President shall base his or her decision upon:

1. the reports submitted by the Student Conduct Committee;
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any

REGULATIONS

previous cases of misconduct by the student on file with the Dean of Student Services office.

C. Sanctions:

The President may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, President, or President's designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanction(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively. Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be a public record of the District.

E. Discussion with Student:

If the President deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

F. Decision by the President:

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the President's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor; and
3. the Dean of Student Services.

The President may also notify other parties of his or her decision. The President may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

MATRICULATION - STUDENT RIGHTS AND RESPONSIBILITIES (BOARD POLICY 523)

Matriculation is a process that enhances access to the California Community Colleges and promotes and sustains the efforts of credit students to succeed in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

College of the Canyons provides students except as exempted pursuant to Title 5, section 55532, with all of the following matriculation services:

- A. The processing of applications for admission;
- B. Orientation and pre-orientation services designed to provide non-exempt students and potential students, on a timely basis, information concerning college procedures and course scheduling, academic expectations, financial assistance, and any other matters the college or district finds appropriate;
- C. Assessment for all non-exempt students pursuant to Title 5, section 55524;
- D. Counseling or advisement for non-exempt students pursuant to Title 5, section 55523;
- E. Assistance in developing a student educational plan pursuant to Title 5, section 55525, which identifies the student's educational objectives and

the courses, services, and programs to be used to achieve them;

- F. Post enrollment evaluation, pursuant to Title 5, section 55526, of each student's progress; and
- G. Referral of students to:
 - 1. Support services which may be available, including, but not limited to, counseling, financial aid, health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services and Disabled Students Programs and Services; and
 - 2. Specialized curriculum offerings including but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

It is the responsibility of each non-exempt student under the provisions of Title 5, section 55530 and the Matriculation Plan to:

- A. Express at least a broad educational intent upon admission and to declare a specific educational objective no later than the term after which the student completes 15 semester units of degree applicable credit coursework. Once the student has declared the specific educational goal, the college will provide the student with an opportunity to develop a Student Educational Plan (SEP) pursuant to Title 5, section 55525. These student responsibilities are also outlined in the Student Educational Plan (SEP).
- B. Participate in counseling or advisement.
- C. Diligently attend class and complete assigned coursework.
- D. Complete courses and maintain progress towards an educational goal in accordance with the college's standards for probation and dismissal.

If the student fails to fulfill the responsibilities listed above, fails to cooperate in the development of an SEP or fails to abide by the terms of his/her SEP, the College may, subject to the requirements of Title 5, Chapter 5, Article 4, suspend or terminate the provision of services

authorized and required in this policy. Nothing in this policy shall be construed to permit the College to suspend or terminate any service to which a student is entitled under any other provision of law.

ORIENTATION

Orientation is a process which acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional procedures.

All new students entering College of the Canyons will be required to participate in the orientation component of the matriculation program unless exempted from this requirement according to the criteria listed below.

Exemptions from Orientation

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in orientation.

ASSESSMENT

Assessment is the process that combines the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests and educational objectives, evaluating students' study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives.

All new students entering College of the Canyons will be required to participate in the assessment component of the matriculation program unless exempted from this requirement according to the criteria listed below.

Exemptions from assessment

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.

REGULATIONS

- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.
- D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
- E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The college will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

COUNSELING

Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives, and designing a plan to meet those objectives.

Counseling/Advisement shall be available to all students including those students entering the College for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below.

Exemptions from Counseling/ Advisement

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) (BOARD POLICY 527)

College of the Canyons maintains student records in a manner to ensure the privacy of all such records and shall not, except as otherwise authorized, permit any

access to or release of information therein. Any currently enrolled or former student has the right to inspect and review his or her student records upon request and within five days of the request.

By law the College cannot release information about students without the student's written permission, regardless of the student's age.

All student records at College of the Canyons are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The College establishes and maintains such information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and establishes and maintains such information required by law.

A student may request access to those campus records which personally identify the student. The student may challenge the accuracy of the record or the appropriateness of its retention in College records.

Student consent is needed for the release of records, covered by the Act and College policy, to outside parties except for those persons or agencies entitled to access under the provisions of law, e.g., College officials, federal and state educational and auditing officers, and requests in connection with the application for or receipt of financial aid and then only on the basis of educational interest.

The college regards certain "student directory information" as public information which may be released for any student currently attending the College. "Student directory information" is limited to one or more of the following items: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent previous public or private school attended by the student. The College, at its discretion, may limit or deny the release of "student directory information" to public or private persons or organizations based on the best interests of the students.

A student may request in writing to the Admissions and Records Office that "student directory information" applying to that student not be released. This request

must be submitted at least ten (10) working days following that student's initial registration or the individual's registration for any term.

The College makes a reasonable charge for furnishing copies of any student record except that normal College procedures will apply to requesting transcripts.

Copies of the full text of College of the Canyons' policy on student rights and privileges under the Family Educational Rights and Privacy Act of 1974, are on file and available to all students in the Instructional Resource Center. Particular questions with respect to a student's prerogatives under this policy should be directed to the Office of the Dean, Student Services.

SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES (BOARD POLICY 726)

In the interest of promoting health and well-being of District students, staff, and visitors and maintaining the safety of District facilities, it shall be the policy of the District to prohibit smoking/tobacco usage in and on campus facilities.

Procedures for Implementing Board Policy 726

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the District, in accordance with State law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal District users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, Cougar Stadium (except in a designated area), and in all College vehicles.
- B. Smoking shall be allowed only in the specific areas described as follows:
 1. The outside area west of the Student Center building;
 2. The southeast exterior corner of the classroom building C north of the Fine Arts building;
 3. The Honor Grove semi-circular seatwell;
 4. The southeast exterior corner of the Administration building's emergency exit walkway;
 6. The seatwell area along the walkway from the Honor Grove to the Physical Education building just east of the right field baseball field fence;
 6. All parking lots EXCEPT the parking area directly adjacent to the south side of the Laboratory building L <ETH> in that area, smoking is permitted in the parking area midway between the Laboratory and Vocational Technology buildings;
 7. A designated area near the Cougar Stadium; and
 8. Other areas as designated by the Superintendent-President. These allowable areas will be clearly designated as a "Smoking Area" and appropriate weather protection will be provided at locations 1 and 3, above.
- C. All other tobacco usage in and on District facilities is expressly prohibited.
- D. Violators shall be subject to appropriate disciplinary action.
- E. Questions regarding this policy shall be directed to the President-Superintendent or his/her designee. Any review and decision by the President-Superintendent or his/her designee shall be deemed to be final.

SUBSTANCE ABUSE PREVENTION INFORMATION

As students and employees you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

HEALTH RISKS

The following are commonly abused drugs and their associated health risks:

REGULATIONS

Alcohol

- * Brain, heart, liver disease
- * Fetal alcohol Syndrome
- * Some forms of cancer
- * Addiction
- * Reduced life expectancy
- * Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

Marijuana

- * Increased appetite
- * Loss of motivation and purpose
- * Heavy psychological dependence
- * Loss of sex drive and reduced fertility
- * May cause heart and lung damage

Cocaine

- * Excitability and restlessness
- * False feeling of self-confidence
- * Painful nose bleeds and nasal erosion
- * Quick addiction
- * Depression
- * Easy overdose leading to heart failure
- * Crack babies
- * Behavior leading to exposure to the AIDS virus

Stimulants

- * Loss of appetite
- * Insomnia
- * High distractibility
- * Anxiety and severe depression

- * Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, delirants, hallucinogens and tobacco have significant health risks.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

APPLICABLE LEGAL SANCTIONS

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code. Legal sanctions may be taken against you if you are:

- * Driving under the influence of any drug
- * In position of illegal drugs or controlled substances
- * Using a false I.D. to obtain alcohol
- * Obtaining or providing alcohol for people under legal age
- * Giving prescription drugs to others
- * Selling any drug or controlled substance

Santa Clarita Community College District Board Policy

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property and as part of any College-sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from College or termination from employment and referral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the superintendent/ president of the College.

College of the Canyons Resources

Student Health Center (661)
362-3259

Counseling Center (661)
362-3287

Off-Campus Resources

National Council on Alcoholism and Drug Dependence of Santa Clarita

24416 Walnut Street Newhall, CA
91321
(661) 254-0700

National Alcohol Hotline

800-ALCOHOL

Cocaine Anonymous (CA)

800-COCAINE
(661) 254-0700
(818) 988-3001

Narcotics Anonymous (NA)

(818) 997-3822

Alcoholics Anonymous

(661) 254-0700
(818) 988-3001

National Clearinghouse for Alcohol and Drug Information

(800) 729-6686

Personal health insurance policies
may have their own treatment or
referral services.

INDEX

A		C	
Absence from Class	25	Calendar, Academic.....	9
Academy Of The Canyons.....	40	California State University System and University of California.....	36
Academic Policies and Procedures.....	25	CalWORKs	15, 18
Academic Renewal.....	29	Campus Activities & Student Life.....	16
Academic Requirements.....	33	Campus Security	17
Academic Staff.....	190	CARE (see Cooperative Agencies Resources) for Education)	17
Access to Education Records.....	216	Career Center	17
Accident Insurance	15	Career/Vocational Education (also see Technical Preparation and Work Experience, Cooperative.....	32
Accounting Courses	93	Certificates of Achievement.....	35, 46
Acting (see Theatre).....	80, 184-186	Certificate Programs.....	46
Add/Drop Procedures	13	Change of Program	13
Administrative Officers and Board of Trustee Members	3	Chemistry Program Description	50
Administration of Justice Program Description.....	47	Chemistry Courses	93, 94
Administration of Justice Certificate of Achievement.....	47	Chicano/a Culture (see Sociology).....	181
Administration of Justice Courses.....	83-85	Child Care	17
Administrative Officers.....	3	Child Development Program (see Early Childhood Education & Family Studies.....	59-61
Admission to the College.....	10	Cinema Program Description.....	50
Advanced Placement.....	25	Cinema Courses	94, 95
Advanced Scholastic Program for High School Students.....	10	CISCO Systems Certificate of Achievement.....	52
Affirmative Action (see Equal Education and Employment Opportunities.....	200	Civic Center	40
Allied Health (see Nursing).....	69	Classification of Students.....	12
American Institution Studies	37	Clearance of Obligations.....	12
American Sign Language (see Sign Language).....	79, 80, 81	Clubs and Organizations (see Campus Activities and Student Life).....	16
Anatomy (see Biological Science).....	90	College by Television.....	40
Animation (see Design Arts & Technology).....	53, 54	College-Level Examination Program (CLEP).....	27
Anthropology Program Description	47	College of the Canyons Foundation	24
Anthropology Courses	85	College Skills (see English).....	57
Archaeology (see Anthropology).....	47, 85	Communication Studies Program Description (formerly Speech).....	50
Architectural Drafting (see Design Arts & Technology).....	53, 54	Communication Studies Courses.....	95, 96
Art Program Description	47	Community Extension.....	40
Art Courses.....	85-88	Competency Evaluation (writing, reading and math).....	34
Assessment, Academic	216	Computer Aided Drafting/Design (CADD) (also see DAT)	53
Associate Degree and Certificate Programs	46	Computer Information Technology (CIT) Program Description	50
Associate Degree Requirements.....	33, 46	Computer Information Technology Certificate of Achievement.....	51
Associate Degrees, Second	34	Computer Information Technology Courses.....	97-103
Associated Student Government (ASG).....	16	Computer Networking Program Description	52
Astronomy Program Description.....	48	Computer Networking Certificate of Achievement	52
Astronomy Courses	88, 89	Computer Networking Courses.....	104, 105
Athletic Program	15	Computer Science Program Description.....	53
Athletic Training Program	76	Computer Science Courses.....	106-108
Auditing Credit Courses.....	28	Conduct, Student (see Disciplinary, Student)....	208, 212
AutoCADD (see DAT).....	53, 54	Confidentiality of Student Records (see Student Records)	205, 216
B		Continuing Student Status	25
Baccalaureate Certified (see Transferable Courses).....	82	Cooperative Agencies Resources for Education (CARE).....	17
Biological Program Description	48	Cooperative Work Experience Education (CWEE) (see Work Experience, Cooperative).....	43
Biology Courses.....	89-90	Cougar Volunteers.....	16
Board of Trustees	3	Counseling/Program Advisement	11
Bookkeeping.....	91	Course Advisement and Approval	11
Bookstore.....	15	Course Descriptions.....	81
Business Program Description	48		
Business Certificates of Achievement.....	49		
Business Courses.....	91-93		
Business Management.....	91		

Course Prerequisites82
 Course Repetition28
 Credit by Examination25
 Credit for Military Service27
 Credit for Non-traditional Learning27
 Credit/No Credit28
 Crime Statistics39
 CWEE (see Cooperative Work Experience
 Education)43

D

Dance Program Description53
 Dance Courses 108-110
 Degree Curricula and Certificate Programs82
 Degree Appropriate Classes
 Degrees, Associate in Arts, Associate
 in Science33, 46
 Design Arts & Technology (DAT)
 (Program Description)53
 Design Arts & Technology Certificates of
 Achievement54-56
 Design Arts & Technology Courses 110-120
 Developmental Education32
 Directed Study Courses43
 Directory Information32
 Directory, Office224
 Disabled Student Programs and
 Services (DSP&S) 18
 Disciplinary Action, Student
 Discrimination Policy200
 Dismissal, Student31
 Distance Learning (see Online, CTV
 and PACE)40
 Drafting (see Design Arts & Technology) 53, 55
 Drop Deadline13
 Due Process (see Disciplinary Action,
 Student) 208,209,212

E

Early Childhood Education (see Family
 Studies)59-61
 Economics Program Description57
 Economics Courses 121
 Educational Partnerships (see Partnerships)40
 Educational Programs32
 Electronic Technology (see Computer
 Networking)52, 53
 Emergency Leave Petition25
 Emergency Medical Technician (see Nursing)70
 Employee Training Institute (ETI)40
 Engineering Program Description57
 Engineering Courses 121, 122
 English Program Description57
 English Courses 122-125
 English as a Second Language Program(ESL)58
 English as a Second Language Courses 126, 127
 Environmental Control Program Description58
 Environmental Courses 128, 129
 Equal Education and Employment Opportunity200
 Ethics (see Philosophy)75
 Experimental Courses (see Special Topics)43
 Extended Opportunity Program & Services
 (EOPS) 19

F

Faculty (see Academic Staff) 190
 Family Studies and Early Childhood
 Education Program Description59
 Family Studies and Early Childhood
 Education Certificate of Achievement59-61
 Family Studies and Early Childhood
 Education Courses 129-132
 Fees, Schedule of 12
 Film (see Cinema and DAT) 50, 94, 95,110-210
 Financial Aid 19
 Fire Technology Program Description61
 Fire Technology Certificate of Achievement62, 63
 Fire Technology Courses 132-134
 Food Services (see Hotel & Restaurant
 Management)65, 141, 142
 Foreign Language Program Description63
 Foreign Language Courses (See French,
 German and Spanish Languages
 Courses)134, 135, 138, 139, 183, 184
 Foreign Students (see International Students)10, 14
 Foster Care Education (see Family Studies)59
 Foundation, College of the Canyons
 French Language Courses (also see
 Foreign Language Program)63, 134, 135
 Full- and Part-time Students 12

G

General Arts & Sciences Major 35
 General Education Requirements
 (Calif. State Universities and Colleges)35, 37
 General Education Transfer Major36
 General Studies Program Description63
 General Studies Courses 135-137
 Geography Program Description64
 Geography Courses 137
 Geology Program Description64
 Geology Courses 137,138
 German Language Course
 (also see Foreign Language Program) .63, 138, 139
 Government (see Political Science) 175
 Grades, Academic30
 Graduation Requirements33
 Graduation with Honors42
 Grants 19
 Grievance Policy, Student205-207

H

Health Education 167
 Health Sciences (see Nursing) 69,155,156
 Health & Wellness Center, Student20
 Help, Ways the Catalog can8
 High School Students, Advanced
 Scholastic Program 10
 History Program Description64
 History Courses 139-141
 History of College of The Canyons6, 7
 HITE Center (High Intensity Transfer
 Enhancement Center)22
 HITE Program41
 Honors Program (see HITE Program)41
 Honors, Graduation (also see Honors)42

INDEX

Honors Society	41	Mechanical Technology (see Quality Technology)	77
Hotel and Restaurant Management Program	65	Medical Assistant (see Nursing Program)	71
Hotel and Restaurant Management Courses	141, 142	MESA (Mathematics, Engineering Science Achievement).....	42
Housing.....	20	Microbiology (see Biological Sciences).....	48
Humanities Program Description	65	Military Service, Credit for	27
Humanities Courses	143	Mission Statement, College of the Canyons	5
I			
Independent Study Courses	43	Multiculturalism in America (see Sociology).....	182
Industrial Technologies Major (A.S.)	66	Multimedia Arts (see DAT).....	53, 55
Information Technology (see Computer Information Technology, CIT)	50	Music Program Description	68
Intensive Spanish Institute	63, 183	Music Courses	150-155
Interior Design (see Design Arts & Technology)	.53, 55	N	
International Business (see Business)	48	New Horizons	21
International Students.....	10	Non-credit Classes (see Community Extension)	40
International Students Program (ISP).....	42	Non-discrimination Policy (see Equal Education and Employment Opportunities).....	200
Intersegmental General Education Transfer Curriculum (IGETC)	36	Non-resident Tuition	12, 13
Insurance, Student (see Accident Insurance).....	15	Nursing Program Description.....	69
J			
Job Placement	17	Nursing, Licensed Vocational (LVN).....	74
Journalism Program Description	66	Nursing, Registered (RN)	71, 157-162
Journalism Certificate of Achievement.....	66	Nursing, Vocational.....	71, 162-163
Journalism Courses	143, 144	Nursing Courses	156-163
Kinesiology Courses.....	168	O	
L			
Law Enforcement (see Administration of Justice)	47	Offices, Academic and Student Services	223
Leadership Development (see Personal Development).....	164	Online Courses	40
Learning Disabilities (see Disable Student Program)	18	Open Classes	82
Learning Resources (see Tutoring and TLC Lab)	21	Orchestra (see Music).....	150
Library	21	Orientation, Student.....	11, 164, 215
Library Media Technology Program Description.....	66	P	
Library Media Technology Courses.....	144, 145	Partnerships.....	40, 41
Limitation of Unit Load	13	Petition for Extenuating Circumstances.....	14
Literature (see English).....	57	President's Letter.....	4
Loans	19	Progressive Adult College Education (PACE)	42
Logic (see Philosophy)	75	Parking.....	22
Loitering	21	Performing Arts (see Dance, Music and Theatre).....	53, 184
Lost and Found.....	21	Personal Development Program Description	75
M			
Management (see Business Management)	48	Personal Development Courses	165
Manufacturing Technology Program Description	67	Philosophy Program Description	75
Manufacturing Technology Certificate of Achievement.....	67	Philosophy Courses.....	165
Manufacturing Technology Courses.....	145-147	Photography Program Description.....	75
Marketing (see Business).....	48	Photography Courses	167-174
Marriage & the Family (see Sociology)	79	Photojournalism (see Journalism)	66
Mathematics Program Description.....	68	Physical Education-Kinesiology Program Description.....	76
Math Courses	147-150	Physical Education-Kinesiology Courses	167-174
Mathematics, Engineering Science Achievement (MESA)	42	Physics Courses.....	48, 174, 175
Matriculation	11, 214	Physiology (see Biological Sciences).....	48
Mechanical Drafting (see Design Arts & Technology).....	53	Placement Examinations (see Assessment)	216
		Police Science (see Administration of Justice)	83
		Political Science Program Description.....	77
		Political Science Courses	175
		Prerequisites (see Course Prerequisites)	82
		Preschool course (see Family Studies)	59
		President's Honors List.....	42
		Probation/Dismissal.....	31
		Program Advisement	18

Psychology Program Description.....75
 Psychology Courses..... 175, 176
 Public Relations (see Journalism)..... 176, 177

Q

Quality Technology Program Description.....77
 Quality Technology Certificate of Achievement77
 Quality Technology Courses 177

R

Radio/Television/Film Program Description77
 Radio/Television/Film Certificate of Achievement.....78
 Radio/Television/Film Courses..... 177-180
 Readmission32
 Real Estate Program Description78
 Real Estate Certificate of Achievement.....79
 Real Estate Courses..... 180
 Red Cross Life Saving 169
 Refund Policy 12, 13
 Registration.....12
 Regulations & Policies200-219
 Repeating a Course.....28
 Residence..... 10
 Restaurant Management (see Hotel,
 Restaurant Management, HRM)65, 141, 142
 Rights & Responsibilities, Student.....207-214

S

Scholarships (see Honors)20
 Scholastic Honors.....42
 Second Associate Degree34
 Secretarial Science (see CIT)50
 Security, Campus 17, 224
 Semester Abroad.....42
 Sexual Harassment Policy200
 Sign Language Program Description 180, 181,79
 Smoking Policy217
 Sociology Program Description79
 Sociology Courses..... 181-183
 Social Science Program Description79
 Spanish Language Courses(also see
 Foreign Language Program)..... 41, 63, 183, 184
 Special Support Services (see Disabled
 Student Programs and Services) 18
 Special Topics Courses (also see
 Experimental Courses).....43
 Speech (see Communication Studies)50, 95, 96
 Sports (see Physical Education) 173, 174
 Statement of Institutional Philosophy.....5
 STAR, Registration and Withdrawal 12, 14
 Student Benefits16
 Student Conduct.....208, 212
 Student Government (Associate Student
 Government)16
 Student Grievance Policy205-207
 Student Health & Wellness Center20
 Student ID Card.....17
 Student Records, Confidentiality of and
 Access to Student Rights
 & Responsibilities207-212, 214, 216
 Student Services15-23
 Students, Classification of12
 Substance Abuse Information and Resources219

T

Table of Contents.....2
 Telephone Device for the Deaf (TDD)225
 Technology Preparation (Tech Prep).....43
 Television Courses (see RTVF).....77
 Television, Courses by40
 Theatre Program Description.....80
 Theatre Courses184-186
 TLC (Tutoring, Learning, Computing) Lab.....21
 Transcript Requests.....31
 Transcription Submission to
 College of the Canyons10
 Transfer Alliance Agreements41
 Transfer Major Programs46
 Transfer Requirements36
 Transferable Courses (CSU:UC).....82
 Tuition, Refunds of Non-Resident.....13
 Tutoring (see TLC Lab)21
 Typing (see Information Technology))51

U

Unit Load, Limitation of.....13
 University of California Transfer Requirements.....36
 University Partnerships (see Partnerships)40

V

Veterans Information22
 Video Production (see RTVF)78
 Vision Statement (see Mission Statement,
 College of the Canyons).....5
 Vocational Education (see Career/Vocational
 Education, Tech Prep and CWEE).....43, 44
 Volunteers, Cougar16

W

Water Technology (see Environmental Control)58
 Welding Program Description.....80
 Welding Certificate of Achievement.....80
 Welding Courses186, 187
 Withdrawal from Class and/or College14
 Women's Studies (see Sociology).....182
 Work Experience Education (see Cooperative
 Work Experience Education).....43, 44
 Work Study19,20
 WWW Home Page, College of the Canyons225

OFFICE HOURS AND DIRECTORY

Academy of the Canyons

V-121 362-3056

Admissions & Records

A-101 362-3280
M-Th 8 am - 7 pm
Friday 8 am - 4:30 pm

Audio Visual/Tutorial Lab

see Open Media Lab

Bookstore

S-134 362-3255
M-Th 7:45 am - 7 pm
Friday 7:45 am - 4 pm
Sat 8 am - 2 pm

Cafeteria

S-126 362- 3268

CalWORKs

I-24 362- 3015

Canyon Call

M-120 362- 3265
ccall@coc.cc.ca.us

Career Center

C-103 362-3286
MWTh 9 am - 5 pm
Tu 9 am-7 pm
Friday 9 am - 12 noon

Child Development Center

FS&ECE Building 362-3501

Community Extension

X-5 362-3304

Traffic School

X-5 362-3456

Counseling & Program

Advisement

A-101 362-3287
Counseling Appts. 362-3287
Walk-in Counseling 362-3287
Orientation & Placement
Test Info 362- 3457
M-Th 8 am - 7 pm
Friday 8 am - 12 noon

Cooperative Work Experience (CWE)

X-4 362-3681/3309
M-Th 9:30 am-4 pm
cwee@mail.coc.cc.ca.us

Disabled Students Programs & Services (DSP&S)

C-103 362-3341
M, Tu 9 am - 7 pm
W, Th 9 am - 4:30 pm
Friday 9 am - 12 noon

Distance Education

I-115 362-3600
M-F 8 am - 4:30 pm

Employee Training Institute (ETI)

X-8 362-3245
By Appointment

Extended Opportunities

Programs & Services/

Cooperative Agencies

Resources for Education (EOPS/CARE)

X-9 362-3270, 3279
MTWTh 8:30 am - 4 pm
Friday 8:30 am - 12 noon

Financial Aid, Scholarship

C-110 362-3242/3409
FAX (661) 259-2617
finaid@mail.coc.cc.ca.us
MWTh 9 am-5 pm
Tu 9 am-7 pm
Friday 9 am - 12 noon

Foundation

X-6 362-3434

High Intensity Transfer & Enrichment (HITE)

C-103 362-3333
MWTh 9 am - 5 pm
Tu 9 am-7 pm
Friday 9 am - 12 noon
hchis008@huey.csun.edu

International Students

C-101 362-3580/3581
M-Th 9 am-5 pm
Friday 9 am - 12 pm

Instruction Office

A-112 362-3411/3412

Library

R-203 362-3361
M-Th 8 am - 9 pm
Friday 8 am - 4:30 pm
Saturday 8 am - 3:30 pm
lbretall@coc.cc.ca.us

Math, Engineering and Science Achievement (MESA)

X-2 362- 3448

New Horizons

I-23 362- 3393

Nursing Office

I-315 362-3357

Open Media Lab

Library second floor 362-3334
M-Th 8 am - 9 pm
Friday 8 am - 4:30 pm
Saturday 8 am - 3:30 pm

Outreach

S-108 362-3678
M-F 8 am - 5 pm

Progressive Adult College Education (PACE)

C-207 362-3632/3525

Personnel

X-6 362-3427

Professional Programs

A-109 362-3364
M-F 8 am - 4:30 pm

Program Advisement

A-101 362-3287

Public Information

A-118 362-3414/3415/3494
(661) 253-6304
pio660@coc.cc.ca.us

Security

X-10 362-3229

Student Development

S-103 362-3261
M, Th 9 am - 5 pm
T, W 9 am - 7 pm
Friday 9 am - 12 noon

Student Health & Wellness

Center

S-122 362-3259

Summer Hours:

M-Th 8 am - 12 noon

Superintendent-President

A-114 362-3400

Switchboard

A-111 362-0

Transcripts

A-101 362-3283

Transfer Center

C-103 362-3455
MWTh 9 am - 5 pm
Tu 10:30 am-7 pm
Friday 9 am - 12 noon

Tutoring, Learning, Computing

Lab (TLC)

I-209 362-3346
M-Th 8 am - 10 pm
Friday 8 am - 4:30 pm
Saturday 9 am - 2 pm

Veterans

A-101 362-3284

Volunteer & Service Learning

Center

S-123 362-3248/3983
MTh 9 am - 5 pm
TW 9 am-7 pm
Friday 9 am - 12 noon

Weekend College Info. 362-7054

Switchboard: (661) 259-7800

TDD: (661) 255-7967